

City of Atkins City Council Meeting Regular Session

Tuesday, March 26, 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: **2557 212 4280** Meeting password: **kbGfWMqk258**
([click here for meeting link](#))

Join from a video or application: Dial [25572124280](tel:25572124280)@webex.com

Meeting password for video system: 52439675

Without Webex, call the telephone number: **510-338-9438** Enter access code: **25572124280**
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 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.

A G E N D A *AMENDED*

Pledge of Allegiance

1. Call to order and roll call by Mayor, Bruce Visser
2. Approve the Agenda
3. Consent agenda:
 - a. Approve Council Minutes March 12, 2024
 - b. List of Bills for Approval
 - c. Resolution approving the contract renewal of CFC and EMC Insurance with L. B. Anderson Agency for the total amount of \$106,622.95.
 - d. Resolution approving a POW-R-GUARD Maintenance Agreement for Caterpillar Emergency Standby Generators with Altorfer, Inc.
 - e. Resolution authorizing payment of contractor's pay request **3** in the amount of \$75,915.78 to Ralston Eco Homes LLC of Shellsburg, Iowa per IEDA CONTRACT 20-DRH-013.
 - f. Resolution approving the purchase of a workstation podium from Workspace for the total amount of \$2,110.82.
4. Discussion and Resolution approving a vehicle purchase for the Fire Department from Karl Chevrolet for the total amount of \$47,003.80.
5. Discussion and Resolution approving the purchase of EMS Equipment for the Fire Department from Bound Tree Medical for the total amount of \$33,800.08.

6. Discussion and Resolution approving an engagement letter for a professional services agreement with ESG Professional Accountants, 240 33rd Avenue SW, Suite D, Cedar Rapids, IA 52404, in an amount not-to-exceed \$10,000 per month.
7. Reports:
 - a. Mayor's Report
 - b. Interim City Administrator's Report
 - c. Council member Reports
8. Closed session pursuant to Iowa Code section 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
9. Future Agenda Item Discussion:
10. Public input for items not on the agenda. Comments are limited to 3 minutes.
Correspondence received:
11. Next regular council meeting to be held April 9, 2024, at 6:30 p.m. City Hall/Library, Council Room, 480 3rd Avenue, Atkins, IA.
12. 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.

***Amended* Posted March 25, 2024. City Hall and Post Office.**

City of Atkins Council Meeting Regular Session Minutes

Tuesday, March 12, 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 6:36pm.

Present were Fisher, Koehn, Petersen, Bell, and Dursky. Absent: none.
Also present were Interim City Administrator Sandi Fowler, City Attorney Doug Herman, and various members of the public online and in person.

Mayor Visser opened a Public Hearing regarding the status of funding for the City of Atkins' CDBG-DR-funded New Housing Production Program. Paula Mitchell, ECICOG, provided details on the progress of the project, as follows:

A general description of accomplishments to-date was provided. A CDBG Disaster Recovery Housing contract in the amount of \$620,000.00 was awarded to the City of Atkins from the Iowa Economic Development Authority for the construction of 4 new construction housing units consisting of 2-duplex structures, with a release of funds issued on September 13, 2023. A pre-construction conference was held on September 18, 2023, and construction began in late September 2023. Construction of the project is still underway.

A summary of expenditures to-date, through February 29, 2024, a total of \$261,769.82 has been invoiced; \$234,937.32 for construction expenses, and \$26,832.50 for project service delivery. Construction items included materials and labor for construction of 510/514 Driftwood Lane and 557/559 Driftwood Lane.

A general description of remaining work, Two of the units are fully enclosed and sided with mechanical work completed, and interior finishes are in progress. The other two units have been framed but need siding and interior finishes. All units will also receive landscaping prior to completion.

A general description of changes made to the project budget, performance targets, activity schedules, project scope, location, objectives or beneficiaries, A contract amendment was approved on September 19, 2023 to add \$40,000 to the budget to help offset costs of rural construction mobilization. An additional contract amendment was approved on February 19, 2024, adding \$14,569 for additional project delivery expenses.

There were no written or oral comments from the public. Mayor Visser declared the Public Hearing closed at 6:41pm.

Koehn moved to approve the agenda. Petersen seconded.
Fowler, stated that moving forward Resolutions will not appear on the agenda numbered, the numbering will be assigned after passage or failure.
Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Koehn moved to approve the consent agenda. Petersen seconded.

Fowler stated that moving forward Resolutions may appear on the consent agenda if there is no discussion necessary. Resolutions can always be removed from the consent agenda for separate consideration, upon Council vote.

Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried. Consent agenda approved the February 27, 2024 Minutes, February 27, 2024 Budget Worksession Minutes, February 29, 2024 Minutes, February 29, 2024 Budget Worksession Minutes, March 5, 2024 Minutes, and the following list of bills:

PAYROLL EMPLOYEE CHECKS	PAYROLL 2/11/24 - 2/24/24	9430.99
AMY BREESE	HSA 3/1/24	50
ATKINS SAVINGS BANK	SMALLEY NSF 11.07.24 & FEE	165.05
JARROD TOMILNSON	HSA 3/1/24	200
MIKE RAMMELSBERG	HSA 3/1/24	73.07
TODD DAMON	HSA 3/1/24	111.53
USPS - POSTMASTER	POSTAGE FOR FEB24 BILLS	318.53
RALSTON ECO HOMES, LLC.	CBDG-DR GRANT EXP REIMB	48399.03
EFTPS	FED/FICA TAX	3195.21
IPERS	IPERS REGULAR	1912.18
Cardmember Service	JAN 24 TRANSACTIONS	2661.49
ABSOLUTE SCIENCE	SUMMER READING-FOAM BLASTER	500
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES/COPIERS	806.24
ALLIANT ENERGY	UTILITY EXP	10188.06
ALTORFER INC.		332.88
ATKINS LUMBER CO. INC.	SUPPLIES	110.52
ATKINS TELEPHONE CO..INC.	TELEPHONE	645.85
BADGER METER	CELLULAR READS	91.29
BAKER & TAYLOR	BOOKS	417.6
BENTON COUNTY AUDITOR	TIPPING FEES	1761.34
CATERPILLAR FINANCIAL SER	LEASE FOR EXCAVATOR	3079.76
CHEM-SULT, INC.	CHEMICALS	2389.35
CRAWFORD QUARRY	ROCK	933.96
D P PROPERTIES	CLEANING LIBRARY-FEB 24	788
FOWLER PUBLIC SECTOR CONS	CONSULTING 021924-030324	11250
G & H ELECTRIC	SERVICE	943.2
HAVLIK ENGINEERING	VEHICHL E MAINT	84.5
HAWKEYE FIRE SAFETY	SAFETY EQUIP	561.5
IRON MOUNTAIN INCORPORATED	1/24/24-2/20/24	120.33
M & D MINI STORAGE	Derecho - costs	65
MENARD'S	SUPPLIES	44.91
MIDAMERICAN ENERGY	UTILITY EXP	266.52
POWESHIEK WATER ASSOICATION	UTILITY EXP	725.65
QUILL	SUPPLIES	495.06
THE KRAFT CO LLC	CONSULTING-FEB24	320.17
TRIONFO SOLUTIONS, LLC	LIFE INS - MAR 2024	90.33
U S CELLULAR	CELL PHONES	257
WASTE MANAGEMENT	GARBAGE COLLECTION	16804.26
Accounts Payable Total		111159.37
Invoices: Paid		57086.09
Invoices: Scheduled		54073.28
Payroll Checks		9430.99

***** REPORT TOTAL *****	120590.36
NO FUND ASSIGNED	
GENERAL	91913.32
ROAD USE TAX	9466.04
FEMA	65
WATER	10145.61
SEWER	9000.39
TOTAL FUNDS	120590.36

Christiana Schroder with LB Anderson Agency Insurance led a discussion regarding the City of Atkins contract renewal. Consideration of the contract will be added to the next council agenda.

Koehn moved to approve Resolution 2024-03-01, approving Atkins Public Library Board of Trustees invoices from Quill and Absolute Science. Fisher seconded.
Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Koehn moved to approve Resolution 2024-03-02, approving the purchase of a Hustler Super 104 Hyperdrive Mower from AE Outdoor Power. Petersen seconded.
Ayes: Koehn, Petersen, Bell, Dursky. Nays: Fisher. Motion carried.

Koehn moved to approve Resolution 2024-03-03, approving a POW-R-GUARD Maintenance Agreement for Caterpillar Emergency Standby Generators with Altorfer, Inc. Petersen seconded. The council held discussion on revisiting this item on the next council agenda, with the contract included in the packet for more review and consideration. Ayes: Koehn. Nays: Petersen, Bell, Dursky, Fisher. Motion failed.

Koehn moved to approve Resolution 2024-03-04, approving a contract and establishing rates effective July 1, 2024 and July 1, 2025 with Lynch Dallas, P.C. for legal services. Dursky seconded. Discussion was held regarding past services, and future requests.
Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Fowler led a discussion on her recommendations regarding the permanent City Administrator search. Bell made a motion to take Fowler's recommendation of keeping the City Administrator job posting open until it is filled, and directing Fowler to lead the process for hiring internally.

Fisher led a discussion regarding improving communications related to water emergencies. The council would like to move forward with Fowler leading the efforts to provide information related to possible policy for the Council's consideration.

Bell led a discussion regarding the need for an updated employee handbook. Lynch Dallas has a draft, and this will be added to Fowler's list of priorities to work on.

Mayor Visser reported that the necessary budget items have been filed, the budget hearing is set, and staff's effort has been focused on the budget process. County budget processes are also underway.

Interim City Administrator, Fowler, reported that there will be a few changes to the structure of the agendas moving forward including removing the Resolution numbers until passage or failure, adding some Resolutions to the Consent Agenda, including all contracts and background information in the packet, and adding the Pledge of Allegiance. She will also be

posting the agenda packet to the website in addition to the agenda. The audio/visual equipment for the council chambers has been ordered and will arrive next week.

Mayor Visser reminded the council that there is Municipal Leadership Academy (MLA) training available in early April, and it is open for all council members to attend.

Bell requested that City Hall surveillance and security equipment and policies be revisited in a future meeting.

Dursky stated that setting priorities for staff will be important.

Interim City Administrator, Fowler's, monthly review is coming up per her contract.

Mayor Visser requested public comment, there were no comments online or in person.

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.

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

Adjournment at 9:02pm.

