

UNDERWOOD CITY COUNCIL REGULAR MEETING MINUTES- Wednesday, November 12, 2025

Mayor Dennis Bardsley called the regular meeting to order on Wednesday, November 12, 2025, at 6:00 p.m.

Roll Call: JW Tiarks, Jim Pingel, Kelle Erwin, Jodi Bose, and Josh Madsen. Also present: Mark Shoemaker, Kelsie Rollins, Keith Rodenburg, Dave Powell, Todd Erwin, and Cindy Sorlien.

Pledge of Allegiance recited by all.

Erwin moved, Bose seconded to approve agenda. Motion carried 5-0. No council member stated a conflict of interest with any agenda items.

Pingel moved, Madsen seconded to approve October 14, 2025, regular meeting minutes. Motion carried 5-0.

Public Forum: Mark Shoemaker spoke and stated he intends to run for office for the Pottawattamie County Board of Supervisors. Mark stated he was the Pottawattamie County Conservation Director for years and resigned in 2024. He stated he remains committed to Pottawattamie County, from small rural towns to large cities. Mark Shoemaker left at 6:09 p.m.

Kelsie Rollins asked about the Christmas tree. Public Works confirmed a private donor selected a tree.

Kelsie shared that her business, Sprout Marketing Solutions, is working with TS Bank. TS Bank owns a commercial lot (corner of 3rd Street and Railroad Highway), to get signage for businesses that would not be in the right of way, nor in any eyesight issue of the corner. TS Bank has approved the use for Kelsie Rollins. She stated she will not have to pay rent. Kelsie stated she is sourcing out a private donor for the project.

Kelsie Rollins also conveyed that UMBA is having the annual Community Christmas on November 30, from 4 to 7 p.m. Kelsie stated that her company, The Greenhouse, is hosting Merry Main Street Market on November 28 - 30 from 9:00 a.m. to 3:00 p.m. daily.

Tiarks moved, Madsen seconded, to approve partial pay app #5 to McCarthy Trenching for \$564,371.25, for the wastewater treatment project. Motion carried 5-0.

Pingel moved, Erwin seconded to open public hearing for both 4 way stops at the intersections of 4th Street and 3rd Avenue and 4th Street and 2nd Avenue. Mayor Bardsley opened the public hearing at 6:17 p.m. Discussion for both intersections and the need to add stop signs at the north and south points for both intersections, making both intersections a 4-way stop intersection. Madsen moved, Erwin seconded to close the public hearing. Motion carried 5-0. Mayor Bardsley closed the public hearing at 6:22 p.m.

Pingel moved, Erwin seconded to approve the first reading making the intersection for 4th Street and 2nd Avenue a four-way stop intersection. Motion carried 5-0.

Madsen moved, Pingel seconded to approve the first reading, making the intersection for 4th Street and 3rd Avenue a four-way stop intersection. Motion carried 5-0.

Madsen moved, Erwin seconded to approve Resolution 25-11-01 Approve the strategic/comprehensive/infrastructure plan for the City of Underwood. Roll Call Vote: Tiarks – Yes, Madsen – Yes, Bose – Yes, Erwin – Yes, Pingel – Yes. Resolution adopted 5-0.

No action taken on Resolution 25-11-02 Approve Urban Renewal Report FYE 30JUN2025.

Madsen moved, Bose seconded, to approve Resolutions 25-11-03-04-05-06-07-08-09-10 Approval of Resolutions Authorizing Fund Transfers (Roads, Fire, Sewer, Other Public Safety) to Debt Service. Roll Call Vote: Madsen – Yes, Tiarks – Yes, Bose – Yes, Pingel – Yes, Erwin – Yes. Resolution adopted 5-0.

No action taken on Resolution 25-11-11 Approve Annual Finance Report FYE 30JUN2025.

Madsen moved, Erwin seconded to approve Resolution 25-11-12 Approve Closing of Bank Accounts and Combine Bank Accounts. Roll Call Vote: Bose – Yes, Erwin – Yes, Madsen – Yes, Pingel – Yes, Tiarks – Yes. Resolution adopted 5-0.

Madsen moved, Erwin seconded to approve Resolution 25-11-13 Set Public Hearing Date for Budget Amendment #1 FY2026 for Tuesday, December 9, 2025, at 6 p.m. Roll Call Vote: Tiarks – Yes, Pingel – Yes, Madsen – Yes, Erwin – Yes, Bose – Yes. Resolution adopted 5-0.

Pingel moved, Bose seconded to approve TIF payments to Shiloh Properties and Link Snacks. Motion carried 5-0.

Todd Erwin arrived at 6:45pm.

Discussion that Pottawattamie County Engineer reviewed the final design width and approved. This road is a minor farm to market road.

Pingel moved, Bose seconded to approve final road concept design width for main street. Motion carried 5-0.

Madsen approved, Pingel seconded to approve the Bobcat skid steer rollover program for \$4,850.00. Motioned carried 5-0.

Discussion that a citizen requested city council to revisit the Christmas Lighting Contest within Underwood. A committee of three will be comprised of a citizen, council member-Josh Madsen- and a Friends of Underwood member to meet and discuss the rules and get a flyer ready.
Madsen moved, Erwin seconded to approve of the Christmas Lights Competition, with 1st-2nd-3rd prizes totaling \$175.00. Motion carried 5-0.
Bose moved, Tiarks seconded to donate \$250.00 for the Underwood Community Christmas Celebration for public purpose for intergenerational involvement. Motion carried 5-0.

