

CITY OF ATKINS, IOWA
480 3RD AVENUE
ATKINS, IA 52206
www.cityofatkins.org
319-446-7870

August 8, 2025

HONORABLE MAYOR & CITY COUNCIL MEMBERS:

The next regular meeting of the Atkins City Council is scheduled for Tuesday, August 12, 2025, at 6:00 p.m. in the Council Chambers, at City Hall. Please refer to the attached agenda for the items discussed below.

ITEM #5A. **2025 Sanitary Sewer Line Pipe Bursting Project**. At its regular meeting on May 13th, the Council awarded the contract for this Project to Dave Schmitt Construction (Cedar Rapids) in the amount of \$104,298. The City budgeted and contracted for this Project in FY 25 (\$105,000), however, most of the Project costs will fall into the FY 26 budget and may need to be reflected as an amendment.

As a reminder, this Project involved roughly 190 LF of 8" RCP sanitary sewer main located north of the Water Plant, west of 1st Avenue and east of the alleyway that is between Main Avenue and 1st Avenue. The pipe itself was significantly corroded, with aggregate exposure, and reduced structural integrity (decreased thickness of the sewer pipe wall) as a result. Consequently, the risk probability of pipe failure was high. There were two manholes rehabilitated. Method of construction was "pipe bursting" (trenchless technology) to replace this mainline sanitary sewer pipe with a new 8" HDPE pipe.

Work on the Project has now been completed, and the Project engineer is recommending acceptance of the work by the City. The original contract was in the amount of \$104,298. There were two change orders: 1) -\$5,471 to remove the seeding and HMA pavement restoration from the project; and 2) -\$2,013.25 to reflect a reconciliation of quantities in terms of what was specified vs what was constructed. Therefore, the "revised" contract amount is \$96,813.75.

The Project completion date was August 1st and the Contractor was substantially completed prior to that date.

Smart Quote: "*Your energy is a valuable resource, distribute it wisely.*" - - Jay Samir, digital media innovator, entrepreneur, writer


Scott L. Flory
City Administrator

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
CITY HALL – 480 3RD AVENUE
TUESDAY, AUGUST 12, 2025
6:00 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. Unfinished Business:
5. New Business:
 - A. 2025 Sanitary Sewer Line Pipe Bursting Project:
 - Introduction by Scott Flory, City Administrator
 - Review of Pay Application #1 (final) and Change Orders #1 & #2, Nick Eisenbacher, P.E. Snyder & Associates
 - **Motion** to approve **Pay Application #1** to Dave Schmitt Construction in the amount of \$91,973.06 by City Council
 - Discussion and consideration of Motion by City Council
 - Roll Call vote by Mayor Bruce Visser
 - **Motion** to approve **Change Order #1** (deduction of \$5,471) & **Change Order #2** (deduction of \$2,013.25) by City Council.
 - Discussion and consideration of Motion by City Council
 - Roll Call vote by Mayor Bruce Visser
 - **Motion** to approve **Resolution #2025-08-01**, "A Resolution Accepting the Work for the 2025 Sanitary Sewer Line Pipe Bursting Project" by City Council.
 - Discussion and consideration of Motion by City Council
 - Roll Call vote by Mayor Bruce Visser

B. Fire Station Building Improvement Project:

- Project update and review of Pay Application #6, Scott Flory, City Administrator.
- **Motion** to approve **Pay Application #6** to Garling Construction in the amount of \$286,944.94 by City Council
- Discussion and consideration of Motion by City Council
- Roll Call vote by Mayor Bruce Visser

C. Ordinance Modifications to City Administrator, City Council, and Mayor Chapters of the Code of Ordinances of the City of Atkins, 2005, as amended:

- Review of request, Scott Flory, City Administrator
- **Motion** to approve **Ordinance #233** "An Ordinance amending the Code of Ordinances of the City of Atkins, Iowa, 2005, as amended by amending Chapter 23- City Administrator" by City Council. (1st reading)
- Discussion and consideration of Motion by City Council
- Roll Call vote by Mayor Bruce Visser
- **Motion** to approve **Ordinance #234** "An Ordinance amending the Code of Ordinances of the City of Atkins, Iowa, 2005, as amended, by amending Chapter 15 – Mayor and Chapter 17- Council" by City Council. (1st reading)
- Discussion and consideration of Motion by City Council
- Roll Call vote by Mayor Bruce Visser

6. City Administrator's Report:

- GASB 77 Tax Abatement/Rebates Disclosure Letters completed (filed: 8/4/25)
- Annual Debt Report to State Treasurer's Office (filed: 8/4/25) (FY 24 \$5.9M to FY 25 \$7.5M)
- FY 2024 Audit Final Report and Engagement Letter for FY 25 Audit Report update
- City Hall Community Room Audio/Visual System Installation

7. Mayor's Report:

8. Consent Agenda:

- Approval of the abstract of the bills & claims as submitted
- Approval of the July 22nd, 2025 City Council meeting minutes
- Class "C" Retail Alcohol License (LC) Bobby T's Bar & Grill (96 Main Avenue) (renewal)

- Approval of a Retail Tobacco License for Casey's Marketing Company (401 Stonebrook Drive) – 10/9/25 to 6/30/26 (new)
- **Resolution #2025-08-02**, "A Resolution approving Fiscal Year 2024/25 Interfund Transfer from the Tax-Increment Fund to the Capital Projects Fund in the amount of \$125,000"
- **Resolution #2025-08-03**, "A Resolution authorizing the City Administrator and City Clerk to have access to the Safe Deposit Box"

9. Other Business:

10. Motion to Adjourn

NEXT REGULAR MEETING – AUGUST 26, 2025 at 6:00 P.M.

