

CITY COUNCIL MINUTES

November 10, 2025

The regular meeting of the Underwood City Council was called to order at 5:30 p.m. Persons present were Mayor Anna Kiser, Tim Hammes, Logan Solberg, and Nicole Woodman. Also present, Judy Everett and Lorrie Poser.

A motion was made by Solberg and seconded by Woodman, to accept the agenda and minutes as presented. All in favor, none opposed. Motion passed.

GUESTS: Curt and Michelle Jundt, Marlys Gschwend, Doris Loe, Linda and David Lefald, Jon Bennett, Sandy Klaksvik, Bob Kersten, Steve Juelke

PUBLIC FORUM: Mayor Kiser read the Public Forum Rules of Conduct. Dave & Linda Lerfold, 400 Woodland Ave W voiced concerns regarding the maintenance of the City. Tom Bennett, 306 Woodland Ave W voiced his opposition to James Hanson's termination and replacement. Also voiced concern over the taxes. Curtis & Michelle Jundt, 414 Woodland Ave W voiced their opinions on James Hanson's termination and agreed with it. Steve Juelke, 200 East Highland gave an update on the trailers he purchased. Hauled 8 dumpsters of junk out and is fixing them. Wants a permit to bring in another trailer. Nicole Woodman told him she was talking to the attorney and would get back to him.

CLERK/TREASURER REPORT

The following bills: checks #27015-27062; auto pays #98012-98038; total \$110,891.86 were approved by a motion made by Woodman and seconded by Hammes. All in favor, none opposed. Motion carried.

Judy reported that a grant application has been submitted for the warning siren.

LIQUOR STORE REPORT

Michael Friesen from Hawley Liquor Store was at our store working on sections to clean up inventory items.

An email from Brenda Visnovec from MMBA Board Members and Managers regarding the inventory and business report

Lorrie is checking on a new scanner.

Lorrie will be gone November 20 and 21st to a conference.

MAINTENANCE REPORT

A motion was made by Solberg and seconded by Hammes to approve Thein Well's quote for \$15,000.00 for well #3. All in favor, none opposed. Motion passed unanimously. Evavold Electric will work on well #4.

Truck and sander need repairs per Solberg. Motion by Solberg and second by Hammes to have Adam Geihlsler help with the repairs.

Extreme Marine was hired to take the docks and weed roller out of the lake.

Need someone to help put up Christmas snowflakes and take care of Christmas tree. Tim will talk to Steve Bush.

The shop, office and storeroom have been cleaned.

Logan will meet with Bob Heiser (Town & Country Heating) to have the floor heat turned on in the shop.

BUDGET AND FINANCE Kiser and Woodman will go over budgets and come up with a final budget and levy for 2026.

PERSONNEL & SAFETY A motion was made by Hammes and seconded by Solberg to approve contract with Adam Barry from Dalton for water wastewater operator until the end of 2025 at \$3,500.00 per month. All in favor, none opposed. Motion passed.

In the job description we will separate the maintenance from water wastewater operator and have 2 job descriptions.

UNFINISHED BUSINESS

Personnel Policy was tabled.

NEW BUSINESS

Motion to approve the 2026 meeting schedule was made by Woodman and seconded by Hammes. All in favor, none opposed, motion carried.

Motion to adopt Resolution 1125-1 designating polling place was made by Woodman and seconded by Solberg. Roll call: Ayes; Kiser, Hammes, Solberg, Woodman, Nays; none. Motion carried.

RESOLUTION #1125-1

A RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2026

WHEREAS, The City of Underwood Minnesota, pursuant to Minnesota Statue §204B.16 POLLING PLACES; DESIGNATION, is required by December 31 of each year to designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution is the polling places for the following calendar year, unless a change is made.

NOW THEREFORE, be it resolved by the City Council of the City of Underwood Minnesota as follows:

The City of Underwood designates the Underwood Community Center located at 102 West Highland Avenue as the polling place for the 2026 Elections.

Adopted by the City Council of the City of Underwood, County of Otter Tail, State of Minnesota, this the 10th day of November 2025.

Mayor Anna Kiser

ATTEST: _____
City Clerk Judy Everett

Fee schedule was tabled until December.

Meeting with Kiser and Judy with Wellhead Protection – Source water. Everything is in good standing for next 10 years.

Woodman is working with Otter Tail Lakes Country magazine to put Underwood in it. Cost will be \$750. Woodman will talk with non-profit organizations to help pay for it. Bob Kersten with Mason's will work with Nicole.

A motion was made by Kiser and seconded by Woodman to nominate Doris Loe to the Council to finish out Todd King's term. All in favor, none opposed, motion carried. Doris read the Oath of Office.

Woodman and Loe will work with Griffin Peck (West Central Initiative) on solar panels for the Liquor Store.

Will write up job description for the maintenance position and advertise in the Battle Lake Review, MN Works.com and will post at the Liquor Store, Post Office and Bank. Job will be open until it is filled.

A motion to adjourn was made by Solberg and seconded by Woodman

As there was no further business, the meeting adjourned at 6:44.

Mayor Anna M Kiser

ATTEST _____
City Clerk Judy Everett