

City Council Meeting Regular Session

Tuesday, November 28, 2023, at 6:30 p.m.

City Hall Council Room, 480 Third Avenue, Atkins, Iowa, 52206

Minutes

Mayor Bruce Visser called the meeting to order at 6:30 p.m. Present were Bell, Koehn, Fisher, Petersen and DeMeulenaere-online. Absent: none. Also present were Doug Herman City Attorney, Amy Breese Deputy City Clerk and various members of the public online and in person.

Koehn moved to approve the agenda, Petersen seconded. Council discussed the Resolution 2023-11-01 did not pass at the November 14, 2023 meeting. Two council voted to approve the resolution when three votes are needed to approve the resolution by Iowa code. Resolution 2023-11-01 had been declared motion carried when in fact the motion was not approved. Ayes: Bell, Koehn, Fisher, Petersen and DeMeulenaere. Motion carried.

Koehn moved to approve consent agenda. Petersen seconded. Ayes: Koehn, Fisher, Petersen and DeMeulenaere. Nay: Bell. Motion carried. Consent agenda was approval of the November 14, 2023 Minutes, Financials, and the following list of bills:

Cardmember Service	OCT 23 TRANSACTIONS	277.57
	BREESE/GROSKURTH	
KINSETH HOSPITALITY COMPA	HOTEL TRAINING	239.68
TREASURER STATE OF IOWA	WET OCT 2023	2,256.69
EFTPS	FED/FICA TAX	3,865.20
IPERS	IPERS REGULAR	4,825.30
PAYROLL EMPLOYEE CHECKS		11,592.79
ACCESS SYSTEMS	NETWORK SUPPORT	924.69
ALLIANT ENERGY	UTILITY EXP	19.07
ALTORFER INC.	VIBRATORY ROLLERS	2,042.00
BENTON COUNTY SOLID WASTE COMM	TIPPING FEES	1,834.94
BOOK SYSTEMS, INC.	SUBSCRIPTION RENEWALS	1,210.00
BOUND TREE Medical, LLC	MEDICAL SUPPLIES	889.36
DAKOTA SUPPLY GROUP	SUPPLIES	2,694.86
CHEM-SULT, INC.	CHEMICALS	1,446.55
DINGES FIRE COMPANY	VEHICLE REPAIR	508.5
	CBDG GRANT	
ECICOG	ADMINISTRATION	975
	WATER PLANT FILTER	
G & H ELECTRIC	MAINT	6,889.50
GAZETTE COMMUNICATIONS, Inc.	MINUTES 10/24	110.04
HI - VIZ SAFETY	SIGNS	425
ION ENVIRONMENTAL SOLUTIO	LABS	1309.5
JOHN DEERE FINANCIAL	SUPPLIES	45.93
MENARD'S	SUPPLIES	210.26
POWESHIEK WATER ASSOICATION	UTILITY EXP	245.95
TECHNO GRAPHICS	DOOR DECALS	30
THOMPSON TRUCK & TRAILER, INC.	DUMP TRUCK REPAIRS	3,830.08

	TIF Rebate: July 1 thru	
TWO RIVERS BANK & TRUST	Nov15	43,468.85
USA BLUEBOOK	SUPPLIES	357.17
WELLMARK BC/BS OF IOWA	DECEMBER PREMIUM	2581.65
Accounts Payable Total		83,513.34
Invoices: Paid		11,464.44
Invoices: Scheduled		72,048.90
Payroll Checks		<u>11,592.79</u>
***** REPORT TOTAL *****		<u><u>95,106.13</u></u>
NO FUND ASSIGNED		
GENERAL		21,323.39
ROAD USE TAX		7,312.09
TAX INCREMENT FINANCING		43,468.85
CDGG-DR HOUSING GRANT		975
WATER		17,932.95
SEWER		<u>4,093.85</u>
TOTAL FUNDS		<u><u>95,106.13</u></u>

Financial Presentation: Mayor read and reviewed Tax Increment Financing (TIF) in the City of Atkins presented with Information sheet provided by City Administrator Kelly Groskurth. Mayor discussed the process of TIF approvals with Bond Council, City Financial Advisor, and taxing authorities. Herman added detail information regarding TIF recommended practices including use of TIF revues and options when TIF revenues are not utilized and city property tax impacts that may result. Discussed the impacts of not honoring prior contracts. Discussed internal loan practices as approved methods in accounting. Council discussed. Mayor reviewed the information provided to council in May 2023 and meeting by the financial advisor as a funding plan for today and the future.

Koehn moved to approve Resolution 2023-11-01 a resolution obligating fiscal year ended 2025 annual appropriation for Stone Ridge Development. Petersen seconded. Ayes: Bell, Koehn, Fisher, Petersen and DeMeulenaere. Motion carried.