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.*

Note: Some members may participate by telephone, per Section 21.8 of the Code of Iowa

RESOLUTION NO. 2025-08-01

**RESOLUTION ACCEPTING THE WORK OF DAVE SCHMITT CONSTRUCTION CO. INC.
FOR THE 2025 SANITARY SEWER LINE PIPE BURSTING PROJECT**

WHEREAS, on May 13th, 2025, the Council awarded the contract for this Project to Dave Schmitt Construction (Cedar Rapids) in the amount of \$104,298; and

WHEREAS, the work has been duly completed on this project in compliance with the plans, specifications, and contract documents; and

WHEREAS, the consultant engineer for this project, Snyder & Associates, has issued a completion statement for this project

NOW, THEREFORE, BE IT RESOLVED by the City Council of Atkins, Iowa as follows:

Section 1. That it is hereby found and determined that the work of said project, been duly and fully completed by the contractor in accordance with the terms of the contract and the same is hereby accepted and approved.

Section 2. That it is hereby found and determined that the total cost of said project is in the amount of \$96,813.75, which includes a retainage of \$4,840.69. This amount should be released to the Contractor 30 days after acceptance of this project if no claims have been filed.

Section 3. That all amounts due to the contractor are hereby ordered to be paid in accordance with the contract procedures prescribed by the Code of Iowa.

Section 4. That all resolutions or parts of resolutions in conflict herewith be, and the same, are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 12th day of August, 2025.

Bruce Visser, Mayor

Attest:

City Clerk



July 30, 2025

City of Atkins
480 3rd Ave
Atkins, IA 52206

RE: 2025 SANITARY SEWER LINE PIPE BURSTING PROJECT – PROJECT ACCEPTANCE

Honorable Mayor and City Council,

Dave Schmitt Construction Co., Inc. has completed construction of the 2025 Sanitary Sewer Line Pipe Bursting project. We have conducted a final review of all work on the project and find it to be acceptable and in general conformance with the contract documents.

We are hereby recommending acceptance of the public improvements.

5% of the contract value (\$4,840.69) is currently being withheld as retainage. We recommend withholding payment of retainage for a minimum of 30 days after receipt of lien waivers.

Feel free to contact me to discuss further if needed. Thank you.

Respectfully,

SNYDER & ASSOCIATES, INC.

Patrick Williams
Project Engineer

Enclosure:

cc: Dave Schmitt Construction Co., Inc.



July 30, 2025

City of Atkins
480 3rd Ave
Atkins, IA 52206

RE: 2025 SANITARY SEWER LINE PIPE BURSTING PROJECT –
PAY REQUEST #1 AND CHANGE ORDER REQUESTS #1 AND #2

Honorable Mayor and City Council,

Enclosed for your review and approval are Pay Request #1 and Change Order Requests #1 and #2 for the 2025 Sanitary Sewer Line Pipe Bursting project.

Payment for this period includes partial payment for On-site Topsoil and full payment for the following items: Bypass Pumping, Manhole Rehabilitation, Pipe Bursting 8" HDPE Sewer, Sanitary Service Reconnection, Pavement Removal, Temporary Traffic Control, and Mobilization.

We have reviewed the pay estimate and find it in agreement with the work completed to date. We, therefore, recommend approval of Pay Request #1 in the amount of **\$91,973.06** to Dave Schmitt Construction Co. Inc.

Change Order Request #1 includes a **\$5,471.00** deduction to the contract value to remove Seeding and HMA Pavement work from the project.

Change Order Request #2 reflects a reconciliation of quantities between what was specified for the project and what was installed. We recommend approval of Change Order Request #2 to deduct the contract value by **\$2,013.25**.

Feel free to contact me to discuss further if needed. Thank you.

Respectfully,

SNYDER & ASSOCIATES, INC.

A handwritten signature in blue ink that reads 'Patrick Williams'.

Patrick Williams
Project Engineer

Enclosure: Pay Request #1, Change Order Request #1, Change Order Request #2

cc: Dave Schmitt Construction Co., Inc.

TO (OWNER): CITY OF ATKINS
CITY OF ATKINS
480 3RD AVE
ATKINS, IA 52206

PROJECT: 2025 ATKINS SANITARY SEWER LIN

APPLICATION NO: 1
PERIOD TO: 7/28/2025

DISTRIBUTION
TO:
OWNER
CONTRACTOR

FROM (CONTRACTOR): Dave Schmitt Construction Co
250 50th Ave SW
Cedar Rapids, IA 52404

VIA Engineer

PROJECT NO:

CONTRACT FOR: 25505 ATKINS SANITARY SEWER LINE

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	\$	104,298.00
2. Net Change by Change Orders	\$	-7,484.25
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	96,813.75
4. TOTAL COMPLETED AND STORED TO DATE	\$	96,813.75
5. RETAINAGE:		
a. 5.00 % of Completed Work	\$	4,840.69
b. 0.00 % of Stored Material	\$	0.00
Total retainage (Line 5a + 5b)	\$	4,840.69
6. TOTAL EARNED LESS RETAINAGE	\$	91,973.06
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	0.00
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	91,973.06
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	4,840.69
(Line 3 less Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	-7484.25
TOTALS	0.00	
NET CHANGES by Change Order		-7484.25

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Dave Schmitt Construction Co
250 50th Ave SW Cedar Rapids, IA 52404

By: *Dave Schmitt* Date: 7/28/2025

LINCOLN TAYLOR / PROJECT MANAGER

State of: IA

County of: LINN

Subscribed and Sworn to before me this Day of 20

Notary Public:

My Commission Expires :

ENGINEERS CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED *Patrick Williams* 7/30/2025 \$91,973.06

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

Owner

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document
Application and Certification for Payment

TO (OWNER): CITY OF ATKINS
CITY OF ATKINS
480 3RD AVE
ATKINS, IA 52206

PROJECT: 2025 ATKINS SANITARY SEWER LIN

APPLICATION NO: 1
PERIOD TO: 7/28/2025

DISTRIBUTION
TO:
OWNER
CONTRACTOR

FROM (CONTRACTOR): Dave Schmitt Construction Co
250 50th Ave SW
Cedar Rapids, IA 52404

VIA Engineer

PROJECT NO:

CONTRACT FOR: 25505 ATKINS SANITARY SEWER LINE

CONTRACT DATE:

