PUBLIC NOTICE IS HEREBY GIVEN that the following governing body will meet at the date, time, and place herein set out. The tentative agenda for said meeting is as follows:

# TENTATIVE AGENDA ATKINS CITY COUNCIL SPECIAL CITY COUNCIL MEETING CITY HALL – 480 3<sup>RD</sup> AVENUE TUESDAY, JULY 15, 2025 5:30 P.M.

- 1. Call to Order, Roll Call, and Pledge of Allegiance led by Mayor Bruce Visser
- 2. Approval of the Agenda by City Council.
- 3. Citizens' Opportunity to address the Council on any items not on the agenda\*:
  - In conformance with the Iowa Open Meetings law, no action or deliberation can occur on items presented during the Citizens' Forum
  - Please walk to the lectern and state your name and address so the Clerk can properly enter it into the record and the subject of your discussion
  - Speakers are encouraged to limit their comments to no more than three
     (3) minutes

### 4. Consent Agenda:

- Approval of the abstract of the Bills & Claims.
- Approval of the minutes of the July 8th City Council Meeting
- Approval of **Resolution #2025-07-02**, "A Resolution correcting a prior recording of funds and approving an inter-fund transfer for FY 24 from General Fund to Tax-Increment Fund and Local Option Sales Tax Fund.
- Approval of Resolution #2025-07-03, "A Resolution approving the appointment of Scott Flory to the position of interim City Clerk".
- Roll Call Vote by Mayor Bruce Visser.

### 5. New Business:

- Review of request, Scott Flory, City Administrator
- **Motion** to enter CLOSED SESSION pursuant to Code of Iowa Section 21.5 1(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's

reputation and that individual requests a closed session. (City Clerk position)

- Discussion and consideration of Motion by City Council.
- Roll Call Vote by Mayor Bruce Visser.
- 6. Other Business:
- 7. Motion to Adjourn

This notice is given pursuant to Chapter 21.4 (1) of the Code of Iowa and of the local Rules & Procedures of the Governing Body

\*Written comments are welcome in advance of the meeting and may be received at the office of the City Clerk in-person, or by email at: <a href="mailto:cityclerk@cityofatkins.org">cityclerk@cityofatkins.org</a> at Atkins City Hall, 480 Third Avenue, Atkins, IA 52206. Contact the City Clerk's Office if you plan to speak before the Council on an agenda item and need any special assistance.

# REGULAR CITY COUNCIL MEETING MINUTES CITY OF ATKINS, IOWA

The Atkins City Council met in regular session on Tuesday, July 8, 2024, at 6:00 p.m., in the Community Room, at City Hall, with Mayor Pro-Tem Samantha Petersen presiding. Council members present: Dursky, Bell, Fisher, and Koehn. Also present: City Administrator Scott Flory.

The meeting was also live streamed on the City's social media platform(s).

Mayor Pro-Tem Petersen announced that it was now the time and place for citizen comments. There were no citizen comments.

Flory reviewed a proposed RFP for Residential Solid Waste, Recycling, & Yard Waste Collection Services. He advised the intent is to issue the RFP following Council approval and select a contractor in September, with an effective date of January 1, 2026, for a new contract. Motion was made by Bell, seconded by Fisher, to approve the issuance of the RFP. Roll Call: Ayes: Dursky, Fisher, Bell, and Petersen. Nays: Koehn. Motion carried 4-1.

Flory reviewed a proposal to amend Chapter 7 Fiscal Management (accounting – checks) by adding an additional internal control method requiring 2 signatures on checks and identifying the Mayor, City Administrator, Mayor Pro-Tem, and City Clerk as approved signers. He also reviewed a Resolution specifically naming Scott Flory, Bruce Visser, and Samantha Petersen as approved signatories for banking and depository services.

Motion was made by Fisher, seconded by Bell, to approve Resolution 2025-07-01 authorizing and designating the official signatories of the City of Atkins for Banking and Depository services. Roll call: Passed Unanimously.

