

# City of Atkins City Council Meeting Regular Session

Tuesday, April 9, 2024 at 7:00 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: **2559 278 6409** Meeting password: **hmXHU4egz26**  
([click here for meeting link](#))

Join from a video or application: Dial [25592786409@webex.com](tel:25592786409)

Without Webex, call the telephone number: **510-338-9438** Enter access code: **46948434**  
you will have access to hear and speak. \*6 will mute and unmute your device.

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

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

## **A G E N D A \*AMENDED\***

1. Call to order and roll call by Mayor, Bruce Visser
2. Approve the Agenda
3. Consent agenda:
  - a. Approve Council Minutes March 26, 2024
  - b. List of Bills for Approval
  - c. Motion setting a Public Hearing for April 23, 2024, at 6:30 p.m. for the City of Atkins, Iowa, Proposed Budget for Fiscal Year July 1, 2024 – June 30, 2025
  - d. Motion to renew Class C Retail Alcohol License to Textile Brewery, LLC, 76 Main Avenue, Atkins
4. Resolution providing for the levy of taxes in fiscal year 2024-2025 to pay principal of and interest on General Obligation Fire Station Bonds.
5. Discussion and Resolution approving a Social Media Policy and Establishing Sites
6. Reports:
  - a. Mayor's Report
  - b. Interim City Administrator's Report
  - c. Council member Reports
7. Future Agenda Item Discussion:
8. Public input for items not on the agenda. Comments are limited to 3 minutes.  
Correspondence received:
9. Next regular council meeting to be held April 23, 2024, at 6:30 p.m. City Hall/Library, Council Room, 480 3rd Avenue, Atkins, IA.
10. Adjournment.

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

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

# City of Atkins City Council Meeting Regular Session Minutes

Tuesday, March 26, 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 6:31pm.

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

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

Koehn moved to approve the agenda with moving the closed session to the end of the meeting. Fisher seconded. Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Koehn moved to approve the consent agenda. Fisher seconded.

Discussion was held. Ayes: Fisher, Koehn, Petersen, Dursky. Nays: Bell. Motion carried. Consent agenda approved the March 12, 2024 minutes, Resolution 2024-03-05 approving the contract renewal of CFC and EMC Insurance with L. B. Anderson Agency for the total amount of \$106,622.95, Resolution 2024-03-06 approving a POW-R-GUARD Maintenance Agreement for Caterpillar Emergency Standby Generators with Altorfer, Inc., Resolution 2024-03-07 approving 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, Resolution 2024-03-08 approving the purchase of a workstation podium from Workspace for the total amount of \$2,110.82, and the following list of bills:

VENDOR	REFERENCE	AMOUNT
**PAYROLL EMPLOYEE CHECKS**	PAYROLL 2/25/24-3/9/24	8,751.95
AMY BREESE	HSA 3/15/24	50
JARROD TOMILNSON	HSA 3/15/24	200
MIKE RAMMELSBURG	HSA 3/15/24	73.07
TODD DAMON	HSA 3/15/24	111.53
EFTPS	FED/FICA TAX	2,914.15
KEN-WAY SEWER SERVICE INC	SEWER/DRAIN CLEANING	160
BENTON COUNTY SOLID WASTE COMM	TIPPING FEES	1,761.34
TREASURER STATE OF IOWA	WET NOV 2023	2,278.94
TREASURER STATE OF IOWA	WET DEC 2023	2,206.36
TREASURER STATE OF IOWA	WET JAN 2024	2,178.28
TREASURER STATE OF IOWA	WET FEB 2024	2,280.29
ACME TOOLS	SUPPLIES	167.98
ALLIANT ENERGY	UTILITY EXP	2763.54
ALTORFER INC.	SKID LOADER MAINT	2,880.71