ITEM	DESCRIPTION	PLAN QTY	UNIT PRICE	SCHEDULED VALUE	PREVIOUSLY COMP QTY/%	PREVIOUS APPL	COMP QTY/% THIS PERIOD	COMP AMT THIS PERIOD	STORED MATERIAL	COMPLETED AND STORED	%	BALANCE
10	"TOP SOIL ONSITE 6"	30.000	78,3000	2,349.00	.000	0.00	22.500	1,761.75	0.00	1,761.75	75.00	587.25
20	SUBBASE MODIFIED	46.000	31.0000	1,426.00	.000	0.00	.000	0.00	0.00	0.00	.00	1,426.00
30	BYPASS PUMPING	1.000	15,473.0000	15,473.00	.000	0.00	1.000	15,473.00	0.00	15,473.00	100.00	.00
40	"PIPE BURSTING HDPE 8"	185.000	266.0000	49,210.00	.000	0.00	185.000	49,210.00	0.00	49,210.00	100.00	.00
50	SERVICE RECONNECTION	1.000	2,580.0000	2,580.00	.000	0.00	1.000	2,580.00	0.00	2,580.00	100.00	.00
60	COATING EX MH INTERIOR CEMENT PATCHING MATERIAL	2.000	7,000.0000	14,000.00	.000	0.00	2.000	14,000.00	0.00	14,000.00	100.00	.00
70	PAVEMENT HMA	12.000	250.0000	3,000.00	.000	0.00	.000	0.00	0.00	0.00	.00	3,000.00
80	PAVEMENT REMOVAL	37.000	83.0000	3,071.00	.000	0.00	37.000	3,071.00	0.00	3,071.00	100.00	.00
90	TEMP TRAFFIC CONTROL	1.000	650.0000	650.00	.000	0.00	1.000	650.00	0.00	650.00	100.00	.00
100	HYDRAULIC SEEDING TYPE 1	.010	247,100.0000	2,471.00	.000	0.00	.000	0.00	0.00	0.00	.00	2,471.00
110	MOBILIZATION	1.000	10,068.0000	10,068.00	.000	0.00	1.000	10,068.00	0.00	10,068.00	100.00	.00
C#01	DEDUCT CHANGE ORDER	1.000	-5,471.0000	-5,471.00	.000	0.00	.000	0.00	0.00	0.00	.00	-5,471.00
C#02	CHANGE ORDER 2	1.000	-2,013.2500	-2,013.25	.000	0.00	.000	0.00	0.00	0.00	.00	-2,013.25
REPORT TOTALS				\$96,813.75		\$.00		\$96,813.75		\$96,813.75		\$.00

CHANGE ORDER NO. 1

OWNER: City of Atkins

PROJECT: 2025 Sanitary Sewer Line Pipe
Bursting Project Project
S&A PROJECT #: 124.0021.08

To: Dave Schmitt Construction Co., Inc.
Contractor
250 50th Ave SW
Address
Cedar Rapids, IA 52404
City, State, Zip

You are directed to make the following changes in this contract:

1. **Description of change to be made:**
Removing seeding and paving work from the project.
2. **Reason for Change:**
Value engineering to reduce contract value.
3. **Settlement for the cost of making the change shall be as follows:**

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
7	Pavement, HMA	-12	TON	\$ 250.00	\$ (3,000.00)
10.	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, type 1	-0.01	AC	\$ 247,100.00	\$ (2,471.00)
TOTAL					\$ (5,471.00)

4. This change order will result in a net change in the contract completion time of 0 days and a net change in the cost of the project of -\$5471.00 divided as follows:

	Contract Amount	Contract Completion Date
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$ 104,298.00	August 1, 2025
Change due to this C.O. (+ or -)	\$ (5,471.00)	0
Totals including this C.O.:	\$ 98,827.00	August 1, 2025

The change described herein is understood, and the terms of settlement are hereby agreed to:

Dave Schmitt Construction Co., Inc.
CONTRACTOR
By Lincoln Taylor PM

DATE: 7/1/2025

Snyder & Associates, Inc.
ENGINEER
By Patrick Williams

DATE: 7/1/2025

City of Atkins
OWNER
By _____

DATE: _____

CHANGE ORDER NO. 2

OWNER: City of Atkins

PROJECT: 2025 Sanitary Sewer Line Pipe
Bursting Project Project

S&A PROJECT #: 124.0021.08

To: Dave Schmitt Construction Co., Inc.
Contractor
250 50th Ave SW
Address
Cedar Rapids, IA 52404
City, State, Zip

You are directed to make the following changes in this contract:

- Description of change to be made:**
Add and subtract estimated quantities as noted to balance with quantities actually used.
- Reason for Change:**
Reconcile project quantities so that the work completed matches the final contract amount.
- Settlement for the cost of making the change shall be as follows:**

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
1.	Topsoil, On-site, 6"	-7.5	CY	\$ 78.30	\$ (587.25)
2.	Subbase, Modified	-46	SY	\$ 31.00	\$ (1,426.00)
TOTAL					\$ (2,013.25)

- This change order will result in a net change in the contract completion time of 0 days and a net change in the cost of the project of -\$2013.25 divided as follows:**

	Contract Amount	Contract Completion Date
Approved funds and contract completion date as per (Engineer's Estimate, Contract or last approved C.O.)	\$ 98,827.00	August 1, 2025
Change due to this C.O. (+ or -)	\$ (2,013.25)	0
Totals including this C.O.:	\$ 96,813.75	August 1, 2025

The change described herein is understood, and the terms of settlement are hereby agreed to:

