

**REGULAR MEETING OF UNDERWOOD CITY COUNCIL**  
**CITY HALL – 241 Third Street**  
**Tuesday, June 12, 2018**

**Call to Order:** Mayor Denny Bardsley called the meeting to order at 7:01 p.m.

**Roll Call:** Tiarks – Yes, Erwin – Yes, Pingel – Yes, Dose – Yes, Freuck – Yes, and Erwin - Yes. Also in attendance: Mayabb and Sorlien. Public present: Nate Eckley, Carol Urban, Matt Mills, Becky Mills, Sandy Redshaw, Jackie Masker, Joellen Darrington, Darin Whatcott, Jim Ross, Kelle Erwin, Gary Wahle.

**Pledge of Allegiance:** The pledge of allegiance was recited by all.

**Approval of Agenda:** Pingel moved and Erwin seconded to approve the agenda. All ayes. Motion carried 5-0.

**Approval of Minutes:** Erwin moved, Freuck seconded to approve May 9 regular meeting minutes. All ayes. Motion carried 5-0.

**Public Forum:**

Jim Ross spoke on behalf of how the Friends of Underwood began by a previous City Clerk/Administrator asked Jim Ross and Carol Urban to participate in the Hometown Competitiveness to facilitate and support the local community. Discussion on how the 5<sup>th</sup> Annual Junkwood turned out. City Council thanked the group for their hard work. Monday Markets will begin on June 27. Carol Urban expressed her concern regarding smoke detectors. Pingel said he would follow up with her. Carol Urban, Sandy Redshaw, Joellen Darrington, Jim Ross, Jackie Masker left at 7:34 p.m.

**UMBA Liquor License Transfer for 4<sup>th</sup> of July to Beer Garden, Parade Route, 5K Run Route, and Street Closure Request:**

Erwin moved and Freuck seconded. All ayes. Motion carried.

**Garbage:** M and K Mills will pick up garbage on Tuesday, 7/3 versus Wednesday, 7/4, in observance of the holiday. Pingel moved Dose seconded to hold a special meeting on Tuesday 6/19 at 7 p.m.

**Building Permits and Planning (Darin Whatcot):** Tiarks moved and Dose seconded to approve the contract with JDW Darin Whatcott for Building Inspection Services since JAS Services notified the city of their intent to terminate contract. All ayes. Motion carried 5-0.

Darin Whatcott left at 8:21 p.m.

**Memorial Plaque Request - Park:** Erwin moved and Freuck seconded to deny request to place memorial plaque in the ground at the park. All ayes. Motion carried 5-0.

**July 2 Car Show Street Closure Request:** Pingel moved and Erwin seconded specify 2<sup>nd</sup> Avenue between 3<sup>rd</sup> and 4<sup>th</sup> street to approved Street Closure for July 2 from 5 p.m. – 10 p.m. All ayes. Motion carried 5-0.

**Street Closures/Special Events:** Erwin moved, Pingel seconded to table this to a later meeting. All ayes. Motion carried 5-0.

**Parks and Playground Equipment:** Pingel moved and Freuck seconded for City Staff to work with Underwood Community School for up to \$1,500 for playground mulch. All ayes. Motion carried 5-0.

**Lift Stations/Monitoring:** Freuck moved and Pingel seconded to get bids for monitors of the lift stations. All ayes. Motion carried 5-0.

Freuck moved and Pingel seconded for Public Works staff to check daily the lift stations, up to 2 hours of overtime each weekend, to look at all 3, until such time as a monitor system can be implemented. All ayes. Motion carried 5-0.

**Lagoons:** Erwin moved and Pingel seconded to approve Fred Roane to clear tree lines at the lagoon. All ayes. Motion carried 5-0.

**Banners/Flags Schedule – Lift Bucket:** No action.

**Western Iowa Development Association (Economic Development):** Erwin moved to table and Pingel seconded this issue until further information is provided. All ayes. Motion carried 5-0.

