

# **City of Atkins Council Meeting Regular Session**

**Tuesday, March 12, 2024 at 6:30 p.m.**  
**City Hall Council Room, 480 Third Avenue, Atkins, Iowa, 52206**

Instructions to access the meeting using teleconference application Webex;  
Webex.com – Video is not needed but may be available.  
Meeting number is **2557 069 7039#** Password **nJTixupr223**  
([click here for meeting link](#))  
Without Webex, Call the telephone number **1-510-338-9438**  
Enter access code **25570697039#**  
you will have access to hear and speak. \*6 will mute and unmute your device.

Contact the City Clerk at 319-446-7870 or email [cityhall@cityofatkins.org](mailto:cityhall@cityofatkins.org) if you plan to speak before the Council on an agenda item.

NOTICE AND CALL OF PUBLIC MEETING. The Mayor and Council welcome comments from the public during public input time. You are required to state your name and address for the record and to limit the time used to present your remarks in order that others may be given an opportunity to speak. The order of business is at the discretion of the Chair. The audio portion of this meeting may be recorded.

## **Agenda:**

1. Call to order and roll call by Mayor, Bruce Visser
2. A Public Hearing will be held on the status of funding for the City of Atkins' CDBG-DR-funded New Housing Production Program. (Presentation by Paula Mitchell, ECICOG)
3. Approve the Agenda
4. Consent agenda:
  - a. Approve Council Minutes of February 27, 2024
  - b. Approve Council Minutes (Budget Work session) of February 27, 2024
  - c. Approve Council Minutes of February 29, 2024
  - d. Approve Council Minutes (Budget Work session) of February 29, 2024
  - e. Approve Special Session Council Minutes of March 5, 2024
  - f. List of Bill for Approval
5. Discussion regarding LB Anderson Agency Insurance Contract Renewal (Presentation by Christiana Schroder)
6. Resolution 2024-03-01, approving Atkins Public Library Board of Trustees invoices from Quill and Absolute Science.
7. Resolution 2024-03-04, approving the purchase of a Hustler Super 104 Hyperdrive Mower from AE Outdoor Power – North Liberty in the amount of \$25,659.00.
8. Resolution 2024-03-05, approving a POW-R-GUARD Maintenance Agreement for Caterpillar Emergency Standby Generators with Altorfer, Inc.
9. Resolution 2024-02-02, approving a contract and establishing rates effective July 1, 2024, and July 1, 2025, with Lynch Dallas, P.C. for legal services.
10. Discussion and possible action regarding the search for a City Administrator.

11. Discussion regarding improving communications related to water emergencies.
12. Discussion regarding the City of Atkins Employee Handbook
13. Reports:
  - a. Mayor's Report
  - b. Interim City Administrator's Report
  - c. Council member Reports
14. Future Agenda Item Discussion:
15. Public input for items not on the agenda. Comments are limited to 3 minutes.
  - a. Correspondence received:
16. Next regular council meeting to be held March 26, 2024, at 6:30 p.m. City Hall/Library, Council Room, 480 3rd Avenue, Atkins, IA.
17. Adjournment.

This Notice is given at the direction of the mayor pursuant to Chapter 21, Code of Iowa, and the local rules of the City of Atkins, Iowa.

Posted March 8, 2024. City Hall and Post Office.

NOTICE OF PUBLIC HEARING ON THE STATUS OF CDBG-DR FUNDED ACTIVITIES  
FOR  
THE CITY OF ATKINS, IA

Pursuant to the requirements of Section 508 of the Housing and Community Development Act of 1987, as amended, the City Council of Atkins will hold a public hearing on Tuesday, March 12, 2024 at 6:30 pm at the Atkins City Hall at 480 Third Avenue, Atkins, IA 52206. The purpose of the hearing will be to discuss the status of funding for the City of Atkins' CDBG-DR-funded New Housing Production Program. The project is being funded through Community Development Block Grant Disaster Recovery funds provided by the Iowa Economic Development Authority in partnership with the City of Atkins. If you have questions concerning the project or if you require special accommodations to attend the hearing such as handicapped accessibility or translation services, you may contact Amy Breese, Deputy City Clerk at 319-446-7870. Persons interested in the status of funding or the progress of the project are welcome to attend this meeting.

# City of Atkins Council Meeting Regular Session Minutes

Tuesday, February 27, 2024 at 6:00 p.m.

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

Mayor Visser called the meeting to order at 6:02pm.

Present were Fisher, Koehn, Petersen, Bell, and Dursky. Absent: none.

Also present were Interim City Administrator, Sandi Fowler, and various members of the public online and in person.

Koehn moved to approve the agenda. Petersen seconded.

Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Koehn moved to approve the consent agenda. Petersen seconded.

Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Koehn moved to approve Resolution 2024-02-06, a resolution setting a public hearing for March 12, 2024 to discuss the status of funded activities for the City of Atkins' Community Development Block Grant Disaster Recovery (CDBG DR) New Housing Production Program. Dursky seconded.

Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Discussion was held regarding the budget process and progress. The council will hold a budget workshop on Thursday, February 29 at 6pm at City Hall to continue the process.

Discussion was held regarding the status of the City Administrator search. The City has received one application. Bell moved to extend the application deadline to March 11, 2024 and review at the March 12 regular council meeting. Fisher seconded.

Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Mayor Visser reported that KCRG reported on the Fire Station Rebuild project, an error in the report has been corrected.

Interim City Administrator Fowler reported that she has sent a weekly written report on Friday with updates regarding several items of council and public interest – 2 outstanding library accounts payable bills, audio/visual equipment purchase, water advisory process, etc.

Member of the public, Steve Mason (Palo resident), brought insight from his experience as a volunteer firefighter, and provided the council with a packet of information to review.

Next regular council meeting to be held March 12, 2024 at 6:30 p.m. City Hall/Library, Council Room, 480 3<sup>rd</sup> Avenue, Atkins, IA.

Fisher moved to adjourn the meeting. Koehn seconded.

Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Adjournment at 6:30pm.

**City of Atkins Budget Work Session  
Minutes  
Tuesday, February 27, 2024 at 6:30 p.m.  
City Hall Council Room, 480 Third Avenue, Atkins, Iowa, 52206**

Mayor, Bruce Visser called the meeting to order at 6:32pm.

