

UNDERWOOD CITY COUNCIL REGULAR MEETING MINUTES
Tuesday, November 19, 2019

Call to Order: Mayor Bardsley called the meeting to order at 7 p.m.

Roll Call: Madsen, Dose, Pingel, Erwin in attendance. Absent: Tiarks. Also present: Freuck, Baragary, Sorlien and Dave Sturm (Snyder & Associates Engineering).

Pledge of Allegiance: Pledge of Allegiance was recited by all.

Approval of Agenda: Erwin moved, Madsen seconded to approve the agenda. Motion carried 4-0.

Approval of Minutes: Pingel moved, Erwin seconded to approve the October 9, 2019 Minutes and October 17, 2019 Special Meeting Minutes. Motion carried 4-0.

Public Forum: None.

Alcoholic Beverage License Renewal of Class C Beer Permit (BC) License / Sunday Sale – KC Mart Truck Stop: Madsen moved, Dose seconded to approve KC Mart Truck Stop alcoholic Beverage License renewal of Class C Beer Permit (BC) License. Motion carried 4-0.

Approval of Submittal of Traffic Engineering Assistance Program Request Letter: Erwin moved, Madsen seconded to submit the Traffic Engineering Assistance Program (TEAP) Request Letter for study of Railroad Highway and North Street Entrances into community. Motion carried 4-0.

Streets Project Working Days, Overage Project Not Completed, Action Needed: Discussion on working days overage of 20.5 days resulting in penalty of \$20,500.00 to be removed from amount owed to Carley Construction. Pingel moved, Erwin seconded to approve the Change Order to Carley Construction. Motion carried 4-0.

Streets Project 2019 Accounts Payable Invoices: Madsen moved, Dose seconded to pay Payment #5 to Carley Construction in the amount of \$29,769.13. Motion carried 4-0.

Brine Tank for Snow/Ice Removal: City has two separate donated tanks: one (1,000 gallons) for liquid brine and one (1,000 gallons) for liquid calcium chloride. The third has not been utilized. Erwin moved, Pingel seconded to give the 2,000 gallon brine tank to the City of Crescent to help them get started with their liquid program. Motion carried 4-0.

Lift Station #2 Pump 2 Status Update Last Adjustment and Potential for Failure: Pingel moved, Dose seconded to approve exploration of a new pump for Lift Station #2. Motion carried 4-0.

Emergency Generator Rental Lease Possible Options and Action as Needed: No action taken.

Charles Drive, Highway Street, 4th Avenue Road Conditions and Plan: No action taken.

Resolution 19-11-01: Approval of Urban Renewal Report FYE 30JUN2019: Pingel moved, Erwin seconded to approve the Urban Renewal Report FYE 30JUN2019. Motion carried 4-0.

Resolution 19-11-02: Approval of Annual Finance Report FYE 30JUN2019: Pingel moved, Madsen seconded to approve the Annual Finance Report FYE 30JUN2019. Motion carried 4-0.

National Study of Nutrient Removal and Secondary Technologies for the U.S. EPA Voluntary Participation Response – Yes or No: Madsen moved, Pingel seconded to continue our current practices. Motion carried 4-0.

Consent Agenda and Claims: Erwin moved, Pingel seconded to pay consent agenda and claims. Motion carried 4-0.
 US Postmaster-\$625.05, Turd Toters-\$1500.00, Able Locksmiths-\$75.50, Office of Auditor State of IA-\$175.00, Barco-75.94, Broeckelman & Associates-\$3605.08, Century Link-\$443.66, Computer Systems-\$636.00, Diamond Vogel-\$3882.35, Great America Fin. Svcs-\$114.50, gWorks-\$1351.25, Iowa One Call-\$8.10, Life Assist-\$313.10, Max I Walker-\$21.66, MidAmerican Energy-\$2089.24, Municipal Pipe Tool-\$3784.06, UPS-\$8.75, Zoll-\$1685.98, US Postmaster-\$97.65, EFTWP-\$2330.20, IPERS-\$1741.24, US Bank-\$1019.71, Bomgaars-\$228.09, Helena Agri-\$69.55, Laser Pro Co-\$100.82, Max I Walker-\$21.66, Regional Water-\$165.00, Verizon Wireless-\$236.86, NMC Rental-\$2420.37, Marne Elkhorn-\$10.00, Alpha Door-\$3012.00, NMC Cat Rental-\$2420.37, Marne Elkhorn-\$110.00, United Healthcare-\$3218.12.