Dave Schmitt Construction Co., Inc.
CONTRACTOR
By Lincoln Taylor

DATE: 7/28/2025

Snyder & Associates, Inc.
ENGINEER
By Patrick Williams

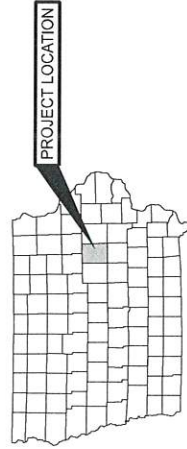
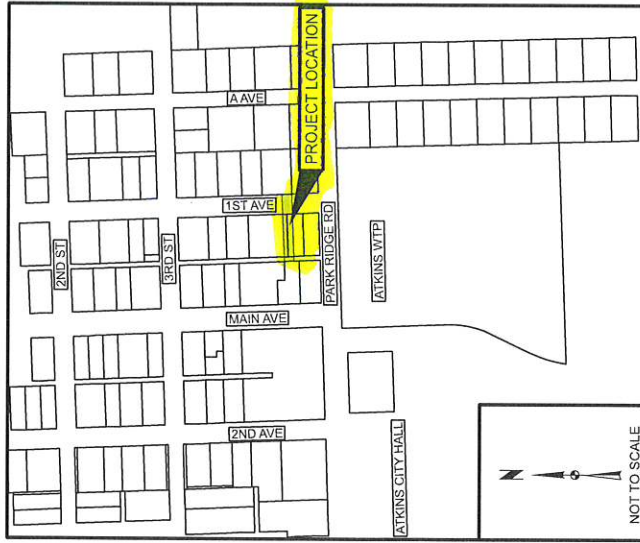
DATE: 7/28/2025

City of Atkins
OWNER
By _____

DATE: _____

CONSTRUCTION PLANS FOR
CITY OF ATKINS
BENTON COUNTY, IOWA
**SANITARY SEWER
REPLACEMENT**

CITY COUNCIL
MEMBERS
BRUCE VISSER, MAYOR
SAMANTHA PETERSEN, MAYOR PRO TEM
EJ BELL
DAVID COUSINSKY
DAVID FISHER
JIM KOEHN



IOWA
ONE CALL
811
1-800-292-8989
www.iowadot.org

IOWA

S
SNYDER
& ASSOCIATES
319-362-8994

I hereby certify that this engineering document was prepared or supervised by a duly licensed professional engineer under the laws of the State of Iowa.

Nicholas A. Eisenbacher
7/16/2024
Date
Nicholas A. Eisenbacher, P.E.
License Number P25334
My License Renewal Date is December 31, 2024
Pages or sheets covered by this seal: ALL

SEAL OF NICHOLAS A. EISENBACHER, P.E.
LICENSED PROFESSIONAL ENGINEER
STATE OF IOWA
P25334
DOB: 01/01/1984

INDEX OF SHEETS	
NO.	DESCRIPTION
A.1	TITLE SHEET
A.2	LEGEND
A.3	GENERAL NOTES
C.1	PROJECT QUANTITIES AND ESTIMATE REFERENCE
M.1	BURIED PIPE SHEETS - SANITARY SEWER PLAN AND PROFILE
Q.1	PROJECT REMOVALS
R.1	PROJECT RESTORATION

ALL CONSTRUCTION SHALL BE IN
CONFORMANCE WITH THE 2024 VERSION OF
THE STATEWIDE URBAN DESIGN AND
SPECIFICATIONS (SUDAS) MANUAL

Sheet A.1		Project No: 124.0021		900 BELL DRIVE SE CEDAR RAPIDS, IA 52404 319.362.9394 www.snyderandassociates.com		SNYDER & ASSOCIATES, INC.	
DATE BY		CHECKED BY DATE		TOWNSHIP R15S		TITLE SHEET	
REVISION		Scale 1"=20'		SHEET 1 OF 1		SANITARY SEWER REPLACEMENT	
CITY OF ATKINS		PROJECT NO: 124.0021		SHEET A.1		Sheet A.1	



August 4th, 2025

Honorable Mayor and City Council, City of Atkins, 480 3rd Ave, Atkins, Iowa 52206

RE: Atkins Fire Station
Garling Construction Payment Application 6

Honorable Mayor and Council:

Following is our review of Payment Application 6 for the Atkins Fire Station dated June 12th, 2025.

Included in this Payment Application:

1. Work
 - a. General Requirements – Work associated with construction administration.
 - b. Sitework/Demo – Soil and water protection measures, mass excavation.
 - c. Concrete – Reinforcing procurement, forming and pouring foundations & storm shelter.
 - d. Masonry – None.
 - e. Metals – Cold formed metal framing around exterior walls. Structural steel at mezzanine.
 - f. Woods & Plastics – None.
 - g. Thermal & Moisture – Rigid insulation at exterior walls and break metal at metal panels.
 - h. Doors & Windows – None.
 - i. Finishes – None.
 - j. Specialties – None.
 - k. Furnishings – None.
 - l. Special Construction – PEMB roof installation. Insulation at roof.
 - m. Mechanical – Plumbing and sprinkler to building.
 - n. Electrical – Electrical to site and site lighting.
2. Stored Materials
 - a. Interior lighting fixtures. See attached insurance.

Solum Lang Architects, LLC certifies the attached Payment Application.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Michael Fritz".

Michael Fritz
Intern Architect
SOLUM LANG ARCHITECTS, LLC

APPLICATION AND CERTIFICATE FOR PAYMENT
AIA DOCUMENT G702

TO (OWNER): CITY OF ATKINS PROJECT: Atkins Fire Station

408 3rd Ave
Atkins, IA

FROM: Michael J Svatosch
(CONTRACTOR) Garling Construction, Inc.
1120 11th Street
Belle Plaine, IA 52208

ARCHITECT:

APPLICATION NO: 06
INVOICE NO: 003487
PROJECT NO: 54259
ARCHITECT PROJECT NO:
OWNER PO NO: 54259

Distribution to:

☒ OWNER
☐ ARCHITECT
☐ LENDOR
☐ GENERAL CONTRACTOR
☐ CONSTRUCTION MANAGER
☐ OTHER

CONTRACT DATE: 1/21/2025
FROM: 6/1/2025
TO: 6/30/2025

CONTRACT FOR: General Construction

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

CONTRACTOR'S APPLICATION FOR PAYMENT

Change Orders approved in previous months by Owner	APPROVED	DEDUCTIONS
Total	\$6,747.30	
Approved this Month		
Number	Date Approved	
TOTALS		\$6,747.30
Net change by Change Orders		