Present were Fisher, Koehn, Petersen, Bell, and Dursky. Absent: none.  
Also present were Teresa Rotschafer, Interim City Administrator Sandi Fowler, City Engineer Nick Eisenbacher, Water and Wastewater Superintendent Todd Damon, and various members of the public online and in person.

Teresa Rotschafer with the Iowa League of Cities gave an update about the budget process, timelines, etc. We will hold another budget workshop on Thursday, February 29 at 6pm at City Hall.

Rotschafer, Fowler, Eisenbacher, and Damon led a discussion and presentation to the council regarding the water and sewer budgets.

Mayor Visser called a recess at 8:10pm.  
Mayor Visser brought the council back into open session at 8:15pm.

Rotschafer, Fowler, Eisenbacher, and Damon led a discussion and presentation to the council regarding the roads and parks budgets.

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

Adjournment at 8:44pm

# City of Atkins Special Session Minutes

**Thursday, February 29, 2024 at 6:00 p.m.**  
**City Hall Council Room, 480 Third Avenue, Atkins, Iowa, 52206**

Mayor, Bruce Visser called the meeting to order at 6:02pm.

Present were Fisher, Koehn, Petersen, Bell, and Dursky. Absent: none.  
Also present were Teresa Rotschafer, Interim City Administrator Sandi Fowler, partner at Dorsey and Whitney LLP John Danos, and various members of the public online and in person.

Koehn moved to approve the list of bills. Petersen seconded.  
Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

#### CLAIMS REPORT 02.27.24

VENDOR	AMOUNT
UMB	250
UMB	250
IOWA FINANCE AUTHORITY	29990
IOWA FINANCE AUTHORITY	12660
MERCHANT SERVICE	709.54
ICHECK	627.5
EFTPS	3,078.15
IPERS	1,973.00
TREASURER STATE OF IOWA	4,716.30
**PAYROLL EMPLOYEE CHECKS**	9,187.24
AMY BREESE	50
JARROD TOMILNSON	200
MIKE RAMMELBERG	73.07
TODD DAMON	111.53
ATKINS AUTO REPAIR	30.64
BENTON COUNTY ENGINEER	1,228.23
CHEM-SULT, INC.	1,862.60
CLIMATE ENGINEERS, LLC	30,700.00
GRAINGER	92.85
HAWKEYE FIRE SAFETY	350
HI - VIZ SAFETY	2,798.25
JARROD TOMILNSON	138.02
JOHN DEERE FINANCIAL	310.78
KEN-WAY EXCAVATING	160
LINN COOP	1,650.50
MARTIN EQUIPMENT	1,600.00
MENARD'S	42.13
QUILL	85.93
SNYDER & ASSOCIATES	4,518.96
TARGETSOLUTIONS LEARNING	2,675.00
WELLMARK BC/BS OF IOWA	2669.28

Accounts Payable Total	61,115.22
Invoices: Paid	10,202.05
Invoices: Scheduled	50,913.17
Payroll Checks	9,187.24
**** REPORT TOTAL	70,302.46
****	
NO FUND ASSIGNED	
GENERAL	17,591.99
ROAD USE TAX	12,768.36
WATER	37,156.41
SEWER	2,785.70
TOTAL FUNDS	70,302.46

John Danos, partner at Dorsey & Whitney LLP, bond counsel for the City of Atkins, led a discussion regarding the General Obligation Corporate Purpose Bonds (Fire Station).

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

Adjournment at 7:04pm.

# **City of Atkins Budget Work Session Minutes**

**Thursday, February 29, 2024 at 6:30 p.m.**

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

Mayor, Bruce Visser called the meeting to order at 7:05pm.

Present were Fisher, Koehn, Petersen, Bell, and Dursky. Absent: none.

Also present were Teresa Rotschafer, Interim City Administrator Sandi Fowler, and various members of the public online and in person.

Sandi Fowler and Teresa Rotschafer led a budget workshop. Topics concerning the budget as a whole were discussed.

Mayor Visser called a recess at 7:44pm.

Mayor Visser called the meeting back to order at 7:48pm.

Koehn moved to adjourn the meeting. Bell seconded.

Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Adjournment at 9:39pm.



**City Council Meeting Special Session  
Minutes  
Tuesday, March 5, 2024, at 6:30 p.m.  
City Hall Library Room, 480 Third Avenue, Atkins, Iowa, 52206**

Council member James Koehn called the meeting to order at 6:34pm. Mayor Visser was absent.

Present were Koehn, Fisher, Dursky, and Bell by telephone. Absent: Petersen. Also present was Interim City Administrator Sandi Fowler, and members of the public in person.

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

Fisher moved to set a Public Hearing for April 9, 2024, at 6:30 p.m. for the City of Atkins, Iowa 2024-2025 Proposed Tax Levy. Dursky seconded. Ayes: Bell, Koehn, Fisher, and Dursky. Motion carried.

Bell moved to adjourn the meeting, Dursky seconded. Ayes: Bell, Koehn, Fisher, and Dursky. Motion carried.

Meeting adjourned at 6:36.

