

CITY OF ATKINS CITY COUNCIL MEETING
REGULAR SESSION MEETING MINUTES
Tuesday, May 27, 2025, at 6:00PM
City Hall Council Room, 480 Third Avenue, Atkins, Iowa, 52206

The Atkins City Council met in regular session on Tuesday, May 27, 2025, at 6:00pm in the council chambers at City Hall, with Mayor, Bruce Visser presiding. Council members present: Samantha Petersen, Trevor Dursky, EJ Bell, and David Fisher. Council Members absent: Jim Koehn. Staff members present: Scott Flory - City Administrator and Amy Breese – Interim City Clerk. Members of the public were also present. An officer was also present at the meeting.

Call to Order by Mayor Visser at 6:32pm with roll call.

Fisher **motioned** to amend the agenda to table item #9 Purchase of a Vermeer CV SGT Vacuum Excavator Trailer and item #10 Consideration of a 3-year lease-purchase agreement for a 2024 CAT 306-07 CR Excavator (\$1,899.50/month) and a 2025 CAT 255-05 Skid-Steer Loader (\$1,329.36/month) until the Public Works Superintendent can be in attendance. Bell seconded the amended agenda. Voting: Ayes: Unanimous. Absent: Koehn. **Motion** carried.

Citizen opportunity to address the council. Butch Millings – 202 2nd Ave, Atkins – ditch repair.

Approving Travel, Training & Expense Reimbursement Policy. Review by Flory. **Motion** by Bell to approve **Resolution #2025-05-08** "Approving Travel, Training & Expense Reimbursement Policy." Second by Fisher. Voting: Ayes: Unanimous. Absent: Koehn. **Motion** carried.

RFP for Professional Audit Services for FY25 through FY27. Review by Flory. **Motion** by Dursky to approve "Request for Proposals". Second by Fisher. Voting: Ayes: Unanimous. Absent: Koehn. **Motion** carried.

Motion by Bell to amend **Resolution #2025-05-09** "A Resolution Restating and Amending the Credit Card Policy for the City of Atkins, IA" so that all credit card limits are set to \$3,000 per authorized user for the City of Atkins, IA. Second by Fisher. Voting: Ayes: Unanimous. Absent: Koehn. **Motion** carried.

Fire Station Building Project:

Project update and review of Change Order #6 by Flory. **Motion** by Bell to approve "Change Order #6". Second by Dursky. Voting: Ayes: Unanimous. Absent: Koehn. **Motion** carried.

Project review of Proposal to Approve Audio/Visual System Upgrade for City Council Meeting/Community Room by Flory. **Motion** by Bell to approve "Proposal to Approve Audio/Visual System Upgrade for City Council Meeting/Community Room". Second by Dursky. Voting: Ayes: Unanimous. Absent: Koehn. **Motion** carried.

City Administrator's Report:

City Administrator Public Meet & Greet: May 28th, from 5:00 to 6:00 p.m., City Hall Council room. Update on FEMA Derecho Debris Removal Project Funding Request (semi-final): funds received \$226,899. Payment & Reimbursement Request #2 for "Fire Station Building Project" to FEMA and Iowa Homeland Security in the amount of \$316,486.43. Transfer of February 2025 bond proceeds funds in an amount of \$375,000 to reimburse the Water Fund for previously approved capital expenditures. Update on Personnel Policy Manual review. Review of City Clerk Position Announcement.

Mayor's Report: Attended Board of Supervisors meeting, Update on Linn-Benton Road Project, 33rd Avenue work is expected to bring extra traffic down city roads, Attended EMA Meeting discussing the Duane Arnold Energy Center Rebuild – expected to open in 2028 and to create 800-1500 jobs to the area.

