**CITY COUNCIL MINUTES**

**September 9, 2024**

 The regular meeting of the Underwood City Council was called to order at 5:30 p.m. Persons present were Anna Kiser, Rick Jacobson, Tim Hammes, Todd King and Logan Solberg. Also present, Judy Everett, Anita Gumphrey and James Hanson.

 A motion by Jacobson, seconded by King was approved to accept the agenda and minutes. All in favor, none opposed. Motion passed.

GUESTS: Rebecca Lynn Petersen with West Central Initiative, Kurt Mortenson, Bob Heiser, Rebecca Waldeva, Doris Loe

PUBLIC FORUM West Central Initiative Presentation: Rebecca Lynn Petersen presented updates from West Central Initiative on new projects and initiatives throughout Otter Tail County and surrounding counties. Talked about the Underwood Funding Requests from 2020 to present. Also discussed the option for the Underwood Fire Department to request grant money for the new pumper truck. Commissioner Kurt Mortenson also serves on the Economic Development District Board of Directors with West Central Initiative. Mortenson shared how he is happy to serve not only as county commissioner but also as a board member with West Central Initiative.

 Bob Heiser had built a deck onto the shed that was not on permit #460 for the shed. The deck violates Zoning Ordinance 63, Section 25-040, minimum setback from high water level. He asked about a variance. It was explained to him he would need to fill out an application along with $300.00 to start the process of having a special variance meeting.

CLERK/TREASURER REPORT

The following bills were approved by motion of Jacobson and seconded by Hammes: Checks #26252-26313; auto pays #97672-97700; total $153,355.29.

Judy asked for input for the Fall Newsletter

Also mentioned, the website will be discontinued at the end of this year and will explore other

 options for one. Judy has talked to Travis with Lakes Country Service. It was suggested by Doris Loe to check with the school.

LIQUOR STORE REPORT

 Anita is reviewing the budget for 2025. Logan Solberg voiced concerns regarding the audit and low numbers for the store. Anita said she is cutting back on ordering and going through old inventory.

 Winter hours will begin September 22. M-Sat 10:00 am – 9:00 pm, and Sunday from 11:00 am – 4:00 pm.

MAINTENANCE REPORT

 Park St. and Highland Avenue Street repairs have been completed.

 Speed bumps for East Street have been ordered. $509.40. James will order the signs.

 Will work on the budget to have gravel ordered for North Shore Drive. James is keeping an eye on the sink hole.

BUDGET & FINANCE

CD’s were tabled until the November meeting.

Motion by King and seconded by Hammes to approve Resolution 0924-1. Roll call votes: Ayes: Kiser, Hammes, King, Solberg, Jacobson; Nays: None Motion passed

**RESOLUTION #0924-1**

**RESOLUTION APPROVING PROPOSED 2025 TAX LEVY**

**BE IT RESOLVED,** by the City Council of the City of Underwood, County of Otter Tail, and State of Minnesota, that the following sums of money be levied and collected in the year 2025, upon taxable property in the City of Underwood, for the following purposes:

 GENERAL REVENUE $146,513.00

 FIRE 45,341.00

TOTAL LEVY $191,854.00

Adopted by the City Council of Underwood, Minnesota on this the 9th day of September 2024.

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Mayor Anna Kiser City Clerk Judy Everett

UNFINISHED BUSINESS

Motion made by Solberg and seconded by Hammes to adopt Resolution 0924-2. Roll call: Ayes: Kiser, Hammes, King, Solberg, Jacobson. Nays: None. Motion passed.

**RESOLUTION #0924-2**

**RESOLUTION TO SET WATER & SEWER RATES AND FEES**

**BE IT RESOLOVED,** pursuant to Ordinance #77, Section 10, the City Council of the City of Underwood has determined that the following changes be made to the water and sewer service rates and fees effective with the November billing, due December 15, 2024.

 WATER: $44.00 BASE RATE, includes all connections regardless of usage

 $5.00 PER 1000 GALLONS

 SEWER: $38.00 FIRST 1000 GALLONS

 $4.00 PER 1000 GALLONS OVER THAT

 $21.00 BASE RATE FOR AVAILABILITY FEE

Adopted by the City Council of the City of Underwood, County of Otter Tail, state of Minnesota, this the 9th day of September 2024.

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Mayor Anna M Kiser City Clerk Judy Everett

Discussed the proposed sign for the dock with names of the donators and make it larger, 24” x 36” or larger. Judy will contact M-R Sign and request another revised drawing.

Discussed having burn permits for out-of-town residents. The Council decided against it.

NEW BUSINESS

As there was no further business, the meeting was adjourned at 7:07 pm.

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Anna M Kiser City Clerk Judy Everett