ATKINS AUTO REPAIR	VEHICLE MAINT	404.74
BENTON COUNTY SOLID WASTE COMM	TIPPING FEES	1,736.50
CHEM-SULT, INC.	CHEMICALS	4,134.05
ECICOG	ADMIN FS	9460.5
ENGINEERED EQUIPMENT SOLU	UV REHAB	949.9
FELD EQUIPMENT COMPANY INC	FD SUPPLIES	1,760.00
FOWLER PUBLIC SECTOR CONS	CONSULTING 030424-031724	9,812.50
HAWKEYE FIRE SAFETY	AIR TANK CYLINDER	464
ION ENVIRONMENTAL SOLUTIO	LABS	1,067
IMFOA	SPRING IMFOA CONFERENCE	175
JARROD TOMILNSON	FEBRUARY 24 MILEAGE	71.69
JOHN DEERE FINANCIAL	SUPPLIES	8.27
LARRY FRANCK TRUCKING LLC	HAULING	260.79
LYNCH DALLAS, P.C.	LEGAL SVCS FEB/MAR 2024	4,388.00
MENARD'S	SUPPLIES	27.71
MIDAMERICAN ENERGY	UTILITY EXP	712.18
STATE CHEMICAL SOLUTIONS	WWTP SUPPLIES	789.89
SUNLINE, INC	PARTS FOR SERVICE TRUCK	95
THE DEPOT EXPRESS	FUEL-FEBRUARY 2024	359.97
THOMPSON TRUCK & TRAILER, INC.	FD VEHICLE REPAIR	41.92
TODD DAMON	MILEAGE FOR FEB 24	46.9
ULTIMATE SAFETY CONCEPTS	SUPPLIES	322.2
VESSCO INC.	WATER PLANT PARTS	716.99
<u>WELLMARK BC/BS OF IOWA</u>	<u>APRIL PREMIUM</u>	<u>2,745.39</u>
Accounts Payable Total		60,577.28
Invoices: Paid		14,213.96
Invoices: Scheduled		46,363.32
Payroll Checks		8,751.95
***** REPORT TOTAL *****		<u><u>69,329.23</u></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><u>69,329.23</u></u>

Ben Kurka led a discussion about the proposal to purchase a vehicle for the Fire Department. Fisher moved to approve Resolution 2024-03-09, approving a vehicle purchase for the Fire Department from Karl Chevrolet for the total amount of

\$47,003.80. Dursky seconded. Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Ben Kurka led a discussion about the proposal to purchase EMS Equipment for the Fire Department. Fisher moved to approve Resolution 2024-03-10, approving the purchase of EMS Equipment for the Fire Department from Bound Tree Medical for the total amount of \$33,800.08. Dursky seconded. Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Koehn moved to approve Resolution 2024-03-11, approving an engagement letter for a professional services agreement with ESG Professional Accountants, 240 33<sup>rd</sup> Avenue SW, Suite D, Cedar Rapids, IA 52404, in an amount not-to-exceed \$10,000 per month. Fisher seconded. Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Mayor Visser reported that there is a MLA training coming up on April 6, 2024 and is available to all council members.

Interim City Administrator Sandi Fowler reported that city staff have been following up with snow plow damage to resident's lawns. They are working hard to follow up and fix what was damaged. Fowler will be out of office at the IMMA Conference in Iowa City for training March 27, 28, 29.

Kelly Van Ree spoke during the public comment time and noted that she is a county supervisor candidate. Jeremy Chihak spoke during the public comment time. He asked about the Fire Station rebuild project and the City Administrator job posting. Fowler reported that FEMA is expected to give approval of the City's project within 60 days, and mentioned that the job posting will be open until filled.

Mayor Visser read City Attorney Doug Herman's legal recommendation and support for going into closed session pursuant to Iowa Code section 21.5.(1)(i).

Koehn moved to go into closed session pursuant to Iowa Code section 21.5(1)(i). Dursky seconded. Ayes: Fisher, Koehn, Petersen, Bell, Dursky. Motion carried.