CITY OF ATKINS - ACCOUNTS PAYABLE RUN
CLAIMS REPORT 03.26.24

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE	NOTES
PAYROLL EMPLOYEE CHECKS	PAYROLL 2/25/24-3/9/24	8751.95	10597-10603	3/15/2024	**PAYROLL EMPLOYEE CHECKS**
AMY BREESE	HSA 3/15/24	50	10604	3/15/2024	**CHECK PRINTED PRIOR TO CHECK RUN**
JARROD TOMILNSON	HSA 3/15/24	200	10605	3/15/2024	**CHECK PRINTED PRIOR TO CHECK RUN**
MIKE RAMMELBERG	HSA 3/15/24	73.07	10606	3/15/2024	**CHECK PRINTED PRIOR TO CHECK RUN**
TODD DAMON	HSA 3/15/24	111.53	10607	3/15/2024	**CHECK PRINTED PRIOR TO CHECK RUN**
EFTPS	FED/FICA TAX	2,914.15	13274331	3/15/2024	**ELECTRONIC PAYMENT**
KEN-WAY SEWER SERVICE INC	SEWER/DRAIN CLEANING	160	10608	3/20/2024	CHECK #10547 WAS VOIDED & REISSUED-INCORRECT VENDOR-AB
BENTON COUNTY SOLID WASTE COMM	TIPPING FEES	1,761.34	10609	3/21/2024	CHECK #10578 WAS VOIDED & REISSUED-INCORRECT VENDOR-AB
TREASURER STATE OF IOWA	WET NOV 2023	2,278.94	13274332	3/22/2024	**ELECTRONIC PAYMENT**
TREASURER STATE OF IOWA	WET DEC 2023	2,206.36	13274333	3/22/2024	**ELECTRONIC PAYMENT**
TREASURER STATE OF IOWA	WET JAN 2024	2,178.28	13274334	3/22/2024	**ELECTRONIC PAYMENT**
TREASURER STATE OF IOWA	WET FEB 2024	2,280.29	13274335	3/22/2024	**ELECTRONIC PAYMENT**
ACME TOOLS	SUPPLIES	167.98	10610	3/26/2024	
ALLIANT ENERGY	UTILITY EXP	2763.54	10611	3/26/2024	
ALTORFER INC.	SKID LOADER MAINT	2,880.71	10612	3/26/2024	
ATKINS AUTO REPAIR	VEHICLE MAINT	404.74	10613	3/26/2024	
BENTON COUNTY SOLID WASTE COMM	TIPPING FEES	1,736.50	10614	3/26/2024	
CHEM-SULT, INC.	CHEMICALS	4,134.05	10615	3/26/2024	
ECICOG	ADMIN FS	9460.5	10616	3/26/2024	
ENGINEERED EQUIPMENT SOLU	UV REHAB	949.9	10617	3/26/2024	
FELD EQUIPMENT COMPANY INC	FD SUPPLIES	1,760.00	10618	3/26/2024	
FOWLER PUBLIC SECTOR CONS	CONSULTING 030424-031724	9,812.50	10619	3/26/2024	
HAWKEYE FIRE SAFETY	AIR TANK CYLINDER	464	10620	3/26/2024	
ION ENVIRONMENTAL SOLUTIO	LABS	1067	10621	3/26/2024	
IMFOA	SPRING IMFOA CONFERENCE	175	10622	3/26/2024	
JARROD TOMILNSON	FEBRUARY 24 MILEAGE	71.69	10623	3/26/2024	
JOHN DEERE FINANCIAL	SUPPLIES	8.27	10624	3/26/2024	
LARRY FRANCK TRUCKING LLC	HAULING	260.79	10625	3/26/2024	
LYNCH DALLAS, P.C.	LEGAL SERVICES FEB/MAR 2024	4,388.00	10626	3/26/2024	
MENARD'S	SUPPLIES	27.71	10627	3/26/2024	
MIDAMERICAN ENERGY	UTILITY EXP	712.18	10628	3/26/2024	
STATE CHEMICAL SOLUTIONS	WWTP SUPPLIES	789.89	10629	3/26/2024	
SUNLINE, INC	PARTS FOR SERVICE TRUCK	95	10630	3/26/2024	
THE DEPOT EXPRESS	FUEL-FEBRUARY 2024	359.97	10631	3/26/2024	
THOMPSON TRUCK & TRAILER, INC.	FD VEHICLE REPAIR	41.92	10632	3/26/2024	
TODD DAMON	MILEAGE FOR FEB 24	46.9	10633	3/26/2024	
ULTIMATE SAFETY CONCEPTS	SUPPLIES	322.2	10634	3/26/2024	
VESSCO INC.	WATER PLANT PARTS	716.99	10635	3/26/2024	
WELLMARK BC/BS OF IOWA	APRIL PREMIUM	2745.39	10636	3/26/2024	
Accounts Payable Total		60,577.28			VERIFIED AMT 3/22/24-AB
Invoices: Paid		14,213.96			VERIFIED AMT 3/22/24-AB
Invoices: Scheduled		46,363.32			VERIFIED AMT 3/22/24-AB
Payroll Checks		8,751.95			VERIFIED AMT 3/22/24-AB
***** REPORT TOTAL *****		<u>69,329.23</u>			
NO FUND ASSIGNED					
GENERAL		29,486.42			
ROAD USE TAX		4,920.25			
FEMA		300			
CDGG-DR HOUSING GRANT		9,160.50			
WATER		17,574.25			
SEWER		7,887.81			
TOTAL FUNDS		<u>69,329.23</u>			

**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 approving payment of contractors pay request in the amount of \$75,915.

Background:

At the City Council meeting on March 12, 2024, Christiana Schroder of L.B. Anderson Agency presented information regarding the upcoming renewals of the City's insurance coverage.

Annual renewal of the City's insurance coverages is required for the policy term April 1, 2024 – April 1, 2025.

Following are the premiums for each carrier and policy type:

CFC	Cyber Insurance	\$2,212.95
TOTAL		\$2,212.95
EMC	Commercial Property	\$54,807.00
EMC	General Liability	\$9,496.00
EMC	Workers Compensation	\$10,890.00
EMC	Business Auto	\$11,599.00
EMC	Commercial Inland Marine	\$2,843.00
EMC	Commercial Umbrella	\$5,427.00
EMC	Govt Crime/Fidelity Package	\$188.00
EMC	Linebacker (Errors & Omissions) – Claims Made	\$9,160.00
TOTAL		\$104,410.00
TOTAL INSURANCE		\$106,622.95

Recommended Action: Approve Resolution approving the insurance contract renewals.

Alternative: Request additional information.

Time Sensitivity: There is time-sensitivity. The renewals are required by April 1, 2024

Resolution Date/Council Meeting Date: March 26, 2024

Budget Information: Funding is provided in the FY24 budget, apportioned throughout all departments.

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONTRACT RENEWAL WITH L. B. ANDERSON AGENCY FOR THE TOTAL AMOUNT OF \$106,622.95

Whereas, the City of Atkins desires to insure the City’s assets against loss, and

Whereas, L B Anderson Agency has conducted renewal negotiations on the City’s behalf to provide the best affordable and available coverage on behalf of the City, and

Whereas, EMC Insurance has been identified as the preferred carrier for Commercial Property, General Liability, Workers Compensation, Business Auto, Commercial Inland Marine, Commercial Umbrella, Government Crime/Fidelity Package, and Linebacker – Claims Made coverage, and

Whereas, CFC Underwriting Limited has been identified as the preferred carrier for Cyber insurance,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, approves the contract renewal with L B Anderson Agency, 209 1st Street E, Newhall, IA 52315, for EMS Insurance for the 04/01/2024-04/01/2025 policy term in the total amount of \$104,410.00, and

BE IT FURTHER RESOLVED, that the City Council of the City of Atkins, Iowa, approves the contract renewal with L B Anderson Agency, 209 1st Street E, Newhall, IA 52315, for CFC for Cyber insurance for the 04/01/2024-04/01/2025 policy term in the total amount of \$2,212.96.

Passed this 26th day of March, 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator



Account Number: 5X27376
 Policy Term: See Section Declarations To: 04/01/2025
 12:01 A.M. Standard Time
 (Unless Changed On The Section Declarations)

Common Declarations

Named Insured

Producer

CITY OF ATKINS
 PO BOX 171
 ATKINS, IA 52206-0171

L. B. ANDERSON AGENCY
 PO BOX 361
 NEWHALL, IA 52315-0361
 AGENT NO. A7105-0001
 AGENT PHONE: 319-223-5455
 CLAIM REPORTING: 888-362-2255

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy. This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment. The company affording coverage is designated by the name in the declarations or information page for each section of the policy.

Coverages and Premium

Section	Coverage	Premium
1	Property	\$54,807.00
2	Liability	\$9,496.00
3	Crime and Fidelity	\$188.00
4	Inland Marine	\$2,843.00
5	Automobile	\$11,599.00
6	Workers' Compensation	\$10,890.00
7	Umbrella	\$5,427.00
8	Other	
	Linebacker	\$9,160.00

Estimated Total Policy Premium

\$104,410.00

Forms applicable to all sections except:

- Workers' compensation

Authorized Representative Signature:

Date of Issue: 03/18/2024

Place of Issue: Des Moines, IA

¹¹
Anderson Insurance

209 1st St E
Newhall, IA 52315

Phone: (319)223-5455
Fax:

Invoice # 159245	AMOUNT PAID
Account Number	Date
ATKICIT-02	3/20/2024

City of Atkins
City of Atkins, LB Anderson
111 1st Street
Atkins, IA 52206

Remit to:
Anderson Insurance
P.O. Box 1863
Cedar Rapids, IA 52406

Invoice #: 159245 Date Paid: Check #: Amount Paid:

Policy: Cyber	Policy #: IAMCFC007	Effective: 4/1/2024 to 4/1/2025
Company: Lloyd's		

Item #	Trans Eff Date	Due Date	Transaction	Description	Amount
4068313	4/1/2024	4/1/2024	RENB	24-25 Cyber	\$1,944.00

Item #	Trans Eff Date	Due Date	Transaction	Description	Amount
4068314	4/1/2024	4/1/2024	CFEE	Surplus Lines Tax	\$18.95

Item #	Trans Eff Date	Due Date	Transaction	Description	Amount
4068315	4/1/2024	4/1/2024	CFEE	Policy Fee	\$250.00

Total Invoice Balance: \$2,212.95

ACH or credit card is available with Applied Pay: <https://tinyurl.com/bdftrdba>

Convenience fees apply with this option

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:

The City of Atkins maintains three emergency generators, two associated with the wastewater treatment plant, one at the main lift station and temporary fire station, and one associated with the water plant.

Each of these emergency generators require a schedule maintenance plan to ensure operation throughout their expected useful life. Altorfer Power System has provided these services successfully in the past and it is the staff's desire to continue these services. The agreement with Altorfer provides for specific service levels for each piece of equipment, as described in the documentation. Upon service, labor and/or materials for corrective action on defects discovered during inspection and testing of the equipment will be invoiced to the City separately.

Service levels are determined and listed in the agreement. Costs associated with each unit are shown here:

Serial Number	Equipment	Location	Annual Invoice Amount
ONAPO1294	Caterpillar C15	Main Lift/Temp Fire	\$2,277
ONGP00652	Caterpillar C9	Wastewater Lagoon	\$2,005
2262701	Kohler 400REOZZ	Water plant	\$2,228

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 and maintenance is required in March 2024.

Resolution Date/Council Meeting Date: March 26, 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 NO. _____

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

Whereas, the City of Atkins owns three generators in the areas of Main Lift Station/Fire Station, Wastewater Lagoon, and Water Plant, and

Whereas, the City of Atkins desires a maintenance agreement for these Emergency Standby Generators to ensure proper maintenance and timely repair of these essential pieces of equipment,

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 6th Street SW, Cedar Rapids, Iowa 52404,

Passed this 26th day of March, 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator



February 22, 2024

Quote#: 24-RL-21758-R

Customer # 614550

City Of Atkins

Attention: Todd Damon
 111 1st St, Box 171
 Atkins, IA 52206

Reference: Sourcewell ID 2197
 This Quote Reflects the Sourcewell Discount.

A Six Year POW-R-GUARD Maintenance Agreement for Caterpillar Emergency Standby Generator(s).

Kohler	400REOZZ	2262701	Caterpillar	C9	ONGP00652
Caterpillar	C15	0NAP01294			

Thank you for allowing Altorfer Power Systems the opportunity to provide a scheduled maintenance plan for your power generation system. These services have been tailored to your company's requirements and specific needs, while following Caterpillar's published schedules. A complete description of the services offered is included in this proposal package. The following is a summary of the service levels included in this agreement:

NOTE: Any specific training required to perform these services will be billed at normal time and material rates.

Type	Description	Visit Qty
Service Level 2	Full Service, plus Service Level 1	18
Service Level 3	Valve Adjustment	6
Service Level 4	Engine Cooling System Service	4
Service Level 4a	Interm. Cooling System Service(Long Life)	2
Service Level 7	Starting Battery Replacement Service	6
Service Level 30	Install/Activate Cat RAM	2

**Service Level intervals are based on 250 or less run hours per year.

SerialNum	Customer Equipment Num	Visit Qty	Invoice Amount	Increase%
0NAP01294	Main Lift Station / Fire Sta	6	\$2,277	3.48%
ONGP00652	Lagoon	6	\$2,005	3.22%
2262701	Water Plant	6	\$2,228	1.85%

- Plus Applicable Tax.

Any labor or materials for corrective action on defects discovered during inspection and testing of equipment will be invoiced separately.

February 22, 2024

Quote#: 24-RL-21758-R

This maintenance plan will minimize the number of unexpected problems, allow you to budget your operating expenses, and maximize your facility's "up" status. All services will be performed by qualified CATERPILLAR trained technicians assuring that your generator system is maintained in accordance with all manufacturer's guidelines. Further, with the authorized CATERPILLAR dealer handling the maintenance, you can be assured of receiving any suggested or mandated product improvement updates that your equipment would require. The services provided will discover any possible discrepancies before they become a serious problem, which could lead to unnecessary down time of your system.

Altorfer Power Systems is capable of addressing all of your power generation needs from scheduled maintenance to failure diagnosis and repairs. To further your investment, we offer the following types of support:


- * 24 Hours, 7 days A Week, Emergency Service
- * Emergency Generator Rentals
- * 25+ CATERPILLAR Trained Generator Field Service Technicians Company Wide
- * In House Transfer Switch and Switchgear Repair
- * \$1.5 Million In Parts Inventory With Instant Access to CAT Worldwide Parts in Morton, IL.

All services performed will be covered by a 6-month warranty against materials and workmanship defects. All remedies under this warranty are expressly limited to replacing parts or making repairs in accordance with the warranty guidelines. Claims for loss arising out of any failure of the repaired equipment to operate for the warranty period or for loss arising from expenses incurred due to, or in connection with the failure of the repaired equipment, including any and all claims for consequential damages, are expressly excluded. Pricing is based on services performed during normal business hours.

In the event either party would decide to terminate this agreement, a 30 day written notice is required. (Cancellation charges may apply if the actual work completed exceeds the amount of total payments made prior to agreement termination.)

Pricing is valid for 60 days from quote date. To accept this proposal, please sign below. Please return the ACCEPTED copy to me. If you have any questions, or if I may be of additional service, please don't hesitate to contact me.

