

## UNDERWOOD CITY COUNCIL -REGULAR MEETING MINUTES - August 13, 2024

Josh Madsen called the meeting to order on August 13, 2024, at 6 p.m.

Roll Call: Josh Madsen, JW Tiarks, Jodi Bose, Kelle Erwin. Absent: Mayor Bardsley and Jim Pingel. Also in attendance: Julie Kruse, Darin Whatcot, Dave Powell, Michelle Powell, Kelsie Rollins, Dave Sturm, Keith Rodenburg, Jordan Snyder, Cindy Sorlien, Alan Hedegaard, Todd Erwin, Craig Zenor.

Pledge of Allegiance recited.

Tiarks moved, Erwin seconded to approve the agenda. Motion carried 4-0.

Josh Madsen stated he has two conflicts under Codification building issues and will abstain if there are any votes.

Erwin moved, Bose seconded to approve the July 9, 2024, regular minutes. Motion carried 4-0.

Public Forum: Alan Hedegaard, Developer, inquired about possible improvements for the 4th Avenue extension north of North Street. He personally won't be moving forward with Housing Development Phase 5 and 6 but spoke to another developer who is interested. Alan stated if you have money to tear up a road that is usable right now, at least put oil or something on the gravel. Alan stated there will be another street coming onto 4<sup>th</sup> avenue, it would be on the south side of the natural gas plant. Powell stated that the road was oiled and will be again. Tiarks stated we have considered doing it in the past and got estimates for full road and mills. Will discuss during the Budget season in January 2025. Alan Hedegaard left at 6:06 p.m.

Tiarks moved, Erwin seconded to open the public hearing on plans, specifications and form of contract. Motion carried 4-0. Hearing opened at 6:07 p.m. Dave Sturm, Engineer-Snyder and Associates discussed the 3 staging areas, and that the contractor has option to start in fall but then needs to finish in fall. Tiarks moved, Erwin seconded to close the public hearing on plans, specifications, and form of contract. Motion carried 4-0. Madsen closed the public hearing at 6:10 p.m.

Tiarks moved, Erwin seconded to approve Resolution 24-08-01 Approving Final Plans and Specifications and Form of Contract for Highway Avenue Road reconstruction. Roll Call Vote: Bose-Yes, Erwin-Yes, Madsen-Yes, Tiarks-Yes. Motion carried 4-0.

Reviewed Construction Bids and Bid Tabulation – Dave Sturm stated the low bid was Carley Construction.

Tiarks moved, Erwin seconded to approve Resolution 24-08-02 Making Award of Contract awarding the Highway Avenue Road Reconstruction to Carley Construction for \$355,591.70. Roll Call Vote: Tiarks-Yes, Madsen-Yes, Erwin-Yes, Bose-yes. Motion carried 4-0.

No action taken. Dave Sturm discussed the watershed project and monument preservation. Engineer will file certificate on 8 pins on backyard ditch area.

Presentation on strategic/comprehensive plan by Julie Kruse, Snyder and Associates.

Todd Erwin arrived at 6:26 p.m. and left at 6:33 p.m.

Demolition Parameters for Building Permits – Citizen brought up issues with the demolition process and safety. Streets Committee met, along with the Building Inspector, to include additional items for guidance for demolition permit applications.

Unsafe Building – Notice to Abate – Commercial Building – Citizen has not picked up the certified letter to date. Commercial Building Red Tag – Discussed the building has a stop work order. Until the owner decides what they want to do, nothing can be done. A Board of Adjustment committee may be requested by the owner for approval of setbacks. However, no building permit was requested nor reviewed. Build does not meet current code requirements. Will keep open communication when the owner decides how to move forward. Citizen expressed concern on lack of identification from city representative.

Erwin moved, Tiarks seconded to approve the Request for 6-month extension for Deterioration of Garage to citizen. Motion carried 4-0.

Council directed City administrator to get identification badges created for the three full-time city staff and the city building official representative.

Kelsie Rollins conveyed would like to do another Trunk or Treat on Sunday, October 20 from 5 to 8 p.m. She requested the road closed from 5-9 p.m. for the following roads: 2<sup>nd</sup> avenue from 3<sup>rd</sup> to 4<sup>th</sup> street and 3<sup>rd</sup> street from city hall to 1<sup>st</sup> avenue. Kelsie stated if for some reason not able to hold it on the 20<sup>th</sup>, it would be cancelled. Erwin moved, Bose seconded to approve the Halloween Trunk or Treat with road closure identified on October 20 from 4-9 p.m. Motion carried 4-0.

