

City of Atkins City Council Meeting Regular Session

Tuesday, September 10, 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.

AGENDA (AMENDED)

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 August 27, 2024 and September 5, 2024.
 - b. List of Bills for Approval
4. Resolution setting a public hearing for October 8, 2024 on the proposed contract documents and estimated cost for the Atkins Fire Station Project.
5. Consideration of selection of Executive Search Services.

Reports:

- a. Mayor's Report
 - b. Interim City Administrator Report
 - c. Council member Reports
6. Future Agenda Item Discussion:
 7. Public input for items not on the agenda. Comments are limited to 3 minutes.

Correspondence received:

8. Next regular council meeting to be held September 24, 2024, at 6:30 p.m. City Hall/Library, Council Room, 480 3rd Avenue, Atkins, IA.
9. 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 **September 9, 2024**, City Hall and Post Office.

City Council Meeting Regular Session

Tuesday, August 27, 2024, at 6:30 p.m.

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

Minutes

Mayor Bruce Visser called the meeting to order at 6:31 pm.

Present were Council members David Fisher and Samantha Petersen in-person and EJ Bell and Trevor Dursky by phone. Absent: Jim Koehn. Also present were Interim City Administrator Sandi Fowler, City Engineer Nick Eisenbacher and members of the public.

Fisher moved to approve the agenda. Petersen seconded. Council member Fisher requested that items number 7 and 8 be reversed and the Mayor agreed. Ayes: Petersen, Fisher, Bell, and Dursky. Nays: none. Motion carried.

Fisher moved to approve the consent agenda. Dursky seconded. Consent agenda items included Council Minutes for August 13 and 19, 2024, List of Bills for Approval, Resolution 2024-08-07 authorizing payment of contractor's pay request 7 in the amount of \$6,712.50 to Ralston Eco Homes LLC of Shellsburg, Iowa per IEDA CONTRACT 20-DRH-013, and Resolution 2024-08-08 approving Atkins Friends of the Library Book Sale and Vendor Fair on November 15-16, 2024. Ayes: Fisher, Petersen, Bell, and Dursky. Nays: none. Motion carried.

List of Bills:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
EFTPS	FED/FICA TAX	3,063.70
AMY BREESE	HSA 8/16/24	50.00
TODD DAMON	HSA 8/16/24	111.53
MIKE RAMMELSBERG	HSA 8/16/24	73.07
PAYROLL EMPLOYEE CHECKS	PAYROLL 7/28/24-8/10/24	9,520.48
BENTON COUNTY EXTENSION	SCIENCE DISCOVERY CAMP	300.00
ACCESS SYSTEMS	NETWORK SUPPORT	980.38
ACCESS SYSTEMS LEASING	EQUIP LEASES/COPIERS	861.98
ACME TOOLS	SUPPLIES	243.94
ALTORFER INC.	GOLF CART RENTAL	611.00
ATKINS AUTO REPAIR	TRUCK REPAIR	448.52
BENTON CO SOLID WASTE COMM	TIPPING FEES	2,022.16
CHEM-SULT, INC.	CHEMICALS	1,862.60
CROELL INC	STREET MAINT	440.00
CUSTOM HOSE AND SUPPLIES, INC	HOSE ASSEMBLY	89.42
DELTA INDUSTRIES INC.	AIR COMPRESSOR WORK	2,164.43
ESG PROFESSIONAL ACCOUNTA	JULY SERVICE	1,933.00
FASTENAL	SUPPLIES	33.21

FOWLER PUBLIC SECTOR CONS	CONSULT 080324-081824	8,250.00
GAZETTE COMMUNICATIONS, Inc.	MINUTES 8/6	36.66
ION ENVIRONMENTAL SOLUTIO	LABS	1,554.00
IOWA DNR	NPDES WWTP PERMIT FY25	210.00
JARROD TOMILNSON	JULY 24 MILEAGE	101.17
JOHN DEERE FINANCIAL	SUPPLIES	323.68
JOHNS LOCK & KEY	LIFT STATION KEYS	33.94
M & D MINI STORAGE	Derecho - costs	70.00
MENARD'S	SUPPLIES	262.26
MIDWEST ALARM	FIRE ALARM MONITORING	488.52
P & K MIDWEST	SUPPLIES	323.72
PER MAR SECURITY SERVICES	SECURITY	177.45
QUILL	SUPPLIES	724.51
STATE INDUSTRIAL PRODUCTS	WWTP SUPPLIES	789.89
TITAN MACHINERY	PARKS	835.25
WELLMARK BC/BS OF IOWA	SEPTEMBER PREMIUM	2,438.64
Accounts Payable Total		31,908.63
Invoices: Paid		,598.30
Invoices: Scheduled		8,310.33
Payroll Checks		9,520.48
***** REPORT TOTAL *****		<u>41,429.11</u>
NO FUND ASSIGNED		
OPEN ACCESS		24,680.00
ROAD USE TAX		3,424.59
FEMA		70.00
WATER		6,145.73
SEWER		7,108.79
TOTAL FUNDS		<u>41,429.11</u>