Sincerely,



Rick Leverett
PSSR-Western Division
(319) 270-5031
E-mail: rick.leverett@altorfer.com

ACCEPTED: _____ DATE: _____

TITLE: _____ PO#: _____

Customer	City Of Atkins	Reference	Sourcewell ID 2197 This Quote Reflects the Sourcewell Discount.
Quote/Contract #	24-RL-21758-R		

Model	Serial Number	Location	Equip #	Service Level	Visit Note
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March-2024

C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 2	
C9	ONGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 2	
400REOZ	2262701	Water Treatment Plant,		Service Level 2	
C9	ONGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 3	
C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 30	
C9	ONGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 30	
C9	ONGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 7	

March-2025

C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 2	
C9	ONGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 2	
400REOZ	2262701	Water Treatment Plant,		Service Level 2	
C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 3	
400REOZ	2262701	Water Treatment Plant,		Service Level 3	
400REOZ	2262701	Water Treatment Plant,		Service Level 4	
C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 4a	
C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 7	
400REOZ	2262701	Water Treatment Plant,		Service Level 7	

March-2026

C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 2	
C9	ONGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 2	
400REOZ	2262701	Water Treatment Plant,		Service Level 2	
C9	ONGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 4a	

March-2027

C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 2	
C9	ONGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 2	
400REOZ	2262701	Water Treatment Plant,		Service Level 2	
C9	ONGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 3	
C9	ONGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 7	

March-2028

C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 2	
C9	ONGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 2	
400REOZ	2262701	Water Treatment Plant,		Service Level 2	
C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 3	
400REOZ	2262701	Water Treatment Plant,		Service Level 3	

Altorfer Inc.

2550 6th St SW, Cedar Rapids, IA 52404

Phone: (319) 365-6500 FAX:

C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 4
400REOZ	2262701	Water Treatment Plant,		Service Level 4
C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 7
400REOZ	2262701	Water Treatment Plant,		Service Level 7

March-2029

C15	0NAP01294	WWTP, 79 Northview A	Main Lift	Service Level 2
C9	0NGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 2
400REOZ	2262701	Water Treatment Plant,		Service Level 2
C9	0NGP00652	50 Railroad, Atkins, IA	Lagoon	Service Level 4



POW-R-GUARD Service Level Descriptions

Service Level 1 – A Comprehensive Inspection and Testing

- Complete inspection of engine, generator, and associated equipment, including: battery charger, jacket water heater, control panel, and gauges.
- Testing of engine safety shutdowns.
- Inspection of mounting system, fuel system, air intake/exhaust system.
- Caterpillar Scheduled Oil Sampling (SOS) of lube oil to check for contaminants and wear metal trends.
- Check engine/generator and research for any Caterpillar recommended or mandated product improvements.
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA regulations.

Recommended Service Interval: Monthly, Quarterly, Semi-Annually

Service Level 2 – Full Engine Service, plus Service Level 1

- Removal and replacement of engine lube oil.
- Replacement of lube oil filter(s) and fuel filter(s).
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA regulations.

Recommended Service Interval: Annually

Service Level 3 – Engine Top End Inspection And Adjustment

- Adjustment of engine exhaust and intake valves on each cylinder to factory specifications.
- Adjustment of fuel injector timing.
- Test run engine and perform basic condition inspection of unit.
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA regulations.

Recommended Service Interval:

Service Level 4 – Full Cooling System Service

- Flush the engine cooling system in accordance Caterpillar guidelines.
- Drain and refill the cooling system with the appropriate mixture of Caterpillar antifreeze/coolant conditioner.
- Replace radiator and jacket water heater coolant hoses.
- Replace engine thermostats.
- Alternator and fan belts – inspect/adjust/replace.
- Test run engine and perform basic condition inspection of unit.
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA standards.

Recommended Service Interval: Every 3 Years

Service Level 4A – Long Life Coolant Intermediate Coolant Service

- Add Caterpillar Long Life Coolant Extender Package.
- Replace jacket water heater hoses.
- Alternator and fan belts – inspect/adjust.
- Test run engine and perform basic condition inspection of unit.
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA regulations.

Recommended Service Interval: Every 3 Years

Service Level 5 – Polarization Index Testing of The Main Generator Stator Windings

- A Megohmmeter (Polarization Index) test of the generator main stator windings provides a qualitative evaluation of the insulation on the main windings. It is useful in assessing the suitability of the generator for continued use and in formulating recommendations for possible remedial action.

Note - Electrical windings in generators are covered with epoxy insulation. Over time, this insulation can break down due to vibration, general usage, moisture, dust and can cause electrical shorts or poor performance. A Megohmmeter (Polarization Index) test will identify any degradation of the insulation and can be trended over time to determine when corrective action should be taken to prevent a costly failure.

- Inspect operation of generator space heaters.
- Test run engine/generator and perform basic condition inspection of unit.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Annually

Service Level 6 – Loadbank Testing Service

- A Loadbank Test confirms the ability of your generator and it's associated systems to produce a given kW under installed conditions.
- Critical performance measurements are monitored and recorded every 15-minutes, including engine parameters, as well as electrical readings.
- Additional benefits of this service include – Reseating of piston rings in the cylinder liners. Also, burns off carbon deposits in the combustion chamber, injector nozzles, piston rings, turbocharger, and exhaust system. Dissipates any condensation build-up in generator windings.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Annually

Service Level 7 – Battery Replacement Service

- Check of battery charging system to insure proper function.
- Removal and disposal of old batteries in accordance with EPA regulations.
- Installation of Caterpillar heavy duty, high capacity batteries.
- Inspection of battery cables and connections.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Every 3 Years, Every 2 Years for Healthcare or Critical Safety

Service Level 8 – Switchgear Cleaning And Visual Inspection Plus Thermographic Survey

- Conforms to InterNational Electrical Testing Association (NETA) Specifications.
- Check for visual signs of moisture, carbon tracking, corona, overheating, and insulation deterioration. Inspection in accordance with NETA Specifications 7.1.1.
- Check and replace all control panel indicator lights and fuses, as needed.
- Verify operation of switchgear/switchboard heaters, if applicable.
- Wipe down exterior of control cubicles. Clean interior of cubicles and remove accumulated dust and dirt in accordance with NETA Specifications 7.1.1.
- Check protective relays and protective sensing devices for any fault indications. Log and report all fault indications found. Reset fault indicators only with the permission of the customer's engineer or authorized representative.
- Review event logs and advise corrective action, if needed.
- Test run engine/generator(s) under load. Check and adjust voltage/frequency, if necessary.
- Perform thermographic survey in accordance with NETA Specifications Section 9.
- Perform circuit breaker visual and mechanical inspection in accordance with NETA specifications Section 7.6. Circuit breaker lubrication, as needed.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Annually

Service Level 9 – Switchgear Electrical Testing

- Conforms to InterNational Electrical Testing Association (NETA) Specifications.
- Perform all visual and mechanical inspection items included in Service Level 8.
- Perform system function tests in accordance with NETA Specifications Section 8.
- Test instrument control power and voltage transformers in accordance with NETA Specifications Section 7.2 and/or 7.10.
- Perform circuit breaker electrical test procedures in accordance with NETA Specifications Section 7.6.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Bi-Annually

Service Level 10 – Switchgear Protective Relay Testing

- Conforms to InterNational Electrical Testing Association (NETA) Specifications.
- Visual and mechanical relay inspection in accordance with NETA Specifications Section 7.9.
- Download and verify all relay settings are in accordance with coordination study or setting sheet supplied by owner.
- Perform relay electrical tests in accordance with NETA Specifications Section 7.9 and manufacturer's recommendations.
- Test metering devices in accordance with NETA Specifications Section 7.11.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Bi-Annually

Service Level 12 – Automatic Transfer Switch Visual & Mechanical Inspection

- Conforms to InterNational Electrical Testing Association (NETA) and National Fire Protection Association(NFPA) Specifications.
- Visual and mechanical inspection in accordance with NETA Specifications Section 7.22.3.
- Inspect and clean unit.
- Lubricate moving parts and sliding surfaces.
- Verify tightness of all connections.
- Measure and record voltage drop across each pole to determine contact alignment and health.
- Perform a thermographic imaging survey.
- Perform manual transfer operation.
- Documentation of service performed with recommendations for any areas.

Recommended Service Interval: Annually

Service Level 13 – Diesel Fuel Sample Analysis

- Obtain diesel fuel sample from customer fuel system. Visual Inspection.
- Perform diagnostic lab testing per the following:

Basic Fuel Check (SL13A)

- Biodiesel Content
- Karl Fisher
- Elemental Analysis
- Sulfur Content
- Particle Count
- Microbial Growth (bacteria & fungi)

Fuel Monitoring (SL13B)

- All “Basic Fuel Check”
- Cetane Index
- Viscosity
- Color
- Density
- Distillation Curve

Fuel Storage (SL13C)**

- All “Basic Fuel Check”
- Clear & Bright
- Flash Point
- All “Fuel Monitoring”
- Oxidation Stability

Recommended Service Interval: Annually

Service Level 14 – Diesel Fuel Polishing and Tank Cleaning Service

This service provides a full-service fuel cleaning solution utilizing a three stage mobile tank cleaning system. This system will recondition, stabilize, and decontaminate your fuel. It removes water, sludge, and sediments that naturally accumulate in diesel fuel tanks.

STAGE 1 – The separator/coalesce removes water and particulates.

STAGE 2 – The ALGAE-X Fuel Conditioner reconditions and stabilizes the fuel.

STAGE 3 – The industrial type water block fine filter removes emulsified water and very fine solids down to 3 microns.

- Eliminates Tank Sludge
- Improves Fuel Economy – Lowers Operating Cost
- Enhances Engine Performance – Reduces Harmful Emissions
- Reduces Maintenance and Downtime
- Extends Engine Life – Cleans Fuel Injection Systems
- Increases Safety and Reliability

**Filters and fuel catalyst not included. Quantity based on volume and cleanliness of fuel.

Recommended Service Interval: Annually

Service Level 15 – Gas Genset Tune Up Service (Applies to Small Gas Gensets Rated <150kW)

- Replace distributor cap.
- Replace rotor, if equipped.
- Replace spark plugs and spark plug wires.
- Check gas pressures.
- Replace air filter.
- Check lube oil level.
- Check coolant level.
- Engine test run.
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA regulations.

Recommended Service Interval: Annually

Service Level 16 – Battery UPS System Inspection and Testing

- Conforms to InterNational Electrical Testing Association (NETA) Specifications.
- UPS, Battery charger and/or inverter inspection and cleaning in accordance with NETA Specifications Section 7.22.
- Battery charger float and equalize voltage checks and adjustment, if necessary.
- Battery cell specific gravity, temperature, level, and voltage checks. (Wet Cell Only)
- Battery discharge test.
- Clean or replace unit filters as needed.
- Clean cooling fans.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Annually

Service Level 17 – Substation DC Maintenance

- Station checks monthly, quarterly, or annually.
- Visual checks of battery cells.(leaks, cracks, overheating damage, corrosion)
- Measure and record individual battery cell voltages and electrolyte level. Add water if able and necessary.
- Verify battery charger electrical connections, measure output voltage and current, check for fault indications.
- Verify structural integrity of the battery rack and grounding equipment.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Annually

Service Level 18 – Diesel Oxidation Catalyst Cleaning

- Inspect/Clean Diesel Oxidation Catalyst

Service Level 19 – Engine Air Filter Maintenance

- Replace air filter element.
- Inspect sealing surfaces.
- Inspect filter housing.
- Inspect intake tubing for dirt tracking.

Recommended Service Interval: Annually

Service Level 20 – Rental Genset Coverage

- Ensure you have backup power during your maintenance service.
- Includes transportation, hook-up, and tear down.(Connection cables included.)
- Must accompany a CSA service.
- Larger units cannot ship full of fuel. Fuel may need to be added, if unit is intended to be run for an extended length of time.

Recommended Service Interval: Annually

Service Level 30 – Install Cat Remote Asset Monitoring (RAM)

- Install/activate Cat Remote Asset Monitoring (RAM) device.
- Secure remote monitoring of utilization and key engine/generator parameters.
- Customize notification via email or text messaging for equipment status/alerts.
- Manage preventive maintenance and fleet information.
- Connect equipment status to other electronic information such as work order history, Cat SOS, CAT SIS, Parts.Cat.Com, and Cat Inspections.
- Customizable dashboards/reporting. Supports NFPA 110/JCAHO compliance.
- Remote dealer troubleshooting and condition monitoring.
- GPS mapping of equipment location.
- Requires digital authorization to activate.
- Ensure power is there when it is needed – peace of mind.