**Metropolitan Area Planning Agency Proposed Revision to Interlocal Cooperation Agreement:** Pingel to table and Freuck second to table until special meeting on Tuesday, 6/19. All ayes. Motion carried 5-0.

**Iowa Healthiest State Initiative – Walking College:** Volunteers names will be given to Brian Leaders. No action taken.

**Flag/Pole City Hall:** Erwin moved and Freuck seconded on a 25 foot flag pole that will hold two flags, United States Flag and the State of Iowa flag. All ayes. Motion carried 5-0.

**Resolutions to transfer funds:** Pingel moved and Freuck seconded to approve resolutions: 2018-06-01, 2018-06-02, 2018-06-03, 2018-06-04, and 2018-06-05. All ayes. Motion carried.

**2018-06-01:** Transfer from General Fund Account to Debt Service for principal and interest due of \$62,870.00 for loan payment.

**2018-06-02:** Transfer from General Fund Account to Debt Service for principal and interest of \$56,556.25 for loan payment.

**2018-06-03:** Transfer from Money Market-Fire/Rescue to Operating Account for Fire Fund for Capital Equipment – “JAWS” equipment, in the amount of \$26,113.35.

**2018-06-04:** Transfer from Money Market Account General Fund, \$16,886.06, to Operating Account Sewer Fund for lift station payment to Treynor State Bank.

**2018-06-05:** Transfer from Money Market Account to Operating Account Sewer Fund, \$14,765.56, for State Revolving Fund sewer loan payment.

**Point of Sale Credit Transactions:** Pingel moved and Freuck seconded to approve the opening of a merchant US bank account for use with Point of Sale Credit Transaction with cost of using service of 3% at customer/citizen expense, with the city cost of secured card terminal for \$399.00. All ayes. Motion carried 5-0.

**Fund Accounting Software:** Pingel moved and Freuck seconded to approve the Fund Accounting Software – Summit Software: Accounts Payable, Bank Reconciliation, General Ledger, Utility Billing, Billing and Licensing (Pet Licenses), Third Party Meter Reader Interface Software, with Professional Services and Annual License/Product Support Agreement, Internet Support including 5-days of on-site implementation of \$14,370 plus travel expenses for FYE: 6/30/19. All ayes. Motion carried 5-0.

**Software Interface for Utility Billing:** Pingel moved and Tiarks seconded to approve Applied Software, Inc. (Regional Water Software Designer) to write an interface program/file for Underwood utility software for Sewer/Garbage billing for maximum \$1000.00 in FYE: 6/30/2019.

Pingel moved and Freuck seconded for Data Tech to write an interface software program for utilities. All ayes. Motion carried 5-0.

**Training TV Monitor/Bracket:** Pingel moved and Freuck seconded to approve the purchase of Smart TV and bracket for Council Chambers up to \$1,500.00. All ayes. Motion carried 5-0.

**SAM Agreement:** No action taken.

**Peddler License:** No action taken.

**Dearborn Life Insurance:** No action taken, updated.

**Health Insurance:** No action taken.

**Security System/Locks:** Pingel moved, Erwin seconded to pursue estimates for a security system. All ayes. Motion carried 5-0.

**Consent Agenda and Claims:** Erwin moved and Freuck seconded to approve consent agenda and claims. All ayes. Motion carried 5-0.

