

City of Atkins

City Council Meeting

August 3<sup>rd</sup>, 2020

The City Council met I Work session Members present were Nathan Shepard, Heather Rinderknecht, Lana Robison, Joey Svejda and Robert Spading. Absent: None. Mayor Bruce Visser and Amber Bell City Clerk, Todd Damon and Jarrod Tomlinson from Atkins Public Works, Dave Samson from gWorks, were in Attendance. Cathy Becker from Atkins Public Library joined Via Teleconference. Visser called the work session portion of the meeting to order at 6:04pm.

Spading made a motion to approve the agenda for the work session. Svejda seconded the motion. Ayes: Svejda, Rinderknecht, Robison, Shepard and Spading. Nays: None. Absent: None. Motion Carried.

The Council discussed the City Employee handbook. The Council discussed changes and updates to the Employee Handbook. An outline of a new handbook will be sent to the City Attorney to complete a rough draft to be reviewed at a later meeting.

Svejda motioned to adjourn the work session portion of the meeting. Shepard seconded the motion. Ayes: Svejda, Rinderknecht, Robison, Shepard and Spading. Nays: None. Absent: None. Motion Carried.

Visser called the regular City Council Portion of the meeting to order at 7:00pm. Shepard made a motion to approve the content agenda with the following corrections and omissions. The motion to approve an agreed upon procedures audit in addition to the annual examination and appoint Shepard as the Council liaison. The motion to have the City Clerk provide bills to Council by Friday before every meeting and to have Bank Statements and CC Statements provided to Council Monthly. The Motion was to add the Mayor Pro Tem as a supervisor to all timecards with he authority to review and approve. Shepard also added to the motion to approve the consent agenda to approve Resolution 786 and to approve the wages listed in the bills for approval and omit all other bills. The council will not approve payment bills for payment without having bills prior to the meeting for review. Finally, the bill for the Law if Office of Kara Bullerman will not be approved until copies of all emails, with all content, listed in said invoice are provided to the City Council. The motion was seconded by Robison. The motion was rescinded by Shepard.

A new motion was made by Shepard to approve the content agenda with the following corrections and omissions. The motion to approve an agreed upon procedures audit in addition to the annual examination and appoint Shepard as the Council liaison. The motion to have the City Clerk provide bills to Council by Friday before every meeting and to have Bank Statements and CC Statements provided to Council Monthly. The Motion was to add the Mayor Pro Tem as a supervisor to all timecards with the authority to review and approve. Shepard also added to the motion to approve the consent agenda to approve Resolution 786 and to approve the bill for approval with the following exception, the bill for the Law if Office of Kara Bullerman will not be approved until copies of all emails, with all content, listed in said invoice are provided to the City Council. Robison seconded the motion. Ayes: Svejda, Rinderknecht, Robison, Shepard and Spading. Nays: None. Absent: None. Motion Carried.

## Bills for approval August 3rd, 2020

Todd Damon	Wages through 7/18/2020	\$ 2,203.01
Amber Bell	Wages through 7/18/2020	\$ 1,852.27
Cathy Becker	Wages through 7/18/2020	\$ 1,267.96
Vicki Myers	Wages through 7/18/2020	\$ 192.49
Jarrold Tomlinson	Wages through 7/18/2020	\$ 1,326.35
Richard Lange	Wages through 7/18/2020	\$ 77.46
Jim Crawford	Wages through 7/18/2020	\$ 107.58
Michael Jennings	Wages through 7/18/2020	\$ 180.11
Access Systems	Copier Leasing	\$ 413.09
Alliant Energy	WWTP	\$ 2,421.59
Alliant Energy	Water Department	\$ 229.60
Alliant Energy	Roads Department	\$ 69.60
Alliant Energy	Park Pavilion	\$ 105.82
Alliant Energy	Fire Department	\$ 181.71
Atkins Telephone	Fire Department	\$ 162.80
Atkins Telephone	City Telephone Services	\$ 461.27
Bound Tree	Fire Department	\$ 73.50
Chem-Sult, Inc	Water Treatment	\$ 1,527.75
Chem-Sult, Inc	Water Treatment	\$ 2,090.90
Chem-Sult, Inc	Water Treatment	\$ 616.25
D P Properties	Library Cleaning	\$ 254.00
D P Properties	Cleaning the Park Pavilions Through July 15th	\$ 390.00
D P Properties	Cleaning the Park Pavilions Through July 27th	\$ 380.00
EFTPS	Federal Tax Deposit	\$ 1,505.44
ElanCity	2 Traffic Calming signs	\$ 5,319.00
Gazette Communications	Publishing Expense	\$ 91.14
Gazette Communications	Publishing Expense	\$ 30.90
Gazette Communications	Publishing Expense	\$ 112.62
Gazette Communications	Publishing Expense	\$ 22.00
Gazette Communications	Publishing Expense	\$ 15.14
Gazette Communications	Publishing Expense	\$ 39.14
Gazette Communications	Publishing Expense	\$ 13.05
ION Environmental Solutions	Water and Wastewater Testing	\$ 975.00
Iowa Department of Natural Resources	Wastewater Annual Permit Fee	\$ 210.00
Iowa Department of Natural Resources	Water Supply Annual Permit Fee	\$ 190.72
Iowa Department of Revenue	Water Excise Tax	\$ 3,868.00