Recommended Service Interval: Onetime

ALTORFER

Power Systems



Inspected By:	
Service Level Performed	
Inspection Date	
Work Order number	
Customer name	
Customer Contact	
Office Phone	
Mobile Phone	
Site Location	
Street Address	
City	
State	
Zip	
Unit Serial Number	
Model Number	
Engine S/N	
Generator S/N	
Unit Hours	
Generator Nameplate Rating	
kW Rating	
Voltage	
kVA	
Amps	

Summary of General Observation, Recommended Corrections, or Repairs

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Inspection				
	OK	Not OK	N/A	
Engine Oil level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
External Oil leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oil Cooler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crankcase Breather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oil Breather Drained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(If Equipped with Fuel Meter)				
Fuel In			<input type="checkbox"/>	Gallons
Fuel Out			<input type="checkbox"/>	Gallons
Fuel Level			<input type="checkbox"/>	
Daytank Level			<input type="checkbox"/>	
Main tank Level			<input type="checkbox"/>	
Hand Priming Pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supply/Return Fuel Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
External Fuel Leak(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Throttle Shaft Bushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Daytank Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intake/Exhaust System				
Air Filters(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Part Number
Soot Filter(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Filter Housing(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turbo End Play	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intake Tubes(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flower Pot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Muffler/Silencer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exhaust Tube(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exhaust Manifold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Raincap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cooling System				
ELC	<input type="checkbox"/>	DEAC	<input type="checkbox"/>	UNKNOWN <input type="checkbox"/>
Cooling System Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Level Corrected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Freeze Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Degrees
Freeze Level Corrected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Radiator Cap	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
JWH (s) Operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
JW Coolant Temp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Degrees
Fan/Belts/Damper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Radiator Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water Pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coolant Hoses & Clamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
External Coolant Leak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cooling System Last Maintenance Date:				
JWH (s) Last Replacement Date:				

Battery Date		Not Equipped <input type="checkbox"/>		
Type				
Batteries Specific Gravity				
Battery 1				
Battery 2				
Battery 3				
Battery 4				
	OK	Not OK	N/A	
Battery Water Levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery Terminals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery Charger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Float Amps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AMPS
Voltage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VOLTS
Electrical Wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Engine Starting System - Air		Not Equipped <input type="checkbox"/>		
	OK	Not OK		
Air Starter Condition	<input type="checkbox"/>	<input type="checkbox"/>		
Piping (Leaks)	<input type="checkbox"/>	<input type="checkbox"/>		
Lubricator	<input type="checkbox"/>	<input type="checkbox"/>		
Oil Level	<input type="checkbox"/>	<input type="checkbox"/>		

Generator Condition			
	OK	Not OK	N/A
Sheet Metal Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fan Guard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stator Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rotor Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PMG Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line Leads Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Generator Bearing(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bearing Greased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Circuit Breaker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
Strip Heater(s) ON?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strip Heater Operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMCP Panel (If Equipped) **Document any active alarm/shutdown indications**

OPERATIONAL TESTING

	OK	Not OK	N/A	
Overcrank Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rest Voltage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volts
Crank Voltage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volts
Starting Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engine Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knocking Noises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Blow-by	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engine RPM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AC Voltage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volts
Frequency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hz
Louver Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overspeed Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Low Oil Pressure Warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Low Oil Pressure Shutdown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High Coolant Temp Warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High coolant Temp Shutdown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water Temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Degrees
Oil Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PSI
Fuel Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PSI
Charging Volt Meter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Volts
Coolant Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exhaust Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel Leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Obvious Vibration(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	YES	NO		
Load Transferred?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SOS Sample Taken OPTION 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COOLANT 11 Sample Taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
POST RUN CHECKLIST				
	YES	NO		
Louvers Closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
JWH's ON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery Charger ON	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System In Auto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enclosure Interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enclosure Exterior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors/Locks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Service Level 2 Additional Items Check List (If Performed) SL2 Not Performed

	YES	NO
Primary Fuel Filter Drained	<input type="checkbox"/>	<input type="checkbox"/>
Primary Fuel Filter Replaced	<input type="checkbox"/>	<input type="checkbox"/>
Lube Oil Drained	<input type="checkbox"/>	<input type="checkbox"/>
Lube Oil Drain Plug Torqued	<input type="checkbox"/>	<input type="checkbox"/>
Lube Oil Filter Changed	<input type="checkbox"/>	<input type="checkbox"/>
New Lube Oil Refilled	<input type="checkbox"/>	<input type="checkbox"/>



POW-R-GUARD

Service Level Descriptions

Service Level 1 – A Comprehensive Inspection and Testing

- Complete inspection of engine, generator, and associated equipment, including: battery charger, jacket water heater, control panel, and gauges.
- Testing of engine safety shutdowns.
- Inspection of mounting system, fuel system, air intake/exhaust system.
- Caterpillar Scheduled Oil Sampling (SOS) of lube oil to check for contaminants and wear metal trends.
- Check engine/generator and research for any Caterpillar recommended or mandated product improvements.
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA regulations.

Recommended Service Interval: Monthly, Quarterly, Semi-Annually

Service Level 2 – Full Engine Service, plus Service Level 1

- Removal and replacement of engine lube oil.
- Replacement of lube oil filter(s) and fuel filter(s).
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA regulations.

Recommended Service Interval: Annually

Service Level 3 – Engine Top End Inspection And Adjustment

- Adjustment of engine exhaust and intake valves on each cylinder to factory specifications.
- Adjustment of fuel injector timing.
- Test run engine and perform basic condition inspection of unit.
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA regulations.

Recommended Service Interval:

Service Level 4 – Full Cooling System Service

- Flush the engine cooling system in accordance Caterpillar guidelines.
- Drain and refill the cooling system with the appropriate mixture of Caterpillar antifreeze/coolant conditioner.
- Replace radiator and jacket water heater coolant hoses.
- Replace engine thermostats.
- Alternator and fan belts – inspect/adjust/replace.
- Test run engine and perform basic condition inspection of unit.
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA standards.

Recommended Service Interval: Every 3 Years

Service Level 4A – Long Life Coolant Intermediate Coolant Service

- Add Caterpillar Long Life Coolant Extender Package.
- Replace jacket water heater hoses.
- Alternator and fan belts – inspect/adjust.
- Test run engine and perform basic condition inspection of unit.
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA regulations.

Recommended Service Interval: Every 3 Years

Service Level 5 – Polarization Index Testing of The Main Generator Stator Windings

- A Megohmmeter (Polarization Index) test of the generator main stator windings provides a qualitative evaluation of the insulation on the main windings. It is useful in assessing the suitability of the generator for continued use and in formulating recommendations for possible remedial action.

Note - Electrical windings in generators are covered with epoxy insulation. Over time, this insulation can break down due to vibration, general usage, moisture, dust and can cause electrical shorts or poor performance. A Megohmmeter (Polarization Index) test will identify any degradation of the insulation and can be trended over time to determine when corrective action should be taken to prevent a costly failure.

- Inspect operation of generator space heaters.
- Test run engine/generator and perform basic condition inspection of unit.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Annually

Service Level 6 – Loadbank Testing Service

- A Loadbank Test confirms the ability of your generator and it's associated systems to produce a given kW under installed conditions.
- Critical performance measurements are monitored and recorded every 15-minutes, including engine parameters, as well as electrical readings.
- Additional benefits of this service include – Reseating of piston rings in the cylinder liners. Also, burns off carbon deposits in the combustion chamber, injector nozzles, piston rings, turbocharger, and exhaust system. Dissipates any condensation build-up in generator windings.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Annually

Service Level 7 – Battery Replacement Service

- Check of battery charging system to insure proper function.
- Removal and disposal of old batteries in accordance with EPA regulations.
- Installation of Caterpillar heavy duty, high capacity batteries.
- Inspection of battery cables and connections.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Every 3 Years, Every 2 Years for Healthcare or Critical Safety

Service Level 8 – Switchgear Cleaning And Visual Inspection Plus Thermographic Survey

- Conforms to InterNational Electrical Testing Association (NETA) Specifications.
- Check for visual signs of moisture, carbon tracking, corona, overheating, and insulation deterioration. Inspection in accordance with NETA Specifications 7.1.1.
- Check and replace all control panel indicator lights and fuses, as needed.
- Verify operation of switchgear/switchboard heaters, if applicable.
- Wipe down exterior of control cubicles. Clean interior of cubicles and remove accumulated dust and dirt in accordance with NETA Specifications 7.1.1.
- Check protective relays and protective sensing devices for any fault indications. Log and report all fault indications found. Reset fault indicators only with the permission of the customer's engineer or authorized representative.
- Review event logs and advise corrective action, if needed.
- Test run engine/generator(s) under load. Check and adjust voltage/frequency, if necessary.
- Perform thermographic survey in accordance with NETA Specifications Section 9.
- Perform circuit breaker visual and mechanical inspection in accordance with NETA specifications Section 7.6. Circuit breaker lubrication, as needed.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Annually

Service Level 9 – Switchgear Electrical Testing

- Conforms to InterNational Electrical Testing Association (NETA) Specifications.
- Perform all visual and mechanical inspection items included in Service Level 8.
- Perform system function tests in accordance with NETA Specifications Section 8.
- Test instrument control power and voltage transformers in accordance with NETA Specifications Section 7.2 and/or 7.10.
- Perform circuit breaker electrical test procedures in accordance with NETA Specifications Section 7.6.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Bi-Annually

Service Level 10 – Switchgear Protective Relay Testing

- Conforms to InterNational Electrical Testing Association (NETA) Specifications.
- Visual and mechanical relay inspection in accordance with NETA Specifications Section 7.9.
- Download and verify all relay settings are in accordance with coordination study or setting sheet supplied by owner.
- Perform relay electrical tests in accordance with NETA Specifications Section 7.9 and manufacturer's recommendations.
- Test metering devices in accordance with NETA Specifications Section 7.11.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Bi-Annually

Service Level 12 – Automatic Transfer Switch Visual & Mechanical Inspection

- Conforms to InterNational Electrical Testing Association (NETA) and National Fire Protection Association(NFPA) Specifications.
- Visual and mechanical inspection in accordance with NETA Specifications Section 7.22.3.
- Inspect and clean unit.
- Lubricate moving parts and sliding surfaces.
- Verify tightness of all connections.
- Measure and record voltage drop across each pole to determine contact alignment and health.
- Perform a thermographic imaging survey.
- Perform manual transfer operation.
- Documentation of service performed with recommendations for any areas.

Recommended Service Interval: Annually

Service Level 13 – Diesel Fuel Sample Analysis

- Obtain diesel fuel sample from customer fuel system. Visual Inspection.
- Perform diagnostic lab testing per the following:

Basic Fuel Check (SL13A)

- Biodiesel Content
- Karl Fisher
- Elemental Analysis
- Sulfur Content
- Particle Count
- Microbial Growth (bacteria & fungi)

Fuel Monitoring (SL13B)

- All “Basic Fuel Check”
- Cetane Index
- Viscosity
- Color
- Density
- Distillation Curve

Fuel Storage (SL13C)**

- All “Basic Fuel Check”
- Clear & Bright
- Flash Point
- All “Fuel Monitoring”
- Oxidation Stability

Recommended Service Interval: Annually

Service Level 14 – Diesel Fuel Polishing and Tank Cleaning Service

This service provides a full-service fuel cleaning solution utilizing a three stage mobile tank cleaning system. This system will recondition, stabilize, and decontaminate your fuel. It removes water, sludge, and sediments that naturally accumulate in diesel fuel tanks.

STAGE 1 – The separator/coalesce removes water and particulates.

STAGE 2 – The ALGAE-X Fuel Conditioner reconditions and stabilizes the fuel.

STAGE 3 – The industrial type water block fine filter removes emulsified water and very fine solids down to 3 microns.

- Eliminates Tank Sludge
- Improves Fuel Economy – Lowers Operating Cost
- Enhances Engine Performance – Reduces Harmful Emissions
- Reduces Maintenance and Downtime
- Extends Engine Life – Cleans Fuel Injection Systems
- Increases Safety and Reliability

**Filters and fuel catalyst not included. Quantity based on volume and cleanliness of fuel.

Recommended Service Interval: Annually

Service Level 15 – Gas Genset Tune Up Service (Applies to Small Gas Gensets Rated <150kW)

- Replace distributor cap.
- Replace rotor, if equipped.
- Replace spark plugs and spark plug wires.
- Check gas pressures.
- Replace air filter.
- Check lube oil level.
- Check coolant level.
- Engine test run.
- Documentation of service performed with recommendations for any areas requiring additional service.
- Disposal of any used parts and fluids in accordance with current EPA regulations.

Recommended Service Interval: Annually

Service Level 16 – Battery UPS System Inspection and Testing

- Conforms to InterNational Electrical Testing Association (NETA) Specifications.
- UPS, Battery charger and/or inverter inspection and cleaning in accordance with NETA Specifications Section 7.22.
- Battery charger float and equalize voltage checks and adjustment, if necessary.
- Battery cell specific gravity, temperature, level, and voltage checks. (Wet Cell Only)
- Battery discharge test.
- Clean or replace unit filters as needed.
- Clean cooling fans.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Annually

Service Level 17 – Substation DC Maintenance

- Station checks monthly, quarterly, or annually.
- Visual checks of battery cells.(leaks, cracks, overheating damage, corrosion)
- Measure and record individual battery cell voltages and electrolyte level. Add water if able and necessary.
- Verify battery charger electrical connections, measure output voltage and current, check for fault indications.
- Verify structural integrity of the battery rack and grounding equipment.
- Documentation of service performed with recommendations for any areas requiring additional service.

Recommended Service Interval: Annually

Service Level 18 – Diesel Oxidation Catalyst Cleaning

- Inspect/Clean Diesel Oxidation Catalyst

Service Level 19 – Engine Air Filter Maintenance

- Replace air filter element.
- Inspect sealing surfaces.
- Inspect filter housing.
- Inspect intake tubing for dirt tracking.