CITY OF ATKINS - ACCOUNTS PAYABLE RUN  
 CLAIMS REPORT 03.12.24

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE	NOTES
**PAYROLL EMPLOYEE CHECKS**	PAYROLL 2/11/24 - 2/24/24	9430.99	10555-10562	3/1/2024	**PAYROLL EMPLOYEE CHECKS**
AMY BREESE	HSA 3/1/24	50	10563	3/1/2024	**CHECK PRINTED PRIOR TO CHECK RUN*
ATKINS SAVINGS BANK	SMALLEY NSF 11.07.24 & FEE	165.05	10564	3/1/2024	**CHECK PRINTED PRIOR TO CHECK RUN*
JARROD TOMILNSON	HSA 3/1/24	200	10565	3/1/2024	**CHECK PRINTED PRIOR TO CHECK RUN*
MIKE RAMMELSBURG	HSA 3/1/24	73.07	10566	3/1/2024	**CHECK PRINTED PRIOR TO CHECK RUN*
TODD DAMON	HSA 3/1/24	111.53	10567	3/1/2024	**CHECK PRINTED PRIOR TO CHECK RUN*
USPS - POSTMASTER	POSTAGE FOR FEB24 BILLS	318.53	10568	3/1/2024	**CHECK PRINTED PRIOR TO CHECK RUN*
RALSTON ECO HOMES, LLC.	CBDG-DR GRANT EXP REIMB	48,399.03	10569	3/1/2024	**CHECK PRINTED PRIOR TO CHECK RUN*
EFTPS	FED/FICA TAX	3,195.21	13274325	3/1/2024	**ELECTRONIC PAYMENT**
IPERS	IPERS REGULAR	1,912.18	13274326	3/1/2024	**ELECTRONIC PAYMENT**
Cardmember Service	JAN 24 TRANSACTIONS	2661.49	13274330	3/5/2024	**CHECK PRINTED PRIOR TO CHECK RUN*
ABSOLUTE SCIENCE	SUMMER READING-FOAM BLASTER	500	10570	3/12/2024	
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES/COPIERS	806.24	10571	3/12/2024	
ALLIANT ENERGY	UTILITY EXP	10188.06	10572	3/12/2024	
ALTORFER INC.		332.88	10573	3/12/2024	
ATKINS LUMBER CO. INC.	SUPPLIES	110.52	10574	3/12/2024	
ATKINS TELEPHONE CO..INC.	TELEPHONE	645.85	10575	3/12/2024	
BADGER METER	CELLULAR READS	91.29	10576	3/12/2024	
BAKER & TAYLOR	BOOKS	417.6	10577	3/12/2024	
BENTON COUNTY AUDITOR	TIPPING FEES	1,761.34	10578	3/12/2024	
CATERPILLAR FINANCIAL SER	LEASE FOR EXCAVATOR	3079.76	10579	3/12/2024	
CHEM-SULT, INC.	CHEMICALS	2,389.35	10580	3/12/2024	
CRAWFORD QUARRY	ROCK	933.96	10581	3/12/2024	
D P PROPERTIES	CLEANING LIBRARY-FEB 24	788	10582	3/12/2024	
FOWLER PUBLIC SECTOR CONS	CONSULTING 021924-030324	11,250.00	10583	3/12/2024	
G & H ELECTRIC	SERVICE	943.2	10584	3/12/2024	
HAVLIK ENGINEERING	VEHICLH MAINT	84.5	10585	3/12/2024	
HAWKEYE FIRE SAFETY	SAFETY EQUIP	561.5	10586	3/12/2024	
IRON MOUNTAIN INCORPORATED	1/24/24-2/20/24	120.33	10587	3/12/2024	
M & D MINI STORAGE	Derecho - costs	65	10588	3/12/2024	
MENARD'S	SUPPLIES	44.91	10589	3/12/2024	
MIDAMERICAN ENERGY	UTILITY EXP	266.52	10590	3/12/2024	
POWESHIEK WATER ASSOICATION	UTILITY EXP	725.65	10591	3/12/2024	
QUILL	SUPPLIES	495.06	10592	3/12/2024	
THE KRAFT CO LLC	CONSULTING-FEB24	320.17	10593	3/12/2024	
TRIONFO SOLUTIONS, LLC	LIFE INS - MAR 2024	90.33	10594	3/12/2024	
U S CELLULAR	CELL PHONES	257	10595	3/12/2024	
WASTE MANAGEMENT	GARBAGE COLLECTION	16,804.26	10596	3/12/2024	
Accounts Payable Total		111,159.37			VERIFIED AMT 3/8/24-AB
Invoices: Paid		57,086.09			VERIFIED AMT 3/8/24-AB
Invoices: Scheduled		54,073.28			VERIFIED AMT 3/8/24-AB
Payroll Checks		9,430.99			VERIFIED AMT 3/8/24-AB
***** REPORT TOTAL *****		<u>120,590.36</u>			
NO FUND ASSIGNED					
GENERAL		91,913.32			
ROAD USE TAX		9,466.04			
FEMA		65			
WATER		10,145.61			
SEWER		9,000.39			
TOTAL FUNDS		<u>120,590.36</u>			

# Public Entity Specialty Group

## 2024 Premium Forecasting



**First MainStreet®**  
Insurance *Public Entity*

<b>City of Atkins</b>				
	<b>CARRIER PREVIOUS POLICY</b>	<b>CARRIER ESTIMATED POLICY</b>	<b>FMSI Proposed % Increase</b>	<b>YOY \$ Increase</b>
<b>General Liability</b>	\$6,819	\$7,842	15%	\$1,023
<b>Commercial Auto (Business Autos)</b>	\$10,769	\$12,061	12%	\$1,292
<b>Commercial Umbrella</b>	\$3,804	\$4,565	20%	\$761
<b>Property</b>	\$49,279	\$61,599	25%	\$12,320
<b>Cyber Liability</b>	\$1,944	\$2,138	10%	\$194
<b>Linebacker Liability</b>	\$8,256	\$10,320	25%	\$2,064
<b>Crime</b>	\$188	\$197	5%	\$9
<b>Inland Marine</b>	\$2,843	\$2,985	5%	\$142
<b>Worker's Compensation</b>	\$10,410	\$10,410	0%	\$0
<b>TOTAL</b>	<b>\$94,312</b>	<b>\$112,118</b>	<b>18.88%</b>	<b>\$17,805.63</b>



# Quote Option Overview

CITY OF ATKINS | 03/01/2024

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**Option 001: \$104,410.00**

Quote: 5X27376 - 001  
 2024 Ren Quote

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**BBGX103 — Commercial Property**

<b>Premium</b>	<b>\$54,807.00</b>
<b>Deductible Range</b>	11 bldg @ \$2,500
<b>Extension Endorsement</b>	Not Applicable
<b>Unreported Buildings</b>	\$50,000

**BBGX109 — General Liability**

<b>Premium</b>	<b>\$9,496.00</b>
<b>Occurrence Limit</b>	\$2,000,000
<b>Aggregate Limit</b>	\$4,000,000
<b>Damage to Premises</b>	\$300,000
<b>Medical Limit</b>	\$5,000

**C — COMMERCIAL INLAND MARINE**

<b>Premium</b>	<b>\$2,843</b>
<b>Class Description</b>	CONTRACTORS EQUIP-SPECIAL
	CONTR EQUIP-LEASED FROM OTHERS
	E. D. P.-SCHEDULED
<b>Unique Forms</b>	Comparison Unavailable