Motion was made by Fisher, seconded by Bell, to approve Ordinance #232, "An Ordinance amending the Code of Ordinances of the City of Atkins, 2005, by amending provisions pertaining to Chapter 7 Fiscal Management (Accounting – Checks) on 1<sup>st</sup> reading. Roll call: Passed Unanimously. Motion was made by Fisher, seconded by Bell, to suspend the rules pursuant to Iowa Code Section 380.3 and place Ordinance #232 on final reading. Roll call: Passed Unanimously. Motion was made by Fisher, seconded by Bell, to approve Ordinance #232 on the third and final reading. Passed Unanimously.

Flory gave an update on the City's RFP process for Professional City Auditing Services for upcoming fiscal years. He advised that he has received 2 responses thus far to the RFP solicitation and he expects to receive one additional prior to next week's submission deadline.

Motion was made by Bell, seconded by Fisher, to approve the consent agenda - with the removal of the bills & claims, which were unavailable for the Council meeting due to an employee resignation, - which included:

- Minutes of July 8, 2025 regular City Council meeting

- Renewal of Class "C" Retail Alcohol License to Bobby T's, Inc., (d/b/a: Bobby T's Bar & Grill) 96 Main Avenue
- Lucky Wife Wine Slushies (402 Main Avenue) Class "C" Retail Alcohol License (5day) August 6<sup>th</sup> – 11th
- Approve appointment of City Clerk Selection Committee (Council Members Fisher and Dursky, City Administrator Flory)
- Approve Change Order #7 Fire Station Building Project for a deduction (credit) of \$6,200 for revising cast iron to PVC pipe

### Passed unanimously.

There being no further business to come before the Council, Bell moved, Fisher seconded, to adjourn the meeting at 6:29 p.m. Roll Call: Passed Unanimously.

Samantha Petersen, Mayor Pro-Tem

Attest.

Scott Flory, City Administrator

### **RESOLUTION #2025-07-02**

# A RESOLUTION CORRECTING A PRIOR RECORDING OF FUNDS AND APPROVING AN INTER-FUND TRANSFER FOR FY 2024 FROM THE GENERAL FUND TO THE TAX-INCREMENT FUND AND LOCAL OPTION SALES TAX FUND

WHEREAS, Tax-Increment Financing Fund revenue in the amount of \$19,493.52 was received by the City and recorded to the General Fund and Local Option Sales Tax Fund revenue in the amount of \$27,280.33 was received and recorded by the City to the General Fund; and

WHEREAS, those revenues should not have been recorded to the General Fund, but should have been recorded to their respective funds; and

WHEREAS, the City now wishes to correct this administrative recording error and make an inter-fund transfer to effect that correction.

NOW, THEREFORE, be it resolved by the City Council of the City of Atkins, lowa, that the following inter-fund transfers are hereby approved and authorized:

- 1. From the General Fund to the Tax-Increment Fund \$19,493.52
- 2. From the General Fund to the Local Option Sales Tax Fund \$27,280.33

Be it Further Resolved that the City Administrator, or his designee, is hereby empowered to direct and make such transfers of said dollars between funds.

PASSED and APPROVED this 22<sup>nd</sup> day of July, 2025.

	Bruce Visser, Mayor
Attest:	
City Administrator	

### RESOLUTION #2025-07-03

# A RESOLUTION APPROVING THE APPOINTMENT OF SCOTT FLORY TO THE POSITION OF CITY CLERK ON AN INTERIM BASIS

WHEREAS, the City of Atkins currently has its position of interim City Clerk vacant due to a resignation of employment; and

WHEREAS, the City Council believes it to be in the best interest of the City to be able to appoint an interim City Clerk by the majority vote of the Council until a permanent City Clerk is hired; and

WHEREAS, the City is currently in the process of recruiting and hiring a permanent City Clerk.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ATKINS, STATE OF IOWA, that the appointment of Scott Flory to the position of interim City Clerk is hereby approved.