Julie Kruse left at 7 p.m. Craig Zenor arrived at 7 p.m.

No action taken on 3<sup>rd</sup> Street. Assigned to Streets Committee to come up with design and for city administrator to reach out to Pott. County Engineer. Josh Madsen is on streets committee but having Jodi Bose sit in on this specific item for streets committee only.

Erwin moved, Bose seconded to allow Kelsie Rollins to schedule a ribbon cutting for the pickleball court as volunteer work and notify city staff, council/mayor when that will be.

No action taken on splash pad. Council would like to discuss putting this in the strategic/comprehensive plan. Dave Sturm left at 7:16 p.m. Darin Whatcot left at 7:17 p.m.

Erwin moved, Bose seconded to approve Los Tiacos LLC alcohol beverage license renewal. Motion carried 4-0.

Tiarks moved, Erwin seconded to approve Resolution 24-08-03 approving and adopting the Pottawattamie County Hazard Mitigation Plan. Roll Call Vote: Bose-Yes, Erwin – Yes, Tiarks – Yes, Madsen – Yes. Motion carried 4-0.

Since Friends of Underwood requested closure of street for the Car Show after the last July 9 regular meeting, Street Committee met and approved closure of 2<sup>nd</sup> Avenue from 3<sup>rd</sup> Street to 4<sup>th</sup> Street. Bose moved, Erwin seconded to approve the street committee recommendations formally. Motion carried 4-0.

Tiarks moved, Bose seconded to approve Resolution 24-08-04 for Principal for life insurance and short-term disability. Roll Call Vote: Erwin – Yes, Madsen – Yes, Tiarks – Yes, Bose – Yes. Motion carried 4-0.

Erwin moved, Bose seconded to table the donation item. Motion carried 4-0.

Erwin moved, Bose seconded to approve the Street Finance Report FYE 30JUN2024. Roll Call Vote: Tiarks-Yes, Bose – Yes, Erwin – Yes, Madsen – Yes. Motion carried 4-0.

Discussion on the wastewater treatment plan, the electrical engineering plans have not been completed by the third-party vendor. LEMNA engineers reviewing a change to the system. The plan has not been submitted to Iowa Department of Natural Resources.

Tiarks moved Erwin seconded to approve the consent agenda and claims. Motion carried 4-0. MidAmerican Energy - \$2825.11, Ipers - \$2803.50, EFTPS - \$4666.94, Dept of Revenue - \$525.83, United Healthcare - \$5683.64

3E Electrical	Annual inspect/repair Mobile Generator	\$679.49
Agriland	Fuel-Fire/City- July 2024	\$1,438.39
Albright Parts Plus	Dayco part LS #2	\$169.99
Anderson Door Service	Fire Dept garage door section repair	\$112.20
Bomgaars	Weed eat trimmer/oil, safety glasses, battery	\$355.39
Broeckelman and Assoc	Audit fees	\$7,832.85
Column Software PBC	Legal Pub 7. 10 Reg Minutes, Pub hearing Hwy Ave	\$333.61
Computer Systems	Computer help to find folder	\$895.50
Council Bluffs Pub Library	Library Services July 2024 to Jun 2025	\$3,856.12
Daily Nonpareil	Second City Wide garage sale	\$32.99
Dave Lyon Towing	Refrigerant +Labor Truck# 2450	\$305.25
Diamond Vogel Paint	Paint for Road striping	\$707.50
Eric's Tool Service	LS#2 Jump Start Mobile Generator	\$289.95
Quick Med Claims	Volunteer Ambulance 3rd party biller percentage pmt	\$282.18
GPM	Annual Calibration 5/17 Lagoon	\$448.00
Grainger	Aluminum angle iron	\$37.53
Ideal Pure Water	Round hot cooler/ 5-gal r/o-May 24	\$20.85
IMWCA	Work Comp Premium 24-25 Installment#2	\$655.00
Iowa One Call	May 17th and June 15 - one calls at 90 cents each	\$28.80
Iron Mountain	Shredding svc	\$244.63
JDW Midwest	Bldg Inspection Svcs JUL 24 + 4 hours Const	\$4,429.36
Life Assist	Supplies	\$228.20

