

UNDERWOOD CITY COUNCIL REGULAR MEETING MINUTES
Wednesday, April 10, 2019

Call to Order: Mayor Dennis Bardsley called the meeting to order at 6:59 p.m

Roll Call: . Erwin, Pingel, Dose, Madsen, Tiarks.

Also present: Mayabb, Sorlien, Geneie Andrews, Geoff Barnes, John Rasmussen, Owen Killham, Brittni Stephens-Yates, Jim Brust, Kelly nelson, Jennifer Nelson, Charlene Brust, Taylor Nelson, Tim Wichman.

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

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

Approval of Minutes: Tiarks moved, Madsen seconded to approve the March 12, 2019-Regular Meeting minutes. All ayes. Motion carried 5-0.

Public Forum: None.

Railroad Highway Bridge Closures Summer 2019 South of Weston and Bridge North of Underwood (John Rasmussen, Pottawattamie County Secondary Roads): John Rasmussen and Tim Wichman discussed that the bridges south of Weston will be closed this summer, after RAGBRAI (July 21), each bridge will take approximately 15-20 business days to make necessary repairs. Each bridge will be completed in succession. Detours will be posted. The bridge north of Underwood will be down to 1 lane at a time while necessary repairs are made.

Resolution 201904001: Approving Contract and Bonds for 2019 Street Improvements: Erwin moved, Pingel seconded to approve Resolution 201904001. Roll Call Vote: Erwin-Yes, Pingel-Yes, Madsen-Yes, Dose-Yes, Tiarks-Yes. Motion carried 5-0.

Set Notice for Public Hearing for General Obligation Loan not to exceed \$650,000 Financing: Pingel moved, Erwin seconded to approve the public hearing for 4/23. All ayes. Motion carried 5-0. NOTE: Hearing notice posted already and held on March 12, 2019.

Geographic Information System (GIS) Discussion (gWorks, Olsson Engineering, Snyder & Associates): Each company gave brief descriptions to answer questions about their proposals to the city: Geneie Andrews (gWorks), Brittni Stephens-Yates and Owen Killham (Olsson), and Geoff Barnes (Snyder). Council Committee had met with each organization, along with city staff, prior to this meeting for in-depth presentations. Discussion ensued recommending all council members be involved with any in-depth presentations, if possible, prior to moving forward. Erwin moved, Madsen seconded to table. All ayes. Motion carried 5-0.

Streets - Mulberry and 4th Avenue: Public present to discuss condition and maintenance history of Mulberry. City staff maintenance plan was discussed as well as Streets Committee involvement for a plan for Mulberry and 4th Avenue. Streets Committee will continue to meet and are awaiting quotes. No action taken.

RAGBRAI Pass thru Town July 21: Committee co-chairs Todd Erwin and Ashleigh Robinson. City staff went to RAGBRAI meeting in Indianola on April 6.

Housing Committee Recommendation and Action: Tiarks moved, Dose seconded to approve the Housing Committee recommendation to move the Housing Assistance Program out of moratorium. All ayes. Motion carried 5-0.

Tiarks moved, Erwin seconded to allow the Housing Committee to make decisions if applications need to be approved before the next council meeting, and then present at the next regular scheduled council meeting. All ayes. Motion carried 5-0.

Tree in Right of Way on North Street: Erwin moved, Madsen seconded to accept Fred Roane quote to remove tree and grind stump on 118 North Street in the right of way, for \$1900.00. All ayes. Motion carried 5-0.

Lift Station Improvements: No action taken.

Resolutions 201904002: Procurement Policy - Resolution 201904003: Conflict of Interest Policy - Resolution 201904004: Fraud Policy: Dose moved, Pingel seconded to approve resolutions 201904002, 201904003 and 201904004. Roll Call Vote: Dose-Yes, Pingel-Yes, Madsen-Yes, Tiarks-Yes, Erwin-Yes. All Ayes. Motion carried 5-0.

Pottawattamie County and Federal Emergency Management Association (FEMA): Discussion about the flood of March 2019. City staff to follow up accordingly and attended Pottawattamie County Emergency Mänge on April 4, 2019. No action taken.

Resolution 201904005: Authorize signers for FEMA: Erwin moved, Pingel seconded to approve Resolution 201904005 authorizing Bardsley (Mayor), Dose (Mayor ProTem), and Sorlien (City Clerk/Administrator) as authorized signers for FEMA. Roll Call Vote: Erwin-Yes, Pingel-Yes, Tiarks-Yes, Madsen-Yes, Dose-Yes. All Ayes. Motion carried 5-0.