Fisher moved Resolution 2024-08-09 approving the Law Enforcement Agreement with the County of Benton for the Benton County Sheriff to provide police protection for FY25 for a total amount of \$30,420. Bell seconded. Dursky asked that the Sheriff's Department be invited to a future meeting to provide a report on services. Ayes: Fisher, Petersen, Bell, and Dursky. Nays: none. Motion carried.

City engineer Nick Eisenbacher and City staff Todd Damon presented information regarding the City's upcoming capital improvement plans and maintenance projects.

Dursky moved Resolution 2024-08-10 setting a public hearing on the proposed contract documents for the Atkins Sludge Removal Project. Fisher seconded. Ayes: Fisher, Petersen, Bell, and Dursky. Nays: none. Motion carried.

Petersen made a motion to designate Fire Chief Dan Rammelsberg to act as the owner's representative for the construction phase of the Fire Department Project and be provided \$5,000 authority to effect change orders within the Plans & Specifications documents for the project. Fisher seconded. Ayes: Fisher, Petersen, Bell, and Dursky. Nays: none. Motion carried.

Representatives of the firms of MGT/GovHR and Express Employment Professionals made presentations regarding proposals for Executive Search Services for a City Administrator. Council members agreed to discuss further at an upcoming meeting.

Petersen moved Resolution 2024-08-11 approving an agreement with Express Employment Professionals for flexible temporary office staffing. Dursky seconded. Ayes: Fisher, Petersen, Bell, and Dursky. Nays: none. Motion carried.

Mayor Visser reported that a City employee was injured on the job on August 23, 2024 and that we are expecting a full recovery. He further reported that he has attended both a Benton County Landfill Commission meeting and a Benton County Trails Committee meeting. Interim City Administrator Sandi Fowler reported that there is a public meeting scheduled for the late afternoon of September 5 for a tour of City facilities for Council members. Discussion of the search firms will be scheduled just prior at City Hall. A list of city-owned trees that need removal have been submitted to City Council for comments, and economic development information related to the City's zoning classification has been posted on the City's website and provided to City Council. Further, applications for the City's open position of Utility Billing Clerk are being received and reviewed.

Teresa Rotschafer joined the meeting by phone to review the City's financial information provided in the Council packet and invited feedback from Council members.

City Council reports included Council member Bell asking that the City draw down FEMA reimbursement related to derecho tree removals, and Dursky requested the review of Interim City Administrator Fowler be scheduled for October.

There was no public input, and no written correspondence received.

The next regular City Council meeting will be held on September 10, 2024, at 6:30 p.m. City Hall/Library, Council Room, 480 3rd Avenue, Atkins, IA.

Fisher moved to adjourn the meeting. Petersen seconded. Ayes: Fisher, Petersen, Bell, and Dursky. Motion carried. Meeting adjourned at 9:18 pm.

Sandi Fowler, Interim City Administrator

Bruce Visser, Mayor

City of Atkins City Council Meeting Special Session
Thursday, September 5, 2024 at 4:30 p.m.
City Hall Council Room, 480 Third Avenue, Atkins, Iowa, 52206

Mayor Bruce Visser called the meeting to order at 4:30 pm.

Present were Council members EJ Bell, Trevor Dursky, David Fisher, Samantha Petersen, and Jim Koehn. Also present was Interim City Administrator Sandi Fowler.

Council member Petersen moved to place a contract with MGT/Gov HR for executive search services on the Tuesday, September 10, 2024 City Council agenda. Seconded by Koehn. Ayes: Koehn, Petersen, Nays: Fisher, Dursky, Bell. Motion failed.

Council member Fisher moved to place a contract with Express Employment Services for executive search services on the Tuesday, September 10, 2024 City Council agenda. Seconded by Bell. Ayes: Fisher, Bell, Nays: Koehn, Petersen, Dursky. Motion failed.

The consensus of the Council was to place this topic on the Tuesday, September 10, 2024 City Council agenda.

Council members departed the Council room to participate in a tour of City facilities at 5:12 pm. Council member Koehn left the meeting, as did Interim City Administrator Fowler.

