

City of Atkins City Council Meeting Regular Session

Tuesday, April 23, 2024 at 6:30 p.m.

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

The meeting is to be broadcast on <https://www.youtube.com/@CityofAtkinsIA>. Public comments may be received at the office of the City Clerk, Atkins City Hall, 480 Third Avenue, Atkins and as provided in-person below.

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 approach the podium and 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 meeting may be recorded.

A G E N D A

1. Call to order and roll call by Mayor Pro-Tem, Samantha Petersen.
2. Approve the Agenda
3. A Public Hearing will be held on the proposed Budget for the Fiscal Year July 1, 2024 – June 30, 2025.
 - a. Resolution adopting the Proposed Budget for Fiscal Year July 1, 2024 – June 30, 2025.
4. Consent agenda:
 - a. Approve City Council Minutes of April 9, 2024 (Special Session)
 - b. Approve City Council Minutes of April 9, 2024 (Regular Session)
 - c. List of Bills for Approval
5. Reports:
 - a. Mayor's Report
 - b. Interim City Administrator's Report
 - c. Council member Reports
6. Resolution approving a Minor Boundary Change to a lot known locally as 309 2nd Avenue, Atkins, Iowa.
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 May 14, 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 18, 2024, City Hall and Post Office.

NOTICE OF PUBLIC HEARING – PROPOSED BUDGET
Fiscal Year July 1, 2024 - June 30, 2025

City of: ATKINS

The City Council will conduct a public hearing on the proposed Budget at: City of Atkins 480 3rd Avenue Atkins, IA Meeting Date: 4/23/2024 Meeting Time: 06:30 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property 12.21115

The estimated tax levy rate per \$1000 valuation on Agricultural land is 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number
(319) 446-7870

City Clerk/Finance Officer's NAME
Sandi Fowler

		Budget FY 2025	Re-estimated FY 2024	Actual FY 2023
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,018,402	1,018,517	983,042
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	1,018,402	1,018,517	983,042
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	518,110	471,123	359,878
Other City Taxes	6	203,686	103,890	284,792
Licenses & Permits	7	6,775	5,974	22,569
Use of Money and Property	8	24,200	3,000	28,734
Intergovernmental	9	333,319	975,398	1,192,377
Charges for Fees & Service	10	1,675,022	1,231,650	1,317,580
Special Assessments	11	0	0	0
Miscellaneous	12	0	200	9,763
Other Financing Sources	13	4,500,000	0	0
Transfers In	14	337,428	599,578	671,745
Total Revenues and Other Sources	15	8,616,942	4,409,330	4,870,480
Expenditures & Other Financing Uses				
Public Safety	16	149,655	288,550	75,992
Public Works	17	906,479	460,400	444,338
Health and Social Services	18	0	0	0
Culture and Recreation	19	450,161	311,550	263,605
Community and Economic Development	20	198,332	159,235	130,116
General Government	21	589,919	488,250	407,412
Debt Service	22	751,821	657,716	459,496
Capital Projects	23	4,500,000	0	121,298
Total Government Activities Expenditures	24	7,546,367	2,365,701	1,902,257
Business Type / Enterprises	25	1,932,673	1,536,231	1,231,487
Total ALL Expenditures	26	9,479,040	3,901,932	3,133,744
Transfers Out	27	337,428	599,578	671,745
Total ALL Expenditures/Transfers Out	28	9,816,468	4,501,510	3,805,489
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-1,199,526	-92,180	1,064,991
Beginning Fund Balance July 1	30	2,470,563	2,562,743	1,497,752
Ending Fund Balance June 30	31	1,271,037	2,470,563	2,562,743

RESOLUTION

**A RESOLUTION ADOPTING THE PROPOSED BUDGET FOR FISCAL YEAR
JULY 1, 2024 – JUNE 30, 2025**

WHEREAS, a notice of public hearing concerning the proposed budget for fiscal year July 1, 2024 – June 30, 2025 was published as required; and

WHEREAS, upon consideration of the proposed budget for fiscal year July 1, 2024 – June 30, 2025, the City Council opened the public hearing and heard taxpayers, for and against the proposed budget; and

WHEREAS, the City Council, after hearing all taxpayers wishing to be heard, and considering the statements made, considered the proposed budget for fiscal year July 1, 2024 – June 30, 2025.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Atkins, Iowa, that the proposed budget for fiscal year July 1, 2024 – June 30, 2025 for the City of Atkins, Iowa as attached, be adopted.