1. ORIGINAL CONTRACT SUM \$3,376,000.00
2. Net change by Change Orders \$6,747.30
3. CONTRACT SUM TO DATE (Line 1 + 2) \$3,382,747.30
4. TOTAL COMPLETED & STORED TO DATE \$1,263,397.30
(Column J on G703)

5. RETAINAGE:
a. 5.00% of Completed Work \$63,169.86
(Column E + G on G703)
b. of Stored Material
(Column H on G703)

Total Retainage (Line 5a + 5b or
Total in Column M of G703) \$63,169.86
6. TOTAL EARNED LESS RETAINAGE \$1,200,227.44
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE \$913,282.50
9. BALANCE TO FINISH, PLUS RETAINAGE \$286,944.94
(Line 3 less Line 6) \$2,182,519.86

State of: IA Subscribed and sworn to before me this 12th day of June 2025

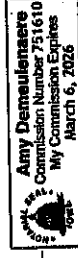
Notary Public:

Am. DeMoulin

CONTRACTOR: Garling Construction, Inc.

BY: *Tony D* DATE: 6-12-25

My Commission Expires: 3-6-26



ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 286,944.94
Two Hundred Eighty Six Thousand Nine Hundred Forty Four Dollars and Ninety Four Cents

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: Michael Fritz - Solum Lang Architects

Date: 08.04.2025

By: This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET AIA DOCUMENT G703													PROJECT: 54259			REGULAR ITEMS					PAGE 2 of 5		
AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest doll Use Column L on Contracts where variable retainage for lin													CONTRACT DATE: FROM: 1/21/2025 TO: 6/30/2025			APPLICATION NO: 06 INVOICE NO: 003487 PROJECT NO: 54259 ARCHITECT PROJECT NO:							
ITEM NO	DESCRIPTION OF WORK	BILLING CODES	D SCHEDULED VALUE		E PREVIOUS APPLICATION		F COMPLETED THIS MONTH			G WORK IN PLACE		H STORED MATERIALS		I PERCENT COMPLETE		J TOTAL COMPLETE AND STORED TO DATE		K BALANCE TO FINISH					
			AMOUNT		AMOUNT		PERCENT COMPLETE			WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE		AMOUNT	COMPLETE	BALANCE	RETAINAGE						
1	GENERAL REQUIREMENTS															25,000.00	100%	1,300.00					
2	Bonds/Insurance		26,000.00		26,000.00	100%										94,500.00	45%	4,725.00					
3	PM/Supr/Admin		210,000.00		73,500.00	35%										14,400.00	60%	720.00					
4	Temp Facilities/Equip/Clean		24,000.00		14,400.00	60%																	
5	SITework/DEMO																						
6	Layout/SWPPP		24,000.00		12,000.00	50%										16,800.00	70%	840.00					
7	Mass Excavation		198,000.00		168,300.00	85%										178,200.00	90%	8,910.00					
8	Landscape/Retain Wall/Fence		20,000.00		1,000.00	5%										1,000.00	5%	50.00					
9	CONCRETE																						
10	Structural Concrete		235,000.00		176,250.00	75%										188,000.00	80%	9,400.00					
11	Site Paving		165,000.00																				
12	Joint Seal/Striping/Misc.		14,000.00																				
13	MASONRY																						
14	Masonry		48,000.00															48,000.00					
15	METALS																						
16	Structural Steel Material		26,000.00		26,000.00	100%										26,000.00	100%	1,300.00					
17	Structural Steel Labor		55,000.00		8,250.00	15%										33,000.00	60%	1,650.00					
18	CFMF Material		44,000.00		8,800.00	20%										39,600.00	90%	1,980.00					
19	CFMF Labor		58,000.00		2,900.00	5%										11,600.00	20%	580.00					
20	WOODS & PLASTICS																						
21	Framing		32,000.00															32,000.00					
22	Finishes		10,000.00															10,000.00					
23	THERMAL & MOISTURE																						
24	Waterproofing		36,000.00		36,000.00	100%										36,000.00	100%	1,800.00					
25	Insulation/Caulking		39,000.00													3,900.00	10%	195.00					
26	Break Metal		12,000.00		1,200.00	10%										2,400.00	20%	180.00					
27	DOORS & WINDOWS																						
28	HM Doors		79,000.00		11,850.00	15%										11,850.00	15%	592.50					
29	OH Doors		77,000.00															77,000.00					
30	Coiling Doors		4,000.00															4,000.00					
31	Aluminum Frames/Glazing		65,000.00		3,250.00	5%										3,250.00	5%	162.50					
32	FINISHES																						
33	SS Framing		43,000.00															43,000.00					
34	Drywall		62,000.00															62,000.00					
35	ACT		13,000.00															13,000.00					
PAGE TOTALS					\$569,700.00	35%			\$118,000.00					7%		\$687,700.00	42%	\$931,300.00	\$34,285.00				
REGULAR ITEM TOTALS					\$3,376,000.00	28%			\$295,300.00					9%		\$1,256,650.00	37%	\$2,119,350.00	\$62,832.50				
CHANGE ORDERS					\$6,747.30				\$6,747.30					100%		\$6,747.30	100%	\$337.36					
GRAND TOTALS					\$3,382,747.30	28%			\$302,047.30					9%		\$1,263,397.30	37%	\$2,119,350.00	\$63,169.86				

