

**REGULAR MEETING OF UNDERWOOD CITY COUNCIL**  
**CITY HALL – 241 THIRD STREET**  
**Tuesday, December 12, 2017– 7:00 P.M.**

**Call to Order:** Meeting called to order at 7:00 by Mayor Bardsley. Present were Dose, Pingel, Erwin, Wahle, and Ehrens. Public present were J.W. Tiarks, Michelle Powell and Dave Powell.

Mayor Bardsley thanked Shirley Koenig, Jackie Masker, Jan Ehrens, Joey Bauer and Travis Bauer for all their work with the preparation and move of City Hall into their new location.

**Pledge of Allegiance:** All participated in the Pledge of Allegiance.

**Approval of Agenda:** Erwin moved with second by Pingel to approve the agenda. All aye. Motion carried 4-0.

**Approval of Minutes:** Motion to approve minutes from November 14th, 2017 made by Pingel with Dose second. All aye. Motion carried 4-0.

**Public Forum:** No public present for public forum.

**People Service:** Contact ends at the end of December; will then go on a 30-day basis. Bardsley stated Travis needs to take the test for him to acquire his license. Travis stated there are new tests coming once the City gets its new license. We need to acquire a baseline. There was additional discussion on what tests etc. are to be done. We will check on a local person to see what their services would be. For now, we will continue to utilize People Service.

**Resolution for Transfer of Funds:**

- Resolution 17-12-01** To approve the transfer of funds from the money market to pay the General Obligation note for sewer rehab. Motion made by Erwin with Second by Pingel. All aye. Motion carried 4-0.
- Resolution 17-12-02** To approve the transfer of funds from the money market to pay the General Obligation note for property purchase at 625 Highway Street. Motion made by Pingel with Second by Wahle. All Aye. Motion carried 4-0.
- Resolution 17-12-03** To transfer funds from the money market to pay the General Obligation note for street improvement. Motion made by Dose with Second by Pingel. All aye. Motion carried 4-0.
- Resolution 17-12-04** To transfer funds from the money market to pay TIF payment to Shiloh. Motion made by Pingel with Second by Erwin. All Aye. Motion carried 4-0.
- Resolution 17-12-05** To transfer funds from the money market to pay TIF payment to Links. Motion made by Erwin with Second by Dose. All Aye. Motion carried 4-0.

**Proposed Pay Scale:** Mayor Bardsley distributed a three year pay scale for City employees. He asked for Council members to review the pay scale so it can be discussed at the next meeting.

**Deputy Clerk Pay Adjustment:** Mayor Bardsley made a suggestion to increase this position by \$1.00/hour. Discussion was held on the increase and it was moved by Pingel to raise the salary by \$1.00/hour during the transition of not having a Clerk and will review when a full-time person is hired. Erwin second; All aye. Motion carried 4-0.

**Old Water Tower Site:** Discussion was held on the Old Water Tower Site. Travis is to find the property pins. It is believed there are not any city easements. Mayor Bardsley will talk to the adjoining property owner. Tabled until next month.

**Fire Equipment:** Pingel discussed about the need to upgrade our current Jaws of Life equipment. The fire department is currently running into trouble having enough PSI to cut into new cars without losing pressure. They will sell the old equipment to recoup some of the new equipment cost. Moved by Dose with Erwin second. All aye. Motion carried 4-0.

Pingel motioned to approve the consent agenda and claims for the month of December with Dose second. All aye. Motion carried 4-0.

**Consent Agenda & Claims:** American National Bank (14,336.62), Auditor of State (175.00), Bomgaars (35.94), CenturyLink (361.82), Computer Systems, Inc. (470.00), Dearborn National Life Insurance Co. (\$.07), EMS (578.13), Gazette (187.56), Links Snack Inc. (18,936.17), Menards (514.99), MidAmerican Energy (2,410.89), Pott Co. Secondary RDS (309.00), Quill (371.44), Shiloh (26,480.00), TS Bank (17,126.25), US Bank VISA (363.71), US Postmaster (110.50).

