

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 3RD 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: cityclerk@cityofatkins.org 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 1st 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

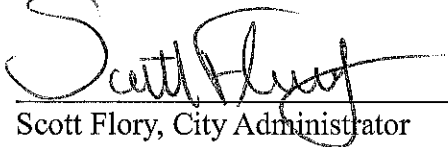
- Renewal of Class "C" Retail Alcohol License to Bobby T's, Inc., (d/b/a: Bobby T's Bar & Grill) 96 Main Avenue
- Lucky Wife Wine Slushies (402 Main Avenue) Class "C" Retail Alcohol License (5-day) August 6th – 11th
- Approve appointment of City Clerk Selection Committee (Council Members Fisher and Dursky, 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, Iowa, 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 22nd 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

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
VENDOR NOT FOUND, VENDOR#: 000					
KENT JAMES					
ALLIANT ENERGY	ELECTRIC		20,053.73		
AMAZON CAPITAL SERVICES	CC/COPY PAPER		91.87		
ATKINS LUMBER CO. INC.	SUPPLIES		394.86		
ATKINS TELEPHONE CO..INC.	TELEPHONE		601.68		
BADGER METER	ORION CELLULAR		115.04		
BAKER & TAYLOR	BOOKS		17.10		
BANKERS BANK	MAY TRANS	118.98		13274639	6/25/25
BANKERS BANK	MAY TRANS	205.07		13274640	6/25/25
BANKERS BANK	MAY TRANS	101.72		13274641	6/25/25
BANKERS BANK	MAY TRANS	415.66	841.43	13274642	6/25/25
BENTON COUNTY SOLID WASTE COMM	TIPPING FEE		2,437.08		
CATERPILLAR FINANCIAL SER	LEASE FOR EXCAVATOR		3,079.76		
Cardmember Service	MAY TRANSACTIONS				
CHEM-SULT, INC.	CHEMICALS		2,910.45		
CHOSEN VALLEY TESTING, IN	TESTING		2,095.00		
Creative Technologies	SUPPORT FOR JUN,JUL,AUG				
D P PROPERTIES	CLEANING-LIBRARY JUNE 2025		928.00		
DEMCO	LIBRARY CARDS		854.32		
ENTERTAINMENT GROUP LLC	PERFORMANCE FEE 7/10/2025		550.00	11807	7/10/25
EVERGREEN LANDSCAPE NURSY	WOOD CHIPS		1,120.00		
FELD EQUIPMENT COMPANY INC	FD SUPPLIES		1,274.00		
G & H ELECTRIC	INSTALL AIR CONDITIONER		649.35		
GAZETTE COMMUNICATIONS, Inc.	MINUTES 06/10		222.96		
IOWA DNR	ANNUAL WATER SUPPLY FEE FY26		323.52		
IOWA ONE CALL	LOCATES		63.00		
IPERS	FINANCE CHARGES				
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		
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
USA BLUEBOOK	SUPPLIES		179.53		

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		5,020.79		
	Invoices: Scheduled		73,205.59		
	Payroll Checks				
			=====		
	Report Total		78,226.38		
			=====		

CLAIMS REPORT
CLAIMS FUND SUMMARY

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