Mayor Visser declared the council was entering into closed session at 7:36pm.

Mayor Visser declared the council was back in open session at 8:05pm.

Next regular council meeting to be held April 9, 2024 at 6:30 p.m. City Hall/Library, Council Room, 480 3<sup>rd</sup> Avenue, Atkins, IA.

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

Adjournment at 8:08pm.

CITY OF ATKINS - ACCOUNTS PAYABLE RUN  
 CLAIMS REPORT 04.09.24

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE	NOTES
**PAYROLL EMPLOYEE CHECKS**	PAYROLL 3/10/24-3/23/24	8430.49	10637-10643	3/29/2024	**PAYROLL EMPLOYEE CHECKS**
		0	10644		**CHECK VOIDED-ERROR**
**PAYROLL COUNCIL CHECKS**	PAYROLL Q4 & Q1	6427.99	10645-10651	3/29/2024	**PAYROLL COUNCIL CHECKS**
		0	10652		**CHECK VOIDED-ERROR**
EFTPS	FED/FICA TAX	2,536.78	13274338	3/29/2024	**ELECTRONIC PAYMENT**
IPERS	IPERS REGULAR	3,718.66	13274339	3/29/2024	**ELECTRONIC PAYMENT**
TREASURER STATE OF IOWA	STATE TAXES	824.26	13274340	3/29/2024	**ELECTRONIC PAYMENT**
AMY BREESE	HSA 3/29/24	50	13274341	3/29/2024	**ELECTRONIC PAYMENT**
TODD DAMON	HSA 3/29/24	111.53	13274342	3/29/2024	**ELECTRONIC PAYMENT**
MIKE RAMMELSBURG	HSA 3/29/24	73.07	13274343	3/29/2024	**ELECTRONIC PAYMENT**
JARROD TOMILNSON	HSA 3/29/24	200	13274344	3/29/2024	**ELECTRONIC PAYMENT**
EFTPS	FED/FICA TAX	806.28	13274349	3/29/2024	**ELECTRONIC PAYMENT**
IPERS	IPERS REGULAR	47.19	13274350	3/29/2024	**ELECTRONIC PAYMENT**
Cardmember Service	FEB 24 TRANSACTIONS	494.79	13274352	3/29/2024	**ELECTRONIC PAYMENT**
TREASURER STATE OF IOWA	STATE TAXES	1141.86	13274327	3/31/2024	**ELECTRONIC PAYMENT**
USPS - POSTMASTER	POSTAGE FOR MAR24 BILLS	322.77	10653	4/1/2024	**CHECK PRINTED PRIOR TO CHECK RUN**
ACCESS SYSTEMS	NETWORK SUPPORT	980.38	10654	4/9/2024	
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES/COPIERS	1,778.14	10655	4/9/2024	
AIR FILTER SALES & SERVE	SUPPLIES	94.8	10656	4/9/2024	
ALLIANT ENERGY	UTILITY EXP	10,459.99	10657	4/9/2024	
ALTORFER INC.	PICKUP BROOMS	1,762.00	10658	4/9/2024	
ATKINS AUTO REPAIR	FIRE ENGINE REPAIR	411.68	10659	4/9/2024	
ATKINS LUMBER CO. INC.	SUPPLIES	74.42	10660	4/9/2024	
ATKINS TELEPHONE CO..INC.	TELEPHONE	976.35	10661	4/9/2024	