Recommended Service Interval: Annually

Service Level 20 – Rental Genset Coverage

- Ensure you have backup power during your maintenance service.
- Includes transportation, hook-up, and tear down.(Connection cables included.)
- Must accompany a CSA service.
- Larger units cannot ship full of fuel. Fuel may need to be added, if unit is intended to be run for an extended length of time.

Recommended Service Interval: Annually

Service Level 30 – Install Cat Remote Asset Monitoring (RAM)

- Install/activate Cat Remote Asset Monitoring (RAM) device.
- Secure remote monitoring of utilization and key engine/generator parameters.
- Customize notification via email or text messaging for equipment status/alerts.
- Manage preventive maintenance and fleet information.
- Connect equipment status to other electronic information such as work order history, Cat SOS, CAT SIS, Parts.Cat.Com, and Cat Inspections.
- Customizable dashboards/reporting. Supports NFPA 110/JCAHO compliance.
- Remote dealer troubleshooting and condition monitoring.
- GPS mapping of equipment location.
- Requires digital authorization to activate.
- Ensure power is there when it is needed – peace of mind.

Recommended Service Interval: Onetime

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING PAYMENT OF CONTRACTORS PAY REQUEST 3
IN THE AMOUNT OF \$75,915.78 TO RALSTON ECO HOMES LLC OF
SHELLSBURG IOWA PER IEDA CONTRACT 20-DRH-013**

WHEREAS, the City of Atkins (City) has a contract agreement with Iowa Department of Economic Development (IEDA), East Central Iowa Council of Governments (grant administrator) and Ralston Eco Homes LLC (Contractor to execute the IEDA CONTRACT 20-DRH-013 (contract) program as described in the agreement, and

WHEREAS, the 20-DRH-013 contract program is for New Resilient Affordable Single-Family Housing in the City for derecho disaster recovery, and

WHEREAS, the funds for the contract are pass-through funds provided to the City by IEDA for pass-through to the contractor, and

WHEREAS, the City has requested the proper pass-through funds from IEDA, via the grant administrator on document GAX 4 dated 03/14/2024, and

WHEREAS, the contractor has submitted pay request 3 in the amount of \$75,915.78 for the contract duties completed 01/01/2024 – 02/29/2024, and

WHEREAS, the grant administrator and the architect have reviewed the contractor pay request 4 as submitted and finds the request proper,

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, hereby approves the following:

Section 1: Directs and authorizes the Mayor and City Clerk to execute the contractor payment request 3 in the amount of \$75,915.78 to Ralston Eco Homes LLC of Shellsburg, Iowa per the IEDA CONTRACT 20-DRH-013 for work completed, and

Section 2: City payment to Ralston Eco Homes LLC is contingent upon receipt of grant funds.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

Attach supporting documentation to the back of this form

STATE OF IOWA

GAX

BUDGET FY 2023		General Accounting Expenditure								DOCUMENT NUMBER 4						
		DATE 3/12/2024				ACCTG PERIOD (mm/yy) 01/010/2024 - 2/29/2024										
VENDOR CODE						AGENCY NAME										
VENDOR NAME AND ADDRESS City of Atkins PO Box 171 Atkins, IA 52206						BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS						
TERMS		FOB		ORDER APPROVED BY				GOODS RECEIVED/SERVICES PERFORMED								
								DATE		INITIALS						
QUANTITY		VENDOR'S INVOICE NUMBER														
ORDERED	RECEIVED	UNIT OF MEASURE						UNIT PRICE		TOTAL PRICE						
				Request for Payment under 2019 CDBG-DR Contract Number: 20-DRH-013 Report Number: 4						\$ 75,915.78						
DOCUMENT TOTAL										\$ 75,915.78						
CLAIMANT'S CERTIFICATION						AGENCY CERTIFICATION										
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.						I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:										
DATE		3/14/2024		TITLE		Mayor, City of Atkins										
CLAIMANT'S SIGNATURE						AUTHORIZED SIGNATURE										
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) GAX		DOC NUMBER 4		DOC DATE		ACCTG PRD	BUDGET FY 21	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY			
VENDOR CODE		ADDR OVERRIDE		F/A INDICATOR	EF1 IND	TEXT1 -po's only (Y/N)		TEXT (po's only)								
					Y											
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE		COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT					
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0001	269	C500				4125							\$ 75,915.78		
02																
03																
04																
05																
06																
07																

DOCUMENT TOTAL **\$ 75,915.78**

GAX

WARRANT #

AUDITED BY

PAID DATE



City Council Agenda Item Cover Sheet

Submitting Department: City Administrator

Name of Presenter at Meeting: Sandi Fowler

Wording of item for Agenda: Resolution approving the purchase of a Workstation podium from Workspace, 309 Locust Street, Des Moines, Iowa, for a total amount of \$2,110.82.

Background:

The City Administrator recommends the purchase of a workstation podium to furnish the Council Room at Atkins City Hall to assist presenters at Atkins City Council meetings, as well as presenters for other community events that are held at City Hall/Library.

A workstation podium allows for secure storage of Council Room technology equipment, provides presenters space to work with technology in the room, and allows a space for presenters to address meetings held in the space.

Recommended Action: Approve Resolution for the purchase.

Alternative: Not purchase the furnishing.

Time Sensitivity: None.

Resolution Date/Council Meeting Date: March 26, 2024

Budget Information: General Fund 001-620-6495 Office Equipment

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PURCHASE OF A WORKSTATION PODIUM
FROM WORKSPACE, 309 LOCUST STREET, DES MOINES, IOWA, FOR A TOTAL
AMOUNT OF \$2,110.82**

WHEREAS, the City of Atkins City Administrator recommends that the City Council Room in Atkins City Hall be furnished with a podium to assist presenters to the Atkins City Council as well as presenters for other community events,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, authorizes the purchase of a workstation podium from Workspace, 309 Locust Street, Des Moines, Iowa, for a total amount of \$2,110.82.

Passed this 26th day of March, 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

Mobility, versatility, storage in one.

Flexible classrooms require teachers – and their tools – to be on the move. Motum Teacher Desk and Mobile Lectern offers mobility in a contemporary design that preserves practical storage features. The result is a nimble necessity with aesthetic appeal across the education continuum. Motum makes a sleek office desk, too.

The mobility story.

Teacher desks are personal basecamps, but they need to work in flexible classrooms. Using a wheelbarrow-type motion (glides on one side, lockable casters on the other), teachers can move their light-weight workstation almost anywhere.

Customize your station.

We started with a stationary desk made from Smith System's rugged steel frame and high-density board. Wire management is standard. Then we added popular options to customize.

1. Select size.

Choose from two desk sizes, three different end pedestals, and a right- or left-hand configuration – 12 models in all.

2. Pick an end pedestal.






Under-desk storage keeps materials tidy and secure. Pair either size desk with one of three, fixed end-pedestals with lockable front panel.

3. Finalize the finish.

Platinum finish is standard for frame. Choose from 14 standard laminate colors for top and sides. It's easy to match with Smith System's student tables and desks.

Model	Description		D"	W"	H"	WT.
58000G	Motum Teacher Desk	Box/Box/File, Right-Hand	24	60	30	166
58001G	Motum Teacher Desk	Box/Box/File, Left-Hand	24	60	30	166
58002G	Motum Teacher Desk	w/Totes, Right-Hand	24	60	30	157
58003G	Motum Teacher Desk	w/Totes, Left-Hand	24	60	30	157
58004G	Motum Teacher Desk	Box/Box/File, Right-Hand	24	72	30	175
58005G	Motum Teacher Desk	Box/Box/File, Left-Hand	24	72	30	175
58006G	Motum Teacher Desk	w/Totes, Right-Hand	24	72	30	166
58007G	Motum Teacher Desk	w/Totes, Left-Hand	24	72	30	166
58020G	Motum Teacher Desk	Right-Hand, Split-Height	24	60	30-44	207
58021G	Motum Teacher Desk	Left-Hand, Split-Height	24	60	30-44	207
58022G	Motum Teacher Desk	Right-Hand, Split-Height	24	72	30-44	216
58023G	Motum Teacher Desk	Left-Hand, Split-Height	24	72	30-44	216
58040G	Motum Lectern	Right-Hand	24	24	30-44	118
58041G	Motum Lectern	Left-Hand	24	24	30-44	118

Surface Options (with matching 3mm edge band):

 ASIAN NIGHT	 FRENCH PEAR	 NEW AGE OAK
 BOARDWALK OAK	 FUSION MAPLE	 PALISADES OAK
 BUKA BARK	 GREY NEBULA	 PEWTER MESH
 CLASSIC LINEN	 HIGH RISE	 WILD CHERRY
 FLAX LINEN	 MISSION MAPLE	

Base Color:

 PLATINUM

¼" TOP W/ 3MM - 90° CORNERS





City Council Agenda Item Cover Sheet

Submitting Department: Fire

Name of Presenter at Meeting: Ben Kurka

Wording of item for Agenda: Discussion and Resolution approving a vehicle purchase for the Fire Department from Karl Chevrolet for the total amount of \$47,003.80

Background: Funding was approved for FY24 to replace one of our aging vehicles. The proposal is to replace a current vehicle which was purchased used, several years ago. The current vehicle is a two-wheel drive box style body former ambulance, and the replacement would be a four door, four-wheel drive pickup. The proposal is for a “work truck” fleet style model. By building out options such as a topper and full length slide out tray in the bed, this vehicle will be better equipped to address the needs of the fire department. The vehicle will be outfitted with emergency lighting, siren, and a mobile radio like the other vehicles. The new vehicle will give us the ability to transport equipment, supplies, personnel, etc., during incident responses, trainings, and community events.

Recommended Action: The fire department has received a quote from Karl Chevrolet for the proposed vehicle for \$47,003.80. The quote is based off a State of Iowa Department of Administrative Services master purchasing contract. The State has already competitively bid a large selection of vehicle types, and local governments can purchase under these contracts. Based on research of similar vehicles, it appears that the pricing secured by the state contract could save thousands of dollars when compared to purchasing a vehicle “off the lot”. We ask that the Council proceed with the purchase of the vehicle as quoted by Karl Chevrolet.

Alternative: If the state contract purchasing route is not utilized, the fire department would need to continue research into similar vehicles which are currently available by ordering or on a dealer lot. This could result in additional costs.

Time Sensitivity: Karl Chevrolet reports that they would anticipate a delivery date of 60-120 days. The vehicle purchase should be executed as soon as possible. Per the Interim City Administrator, in the event that the delivery date exceeds the end of FY24, there may be budget amendment options to account for this.

Resolution Date/Council Meeting Date: Council Meeting- March 26, 2024

Budget Information: Budgeted \$70,000 for FY24. In addition to the vehicle cost, separate purchases will need to be approved for portions of the upfitting (lights, siren, radio, etc.)

RESOLUTION NO. _____

A RESOLUTION APPROVING A VEHICLE PURCHASE FOR THE FIRE DEPARTMENT FROM KARL CHEVROLET FOR THE TOTAL AMOUNT OF \$47,003.80

WHEREAS, the Fire Department desires to replace a current vehicle that is in need of replacement due to age and poor condition, and

WHEREAS, the chosen replacement vehicle was procured via the State of Iowa Department of Administrative Services master purchasing contract that allows entities to purchase competitively bid equipment, and

WHEREAS, the replacement vehicle is a work-truck fleet style model, and will be equipped to address the needs of the fire department, including emergency lighting, siren, and a mobile radio, and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, approves the purchase of a 2024 Chevrolet Silverado (CK20743) 4WD Crew Cab 159" Work Truck from Karl Chevrolet, 1101 Southeast Oralabor Road, Ankeny, IA 50021, for the total amount of \$47,003.80.

Passed this 26th day of March, 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator



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Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck



KARL AUTO GROUP is proud to be your #1 Government Chevrolet Vehicle Dealer in Iowa for several years in a row. We are the only Government Dealer in Iowa to provide you a full time staff dedicated solely to government entities and their needs. We can assist you with all of your vehicle needs to include "turn-key" solutions and custom upfitting, saving you time and money with our own Karl Emergency Vehicles. Thank you for the opportunity to earn your business.



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Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck (Complete) ✔

Quote Worksheet

	MSRP
Base Price	\$49,700.00
Dest Charge	\$1,895.00
Total Options	\$1,970.00
Subtotal	\$53,565.00
Karl Govt Discount	(\$2,800.00)
Subtotal Pre-Tax Adjustments	(\$2,800.00)
Less Customer Discount	(\$3,761.20)
Subtotal Discount	(\$3,761.20)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$47,003.80
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$47,003.80

Comments:

Government Agencies are allowed 20 days from date of delivery for balance to be paid in full. There will be a \$5.00 per calendar day after 20 days assessed to the account until payment received in full by Karl Chevrolet. By signing below you accept these terms as well as the quote in general.

 Dealer Signature / Date

 Customer Signature / Date

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 21743. Data Updated: Feb 18, 2024 6:38:00 PM PST.



Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck (Complete)

Window Sticker

SUMMARY

[Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck MSRP:\$49,700.00

Interior:Jet Black, Cloth seat trim

Exterior 1:Red Hot

Exterior 2:No color has been selected.

Engine, 6.6L V8

Transmission, Allison 10-Speed automatic

OPTIONS

CODE	MODEL	MSRP
CK20743	[Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck	\$49,700.00
OPTIONS		
1WT	Work Truck Preferred Equipment Group	\$0.00
A2X	Seat adjuster, driver 10-way power	\$290.00
AZ3	Seats, front 40/20/40 split-bench	\$0.00
DBG	Mirrors, outside power-adjustable vertical trailering Inc.	
FE9	Emissions, Federal requirements	\$0.00
G7C	Red Hot	\$0.00
GT4	Rear axle, 3.73 ratio	\$0.00
H0U	Jet Black, Cloth seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00
JGD	GVWR, 10,450 lbs. (4740 kg)	\$0.00
JHD	Hill Descent Control Inc.	
JL1	Trailer brake controller, integrated	\$275.00
KC9	Power outlet, bed mounted, 120-volt Inc.	
KI4	Power outlet, interior, 120-volt	\$225.00
L8T	Engine, 6.6L V8	\$0.00
MKM	Transmission, Allison 10-Speed automatic	\$0.00

At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however GM cannot guarantee that Initial Pricing is available. This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.
Data Version: 21743. Data Updated: Feb 18, 2024 6:38:00 PM PST.



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Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck (Complete)

NZZ	Skid Plates	Inc.	
PYN	Wheels, 17" (43.2 cm) painted steel, Silver		\$0.00
QT5	Tailgate, gate function manual with EZ Lift	Inc.	
QXT	Tires, LT265/70R17E all-terrain, blackwall	Inc.	
UD7	Rear Park Assist	Inc.	
Z71	Z71 Off-Road Package		\$525.00
ZLQ	WT Fleet Convenience Package		\$655.00
ZXT	Tire, spare LT265/70R17E all-terrain, blackwall	Inc.	
—	Suspension, Off-Road	Inc.	
SUBTOTAL			\$51,670.00
Adjustments Total			\$0.00
Destination Charge			\$1,895.00
TOTAL PRICE			\$53,565.00

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

Standard Equipment

Package

Trailer Package includes trailer hitch, 7-pin connector and (CTT) Hitch Guidance (Deleted when (ZW9) pickup bed delete is ordered.)

Mechanical

Durabed, pickup bed

Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb -ft of torque [629 N-m] @ 4000 rpm) (STD)

Transmission, Allison 10-Speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)

Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)

GVWR, 10,450 lbs. (4740 kg) (STD) (Included and only available with CK20743 model and (L8T) 6.6L V8 gas engine with 17" wheels or CC20753 model and (L8T) 6.6L V8 gas engine with 18" or 20" wheels.)

Push Button Start

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Karl Auto Group

Danielle Stoermer | 5152646460 | D.Stoermer@karlchevrolet.com

Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck (Complete)

Mechanical

Air filter, heavy-duty

Air filtration monitoring

Transfer case, two-speed electronic shift with push button controls (Requires 4WD models.)

Auto-locking rear differential

Four wheel drive

Cooling, external engine oil cooler

Cooling, auxiliary external transmission oil cooler

Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)

Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)

Frame, fully-boxed, hydroformed front section and a fully-boxed stamped rear section

Recovery hooks, front, frame-mounted, Black

Suspension Package

Steering, Recirculating Ball with smart flow power steering system

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill (Requires (L8T) 6.6L V8 gas engine. Not available with (ZW9) pickup bed delete.)

Exhaust, single, side

Exterior

Wheels, 17" (43.2 cm) painted steel, Silver (STD)

Tires, LT245/75R17E all-season, blackwall (STD)

Tire, spare LT245/75R17E all-season, blackwall (STD) (Included and only available with (QHJ) LT245/75R17E all-season, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QHJ) LT245/75R17E all-season, blackwall tires are ordered.)

Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)

Bumpers, front, Black

Bumpers, rear, Black

CornerStep, rear bumper

BedStep, Black integrated on forward portion of bed on driver and passenger side (Deleted when (ZW9) pickup bed delete is ordered.)

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Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck (Complete)

Exterior

Moldings, beltline, Black

Cargo tie downs (12), fixed rated at 500 lbs per corner (Deleted with (ZW9) pickup bed delete.)

Headlamps, halogen reflector with halogen Daytime Running Lamps

IntelliBeam, automatic high beam on/off

Taillamps with incandescent tail, stop and reverse lights

Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel

Mirrors, outside high-visibility vertical trailering lower convex mirrors, manual-folding/extending (extends 3.31" [84.25mm]), molded in Black (Not included on Regular Cab models.)

Mirror caps, Black

Glass, solar absorbing, tinted

Tailgate, standard (Deleted with (ZW9) pickup bed delete.)

Tailgate and bed rail protection cap, top

Tailgate, locking, utilizes same key as ignition and door (Upgraded to (QT5) EZ Lift power lock and release tailgate when (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package is ordered. Not available with (ZW9) pickup bed delete.)

Tailgate, gate function manual, no EZ Lift (Deleted with (ZW9) pickup bed delete.)

Door handles, Black grained

Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)

Wireless phone projection for Apple CarPlay and Android Auto

Bluetooth for phone connectivity to vehicle infotainment system

Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Interior

Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

Vinyl seat trim

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

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Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck (Complete) 

Interior

Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)

Floor covering, rubberized-vinyl (Not available with LPO floor liners.)

Steering wheel, urethane

Instrument cluster 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display located in radio display

Compass located in instrument cluster

Rear Seat Reminder (Requires Crew Cab or Double Cab model.)

Window, power front, drivers express up/down

Window, power front, passenger express down

Windows, power rear, express down (Not available with Regular Cab models.)

Door locks, power

Remote Keyless Entry with 2 transmitters

USB Ports, 2, Charge/Data ports located on instrument panel

Power outlet, front auxiliary, 12-volt

Air conditioning, single-zone

Air vents, rear, heating/cooling (Not available on Regular Cab models.)

Mirror, inside rearview, manual tilt

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical


Automatic Emergency Braking

Front Pedestrian Braking

StabiliTrak stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

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Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck (Complete)

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

HD Rear Vision Camera (Deleted when (ZW9) pickup bed delete is ordered.)

Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Deleted with (ZW9) pickup bed delete.)

Lane Departure Warning

Following Distance Indicator

Forward Collision Alert

Seat Belt Adjustable Guide Loops, front row only (Included and only available on Crew Cab and Double Cab models.)

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System

3 Years of Remote Access. The Remote Access Plan gives you simplified remote control of your properly equipped vehicle and unlocks a variety of great features in your myChevrolet mobile app. See dealer for details. (Remote Access Plan does not include emergency or security services. See onstar.com for details and limitations. Available on select Apple and Android devices. Service availability, features and functionality vary by vehicle, device, and the plan you are enrolled in. Terms apply. Device data connection required.)

Processing-Other

Trailer Information Label provides max trailer ratings for tongue weight, conventional, gooseneck and 5th wheel trailering (Not available with (ZW9) pickup bed delete.)

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Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck (Complete) 

WARRANTY

Basic Years: 3
 Basic Miles/km: 36,000
 Drivetrain Years: 5
 Drivetrain Miles/km: 60,000
 Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
 Corrosion Years (Rust-Through): 6
 Corrosion Years: 3
 Corrosion Miles/km (Rust-Through): 100,000
 Corrosion Miles/km: 36,000
 Roadside Assistance Years: 5
 Roadside Assistance Miles/km: 60,000
 Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
 Maintenance Note: First Visit: 12 Months/12,000 Miles

Selected Model and Options

MODEL

CODE	MODEL
CK20743	2024 Chevrolet Silverado 2500HD 4WD Crew Cab 159" Work Truck

COLORS

CODE	DESCRIPTION
G7C	Red Hot

EMISSIONS


CODE	DESCRIPTION
FE9	Emissions, Federal requirements

ENGINE

CODE	DESCRIPTION
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)

TRANSMISSION

CODE	DESCRIPTION
MKM	Transmission, Allison 10-Speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)


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Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck (Complete) 

GVWR

CODE	DESCRIPTION
JGD	GVWR, 10,450 lbs. (4740 kg) (STD) (Included and only available with CK20743 model and (L8T) 6.6L V8 gas engine with 17" wheels or CC20753 model and (L8T) 6.6L V8 gas engine with 18" or 20" wheels.)

AXLE

CODE	DESCRIPTION
GT4	Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION
1WT	Work Truck Preferred Equipment Group includes standard equipment

WHEELS

CODE	DESCRIPTION
PYN	Wheels, 17" (43.2 cm) painted steel, Silver (STD)

TIRES


CODE	DESCRIPTION
QXT	Tires, LT265/70R17E all-terrain, blackwall (Included with (Z71) Z71 Off-Road Package. With (ZW9) pickup bed delete, requires (C7A) Lowered GVWR, 10,000 lbs. (4536 kg).)

SPARE TIRE

CODE	DESCRIPTION
ZXT	Tire, spare LT265/70R17E all-terrain, blackwall (Included and only available with (QXT) LT265/70R17E all-terrain, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QXT) LT265/70R17E all-terrain, blackwall tires are ordered.)

PAINT

CODE	DESCRIPTION
G7C	Red Hot


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Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck ( Complete)

SEAT TYPE

CODE	DESCRIPTION
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

SEAT TRIM

CODE	DESCRIPTION
H0U	Jet Black, Cloth seat trim

RADIO


CODE	DESCRIPTION
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION
Z71	Z71 Off-Road Package includes (Z71) Off-Road suspension with off-road tuned twin tube Rancho shocks, (JHD) Hill Descent Control and (NZZ) skid plates (transfer case and oil pan) (Requires 4WD model. Includes (QXT) LT265/70R17 all-terrain, blackwall tires. "4X4" decals on bed are replaced with "Z71" fender badge. Not available with (ZW9) pickup bed delete.)
ZLQ	WT Fleet Convenience Package includes (UD7) Rear Park Assist, (QT5) EZ Lift power lock and release tailgate and (DBG) outside power-adjustable vertical trailering with heated upper glass (Not available with (PCV) WT Convenience Package. Note: Crew Cab and Double Cab models (DBG) outside power-adjustable vertical trailering with heated upper glass can be upgraded to (DWI) trailer mirrors or (DLN) outside heated power-adjustable, manual folding mirrors.)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION
___	Suspension, Off-Road includes twin-tube shocks (Included and only available with (Z71) Z71 Off-Road Package.)
JHD	Hill Descent Control (Included and only available with (Z71) Z71 Off-Road Package.)
JL1	Trailer brake controller, integrated (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package. Included with (Z6A) Gooseneck/5th Wheel Prep Package.)
NZZ	Skid Plates protect the oil pan, front axle and transfer case (Included with (Z71) Z71 Off-Road Package or (VYU) Snow Plow Prep/Camper Package.)

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Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck (Complete)

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION
DBG	Mirrors, outside power-adjustable vertical trailinging with heated upper glass, lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm]) (Standard on Regular Cab models. Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)
QT5	Tailgate, gate function manual with EZ Lift includes power lock and release (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION
A2X	Seat adjuster, driver 10-way power including lumbar (Requires (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package, (H0U) Jet Black interior and (K14) 120-volt power outlet.)
KC9	Power outlet, bed mounted, 120-volt (400 watts shared with (K14) interior power outlet) (Included and only available with (K14) Power outlet. Not available with (ZW9) pickup bed delete.)
K14	Power outlet, interior, 120-volt (400 watts shared with (KC9) bed mounted power outlet) (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION
UD7	Rear Park Assist (Included with (PQA) WT/CX Safety Package or (ZLQ) WT Fleet Convenience Package. Requires (JL1) trailer brake controller. Not available with (ZW9).)

Options Total

Table of Contents

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- Quote Worksheet
- Window Sticker
- Standard Equipment
- Selected Model and Options
- Dealership Information
- Price Summary



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Karl Auto Group

Prepared By:

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Karl Auto Group

5152646460

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Vehicle: [Fleet] 2024 Chevrolet Silverado 2500HD (CK20743) 4WD Crew Cab 159" Work Truck (Complete)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$49,700.00
Total Options	\$1,970.00
Vehicle Subtotal	\$51,670.00
Destination Charge	\$1,895.00
Grand Total	\$53,565.00

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City Council Agenda Item Cover Sheet

Submitting Department (if applicable): Fire

Name of Presenter at Meeting: Ben Kurka

Wording of item for Agenda: Discussion and Resolution approving the purchase of EMS equipment for the Fire Department from Bound Tree Medical for the total amount of \$33,800.08.