Passed and approved the 23rd day of April, 2024.

, Mayor

Attest:

, City Clerk

City of Atkins City Council Meeting Special Session Minutes

Tuesday, April 9, 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 6:30pm.

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

Mayor Visser opened a Public Hearing for the Proposed Property Tax Levy for the Fiscal Year July 1, 2024 – June 30, 2025.

There were no public comments in person, online, or written.

Mayor Visser stated that the public hearing was closed.

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

Adjournment time was 6:35

Sandi Fowler, Interim City Administrator

Bruce Visser, Mayor

City of Atkins City Council Meeting Regular Session Minutes

Tuesday, April 9, 2024 at 7:00 p.m.

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

Mayor Bruce Visser called the meeting to order at 7:00pm.

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

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

Koehn moved to approve the consent agenda. Petersen seconded. Ayes: Fisher, Koehn, Petersen, Bell. Motion carried.

Koehn moved to approve a resolution providing for the levy of taxes in fiscal year 2024-2025 to pay principal of and interest on General Obligation Fire Station Bonds. Petersen seconded. Ayes: Fisher, Koehn, Petersen, Bell. Motion carried.

Bell moved to approve a resolution approving a Social Media Policy and Establishing Sites. Koehn seconded. Discussion occurred. Ayes: Fisher, Koehn, Petersen, Bell. Motion carried.

Mayor Visser reported that there is an MLA training available for all council members. There is an online class available online on April 18. EMA Conference is on May 4. Repairs for the firetruck are moving along, there will be an update to council later this month.

Interim City Administrator Fowler reported that street line striping will be happening in May. Soccer field bathrooms are open for the season. Yard waste pick up is ongoing. There will be an update for the Council soon regarding an addition to the existing CDBG-Disaster Recovery grant with potential for another duplex build.

There were no public comments in person or online.

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.

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

Adjournment at 7:30pm.

CITY OF ATKINS - ACCOUNTS PAYABLE RUN
 CLAIMS REPORT 04.23.24

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE
EFTPS	FED/FICA TAX	\$ 3,207.58	13274353	4/12/2024 **ELECTRONIC PAYMENT**
AMY BREESE	HSA 4/12/24	\$ 50.00	13274354	4/12/2024 **ELECTRONIC PAYMENT**
TODD DAMON	HSA 4/12/24	\$ 111.53	13274355	4/12/2024 **ELECTRONIC PAYMENT**
MIKE RAMMELSBURG	HSA 4/12/24	\$ 73.07	13274356	4/12/2024 **ELECTRONIC PAYMENT**
JARROD TOMILNSON	HSA 4/12/24	\$ 200.00	13274357	4/12/2024 **ELECTRONIC PAYMENT**
PAYROLL EMPLOYEE CHECKS	PAYROLL 3/24/24-4/6/24	\$ 9,566.79	10693-10700	4/12/2024 **PAYROLL EMPLOYEE CHECKS**
AE OUTDOOR POWER	NEW MOWER	\$ 25,754.78	10701	4/23/2024
AETNA Behavioral Health, LLC	APR-JUN 2024 EMPLOY ASST PROG	\$ 17.52	10702	4/23/2024
ALLIANT ENERGY	UTILITY EXP	\$ 1,988.03	10703	4/23/2024
DAKOTA SUPPLY GROUP	BROWN SUPPLY CO	\$ 134.00	10704	4/23/2024
CHEM-SULT, INC.	CHEMICALS	\$ 3,183.10	10705	4/23/2024
DUBALL, PAMELA	MILEAGE - MARCH 2024	\$ 34.30	10706	4/23/2024
EQUIPMENT MANAGEMENT COMP	FD TOOL SERVICE	\$ 780.00	10707	4/23/2024
GAZETTE COMMUNICATIONS, Inc.	BUDGET FY25	\$ 136.85	10708	4/23/2024
ION ENVIRONMENTAL SOLUTIO	LABS	\$ 1,977.00	10709	4/23/2024
KRIVACHEK JANITORIAL	SUPPLIES	\$ 158.15	10710	4/23/2024
LYNCH DALLAS, P.C.		\$ 1,056.00	10711	4/23/2024
MENARD'S	SUPPLIES	\$ 68.75	10712	4/23/2024
METER & TECHNOLOGY SOLUTIONS	WATER METERS	\$ 2,060.48	10713	4/23/2024
MIDAMERICAN ENERGY	UTILITY EXP	\$ 532.48	10714	4/23/2024
QUALITY FLOW SYSTEMS, INC	SOCCER FIELD BATHROOMS	\$ 5,200.00	10715	4/23/2024
QUILL	SUPPLIES	\$ 389.14	10716	4/23/2024
STAR EQUIPMENT	ANGLE BROOM	\$ 2,700.00	10717	4/23/2024
STATE CHEMICAL SOLUTIONS	WWTP SUPPLIES	\$ 789.89	10718	4/23/2024
Accounts Payable Total		\$ 50,602.65	VERIFIED AMT 4/16/24-AB	
Payroll Checks		\$ 9,566.79	VERIFIED AMT 4/16/24-AB	
***** REPORT TOTAL *****		\$ 60,169.44		
NO FUND ASSIGNED				
GENERAL		\$ 22,748.69		
ROAD USE TAX		\$ 13,385.49		
WATER		\$ 9,835.45		
SEWER		\$ 14,199.81		
TOTAL FUNDS		\$ 60,169.44		