**E — BUSINESS AUTO**

<b>Premium</b>	<b>\$11,599</b>
<b>Liability Limit</b>	\$2,000,000
<b>Medical Payments</b>	\$5,000
<b>Special Auto Comp</b>	Deductible Varies
<b>Special Auto Coll</b>	Deductible Varies
<b>Trucks &amp; Trlrs Comp</b>	\$1,000 Deductible
<b>Trucks &amp; Trlrs Coll</b>	\$1,000 Deductible
<b>Extension Endorsement</b>	Extension
<b>Unique Forms</b>	Comparison Unavailable

**F — COMMERCIAL CRIME**

<b>Premium</b>	<b>\$188.00</b>
<b>Unique Forms</b>	Comparison Unavailable

**H — WORKERS COMPENSATION**

<b>Premium</b>	<b>\$10,890</b>
<b>Liability Limit</b>	\$500,000/\$500,000/\$500,000
<b>Experience Mod</b>	0.890
<b>Unique Forms</b>	Comparison Unavailable

**J — COMMERCIAL UMBRELLA**

<b>Premium</b>	<b>\$5,427</b>
<b>Liability Limit</b>	\$2,000,000
<b>SIR</b>	\$10,000
<b>Unique Forms</b>	Comparison Unavailable

**K — LINEBACKER**

<b>Premium</b>	<b>\$9,160</b>
<b>Loss Limit</b>	\$2000000
<b>Aggregate Limit</b>	\$2000000
<b>Deductible</b>	\$2,000
<b>Unique Forms</b>	Comparison Unavailable



## EMC OnCall Nurse

### 24-Hour Work-Injury Nurse Hotline

EMC Insurance Companies partners with Medcor to offer this unique triage service.

#### How it Works

With EMC OnCall Nurse (OCN), an injured worker (and their supervisor, if available) can speak with a registered nurse who immediately assesses the injury. Using evidence-based algorithms, the nurse provides a recommendation on the appropriate level of medical care.

EMC feels strongly that the benefits, for all involved, outweigh the costs; therefore, we are paying\* for this premium service. This program has proven to be beneficial to all sizes of workers' compensation policyholders!

#### Policyholder Benefits

- Alleviates the need for supervisors to make medical decisions
- Helps avoid unnecessary doctor office and/or ER visits
- Reduces medical only and lost time claims and expenses
- Improves efficiency and timeliness of injury reporting
- Provides policyholders and EMC with completed First Report of Injury and Triage Report which serves as the reporting component for the work-injury
- Gives policyholders the option to establish preferred clinics
- Simplifies the injury reporting process

#### Injured Worker Benefits

- Access to a registered nurse 24/7
- A registered nurse provides immediate medical triage and guidance on the appropriate level of care (self-care, referral for medical care, etc.)
- A registered nurse helps identify potentially serious injuries
- Translators are available for over 200 languages and dialects



#### Program Results

**Claims Cost Savings:** OCN claims, on average, result in a total cost savings of over \$1,400 per claim. Approximately 40% of injuries reported to the OCN result in the injured worker returning to work without initial medical treatment. Injuries that result in self-care are documented as incident only and do not impact the policyholder's claims experience or mod factor.

**Improved Reporting Times:** Nearly 90% of work injuries are reported to the OCN within three days. More impressively, 77% are reported within 24 hours.

#### Program Feedback

"It's great, easier, more effective and efficient!"  
– EMC policyholder

"I like the benefits of this program as it makes everything easier on us. I wish we would have implemented it a long time ago."  
– EMC policyholder

"This is the best resource that EMC offers!" – Independent agent

"Outstanding service and a valuable tool to reduce injury claim costs" – Independent Agent

#### How to Enroll

Enrollment is required to use this program. Simply contact your EMC representative, independent agent, or email [claims.oncallnurse@emcins.com](mailto:claims.oncallnurse@emcins.com) with your account name and account contact information (name, phone and email). An EMC Workers' Compensation Program team member will reach out and assist with your enrollment.

EMC Insurance Companies  
717 Mulberry Street • Des Moines, IA 50309

[emcins.com/oncall](http://emcins.com/oncall)



# Return to Work Program

With EMC's expertise, get workers back to work in a safe and timely manner, plus save on expenses.

When a workplace injury or illness occurs, expenses can add up quickly due to lost time, medical costs and hiring replacement workers. Implementing a proactive return to work program can help your company control these costs. Plus, getting employees back to work can help improve your experience modification factor, which can save you money on workers' compensation premiums.

## EMC'S RTW PROGRAM BENEFITS EVERYONE

- Encourages communication
- Helps to lower claim costs
- May reduce risk of reinjury
- Minimizes productivity losses
- Reduces lost time payments
- Retains skilled and experienced employees

## WHY USE EMC'S RETURN TO WORK PROGRAM?

- EMC's return to work program is designed to bring injured employees back to work as soon as they are able to work in a medically approved capacity. This can save money on both direct and indirect costs related to workers' compensation.



## DID YOU KNOW?

- 8 is the median number of days away from work after a work-related injury or illness in the private sector
- 40% of injuries and illnesses requiring days away from work can be attributed to just three causes:<sup>ii</sup>
  - ▶ Overexertion in lifting or lowering
  - ▶ Falls on the same level
  - ▶ Struck by object or equipment
- 3 weeks off = 75% chance of returning to work
- 6 weeks off = 50% chance of returning to work
- 52 weeks off = 1% chance of returning to work
- Workers involved in a return to work program return 1.4 times sooner compared to workers with nonparticipating employers.<sup>iii</sup>
- A proactive approach, including early reporting, employee-centered case management and removal of return to work barriers, reduced claim dollars by an average of \$2,329 and the number of compensated days by 19.4.<sup>iv</sup>

## Contact EMC Today

EMC injury management consultants are ready to help you proactively develop a RTW Program. To get started, contact your independent insurance agent, local EMC loss control representative or email [losscontrol.injurymgmt@emcins.com](mailto:losscontrol.injurymgmt@emcins.com). To access online resources, go to [emcins.com/losscontrol](http://emcins.com/losscontrol).