Passed and Approved this 15th day of June, 2025.

	Bruce Visser, Mayor	
Attest:		
City Clerk		

CLAIMS REPORT Vendor Checks: 6/25/2025-7/13/2025 Page 1 Payroll Checks: 6/25/2025-7/13/2025

VENDOR NOT FOUND, VENDOR#: 000	VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE	
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IRON MOUNTAIN INCORPORATED   05/28/25-06/24/25   245.91     IRT SERVICES & CLEARLY CLEAN   PARKING LOT LINE STRIPING   2,434.75     JENSEN INSPECTION SERVICE   INSPECTIONS   1,215.00     M & D MINI STORAGE   Derecho - costs   70.00     MIDAMERICAN ENERGY   UTILITY EXP   96.46     OLLINGER GARAGE DOOR INC.   REPAIRS   323.20     USPS - POSTMASTER   POSTAGE FOR UB   341.60   11804   7/01/25     POWESHIEK WATER ASSOICATION   UTILITY EXP   72.50     RACOM CORP.   FIRE SUPPLIES   157.50     RIPPLING - PAYROLL   2Q COUNCIL PAYROLL   2,679.21   13274671   6/27/25     SNYDER & ASSOCIATES   ENGINEERING   6,906.55     SOLUM LANG ARCHITECTS   FIRE STATION   2,066.00     THE DEPOT EXPRESS   FUEL-JUNE 25   828.33     TRASURER STATE OF IOWA   WET JUNE 2025   2,469.58     TRIONFO SOLUTIONS, LLC   LIFE INS/STD JULY 25   108.55   13274675   7/04/25     TRUENORTH   TRAINING   500.00     TRUGREEN   LAWN SERVICE   550.00     U S CELLULAR   CELL PHONES   281.02     UMB BANK NA   ADMIN FEES   250.00   500.00   13274674   6/26/25     UMB BANK NA   ADMIN FEES   250.00   500.00   13274674   6/26/25     OSCIENCE   DECENTION   DECENTED   DE				03.00			
IRT SERVICES & CLEARLY CLEAN   PARKING LOT LINE STRIPING   2,434.75     JENSEN INSPECTION SERVICE   INSPECTIONS   1,215.00     M & D MINI STORAGE   Derecho - costs   70.00     MIDAMERICAN ENERGY   UTILITY EXP   96.46     OLLINGER GARAGE DOOR INC.   REPAIRS   323.20     USPS - POSTMASTER   POSTAGE FOR UB   341.60   11804   7/01/25     POWESHIEK WATER ASSOICATION   UTILITY EXP   72.50     RACOM CORP.   FIRE SUPPLIES   157.50     RIPPLING - PAYROLL   2Q COUNCIL PAYROLL   2,679.21   13274671   6/27/25     SNYDER & ASSOCIATES   ENGINEERING   6,906.55     SOLUM LANG ARCHITECTS   FIRE STATION   2,066.00     THE DEPOT EXPRESS   FUEL-JUNE 25   828.33     TREASURER STATE OF IOWA   WET JUNE 2025   2,469.58     TRIONFO SOLUTIONS, LLC   LIFE INS/STD JULY 25   108.55   13274675   7/04/25     TRUENORTH   TRAINING   500.00     TRUGREEN   LAWN SERVICE   550.00     U S CELLULAR   CELL PHONES   281.02     UMB BANK NA   ADMIN FEES   250.00   500.00   13274674   6/26/25     UMB BANK NA   ADMIN FEES   250.00   500.00   13274674   6/26/25     Contact				245.91			
JENSEN INSPECTION SERVICE   INSPECTIONS   1,215.00     M & D MINI STORAGE   Derecho - costs   70.00     MIDAMERICAN ENERGY   UTILITY EXP   96.46     OLLINGER GARAGE DOOR INC.   REPAIRS   323.20     USPS - POSTMASTER   POSTAGE FOR UB   341.60   11804   7/01/25     POWESHIEK WATER ASSOICATION   UTILITY EXP   72.50     RACOM CORP.   FIRE SUPPLIES   157.50     RIPPLING - PAYROLL   2Q COUNCIL PAYROLL   2,679.21   13274671   6/27/25     SNYDER & ASSOCIATES   ENGINEERING   6,906.55     SOLUM LANG ARCHITECTS   FIRE STATION   2,066.00     THE DEPOT EXPRESS   FUEL-JUNE 25   828.33     TREASURER STATE OF IOWA   WET JUNE 2025   2,469.58     TRIONFO SOLUTIONS, LLC   LIFE INS/STD JULY 25   108.55   13274675   7/04/25     TRUENORTH   TRAINING   500.00     TRUGREEN   LAWN SERVICE   550.00     U S CELLULAR   CELL PHONES   281.02     UMB BANK NA   ADMIN FEES   250.00   500.00   13274674   6/26/25     UMB BANK NA   ADMIN FEES   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00   13274674   6/26/25     ON TOWN AND ADMIN FEE   250.00   500.00							
