

UNDERWOOD CITY COUNCIL REGULAR MEETING MINUTES - Tuesday, January 13, 2026

Mayor Josh Madsen called the regular city council meeting to order on Tuesday, January 13, 2026, at 6 p.m.

Roll Call: Jodi Bose, Keith Rodenburg, Kelle Erwin, Jim Pingel. Absent: VACANT council member position Also in attendance: Joe Munch, Lynn Leaders, Todd Erwin, Cody Koenig, Dave Powell, Cindy Sorlien.

Pledge of Allegiance recited.

Pingel moved, Bose seconded to approve the agenda. Motion carried 4-0

Pingel moved, Bose seconded to approve the minutes of November 12, 2025 - Regular Meeting, November 24, 2025 - Special Meeting and December 16, 2025 - Special Meeting; and acknowledge formally the 12/9/25 regular meeting did not meet as had no quorum. Motion carried 4-0.

Public Forum: Mayor Josh Madsen proclaimed Thursday, February 5, 2026, Optimist Day and read the proclamation which further states Optimist Day will be the first Thursday of every February in the City of Underwood.

Bose moved, Pingel seconded to approve Partial Pay App #7 to McCarthy Trenching LLC, in the amount of \$510,483.28 for the Wastewater Treatment Project. Motion carried 4-0.

Bose moved, Erwin seconded the second reading of the proposed revision for Chapter 65.03 Four-Way Stop Intersection for 4th Street on 2nd Avenue; AND the second reading for 4th Street on Third Avenue. Motion carried 4-0.

Pingel moved, Erwin seconded to open the Public Hearing for Budget Amendment #1 Fiscal Year FY2026. Motion carried 4-0. Mayor Josh Madsen opened the public hearing at 6:08 p.m. There were no comments received at city hall regarding the amendment. Pingel moved, Bose seconded to close the public hearing. Motion carried 4-0. Mayor Madsen closed the public hearing at 6:09 p.m.

Pingel moved, Erwin seconded to adopt Resolution 26-01-01 Approving Budget Amendment #1 Fiscal Year FY2026. Roll Call Vote: Pingel – Yes, Erwin – Yes, Bose – Yes, Rodenburg – Yes. Resolution adopted 4-0.

Members of the Pottawattamie County Trails Association, Joe Munch and Lynn Leaders discussed that they are hopeful that the trail from Weston to Underwood will be completed by the end of 2027. They are interested in collaboration. A workshop will be held with the Underwood Trails Committee and some members of the Pottawattamie County Trail Committee on Tuesday, January 27 at 4 p.m.

Discussion on the action and process to fill the City Council member vacancy. Applications (for eligible electors who are interested) to be submitted to city hall or via email to cityadmin@underwoodia.com by Wednesday, February 4, 2026, at noon, for consideration by city council. Erwin moved, Rodenburg seconded to fill the vacancy by appointment at the next regular city council meeting on February 10, 2026, at 6 p.m. Motion carried 4-0.

Pursuant to Section 372.13, (2), (a), of the Code of Iowa, notice is hereby given that the City Council of Underwood, Pottawattamie County, Iowa, intends to fill this vacancy by appointment during their next regular city council meeting that will be held at Underwood City Hall at 6:00 p.m. on Tuesday, February 10, 2026. Electors of the City of Underwood have the right to file a petition requiring that the vacancy be filled by a special election. If electors wish to require a special election, a valid petition requesting a special election must be filed with the city clerk within fourteen days after publication of this notice or within fourteen days after the appointment is made. If no such petition is filed, the appointment shall be for the period until the next pending election as defined in Section 69.12 of the Code of Iowa.

Erwin moved, Bose seconded their intent to fill the Board of Adjustments committee member vacancy at the next regular city council meeting on February 10, 2026, at 6 p.m. Motion carried 4-0.

Eligible electors of the City of Underwood, Pottawattamie County, Iowa, wanting to be considered for appointment should submit a request with application in writing or email (cityadmin@underwoodia.com) to the City Administrator/Clerk's office by 12:00 p.m. on Wednesday, February 4, 2026.

Discussion regarding the request from a citizen to adjust sewer bill. No motion made. No action taken.

Discussion on 3rd Avenue bidding process and no contract signed. Pingel moved, Bose seconded to award the project to the second bid contractor. Motion carried 3-0, 1 abstained-Erwin.

Erwin moved, Bose seconded to approve the Fire-Rescue Township Contracts 2026-2027. Motion carried 4-0.

Bose moved, Rodenburg seconded to adopt resolutions 26-01-02, 26-01-03, 26-01-04, 26-01-05, 26-01-06, and 26-01-07. Roll Call Vote: Bose – Yes, Erwin – Yes, Rodenburg – Yes, Pingel – Yes. Resolutions adopted 4-0.

Resolution 26-01-02: setting regular meeting schedule of the city council – second Tuesdays at 6 p.m.

Resolution 26-01-03: appointing city treasurer and specifying salary

Resolution 26-01-04: authorizing city administrator/clerk, mayor & mayor pro-tem to write checks for bills
 Resolution 26-01-05: appointing city attorney and specifying fees
 Resolution 26-01-06: approve Fire Chief per Ordinance 35.03
 Resolution 26-01-07: approve IRS Mileage 2026

Selection of City Committees – Jodi Bose expressed interest to move to the streets committee and go off the parks and cemetery committee. Committees will be addressed at the next regular council meeting after the appointment of the vacant council position.

No action taken on setting up workshop for Selecting Streetscape Light poles for 3rd Street aka Main Street design.