<sup>i</sup>U.S. Department of Labor-Bureau of Labor Statistics: [http://stats.bls.gov/news.release/archives/osh2\\_11082012.pdf](http://stats.bls.gov/news.release/archives/osh2_11082012.pdf)  
<sup>ii</sup>U.S. Department of Labor-Bureau of Labor Statistics: [http://stats.bls.gov/news.release/archives/osh2\\_11082012.pdf](http://stats.bls.gov/news.release/archives/osh2_11082012.pdf)  
<sup>iii</sup>RAND Institute for Civil Justice, Center for Health and Safety in the Workplace: [http://www.rand.org/content/dam/rand/pubs/working\\_papers/2010/RAND\\_WR745.pdf](http://www.rand.org/content/dam/rand/pubs/working_papers/2010/RAND_WR745.pdf)  
<sup>iv</sup>National Institutes of Health, U.S. National Library of Medicine: <http://www.ncbi.nlm.nih.gov/pubmed/22466434>





## IAMU Safety Group 2023 Dividend to Members

Congratulations to member cities and utilities of the IAMU Safety Group Insurance Program! We are pleased to announce that our members will again receive a significant portion of their premium returned to them in the form of a dividend. The enclosed check represents your portion of the total 2023 dividend of \$2,804,049.

The dividend is a unique feature of the Safety Group program, allowing any excess premiums to be returned to members based on the overall results experienced by the program. A portion of the dividend is also utilized by IAMU to support the risk management services it extends to members.

The dividend is calculated each year with a pre-established formula using premium dollars collected and claim payments made over the three most recent policy years. Cities and utilities that place their Workers' Compensation coverage in the program and have experience mods under 1.00 are rewarded with a larger portion of the group dividend.

Enclosed you will find a copy of the detailed dividend calculation. In order to maintain dividend payments, we strongly encourage all Safety Group members to continue to put an emphasis on loss control efforts and to utilize the resources available through IAMU and EMC.

We appreciate the continued loyalty and strong support for the program shown by cities and utilities across the state. Please don't hesitate to contact us with any comments, questions, or concerns.

### For the IAMU Trust Committee:

**John Bilsten**, Algona  
Chairman

**Brad Honold**, Coon Rapids  
Trustee

**Steve Pick**, Spencer  
Trustee

### Program Partners:

**Troy DeJoode**, Executive Director  
IAMU

**Janelle Friedman**, President  
Jester Insurance

**Tanya Wentzel**, Branch V.P.  
EMC Companies

## IAMU Safety Group 2023 Dividend Calculation

### Package Portion

#### April 1, 2022 to March 31, 2023

Premiums	\$25,307,902			
Subtract retention	<u>-9,870,082</u>			
	\$15,437,820			
Subtract losses and expenses	<u>-6,761,967</u>			
Dividend	<b>\$8,675,853</b>	÷3 =		<b>\$2,891,951</b>

#### April 1, 2021 to March 31, 2022

Premiums	\$21,915,208			
Subtract retention	<u>-8,546,931</u>			
	13,368,277			
Subtract losses and expenses	<u>-9,228,589</u>			
Dividend	<b>\$4,139,688</b>	÷3 =		<b>\$1,379,896</b>

#### April 1, 2020 to March 31, 2021

Premiums	\$19,266,300			
Subtract retention	<u>-7,513,857</u>			
	11,752,443			
Subtract losses and expenses	<u>-20,517,294</u>			
Dividend	<b>(\$8,764,851)</b>	÷3 =		<b>(\$2,921,617)</b>

<b>TOTAL PACKAGE PORTION:</b>	<b>\$2,891,951</b>
	<b>\$1,379,896</b>
	<u><b>(\$2,921,617)</b></u>
	<b><u>\$1,350,230</u></b>

**WORKERS' COMPENSATION PORTION****April 1, 2022 to March 31, 2023**

Premiums	\$7,142,072		
Subtract retention	<u>-2,214,042</u>		
	4,928,030		
Subtract losses and expenses	<u>-5,241,060</u>		
Dividend	<b>(\$313,030)</b>	<b>÷ 3 =</b>	<b>(\$104,343)</b>

**April 1, 2021 to March 31, 2022**

Premiums	\$7,010,585		
Subtract retention	<u>-2,173,281</u>		
	4,837,304,		
Subtract losses and expenses	<u>-1,129,562</u>		
Dividend	<b>\$3,707,742</b>	<b>÷ 3 =</b>	<b>\$1,235,914</b>

**April 1, 2020 to March 31, 2021**

Premiums	\$6,742,682		
Subtract retention	<u>-2,090,231</u>		
	4,652,451		
Subtract losses and expenses	<u>-3,685,708</u>		
Dividend	<b>\$966,743</b>	<b>÷ 3 =</b>	<b>\$322,248</b>

<b>TOTAL WORKERS COMPENSATION PORTION:</b>	<b>(\$104,343)</b>
	<b>\$1,235,914</b>
	<b><u>\$322,248</u></b>
	<b><u>\$1,453,819</u></b>

**COMBINED CALCULATION:**

PACKAGE:	<b>\$1,350,230</b>
WORKERS' COMPENSATION:	<b><u>\$1,453,819</u></b>
TOTAL DIVIDEND:	<b><u>\$2,804,049</u></b>

IOWA ASSOCIATION OF MUNICIPAL UTILITIES  
INSURANCE TRUST ACCOUNT  
1735 NE 70TH AVENUE  
ANKENY, IA 50021-9353

COMMUNITY STATE BANK  
DES MOINES, IOWA 50316

17496  
18

72-1011/739

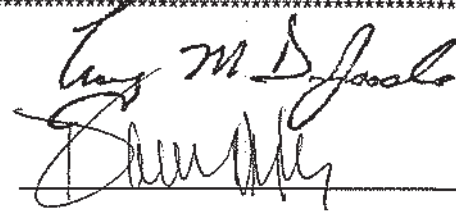
1/17/2024

PAY TO THE  
ORDER OF City of Atkins

\$ \*\*5,075.00

Five Thousand Seventy-Five and 00/100\*\*\*\*\* DOLLARS

City of Atkins  
P.O. Box 171  
Atkins, IA 52206-0171



MEMO

Insurance Trust Dividend - 2023

⑈017496⑈ ⑆073910114⑆7793035770⑈

IOWA ASSOCIATION OF MUNICIPAL UTILITIES  
INSURANCE TRUST ACCOUNT  
City of Atkins

17496

Date	Type	Reference	Original Amt.	Balance Due	1/17/2024 Discount	Payment
1/16/2024	Bill	Dividend 2023	5,075.00	5,075.00		5,075.00
					Check Amount	5,075.00

CSB Operating/Swee Insurance Trust Dividend - 2023

5,075.00



## City Council Agenda Item Cover Sheet

**Submitting Department (if applicable):** City Administrator

**Name of Presenter at Meeting:** Sandi Fowler

**Wording of item for Agenda:** Resolution 2024-03-01, approving Atkins Public Library Board of Trustees invoices from Quill and Absolute Science.