BADGER METER	CELLULAR READS	91.37	10662	4/9/2024	
BAKER & TAYLOR	BOOKS	139.97	10663	4/9/2024	
BOUND TREE Medical, LLC	MEDICAL SUPPLIES	874.53	10664	4/9/2024	
CATERPILLAR FINANCIAL SER	LEASE FOR EXCAVATOR	3079.76	10665	4/9/2024	
CRAWFORD QUARRY	ROCK	1,325.52	10666	4/9/2024	
CUSTOM HOSE AND SUPPLIES, INC	HOSE ASSEMBLY	75.86	10667	4/9/2024	
D P PROPERTIES	CLEANING LIBRARY-MAR 24	1,015.00	10668	4/9/2024	
DEMCO	TABLE & PROTECTORS	3,379.06	10669	4/9/2024	
ECICOG	CBDG-DR GRANT 20-DRH-013	3,262.50	10670	4/9/2024	
FOWLER PUBLIC SECTOR CONS	CONSULTING 031824-033124	7,312.50	10671	4/9/2024	
G & H ELECTRIC	SERVICE	3,090.42	10672	4/9/2024	
GAZETTE COMMUNICATIONS, Inc.	MINUTES 3/12/24	694.35	10673	4/9/2024	
IOWA STATE UNIVERSITY	IMPI SUMMER CLASSES-BREESE	384	10674	4/9/2024	
IRON MOUNTAIN INCORPORATED	2/21/24-3/26/24	242.76	10675	4/9/2024	
KEN-WAY EXCAVATING	SOCCER FIEL & LIFT STATION CLE	2,482.50	10676	4/9/2024	
L. B. ANDERSON AGENCY		0.00	10677	4/9/2024	**CHECK VOIDED - USED AS REMITTANCE**
L. B. ANDERSON AGENCY	EMC POLICY RENWAL 4/24-4/25	106,622.95	10678	4/9/2024	
LINN COOP	SEED SUN & SHADE	294.25	10679	4/9/2024	
M & D MINI STORAGE	Derecho - costs	70	10680	4/9/2024	
MENARD'S	SUPPLIES	156.74	10681	4/9/2024	
MIDAMERICA BOOKS	BOOKS	957.17	10682	4/9/2024	
MIDAMERICAN ENERGY	UTILITY EXP	181.46	10683	4/9/2024	
MOTION INDUSTRIES, INC.	FILTERS	495.28	10684	4/9/2024	
USPS - POSTMASTER	ANNUAL PO BOX FEE	84	10685	4/9/2024	
POWESHIEK WATER ASSOICATION	UTILITY EXP	269.35	10686	4/9/2024	
SNYDER & ASSOCIATES	ENGINEERING	2,258.02	10687	4/9/2024	
STATE CHEMICAL SOLUTIONS	ROADS SUPPLIES	147.63	10688	4/9/2024	
THE DEPOT EXPRESS	FUEL-MARCH 2024	725.66	10689	4/9/2024	
TRIONFO SOLUTIONS, LLC	LIFE INS - APR 2024	90.33	10690	4/9/2024	
U S CELLULAR	CELL PHONES	247.74	10691	4/9/2024	
WASTE MANAGEMENT	GARBAGE COLLECTION	16,804.26	10692	4/9/2024	
Accounts Payable Total		183,719.89			VERIFIED AMT 4/5/24-AB
Payroll Checks		14,858.48			VERIFIED AMT 4/5/24-AB
***** REPORT TOTAL *****		<u>198,578.37</u>			
NO FUND ASSIGNED					
GENERAL		112,720.34			
ROAD USE TAX		20,055.11			
FEMA		70			
CDGG-DR HOUSING GRANT		3,262.50			
WATER		29,756.30			
SEWER		32,714.12			
TOTAL FUNDS		<u>198,578.37</u>			