Bluffs Electric - \$90.00, Bomgaars - \$102.31, Computer Systems, Inc. - \$506.50, Iowa Prison Industries - \$116.60, Menard's - \$561.03, Midwest Benefit, Inc. - \$40.00, MidAmerican Energy - \$2229.13, Midwest Laboratories - \$662.05, Muxfeldt Associates CPA - \$50.00, People's Service - \$15.00, Sandau Bros. Sign Company - \$1850.00, US Bank VISA - \$717.98, USA Blue Book - \$1189.91, Wellmark Blue Cross - \$3230.87, Able Locksmiths - \$203.50, Century Link - \$765.23, Dave Lyon Auto & Truck Repair - \$1121.50, Dearborn National - \$90.90, Max I. Walker - \$77.43, Menards - \$93.70, Quill - \$201.50, Sam's Club - \$244.44, USA Blue Book - \$51.88, M & K Mills Tree Service, In. - \$5,000.00, US Postmaster - \$114.80, Casey Baragary - \$600.00, Counsel - \$156.74, Electric Pump - \$825.00, Fred Roane - \$125.00, IA Municipal Workers Comp Assn - \$1546.00, Iowa League of Cities - \$30.00, Marne Elk Horn - \$10.00, Menards - \$255.69, Regional Water - \$150.00, Verizon - \$136.19, USDA-APHIS-Wildlife - \$500.00, Fred Roane - \$125.00, Sandry Fire Supply - \$26,113.35.

## CLAIMS FOR COUNCIL APPROVAL

12-Jun-18

<u>Business</u>	<u>Service</u>	<u>Amount</u>
Anna Katzer	Cleaning + extra cleanings for Old City Hall Prep Work and New City Hall Extra Cleanings December 2017- Payment through June 30, 2018	\$1,200.00
Agriland FS	Fuel	\$499.68
Bluffs Electric	Service call on civil defense siren	\$60.00
Cindy Sorlien	Mileage - (SWICAA mtg, Council Bluffs, and WIDA mtg)	\$119.24
Computer systems	Recurring Monthly Charge Cyber Sentry Server, Internet Security, Offsite Back-up, Office 365	\$506.50
EMS Billing	checks received and processed	\$42.32
Grainger	Weighted Black Base and bollards	\$249.00
Ideal Water	water	\$18.10
Iowa City/County Management Association	2018-2019 Associate Membership	\$120.00
Iowa One Call	Fees for fax and emails	\$19.00
Menards	shackles bolts and paracord/weldwood	\$92.52
Midwest United Firemen (United Benefit Society)	Fireman Death Contributions for 32 Fireman	\$40.00
Midwest Laboratories	Lagoon Lab testing May 2018	\$581.52
Muxfeldt Associates, CPA, PC	May Management & Advisory Services - answer questions for City Clerk	\$110.00
Neola Gazette	5-9-18 meeting published 5-17-18	\$71.99
Uline	5 18 x 12 signs that say Video Monitored	\$145.24
Underwood Farm Supply	Tomahawk and Trimec Classic Weedkiller	\$58.75
US Bank	Flowers, extra mower blades, engine oil, business cards, Iowa League Convention Registration September 2018	\$415.25
Wellmark	Health Insurance	\$3,186.20
May Gross Payroll		\$11,678.59
	total	\$19,213.90

**Reports:**

Fire/Rescue Department: Ambulance was repaired two weeks ago. Tires are in for it. Received new JAWs equipment and it is in service. 106-107 runs this year.

Mayor: None.

Clerk: Nuisance letters going out.

Maintenance: Pingel moved and Freuck seconded for work orders to be completed by all (including city staff, city council and citizens). All ayes. Motion carried 5-0.

Council Committees:

Economic Development: Will be setting up a meeting before Labor Day.

Finance: Met and made recommendations to council this evening.

Personnel: Tiarks moved and Dose seconded to have a consistent Deputy Clerk schedule Monday, Wednesdays, and Fridays beginning 7/1/2018. All ayes. Motion carried.

Streets: Will meet prior to Labor Day.

Sewer: None.

Cemetery: Will meet prior to Labor Day.

Water: None.

Code Compliance: Nuisance letter to go out.

Parks: Committee met.

**Adjournment:** Erwin moved, Pingel seconded to adjourn the meeting. All ayes. Motion carried 5-0. Adjourned at 10:29 p.m.

*These minutes are as reported by the City Clerk/Administrator 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 Clerk/Administrator