Bose moved, Rodenburg seconded to set Budget Workshop for FY27 on Tuesday, January 27, 2026, at 5 p.m. Motion carried 4-0.

Bose moved, Erwin seconded to approve the Easement Agreement with Agriland FS, Inc. for Public Improvements for \$1.00. Motion carried 4-0.

Pingel moved, Bose seconded to approve the Consent Agenda and Claims. Motion carried 4-0. United Healthcare - \$4880.88, MidAmerican Energy-\$2482.01, IA Dept of Revenue - \$635.00, State Withholding-\$1964.00, Iowa Workforce - \$14.74, Eftps - \$2414.43, Ipers-\$3607.93

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|--------------------------|--------------------------------|-------------|
| Agriland | Fuel Fire/City Dec | \$918.36 |
| 3 E Electric | rpr emerg gen | \$1,400.00 |
| Bobcat of Omaha | Skid steer rollover | \$4,850.00 |
| Cindy Sorlien | Mileage | \$94.50 |
| CNA Surety | Bond ins 26 | \$244.00 |
| Column Software PBC | Spec Mtg Dec 16 pub | \$101.84 |
| Computer Systems | Comp Svcs-Feb 26 | \$1,106.75 |
| D & S Welding | Snow blade repair | \$780.00 |
| Daily Nonpareil | Publish Public Hearing Bldg | \$134.25 |
| Dave Lyon Towing | Tow fee 1/7/26 | \$250.00 |
| Electric Pump | NCC Dialer LS1, LS2, LS3 | \$720.00 |
| Ideal Pure Water | Water/Cooler-Dec | \$9.00 |
| IMWCA | Work comp #7 pmt | \$619.00 |
| Iowa One Call | emails SEP-OCT-NOV | \$20.10 |
| JDW Midwest | Bldg permit Dec 25 | \$371.00 |
| Jones Automotive | install charging port #2482 | \$1,528.67 |
| Keast Auto Center | Lube Oil/Filter/MPI 2450 Squad | \$222.12 |
| Life Assist | Ambulance supplies | \$318.76 |
| LSA-Legislative Cust Svc | 25 IA Code | \$75.00 |
| Marne Elkhorn | Phone/Int Fdept/Chall-Jan26 | \$346.69 |
| Max I Walker | Rug change out 12/19&1/5 | \$57.62 |
| Menards | Road / vehicle supp | \$109.98 |
| Midwest Labs | Wstwr labs Dec 25 & boxes | \$1,078.85 |
| M & K Tree Svc - MTS | Trash Dec 25 + xcans | \$4,116.00 |
| Quick Med Claims | Bill percentage | \$9.98 |
| Regional Water | Water Dec 25 | \$250.00 |
| Snyder & Assoc | Eng Svcs E 3rd St/WWTP | \$29,153.90 |
| Staples | Office Supplies | \$316.69 |
| US Bank VISA | Veh susp kit/Council trng | \$1,017.11 |
| Verizon | Oncall & fire ipad-Dec 25 | \$70.60 |
| Wellmark | Dental ins | \$163.21 |
| Wells Fargo | Copier lease Jan 26 | \$268.55 |

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|-------------|-----------|-------------|
| | Sub-Total | \$50,722.53 |
| Payroll Dec | Staff | \$22,936.61 |
| | Total | \$73,659.14 |

Reports:

Fire/Rescue Department: 295 calls for 2025. To Date in 2026 there have been 11 calls.

Mayor: News article about Rural Fire Rescue Volunteers made Channel 6 news on 1/9/26.

Maintenance: Snyder did some welding for the snow plow and refurbished a bucket. The new sander is being fixed and is under warranty. No weather issues currently. Public works will get to side yards this spring from the winter snow plowing.

Administrator/Clerk: There were no issues brought up during the ICAP risk loss on-site visit.

IMWCA sent out criteria as a condition of coverage for insurance. This is information that the Underwood Volunteer Fire and Rescue has been completing for years, now to provide during audit. Both Fire Chief, Todd Erwin, and Mayor Josh Madsen signed the IMWCA Fire Department Criteria on January 13, 2026. There were 21 delinquent letters sent for utility billing and seven have not made any payment to date.

Council Committees:

Economic Development: None Finance: None Personnel: None

Streets: Met 1/6/26 with the Engineer regarding 3rd Street Design.

Sewer: Meets monthly with contractor for updates

Cemetery: None Code Compliance: None Parks: None Trails: Addressed in meeting

Pingel moved, Bose seconded to adjourn the meeting. Motion carried 4-0. Mayor Madsen adjourned the meeting at 7:18 p.m.

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

Mayor Josh Madsen

Attest: Cindy Sorlien, City Administrator/Clerk

| | Expenses | Revenue |
|------------------------|--------------|--------------|
| General | 24,835.66 | 11,451.02 |
| Garbage | 4,285.15 | 5,397.59 |
| Fire | 1,476.77 | 32,194.83 |
| Ambulance | 5,499.61 | 1,192.79 |
| Road Use Tax | 33,444.57 | 10,586.30 |
| Emp Ben | 4,327.44 | 134.36 |
| Local Option Sales Tax | 0 | 27,324.89 |
| Tax Incr Finance | 105,347.01 | 1,652.33 |
| Debt Svc | 0 | 29,692.45 |
| Roads Project 2026 | 11,130.00 | 0 |
| Sewer | 29,244.26 | 40,743.00 |
| Sewer Sinking | 11,597.12 | 13,381.13 |
| Sewer Capital Proj | 845,210.89 | 845,210.89 |
| Total | 1,076,398.48 | 1,018,961.58 |