Iowa One Call	Location Services	\$ 34.20
IRT Services	Street/Parking Painting	\$ 2,300.00
Hazel Grimm - Rhanderg	Park Pavilion Cancelation	\$ 55.00
Hi-Viz Safety	Speed Limit Signs	\$ 1,226.00
Hi-Viz Safety	12 Stop Signs and Brackets	\$ 678.00
Jody McFarland	Park Pavilion	\$ 55.00
Kenway	CCTV Sewer Inspections	\$ 630.00
L. L. Pelling	Road Repair and Maintenance	\$ 48,906.00
L. L. Pelling	Line and Parking lot painting	\$ 516.10
Menards	Roads Supplies	\$ 28.72
Menards	Fire Department	\$ 159.99
MicroMarketing	Audio Video	\$ 31.00
MicroMarketing	Audio Video	\$ 61.89
MicroMarketing	Audio Video	\$ 58.98
MicroMarketing	Audio Video	\$ 39.99
MidAmerican Energy	WWTP	\$ 12.72
Our Town Publications	Newsletter	\$ 40.20
Penworthy	Books	\$ 15.97
Poweshiek Water	WWTP	\$ 65.50
Eileen Schanbacher	Pavilion Cancelation	\$ 55.00
Snyder & Associates	Water Evaluation	\$ 570.50
Snyder & Associates	Storm Water Committee Meetings	\$ 116.00
Snyder & Associates	Street Engineering	\$ 1,334.00
Snyder & Associates	City General Engineering	\$ 605.88
Snyder & Associates	Street Light Consultation	\$ 197.50
Snyder & Associates	Stone Ridge Construction Observation	\$ 3,504.90
Star Equipment	Plate Compacter	\$ 82.61
Star Equipment	Parks Supplies	\$ 32.80
Scott Gearheart	Park Pavilion Drivers Ed Rental	\$ 112.50
US Cellular	Telephone Expense	\$ 180.32
Wellmark	Health Ins	\$ 3,229.43
Wild's Custom Mowing	Mowing Baseball Field	\$ 240.00
Waste Management	Garbage Services	\$ 11,993.41
Amber Bell	Health Ins	\$ 377.47
Total		\$ 108,197.01

The Council heard a presentation from Dave Sampson from gWorks, a municipal software provider. After discussion and questions Shepard made a motion to approve Contract 001, 002 and 005 of Exhibit B of the Municipal Software purchase. Spading seconded the motion. Ayes: Svejda, Rinderknecht, Robison, Shepard, and Spading. Nays: None. Absent: None. Motion Carried.

Shepard made a motion to approve the second reading of Ordinance 221 Amending City of Atkins, Iowa, Code of Ordinances Chapter 63 Speed Regulations. Changing the speed limit to 25MPH on 33<sup>rd</sup> Ave and on Parkridge Road from 33<sup>rd</sup> Avenue to the west City limits. The motion was seconded by Robison. Ayes: Svejda, Rinderknecht, Robison, Shepard, and Spading. Nays: None. Absent: None. Motion Carried.

Shepard made the motion to Suspend the rules and proceed to the third and final reading of the ordinance 221 Amending City of Atkins, Iowa, Code of Ordinances Chapter 63 Speed Regulations. Changing the speed limit to 25MPH on 33<sup>rd</sup> Ave and on Parkridge Road from 33<sup>rd</sup> Avenue to the west City limits. Robison seconded the motion. Ayes: Svejda, Rinderknecht, Robison, Shepard, and Spading. Nays: None. Absent: None. Motion Carried.

Rinderknecht made a motion to adopt resolution 785 Entering into an agreement between the City of Atkins, Iowa, and Waste Management of Iowa, Inc for municipal recycling and waste services. Spading seconded the motion. Ayes: Svejda, Rinderknecht, Robison, Shepard, and Spading. Nays: None. Absent: None. Motion Carried.

Shepard made a motion to hold a work session to review and update the City Council Rules of Procedure. Robison seconded the motion. Ayes: Svejda, Rinderknecht, Robison, Shepard, and Spading. Nays: None. Absent: None. Motion Carried.

Shepard motioned to table action concerning Planning and Zoning expenditures until the Annual Report is done. Svejda seconded the motion. Ayes: Svejda, Rinderknecht, Robison, Shepard, and Spading. Nays: None. Absent: None. Motion Carried.

Svejda made a motion to approve a pay scale for the Position of Public Works 1 and job posting information. Robison seconded the motion. Ayes: Svejda, Rinderknecht, Robison, Shepard, and Spading. Nays: None. Absent: None. Motion Carried.

Spading made a motion to approve the Employee Overtime Policy for the City of Atkins. Robison seconded the motion. Ayes: Svejda, Rinderknecht, Robison, Shepard, and Spading. Nays: None. Absent: None. Motion Carried.

Rinderknecht made a motion to allow Atkins Public Works to plan the location of the Traffic Calming Signs and have them reviewed by the City Engineers. Spading seconded the motion. Ayes: Svejda, Rinderknecht, Robison, Shepard, and Spading. Nays: None. Absent: None. Motion Carried.

The next regular council meeting will be held on Monday August 17<sup>th</sup>, 2020 at 7:00 pm at Atkins City Hall, 480 3<sup>rd</sup> Ave Atkins, Iowa. Due to the Governors Declared State of Emergency the Council meeting may be conducted using teleconference Meeting agenda will include instructions to access the meeting.

Spading made a motion to adjourn the meeting. Shepard seconded the meeting. Ayes: Svejda, Rinderknecht, Robison, Shepard, and Spading. Nays: None. Absent: None. Motion Carried.

Amber Bell

City Clerk

Bruce Visser

Mayor