

UNDERWOOD CITY COUNCIL -REGULAR MEETING MINUTES - Tuesday, October 8, 2024

Mayor Dennis Bardsley called the regular council meeting to order on October 8, 2024, at 6 p.m.

Roll Call: Josh Madsen, Jodi Bose, Kelle Erwin, Jim Pingel, JW Tiarks.

Also in attendance: Grant Anderson, Keith Rodenburg, Ray Kuper, Tyler Jacobs, Jake Braddy, Michelle Powell, Dave Powell, Cindy Sorlien.

Pledge of Allegiance recited.

Pingel moved, Tiarks seconded to approve the agenda. Motion carried 5-0.

Nothing during public forum.

Pingel moved, Madsen seconded to open the public hearing on proposal to enter into a General Obligation Ambulance Acquisition loan agreement. Motion carried 5-0. Mayor Bardsley opened the public hearing at 6:02 p.m.

Discussion that the ambulance was ordered two years ago this past August. Pingel moved, Erwin seconded to close the public hearing. Motion carried 5-0. Mayor Bardsley closed the public hearing at 6:05 p.m.

Pingel moved, Tiarks seconded to approve Resolution 24-10-01 taking additional action on proposal to enter into a General Obligation Ambulance acquisition loan agreement and combining loan agreements. Roll Call Vote: Madsen-Yes, Tiarks-Yes, Bose-Yes, Erwin - Yes, Pingel-Yes. Resolution adopted 5-0.

Tiarks moved, Erwin seconded to open the public hearing for budget amendment #1 for FY2025. Motion carried 5-0. Mayor Bardsley opened the public hearing at 6:07 p.m. Discussion on additions. Pingel moved, Madsen seconded to close public hearing. Motion carried 5-0. Mayor Bardsley closed the public hearing at 6:09 p.m.

Tiarks moved, Pingel seconded to approve Resolution 24-10-02 adopting budget amendment #1 for FY2025. Roll Call Vote: Pingel-Yes, Madsen-Yes, Erwin-Yes, Tiarks-Yes, Bose-Yes. Resolution adopted 5-0.

Grant Anderson, with MAPA discussed that a member service MAPA can provide is to work with a group for community involvement for input into strategic plan/comprehensive plan. MAPA will work with the committee to come up with a list of questions. Anderson stated that it would take approximately one hour to work with the committee to get ideas. MAPA would then create an online an paper survey and bring the survey to city council first to refine it and then send it out and schedule a kick off meeting. MAPA will manage and receive the results. The planning committee will need to help get the survey out in their networks. Anderson stated there would then be a 2-week survey period. MAPA will compile the answers. MAPA will talk about the results at a town hall meeting for approximately 90 minutes. The first 10-15 minutes would be explanation of why the city is going through this process and provide the summary of survey results. Anderson further stated that MAPA would facilitate group discussion at the town hall meeting . After the town hall meeting, MAPA would collect the feedback and provide a report that will represent the public engagement portion of the strategic/comprehensive plan. The report will be provided to city council by MAPA once the results are compiled. Two council members will get up to 8 additional committee members together that represent different groups within Underwood for inclusion.

Erwin moved, Bose seconded to make a community based committee for the comprehensive plan with Bose and Madsen getting a community group together to work with MAPA questions for a survey for community involvement. Motion carried 5-0. Anderson left at 6:33 p.m.

No action taken on Christmas skyline decorations. Council directed city staff to contact MidAmerican to see if the cable that crosses 3rd street is too close to the electrical wire. Additional information to be researched based on placing a tree in the middle of intersection of 3rd Street and 2nd Avenue. This includes Pottawattamie County Secondary Roads and decoration suppliers.

Powell discussed that 3rd Street (east of Railroad Highway) has been resealed. The cemetery broken wall has been graded. It will be re-seeded. Powell stated that he will get bids for a bathroom at 625 for a winter project. He received a bid from a company to replace GFCI outlets. Madsen moved, Erwin seconded to redo 10 poles with the extra light sensitivity timer cost. Motion carried 5-0.

No action taken on street closure for Halloween Trick or Treating on October 31.

Bid tabulation for a sand/salter apparatus reviewed. Madsen moved, Bose seconded to approve the purchase of the Badger Body polyhopper for \$9150. Motion carried 5-0.

The wastewater treatment plant construction permit application was submitted today October 8 without the electrical portion for Iowa DNR to begin review.

Tyler Jacobs and Jake Braddy from Computer Systems discussed the process and security for transitioning email from Marne Elkhorn to Computer Systems.

Madsen moved, Bose seconded to make the transition from Marne Elkhorn hosting emails to Computer Systems with 5 for city staff, 6 council/mayor email only and 3 fire emails and 1 Fire Department Microsoft license, pending Fire Department approval. Motion carried 5-0. Jacobs and Braddy left at 7:35 p.m.

No action taken on codification.

Pingel moved, Tiarks seconded to approve the unlicense ABD license for business. Motion carried 5-0.

Tiarks moved, Pingel seconded to approve Resolution 24-10-03 authorizing general fund transfer to capital project trail phase 1. Roll Call Vote: Pingel - Yes, Tiarks- Yes, Madsen - Yes, Bose-Yes, Erwin - Yes. Resolution adopted 5-0.

Madsen moved, Tiarks seconded to approve Resolution 24-10-04 authorizing road use tax transfer to Highway Ave Road capital project for \$15,737.50. Roll Call Vote: Madsen - Yes, Bose - Yes, Tiarks - Yes, Erwin - Yes, Pingel - Yes. Resolution adopted 5-0.