RESOLUTION NO.

A RESOLUTION APPROVING THE MINOR BOUNDARY CHANGE FOR A LOT KNOWN LOCALLY AS 309 2ND AVENUE, ATKINS, IOWA, TO CREATE A PARCEL E

WHEREAS, the City of Atkins Iowa (City) has received a request by Christopher Breese and Amy Breese, Atkins, Iowa, requesting a minor boundary change for a lot known locally as 309 2nd Avenue, Atkins, Iowa, to create a parcel E, and

WHEREAS, the Atkins Planning & Zoning Commission has met and considered the merits of this request, and the commission has complied with City Ordinance 198 (City Code Section 166.53) in this review, and

WHEREAS, the Atkins Planning & Zoning Commission has determined the request falls within the definition of a Minor Boundary Change and will not change the current zoning for the newly formed lot, no new City services will be required for the lots, and

WHEREAS, the Atkins Planning & Zoning Commission has held a Public Hearing on April 11, 2024, and considered comments from the public, and

WHEREAS, the Planning & Zoning Commission has voted April 11, 2024, and passed a recommendation that the City Council of Atkins, Iowa, approve the Minor Boundary Change request as presented in the plat attached hereto, with the condition that the current owners ensure that the process to combine Parcel E and Parcel D commence within 30-days of this action, and

WHEREAS, the owners shall record the Plat of Survey within three months of approval;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, approves the Minor Boundary Change for a lot known locally as 309 2nd Avenue, Atkins, Iowa, to create a parcel E as attached hereto, with the condition the owners ensure that the process to combine Parcel E and Parcel D commence within 30-days of this action, and that the Plat of Survey be recorded within three months.

Passed this 23rd day of April, 2024.