---

### **Background:**

Two invoices were presented to the City of Atkins for payment from the Atkins Public Library Board of Trustees.

Quill #6299697, dated April 19, 2023, for \$309.71

Absolute Science, dated May 9, 2023, for \$500.00

Upon payment of the Quill invoice, the Library has committed to closing the Library's Quill account. The City is to have a single account with each vendor utilizing the City's tax identification number.

The Absolute Science bill required the statement of public purpose for the services rendered from this vendor by the Library Board of Trustees. That statement has been adopted by Resolution LIB 2024-03-01 (attached).

This Resolution authorizes payment of these two invoices.

**Recommended Action:** Approve the Resolution as presented.

**Alternative:** Request additional information.

**Time Sensitivity:** Immediate

**Resolution Date/Council Meeting Date:** March 12, 2024

**Budget Information:** Library budget: Quill: 001-410-6506; Absolute Science: 001-410-6523

**RESOLUTION #2024-03-01**

**A RESOLUTION APPROVING ATKINS LIBRARY BOARD OF TRUSTEES INVOICES  
FROM QUILL AND ABSOLUTE SCIENCE**

Whereas, two invoices have been presented to City of Atkins for payment from the Atkins Public Library Board of Trustees, and;

Whereas, Quill invoice #6299697, dated April 19, 2023, to the Atkins Public Library for \$309.71 (GL Code: 001-410-6506) was presented for payment, and;

Whereas, the Library Board of Trustees has committed to closing the Library's Quill account upon final payment of this amount by the City, and;

Whereas, Absolute Science invoice dated May 9, 2023, to Atkins Library Watermelon Days for \$500.00 (GL Code: 001-410-6523) was presented for payment, and;

Whereas, the Library Board of Trustees has adopted Resolution LIB 2024-03-01 setting forth the public purpose of the Absolute Science expense and authorizing payment,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, approves payment to Quill in the amount of \$309.71, and

BE IT FURTHER RESOLVED, that payment to Absolute Science in the amount of \$500.00 is approved.

PASSED, APPROVED AND ADOPTED this 12<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
Bruce Visser, Mayor

ATTEST:

\_\_\_\_\_  
Sandi Fowler, Interim City Administrator



ATKINS PUBLIC LIBRARY BOARD OF TRUSTEES

RESOLUTION NO. LIB 2024-03-01

RESOLUTION IDENTIFYING THE PUBLIC PURPOSE AND APPROVING PAYMENT FOR SERVICES PROVIDED BY ABSOLUTE SCIENCE ON AUGUST 4, 2023

WHEREAS, the Atkins Public Library Board of Trustees recognizes the importance of promoting scientific education and engagement within the community, and

WHEREAS, contracting with Absolute Science to conduct demonstrations enriches the lives of our citizens and contributes to the overall well-being of our community, and fosters an interest in science among our residents that can lead to increased innovation, critical thinking skills, and a deeper understanding of the world around us, now therefore

BE IT RESOLVED BY THE ATKINS PUBLIC LIBRARY BOARD OF TRUSTEES that the expense of services provided by Absolute Science represents the public purpose of providing science education, programming and events for the public good, and

BE IT FURTHER RESOLVED that the Library Board hereby approves payment of \$500.00 to Absolute Science, 1953 W. George Washington Blvd, Apt. 5, Davenport, Iowa 52804, for services provided on August 4, 2023 for Foam Blaster at Watermelon Days "1 Cannon 7-8 Glow 8-9" per invoice dated May 9, 2023.

Approved and adopted, March 4, 2024.

Roll Call:

Fiala  
Scheer  
Carney  
Lochner

*JF*  
*AS*  
*TC*  
*llf*

  
\_\_\_\_\_  
John Fiala, Library Board President

## City Council Agenda Item Cover Sheet

**Submitting Department (if applicable):** Public Works

**Name of Presenter at Meeting:** Jarrod Tomlinson

**Wording of item for Agenda:** Resolution approving the purchase of a Hustler Super 104 Hyperdrive Mower from AE Outdoor Power – North Liberty in the amount of \$25,696.00.

### Background:

Three areas of Public Works (Parks, Roads, and Sewer) were authorized a total of \$30,000 in the FY24 budget to purchase a new mower. The mower will be used to help mow approximately fifty acres of grass within the City's parks, trails, and other City property.

Quotes were requested from three vendors to purchase a new Mower. Two quotes were received and one vendor stated they cannot meet our requirements.

Requirements for the equipment:

1. Zero turn
2. Gas Engine
3. Airless tires
4. Larger than 72" deck with rear discharge

Here is a summary of the requirements and some of the features that we look for in deciding. Rom the two vendors that can supply what we are looking for.

### Mower Quotes

	<b>P &amp; K Midwest</b> <b>Don't make one with what we requested</b>	<b>Wades Golf and Mow</b> <b>Toro 7500</b>	<b>AE outdoor Equip.</b> <b>Super 104</b>
<b>Engine</b>		<b>Kohler</b>	<b>Briggs Vanguard</b>
<b>HP</b>		<b>38</b>	<b>40</b>
<b>Cutting Width</b>		<b>96</b>	<b>104</b>
<b>Deck Discharge</b>		<b>rear</b>	<b>rear</b>
<b>Tires</b>		<b>Michelin Tweels</b>	<b>Michelin Tweets</b>
<b>Warranty</b>		<b>5 years/ 2000 Hours</b>	<b>5 years / 1200 Hours</b>



MSRP		\$45,554	\$32,400
Municipal Price		\$32,799	\$25,696
Extra Features			
Fuel Capacity		12 Gallons	15 Gallons
Deck Adjustments		Hydraulic/ foot 1" to 5.5"	Hydraulic 1" to 5.5"
Speed		11 Mph	11 Mph

The public works department recommends the purchase of the Hustler Super 104 Hyperdrive from AE Outdoor Equipment for the following reasons:

1. This mower has a better feel and ride than the Toro.
2. The quality of the cut it provides.
3. It is fuel efficient.
4. 5-year warranty.
5. The capability of acres per hour is more.
6. Would be a practical back up to the pull behind mower.
7. John Deere does not make a comparable mower.