MODIFIED AIA G703 - CONTINUATION SHEET FOR G702

CONTINUATION SHEET ATA DOCUMENT G703 PROJECT: 54259 REGULAR ITEMS												
ATA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column L on Contracts where variable retainage for lin												
CONTRACT DATE: 1/21/2025 FROM: 6/1/2025 TO: 6/30/2025												
APPLICATION NO: 06 INVOICE NO: 003487 PROJECT NO: 54259 ARCHITECT PROJECT NO:												
ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE	PREVIOUS APPLICATION		COMPLETED THIS MONTH		I	TOTAL COMPLETE AND STORED TO DATE		BALANCE TO FINISH	
				AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS		AMOUNT	COMPLETE	BALANCE	RETAINAGE
36	Flooring		28,000.00								28,000.00	
37	Painting		22,000.00								22,000.00	
38	Sealed Concrete		8,500.00								8,500.00	
39	SPECIALTIES											
40	Accessories/Specialties		30,000.00								30,000.00	
41	Mapes Canopy		25,000.00								25,000.00	
42	FURNISHINGS											
43	Furnishings		9,500.00	950.00	10%				950.00	10%	8,550.00	47.50
44	SPECIAL CONSTRUCTION											
45	PEMB		253,000.00	253,000.00	100%				253,000.00	100%		12,650.00
46	Metal Wall Panels		111,000.00								111,000.00	
47	Erection		178,000.00	44,500.00	25%	62,300.00		35%	106,800.00	60%	71,200.00	5,340.00
48	Insulation		30,000.00			30,000.00		100%	30,000.00	100%		1,500.00
49	MECHANICAL											
50	Plumbing Fixtures		69,000.00	10,000.00	14%				10,000.00	14%	59,000.00	500.00
51	Plumbing Material		51,000.00	5,100.00	10%	15,300.00		30%	20,400.00	40%	30,600.00	1,020.00
52	Plumbing Labor		43,000.00	4,300.00	10%	12,900.00		30%	17,200.00	40%	25,800.00	860.00
53	Plumbing Insulation		14,000.00								14,000.00	
54	T&B		8,000.00								8,000.00	
55	HVAC Insulation		12,000.00								12,000.00	
56	Controls		54,000.00								54,000.00	
57	HVAC Equipment		121,000.00	30,000.00	25%				30,000.00	25%	91,000.00	1,500.00
58	HVAC Materials		57,000.00								57,000.00	
59	HVAC Labor		69,000.00								69,000.00	
60	Sprinkler		52,000.00	5,200.00	10%	5,200.00		10%	10,400.00	20%	41,600.00	520.00
61	ELECTRICAL											
62	Electrical Gear		42,000.00			8,400.00		20%	8,400.00	20%	33,600.00	420.00
63	Generator		88,000.00								88,000.00	
64	DJE		9,000.00						7,200.00	80%	1,800.00	360.00
65	Lighting		62,000.00		80%	24,800.00		40%	24,800.00	40%	37,200.00	1,240.00
66	Cable Reels		3,000.00								3,000.00	
67	Panel Feeders		64,000.00						5,000.00	100%	64,000.00	250.00
68	Temp Power		5,000.00	5,000.00	100%							
69	Electrical Materials		24,000.00	2,400.00	10%	4,800.00		20%	7,200.00	30%	16,800.00	360.00
70	Electrical Labor		68,000.00	13,600.00	20%			20%	13,600.00	20%	54,400.00	680.00
	PAGE TOTALS											
			\$1,610,000.00	\$367,650.00	23%	\$177,300.00		11%	\$544,950.00	34%	\$1,065,050.00	\$27,247.50
	REGULAR ITEM TOTALS		\$3,376,000.00	\$961,350.00	28%	\$795,300.00		9%	\$1,256,650.00	37%	\$2,119,350.00	\$62,832.50
	CHANGE ORDERS		\$6,747.30			\$6,747.30		100%	\$6,747.30	100%		\$337.36
	GRAND TOTALS		\$3,382,747.30	\$961,350.00	28%	\$302,047.30		9%	\$1,263,397.30	37%	\$2,119,350.00	\$63,169.86

MODIFIED AIA G703 - CONTINUATION SHEET FOR G702

CONTINUATION SHEET AIA DOCUMENT G703 PROJECT: 54259 REGULAR ITEMS												
AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column L on Contracts where variable retainage for lin												
CONTRACT DATE: 1/21/2025 FROM: 6/1/2025 TO: 6/30/2025												
APPLICATION NO: 06 INVOICE NO: 003487 PROJECT NO: 54259 ARCHITECT PROJECT NO:												
ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE		PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND STORED TO DATE		
			AMOUNT	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	COMPLETE	RETAINAGE
71	Site Electrical and Utility		46,000.00	13%	6,000.00					6,000.00	13%	300.00
72	Fire Alarm		21,000.00	43%	9,000.00					9,000.00	43%	450.00
73	Access Control		24,000.00									
74	Security		8,000.00									
75	Network		32,000.00									
76	Audio Video		16,000.00	56%	9,000.00					9,000.00	56%	450.00
77												
78												
79												
80												
81												
82												
83												
84												
85												
86												
87												
88												
89												
90												
91												
92												
93												
94												
95												
96												
97												
98												
99												
100												
101												
102												
103												
104												
105												
PAGE TOTALS			\$147,000.00	16%	\$24,000.00	16%				\$24,000.00	16%	\$1,200.00
REGULAR ITEM TOTALS			\$3,376,000.00	28%	\$961,350.00	28%	\$295,300.00		9%	\$1,256,650.00	37%	\$62,832.50
CHANGE ORDERS			\$6,747.30				\$6,747.30		100%	\$6,747.30	100%	\$337.36
GRAND TOTALS			\$3,382,747.30	28%	\$961,350.00	28%	\$302,047.30		9%	\$1,263,397.30	37%	\$63,169.86

MODIFIED AIA G703 - CONTINUATION SHEET FOR G702

CHANGE ORDERS

54259

PROJECT:

CONTINUATION SHEET AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
Contractor's signed Certification is attached.
In tabulations below, amounts are stated to the nearest dollar
Use Column L on Contracts where variable retainage for line

1/21/2025
6/1/2025
6/30/2025

CONTRACT DATE:
FROM:
TO:

APPLICATION NO:
INVOICE NO:
PROJECT NO:
ARCHITECT PROJECT NO:

