

**City Council Meeting Regular Session**  
**Tuesday, November 14, 2023, at 6:30 p.m.**  
**City Hall Council Room, 480 Third Avenue, Atkins, Iowa, 52206**

Mayor Bruce Visser called the meeting to order at 6:31 p.m. Present were Bell, Koehn, and DeMeulenaere-online. Petersen and vacancy were absent. Also present were Holly Corkery, and various members of the public online and in person.

Koehn moved to approve the agenda, Bell seconded. Ayes: Bell, DeMeulenaere, and Koehn. Motion carried.

Koehn moved to approve consent agenda. Bell seconded. Ayes: Bell, DeMeulenaere, and Koehn. Motion carried. Consent agenda was approval of the October 10, 2023 Minutes, October 24, 2023 Minutes, November 2, 2023 Minutes, September 2023 Financials, and the following list of bills:

ACCESS SYSTEMS	NETWORK SUPPORT	924.69
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES/COPIERS	945.71
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES/COPIERS	900.81
AETNA Behavioral Health, LLC	EMPLOY ASST PROG	17.52
ALLIANT ENERGY	UTILITY EXP	14,365.58
ALTORFER INC.	RENTAL	4,084.00
AMY BREESE	REIMB TRAINING	247.61
ATKINS LUMBER CO. INC.	SUPPLIES	387.26
ATKINS LUMBER CO. INC.	SUPPLIES	473.28
ATKINS TELEPHONE CO..INC.	TELEPHONE	631.84
BADGER METER	ORION CELLULAR	23.75
BAKER & TAYLOR	BOOKS	360.22
BENTON COUNTY AUDITOR	LAW ENFORCEMENT	15,210.00
BENTON COUNTY SOLID WASTE COMM	TIPPING FEES	3,427.00
BENTON COUNTY SOLID WASTE COMM	LANDFILL	13,364.00
CATERPILLAR FINANCIAL SER	EXCAVATOR	3,079.76
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CEDAR VALLEY HUMANE SO	ANIMAL CONTROL	260.00
CHEM-SULT, INC.	CHEMICALS	3,010.64
CJ COOPER & ASSOC., INC	ANNUAL FEE	240.00
COLONY HEATING & AIR COND	SERVICE CALL	1,416.12
COONROD WRECKER & CRANE SERVIC	REMOVE FIRE TRUCK IN DITCH	2,760.00
CRAWFORD QUARRY	ROCK FOR ROADS	827.33
D P PROPERTIES	CLEANING	928.00
DAKOTA SUPPLY GROUP	SUPPLIES	582.68
DRUG & ALCOHOL CLEARINGHO	ANNUAL ADMIN DRUG TEST FEE	25.00
DUBALL, PAMELA	MILEAGE REIMB	35.37
ECICOG	ADMIN FS	17,945.00
EFTPS	PAYROLL TAX	3,433.52
EFTPS	PAYROLL TAX	3,707.78

FASTENAL	SUPPLIES	156.73
FELD EQUIPMENT COMPANY INC	FD SUPPLIES	350.00
FELD EQUIPMENT COMPANY INC	FD SUPPLIES	512.00
GAZETTE COMMUNICATIONS, Inc.	PUBLISHING	259.20
GRAINGER	BATTERY	143.41
GWORKS	ANNUAL LICENSE FEE	7,974.00
HAWKEYE FIRE SAFETY	EXTINGUISHER INSPECTION	353.80
HAWKEYE FIRE SAFETY	EXTINGUISHER INSPECTION	122.20
HI - VIZ SAFETY	SIGNS	1,695.00
	BREESE/GROSKURTH-CONFERENCE	
HOLIDAY INN AIRPORT	EXP	476.33
ICHECK	CC PROCESSING FEES	606.20
ION ENVIRONMENTAL SOLUTIO	LABS	1,672.50
IOWA DNR	ANNUAL WATER USE FEE 2024	115.00
IOWA ONE CALL	LOCATES	30.60
IOWA RURAL WATER ASSOC	FY24 MEMBERSHIP DUES	355.00
IOWA WATER ENVIRONMENT ASSOC	ANN CONF - RAMMELBERG	40.00
IOWA WATER ENVIRONMENT ASSOC	ANN CONF - TOMLINSON	40.00
IPERS	IPERS REGULAR	4,752.04
IRON MOUNTAIN INCORPORATED	SHREDDING SERVICES	88.58
JARROD TOMILNSON	REIMB SAFETY BOOTS/MILEAGE	316.80
JEFFREY J. SIKORA	MAGIC SHOW-SUMMER READING	350.00
KEN-WAY	WWTP AIR LEAK REPAIR	3,245.00
KEN-WAY	SEWER CLEANING PHASE 1	29,228.25
LARRY FRANCK TRUCKING LLC	HAULING	184.66
LERNER PUBLISHING GROUP INC	BOOKS	512.69
LIFE TIME FENCE CO INC	REPAIR FENCE	1,295.00
LYNCH DALLAS, P.C.	LEGAL SERVICES SEPT/OCT 2023	4,015.00
LYNCH DALLAS, P.C.	LEGAL SERVICES OCT/NOV 2023	4,820.50
M & D MINI STORAGE	Derecho - costs	65.00
MENARD'S	SUPPLIES	157.06
MERCHANT SERVICE	MERCHANT FEES	770.28
MIDAMERICAN ENERGY	UTILITY EXP	50.31
MIDAMERICAN ENERGY	UTILITY EXP	204.90
OLLINGER GARABE DOORS INC	DOOR REPAIR AT LIFT STATION	151.41
OVERDRIVE	BRIDGES E-BOOK CONTENT	731.76
PER MAR SECURITY SERVICES	SECURITY DOORS/SMOKE ALARMS	173.52
POWESHIEK WATER ASSOICATION	UTILITY EXP	234.25
QUILL	SUPPLIES	118.44
RABE HARDWARE	REPAIR FAUCET	235.37
SCHIMBERG	PLUMBING REPAIR	111.28
SIMPLY GREEN, LLC.	WEED CONTROL	2,506.10
SNYDER & ASSOCIATES	ENGINEERING	6,404.33
SOLUM LANG ARCHITECTS	FIRE STATION DESIGN	30,990.00
STAR EQUIPMENT	SNOW BLADE	8,550.00