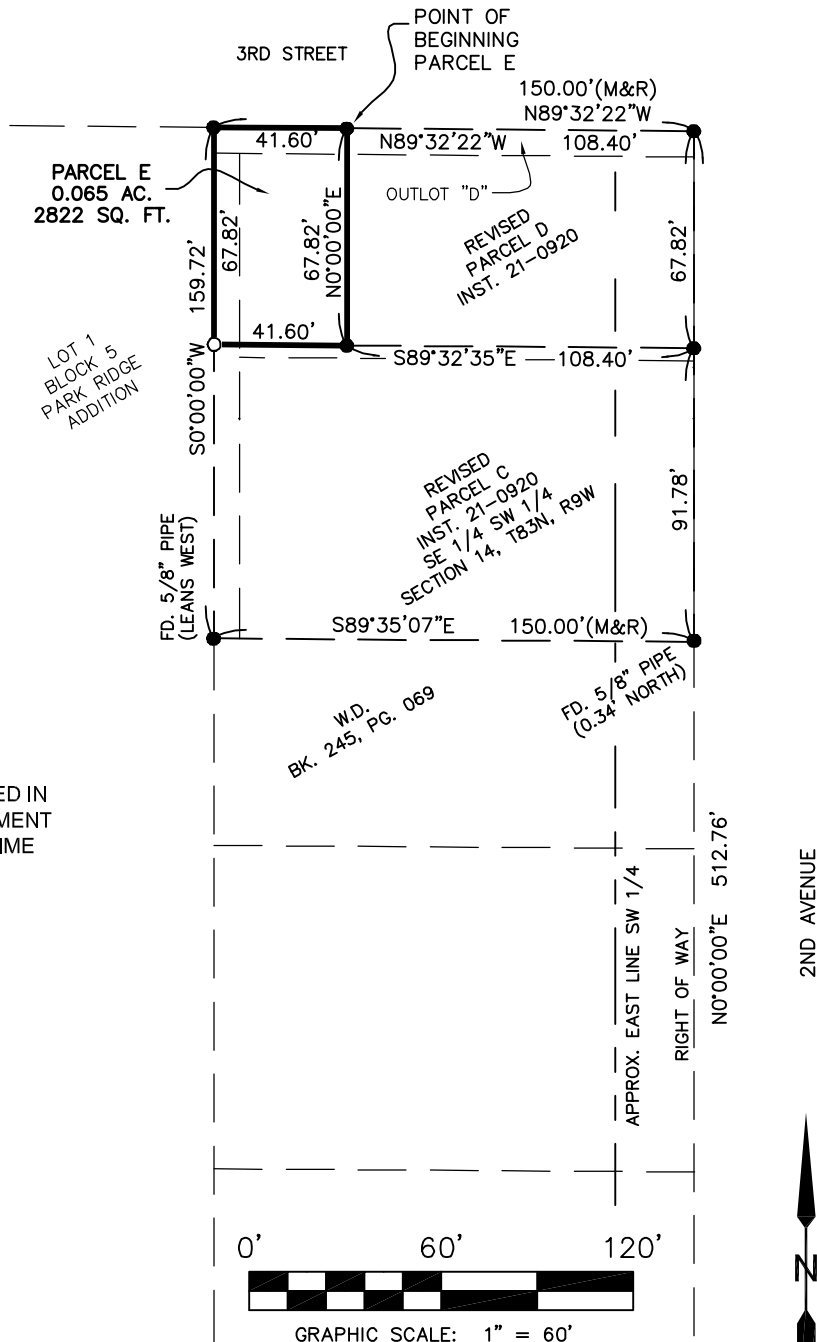
Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

**PARCEL E
PLAT OF SURVEY**
PART OF SE 1/4 SW 1/4
SECTION 14, T83N, R9W
CITY OF ATKINS
BENTON COUNTY, IOWA
(A REPLAT OF PART OF PARCEL C)



NOTE:
PARCEL E MAY ONLY BE DEVELOPED IN ACCORDANCE WITH ALL DEVELOPMENT REGULATIONS IN EFFECT AT THE TIME DEVELOPMENT IS PROPOSED.

PROPRIETORS:
CHRISTOPHER J. BREESE
AMY BREESE

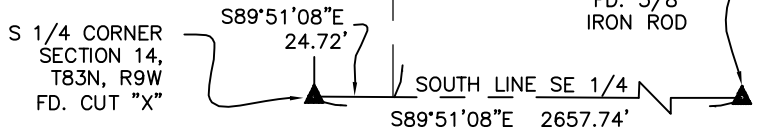
SURVEYED FOR:
CHRISTOPHER J. BREESE

DATE OF SURVEY:
JUNE 2, 2014
APRIL 23, 2020

LEGEND AND NOTES

- ▲ - CONGRESSIONAL SECTION CORNER, FOUND
- - PROPERTY CORNER(S), FOUND (or as noted)
(1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
- - PROPERTY CORNERS SET
(1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
- - PROPERTY &/or BOUNDARY LINES
- - - - - CENTER LINES
- - - - - LOT LINES, PLATTED OR BY DEED
- (R) - RECORDED DIMENSIONS
- (M) - MEASURED DIMENSIONS

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS



Stephen M. Scott, P.E. & L.S.
Civil Engineer & Land Surveyor

319-540-5263 www.scottsurvey.com
email@scottsurvey.com
P.O. Box 315, Center Point, IA 52213-0315