Discussion on how to accept/record possible fire station building possible expansion. Discussion on wording would be provided to city council/fire department on where the donation checks would need to be written and what specifically would be needed in the memo area. The memo area verbiage will be clarified by the City Administrator. Pingel moved, Madsen seconded to designate a separate line item for fire station building expansion donation to go to the Fire account at ANB bank. Motion carried 5-0.

Tiarks moved, Madsen seconded to allow the personnel committee to advertise and hire a second part-time deputy clerk. Motion carried 5-0.

Pingel moved, Erwin seconded to pay the consent agenda and claims. Motion carried 5-0. Principal - \$240.01, Daily Nonpareil - \$218.40, Century Asphalt - \$9300.00, US Postmaster - \$1265.05, Ipers - \$2716.53, EFTPS - \$4565.78, IA Dept of Revenue - \$353.84, State Withholding - \$2287.49, Iowa Workforce - \$22.39

Agriland	Fuel-Fire/City- Sep 2024	\$553.19
Cindy Sorlien	Mileage 6/18-10/4/24	\$188.94
Column Software PBC	Not Pub Hrng - Ambulance, Sep 24 Reg Mins	\$268.51
Computer Systems	Assistance with Cyber Question; Cyber Security Updates	\$493.75
Daily Nonpareil	Publish Budget Amend #1 FY 2025 - 28SEP2024	\$293.64
Dave Lyon Towing	Battery - International - 2461+LBR	\$644.29
David Powell	9/24/2024 - Mileage IRWA Conference	\$217.75
Electric Pump	LS#2 Loss of power - 6/26/2024	\$1,004.30
gWorks	Add' 50 users Frontdesk	\$420.00
Ideal Pure Water	Deposit 1 -\$7.00 Round Hot CLR	\$2.00
IMWCA	Work Comp Prem 24-25 Installment #4	\$655.00
Iowa One Call	Iowa One Call July and Aug 2024	\$20.70
JDW Midwest	Bldg Contract % SEP 2024	\$270.93
Marne Elk Horn	Ph/Cble-FDept/Ph-City-Sep 24	\$362.06
Max I Walker	Grey Mat Rug-Sep 27.24	\$28.81
Menards	9/30/24- Road Supplies;10/3/24- Batteries	\$109.84
Midwest Lab	Wastewtr Tests & Supplies -10/3/2024	\$1,037.20
M & K Tree Svc - MTS	Sep 24 Trash - 292 cans/32X Cans	\$3,550.00
Myrtue Medical Center	Initial Prevent Med Dos 9/6/2024	\$73.00
Principal	Life ins-STD	\$240.01
Regional Water	10/3/2024- Water Read Date 9.19.2024	\$390.31
Quick Med Claims	Underwood Vol Ambulance	\$125.72

Snyder & Associates	Project admin/design spec wwtp; Project admin/Bid Svcs Hwyave	\$8,925.00
United Healthcare	Health Insurance - Oct 24	\$5,200.46
Unity Point	3 Fdept MRO	\$126.00
US Bank VISA	SW training, safety uniforms	\$1,068.68
Verizon	Tablet-Ambulance+Line Oncall phones	\$1,599.19
Wellmark	Dental Ins Oct 24	\$4.42
Wells Fargo	Copier Oct 24	\$191.00
Sep24 Payroll	Staff	\$17,269.72
	Total	\$45,334.42

Fire/Rescue Dept - 241 calls through 10/7/2024. The fire supper went well.

Mayor - Both he and city staff went to meeting in Atlantic.

Clerk - Board of Adjustments committee will meet 10/14/24 for a rear setback variance, nothing to report on unsafe building, Cyber Table Top Exercise will be completed with ICAP representative on 10/14/24. IMFOA conference is next week. Treasurer report. Will take budget amendment to courthouse for certification with the auditor office. Submitted Wastewater Treatment Plant Upgrade grant request to Iowa West Foundation. Notified that the STBG grant may not be funded this year, but the set-aside may be. Will update at the next council meeting. Streets Committee will meet with the engineer on Thursday for design ideas for 3rd Street east of Railroad Highway.

Economic Development - None

Finance - None

Personnel - None

Street - Carley Construction may start mid to late October for Highway Ave reconstruction but there will be less than 48 hour notice.

Bose would like the sheriff notified to see if they can check vehicles for speed limits on 3rd Street, Railroad Highway and Sunset Drive.

Sewer - None

Cemetery - None

Water - None

Code Compliance - Madsen asked if changing ordinances is available after codification. Discussion that there would need to be discussion by city council with what a possible change would be, schedule a public hearing and 3 readings. Madsen stated that he wants to see the ordinance change for steel framing in downtown construction, as in his opinion, no one is going to be able to build or open a business in Underwood due to the cost of steel framing. Pingel stated that this is required to go in front of Planning and Zoning Committee. Erwin stated that when she had asked for a board of adjustment committee about building a garage on commercial property she was denied. Erwin stated considering there is only one property right now that this pertains to it would be inappropriate to move forward. Madsen stated that once his building is up, he wants to get it changed, after codification. Madsen stated that since it would be a 6-month process it would not have an impact on his building but feels it would be better to get it started. No action taken.

Parks - None

Pingel moved, Tiarks seconded to adjourn the meeting. Motion carried 5-0. Mayor Bardsley adjourned the meeting at 8:04 p.m.

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

Mayor Dennis Bardsley

Attest - Cindy Sorlien, City Administrator/Clerk

September 2024	Expenses	Revenue
General	29,477.45	895.18
Garbage	3,604.47	4,842.25
Fire	2,133.20	0
Ambulance	499.31	0
Road Use Tax	18,005.51	15,155.47
Employee Benefits	4,365.57	0

Highway Ave 24/25	9,750.00	0
Sewer	11,954.47	33,134.17
Sewer Capital Project	14,500.00	0
Total	94,289.98	54,027.07