

UNDERWOOD CITY COUNCIL REGULAR MEETING MINUTES - Tuesday, May 12, 2026

Call to Order: Mayor Josh Madsen called the meeting to order on May 12, 2026, at 6 p.m.

Roll Call: Kelle Erwin, Jim Pingel, Jodi Bose, David Mace, Keith Rodenburg. Also in attendance: Jackie Masker, Ginny Bardsley, Kelsie Rollins, Jim Ross, Toni Waite, Dave Sturm, Andy Wicks, Cindy Sorlien, Dave Powell.

Pledge of Allegiance: Recited by all.

Approval of Agenda: No council member stated a conflict of interest. Pingel moved, Erwin seconded to approve the agenda with moving secondary roads item to after the wastewater items. Motion carried 5-0.

Approval of Minutes: April 7, 2026 - Special and Regular Meetings and April 21, 2026 - Special Meeting: Bose moved, Erwin seconded to approve the Minutes of the April 7 Special and Regular Meetings and the April 21 Special meeting. Motion carried 5-0.

Public Forum: Toni Waite introduced herself. She is the City clerk for Woodbine and is running for the Iowa District House 15 for the primary on June 2. Kelsie Rollins discussed if there was something the city could do to support e-bike training for the city. Toni Waite left at 6:03 p.m.

Discussion/Action Partial Pay App #11 to McCarthy Trenching for Wastewater Treatment plant project: Dave Sturm, engineer, discussed the wastewater project is presently at 75% and that after the cover measurements are taken, it will take a few months for them to be built and then installed. Pingel moved, Bose seconded to approve partial pay app #11 to McCarthy Trenching for the wastewater treatment plant project in the amount of \$547,688.53. Motion carried 5-0.

Discussion/Action Change Order #1 Electric Line Project under Railroad: Erwin moved, Bose seconded to approve Change order #1 decreasing the amount of the contract by \$13,200.00 for the electric line project under the railroad. Motion carried 5-0.

Discussion/Action Change Order #2 Wastewater Treatment Project: Erwin moved, Bose seconded to approve Change Order #2 for the wastewater treatment plant project in the amount of \$9,477.25. Motion carried 5-0. Dave Sturm left at 6:20 p.m.

Discussion/Action Collaboration with Pottawattamie County Secondary Roads on possible intersections (entrance to Elementary/Middle School traffic) and possible grants (Andy Wicks): Discussion by Andy Wicks, Pottawattamie County Engineer, that he was focusing on improving soft RRFB funding for any 2 or 3 lane roads in the county and in the process of writing a grant. Further discussion on possible intersections and if the grant is awarded, Underwood would get one as he is going for 10 in total across the county. Discussion of intersections of 3rd Street and Sunset Drive, North Street and Faith Ave, and 3rd Street and Railroad Highway. No action taken. Andy Wicks left at 6:29 p.m.

Discussion/Action Request by Westfair for Underwood letter of support for Westfair capital campaign: Pingel moved, Bose seconded to write a letter of support for Westfair capital campaign. Motion carried 5-0.

Discussion/Possible Action on Additional Request by Pottawattamie County Trails Association: Erwin moved, Rodenburg seconded to table the Trails additional request. Motion carried 5-0.

Discussion/Action – Underwood Community Event and Iowa West Grant: Mayor Madsen discussed having a Harvest Community Party on Saturday, August 22, the weekend before school starts. There is a \$1K grant from Iowa West Foundation for the Belonging Grant towards the event. The Fire Department will work it and Friends Hideaway will extend their restaurant out. This is not a fire department fundraiser. The event would be from 5 p.m. to midnight on 8/22. Erwin moved, Pingel seconded to approve the Harvest community party on August 22 with closure of 3rd Street from 2nd Avenue to 3rd Avenue from 5 p.m. to midnight. Motion carried 5-0.

Discussion/Action Renewal of UMBA Alcohol License pending Iowa ABD Final Approval: Bose moved, Pingel seconded to approve the renewal of UMBA alcohol license. Motion carried 5-0.

Discuss/Action Friends Hideaway Outdoor Liquor License Outdoor Service pending Iowa ABD Final Approval: Pingel moved, Erwin seconded to approve Friends Hideaway outdoor liquor license service pending Iowa ABD final approval. Motion carried 5-0.

Discuss/Action Friends Hideaway event on July 3:

Discussion that UMBA will have Runderwood (starting and ending at The Greenhouse) in the evening on 7/3 with Fireworks on Friday night and a foam party.