Discussion that efforts to sell the retired ambulance have not been successful. Todd Erwin is interested in purchasing it, and in turn donating monies back to the fire department.
Bose moved, Madsen seconded to sell the retired ambulance for \$200.00 to Todd Erwin. Motion carried 4-0, Kelle Erwin abstained.

Pingel moved, Madsen seconded to approve TIF Indebtedness for Links Snacks and Fieldcrest Subdivisions for FY 2027. Motion carried 5-0.

Pingel moved, Tiarks seconded to approve the consent agenda and claims. Motion carried 5-0. Eftps - \$2712.72, McCarthy Trenching-\$292,062.50, Eftps-\$2854.94, Principal-\$240.01, IA Dept of Revenue-\$786.71, United Healthcare-\$4880.88, MidAmerican Energy-\$2020.51

Agriland	Fuel Fire/City	\$909.97
Anderson Door Service	Bldg Rpr FD Garage Door	\$134.10
Cindy Sorlien	Mileage	\$251.30
Column Software PBC	NOPH-4way/Reg Min Oct 25	\$249.67
Computer Systems	Comp Svcs	\$1,283.00
Council Bluffs Fire Dept	ALS Tier 10/22/25	\$150.00
Danko	Amb Repair -O2 Regulator	\$365.00
G Works	Annual Subscription	\$9,000.00
Holiday Inn	IMFOA Fall Conf 2025	\$356.16
Ideal Pure Water	Water/Cooler-Sep	\$33.20
IMFOA	Fall Conference	\$50.00
IMWCA	work comp #5 install	\$619.00
Iowa Rural Water Assn	Member Renewal	\$315.00
JDW Midwest	Bldg permit Oct 25	\$250.00
Jennie Ed Hospital	Pharm Usage Sept/Oct	\$29.79
Jones Automotive	Supplies, time delay relay	\$493.86
Lang Diesel	Road Supplies	\$361.11
IPERS	Contribution Oct 25	\$5,155.69
Lift Assist	Amb Supplies	\$636.33
Marne Elkhorn	Phone/Internet Fdept/Chall	\$356.46
Max I Walker	Rugs Oct25	\$86.43
Menards	supplies, parks	\$204.78
Midwest Labs	Wastewater labs Oct 25	\$666.60
M & K Tree Svc - MTS	Trash Oct 25 +xcans	\$4,116.00
Quick Med Claims	Amb bill percent	\$267.77
Regional Water	Water Oct 25	\$462.85
Snyder & Assoc	WWTP const oversight	\$9,792.00
Staples	City Supplies, FD Ink	\$349.02
Storey Kenworthy	Cash Rcpt Books	\$356.86
US Bank VISA	Sup/Conf/Hotel/Stamps	\$926.86
Wellmark	Ins. Dec 2025	\$81.94
Verizon	public works/fire ipad	\$70.60
Wells Fargo	Copier	\$358.46
	Scheduled Claims List	\$38,739.81
Payroll Sept	Staff - 3 pay periods	\$32,776.12
	Total	\$71,515.93

Committee Reports:
Fire/Rescue Department: 254 calls.
Mayor: Mayor Dennis Bardsley is retiring.
City Administrator/Clerk: Discussion included in the agenda items.

Maintenance: The sludge was removed from both lagoon cells. 4 more bubblers were added back to the one remaining cell during construction to assist in the treatment process. The road ditch is done but will do some touch ups in the spring. They are working to get all the Christmas decorations up for Friends of Underwood Display for the Christmas Tree Lighting on November 23rd from 5:30 to 6:30 p.m. and the city decorations.

Council Committees:

Economic Development: None

Finance: None

Personnel: None

Streets: Discussion and committee requested for Dave (Public Works) to look into clarification on the sidewalk on 2nd Avenue from 3rd Street, north to the alley.

Sewer/Water: Sewer Committee met on 10/27/2025 for a monthly progress meeting on the wastewater treatment project. The electrical information requested was returned by the electrical engineer subcontractor so the contractor can now order the rest of the electrical supplies needed for the design.

Cemetery/Parks: Parks Bathroom was closed for the winter.

Trails: None

Code Compliance: Dave discussed complaints he received about a property. City Council directed him to request citizens to put complaints in written format and provide to city hall for further follow up.

Erwin moved, Pingel seconded to adjourn the meeting. Motion carried 5-0. Mayor Dennis Bardsley adjourned the meeting at 7:30 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

	25-Oct	Expenses	Revenue
General		23,829.23	268,249.71
Garbage		4,162.65	4,734.85
Fire		3,188.99	253.23
Ambulance		942.3	2,849.03
Road Use Tax		5,198.56	10,657.31
Employee Benefits		5,002.87	6,239.63
Local Op Sales Tax		0	18,182.19
Tax Incr Financ		0	114,649.91
Debt Service		0	130,541.46
Sewer		32,809.33	42,313.69
Sewer Sinking		0	8,457.24
Sewer Capital		293,162.80	293,162.80
Total		368,296.73	900,291.05