

City of Atkins Council Meeting Regular Session Meeting Minutes

Tuesday, March 25, 2025, at 6:30 p.m.

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

Call to Order by Mayor Visser at 6:32 pm with roll call of Council members present in person; Petersen, Dursky, Bell, Fisher, Koehn. Staff present; Scott Flory - City Administrator, Amy Breese – Interim City Clerk, Teresa Rotschafer - TMR Consultant and joined late by phone Doug Herman, City Attorney. Members of the public present: Brian Jensen – Goerdts Building Inspection Services, Jeremy Chihak and other members of the public.

Motion by Koehn to APPROVE THE AGENDA AS PRESENTED, Visser called for a second to the motion. Motion died for lack of a second. Motion by Fisher to APPROVE THE AGENDA WITH CHANGES BY MOVING AGENDA ITEM 9. FIRE STATION CONSTRUCTION PAY APP #2 BEFORE AGENDA ITEM 4. CONSENT AGENDA. Second by Dursky. Discussion and consideration of the motion by the Council. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: Koehn. Motion carries.

Citizen's opportunity to address the Council on any items not on the agenda: Mr. Butch Millings of 202 2nd Ave, Atkins – Street ditch at 202 2nd Ave.

Koehn left the meeting at 6:43 pm.

Fire Construction Pay App #2. Review of request by Scott Flory, City Administrator and presented fire station project update. Motion by Fisher to APPROVE RESOLUTION 2025-03-04 A RESOLUTION APPROVING PAY AP REQUEST #2 FROM GARLING CONSTRUCTION FOR THE FIRE STATION REBUILD PROJECT IN THE AMOUNT OF \$247,475,000. Second by Bell. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: none. Absent: Koehn. Motion carries.

A recess of the council meeting was called at 6:45 pm by Mayor Visser, to confer with City Attorney Doug Herman, via phone call, to answer the question: "is the meeting agenda approved properly and is the meeting proper". City Attorney Doug Herman was contacted by phone call. Mayor Visser reconvened the Council meeting at 6:51 pm with council members present; Petersen, Dursky, Bell, Fisher. Absent; Koehn. City Attorney Doug Herman joined the council conversation by phone. Mayor Visser discussed the council action approving the agenda and question with the City Attorney, by phone. City Attorney Doug Herman felt the meeting agenda was proper and described as follows; a motion to approve the agenda that failed by lack of second and then a new motion with changes to

the agenda was made and seconded and passed by majority vote of the council present. Mayor Visser restated the statement of the City Attorney to the council members. The City Attorney, Doug Herman stated that Council Member Koehn could be notified that the meeting will resume. Mayor Visser contacted Council member Koehn by phone call and shared the statement by the city attorney with council member Koehn via phone call. Council members present; Petersen, Dursky, Bell, Fisher. Absent; Koehn.

Consent agenda. Motion by Bell to APPROVE THE CONSENT AGENDA CONSISTING OF MINUTES OF COUNCIL MEETING OF MARCH 11, 2025. LIST OF BILLS 3.25.2025. FINANCIAL REPORTS OF FEBRUARY 2025 RECEIVED AND FILED. Second by Fisher. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: none. Absent: Koehn. Motion carries.

List of bills 3.25.2025

VENDOR	REFERENCE	AMOUNT
RIPPLING - PAYROLL	03142025PAYROLL	18,975.44
ACCESS SYSTEMS	NETWORK SECURITY/FIREWALL	4,421.12
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES/COPIERS	936.50
ALLIANT ENERGY	UTILITY EXP	2,634.73
BADGER METER	ORION CELLULAR	115.28
BENTON COUNTY E911	CENTRALERT SIREN CONTROLLER	7,325.00
BENTON COUNTY SOLID WASTE		
COMM	TIPPING FEES	910.80
CHEM-SULT, INC.	CHEMICALS	2,718.85
CUSTOM HOSE AND SUPPLIES, INC	HOSE ASSEMBLY	39.71
ECICOG	ADMIN FS	375.00
ESG PROFESSIONAL ACCOUNTA	FEB 25 SERVICE	128.00
FIRST MAINSTREET INSURANC	BUILDERS RISK INS FIRE STATION	5,224.00
FOWLER PUBLIC SECTOR CONS	CONSULTING 021725-022825	656.25
GARLING CONSTRUCTION INC	PAY APP #2 FIRE STATION	247,475.00
GAZETTE COMMUNICATIONS, Inc.	MINUTES 2/25	491.55
GRAINGER	SUPPLIES	254.35
ION ENVIRONMENTAL SOLUTIO	LABS	1,261.50
JETCO, INC.	WWTP REPAIR	2,645.00
JOHN DEERE FINANCIAL	SNOWBLOWER	566.40
KEN-WAY EXCAVATING	FIRE HYDRANT REPAIR	4,225.35
LYNCH DALLAS, P.C.	LEGAL SERVICES FEB 2025	130.60
MENARD'S	SUPPLIES	343.67
METER & TECHNOLOGY SOLUTIONS	WATER METERS	559.22
MIDAMERICAN ENERGY	UTILITY EXP	937.85
STATE INDUSTRIAL PRODUCTS	WWTP SUPPLIES	813.58
TOMORROW'S SOLUTIONS	FEB 2025 CONSULTING	5,076.30
USA BLUEBOOK	SUPPLIES	5.99

