

UNDERWOOD CITY COUNCIL- REGULAR MEETING MINUTES – April 1, 2025, at 6 p.m.

Call to Order: Mayor Dennis Bardsley called the regular meeting to order on April 1, 2025, at 6:00 p.m.

Roll Call: Jim Pingel, Kelle Erwin, Jodi Bose, Josh Madsen. Absent: JW Tiarks. Also in attendance: Dave Powell, Cindy Sorlien, Nikki Woods, Stacie Kinney, Alicia Stultz, Dixie Pingel, Grant Anderson, Brian Shea, Julie Eden, Todd Erwin (arrived 6:15 p.m.)

Pledge of Allegiance: Recited.

Approval of Agenda: Bose stated a conflict of interest with 13.a. and will abstain from voting on item. Madsen stated a conflict of interest with 13.b. and will abstain from voting from item. Erwin stated a conflict of interest with 13.c. and will abstain from voting from item. Madsen moved, Bose seconded to approve March 11, 2025, minutes. Motion carried 4-0.

Approval of Minutes: Madsen moved, Bose seconded to approve March 11, 2025, regular meeting minutes. Motion carried 4-0.

Public Forum: Nothing

Request for Mayor to declare Fair Housing Proclamation (Realtor, Nikki Woods): Nikki Woods discussed the realtors in attendance were all requesting the mayor to declare April as Fair Housing month. Mayor Dennis Bardsley signed the proclamation.

Discussion/Presentation/Possible Action of renewed membership with Western Iowa Development Association (WIDA)-Stacie Kinney: Stacie Kinney and Brian discussed Western Iowa Development Association that the organization has changed and that WIDA provides more promotion for rural towns. Stacie stated that 1.5 years ago there were 12 businesses that joined and are now to 39, Stacie discussed that 54 businesses joined the passport program and are on track to have 75 businesses this year. Brian Shea, Pottawattamie County Board of Supervisors, stated the county contributes \$60k annually to WIDA. Madsen moved, Erwin seconded to table the agenda item. Motion carried 4-0.

Community Needs Assessment Committee Recommendations for Citizen Outreach Questionnaire (Grant Anderson, MAPA): Grant Anderson presented the list of questions that the citizen outreach committee reached on March 18, 2025. Grant stated the list was 8-9 pages down to 3 written pages. Reviewed the questions. Public engagement is important as part of the comprehensive assessment. There will be a test run by the committee, mayor and city council prior to the questionnaire being distributed. There will be an online survey, a QR code, and paper copies available when the questionnaire is finalized by MAPA, who will be the third party administrators of the data and compiling for the city.

Todd Erwin left at 6:27 p.m. Stacie Kinney and Brian Shea left at 6:34 p.m.

Resolution 25-04-01 Setting the date for Public Hearing for Budget FY2026 and Adoption of FY2026 budget: Pingel moved, Erwin seconded to approve Resolution 25-04-01 setting the date for public hearing for budget FY2026 and adoption of FY2026 for April 22, 2025, at 6 p.m. Roll Call Vote: Pingel - Yes, Erwin - Yes, Bose - Yes, Madsen - Yes. Absent: Tiarks. Resolution adopted 4-0.

Parks Committee Update on Research for Potential Splash Pad: Bose stated they have not met and no update at this time.

Public Hearing on Ordinance Change for Cemetery Spaces Cost Increase and 1st Reading:

Madsen moved, Pingel seconded to open the public hearing on the ordinance change for cemetery spaces cost increase. Motion carried 4-0. Mayor Bardsley opened the public hearing at 6:38 p.m.

Public Hearing – One citizen commented that it was a big jump for a first increase. Cemetery committee stated there hasn't been an increase in many years and the charge doesn't cover the cost to maintain the cemetery. Pingel moved, Madsen seconded to close the public hearing. Motion carried 4-0. Mayor Bardsley closed the public hearing at 6:45 p.m.

Pingel moved, Erwin seconded to approve the 1st Reading of the ordinance change for increase charge in cemetery spaces/lot. Motion carried 4-0.

Discuss/Action Planning and Zoning Recommendations from their meeting March 19, 2025:

Downtown Commercial Use to include event space and venue: Madsen moved, Erwin seconded to approve Planning and Zoning Recommendations to include event space and venue in Downtown Commercial use from here forward. Motion carried 3-0, Bose - abstained, Tiarks - absent.

Downtown Commercial Use to include: Eating and drinking establishments including drive-through service and the sale of alcoholic liquor or cereal malt beverages for consumption on the premises from now moving forward. Pingel moved, Erwin seconded to approve Planning and Zoning Recommendations to include eating and drinking establishments including drive-through service and the sale of alcoholic liquor or cereal malt beverages for consumption on the premises from here forward. Motion carried 3-0, Madsen – abstained, Tiarks – absent.

Discussion/Review/Approve to move forward with changing the zoning ordinance and follow the state statute on expired nonconforming uses: Pingel moved, Madsen seconded to approve Planning and Zoning Committee Recommendations to move forward with changing the zoning ordinance and follow the state statute on expired nonconforming uses. Motion carried 3-0, Erwin – abstained, Tiarks – absent.

