

City of Atkins City Council Meeting Regular Session

Tuesday, May 14, 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

Pledge of Allegiance

1. Call to order and roll call by Mayor Bruce Visser.
2. Approve the Agenda
3. Consent agenda:
 - a. Approve City Council Minutes of April 23, 2024 (Regular Session)
 - b. Approve City Council Minutes of April 30, 2024 (Special Session)
 - c. List of Bills for Approval
4. Reports:
 - a. Mayor's Report
 - b. Council member Reports
5. Future Agenda Item Discussion:
6. Public input for items not on the agenda. Comments are limited to 3 minutes.
Correspondence received:
7. Next regular Council meeting to be held May 28, 2024, at 6:30 p.m. City Hall/Library, Council Room, 480 3rd Avenue, Atkins, IA.
8. 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 May 10, 2024, City Hall and Post Office.

City of Atkins City Council Meeting
Regular Session Minutes
Tuesday, April 23, 2024 at 6:30 p.m.
City Hall Council Room, 480 Third Avenue, Atkins, Iowa, 52206

Mayor Pro-tem Samantha Petersen called the meeting to order at 6:31pm.

Present were Jim Koehn, David Fisher, Samantha Petersen, and Trevor Dursky. By phone: EJ Bell, and Teresa Rotschafer (Iowa League of Cities). Absent: Mayor Bruce Visser. Also present were Interim City Administrator Sandi Fowler, Deputy Clerk Amy Breese, and various members of the public.

Koehn moved to approve the agenda. Dursky seconded the motion. Petersen noted that item #6 would be moved up on the agenda to item #5. Ayes: Koehn, Fisher, Petersen, and Dursky. Motion carried.

Mayor pro-tem Samantha Petersen opened a public hearing to consider the proposed budget for the fiscal year July 1, 2024 – June 30, 2025.

Fowler gave a presentation on the proposed Budget for the Fiscal Year July 1, 2024 – June 30, 2025, and discussed the power point slides that she provided to council members and posted on the City's website prior to the meeting. Proposed budget items include additional staffing, park pavilion upgrades, street projects, revamped city cleanup day, adding a document management system, new water tower planning, sludge removal project at the wastewater treatment plant, and a critical replacement of sanitary main, and more. Rotschafer recommended that a small adjustment related to debt service be made that will not impact on the budgeted amounts.

Mayor Pro-tem Petersen asked for public comments. There were no comments from the public in person or in writing. Mayor Pro-tem Petersen stated that the public hearing was closed.

Koehn moved to approve Resolution 2024-04-03 adopting the budget. Dursky seconded the motion. Ayes: Koehn, Petersen, and Dursky, Nays: Fisher and Bell. Motion carried.

City Council members were invited to provide discussion or comments related to the Resolution approving the budget. Fisher commented that we can't continue this type of spending, or we will be "broke" in a short amount of time. Dursky commented that we need to get a financial plan together and set staffing expenses to be comparable to other cities nearby. Dursky commented that the ESG contract is high because they are assisting the City with building a needed financial structure, that the budget is tackling capital improvements that have been deferred, and that we need to better understand the financial position of the City. Dursky commented that he doesn't see and hear any expense that he believes to be excessive. There are still a lot of things in the capital improvement plan that aren't being addressed. He would like to see a stable city and FY25 should be the year where we start to set our base and build from that. Koehn stated that we are not where we should be, but he believes that we are doing better

than we have done the past couple years. Bell had no comment. Petersen stated she is grateful for Fowler and Rotschafer for their work on the budget this year, that their leadership has really made a difference, and she thanked all for their participation in the process.

Koehn moved to approve the consent agenda. Petersen seconded the motion.

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

Fisher inquired about the expense related to the soccer field bathroom on the list of bills. Sandi stated that it was an emergency repair. Fisher also asked about the use of rental for an angle broom.

Koehn moved to approve Resolution 2024-04-04 approving a Minor Boundary Change to a lot known locally as 309 2nd Avenue, Atkins, Iowa. Fisher seconded the motion.

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

Council Reports:

Petersen read a report for Mayor Visser in his absence. The City started removing trees infected by the Emerald Ash Borer, and we are taking bids for removing the remainder of damaged trees.

Fisher stated that he attended recent Municipal Leadership Academy training.

Bell stated that he disagrees with the budget, and that we need to figure out a better solution.

Future Agenda Item Discussion:

Fisher inquired about why we moved the payment drop box and Bell stated he would like to move the drop box back to its previous location.

Comments from the public were received. No correspondence was received.

The next regular council meeting is to be held May 14, 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. Motion carried.

Adjournment. 8:01PM

Amy Breese, Deputy Clerk

Bruce Visser, Mayor

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

Mayor Pro-tem Samantha Petersen called the meeting to order at 6:30pm.

Present were Council members Jim Koehn, David Fisher, Samantha Petersen, and EJ Bell. Absent: Mayor Bruce Visser, and Council member Trevor Dursky. Also present were Interim City Administrator Sandi Fowler, and members of the public.