ITEM NO	DESCRIPTION OF WORK	CHANGE ORDER NUMBER	SCHEDULED VALUE	PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND TO DATE		BALANCE TO FINISH	
				AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	COMPLETE	BALANCE	RETAINAGE
1	AIA 1 COR 001- 3rd Avenue Hydrant	0001	6,747.30			6,747.30		100%	6,747.30	100%		337.36
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
PAGE TOTALS				\$6,747.30		\$6,747.30		100%	\$6,747.30	100%		\$337.36
CHANGE ORDER TOTAL				\$6,747.30		\$6,747.30		100%	\$6,747.30	100%		\$337.36
REGULAR ITEMS TOTALS				\$3,376,000.00	28%	\$295,300.00		9%	\$1,256,650.00	37%	\$2,119,350.00	\$62,832.50
GRAND TOTALS				\$3,382,747.30	28%	\$302,047.30		9%	\$1,263,397.30	37%	\$2,119,350.00	\$63,169.86

ORDINANCE #233

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ATKINS, IOWA BY AMENDING CHAPTER 23 – CITY ADMINISTRATOR

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ATKINS, IOWA:

Section 1. Purpose. By virtue of the authority conferred by Chapter 372 of the Code of Iowa, the Office of City Administrator has been established. The purpose of this Ordinance is to amend Chapter 23 of the Code of Ordinances of the City of Atkins, Iowa, as established by Ordinance #223.

Section 2. Finding of Fact. The City Council of the City of Atkins, Iowa hereby makes the following findings of fact:

1. The Atkins Code of Ordinances was previously amended by Ordinance #223 establishing a new Chapter (Chapter 23) entitled “City Administrator”.
2. It is necessary to make changes to Chapter 23 to establish clarity between the duties of the City Administrator and City Clerk.

Section 3. Amendment. Chapter 23 of the Code of Ordinances of the City of Atkins, Iowa is hereby amended, by deleting the sections identified below as currently drafted, and replacing as follows:

23.01 Appointment, Term, and Compensation. The Council shall appoint by majority vote a City Administrator to serve at the discretion of the Council, subject to any employment contract. The City Administrator shall receive such annual salary as the Council shall establish from time to time by Resolution.

23.02 Qualifications. The City Administrator shall be a person competent by education and/or experience to perform the duties imposed upon such person by this chapter. The City Administrator shall possess a college degree in public administration or urban planning/studies and have not less than 2 years’ experience in municipal government.

23.03 Administrative Responsibility. The City Administrator is directly responsible to the Council for the administration of municipal affairs as directed by that body. All departments of the City, except the City Attorney, shall report to and be responsible to the City Administrator. All departmental activity requiring the attention of the Council shall be brought before the Council by the City Administrator and all Council policy concerning administration shall be coordinated through the City Administrator.

In the absence of the City Clerk perform all duties of the City Clerk as may be required by the Code of Iowa and this Code.

23.04 Powers and Duties Generally. The powers and duties of the City Administrator include the following:

1. Attend Council meetings to receive direction from the Council and provide input to agenda items;
2. Administer City policies as established by the Council;
3. Make a continuous study of City government operating procedures, organization and facilities and recommend fiscal and other policies to the Mayor and Council whenever necessary;
4. Assist the City Clerk/Treasurer in preparing and overseeing the City's annual operating budget; Urban Renewal Report; Tax-Increment Financing Certifications; and other reports required to be filed by the City.
5. Assist the City Clerk/Treasurer in completing the City's annual audit.
6. Supervise the City's administrative policies and procedures including personnel and purchasing;
7. Keep the Mayor and Council informed on the progress of its programs and the status of its policies;
8. Coordinate and direct all City services provided through the various departments;
9. Make recommendations on the employment related matters, as necessary, and provide direction to the supervisors of departments reporting to and through this position to the Council;
10. Work with City boards and commissions such as the Library Board, the Board of Adjustment, and the Planning and Zoning Commission.
11. To have the power to reclassify, discipline or terminate any employee, with the exception of the Library Director.
12. Represent the City in direct contact with the citizens, and serve as public relations officer of the City, regarding complaints, misunderstandings and suggestions pertaining to any employee, department or service of the City;
13. Supervise all City purchasing; approve capital and repair expenditures up to two thousand five hundred dollars (\$2,500.00) for operational needs and up to five thousand dollars (\$5,000.00) for emergency needs, without prior approval of the City Council;
14. Negotiate and administer labor contracts, subject to City Council approval;
15. Attend meetings and seminars as the City representative as directed by the Council to improve operations of the City;
16. Coordinate, on behalf of the City and work with Federal, State and County departments and agencies, as necessary;
17. Assist the Council and the Planning and Zoning Commission in carrying out of the comprehensive plan and to assist in all other forms of planning with the City government.
18. Oversee all contracts for outside services such as law enforcement and solid waste collection.
19. Perform such other duties as may be directed by the Council.

Section 4. Repealer. All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

Section 5. Severability Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect this ordinance as a whole, or any section, provision, or part thereof not adjudicated invalid or unconstitutional.

Section 6. When Effective. This ordinance shall be in full effect from and after its final passage, approval, and publication as required by law.

PASSED by the Atkins City Council on this _____ day of _____, 2025,
and APPROVED this _____ day of _____, 2025.

Bruce Visser, Mayor of Atkins

Attest:

City Clerk

1st reading:

2nd reading:

Final reading:

ORDINANCE #234

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ATKINS, IOWA BY AMENDING SECTIONS OF CHAPTER 15 – MAYOR AND CHAPTER 17 - COUNCIL

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ATKINS,
IOWA:

Section 1. Sections Modified. The following Sections of the Atkins Code of Ordinances, 2005, as currently drafted, are hereby repealed and the following adopted in lieu thereof:

15.01 Term of Office. The Mayor is elected for a term of four (4) years. (*Code of Iowa, Sec. 376.2*)

15.02 (1) Chief Executive Officer. The Mayor shall act as the chief executive officer of the City and presiding officer of the Council; except for the supervisory duties delegated to the City Administrator; supervise all departments of the City; give direction to department heads concerning the function of the departments; and have the power to examine all functions of the municipal departments, their records and to all for special reports from department heads at any time. (*Code of Iowa, Sec. 372.14[1]*)

15.02 (2) Proclamation of Emergency. Have authority to take command of the police and govern the City by proclamation, upon making a determination that a time of emergency or public danger exists. Within the City limits, the Mayor has all the powers conferred upon the Sheriff to suppress disorders. (*Code of Iowa, Sec. 372.14[2]*)

15.02 (6) Negotiations. The Mayor shall represent the City in all negotiations properly entered into in accordance with law or Ordinance. The Mayor shall not represent the City where this duty is specifically delegated to another officer by law or Ordinance

15.02 (8) Professional Services. Upon order of the Council, secure for the City such specialized and professional services not already available to the City. In executing the order of the Council, the Mayor shall act in accordance with this Code of Ordinances and the laws of the State.

