

**City of Atkins City Council Meeting Special Session**  
**Monday, August 19, 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 6:30 pm.

Present were Council members EJ Bell, Trevor Dursky, David Fisher, Samantha Petersen, and Jim Koehn. Mayor Bruce Visser was absent. Also present were Interim City Administrator Sandi Fowler and Al Buck and Michael Fritz of Solum Lang Architects, and members of the public.

Al Buck and Michael Fritz presented Fire Station Project re-design plans and had discussion with Council about the site layout provided in a handout from the architects, including the functionality of the grades required due to site conditions. Additional parking spots on the north side of the building that would require additional concrete work were not asked to be included in final drawings.

The Council was asked to consider who they would identify as an “owner’s representative” for the construction phase. This person would be a part of bi-weekly construction meetings with designers and contractors and be authorized to commit the City financially to a specific dollar amount in order to keep the construction project progressing when timely issues are encountered on the job site. The Council asked for this item to be placed on the August 27, 2024 City Council agenda for discussion.

The timeline for the bidding process was discussed and will be reviewed by all those involved – the architects and engineers, financial consultants for bonds, and the Iowa Department of Homeland Security for FEMA - and brought to Council. This was the final work session needed to refine the site plan and building re-design as requested by the City Council.

Council member Petersen moved to adjourn the meeting, seconded by Dursky. Motion carried. Ayes: Bell, Dursky, Fisher, Petersen, and Koehn. Nays: None. Motion carried. Meeting adjourned at 7:25 pm.

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Sandi Fowler, Interim City Administrator

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Samantha Petersen, Mayor Pro-tem