Marilyn Larson	Refund - Ambulance 10/23/2022	\$350.00
Marne Elk Horn	Ph/Cble – Fdept Ph – City - July 24	\$360.47
Max I Walker	Grey Mat Rug-Jul 19.24	\$56.30
Midwest Lab	Wastewtr Tests & Supplies -May 24	\$933.25
M & K Tree Svc - MTS	July 24 Garbage	\$3,550.00
Paco's Tires	Repair Tire Sensor Left Rear, Tire Repair	\$199.69
Regional Water	Water Read Date July 2024	\$323.52
Sam's Club Direct	Supplies	\$51.87
Senior Citizens of Underwood	Senior Citizen Meals	\$650.00
Snyder & Associates	design/plan WWTP upgrade, Hwy Ave Reconst	\$10,312.50
UMBA	Fireworks - Donate - Public purpose	\$3,350.00
US Bank VISA	Postage for SW Postcard Bills, deadbolt for trailhead bathroom, case for sw on call phone	\$514.50
Verizon	On Call Public Works Phone + New Phone	\$1,346.09
Wellmark	Dental ins Jul24	\$212.38
Wells Fargo	Copier lease + overage copies	\$230.53
	Sub-total	\$45,824.88
Jul 24 Payroll	Staff	\$19,409.51
	Total	\$65,234.39

Todd Erwin returned at 7:33 p.m.

**Reports:**

Fire/Rescue Department: 98 runs

Mayor: - None

Maintenance: Powell stated that the road seal cracking of asphalt on 3<sup>rd</sup> Street (aka Main St) is done, will have to readdress when return from vacation to seal coat since the rain would wash it away this week. It has to sit for 24 hours in between. We will send letters out again when ready. Started striping the road west side of Railroad Highway. The security cameras will be installed at Trailhead Park on 8/26. Citizen notified city hall of issue at Fire Department Park. Wasp nest removed from the horse at the Fire Department park and checked other park equipment. Report on some signs that blew over and a stop sign will be fixed by the end of next week. Will work on the grading of the area after 3<sup>rd</sup> street is sealed.

Clerk: IMWCA on-site audit on 8/6, report received 8/12. Drivers for Fire Department must now have physicals and IMWCA gave a 60-day time line. If volunteers do not have physicals, they cannot go out on calls. IMWCA also discussed seat belts, workers stepping off the platform and walking to the next pole when changing out anything on the light poles, as well as putting flashers on the tractor sides for those few light poles that are only accessed going perpendicular as well as placing work signs out. Fire Chief will have phone forwarded to city hall so can assist with calls that are highly time sensitive. Cyber risk assessment completed by ICAP 8/8. IMWCA wage audit is complete. No issues. 3<sup>rd</sup> Street from Railroad to Milwaukee is a minor collector farm to market road. After speaking with Pott Co Engineer this afternoon, they are willing to partner with the city to apply for STBG grant with IaDOT, with city engineer completing design. Also included that the city would partner with the County on G-30 (North Street) from Railroad Highway west to the water tower for reconstruction of road, with the county completing the design, and requesting a STBG grant. Will place items on next council agenda for this.

Council Committees:

Economic Development: None Personnel: None Sewer: None Water: None

Finance: Met before the meeting today 8/13 and will look for a new Treasurer.

Streets: Met July 26 to discuss Friends of Underwood Monday Market Car Show road closure and approved.

Cemetery: None

Code Compliance: Committee met July 26 with Erwin filling in for Tiarks who was unable to meet.

Parks: None

**Adjournment:** Erwin moved, Bose seconded to adjourn the meeting. Motion carried 4-0. Josh Madsen adjourned the meeting at 7:48 p.m.

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

Josh Madsen, led the meeting

Attest: Cindy Sorlien, City Administrator/Clerk

Underwood July 2024	Expense	Revenue
General	18,618.76	10,894.33
Garbage	3,593.53	5,235.45
Fire	3,243.37	4,968.49
Ambulance	289.82	1,838.38
Road Use Tax	8,173.07	10,855.01
Employee Benefits	3,728.90	6.21
Emergency Fund	0	7.32
Local Opt Sales Tax	0	17,008.17
Tax Incr Finance	0	267.46
Debt Service	0	108.58
American Res Plan	1,545.00	0
Highway Ave Road	2,925.00	0
Sewer	11,914.48	34,854.55
Sewer Sinking	10,250.00	0
Sewer Capital	10,250.00	0
Total	74,531.93	86,043.95