

**UNDERWOOD CITY COUNCIL REGULAR MEETING MINUTES**  
**Wednesday, January 13, 2021**

**Call to Order:** Mayor Dennis Bardsley called the meeting to order on Wednesday, January 13, 2021, at 6 p.m.

**Roll Call:** Dose, Pingel, Madsen, Tiarks, Forbush. Also present: Sorlien and Alan Hedegaard.

**Pledge of Allegiance:** Recited by all.

**Approval of Agenda:** Pingel moved, Madsen seconded to approve the agenda. Motion carried 5-0.  
 No council member stated a conflict of interest with any agenda items.

**Approval of Minutes:** Madsen moved, Pingel seconded to approve the December 9, 2020 Regular Meeting minutes. Motion carried 5-0.

**Public Forum:** Alan Hedegaard gave an update on Fieldcrest Phase 4 and contracted with HGM on preliminary plat. Hedegaard left at 6:15 p.m.

**Resolution 21-01-01: Approval of Certificate of Substantial Completion Date on Lift Station 1:** Tiarks moved, Madsen seconded to approve Resolution 21-01-01 Approval of Certificate of Substantial Completion Date on Lift Station 1. Roll Call Vote: Forbush-Aye, Tiarks-Aye, Madsen-Aye, Pingel-Aye, Dose-Aye. Resolution adopted 5-0.

**Approval of Lift Station #1 Retainage Final Payment:** Madsen moved, Pingel seconded to approve Lift Station #1 Retainage Final Payment to McCarthy Trenching in the amount of \$29,362.52. Motion carried 5-0.

**I 80 Liquor Permit Renewal Approval:** Pingel moved, Madsen seconded to approve the I 80 Liquor Permit Renewal pending DRAM. Motion carried 5-0.

**KC Mart Liquor Permit Renewal Approval:** Madsen moved, Tiarks seconded to approve KC Mart Liquor Permit. Motion carried 5-0.

**Approve Township Contracts for Fire and Rescue Services for 2021-2022:** Madsen moved, Dose seconded to approve the Township Contracts for FY 2021-2022. Motion carried 5-0.

**Resolution 21-01-02 through Resolution 21-01-07:** Madsen moved, Forbush second to approve Resolutions 21-01-02, 21-01-03, 21-01-04, 21-01-05, and 21-01-07. Roll Call Vote: Forbush-Aye, Tiarks-Aye, Madsen-Aye, Pingel-Aye, Dose-Aye. Resolutions adopted 5-0.

**Resolution 21-01-02:** Set the regular meeting schedule of the city council for the second Tuesday each month at 6 p.m.

**Resolution 21-01-03:** Appoint city treasurer – Andrea Raes with salary \$60/month

**Resolution 21-01-04:** Authorize the City Clerk, Mayor and Mayor pro-tem to write checks for bills

**Resolution 21-01-05:** Appoint city attorney Matt Wood at specified fees

**Resolution 21-01-07:** Approve IRS Mileage 2021 of 56 cents/mile

**Resolution 21-01-06:** Resolution to approve Fire Chief per Ordinance 35.03 – Fire Department did not vote at their December meeting. Tabled for February 2021 regular meeting.

**Approval to Request from Iowa Department of Agriculture and Land Stewardship (IDALS) an extension for the Water Quality Initiative Grant Funds to 12/31/2021:** Madsen moved, Pingel seconded to proceed and request an extension for the IDALS Water Quality Initiative Grant Funds to 12/31/2021. Motion carried 5-0.

**Consent Agenda and Claims:** Tiarks moved, Pingel seconded to approve the consent agenda and claims. Motion carried 5-0.  
 Jack Links-\$27295.60, Shiloh Properties-\$38567.48, Computer Systems-\$622.25, Ideal Pure Water-\$18.35, JDW Midwest-\$250.00, Midwest Labs-\$566.00, Pottawattamie County Sheriff-\$4257.25, Starnet-\$260.00, WIDA-\$2500.00, Able Locksmiths-\$20.50, City of Underwood-\$20.50, McCarthy Trenching-\$33725.00, US Postmaster-\$58.44, Andrea Raes-\$300.00, United Healthcare-\$3205.04, EFTPS-\$3151.70, State Withholding-\$1314.00, Ipers-\$2198.92, Wellmark-\$139.90, Ipers-\$1911.08, MidAmerican-\$3036.80