Background: Funding was allocated for FY24 for the purchase of EMS equipment including a cardiac monitor. The fire department currently has 2 paramedic level providers, and 2 EMTs who are completing their paramedic training and certification. This project would allow the department to purchase an advanced cardiac monitor, a mechanical CPR device, and consumable supplies for each. This equipment will provide the capital equipment necessary to transition the fire department's EMS authorization level to conditional paramedic. This will allow our Paramedic level staff to perform advanced level EMS care to all patients prior to the arrival of a transporting ambulance. Additionally, the cardiac monitor can be used by all EMS providers to assess all patients, obtain vital signs, and it functions as an AED. The mechanical CPR device is applied to a patient in cardiac arrest and provides continuous chest compressions. These devices provide a consistent rate and depth of compressions, and allow EMS providers to focus on other aspects of patient care instead of needing providers to continually perform chest compressions manually for an extended period.

The fire department recommends that the Council approves the purchase of the cardiac monitor, service plan, and mechanical CPR device as quoted by Bound Tree. In addition to their competitive pricing, Bound Tree is our EMS equipment and supply dealer and we have a long-standing relationship with them. They are also an approved vendor for the City. Including the service plan in the purchase provides an additional year of preventative maintenance and coverage after the one-year warranty period ends on the cardiac monitor.

Recommended Action: Approve Resolution authorizing the purchase.

Alternative: An alternative would be to purchase from another vendor. By using another vendor, the cost of the equipment may increase, and we do not have established contacts with other vendors if we need support or warranty assistance.

Time Sensitivity: Funding has been allocated for this fiscal year. The purchase should be made as soon as possible. Bound Tree indicated that from the date of the order being placed, the equipment would likely be delivered in 2-3 weeks. This would allow us to complete training and in-servicing of the equipment, and proceed with the work necessary by the State of Iowa to transition our EMS level of service.

Resolution Date/Council Meeting Date: March 26, 2024

Budget Information: Budgeted in FY24 \$40,000, GL001-150-6727 Capital Equipment Expense. This approval would cover the purchase of the cardiac monitor, 1 year service plan, and the mechanical CPR device.

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PURCHASE OF EMS EQUIPMENT FOR THE
FIRE DEPARTMENT FROM BOUND TREE MEDICAL FOR
THE TOTAL AMOUNT OF \$33,800.08**

WHEREAS, the Fire Department desires to purchase EMS equipment as provided in the FY24 Budget to transition the Fire Department's EMS authorization level to conditional paramedic, and

WHEREAS, quotes were received for the two pieces of equipment, and

WHEREAS, the purchases are for 1) a Lifeline ARM Chest Compression System for the purchase price of \$9,799.99, and 2) a Recertified Zoll X Series, 12-Lead, Biphasic, Pacing, SpO2, for the purchase price of \$22,250.00, and a Zoll X Series Premium Service Plan for one year for the purchase price of \$1,750.09,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, approves the purchase EMS Equipment from Bound Tree Medical, 5000 Turtle Crossing Blvd., Dublin, Ohio, for the total purchase price of \$33,800.08.

Passed this 26th day of March, 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator



Quotation

Quotation#:

01/31/2024

Account Number: 171161-SHIP003**BILL-TO**

ATKINS FIRST RESPONDERS

91 RAILROAD ST

ATKINS, IA 52206-9761

Ship Method: NO FRT

Payment Terms: NET 30

SHIP-TO

ATKINS FIRST RESPONDERS

611 VALLEY DR

ATKINS, IA 52206-8303

Contact Name .

Phone Number .

Item	UOM	Description	Qty	Price	Ext.Price
4510-10005	1/EA	*DS ONLY* Lifeline ARM Chest Compression System (A1000EN)	1	\$ 9,799.99	\$ 9,799.99

Quote Total \$ 9,799.99**Comments:****Tim Young**

Boundtree | Inside Sales Account Manager

5000 Tuttle Crossing Blvd. | Dublin, Ohio 43016

Phone: (614) 591-4657 | Fax: (614) 591-4657

timothy.young@boundtree.com |

Sales tax will be applied to customers who are not exempt.

Shipping charges will be prepaid and added to the invoice unless otherwise stated.

This quotation is valid until the quote expires or the manufacturer's price to Bound Tree Medical increases.

To place an order, please visit our website at www.boundtree.com, login and add to your shopping cart

or call (800) 533-0523

fax (800) 257-5713



Quotation

Quotation#:

03/15/2024

Account Number: 171161-SHIP003**BILL-TO**

ATKINS FIRST RESPONDERS

91 RAILROAD ST

ATKINS, IA 52206-9761

Ship Method: NO FRT

Payment Terms: NET 30

SHIP-TO

ATKINS FIRST RESPONDERS

611 VALLEY DR

ATKINS, IA 52206-8303

Contact Name .

Phone Number .

Item	UOM	Description	Qty	Price	Ext.Price
4610-12033	1/EA	*DS ONLY* **APPROVAL NEEDED* Recertified Zoll X Series, 12-Lead, Biphasic, Pacing, SpO2,	1	\$ 22,250.00	\$ 22,250.00
4690-12241	1/EA	Zoll X-Series, Premium Service Plan - 1 year	1	\$ 1,750.09	\$ 1,750.09

Quote Total \$ 24,000.09**Comments:****Tim Young**

Boundtree | Inside Sales Account Manager

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Defibtech Lifeline ARM Promo



EMS Lifeline ARM ACC

Defibtech is proud to introduce the Lifeline ARM Chest Compression Device for performing mechanical chest compressions when effective manual CPR is not possible. Effective cardiopulmonary resuscitation (CPR) requires a high level of excellence in order to have an impact on the survival rate of a cardiac arrest victim. This is very difficult to achieve manually when fatigue can occur in as little as 1-2 minutes while trying to maintain at least 2 inches/5 cm depth compressions at a minimum rate of 100 compressions per minute. In an emergency situation, the Lifeline ARM when used as an adjunct to manual CPR, provides extended CPR with minimal interruptions when fatigue, insufficient personnel, or patient transport (e.g., ambulance, intra-hospital) may prohibit the delivery of effective/consistent compressions to the victim. Its award-winning design provides portability, speedy deployment, and delivers precise CPR with unmatched operating times.

The Lifeline ARM, with its intuitive user interface and automated operation, ensures effective CPR with compression depth and rate as recommended in current AHA/ERC guidelines. In an emergency situation, CPR efficacy is ensured, and the rescuer is freed for other interventions and tasks.

When it comes to CPR, the quality and speed of each and every compression is critical. The Lifeline ARM Chest Compression Device, with its intuitive user interface and automated operation, ensures effective CPR with compression depth and rate as recommended in current AHA/ERC guidelines. In an emergency situation, CPR efficacy is ensured, and the rescuer is freed for other interventions and tasks.

Simple to Use:

The Lifeline ARM has an extremely simplified Control Panel where just two steps are needed to initiate mechanical CPR. Toggling between the two protocols during the rescue is allowed, to accommodate your local resuscitation protocol. And, at any time, the Pause button may be used to stop compressions when running or resume compressions if stopped.

Easy to Maintain and Service:

A USB port on the Compression Module enhances the Lifeline ARM's serviceability in the field and makes it adaptable to future resuscitation requirements. Maintenance functions, such as retrieval of event data, and software upgrades, can be performed through a connection to a personal computer loaded with Defibtech ACC Support Software. A Service Indicator light on the Compression Module flashes to indicate when it is time for periodic servicing.

Easy to Transfer Data:

The Lifeline ARM supports event capture and post-event review. A USB port on the Compression Module provides for data logging of waveforms or event information through a connection to a personal computer loaded with Defibtech ACC Support Software.

Long Life Rechargeable Battery:

Advanced battery technology, with flexible power options, means the Lifeline ARM will always be ready for rescue. The rechargeable battery pack provides unmatched operational times and long service life across a wide temperature range. By design, fast battery pack swapping, as well as external AC power adapter operation, is possible.



0

67 Long runtime battery pack life (requires less power to accomplish compressions)

- Fast battery pack recharge time
- Long useful life battery pack (3 years or about 300 charge/discharge cycles)
- Battery pack inserts in either orientation (with the contacts toward the unit)
- Fast battery pack swapping because of battery pack eject release latches
- External AC power adapter also recharges the battery pack, even during use

An optional charging station can charge up to two battery packs simultaneously and independently: recharge one depleted battery pack in 2 hours, or two depleted battery packs in 3 hours

Lightweight Rigid Frame:

Nicely balanced and lightweight, the Frame's single-piece design provides increased structural integrity during compressions by facilitating the operation of the Compression Piston without undue deflection or distortion that could compromise consistent compression depth, an important element for effective CPR. Providing enhanced usability during deployment and repacking, the Frame effortlessly snaps into the Backboard and releases just as easily.

Portable and Visible:

The pace is fast and furious during a rescue. The Lifeline ARM Chest Compression Device comes packed in a red canvas carrying case designed for backpack portability. The structured bag contains a custom solid foam insert for holding the Lifeline ARM components and spare items, all of which make the device portable, easy to deploy and use, and pack up again quickly.

Ergonomic Design:

The innovative and elegant design of the Lifeline ARM device affords portability, speedy deployment, and smooth, consistent operation. The Frame's single-piece design enhances its usability and provides an incredibly strong platform for performing mechanical CPR. The Compression Module contains the Control Panel, a removable and rechargeable battery pack, and the piston drive used to generate the chest compressions. Modularization of the Compression Piston has benefits in all phases of use, particularly during deployment and repacking. It allows the Frame and Backboard to be attached to the patient and aligned before the addition of the Compression Module. Periodic servicing will be so much easier too.

The Lifeline ARM Chest Compression Device Frame's design makes it easy to line it up and connect with the self-locking and self-centering latches of the Backboard, speeding deployment and reducing pinch points. The Compression Piston is supported by the Frame in a drop-in module that self-aligns when inserted into the Frame and swiftly locks into place with a simple twist. The single-use Patient Interface Pad is a cushioned snap clip design that connects to the Compression Piston and remains firmly in place. The interior space of the arched frame was designed to accommodate a very broad range of adult patient sizes.

Easy to operate Backboard release levers, located on each side of the Frame, are used to release the Frame from the Backboard. For increased accessibility, there are two sets of Backboard release levers within the Frame sides offering multiple options for releasing the Frame from the Backboard. The latches may be released together or one at a time.

Automated Chest Compression:

The Lifeline ARM Chest Compression Device is comprised of a state-of-the-art Compression Module paired with a specially designed Frame. Smooth operation results from an innovative custom Piston and brushless DC motor design housed within the Compression Module. During operation, a smart, software-driven, motor control algorithm ensures compression depth and rate consistency by compensating for variability in chest resistance ensuring CPR efficacy.

Real-Time Protocol Selection:

The Lifeline ARM Chest Compression Device is designed to accommodate local resuscitation protocols. In accordance with your emergency response procedure during a rescue, you may choose the corresponding softkey button to select between chest compressions only (no breathing) or chest compressions with rescue breaths, for performance according to the compressions-with-breaths protocol. When using the compressions-with-breaths protocol, a reminder chirp and flashing LED are used as notifications during the three compressions prior to the device pausing for the operator to give rescue breaths. If needed, the user may toggle between the two protocols during the rescue.

Durable:

The structural design and choice of materials of the Frame and Backboard result in an extremely durable and impact-resistant device, making it one tough unit. Built to exacting standards, the Lifeline ARM Chest Compression Device is manufactured to withstand small particulates and water spray and meets military standards for shock and vibration testing.

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PO Number	Customer No.	Shipping Method	Payment Terms	QUOTE NUMBER
2/23/24 QUOTE 1	737	FED EX GROUND	Net 30 Days	SOT110818

Item Number	Description	Quote	Order	U of M	Unit Price	Ext Price
RCF-A1000EN	%%DEFIBTECH LIFELINE ARM AUTOMATED CHEST COMPRESSION DEVI	1	1	EACH	\$12,995.00	\$12,995.00

QUOTED PRICES INCLUDE STANDARD GROUND DELIVERY CHARGES. QUOTE IS VALID UNTIL THE QUOTE EXPIRES OR THE MANUFACTURE'S PRICE TO EMP INCREASES.

Subtotal	Handling Fee	Freight	Trade Disc.	Sales Tax	Total
12,995.00	0.00	0.00	0.00	0.00	12,995.00

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Zoll X Series Defibrillator/Monitor – Refurbished

~~\$24,269.86~~ **\$22,768.86**

Multiple parameter configurations available to fit your needs (Options down below)



Includes accessories below with a 12 month warranty:

1 Battery (<https://coastbiomed.com/product/zoll-x-series-and-propaq-md-lithium-battery/>)



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V Lead Cable (<https://coastbiomed.com/product/cable-v-leads-propaq-md-zoll-x-series/>)



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AC Adapter/Charger (<https://coastbiomed.com/product/zoll-x-ppqmd-aux-power-charger/>)



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Masimo Probe



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NIBP Cuff (<https://coastbiomed.com/product/adult-2-tube-blood-pressure-cuff/>)



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ECG Electrodes (<https://coastbiomed.com/product/ecg-monitoring-elctrodes/>)



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Co2 Filterline Set (<https://coastbiomed.com/product/filter-line-set/>)



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CONFIGURATIONS

Optional Add ons:

 This item: Zoll X Series Defibrillator/Monitor - Refurbished ~~\$23,500.00~~
\$21,999.00


 (<https://coastbiomed.com/product/adapter-charger-propaq-md-x-series-lithium-battery-surepower-ii-battery/>)
 Zoll SurePower II Battery Charger Adapter - 8300-0250-01 - 1 \$421.45


 (<https://coastbiomed.com/product/new-zoll-1x1-surepower-battery-charger/>)
 Zoll 1X1 Surepower Single Bay Charger - 8200-000100-01 - 1 \$1,350.00


 (<https://coastbiomed.com/product/zoll-x-series-carrying-case/>)
 Zoll X Series Carrying Case - 8707-000502-01 - 1 \$769.86

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case/)

Additional price: \$769.86

Total: \$24,269.86 \$22,768.86

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DESCRIPTION ADDITIONAL INFORMATION

Description

The ZOLL X Series Defibrillator/Monitor is built on an expandable platform addressing EMS needs of now and moving forward. It is likely half the weight of what you carry today and delivers the capabilities you expect from a full-featured monitor designed for use with all patients, ranging from neonates through adults.

