

## REGULAR CITY COUNCIL MEETING MINUTES CITY OF ATKINS, IOWA

The Atkins City Council met in regular session on Tuesday, July 22, 2025, at 6:00 p.m., in the Community Room, at City Hall, with Mayor Bruce Visser presiding. Council members present: Petersen, Dursky, Bell, Fisher, and Koehn. Also present: City Administrator Scott Flory.

Motion was made by Petersen, seconded by Dursky, to approve the agenda. Roll call: Passed Unanimously.

Mayor Visser announced that it was now the time and place for citizen comments. There were no citizen comments.

City Administrator Scott Flory reviewed the responses received to the City's RFP solicitation for proposals to perform City professional auditing services. He advised that his recommendation based upon his scoring evaluation of the three (3) proposals received was to approve the proposal from Bohnsack & Frommelt LLP (Moline, IL) in the amount of \$25,000 for FY 25, \$26,000 for FY 26, and \$27,000 for FY 27, said fees would include the Single Audit Act if necessary. Flory advised that the City's current audit work is performed by the State Auditor's Office and has generally cost between \$26-\$30,000, excluding the Single Audit Act, if necessary.

Motion was made by Bell, seconded by Dursky, to approve Resolution #2025-07-04, "Resolution approving proposal from Bohnsack & Frommelt LLP for Professional Audit Services for years ending June 30, 2025-27". Roll Call: Ayes: Petersen, Dursky, Bell, and Fisher. Nays: Kohen.

Flory reviewed the proposal to appoint Shelley Annis to the position of City Clerk. He advised that Ms. Annis is currently working as a City Clerk for a City within the region and has more than 18 years' experience as a City Clerk in Iowa. Flory stated that her anticipated start date would be August 11, 2025.

Motion was made by Dursky, seconded by Fisher, to approve Resolution #2025-07-05 "A Resolution approving the appointment of a City Clerk pursuant to Iowa Code Section 372.13(3) and Chapter 18 of the Atkins Code of Ordinances, 2005, as amended". Roll Call: Passed Unanimously.

Motion was made by Bell, seconded by Fisher, to approve the consent agenda, which included:

- Renewal of Special Class "B" Retail Native Wine License for Atkins Family Pharmacy (401 Cardinal Avenue)
- **Resolution #2025-07-06**, "A Resolution approving the 2025 City Contribution to an Employee's High-Deductible Health Savings Account"
- Approval of the July 15<sup>th</sup> Special City Council meeting minutes
- Approval of the abstract of the bills & claims as submitted
- Approval of the Financials: Treasurer's Report, Bank Reconciliation, Revenue & Expense Report.

Passed Unanimously.

There being no further business to come before the Council, Bell moved, seconded by Petersen, to adjourn the meeting at 6:32 p.m. Roll Call: Passed Unanimously.

# CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACCESS SYSTEMS	NETWORK SUPPORT	1,162.60
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES/COPIERS	921.62
AETNA Behavioral Health, LLC	JULY-SEP 2025 EMPLOY ASST PROG	17.52
ALTORFER INC.	EQUIPMENT RENTAL	201.00
ALTORFER INC.	TROUBLESHOOT TRANSFER SWITCH	1,591.50
BADGER METER	ORION CELLULAR	117.12
BENTON COUNTY SOLID WASTE COMM	TIPPING FEE	1,960.06
BOUND TREE Medical, LLC	FD SUPPLIES	2,119.99
CHEM-SULT, INC.	CHEMICALS	2,298.25
ESG PROFESSIONAL ACCOUNTA	JULY 25 CONSULTING	6,464.00
FUTURE LINE TRUCK EQUIPMT	ROADS PARTS	25.00
GAZETTE COMMUNICATIONS, Inc.	MINUTES 7/8	78.10
HUPP ELECTRIC MOTORS, INC	WATER PLANT SCRUBBER	600.00
ION ENVIRONMENTAL Solutio	LABS	1,091.00
IOWA DNR	ANNUAL WATER SUPPLIES FEE FY26	223.52
IPERS	072025PAYROLL	4,452.01
KEN-WAY EXCAVATING	OCTV INSPECTION AND CLEANING	36,714.00
KIRBYBUILT SALES	TABLES	3,309.36
L.L. PELLING CO.	STREET MAINT	91,011.25
LB ANDERSON AGENCY	WORKERS COMPENSATION	360.00
METER & TECHNOLOGY SOLUTIONS	WATER METERS	1,607.76
QUALITY FLOW SYSTEMS, INC	SERVICE CHECK	1,500.00
RIPPLING - PAYROLL	071825PAYROLL	20,077.30
STATE INDUSTRIAL PRODUCTS	SUPPLIES	1,321.64
TRUENORTH	TRAINING	500.00
VAN METER INC.	SUPPLIES	477.66
VOYA RETIREMENT PLAN	401A CONTRIBUTION	399.38
WELLMARK BC/BS OF IOWA	AUGUST PREMIUMS	2,652.99
<b>Total</b>		<b>183,254.63</b>

**July 2025 Receipts**

001 GENERAL	9,326.55
110 ROAD USE TAX	-
112 EMPLOYEE BENEFITS	-
121 LOCAL OPTION SALES TAX	-
125 TAX INCREMENT FINANCING	-
200 DEBT SERVICE	-
310 FIRE STATION (incl FEMA)	-
330 FED. AMERICAN RELIEF	-
340 CDBG - DR HOUSING GRANT	-
600 WATER	13,494.46
610 SEWER	20,531.98
<b>TOTAL</b>	<b>43,352.99</b>

**July 2025 Expenses**

001 GENERAL	63,247.41
110 ROAD USE TAX	9,790.87
112 EMPLOYEE BENEFITS	4,716.32
121 LOCAL OPTION SALES TAX	-
125 TAX INCREMENT FINANCING	-
200 DEBT SERVICE	-
310 FIRE STATION (incl FEMA)	4,337.66
330 FED. AMERICAN RELIEF	-
340 CDBG - DR HOUSING GRANT	-
600 WATER	20,026.83
610 SEWER	17,505.60
<b>TOTAL</b>	<b>119,624.69</b>

Attest:

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Bruce Visser, Mayor

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Scott Flory, City Administrator/Interim City Clerk