**Recommended Action:** Approve Resolution to purchase the mower, as provided.

**Alternative:** Alternative is to not purchase a mower and continue using the existing aging equipment.

**Time Sensitivity:** There is time-sensitivity. The existing quote expires in 30 days.

**Resolution Date/Council Meeting Date:** March 12, 2024

**Budget Information:** \$30,000 was designated for this purchase in the FY24 budget:

001-430-6727 Parks Capital Expense \$10,000

110-210-6727 Road Capital Expense \$10,000

610-815-6507 Sewer Operating Supplies \$10,000

**RESOLUTION #2024-03-04****A RESOLUTION APPROVING THE PURCHASE OF MOWER FROM AE OUTDOOR POWER**

Whereas, the City of Atkins desires to purchase a Hustler Super 104 Hyperdrive Mower from AE Outdoor Power, and

Whereas, three areas of Public Works (Parks, Roads, and Sewer) were authorized a total of \$30,000 in the FY24 budget to purchase a new mower,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, approves the purchase of a Hustler Super 104 Hyperdrive Mower from AE Outdoor Power, from AE Outdoor Power, 315 W. Cherry St, North Liberty, Iowa 52317 for the amount of \$25,659.00.

PASSED, APPROVED AND ADOPTED this 12th day of March, 2024.

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Bruce Visser, Mayor

ATTEST:

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Sandi Fowler, Interim City Administrator

**City Council Agenda Item  
Cover Sheet**

**Submitting Department (if applicable):** Public Works

**Name of Presenter at Meeting:** Todd Damon

**Wording of item for Agenda:** Resolution approving a POW-R-GUARD Maintenance Agreement for Caterpillar Emergency Standby Generators with Altorfer, Inc.

---

**Background:**

A scheduled maintenance plan is desirable to ensure continual operations for generators in the Water and Sewer departments. Altorfer offers this six year agreement providing competitive pricing.

**Recommended Action:** Approve Resolution approving the maintenance agreement.

**Alternative:** Request additional information.

**Time Sensitivity:** There is time-sensitivity. The existing quote expires in 60 days.

**Resolution Date/Council Meeting Date:** March 12, 2024

**Budget Information:** Funding is provided in the Public Works area budgets for these maintenance services.

Sewer: 610-815-6450 Generator Service

Water: 610-815-6350 Generator Maintenance

**RESOLUTION #2024-03-04**

**A RESOLUTION APPROVING MAINTENANCE AGREEMENT WITH ALTORFER, INC.**

Whereas, the City of Atkins desires a maintenance agreement for Caterpillar Emergency Standby Generators,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, approves the POW-R-GUARD Maintenance Agreement for Caterpillar Emergency Standby Generators for six years with Altorfer, Inc., 2550 6<sup>th</sup> Street SW, Cedar Rapids, Iowa 52404,

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of March, 2024.

\_\_\_\_\_  
Bruce Visser, Mayor

ATTEST:

\_\_\_\_\_  
Sandi Fowler, Interim City Administrator



## City Council Agenda Item Cover Sheet

**Submitting Department:** City Administrator

**Name of Presenter at Meeting:** Sandi Fowler

**Wording of item for Agenda:** Resolution 2024-02-02, a resolution contracting with Lynch Dallas, P.C. for legal services.

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**Background:**

This is a continuing contract with Lynch Dallas, P.C. to serve as City Attorney to provide legal services on an as-needed basis.

This contract provides for an adjustment to hourly fee rates for services effective July 1, 2024, and July 1, 2025.

**Recommended Action:** Approve Resolution.

**Alternative:** Request additional information

**Time Sensitivity:** The Resolution should be considered promptly. The action will take effect July 1, 2024.

**Resolution Date/Council Meeting Date:** March 12, 2024

**Budget Information:** Budget for this expense is provided for in the General Fund, 001-640-6411.

**RESOLUTION #2024-02-02****A RESOLUTION CONTRACTING WITH LYNCH DALLAS, P.C. FOR LEGAL SERVICES**

Whereas, the City of Atkins requires occasional representation for legal services with attorneys specializing in municipal law, and;

Whereas, Lynch Dallas, P.C., a full-service municipal law firm has been representing the City with legal matters for numerous years, and;

Whereas, Lynch Dallas, P.C. is incrementally increasing their fees beginning July 1, 2024;

Whereas, the City Council has determined that the increases being proposed by the Lynch Dallas, P.C. are reasonable.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, approves the contract with Lynch Dallas, P.C., attached as Exhibit A, and directs the Mayor and Clerk to execute the document.

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of February, 2024.

\_\_\_\_\_  
Bruce Visser, Mayor

ATTEST:

\_\_\_\_\_  
Sandi Fowler, Interim City Administrator

**CONTRACT FOR LEGAL SERVICES**

IT IS AGREED between the City of Atkins, Iowa (“City”), and Lynch Dallas, P.C. (“Attorneys”), as follows:

1. **LEGAL SERVICES.** Lynch Dallas, P.C. will serve as City Attorney and will provide legal services on an as-needed basis.

2. **EXPENSES.** In addition to payment for fees, the City shall reimburse Attorneys for reasonable expenses incurred on behalf of the City, including but not limited to computer-aided legal research, federal mileage rate for travel, cost of securing records or documents, photographs, hospital records, medical reports, medical examinations, filing fees, court costs, depositions, expert witness fees, and other reasonable expenses incurred by Attorneys for the City. In the case of very large expenses, the City may be required to pay said expenses directly or in advance. Any unpaid expense will be billed periodically by Attorneys and will be paid by City upon billing. Any unused expense money advanced to Attorneys by the City shall be refunded to the City.

**Reimbursement of Expenses**

Filing Fees	Actual Cost
Postage	Actual Cost
Mileage	Federal Rate (IRS)
Online Research (Westlaw®)	\$40.00/search (not to exceed one charge per research project)
Color Copies	\$0.60/page

3. **FEES.** Effective July 1, 2024, the City shall pay Attorneys for fees at the following hourly rates:

Shareholders	\$185.00
Associates	\$175.00
Paralegals/Legal Assistants	\$115.00

Effective July 1, 2025, the City shall pay Attorneys for fees at the following hourly rates:

Shareholders	\$200.00
Associates	\$185.00
Paralegals/Legal Assistants	\$125.00

The City shall be billed an attorney’s usual hourly rate for travel time, plus reimbursement for mileage at the federal rate, as set forth above.