Emergency Generator: Council directed city staff to contact Doug Reed, Pottawattamie County Emergency Management, regarding grants available. No action taken.

Appointment of Treasurer: Pingel moved, Madsen seconded to hire Andrea Raes as Treasurer for \$60/month beginning March 2019 financials. All Ayes. Motion carried 5-0.

Consent Agenda and Claims: Tiarks moved, Erwin seconded to approve the consent agenda and claims. All ayes Motion carried 5-0. Casey Baragary - \$50, Neola Gazette-\$529.60, Nelson Redshaw Trucking-\$4383.08, US Bank Visa-\$581.59, US Postmaster - \$101.50, Wellmark - \$3577.70, Quill-\$131.96, MidAmerican-\$3320.98

10-Apr-19 CLAIMS FOR COUNCIL APPROVAL

<u>Business</u>	<u>Service</u>	<u>Amount</u>
Advanced Cleaning Equipment	Pressure Washer -splitting between City and Fire	\$4,367.50
Agriland FS	Diesel Fuel for Emergency Generator	\$254.83
Bobcat	Fuses, Relays	\$580.08
Bobcat	Hose, seal, nut, studs, arm wip, blades for bobcat	\$289.53
Century Link	Phone Bills March 2019	\$402.18
Computer Systems	Monthly Interent Security, Desktop, Server, Office 365 & Help Tickets	\$649.00
Council Bluffs Online	Website Mar-Feb Annual March 19 to Feb 2020	\$300.00
Counsel	Copier: Contract base rate charge/Contract clicks-3/19	\$40.66
Daily Nonpareil	Posting of Public notice of storm water discharge	\$13.26
Dave Lyon Repair & Towing	Pulled Bobcat out of flood waters on 3/13/19	\$300.00
EMS Billing	March 2019	\$284.17
First Wireless	Battery x 5 and Belt clip x 5	\$742.50
General Fire & Safety	Annual Portable Fire Extinguisher Inspection 2019	\$737.75
Great American Fin Services	Billing changed from Counsel to here for Copier Lease	\$114.50
ICAP	4/1/19-3/31/20 Insurance Premium	\$25,437.90
Ideal Pure Water	March 2019 recurring water holder	\$9.00
JDW Midwest	JDW Midwest Minimum Monthly Rate March 2019	\$250.00
M & K Mills Tree Svc (MTS)	Trash Service - March 2019	\$3,368.00
Marne Elkhorn	Internet April 2019	\$10.00
Max I Walker	Rug Cleaning 3/13//19 and 3/27/19	\$41.32
Menards	Engraver, Sealbest Pothole Patch - 594.32	\$614.30
NMC Rental	Emergency Generator 3/14-4/10/19 rental fee, delivery fee & transportation pick up fee, environmental fee	\$2,720.37
Quill	Sharp calculator	\$54.99
Regional Water	Water Usage March 2019	\$132.00
Snyder & Associates	Streets - 2018 Street Improvements into 2019	\$14,477.50
UPS	March 2019 stop	\$13.45
Verizon Wireless	Wireless usage	\$175.59
Zoll	X Series Monitor/Defibrillator	\$26,092.50
March Payroll	Staff	\$25,024.65
	Total	\$107,497.53
**transfer from Fire/Rescue to Operating Account		

*Flood Mar 2019
*Flood Mar 2019

*Flood Mar 2019

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Reports:

Fire/Rescue Department: 63 runs, Pancake Breakfast was a success. Received grant from Iowa West to replace Thermal Imaging cameras. Zoll AED will be arriving next week. Physical Fitness testing for volunteer firefighters April 10 and 11 being completed. Fit Testing will be completed in-house, city staff to attain the proper equipment.
Mayor: Discussed Iowa DOT Resolution from 9/9/63 regarding transfer of roads.
Clerk: Internal Control Policy Discussion and Action: See under finance.

Maintenance: Discussed dumpsters.

Council Committees:

Economic Development: None.

Finance: Tiarks moved, Pingel seconded to approve Segregation of Duties Policy. All Ayes. Motion carried 5-0.

Personnel: Public Works Director Evaluation was completed on 4/10/19.

Streets: Streets Equipment Discussion and Action: Pingel moved, Madsen seconded to purchase SPIKE grader for gravel roads. All ayes. Motion carried 5-0.

Sewer: None.

Cemetery: None.

Water: None.

Code Compliance: None.

Parks: Park bathrooms were opened April 8. Public Works staff will watch freezing temperatures.

Adjournment: Pingel moved, Madsen seconded to adjourn the meeting. All ayes. Motion carried 5-0. Mayor Dennis Bardsley adjourned the meeting at 9:30 p.m.