Erwin moved, Rodenburg seconded to close road on 3rd Street from 2nd Ave to the west of 200 Third Street Property for beer garden on Friday, July 3, and approval for Friends Hideaway temporary extension for beer garden on July 3 in front of building pending insurance acknowledgement of coverage and final ABD approval. Motion carried 5-0.

Discuss/Possible Action Friends of Underwood Request for Donation of city flowers in planters throughout town: Ginny Bardsley discussed that there are 15 planters – 4 big and 10 small, around the community with the majority on 3rd Street, and one by UMBA. There are three other organizations who contribute as well. Bose moved, Erwin seconded to approve a \$250 donation for the public purpose of community beautification to the Friends of Underwood for the purchase of flowers. Motion carried 5-0.

Friends of Underwood request Road Closures for Junkwood 2026: Bose moved, Erwin seconded to close 3rd Street from 1st Ave to 4th Ave and 2nd Ave from 3rd Street to 4th Street for Junkwood on Friday late afternoon, June 12 through Saturday, June 13, late afternoon. Motion carried 5-0.

Request to Change July Regular Meeting Date by 1 day earlier: Pingel moved, Bose seconded to move the July regular meeting one day earlier to Monday, July 13, 2026, at 6 p.m. Motion carried 5-0.

Resolution 26-05-01 Transfer Fire-Ambulance Bank Funds (\$79,738.12) to Cover Debt Service of Fire-Ambulance - Pumper Truck and Ambulance Payable 01JUN2026: Discussion and Fire Chief Todd Erwin approved the bank account transfer. Pingel moved, Rodenburg seconded to transfer funds from one fire/rescue bank account to the bank account used for debt service payment. Roll Call Vote: Bose – Yes, Erwin – Yes, Mace – Yes, Pingel – Yes, Rodenburg – Yes. Resolution adopted 5-0.

Resolutions 26-05-02 through 26-05-10 Authorizing Fund Transfers (Roads, Fire, Sewer/Sewer Sinking, Other Public Safety, Ambulance) to Debt Service FY 2026: Pingel moved, Bose seconded to approve Resolutions 26-05-02,-03,-04,-05,-06,-07,-08, -09, -10 authorizing fund transfers from roads, fire sewer/sewer sinking, other public safety, and ambulance for debt service payment. Roll Call Vote: Rodenburg – Yes, Pingel – Yes, Mace – Yes, Erwin – Yes, Bose – Yes. Resolutions adopted 5-0. Jackie Masker and Ginny Bardsley left at 6:58 p.m.

Resolution 26-05-11 Authorizing Fund Transfer from Local Option Sales Tax Funds to Roads and Sewer Funds: Bose moved, Pingel seconded to approve fund transfer from Local Option Sales (\$41,996.84) to Road (\$31,497.62) and Sewer (\$10,499.22) for February to April 2026 balances. Roll Call Vote: Erwin – Yes, Mace – Yes, Rodenburg – Yes, Bose – Yes, Pingel – Yes. Resolution adopted 5-0.

Discuss/Possible Action Nuisances: None – all resolved prior to the meeting.

Discussion/Possible Action Trailhead Park: No action taken.

Discussion/Possible Action – Gambling License for the Volunteer Fire-Rescue Department for Pig Bingo on July 4: Bose moved, Pingel seconded to apply and approve for a 14-day charitable gambling license for the City of Underwood for the Volunteer Fire-Rescue Department for Pig Bingo on July 4 with Josh Madsen and Kelle Erwin as the city representative and Todd Erwin as Fire Department representative. Motion carried 5-0.

Approve TIF payments to Shiloh and Jack Links: Rodenburg moved, Erwin seconded to approve the TIF payments to Shiloh Properties and Jack Links. Motion carried 5-0.

Set Date for Public Hearing for Budget Amendment #2 FY26: Pingel moved, Erwin seconded to set the date for public hearing on budget amendment #2 FY26 for June 9 at 6 p.m. Motion carried 5-0.