## City Council Agenda Item Cover Sheet

**Submitting Department:** City Administrator

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

**Wording of item for Agenda:** Resolution approving a Social Media Policy and Establishing Sites

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**Background:**

The City Administrator recommends the adoption of a Social Media Policy for the City of Atkins, establishing the purpose and standards for operating and maintaining a social media presence. The attached policy was developed from previous drafts to pertain specifically to the establishment and maintenance required for the City of Atkins to properly manage its presence on social media.

The policy sets forth simple and direct procedures for all those involved to follow. The City Council has the authority to establish sites, then the City Administrator is required to designate City staff who will have the responsibility to maintain the sites.

The policy sets operating and maintenance standards that are reasonable and expected of a public entity, and provides appropriate legal wording for City sites.

The policy expressly requires:

- the City to maintain Facebook Pages (not groups),
- disallow commenting or messaging, instead redirecting all comments and contacts to the City's website, in order to utilize existing limited staff availability,
- provide the designated disclaimer on each site, and
- how to manage issues related to factual mistakes and inadvertent comments allowed and their removal.

Additionally, the Resolution provides for the establishment of three social media sites:

- City Administrator's management of the City's Facebook Page, "The City of Atkins Iowa"
- City Administrator establishment of the City's YouTube Channel, "The City of Atkins Iowa" for the future recording of City Council public meetings, and
- Fire Department's management of the Facebook Page, "Atkins Fire & First Responders."

**Recommended Action:** Approve Resolution

**Alternative:** Request additional information, provide alternative solution to manage social media presence.

**Time Sensitivity:** None.

**Resolution Date/Council Meeting Date:** April 9, 2024

**Budget Information:** N/A

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING A SOCIAL MEDIA POLICY AND ESTABLISHING SITES**

WHEREAS, the City of Atkins City Administrator recommends that a social media policy be adopted establishing the purpose and standards for operating and maintaining a social media presence, and

WHEREAS, a policy has been developed for use by the City of Atkins, and

WHEREAS, the policy includes a provision that the City Council establishes City social media sites, and

WHEREAS, the City Administrator's office desires to maintain a Facebook page entitled, "The City of Atkins Iowa," to supplement information on the City's Website and encourage residents and others to learn about the actions of the City, and

WHEREAS, the City Administrator's office desires to establish and maintain a YouTube channel entitled, "The City of Atkins Iowa," to provide video recordings of City Council public meetings, and

WHEREAS, the Fire Department desires to maintain a Facebook page entitled, "Atkins Fire & First Responders," to promote the Department's work on behalf of the community and region, and the work of the volunteer firefighters,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, authorizes the establishment of the Social Media Policy, and

BE IT FURTHER RESOLVED, that the City Council of the City of Atkins, Iowa, authorizes the City Administrator's Office establish and maintain a City Facebook Page and a City YouTube site, and the Fire Department establish and maintain a Fire Department Facebook Page.

Passed this 9th day of April, 2024.

Voting:

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

ATTEST:

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



## Social Media Policy

### **I. Overview**

The City of Atkins's ("City") official website, located at [www.cityofatkins.org](http://www.cityofatkins.org), will remain the City's official website and primary online source for communicating information to the public. However, the City realizes a business need to use social media websites as additional communication channels to help promote its programs, events, services and to represent itself appropriately and consistently on the internet. The City's social media presence is not intended create a public forum and does not provide two-way conversation, and therefore all comments and messaging are to be disabled for both sites and postings. Wherever possible, City social media sites should link back to the official City website for forms, documents, online services, and other information necessary to conduct business with the City.

### **II. Definitions**

- Posting: any writing, image, video, download, audio file, and hyperlink to other websites, or media which is downloaded, referenced, inserted, or placed upon any social media site.
- Social media or site: includes, but is not limited to, electronic communication through which users create online communities to share information, ideas, personal messages, photographs, videos, and other content.

### **III. General Procedures**

- The City of Atkins intends to use social media as follows:
  - To supplement information from other City communication sources, such as its official website and draw more eyes back to those communication sources.
  - To disseminate time sensitive information as quickly as possible (i.e. emergency information).
  - To broadcast the City's messages to the widest possible audience.
  - To provide video recordings of City Council public meetings.
- The establishment and use by any City department of City social media sites are subject to approval by the City Council. At the time such site is approved, the City Administrator must determine who will be responsible for developing the site including establishing an administrative profile, designating who will have authority for speaking on behalf of the City, and who will keep the site up to date.
- City social media accounts will only become affiliated with (i.e., "like," "follow," etc.) another social media page if it is related to official City business, services, and events.
- Elected officials, appointed members of City Boards, Commissions and committees, volunteers and employees must comply with the guidelines outlined in this document.
- Employees representing the City of Atkins on the City's social media sites must conduct themselves professionally and in accordance with this policy and all other City policies at all times as representatives of the City.