M & D MINI STORAGE       Derecho - costs       70.00         MIDAMERICAN ENERGY       UTILITY EXP       96.46         OLLINGER GARAGE DOOR INC.       REPAIRS       323.20         USPS - POSTMASTER       POSTAGE FOR UB       341.60       11804       7/01/25         POWESHIEK WATER ASSOICATION       UTILITY EXP       72.50       72.50         RACOM CORP.       FIRE SUPPLIES       157.50       157.50       6/27/25         SNYDER & ASSOCIATES       ENGINEERING       6,906.55       5         SOLUM LANG ARCHITECTS       FIRE STATION       2,066.00       7         THE DEPOT EXPRESS       FUEL-JUNE 25       828.33       7         TREASURER STATE OF IOWA       WET JUNE 2025       2,469.58       13274675       7/04/25         TRUENORTH       TRAINING       500.00       13274675       7/04/25         TRUGREEN       LAWN SERVICE       550.00       13274673       6/26/25         UMB BANK NA       ADMIN FEES       250.00       500.00       13274673       6/26/25         UMB BANK NA       ADMIN FEE       250.00       500.00       13274674       6/26/25							
MIDAMERICAN ENERGY         UTILITY EXP         96.46           OLLINGER GARAGE DOOR INC.         REPAIRS         323.20           USPS - POSTMASTER         POSTAGE FOR UB         341.60         11804         7/01/25           POWESHIEK WATER ASSOICATION         UTILITY EXP         72.50 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>							
USPS - POSTMASTER       POSTAGE FOR UB       341.60       11804       7/01/25         POWESHIEK WATER ASSOICATION       UTILITY EXP       72.50         RACOM CORP.       FIRE SUPPLIES       157.50         RIPPLING - PAYROLL       20 COUNCIL PAYROLL       2,679.21       13274671       6/27/25         SNYDER & ASSOCIATES       ENGINEERING       6,906.55       5         SOLUM LANG ARCHITECTS       FIRE STATION       2,066.00       7         THE DEPOT EXPRESS       FUEL-JUNE 25       828.33       828.33         TREASURER STATE OF IOWA       WET JUNE 2025       2,469.58         TRIONFO SOLUTIONS, LLC       LIFE INS/STD JULY 25       108.55       13274675       7/04/25         TRUENORTH       TRAINING       500.00       500.00       500.00       13274675       7/04/25         TRUGREEN       LAWN SERVICE       550.00       13274673       6/26/25       04/26/25         UMB BANK NA       ADMIN FEES       250.00       500.00       13274673       6/26/25         UMB BANK NA       ADMIN FEE       250.00       500.00       13274674       6/26/25							