19-Nov-19 CLAIMS FOR COUNCIL APPROVAL

| <u>Business</u> | <u>Service</u> | <u>Amount</u> |
|------------------|---|---------------|
| Agriland FS | Fuel | \$657.15 |
| Baragary, Casey | Operator by Affidavit for October 2019 | \$600.00 |
| Bardsley, Dennis | Travel Expenses Reimbursement for Midwest Lab samples delivery and Gworks check delivery | \$393.12 |
| Bluffs Electric | Materials to replace GFI on electrical poles | \$428.09 |
| Computer Systems | Recurring charge for Internet Security, Cyber Sentry, Offset Backup, Office 365 Backup, Service call to setup new computers, Service Calls to update Gworks program | \$828.75 |
| Counsel | Copier: Contract base rate charge/Contract clicks & Blue Toner for Copier | \$137.92 |
| Electric Pump | Service Call/Service Agreement & Parts for Jack Links Lift Station | \$3,817.89 |
| EMS | Ambulance Service | \$298.93 |

| | | |
|------------------------------------|--|-------------|
| Fastenal | Screws for Office Door | \$11.81 |
| Feedlot Service Company | Boomlift Rental | \$400.00 |
| Freuck, Ed | Meal expenses while at training in Des Moines | \$21.90 |
| Great American Fin Services | Copier Lease | \$114.50 |
| gWorks | Annual License Fee for SimpleCity Software | \$2,727.00 |
| Holiday Inn | Hotel stay while at Conference in Des Moines | \$302.40 |
| Ideal Pure Water | October 2019 recurring water service charge | \$9.00 |
| IMWCA | 2018-2019 Audit Premium Adjustment | \$385.00 |
| Iowa Rural Water Association | Community Membership Dues for January through December 2020 | \$225.00 |
| Iron Mountain | Shredding Services 9/25/19-10/29/19 | \$71.66 |
| JDW Midwest | JDW Midwest Contract Percentage Fee (85%) for October 2019 | \$1,102.20 |
| M and K Mills Tree Service | Trash Service for October 2019 | \$3,392.00 |
| Menards | Supplies for Office & Roads: Office Door Lock, Sealbest Pothole Patch, Cleaning Supplies, Candy Canes | \$662.54 |
| MidAmerican Energy | Electricity for October 2019 | \$2,375.15 |
| Midwest Laboratories | Wastewater Lagoon Testing for October 2019 | \$616.00 |
| Midwest Benefit | Death Benefit for 30 Firemen @ 1.25 | \$37.50 |
| Norm's Pumping and Septic Service | Pumping of Lift Station #1 x 3 | \$600.00 |
| Pottawattamie County Public Health | Animal Control Services July through December 2019 | \$1,490.13 |
| Salvo's Contracting LLC | Labor & materials to remove & replace ridge cap & outside closure strips on shop building | \$980.00 |
| Snyder & Associates | Engineer Construction Svcs - Streets 2019 Project & Streambank Stabilization | \$17,291.26 |
| T & K Flatwork | 4 ADA Handicapped Curb Ramps Sidewalks on First Street & 3rd Street | \$7,700.00 |
| USA Bluebook | Pocket Pro+ pH, Temp Tester w/Replaceable Sensor, & Long Handle Dipper | \$408.95 |
| US Bank Visa | Wastewater Training Fee, Hotel Stay for Ed/Conference, App on PW Phone, Office Max, Meals for Cindy/IMFOA, Purchase of Adobe, 2019 Budget Workshop Registration, | \$723.32 |
| Wellmark | Insurance Premium | \$139.29 |
| | Sub-total | \$48,948.46 |
| Oct Payroll | Staff | \$11,069.60 |
| | Total | \$60,018.06 |

Reports:

Fire/Rescue Department: 217 runs for the year. Applying to Iowa West for gear replacement.

Mayor: Erica Carley, WIDA, and Cindy met with Garcia's to discuss Garcia's Family Mexican Restaurant grand opening.

Clerk: Discussed WIDA Survey results. Animal Control Report, Pottawattamie County Sheriff, no word yet on NRCS funding for Mosquito Creek Embankment, TIF Certification of Debt, no word back on IDOT grant for Trail.

Maintenance: Lagoon is in good shape. Lift Station #1 round.

Economic Development: Garcia's opening soon, hopefully 12/1.

Finance: none

Personnel: none

Streets: none

Sewer: none

Cemetery: Badger has possibly moved away.

Water: City Staff to reach out to Regional Water about the painting of the water tower.

Code Compliance: working towards finishing codification.

Parks: Winterized and closed. Inspection 3 days ago.

Adjournment: Erwin moved, Pingel seconded to adjourn the meeting. Mayor Bardsley adjourned the meeting at 8:31 p.m.

These minutes are as reported by the City Clerk/Administrator and subject to approval at the next regular council meeting.

Dennis Bardsley, Mayor

(attest) Cindy Sorlien, City Clerk/Administrator