Beginning at 5:20 pm, tours were held at these City facilities: Public Works Shop until 5:35 pm, Old Water Plant until 5:45, Lift Station until 5:50 pm, Wastewater Treatment Facility until 6:00 pm. Council members Fisher and Bell left the meeting at this time. The tour ended at the Water Treatment Plant and the meeting adjourned at 6:38 pm.

Sandi Fowler, Interim City Administrator

Bruce Visser, Mayor

CITY OF ATKINS - ACCOUNTS PAYABLE RUN
 CLAIMS REPORT 09.10.24

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE	NOTES
Cardmember Service	JULY TRANSACTIONS	371.84	13274435	8/28/2024	**ELECTRONIC PAYMENT**
PAYROLL EMPLOYEE CHECKS	PAYROLL 8/11/24-8/24/24	9376.27	11050-11058	8/30/2024	**PAYROLL EMPLOYEE CHECKS**
USPS - POSTMASTER	POSTAGE FOR AUG24 BILLS	343.28	11059	8/29/2024	**CHECK PRINTED PRIOR TO CHECK RUN**
RALSTON ECO HOMES, LLC.	CDBG-DR GRANT EXP REIMB	159,412.17	11060	8/30/2024	**CHECK PRINTED PRIOR TO CHECK RUN**
EFTPS	FED/FICA TAX	3,000.97	13274450	8/30/2024	**ELECTRONIC PAYMENT**
IPERS	IPERS REGULAR	3,805.09	13274451	8/30/2024	**ELECTRONIC PAYMENT**
AMY BREESE	HSA 8/30/24	50	13274452	8/30/2024	**ELECTRONIC PAYMENT**
TODD DAMON	HSA 8/30/24	111.53	13274453	8/30/2024	**ELECTRONIC PAYMENT**
MIKE RAMMELSBERG	HSA 8/30/24	73.07	13274454	8/30/2024	**ELECTRONIC PAYMENT**
TREASURER STATE OF IOWA	WET AUG 2024	2,576.12	13274455	8/30/2024	**ELECTRONIC PAYMENT**
ALLIANT ENERGY	UTILITY EXP	16744.45	11061	9/10/2024	
ATKINS LUMBER CO. INC.	SUPPLIES	304.27	11062	9/10/2024	
ATKINS TELEPHONE CO..INC.	TELEPHONE	612.93	11063	9/10/2024	
B & R ENTERPRISES LLC	SIREN MAINT 8/9/24-8/9/25	4,800.00	11064	9/10/2024	
BADGER METER	ORION CELLULAR	93.2	11065	9/10/2024	
BAKER & TAYLOR	BOOKS	58.71	11066	9/10/2024	
DAKOTA SUPPLY GROUP	SUPPLIES	985	11067	9/10/2024	
CATERPILLAR FINANCIAL SER	LEASE FOR EXCAVATOR	3079.76	11068	9/10/2024	
CHEM-SULT, INC.	CHEMICALS	3,954.65	11069	9/10/2024	
D P PROPERTIES	CLEANING-LIBRARY-AUG 24	915	11070	9/10/2024	
DEMCO	ROTARY LITERATURE	894.38	11071	9/10/2024	
ESG PROFESSIONAL ACCOUNTA	AUGUST 24 SERVICE	720.75	11072	9/10/2024	
FOWLER PUBLIC SECTOR CONS	CONSULTING 081924-083024	8,500.00	11073	9/10/2024	
GAZETTE COMMUNICATIONS, Inc.	MINUTES 8/13	334.45	11074	9/10/2024	
IOWA ASSOC. OF MUN. UTILS	WATER MEMBER DUES	854	11075	9/10/2024	
IMFOA	OCTOBER 2024 CONFERENCE	175	11076	9/10/2024	
IRON MOUNTAIN INCORPORATED	7/24/24-8/27/24	120.33	11077	9/10/2024	
KEN-WAY EXCAVATING	JET & VAC TRUCK	800	11078	9/10/2024	
KINGERY MANUFACTURING SER	SPLINE SHAFT REPAIR & WELD	208.42	11079	9/10/2024	
MACQUEEN EQUIPMENT, LLC	FLOW TEST	869	11080	9/10/2024	
MENARD'S	SUPPLIES	185.05	11081	9/10/2024	
METER & TECHNOLOGY SOLUTIONS	WATER METERS	3,014.24	11082	9/10/2024	
MIDAMERICAN ENERGY	UTILITY EXP	131.52	11083	9/10/2024	
POWESHIEK WATER ASSOICATION	UTILITY EXP	49.25	11084	9/10/2024	
SNYDER & ASSOCIATES	CIPSAN02 & CPPCC07	11,768.96	11085	9/10/2024	
THE DEPOT EXPRESS	FUEL-AUG 2024	839.7	11086	9/10/2024	
TOMORROW'S SOLUTIONS	AUG SERVICES	1,968.75	11087	9/10/2024	
TRUGREEN	LAWN CARE	1,095.00	11088	9/10/2024	
U S CELLULAR	CELL PHONES	247.72	11089	9/10/2024	
WM CORPORATE SERVICES, INC.	GARBAGE COLLECTION	16,627.14	11090	9/10/2024	
Accounts Payable Total		250,695.70			VERIFIED AMT 9/6/24-AB
Invoices: Paid		169,744.07			VERIFIED AMT 9/6/24-AB
Invoices: Scheduled		80,951.63			VERIFIED AMT 9/6/24-AB
Payroll Checks		9,376.27			VERIFIED AMT 9/6/24-AB
***** REPORT TOTAL *****		<u>260,071.97</u>			
NO FUND ASSIGNED					
OPEN ACCESS		53,790.80			
ROAD USE TAX		6,315.02			
CDBG-DR HOUSING GRANT		159,412.17			
WATER		24,109.63			
SEWER		16,444.35			
TOTAL FUNDS		<u>260,071.97</u>			