POWESHIEK WATER ASSOICATION         UTILITY EXP         72.50           RACOM CORP.         FIRE SUPPLIES         157.50           RIPPLING - PAYROLL         20 COUNCIL PAYROLL         2,679.21         13274671         6/27/25           SNYDER & ASSOCIATES         ENGINEERING         6,906.55         5         5         5         5         5         5         6,906.55         5         6         6,906.55         5         6,906.55         5         6,906.55         5         6,906.55         5         6,906.55         5         6,906.55         6,906.55         6,906.55         5         6,906.55         5         6,906.55         6,906.55         6,906.55         6,906.55         6,906.55         6,906.55         6,906.55         6,906.55         6,906.55         6,906.55         6,906.55         6,906.55         6,906.55         6,906.00         7,006.00 <td>OLLINGER GARAGE DOOR INC.</td> <td>REPAIRS</td> <td></td> <td>323.20</td> <td></td> <td></td> <td></td>	OLLINGER GARAGE DOOR INC.	REPAIRS		323.20			
RACOM CORP. FIRE SUPPLIES 157.50  RIPPLING - PAYROLL 2Q COUNCIL PAYROLL 2,679.21 13274671 6/27/25  SNYDER & ASSOCIATES ENGINEERING 6,906.55  SOLUM LANG ARCHITECTS FIRE STATION 2,066.00  THE DEPOT EXPRESS FUEL-JUNE 25 828.33  TREASURER STATE OF IOWA WET JUNE 2025 2,469.58  TRIONFO SOLUTIONS, LLC LIFE INS/STD JULY 25  TRUENORTH TRAINING 500.00  TRUGREEN LAWN SERVICE 550.00  U S CELLULAR CELL PHONES 281.02  UMB BANK NA ADMIN FEES 250.00 500.00 13274673 6/26/25  UMB BANK NA ADMIN FEE 250.00 500.00 13274674 6/26/25	USPS - POSTMASTER	POSTAGE FOR UB		341.60	11804	7/01/25	
RIPPLING - PAYROLL       2Q COUNCIL PAYROLL       2,679.21       13274671       6/27/25         SNYDER & ASSOCIATES       ENGINEERING       6,906.55         SOLUM LANG ARCHITECTS       FIRE STATION       2,066.00         THE DEPOT EXPRESS       FUEL-JUNE 25       828.33         TREASURER STATE OF IOWA       WET JUNE 2025       2,469.58         TRIONFO SOLUTIONS, LLC       LIFE INS/STD JULY 25       108.55       13274675       7/04/25         TRUENORTH       TRAINING       500.00         TRUGREEN       LAWN SERVICE       550.00         U S CELLULAR       CELL PHONES       281.02         UMB BANK NA       ADMIN FEES       250.00       13274673       6/26/25         UMB BANK NA       ADMIN FEE       250.00       500.00       13274674       6/26/25	POWESHIEK WATER ASSOICATION	UTILITY EXP					
SNYDER & ASSOCIATES         ENGINEERING         6,906.55           SOLUM LANG ARCHITECTS         FIRE STATION         2,066.00           THE DEPOT EXPRESS         FUEL-JUNE 25         828.33           TREASURER STATE OF IOWA         WET JUNE 2025         2,469.58           TRIONFO SOLUTIONS, LLC         LIFE INS/STD JULY 25         108.55         13274675         7/04/25           TRUENORTH         TRAINING         500.00         500.00         550.00         281.02           U S CELLULAR         CELL PHONES         250.00         13274673         6/26/25           UMB BANK NA         ADMIN FEES         250.00         500.00         13274674         6/26/25							
SOLUM LANG ARCHITECTS         FIRE STATION         2,066.00           THE DEPOT EXPRESS         FUEL-JUNE 25         828.33           TREASURER STATE OF IOWA         WET JUNE 2025         2,469.58           TRIONFO SOLUTIONS, LLC         LIFE INS/STD JULY 25         108.55         13274675         7/04/25           TRUENORTH         TRAINING         500.00         500.00         100.00				•	13274671	6/27/25	