STATE CHEMICAL SOLUTIONS	WWTP SUPPLIES	789.89
THE COLLINS GROUP, INC	US FLAGS	399.18
THE DEPOT EXPRESS	FUEL	1,058.06
THE DEPOT EXPRESS	FUEL	814.26
THOMPSON TIRE & RETREAD,	FIRE TRUCK STEERS	952.60
THOMPSON TRUCK & TRAILER, INC.	REPAIR BLOWER MOTOR	509.59
TREASURER STATE OF IOWA	WATER EXCISE TAX	2,599.36
TRIONFO SOLUTIONS, LLC	LIFE INS	90.33
U S CELLULAR	CELL PHONES	242.37
ULINE	SUPPLIES	1,270.19
USPS - POSTMASTER	POSTAGE	314.67
WASTE MANAGEMENT	GARBAGE	15,895.83
WELLMARK BC/BS OF IOWA	INSURANCE	2,603.70
WENDLING QUARRIES, INC	BALL DIAMOND LIME	423.94
WILD'S CUSTOM MOWING	MOWING	195.00
Accounts Payable Total		198,052.21
Payroll Checks		32,709.71
***** REPORT TOTAL *****		<u>274,797.54</u>
GENERAL		126,763.58
ROAD USE TAX		25,193.37
FEMA		49,000.00
WATER		23,162.00
SEWER		50,678.59
TOTAL FUNDS		<u>274,797.54</u>

Koehn moved to approve Resolution 2023-11-01 a resolution obligating fiscal year ended 2025 annual appropriation for Stone Ridge Development. Bell seconded. Ayes: DeMeulenaere, and Koehn. Nay: Bell. Motion Failed. A resolution requires the majority of council members for approval.

Koehn moved to approve Resolution 2023-11-04 a resolution establishing an internal loan for the fire station planning and design. Bell seconded. Ayes: Koehn. Nays: Bell and DeMeulenaere. Motion failed.

Bell moved to table Resolution 2023-11-02 certifying TIF debt certification for the City of Atkins. DeMeulenaere seconded. Ayes: Bell, DeMeulenaere, and Koehn. Motion carried.

Bell moved to approve Resolution 2023-11-03 establishing a change drawer for City Hall office and Library office. Koehn seconded. Ayes: Bell, DeMeulenaere, and Koehn. Motion carried.

Discussion was held regarding Open meetings –Chapter 21 Code of Iowa and use of email. Mayor Visser discussed requirements when using email and Koehn referenced Iowa League of Cities Handbook.

Bell moved to install video recording equipment in City hall Council room. DeMeulenaere seconded. Ayes: Bell, DeMeulenaere, and Koehn. Motion carried.

Bell moved to proceed with Surveillance camera system. Koehn seconded. Ayes: Bell, DeMeulenaere, and Koehn. Motion carried.

Bell moved to proceed with updating Records Request policy. DeMeulenaere seconded. Ayes: Bell, DeMeulenaere, and Koehn. Motion carried.

Koehn moved to proceed office staff with hours needed, tasks and gather information for further consideration. Ayes: Bell, DeMeulenaere, and Koehn. Motion carried.

Bell moved to proceed to draft a policy for water advisory communications modifying Iowa Department of Natural Resources (IDNR) recommendations. DeMeulenaere seconded. Discussion if council has authority to alter IDNR's policy occurred. Ayes: Bell, DeMeulenaere, and Koehn.

Reports:

a. Mayor Reported on the following: Water Distribution Engineering Report: Engineering providing responses, Fire Station Re-build: 100% drawings being updated, Water system upgrades continue, Audit Report Update: cooperating with county attorney, providing information, Audit FYE 22 continues.

b. Administrator's Report: Written report submitted.

c. Council Reports: none

Future Agenda Item Discussion: None

Public input: Election statistics, and office staffing hours.  
Correspondence received: none.

The Next regular council meeting to be held Tuesday, November 28, 2023, at 6:30 p.m. City Hall/Library, Council Room, 480 3<sup>rd</sup> Avenue, Atkins, IA.

Koehn moved to Adjourn meeting. Bell seconded. Ayes: Bell, DeMeulenaere, and Koehn. Motion carried.

Adjournment was at 7:52 p.m.

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Kelly Groskurth, City Administrator/City Clerk

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Bruce Visser, Mayor