

# 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 3<sup>rd</sup> Avenue, Atkins, IA.

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

Adjournment at 9:02pm.