THE DEPOT EXPRESS       FUEL-JUNE 25       828.33         TREASURER STATE OF IOWA       WET JUNE 2025       2,469.58         TRIONFO SOLUTIONS, LLC       LIFE INS/STD JULY 25       108.55       13274675       7/04/25         TRUENORTH       TRAINING       500.00       500.00       500.00       100.00<							
TREASURER STATE OF IOWA       WET JUNE 2025       2,469.58         TRIONFO SOLUTIONS, LLC       LIFE INS/STD JULY 25       108.55       13274675       7/04/25         TRUENORTH       TRAINING       500.00       500.00       500.00       100.00 <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>							
TRIONFO SOLUTIONS, LLC       LIFE INS/STD JULY 25       108.55       13274675       7/04/25         TRUENORTH       TRAINING       500.00         TRUGREEN       LAWN SERVICE       550.00         U S CELLULAR       CELL PHONES       281.02         UMB BANK NA       ADMIN FEES       250.00       13274673       6/26/25         UMB BANK NA       ADMIN FEE       250.00       500.00       13274674       6/26/25							
TRUENORTH         TRAINING         500.00           TRUGREEN         LAWN SERVICE         550.00           U S CELLULAR         CELL PHONES         281.02           UMB BANK NA         ADMIN FEES         250.00         13274673         6/26/25           UMB BANK NA         ADMIN FEE         250.00         500.00         13274674         6/26/25					42274675	7 /0 / /0 5	
TRUGREEN         LAWN SERVICE         550.00           U S CELLULAR         CELL PHONES         281.02           UMB BANK NA         ADMIN FEES         250.00         13274673         6/26/25           UMB BANK NA         ADMIN FEE         250.00         500.00         13274674         6/26/25	· · · · · · · · · · · · · · · · · · ·	•			132/46/5	//04/25	
U S CELLULAR       CELL PHONES       281.02         UMB BANK NA       ADMIN FEES       250.00       13274673       6/26/25         UMB BANK NA       ADMIN FEE       250.00       500.00       13274674       6/26/25							
UMB BANK NA         ADMIN FEES         250.00         13274673         6/26/25           UMB BANK NA         ADMIN FEE         250.00         500.00         13274674         6/26/25							
UMB BANK NA ADMIN FEE 250.00 500.00 13274674 6/26/25			250 00	201.02	1227/672	6/26/25	
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ON PEOPPONY SOLLETES 112.13			230.00		13414014	0/20/23	
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City of Atkins IA APCLAIRP 04.22.22 OPER: TRC

CLAIMS REPORT Vendor Checks: 6/25/2025-7/13/2025

Page 2

Payroll Checks: 6/25/2025-7/13/2025

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK# DATE
WM CORPORATE SERVICES, INC.	GARBAGE COLLECTION		17,577.54	
	Accounts Payable Total	==:	78,226.38	
	Invoices: Paid Invoices: Scheduled		5,020.79 73,205.59	
	Payroll Checks			
	Report Total		78,226.38	

City of Atkins IA APCLAIRP 04.22.22 OPER: TRC

### CLAIMS REPORT CLAIMS FUND SUMMARY

Page 3
Payroll Checks: 6/25/2025-7/13/2025

FUND	NAME	AMOUNT	
	NO FUND ASSIGNED		
001	GENERAL	36,652.66	
110	ROAD USE TAX	9,930.72	
112	EMPLOYEE BENEFITS	435.73	
200	DEBT SERVICE	500.00	
310	FIRE STATION (incl FEMA)	4,337.66	
600	WATER	13,657.02	
610	SEWER	12,712.59	
	TOTAL FUNDS	78,226.38	

APCLAIRP 04.22.22 City of Atkins IA OPER: TRC