Motion by Petersen to approve the Consent Agenda including the items; **Approval of the bills & claims, Approval of April financial reports** (Inc. revenue & expense reports, bank reconciliation, and Treasurer's Report), **Minutes of May 13, 2025** City Council meeting, Approval of **Class "B" Retail Alcohol License** for Dolgencorp, LLC (d/b/a: Dollar General #23186) 402 Stonebrook Drive (renewal), Approval of **Resolution #2025-05-10** "Approving Watermelon Days Special Events Application for August 8-9, 2025". Second by Fisher. Voting: Ayes: Unanimous. Absent: Koehn. **Motion** carried.

LIST OF BILLS 05.27.25

VENDOR	REFERENCE	AMOUNT
BENTON COUNTY TREASURER	CERT RED PARCEL01032630	2,675.00
BANKERS BANK	APRIL TRANS	3,132.79
BANKERS BANK	APRIL TRANS	127.79
BANKERS BANK	APRIL TRANS	117.25
RIPPLING - PAYROLL	5-23-2025 PAYROLL	18,990.49
ESG PROFESSIONAL ACCOUNT	PAYROLL SERVICE	683.25
IOWA FINANCE AUTHORITY	LOAN PMT C0773R	222,080.00
IOWA FINANCE AUTHORITY	LOAN PMT C0754G	99,800.00
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES	921.6
ALTORFER INC.	EQUIP RENTAL	415.8
BENTON COUNTY SOLID WAST	TIPPING FEES	1,833.56
BOUND TREE Medical, LLC	FD SUPPLIES	289.76
CHEM-SULT, INC.	CHEMICALS	2,731.00
CHOSEN VALLEY TESTING, IN	CONST MATERIAL TESTING	3,061.25
D P PROPERTIES	CLEANING-PARKS APR 25	300
DAKOTA SUPPLY GROUP	SUPPLIES	137.55
ECICOG	ADMIN FS	6975
ESG PROFESSIONAL ACCOUN	APR 25 SERVICE	899.25
FELD EQUIPMENT COMPANY	FD SUPPLIES	1,118.00
GPM ENVIRON SOLUTIONS LLC	PARTS FOR SEWER	402
ION ENVIRONMENTAL Solutio	LABS	1590.5
KEN-WAY SEWER SERVICE INC	SEWER/DRAIN CLEANING	163.71
KINGERY MANUFACTURING	FRAME	517.34
LINN COOP	SEED	195
LYNCH DALLAS, P.C.	LEGAL SERVICES APR 2025	827.6
MENARD'S	WATER PLANT SUPPLIES	285
PER MAR SECURITY SERVICES	SECURITY	184.53
QUILL	SUPPLIES	216.44
SNYDER & ASSOCIATES	ENGINEERING	6,536.00
STATE INDUSTRIAL PRODUCTS	WWTP SUPPLIES	1,321.64
THE DEPOT EXPRESS	FUEL-APR 2025	985.17

TOMORROW'S SOLUTIONS	MAR 2025 CONSULTING	9,187.50
TRUENORTH	SAFETY TRAINING	500
USA BLUEBOOK	SUPPLIES	301.45
USPS - POSTMASTER	ANNUAL PERMIT FEE	350
WELLMARK BC/BS OF IOWA	JUNE PREMIUM	2652.99
Accounts Payable Total		392,506.21
Invoices: Paid		347,606.57
Invoices: Scheduled		44,899.64
Payroll Checks		18990.49
***** REPORT TOTAL *****		392,506.21
NO FUND ASSIGNED		
OPEN ACCESS		43,332.83
ROAD USE TAX		1,729.79
EMPLOYEE BENEFITS		2,365.92
DEBT SERVICE		99,800.00
FIRE STATION (incl FEMA)		3,811.25
CDBG-DR HOUSING GRANT		6,225.00
WATER		7,140.35
SEWER		228,101.07
TOTAL FUNDS		392,506.21

Other business: Council Reports: Dursky: personnel policy, council conduct, Fisher: council conduct, Petersen: council conduct, Bell: council conduct.

Motion by Bell to adjourn the meeting. Second by Dursky. Voting: Ayes: Unanimous. Absent: Koehn.
Motion carried. Meeting adjourned at 7:24pm.

Amy Breese, Interim City Clerk

Bruce Visser, Mayor