4. **BILLING.** The City shall be billed monthly for fees and expenses incurred in the previous month. Attorneys shall bill in increments of .1 (one-tenth) of an hour, and each entry shall be separately accounted and described. It is the City’s responsibility to ask questions if a bill requires clarification. Bills shall be paid within thirty (30) days of receipt.

5. **PLACE OF PAYMENT.** All sums due shall be paid at Attorneys' office, Lynch Dallas, P.C., P.O. Box 2457, 526 Second Avenue SE, Cedar Rapids, Iowa 52406-2457.

6. **COMMUNICATION.** Consistent with the City’s desire to balance the efficient control of legal expenses with the need for the City’s politically elected to leaders to be kept aware of important

developments, Attorneys shall use reasonable best efforts to ensure the Mayor and the City Council are appropriately informed of ongoing matters and questions are answered promptly. The City's point of contact with the authority to authorize legal work and advice shall be the Mayor and/or City Administrator unless or until additional authorization is provided by City Council.

7. **CONTINUING CONTRACT; RATE ADJUSTMENT.** This Contract shall continue in full force and effect without action of the parties. Considering the ongoing nature of this Contract, it may be necessary for Attorneys to periodically adjust hourly rates and/or expenses to account for changing market conditions. Attorneys shall submit hourly rate and/or expense adjustments to the City in writing on or before January 1 of the year during which the adjusted hourly rates and/or expenses will take effect, with such adjusted hourly rates and/or expenses to automatically take effect on July 1<sup>st</sup> of said year.

8. **DISCHARGE OR WITHDRAWAL.** The City shall have the right to terminate Attorneys at any time. The City will, however, still owe Attorneys any money due at the time the City gives notice of that decision including but not limited to advanced costs and the recoverable hourly rate noted above already expended on the City's behalf pursuant to this Contract. Attorneys have the right to withdraw from representing the City if: (a) the City insists upon pursuing an objective Attorneys deems to be imprudent; (b) the City makes representation unreasonably difficult or unethical; (c) the City fails to disclose information after being asked to do so or discloses false information; (d) the City fails to cooperate in pursuing its matters; (e) the City fails to pay fees or expenses when due; or (f) other good cause for withdrawal exists. Attorneys do not waive their right to withdraw even where they continue to represent the City after an event permitting withdrawal.

9. **RECORDS.** At the City's request upon termination, any documents furnished by the City will be returned promptly upon receipt of payment for outstanding fees and charges. Attorneys' files, including attorney work product, pertaining to the above referenced representation will be retained by Attorneys. For various reasons, including the minimization of unnecessary storage expenses, Attorneys reserve the right to dispose of any documents or other material retained by Attorneys following termination of this engagement in accordance with applicable industry standards.

10. **GENERAL PROVISIONS.** This Contract replaces all prior agreements between the parties and contains the entire agreement of the parties. This Contract shall not be amended except by a written instrument duly signed by the City and Attorneys. Paragraph headings are for convenience of reference and shall not limit or affect the meaning of this Agreement. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine, or neuter gender according to the context.

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**CITY OF ATKINS, IOWA**

**LYNCH DALLAS, P.C.**

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2024

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
By: Bruce Visser, Mayor

\_\_\_\_\_  
By: Holly A. Corkery, Shareholder

Attest:

\_\_\_\_\_  
Amy Breese, Deputy City Clerk



## City Council Agenda Item Cover Sheet

**Submitting Department:** City Administrator

**Name of Presenter at Meeting:** Sandi Fowler

**Wording of item for Agenda:** Discussion and possible action regarding the search for a City Administrator.

---

### Background:

The job announcement for the City of Atkins City Administrator has been posted since early February. An update on any applications received as of March 11, 2024, when the latest posting closed, will be provided.

The Interim City Administrator will offer the following options on how to proceed, including posting the position to be “open until filled.” This allows interested applicants to inquire about the position, and for the City to consider applications as they are received.

Option 1: Procure the services of an executive search firm specializing in city administration, preferably with knowledge of the smaller-city market in Iowa.

Option 2: Direct the Interim City Administrator to manage the search in-house.

**Recommended Action:** Make a motion to direct the administrator to execute a chosen option above, or another option at the Council’s discretion.

**Alternative:** Delay a decision to a future meeting.

**Time Sensitivity:** Immediate to respond to the current posting.

**Resolution Date/Council Meeting Date:** March 12, 2024

**Budget Information:**



## City Council Agenda Item Cover Sheet

**Submitting Department:** City Administrator

**Name of Presenter at Meeting:** Sandi Fowler

**Wording of item for Agenda:** Discussion regarding improving communications related to water emergencies.

---

**Background:**

On August 25, 2023, the City of Atkins notified the public of an incident with the water supply. City Council members have responded to concerns from interested stakeholders seeking clearer and more timely information being provided to the public in similar situations in the future.

The interim city administrator has been collecting information related to both the incident, and potential methods of improving communications and actions of the City of Atkins in the future.

Sandi Fowler will provide information related to possible policy for the Council's consideration related to future communication, including the previously provided information from Council member Fisher and interested stakeholders he worked with.

**Recommended Action:** Provide direction to the Interim City Administrator to develop a policy related to emergency communications for water emergencies.

**Alternative:** Request additional information or research.

**Time Sensitivity:** Immediate

**Resolution Date/Council Meeting Date:** March 12, 2024

**Budget Information:**



## City Council Agenda Item Cover Sheet

**Submitting Department (if applicable):** Council Member

**Name of Presenter at Meeting:** E.J. Bell

**Wording of item for Agenda:** Discussion regarding the City of Atkins Employee Handbook.

---

**Background:**

(Please provide relevant background of the item to be presented that will provide the Mayor/City Council appropriate information for consideration of the item. Include previous actions of the City Council, timelines, contractual implications, etc. as applicable.)

Council member Bell desires to discuss with the City Council the status of updates to the City of Atkins Employee Handbook.

**Recommended Action:**

(Describe what action is desired of the City Council – approval of a Resolution, contract, or other action.)

**Alternative:**

(Is there an alternative to the recommended action – request additional information, table request.)

**Time Sensitivity:**

(Is this item urgent? Is there a time-sensitivity due to contract requirements, etc.?)

**Resolution Date/Council Meeting Date:** March 12, 2024

**Budget Information:** N/A

(Include applicable budget, GL coding information for expenses or contracts.)