Review/Action Building Official Fee for working with Planning and Zoning Committee on city zoning regulation ordinance review/update: No action taken.

Todd Erwin arrived at 7:06 p.m.

Approve Law Enforcement Services Contract for 01JUL2025 through 30JUN2026: Madsen moved, Pingel seconded to approve the law enforcement services contract with Pottawattamie County Sheriff for 01JUL2025 through 30JUN2026. Motion carried 4-0.

Approve Council Bluffs Library Annual Contract for 2025-2026: Bose moved, Erwin seconded to approve the Council Bluffs Library annual contract for 2025-2026. Motion carried 4-0.

Approve Personnel Committee Recommendations: Pingel moved, Madsen seconded to table personnel committee recommendations until a later meeting. Motion carried 4-0.

Madsen moved, Bose seconded to approve Certificate of Resolution 25-04-02 Approve and Adopt Amended section 125 Cafeteria Plan effective June 1, 2025 and the Administrator shall be instructed to take such actions deemed necessary and proper in order to implement the amended Plan and set up adequate accounting and administrative procedures, and notification to employees of the Employer of the adoption of the amended Plan for Plan Year Ending May 31, 2026. Roll Call Vote: Erwin – Yes, Bose – Yes, Pingel – Yes, Madsen – Yes. Tiarks – absent. Resolution adopted 4-0.

Madsen moved, Erwin seconded to approve Partial Pay App #4 For Highway Ave Road Reconstruction to Carley Construction for \$52,752.55. Motion carried 4-0.

Pingel moved, Bose seconded to approve the consent agenda and claims. Motion carried 4-0. IA DNR-retest DP fee-\$30.00, EFTPS-\$2643.94, State Withholding-\$1522.51, Ipers-\$3394.53

| | | |
|-----------------------|----------------------------|------------|
| Bob Cat | street sweeper rpr | \$415.70 |
| Cindy Sorlien | mileage - trng, conference | \$459.07 |
| Column Software PBC | Legal publish | \$301.30 |
| Computer Systems | Comp Svcs-March 2025 | \$156.25 |
| Danko's | Forc Entry Iron | \$303.95 |
| Dave Lyon's Towing | Service tow - dump truck | \$550.00 |
| Echo Group | LED Lights Park | \$315.36 |
| HiTouch Bus. Supplies | Office Supplies- vacuum | \$114.49 |
| ICAP | Insurance 25-26 | \$53864.00 |
| JDW Midwest | Bldg Dpt Services | \$3,311.56 |
| Jenny Edmundson Pharm | Pharm usage | \$76.40 |
| Max I Walker | Grey Mat change out | \$57.62 |
| Menards | Supplies | \$126.71 |
| MidAmerican Energy | Electricity | \$3,136.67 |
| M & K Tree Svc - MTS | Trash Mar 25 | \$3,550.00 |
| Principal | Ins-Apr 2025 | \$240.01 |
| Regional Water | Water | \$250.00 |

| | | |
|---------------------|------------------------|------------|
| Snyder & Associates | WWTP Engineer Svcs | \$3,500.00 |
| Verizon | public works/fire ipad | \$83.71 |
| Wells Fargo | Copier Lease | \$284.56 |
| | | \$71097.36 |
| Feb 25 Payroll | Staff | 21580.03 |
| | Total | 92677.39 |

Reports:

Fire/Rescue Department: Todd Erwin stated 67 calls this year. Pancake Breakfast is Sunday, April 6 from 7 a.m. to noon at the Fire Station.

Mayor: None

Maintenance: Bid letting will be April 15 for WWTP, was a pre-bid meeting on 3/20.

Clerk: Relayed various legislative updates at Iowa legislature and report

Council Committees: The only committee that met since last meeting was Personnel committee, which is why the other committees weren't listed.

Personnel: Committee met in March 20.

Adjournment: Pingel moved, Erwin seconded to adjourn. Motion carried 4-0. Mayor Bardsley adjourned the meeting at 7:43 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

| | Mar-25 | Expenses | Revenue |
|------------------------|--------|-----------|-----------|
| General | | 18,304.06 | 12,400.09 |
| Garbage | | 3,596.65 | 4,713.30 |
| Fire | | 1,082.14 | 218.64 |
| Ambulance | | 733.38 | 2,369.90 |
| Road Use Tax | | 6,645.58 | 8,665.32 |
| Employee Benefits | | 4,890.66 | 0 |
| Local Option Sales Tax | | 0 | 13,914.59 |
| Tax Increment Finance | | 0 | 7,763.97 |
| Debt Service | | 0 | 2,382.64 |
| Sewer | | 21,417.42 | 28,548.49 |
| Sewer Sinking | | 0 | 4,070.00 |
| Sewer Capital Projects | | 3,000.00 | 6,500.00 |
| Total | | 59,669.89 | 91,546.94 |