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

Koehn moved to approve Resolution 2024-04-05 approving a Minor Boundary Change to Stone Ridge Fourth Addition Lot 6 to create Parcel A and Parcel B for duplex construction on Lot 6. Fisher seconded the motion. Ayes: Koehn, Fisher, Petersen, and Bell. Motion carried.

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

Adjournment. 6:31PM

Sandi Fowler, Interim City Administrator

Samantha Petersen, Mayor Pro-tem

CITY OF ATKINS - ACCOUNTS PAYABLE RUN
CLAIMS REPORT 05.14.24

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE	NOTES
RELIANT FIRE APPARATUS, C	FIRE TRUCK REPAIR	\$ 410,694.00	10719	4/25/2024	**CHECK PRINTED PRIOR TO CHECK RUN**
PAYROLL EMPLOYEE CHECKS	PAYROLL 4/7/24-4/20/24	\$ 9,523.78	13274306-13274314	4/26/2024	**PAYROLL EMPLOYEE CHECKS**
EFTPS	FED/FICA TAX	\$ 3,175.69	13274361	4/26/2024	**ELECTRONIC PAYMENT**
IPERS		\$ 3,854.09	13274362	4/26/2024	**ELECTRONIC PAYMENT**
AMY BREESE	HSA 4/26/24	\$ 50.00	13274363	4/26/2024	**ELECTRONIC PAYMENT**
TODD DAMON	HSA 4/26/24	\$ 111.53	13274364	4/26/2024	**ELECTRONIC PAYMENT**
MIKE RAMMELSBURG	HSA 4/26/24	\$ 73.07	13274365	4/26/2024	**ELECTRONIC PAYMENT**
JARROD TOMILNSON	HSA 4/26/24	\$ 200.00	13274366	4/26/2024	**ELECTRONIC PAYMENT**
Cardmember Service	MARCH 24 TRANSACTIONS	\$ 188.16	13274372	4/29/2024	**ELECTRONIC PAYMENT**
USPS - POSTMASTER	POSTAGE FOR APR24 BILLS	\$ 324.36	10720	5/2/2024	**CHECK PRINTED PRIOR TO CHECK RUN**
IPERS	ERROR	\$ -	10721	5/7/2024	**CHECK #10721 WAS VOIDED DUE TO ERROR-AB
RALSTON ECO HOMES, LLC.	CDBG-DR GRANT EXP REIMB	\$ 75,915.78	10722	5/7/2024	**CHECK PRINTED PRIOR TO CHECK RUN**
PAYROLL EMPLOYEE CHECKS	PAYROLL 4/21/24-5/4/24	\$ 9,076.13	13274315-13274322	5/10/2024	**PAYROLL EMPLOYEE CHECKS**
EFTPS	FED/FICA TAX	\$ 2,888.78	13274367	5/10/2024	**ELECTRONIC PAYMENT**
AMY BREESE	HSA 5/10/24	\$ 50.00	13274368	5/10/2024	**ELECTRONIC PAYMENT**
TODD DAMON	HSA 5/10/24	\$ 111.53	13274369	5/10/2024	**ELECTRONIC PAYMENT**
MIKE RAMMELSBURG	HSA 5/10/24	\$ 73.07	13274370	5/10/2024	**ELECTRONIC PAYMENT**
JARROD TOMILNSON	HSA 5/10/24	\$ 200.00	13274371	5/10/2024	**ELECTRONIC PAYMENT**
ACCESS SYSTEMS	NETWORK SUPPORT	\$ 1,282.93	10723	5/14/2024	
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES/COPIERS	\$ 806.24	10724	5/14/2024	
ACME TOOLS	SUPPLIES	\$ 249.91	10725	5/14/2024	
ALLIANT ENERGY	UTILITY EXP	\$ 12,733.88	10726	5/14/2024	
ALTORFER INC.	PICKUP BROOMS	\$ 1,162.00	10727	5/14/2024	
AMY BREESE	REIMB TRAINING EXPENSES	\$ 204.78	10728	5/14/2024	
ATKINS LUMBER CO. INC.	SUPPLIES	\$ 303.99	10729	5/14/2024	
ATKINS TELEPHONE CO..INC.	TELEPHONE	\$ 595.13	10730	5/14/2024	
BADGER METER	ORION CELLULAR	\$ 91.37	10731	5/14/2024	
BAKER & TAYLOR	BOOKS	\$ 73.12	10732	5/14/2024	
BENTON COUNTY SOLID WASTE COMM	4TH QTR LANDFILL	\$ 14,695.70	10733	5/14/2024	
BOUND TREE Medical, LLC	MEDICAL SUPPLIES	\$ 144.55	10734	5/14/2024	
BREEDEN TREE SERVICE	TREE & STUMP REMOVAL	\$ 4,002.00	10735	5/14/2024	