Erwin moved, Bose seconded to approve the consent agenda and claims. Motion carried 5-0. Eftps-\$2526.66, MidAmerican Energy - \$2387.04, United Healthcare (Mar) - \$4880.88, United Healthcare (May) - \$4880.88, Wellmark - \$81.30, Principal - \$240.01, Eftps - \$2499.30, US Bank - \$887.60, IA Dept of Revenue - \$856.30, Ipers - \$3377.84, IA DNR - \$30.00

Agriland	Fuel Fire/City April	\$1,024.17
Bomgaars	Supplies	\$27.16
Broeckelman & Assoc	Annual Exam FY25 & Fees	\$9,062.65
Cindy Sorlien	Mileage 26	\$319.00
Column Software	Legal Publish Mar Min	\$280.08
Computer Systems	June Svcs	\$1,952.00
Daily Nonpareil Legal	NOPH-Prop Tax Hring FY27	\$134.25
Danko	Hose fittings + shipping fee	\$123.00
Dave Lyon Towing	Amb Elec Cot Battery	\$462.90
Dog Waste Depot	Dog Waste Bags	\$1,477.00
Ideal Water	Round Clr and 5-gal	\$9.00

Iowa One Call	SW locates	\$20.00
JDW Midwest	Apr fee	\$250.00
Jennie Ed Pharm	Pharm Supp	\$43.57
Marne Elkhorn	Phone-Inter Cty/Fire	\$355.35
Max I Walker	Rug 4/10, 4/24, & 5/8	\$87.33
McCarthy Trenching	WWTP part pay app #11	\$547,688.53
Menards	Misc supp	\$307.36
Midwest Breathing	Air compressor test	\$749.53
Midwest Lab	Wastewater labs Apr	\$816.60
M & K Mills	Trash Apr 26	\$4,116.00
Myrtue Medical	FD physical	\$168.00
Pott Co Treasurer	Anim Cont Srvs 1/26-6/26	\$1,719.38
Quick Med Claims	Amb Bill Perc	\$358.63
Regional Water	Water Apr 26	\$266.00
Schildberg Const	Roads	\$3,373.92
Snyder & Associates	Eng/Des 3rd St/Main	\$23,519.90
UMB	Mun fee GO Bond 26	\$5,000.00
Underwood Farm Supply	Park Cem Supp	\$553.85
US Bank Visa	Conference	\$544.34
Verizon	Pub Works-cell/FD-IPAD	\$70.58
Wells Fargo	Copier lease + overage	\$416.10
	Sub-Total	\$605,296.18
Payroll April	Staff	\$21,473.92
	Total	\$626,770.10

Reports:

Fire/Rescue Department: 125 runs for the year.

Mayor: Will be doing a podcast on 5/13 with Todd Studer from Loess Hills at Arrowhead and make announcement on Harvest Party and other city events and businesses.

Maintenance: Powell stated thanks to Pott County Secondary Roads for assistance on North Street. All the parks have been mulched. The Underwood 5th grade class came with their teachers and a HS senior to Trailhead Park for an activity. There was a pipe that got hit at the lagoon and it was fixed immediately. The company will come next week to measure for the LEMNA cover. It will take a few months to make it. The Cemetery looks good.

City Administrator/Clerk: Attended IMFOA, annual exam for FY26 sent to State of IA Auditor, no new developments on anything from the county regarding sheriffs request, will be sending out the email and term sheet for the GO Bond for FY2027, remote deposit is going well, annual security exchange training completed, debt service payments will be paid.

Council Committees:

Economic Development: The property coming off of I-80 ramp has a real estate agent working with the property owner. DOT said no to them for a second entrance. The Mayor will reach out to the Industrial Committee to possibly assist.

Finance: None, Personnel: None. Streets: None, Sewer: None, Cemetery: None, Water: None, Code Compliance: None.

Adjournment: Erwin moved, Rodenburg seconded to adjourn. Motion carried 5-0. Mayor Madsen closed the meeting at 7:35 p.m.

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

Mayor Josh Madsen

Attest: Cindy Sorlien, City Administrator/Clerk

	26-Apr	Expenses	Revenue
General		17,336.78	150,138.49
Garbage		4,116.00	5,157.25
Fire - Operations		1,513.52	10,215.93

Ambulance	531.85	1,927.63
Road Use Tax	20,224.92	10,968.55
Emp Benefits	7,044.94	3,407.97
Local Option Sales Tax	0	16,763.02
Tax Incr Finance	0	69,394.02
Debt Service	0	72,221.58
Road Proj 25-26	47,055.20	0
Perpetual Care	0	320
Sewer	27,756.29	35,916.53
Sewer Sinking	0	13,381.13
Sewer Capital	414,283.60	414,283.60
Total	539,863.10	804,095.70