DRAFT

Index Legend	
Location:	Section 14, Township 83 North, Range 9 West SE 1/4 SW 1/4 & SW 1/4 SE 1/4, Parcel C & Parcel D Outlot "D", Block 5, Tait and Wagner's Park Ridge Add'n
Requestor:	Christopher J. Breese
Proprietors:	Christopher J. Breese Amy Breese
Surveyor:	Stephen M. Scott, P.L.S.
Company:	Scott Survey, Inc.
Return To:	P.O. Box 315 Center Point, Iowa 52213 email@scottsurvey.com (319) 540-5263

**PARCEL E
PLAT OF SURVEY**
PART OF SE 1/4 SW 1/4
SECTION 14, T83N, R9W
CITY OF ATKINS
BENTON COUNTY, IOWA
(A REPLAT OF PART OF PARCEL C)

Legal Description – Parcel E:

Part of Revised Parcel C in the the Southeast Quarter of the Southwest Quarter of Section 14, Township 83 North, Range 9 West of the Fifth Principal Meridian, City of Atkins, Benton County, Iowa, described as follows:

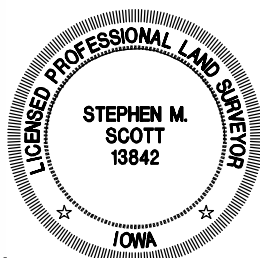
Commencing at the South Quarter Corner of Section 14, Township 83 North, Range 9 West of the Fifth Principal Meridian; thence S89°51'08"E along the south line of the Southeast Quarter of said Section 14, a distance of 24.72 feet to the southerly extension of the 2nd Avenue right of way; thence N0°00'00"E along said right of way, 512.76 feet to the south right of way of 3rd Street; thence N89°32'22"W along said south right of way, 108.40 feet to the Northwest Corner of Revised Parcel D and the point of beginning; thence continuing N89°32'22"W along said right of way, 41.61 feet to the Northwest Corner of Revised Parcel C; thence S0°00'00"E along the west boundary of said Revised Parcel C, 67.83 feet; thence S89°32'35"E, 41.61 feet to the Southwest Corner of said Revised Parcel D; thence N0°00'00"W, 67.83 feet to the point of beginning.

Said parcel contains 0.065 acre, subject to easements and restrictions of record.



Stephen M. Scott, P.E. & L.S.
Civil Engineer & Land Surveyor

319-540-5263 www.scottsurvey.com
email@scottsurvey.com
P.O. Box 315, Center Point, IA 52213-0315



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

STEPHEN M. SCOTT, P.L.S. Iowa Lic. No. 13842

My license renewal date is December 31, 2024

Pages or sheets covered by this seal:

PAGE 1 OF 2

PAGES 1 AND 2

PROJECT NO. 2451603

April 18, 2024

Mayor and City Council
City of Atkins
480 3rd Ave.
Atkins, IA 52206

RE: PLAT OF SURVEY – PARCEL E (309 2ND AVE.)

Dear Mayor and City Council:

I have completed my review of the submitted Plat of Survey for Parcel E of 309 2nd Ave. Below are my comments on the submitted Plat of Survey. Note my review occurred after this Plat of Survey had been reviewed by Planning and Zoning so my review is strictly on compliance with the City's Zoning Code.

- It is located within 6 R-S Zoning Area
 - o Per the City's Zoning Code this zoning area requires a minimum lot size of 6,000 square feet but the proposed lot only has 2,822 square feet.
 - o Per an aerial photograph there is a garage located on Parcel E. Per the City's Zoning Code a garage is permitted only if it is incidental and subordinate to a permitted use in the R-S district. A permitted use includes a single-family detached dwelling and family homes.
- No building lines were provided on the plat of survey so I can not comment on if it meets any front, side or rear yard requirements per the City's Zoning Code.

Based on the City's Zoning Code Section this lot split would result in a nonconforming lot and typically should not be permitted to occur. Per my discussion with the City Administrator this lot split is a part of a series of private real estate transactions, and it will eventually be combined with Parcel D that is labeled on the plat of survey. If the City Council chooses to allow this temporary split I would recommend putting a requirement that the process to combine Parcel E with Parcel D commence within 30-days of allowing the split.

Respectfully,

SNYDER & ASSOCIATES, INC.



Nick Eisenbacher, P.E.
Civil Engineer