WELLMARK BC/BS OF IOWA	APRIL PREMIUM	2,652.99
BANKERS BANK	FEB TRANS	625.75
BANKERS BANK	FEB TRANS	397.48
BANKERS BANK	FEB TRANS	445.38
BANKERS BANK	FEB TRANS	32.56
Accounts Payable Total		313,401.20
Payroll Checks		
***** REPORT TOTAL *****		313,401.20
NO FUND ASSIGNED		
OPEN ACCESS		35,134.65
ROAD USE TAX		1,270.57
EMPLOYEE BENEFITS		2,123.38
FIRE STATION (incl FEMA)		253,074.00
WATER		9,521.83
SEWER		12,276.77
TOTAL FUNDS		313,401.20

Atkins Urban Renewal Area and Plan Amendment. The Plan consultation meeting was held at City Hall on March 11, 2025, at 10am with Benton County supervisor and a discussion with Benton Community School Board Superintendent by phone. Review of the request by Scott Flory, City Administrator with a recommendation from City of Atkins Planning and Zoning commission to approve the plan that was presented at meeting on March 13, 2025. Mayor Visser OPENED A PUBLIC HEARING AT 7:18 PM ON THE ATKINS URBAN RENEWAL AREA AND PLAN AMENDMENT. No written comments were received, no oral comments were received. Motion by Dursky to CLOSE THE PUBLIC HEARING, second by Fisher. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: none. Absent: Koehn. Motion carries. The public hearing closes at 7:20pm.

Motion by Petersen to TABLE RESOLUTION 2025-03-02 A RESOLUTION TO DECLARE NECESSITY AND ESTABLISH AN URBAN RENEWAL AREA, PURSUANT TO SECTION 403.4 OF THE CODE OF IOWA AND APPROVE URBAN RENEWAL PLAN AMENDMENT FOR THE ATKINS URBAN RENEWAL AREA. Second by Dursky. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: none. Absent: Koehn. Motion carries.

Motion by Petersen to TABLE THE FIRST READING OF ORDINANCE #231 AN ORDINANCE PROVIDING FOR THE DIVISION OF TAXES LEVIED ON TAXABLE PROPERTY IN THE MARCH 2025 ADDITION TO THE ATKINS URBAN RENEWAL AREA, PURSUANT TO SECTION 403.19 OF THE CODE OF IOWA. Second by Dursky. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: none. Absent: Koehn. Motion carries.

Motion by Petersen to TABLE RESOLUTION 2025-03-03 A RESOLUTION SETTING A DATE OF MEETING AT WHICH IT IS PROPOSED TO APPROVE A DEVELOPMENT AGREEMENT WITH STONE RIDGE DEVELOPING, LLC, INCLUDING ANNUAL APPROPRIATION TAX INCREMENT PAYMENTS. Second by Dursky. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: none. Absent: Koehn. Motion carries.

Appointment of Jeremy D Chihak, Atkins Iowa to the City of Atkins Planning and Zoning Commission (5-year term). Review of the appointment by Mayor Visser and introduction of Mr. Chihak. Recommendation to approve by the Planning and Zoning Commission meeting held on March 13, 2025. Motion by Dursky to APPROVE THE APPOINTMENT OF JEREMY D CHIHAK, ATKINS IOWA, TO THE CITY OF ATKINS PLANNING AND ZONING COMMISSION (5 YEAR TERM). Second by Fisher. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: none. Absent: Koehn. Motion carries.

2025 Sanitary Sewer Pipe Bursting Project (north of Water Treatment Plant). Review of the request by Scott Flory, City Administrator. Motion by Fisher to SET THE DATE AND TIME FOR RECEIVING SEALED COMPETITIVE QUOTES AS APRIL 16, 2025, AT 10:00 AM, AT ATKINS CITY HALL AND FOR CONSIDERATION OF AWARD OF CONTRACT BY CITY COUNCIL FOR APRIL 22ND. Second by Bell. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: none. Absent: Koehn. Motion carries.

FY25 (Amended) and FY26 (Proposed) Municipal Budget. Review of budget proposal by Scott Flory, City Administrator, with comments by Teresa Rotschafer TMR Solutions. Discussed tax levy and revenue. Motion by Dursky to SET THE DATE FOR A PUBLIC HEARING FOR APRIL 15, 2025, AT 6:00 PM ON FY 25 (AMENDED) AND FY 26 (PROPOSED) MUNICIPAL BUDGET. Second by Petersen. Discussion and consideration by the City Council regarding date and time. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: none. Absent: Koehn. Motion carries.

Book Share Box (Little Free Library) Installation at the City Main Park. Review of request by Mayor Visser with Friends of the Atkins Library, and recommendation to approve at a meeting of the Atkins Planning and Zoning Commission of March 13, 2025. Motion by Dursky to APPROVE RESOLUTION 2023-03-05 A RESOLUTION APPROVING THE INSTALLATION OF A BOOK SHARE BOX (LITTLE FREE LIBRARY) AT THE ATKINS MAIN PARK FOR THE PURPOSE OF BOOK EXCHANGES. Second by Bell. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: none. Absent: Koehn. Motion carries.

City Administrator's report. Scott Flory, City Administrator introduced Brian Jenson of Goerdts Building Inspection Services for proposed building inspection services for the city. Mr. Jenson noted his experience and qualifications in inspection services.

Mayors report. Mayor Visser discussed the proposed Fire Station New Construction Beam Signing Celebration with plans to be arranged for a date later in April coordinated with the Fire Department and the project contractors. Information will be posted.

Other business. The YouTube broadcasting equipment was not functioning for this meeting. A vendor has been contacted for replacement equipment.

Motion by Bell, Second by Dursky to ADJOURN. Voting: Aye; Petersen, Dursky, Bell, Fisher. Nay: none. Absent: Koehn. Motion carries.

Meeting adjourned at 8:20pm.

Amy Breese, Interim City Clerk

Bruce Visser, Mayor