

**City of Atkins Iowa  
City Council Minutes Special Council Meeting  
St. Stephens Lutheran Church Fellowship Hall 303 Third Ave and Online  
November 30, 2020**

Council met in Special Session. Mayor Pro-Tem Rinderknecht called the meeting to order at 7:00 p.m. Present were Robison, Shepard, Rinderknecht, Svejda, and Spading. Also present was Tomlinson – Public Works, Kara Bullerman – City Attorney. Absent: Mayor Visser. Amber Bell – City Clerk. Public attending: Dick Lange and others present virtually.

Spading moved to approve the agenda. Seconded by Robison. Ayes: Rinderknecht, Shepard, Robison, Spading, Svejda. Motion carried.

Bills for approval. No bills presented and no action taken.

Council discussed employment attorney services. Rinderknecht gave a status update. Search is being done for employment attorney. More information will be available in future meetings. No action taken.

Council discussed temporary clerk services. Rinderknecht presented information from Kelly Groskurth related to fill-in clerk services to work with the City. Groskurth has qualifications and has helped process payroll today. Also available, Cynthia Stimpson of Fairfax and Dick Lange of Atkins. Bullerman stated Mayor Visser would have authority to hire fill-in temporary staff. Shepard moved to authorize Mayor Visser to hire temporary staff for fill-in clerk and office staff until next Council meeting December 2. Spading seconded. Ayes: Rinderknecht, Shepard, Robison, Spading, Svejda. Motion carried.

Council discussed payroll services as part of the fill-in Clerk services. Rinderknecht reported Mayor has reported that payroll was completed today. Tomlinson reviewed the payroll dates for Council. No action taken.

Council discussed City Services billing (water bill) that would normally come out early December. Spading moved to direct the fill-in Clerk to process the water bill as soon as is possible and if that is not available, to send out estimated billing with a note the bill is estimated. Seconded by Svejda. Ayes: Rinderknecht, Shepard, Robison, Spading, Svejda. Motion carried.

Public input: Rinderknecht reported the City offices have moved to the trailers at Main City Park. Phone service is being monitored at the City Hall building but delays in answering may occur due to staff moving from City Hall to temporary trailers. Council also discussed damaged street light pole status. No action taken.

Set next regular Council meeting as December 2, 2020 at St Stephens Lutheran Church, Fellowship hall. Due to Governors Declared State of Emergency, the Council meeting may be conducted via teleconference. See the meeting agenda for access information.

Robison moved to adjourn. Second by Shepard. Ayes: Rinderknecht, Shepard, Robison, Spading, Svejda. Motion carried. Rinderknecht declared the meeting adjourned at 7:41 p.m.

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Heather Rinderknecht, Mayor Pro-Tem