RESOLUTION NO.

A RESOLUTION SETTING PUBLIC HEARING ON THE PROPOSED CONTRACT DOCUMENTS AND ESTIMATED COST FOR THE ATKINS FIRE STATION PROJECT

WHEREAS, the City Council of Atkins, Iowa has determined the necessity to rebuild the fire station after the 2020 Derecho, and

WHEREAS, the City Council of the City of Atkins, Iowa, requests bids be sought from contractors for the purpose of selecting a partner for this project, and

WHEREAS, the City Council of the City of Atkins, Iowa will make final selection and award contract, now therefore

BE IT RESOLVED the City Council, City of Atkins, Iowa, hereby sets a public hearing per the notice for October 8, 2024, at 6:30 pm.

Passed this 10th day of September, 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

DOCUMENT 001113 - ADVERTISEMENT FOR BIDS

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.
- B. Project Identification: Atkins Fire Station.
 - 1. Project Location: 451 2nd Ave. Atkins, IA 52206.
- C. Owner: City of Atkins, 480 3rd Ave. Atkins, IA 52206.
 - 1. Owner's Representative: City Hall, (319) 446-7870; cityclerk@cityofatkins.org.
- D. Architect: Solum Lang Architects, LLC; Al Buck, Partner; 1101 Old Marion Rd NE, Cedar Rapids, IA 52402; (319) 862-0384; abuck@solumlangarchitects.com.
- E. Project Description: This shall be a new fire station designed as a brick and metal panel clad pre-engineered metal building with an apparatus bay. The building shall have a concrete slab-on-grade. The building shall be fully sprinklered throughout. The building shall have a main floor area of 11,698 square feet and a mezzanine area of 2,302 square feet.
 - 1. Project cost range for base bid is anticipated to be under \$4,510,428.00
- F. Construction Contract: Bids will be received for the following Work:
 - 1. General Contract (all trades).

1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: October 8, 2024.
 - 2. Bid Time: 2:00 PM Central Time.
 - 3. Location: Atkins City Hall, 480 3rd Ave. Atkins, IA 52206.
- B. Bids will be thereafter publicly opened and read aloud.

1.3 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.4 PREBID MEETING

- A. Prebid Meeting: See Document 002513 "Prebid Meetings."
- B. Prebid Meeting: A Prebid meeting for all bidders will be held at Atkins City Hall, 480 3rd Ave. Atkins, IA 52206 on Tuesday, September 24, 2024 at 10:00 AM, local time. Prospective prime bidders are requested to attend.
 - 1. Bidders' Questions: Architect will provide responses at Prebid conference to bidders' questions received up to two business days prior to conference.

1.5 DOCUMENTS

- A. Online Procurement and Contracting Documents: Obtain access after September 11, 2024, by contacting Rapids Reproductions, 6015 Huntington Ct NE, Cedar Rapids, IA 52402; (319) 364-2473; www.rapidsrepro.com. Online access will be provided to all registered bidders and suppliers.
- B. Viewing Procurement and Contracting Documents: Examine after September 11, 2024, at the locations below:
 - 1. Atkins City Hall, 480 3rd Ave. Atkins, IA 52206.

1.6 TIME OF COMPLETION

- A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

1.7 BIDDER'S QUALIFICATIONS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

1.8 NOTIFICATION

- A. This Advertisement for Bids document is issued by Rapids Reproductions, 6015 Huntington Ct NE, Cedar Rapids, IA 52402.

END OF DOCUMENT 001113