### **IV. Standards for Operating and Maintaining a Social Media Presence**

The City's social media accounts and their associated content should focus on significant City interest areas and be organized in a manner that avoids ambiguities and/or conflicting information

across the City's various communications mediums. Use of the City's social media sites must comply with applicable laws, regulations and policies, as well as common business etiquette. The City's social media sites are subject to the Iowa open records laws, and any articles or content posted on such sites are subject to public disclosure.

The City Administrator or their designee will monitor the City's social media accounts to ensure that the social media sites further the City's policies, interests, and goals.

The City of Atkins' social media page will adhere to the content standards below:

- Commenting must be disabled on every post and on the site. Content shall direct users to the City's official Website for complete information and contact information to reach City officials.
- The social media page must contain a Disclaimer as set forth below.
- The City shall only have Facebook "pages," if any Facebook presence. The City shall not have any Facebook "groups." Other applications will be chosen that serve a business purpose.
- Postings shall be factual, respectful and on-point.
- If a factual mistake is found on the City's Facebook page, it should be corrected as soon as possible and show clearly that it has been corrected in subsequent posts.
- Social Media, including the Facebook Page may be used to share events occurring in the City to help create more visibility.
- Social Media, including the Facebook Page may acknowledge sponsorships, partnerships or thank you to organizations, businesses, or residents.

#### **V. Accuracy and Timeliness**

The City of Atkins will make every effort to ensure the accuracy of the information provided on its social media pages. However, technology allows for factors beyond the City's control, therefore, the City does not guarantee the accuracy of the information provided on its social media pages.

The City's timeliness about posts may also vary based on staff availability. Therefore, a disclaimer shall be posted on any social media site, stating:

*This social media page is intended to get information out to a wide number of people quickly, not as an in depth or complete source of information, but as an evolving supplement to the City of Atkins website ([www.cityofatkins.org](http://www.cityofatkins.org)), newsletter, press releases, and in-person communications. Staff will post within office hours and within the varying perimeters of staff availability. The City of Atkins assumes no responsibility for any errors of omissions in the information provided through its social media accounts.*

#### **VII. Removing Comments**

In the case where comments have inadvertently been allowed, the City reserves the right to restrict or remove any content that is deemed in violation of City policy, including this policy, or applicable law. Any content removed based on these guidelines must be retained by the City Administrator or their designee for a minimum of five years, including the time, date, and identity of the poster, when available. After five years the content may be destroyed. Removed comments should be archived for our records by completing the tracking form found in Appendix A.

The City reserves the right to restrict or remove any content deemed in violation of this social media policy or any applicable law. The City reserves the right to deny access to its social media site for any individual who violates the City's policies or the law at any time and without prior notice.

APPENDIX A

**REMOVED COMMENTS TRACKING FORM**

All comments removed from a City-sponsored social media site should be documented with this form and/or take a screen shot of the posting.

1. City of Atkins social media site affected: \_\_\_\_\_

2. Date of original post: \_\_\_\_\_

3. Screen name of post: \_\_\_\_\_

4. Entire comment that was removed: \_\_\_\_\_

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5. Reason for removal of comment: \_\_\_\_\_

6. Date comment was removed and explanation for removal was posted to social media site:

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7. Comment removed from City of Atkins social media site by: \_\_\_\_\_

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8. Other pertinent information: \_\_\_\_\_

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This form will be retained for a period of 5 years.