BROAD REACH	BOOKS	\$ 661.88	10736	5/14/2024	
DAKOTA SUPPLY GROUP	SUPPLIES	\$ 552.00	10737	5/14/2024	
BUSINESS RADIO SALES	BEAM LIGHTS	\$ 2,190.00	10738	5/14/2024	
CATERPILLAR FINANCIAL SER	LEASE FOR EXCAVATOR	\$ 3,079.76	10739	5/14/2024	
CHEM-SULT, INC.	CHEMICALS	\$ 5,103.90	10740	5/14/2024	
D P PROPERTIES	CLEANING LIBRARY-APR 24	\$ 688.00	10741	5/14/2024	
FIRE CATT, LLC	FIRE HOSE TESTING	\$ 2,586.95	10742	5/14/2024	
FOWLER PUBLIC SECTOR CONS	CONSULTING 040124-041424	\$ 17,499.01	10743	5/14/2024	
G & H ELECTRIC	SERVICE	\$ 3,074.93	10744	5/14/2024	
GAZETTE COMMUNICATIONS, Inc.	MINUTES 4/23	\$ 204.19	10745	5/14/2024	
HOLIDAY INN AIRPORT	BREESE CONFERENCE EXP	\$ 239.85	10746	5/14/2024	
ION ENVIRONMENTAL SOLUTIO	LABS	\$ 1,134.00	10747	5/14/2024	
IMFOA	ANNUAL MEMB-ABREESE	\$ 50.00	10748	5/14/2024	
IOWA ONE CALL	LOCATES	\$ 19.90	10749	5/14/2024	
IPERS	IPERS REGULAR	\$ -	10750	5/14/2024	**CHECK #10750 WAS VOIDED DUE TO ERROR-AB
IRON MOUNTAIN INCORPORATED	3/27/24-4/23/24	\$ 121.38	10751	5/14/2024	
JARROD TOMILNSON	MAR 24 MILEAGE	\$ 93.80	10752	5/14/2024	
JOHN DEERE FINANCIAL	SUPPLIES	\$ 281.98	10753	5/14/2024	
KRIVACHEK JANITORIAL	SUPPLIES	\$ 204.77	10754	5/14/2024	
LINN COOP	SEED	\$ 294.25	10755	5/14/2024	
M & D MINI STORAGE	Derecho - costs	\$ 70.00	10756	5/14/2024	
METER & TECHNOLOGY SOLUTIONS	WATER METERS	\$ 953.76	10757	5/14/2024	
MIDAMERICAN ENERGY	UTILITY EXP	\$ 419.78	10758	5/14/2024	
MORITZ SERVICE & REPAIR	BATTERY	\$ 140.00	10759	5/14/2024	
PER MAR SECURITY SERVICES	SECURITY	\$ 177.45	10760	5/14/2024	
POWESHIEK WATER ASSOICATION	UTILITY EXP	\$ 371.00	10761	5/14/2024	
QUILL	SUPPLIES	\$ 304.76	10762	5/14/2024	
SANDRY FIRE SUPPLY	BATTERY PACK	\$ 1,820.00	10763	5/14/2024	
SOLUM LANG ARCHITECTS	FIRE STATION DESIGN	\$ 268.22	10764	5/14/2024	
STAR EQUIPMENT	ANGLE BROOM	\$ 1,829.10	10765	5/14/2024	
STATE CHEMICAL SOLUTIONS	WWTP SUPPLIES	\$ 789.89	10766	5/14/2024	
STOREY KENWORTHY	PODIUM	\$ 3,421.63	10767	5/14/2024	
THE DEPOT EXPRESS	FUEL-APRIL 2024	\$ 807.27	10768	5/14/2024	
TRIONFO SOLUTIONS, LLC	LIFE INS - MAY 2024	\$ 90.33	10769	5/14/2024	
U S CELLULAR	CELL PHONES	\$ 247.65	10770	5/14/2024	
USA BLUEBOOK	SUPPLIES	\$ 1,126.16	10771	5/14/2024	
VISSER, BRUCE	REIMBURSE FOR ENVELOPES	\$ 1,646.85	10772	5/14/2024	
WASTE MANAGEMENT	GARBAGE COLLECTION	\$ 17,404.26	10773	5/14/2024	
WELLMARK BC/BS OF IOWA	MAY PREMIUM	\$ 2,722.80	10774	5/14/2024	
WELTER STORAGE EQUIPMENT	SHELVING	\$ 1,525.00	10775	5/14/2024	
LERNER PUBLISHING GROUP INC	BOOKS	\$ 509.68	10776	5/14/2024	
Accounts Payable Total		\$ 608,981.80	VERIFIED AMT 5/10/24-AB		
Invoices: Paid		\$ 497,910.06	VERIFIED AMT 5/10/24-AB		
Invoices: Scheduled		\$ 111,071.74	VERIFIED AMT 5/10/24-AB		
Payroll Checks		\$ 18,599.91	VERIFIED AMT 5/10/24-AB		
***** REPORT TOTAL *****		\$ 627,581.71			
NO FUND ASSIGNED					
GENERAL		\$ 573,665.16			
ROAD USE TAX		\$ 12,392.74			
FEMA		\$ 4,340.22			
WATER		\$ 22,840.87			
SEWER		\$ 14,342.72			
TOTAL FUNDS		\$ 627,581.71			