It features:

- Real CPR help to nearly triple the odds of your patients surviving cardiac arrest
- Open 12 lead capabilities to reduce time-to-balloon by interfacing with all leading ECG management and STEMI systems
- Cutting-edge open communication, including integrated WiFi, that simplifies transmission and charting
- Up to two times lighter than other popular monitors

Compact and best equipped with a military heritage of durability making the difference for patients.

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\$17,500.00

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2/23/24 QUOTE 2	737	FED EX GROUND	Net 30 Days	SOT110819

Item Number	Description	Quote	Order	U of M	Unit Price	Ext Price
*4610-12033	RECERTIFIED ZOLL X SERIES 12 LEAD BIPHASIC PACING SP02	1.00	1.00	Each	\$24,000.00	\$24,000.00
42-2745-90080	CURAPLEX ECG CHART PAPER, THERMAL, 80MM, RED GRID, ZOLL X SERIE	1	1	ROLL	\$7.19	\$7.19
16240	CURAPLEX MULTIFUNCTION DEFIB PAD, ZOLL DIRECT CONNECT, ADULT	1	1	EACH	\$44.29	\$44.29
16380	CURAPLEX MULTIFUNCTION DEFIB PAD, ZOLL, PEDIATRIC	1	1	EACH	\$42.99	\$42.99
16381	CURAPLEX MULTIFUNCTION DEFIB PAD, ZOLL, ADULT	1	1	EACH	\$35.19	\$35.19
8000-0580	SUREPOWER SMART BATTERY, 6 HOUR RECHARGEABLE	1	1	EACH	\$829.99	\$829.99
301-5707F-SE	Curaplex Adult 7FT EtCO2 Oral-Nasal Cannula 25/CASE	1	1	CASE	\$181.99	\$181.99
301-5107ET	Curaplex Adult/Pediatric 7FT Sampling Line w/ Airway Adapter Intubated 25/CASE	1	1	CASE	\$196.99	\$196.99
301-5207F-SE	Curaplex, Pediatric EtCO2/O2 Dual Capnography Sampling Nasal Cannula with U	1	1	CASE	\$215.99	\$215.99
REUSE-10-2MQ	WELCH ALLYN FLEXIPOINT CUFF, REUSABLE, SM ADULT, 2 TUBE, SIZE 10, F	1	1	EACH	\$34.99	\$34.99
REUSE-11-2MQ	WELCH ALLYN FLEXIPOINT CUFF, REUSABLE, ADULT, 2 TUBE, SIZE 11, FEM/	1	1	EACH	\$36.49	\$36.49
REUSE-12-2MQ	WELCH ALLYN FLEXIPOINT CUFF, REUSABLE, LG ADULT, 2 TUBE, SIZE 12, FI	1	1	EACH	\$38.99	\$38.99
REUSE-13-2MQ	WELCH ALLYN FLEXIPOINT CUFF, REUSABLE, THIGH, 2 TUBE, SIZE 13, FEM,	1	1	EACH	\$65.99	\$65.99
REUSE-07-2MQ	WELCH ALLYN FLEXIPOINT CUFF, REUSABLE, INFANT, 2 TUBE, SIZE 7, FEM/	1	1	EACH	\$31.99	\$31.99
REUSE-08-2MQ	WELCH ALLYN FLEXIPOINT CUFF, REUSABLE, SM CHILD, 2 TUBE, SIZE 8, FE	1	1	EACH	\$31.99	\$31.99
REUSE-09-2MQ	WELCH ALLYN FLEXIPOINT CUFF, REUSABLE, CHILD, 2 TUBE, SIZE 9, FEMAI	1	1	EACH	\$33.49	\$33.49
MA2511	MASIMO M-LNCS PEDIATRIC ADHESIVE SPO2 SENSOR, 3 FT CABLE, 20/BC	1	1	EACH	\$18.50	\$18.50

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City Council Agenda Item Cover Sheet

Submitting Department: City Administrator

Name of Presenter at Meeting: Sandi Fowler

Wording of item for Agenda: Discussion and Resolution approving an engagement letter for a professional services agreement with ESG Professional Accountants, 240 33rd Avenue SW, Suite D, Cedar Rapids, IA 52404, in an amount not-to-exceed \$10,000 per month.

Background:

The current staffing level in the City Administrator/City Clerk's office is not sufficient to provide timely processing of all required financial functions of the City. Currently, monthly processing of the City's 800 utility billing customers, payment of appropriate taxes to all levels of government, processing of accounts payable, and bank reconciliation that includes those monthly customers, and front counter and phone requests greatly exceed the number of hours of staffing currently provided.

There are numerous other non-financial functions of the City that demand time as well, that City Council members have listed as priorities. The current temporary staff member will assist with orientation and transition, then no longer serve in the office.

In order to begin to address the highest risk to the City, the lack of current financial data being processed, it is recommended that the City engage a professional accounting firm on a contract basis to immediately address the backlog of financial obligations outstanding.

ESG Professional Accountants would assign staff to address specific needs of the City on a contract basis. The engagement letter provides a not-to-exceed contract amount of \$10,000 per month, which equates to approximately 100 hours monthly, depending on the staff member's service level (see below). The agreement would provide services for six months, with the opportunity to re-evaluate as needed, and terminate at any time.

A CFO/Controller-level staff member would begin by evaluating the project, review the chart of accounts, and verify processes. A senior accountant would immediately begin managing monthly items and other services listed above. The firm is ready to start immediately upon engagement.

The engagement letter provides for three staffing levels that the firm will provide to meet our needs. See the provided staffing levels here, with additional information in the attachments.

CFO/Controller	Non-profit (City) Rate: \$128/hour	See attached for complete description. <ul style="list-style-type: none"> • Provides accounting, financial and advisory services. • Financial statement compliance
Senior Accountant	Non-profit (City) Rate: \$91/hour	See attached for complete description. <ul style="list-style-type: none"> • Transactional processing

		<ul style="list-style-type: none"> • Month-end reconciliations, accrual journal entries • Bank and credit card account reconciliations • Generate month end financials
Staff Accountant	Non-profit (City) Rate: \$71/hour	(Typically paired with a Controller) <ul style="list-style-type: none"> • Transactional processing for AP • Transactional processing for AR

Recommended Action: Approve Resolution and engage ESG to provide accounting services to the City.

Alternative: Explore other methods of providing professional accounting services to the City.

Time Sensitivity: Urgent, due to lack of the ability to provide complete and accurate financial reporting, and the need for current financials to complete the FY24 Budget Amendment.

Resolution Date/Council Meeting Date: March 26, 2024

Budget Information: GL 001-620-6401, Auditing/Accounting

RESOLUTION NO. _____

A RESOLUTION APPROVING AN ENGAGEMENT LETTER FOR A PROFESSIONAL SERVICES AGREEMENT WITH ESG PROFESSIONAL ACCOUNTANTS, 240 33RD AVENUE SW, SUITE D, CEDAR RAPIDS, IA IN AN AMOUNT NOT-TO-EXCEED \$10,000 PER MONTH

WHEREAS, the City of Atkins City Administrator/City Clerk’s Office needs additional accounting staffing assistance to complete required financial functions, and

WHEREAS, it is the desire of the City to temporarily add staffing in an effort to complete a backlog of work before procuring appropriate long-term staffing, and

WHEREAS, ESG Professional Accountants has provided an engagement level that provides an the desired level of professional services to serve the City’s current accounting and financial services needs,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, authorizes the City Administrator to enter into the Engagement Letter with ESG Professional Accountants, 240 33rd Avenue SW, Suite D, Cedar Rapids, Iowa, for an amount not-to-exceed \$10,000 monthly and as stated in the agreement.

Passed this 26th day of March, 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

To: City of Atkins
sfowler@cityofatkins.org

2024 Accounting Engagement Letter - Non-Profit

Created at: Mar-22-2024 10:57 AM

Engagement Letter

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. Throughout this engagement letter all references to "We," "us" or "our" refer to Entrepreneurial Services Group LLC (ESG) and to associates who are employed or contracted by ESG.

SCOPE OF SERVICES (the "Services")

All Services are directed and approved by management of City of Atkins. ESG may provide other services not detailed in this engagement letter as requested and authorized by City of Atkins management. Our work product may be presented as written or as oral consultations. We will not report on or compile, review or audit any financial statements. We will draft financial statements for internal use by management and other reporting as requested.

The Services cannot be relied upon to disclose errors, irregularities, or illegal acts including fraud or defalcation should they exist. In the event that we do detect any of these during the course of our engagement, we will bring it to the attention of management.

STAFFING, SCHEDULE, AND FEES

Fees are based on the actual time spent providing the Services. Fees for services and out of pocket expenses will be billed semi-monthly as Services are provided. Current fees for services are provided in Schedule 1 and are subject to change. Invoices are due upon receipt.

We have the right to suspend or terminate the Services, in our sole discretion, if you are delinquent in payment of any invoice. In the event that a collection action is required for the collection of unpaid balances due, reasonable collection expenses, including attorneys' fees, shall be recoverable. You hereby agree that if any invoice is not paid within 30 days from its date, that the balance remaining from time-to-time unpaid shall draw interest at the monthly rate of 1 ½%, which is an annual percentage rate of 18%.

TERMINATION

Either party may terminate this agreement for any reason and such termination will be effective upon the giving of notice or upon a date certain set forth in the notice. You will be obligated to pay for our fees and expenses incurred through the effective date of termination.

NON-SOLICITATION

The parties agree that during the term of this agreement and for a period of one year thereafter, neither party will solicit, recruit, or attempt to employ or retain for itself or for any other customer, agent, employee or sub-contractor without written consent. During this period a fee may be agreed upon for employment transition as appropriate and agreed upon by both parties. This provision shall survive the termination of this agreement.

CONFIDENTIALITY

We shall hold all information you designate as confidential that is learned or that we are exposed to during the performance of Services in confidence and will not use the information without your prior written consent.

LIMITATION OF LIABILITY AND INDEMNITY

We cannot guarantee the success of our Services as many factors beyond our control are relevant and can affect the Services. Success will largely depend on your acceptance, adoption and seamless integration of the Services into your business. All express and implied warranties, including the warranties of merchantability and fitness for a particular purpose are hereby disclaimed. All liability for Services, except our gross negligence, whether express or implied, in contract or in tort, is hereby excluded. Without limiting the foregoing, we shall not be liable for lost profit, business interruption, loss of business opportunity, frustration of business or economic expectations or any other commercial damage, or any other damage or loss and any indirect, consequential or punitive damages whether suffered or incurred or which may arise directly or indirectly from any act or omission to act, regardless of being advised of the possibility of damage or liability. You will indemnify and hold us harmless from all claims, liability or damage that arise from the Services except for claims, liability or damage arising

MISCELLANEOUS TERMS

Our relationship will be that of an independent contractor and nothing in this engagement letter is intended to constitute either party as an agent, employee, fiduciary, partner, joint venture or subsidiary of the other. Even though we are providing Services to you, we are not limited expressly or impliedly from providing similar services to others, including your competitors.

This engagement letter constitutes the entire agreement between us and may be amended only in writing signed by each of us and supersedes any and all prior or contemporaneous oral or written agreements regarding the subject matter hereof.

If the above terms are in accordance with your understanding and acceptable to you, please confirm by signing.

We very much appreciate the opportunity to serve you and will be pleased to discuss any questions you may have.

Sincerely,

Trisha Cornwell

President, Midwest Region

ESG Professional Accountants

SCHEDULE 1

Services

Services

TITLE	DESCRIPTION	RATE	QTY	TAX	AMOUNT
Controller Services - Midwest Non-Profit	Controller Services - Hourly Discounted rate for Non-Profit	\$128.00	1		\$128.00
Sr Accountant Services - Midwest Non-Profit	Sr Accountant Services - hourly discount for Non-Profit	\$91.00	1		\$91.00
Staff Accountant Services - Midwest Non-Profit	Staff Accountant Services - hourly discount for Non-Profit	\$71.00	1		\$71.00
Total					\$290.00

Signature

sfowler@cityofatkins.org signature