<u>Business</u>	<u>Service</u>	<u>Amount</u>
Albright's Auto Plus	Windshield wiper blades	\$36.07
Bomgaars	Lagoon supp.for bldg, road marker, ext cord	\$510.88
Casey Baragary	Operator by Affidavit for December 2020	\$600.00
CNA SURETY	Council Bond Insurance	\$244.00
Computer Systems	Computer Backup/Firewall/Cybersentry	\$702.25
Counsel	Copier contract base rate chg & clicks	\$63.11
Dave Lyon Towing/Repair LLC	Wiper Blade	\$15.89
Daily NonPareil	Publish minutes and rev/expenses 12/27/2020	\$307.90
Electrical Engin/Equip 3E	Preventative maintenance on Lift Station #3	\$609.60

Electric Pump	Lift station #3 Pump Service	\$522.50
EMS - Quick Med Claims	EMS Billing Svcs - EFTs posted	\$153.00
Great America Financial SVCS	Copier Lease	\$114.50
Ideal Pure Water	Office Supplies	\$18.35
IMWCA	Work Comp Prem 20-21	\$664.00
JDW Midwest	JDW Midwest Contract Fee December 2020	\$417.09
JP Cooke	Notary Stamp	\$35.95
Marne Elk Horn	Static Line 01/01/21-01/31/21	\$198.90
Max I Walker	Rug Cleaning 12/29/2020	\$43.32
Menards	purgenex wipes, Bleach, Dupontlbl	\$141.31
Menards	LED Shop Lt 2pk, Staple Gun, Wallplate, Outlet.	\$140.14
Menards	Compact Refrig. Waste samples	\$109.00
Midwest Laboratories	Wastewater Lag Testing Dec 2020/Sample Kits	\$757.50
Midwest Benefit	Death Benefit for 30 Firemen @ 1.25	\$37.50
MTS - M&K Mills Tree Service	Trash Service for December 2020	\$3,485.50
Oakland Napa Auto Parts	Fire Department Oil for vehicles	\$205.80
Pott Co Pub Hlth/Treasurer	2021 Dog License Tags	\$35.20
Regional Water, Rural Water	City Hall, Maint Shed, Fire Hall	\$165.00
Snyder & Associates	Water Shed Srvy Design	\$9,487.50
Snyder & Associates	Surv Design/Permit, Bid	\$10,322.40
Ty's Outdoor Power	Snow Blades x 2, cutting edges	\$1,190.52
US Bank	office Supplies, Gworks	\$209.52
USG	Pumping fat out of Lift Station 1	\$825.00
Verizon Wireless	Monthly Phone Bill 11/26-12/25/2020	\$169.30
Wellmark	Dental premium February 2021	\$139.29
	Sub-total	\$32,677.79
December 2020 payroll	Staff and City Council/Mayor	\$14,729.18
	Total	\$47,406.97

**Appointment of City Committees:** Forbush to sit on Trails Committee. Madsen moved, Forbush seconded with the addition to keep the committee members the same. Motion carried 5-0.

**Set Budget Workshop and Set Public Hearing on Proposed Property Tax Levy Maximum Rate – Excluding Debt Service:**

Madsen moved, Pingel seconded to set the public hearing for the proposed property tax levy maximum rate – excluding debt service – for February 9, 2021, at 6 p.m. Motion carried 5-0. Budget Workshop set for Friday, 1/29/2021 at noon.

**Reports:**

Fire/Rescue Department: 279 runs – 2020 (second highest). 5 runs for 2021. Waiting on air packs approved through grant received.

Mayor: Sewer line for Fieldcrest Phase 4

Clerk: Sheriff and Animal Control reports, North Welcome Sign parts ordered for solar lighting.

Maintenance: Lift Station 3 emergency generator had preventative maintenance completed by 3E.

Council Committees:

Economic Development:

Finance: Draft audit received for FYE 30JUN2020

Personnel: None.

Streets: Snow removal for snows that occurred

Sewer: Lift Station 1 is complete.

Cemetery: None.

Water: None.

Code Compliance: None.

Parks: Trailhead Park bathroom will need repair in spring.

**Adjournment:** Madsen moved, Pingel seconded to adjourn the meeting. Motion carried 5-0. Mayor Dennis Bardsley adjourned the meeting at 7:41 p.m.

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

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Dennis Bardsley, Mayor

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(attest) Cindy Sorlien, City Administrator/Clerk