Claims:

<u>Business</u>	<u>Service</u>	<u>Amount</u>
aficionado	SWICA Meeting	\$14.00
Agriland FS	Fuel (City Hall & Fire Station)	\$1,168.33
Aire Serv	Plumbing (City Hall & Cut Cement)	\$2,530.00
Bluffs Paving & Utility Co.	Paving (4th Avenue)	\$800.00
CNA Surety	Bond Insurance	\$244.00
Council Bluffs On-line	On-line service	\$90.00
Council Bluffs Public Library	Library Contract (7/1/17-6/30/18)	\$3,597.11
Dicenzo Painting	City Hall painting	\$250.00
EMS	Billing services	\$133.27
GPM	Ultrasonic Flow Meter	\$4,477.00
IMWCA	Work Comp Premium 17-18	\$678.00
Joey Bauer Carpet Service	Carpet Install	\$1,376.00
Max I Walker	Rug service	\$77.40
M & K Mills	Garbage	\$3,971.00
Menards	City Hall, Fire	\$186.37
People Service	Sampling service	\$1,100.00
Pottawattamie Co. Auditor	Conducting Election	\$2,665.82
Pottawattamie Co. Planning	Animal Control (7/1/17-12/31/17)	\$1,375.50
Pottawattamie Co. Sheriff	Law Enforcement Services - 1st qtr. 2018	\$4,011.88
Regional Water	Water Services	\$90.00
RVS Software	Past due Notice Cards	\$52.50
Salvo's Contracting LLC	Wiring on Main Street	\$132.50
Storey Kenworthy	Checks	\$465.15
United Benefit Society, Inc.	December Fireman insurance	\$40.00
USA BlueBook	Oxygen calibration - sewer	\$83.85
Verizon	Cellular 10/26-11/25	\$136.04
Walnut Communications	Internet	\$10.00
November Payroll		\$11,628.07
	total	\$41,383.79

**Reports:**

A Fire/Rescue Department: 266 runs - ahead of schedule from last year. Erwin and Wahle went to the countywide 28E for updates. The 28E will need to be approved by the Mayor and Fire Chief.

B. Mayor: Will have the inspector review the old City Hall building and have him tell us what he feels it could be used for. Also need to be thinking of any projects for the new project year.

C. Clerk: Informed the Council the new City Hall sign will be ordered this week. Provided the Audit letter to all Council members as well as the Sheriff's report.

D. Maintenance: Mayor, Clerk and Deputy Clerk will have master keys. Council room will utilize the lock from the old City Hall. The old city hall will be rekeyed. Travis stated snow plows are ready.

E. Council Committees:

- a. Economic Development: Gary Graham resigned his position on Planning and Zoning. Michelle Powell will think about taking this position.  
Mayor Bardsley has talked to land owner and Lori Holtze.
- b. Finance: We will be working on the budget next month. Start thinking of what is needed in the budget.
- c. Personnel: Mayor will talk to Freuck to see if Dose can set in on the Clerk interviews due to his work schedule. Will set up Interviews after Christmas.
- d. Streets: Mayor Bardsley discussed the location of the fire hydrants in the Phase II Fieldcrest addition. He has talked with the developer and will talk to the Engineers.
- e. Sewer: No issues.
- f. Cemetery: After 1st of the year, Sondag is to work on some of the stones. Need to look at the budget for next year but possibly can pay some out of this fiscal year. Also, Brett and Jan had been talking about putting a map up in the cemetery. This still needs to be done.
- g. Water: No issues
- h. Code Compliance: No issues
- i. Parks: Travis to look at park sign to see if repairs need to be made.

**Adjournment:** Erwin moved to adjourn with Pingel second. Mayor declared adjournment at 8:17 pm.

*These minutes are as recorded by the Deputy City Clerk and subject to approval at the next regular city council meeting.*

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Dennis Bardsley, Mayor

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(attest) Janice Ehrens, Deputy City Clerk