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

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

Koehn moved to approve Resolution 2023-05 a resolution acknowledging receipt of the Fiscal Year Ending 2023 Annual Financial Report. Petersen seconded. Ayes: Bell, Koehn, Fisher, Petersen and DeMeulenaere. Motion carried.

Koehn moved to approve Resolution 2023-06 a resolution acknowledging receipt of the 2023 Street Finance Report. Fisher seconded. Ayes: Bell, Koehn, Fisher, Petersen and DeMeulenaere. Motion carried.

Koehn moved to approve Resolution 2023-07 a resolution acknowledging receipt of the 2023 Annual Urban Renewal Report. DeMeulenaere seconded. Ayes: Bell, Koehn, Fisher, Petersen and DeMeulenaere. Motion carried.

Koehn moved to proceed with temporary office staffing with more information. Petersen seconded. Ayes: Koehn, Fisher, Petersen and DeMeulenaere. Nay: Bell. Motion carried.

Petersen moved to approve resolution 2023-11-08 a resolution to approve street closing for the Atkins Community Club Holiday Celebration, Sunday, December 10, 2023. Fisher seconded. Ayes: Bell, Koehn, Fisher, Petersen and DeMeulenaere. Motion carried.

Fisher moved to approve Resolution 2023-11-09 a resolution permitting Class B Aerial Fireworks Display during Atkins Community Club Holiday Parade Celebrations, Sunday, December 10, 2023. Second by Petersen. Ayes: Fisher, Bell, DeMeulenaere, Koehn, Petersen. Motion carried.

Fisher moved to approve Resolution 2023-11-10 a resolution approving updated records request policy for the city of Atkins. Second by Bell. Herman discussed the need for the updated records policy per Iowa Public Information Board requirements and discussed recent records cases by the board. Herman recommended passage. Ayes: Fisher, Bell, DeMeulenaere, Koehn, Petersen. Motion carried.

Reports: Mayor Report. Fire Station Re-build: 100% drawings being updated, Audit Report Update: continues, providing information, Audit FYE 22 continues. Attended annual budget update training in Cedar Rapids presented by League of Cities. Federal grants administration. Water plant upgrade continues. Mayor will submit written report

Administrator's Report: 1. City Hall window will be closed to public November 28 & 29 for training – Utility system. 2 Annual reports prepared, submitted to the state following council approval. 3 FYE 2024 Budget Amendment to be presented 12/12/2023. 4 FYE 2025 Budget work continues. 5 Audit Report Update: continues. 6. Preparing year-end tax documents.

Council Reports: Koehn acknowledged Chihak for his letter to city council as informative.

Future Agenda Item Discussion: Council procedures review, budget forms, water plant tours.

Public input: none. Correspondence received: Jeremy Chihak email to City Council regarding TIF.

The Next regular council meeting to be held Tuesday, December 12, 2023, at 6:30 p.m. City Hall/Library, Council Room, 480 3rd Avenue, Atkins, IA

Mayor Visser declared Council recess at 8:18 pm for a 10 minute recess. Council reconvened open session at 8:32 pm.

Mayor Visser requested attorney statement and Herman commented that Council would be appropriate to enter a closed session pursuant to Iowa Code section 21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Koehn made the motion to enter closed session, second by DeMeulenaere, Ayes: Bell, DeMeulenaere, Fisher, Koehn, and Petersen. Motion carried. The council approved the following persons in closed session; Bell, DeMeulenaere (on-line privately), Fisher, Koehn, and Petersen, Visser, Herman. All other persons vacated the council chambers and the public on-line ended. Time is 8:40 pm. Council entered closed session.

With no further discussion in closed session, at 9:40pm, Mayor Visser stated the Council has returned to open session. Public returned to the council room.

Mayor Visser stated to the public the City Council is in recess until 9:48 pm. The Council reconvened in open session at 9:48pm. Present were Bell, Koehn, Fisher, Petersen in person and DeMeulenaere

(online). Absent: none. Also present were Doug Herman City Attorney, Amy Breese Deputy City Clerk and members of the public in person.

Fisher motioned to direct the city attorney and mayor to present agreement as discussed in closed session and authorizing mayor to execute agreement if approved by other party. Second by Bell, Ayes: Fisher, Bell, DeMeulenaere, Petersen. Nay: Koehn. Motion carried.

Koehn moved to adjourn meeting. Fisher seconded. Ayes: Bell, DeMeulenaere, Koehn, Petersen. Fisher. Motion carried.

Adjournment at 9:52 p.m.

Deputy Clerk, Amy Breese

Bruce Visser, Mayor