15.03 Appointments. The Mayor shall appoint the following officials (*Code of Iowa, Sec. 372.14[4]*):

- Mayor Pro Tem
- Library Board of Trustees subject to Council approval
- Zoning Board of Adjustment, subject to Council approval

17.01 Term of Office. The Council consists of five (5) Council members elected at-large for terms of four (4) years. (*Code of Iowa, Sec. 372.4 & 376.2*)

17.05 Appointments. The City Council shall appoint the following officials and proscribe their powers, duties, compensation, and term of office:

- City Administrator
- City Attorney
- City Clerk
- Planning & Zoning Commission
- Zoning Administrator

Section 4. Repealer. All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

Section 5. Severability Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect this ordinance as a whole, or any section, provision, or part thereof not adjudicated invalid or unconstitutional.

Section 6. When Effective. This ordinance shall be in full effect from and after its final passage, approval, and publication as required by law.

PASSED by the Atkins City Council on this _____ day of _____, 2025,
and APPROVED this _____ day of _____, 2025.

Bruce Visser, Mayor of Atkins

Attest:

City Clerk

1st reading:

2nd reading:

Final reading:

RESOLUTION # 2025-08-02

A RESOLUTION APPROVING FISCAL YEAR 2024/25 INTERFUND TRANSFER FROM THE TAX-INCREMENT FUND TO THE CAPITAL PROJECTS FUND IN THE AMOUNT OF \$125,000

WHEREAS, Iowa Code Section 384.18 was amended to require all transfers of money from one budgeted fund to another budgeted fund be approved by Resolution, beginning April 13, 2019; and

WHEREAS, the following transfer was contemplated for the 2025 fiscal year budget and needs to be completed:

FROM	TO	AMOUNT
Tax-Increment Fund	Capital Projects Fund	\$125,000

WHEREAS, the Atkins City Council approved Resolution 2023-11-04 on November 28, 2023, establishing an internal loan from the Capital Projects Fund to pay fire station planning & design costs in the amount of \$125,000 to be repaid from the Tax-Increment Fund; and

WHEREAS, on November 28, 2025, the Atkins City Council approved the Tax-Increment Financing Debt Certification to the Benton County Auditor which included the amount of \$125,000 for a "Fire Station Planning & Design Interfund Loan".

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins does hereby authorize and approve the completion of the transfer of \$125,000 from the Tax-Increment Fund to the Capital Projects Fund.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator/Interim City Clerk are hereby authorized and directed to execute said resolution.

PASSED and APPROVED this 12th day of August, 2025.

Bruce Visser, Mayor

Attest:

Scott Flory, City Administrator/Interim City Clerk

CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITORDue To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal AreaCity: AtkinsCounty: BentonUrban Renewal Area Name: Atkins Urban RenewalUrban Renewal Area Number: 06001 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ 125,000

*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

The County Auditor shall provide the available TIF Increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the City. However, for any fiscal year a City may elect to receive less than the available TIF Increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF Increment tax is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF Increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF Indebtedness has been reduced by any reason other than application of TIF Increment tax received from the County Treasurer.)

Notes/Additional Information:

Stone Ridge Development Rebate Agreement: Annual appropriation - Maximum Allowed20 - Semi Annual payment not to exceed \$1,000,000Stone Ridge Development FYE 24/25 _ maximum allowed annual appropriationQualifying Bonds and Interest Payments:TIF Bond 2015 A amount needed P & I, & service fee \$148,228TIF Bond 2016 A amount need P & I, & service fee \$106,550Fire Station Planning and Design Interfund loan \$125,000Dated this 28th day of November, 2023
Signature of Authorized Official319-446-7870
Telephone

RESOLUTION 2023-11-04

**RESOLUTION ESTABLISHING AN INTERNAL LOAN FOR THE
FIRE STATION PLANNING AND DESIGN COSTS**

WHEREAS, the City Council of Atkins Iowa desires to establish an inter fund loan for the fire station planning and design costs in the amount of \$125,000, and


WHEREAS, the City Council of Atkins Iowa will use Tax Incremental Finance Funds in the amount of \$125,000 to pay back the capital fund for the fire station planning and design cost.

NOW, THEREFORE BE IT RESOLVED, The City Council of Atkins, Iowa hereby establishes an internal fund loan in the amount of \$125,000 for the fire station planning and design cost.

Passed and approved this 14th day of November 2023

28th
BV


Bruce Visser, Mayor


Mary Ann Kurth, City Administrator/City Clerk

on the agreement was \$602,461 and the amount appropriated for payment in the next fiscal year is \$77,461.

0) Interfund Loans

The detail of the interfund loan at June 30, 2024 is as follows:

Due From	Due To	Amount
Urban Renewal		
Tax Incremental Financing	Capital Projects	<u>\$ 125,000</u>

On November 28, 2023, the City approved an interfund loan from the Capital Project fund to the Urban Renewal Tax Incremental Financing Fund for \$125,000 to payback fire station planning and design costs. These loans are to be repaid through transfers during fiscal year 2025. No transfers have been made to the Capital project fund as of June 30, 2024.

11) Tax Abatements

Governmental Accounting Standards Board Statement No. 77 defines tax abatements as a reduction in tax revenues that results from an agreement between one or more governments and an individual or entity in which (a) one or more governments promise to forgo tax receipts to which they are otherwise entitled and (b) the individual or entity promises to take a specific action after the agreement has been entered into that contributes to economic development or otherwise benefits the governments or the citizens of those governments.

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 15th 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
Total		183,254.63

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
TOTAL	43,352.99

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
TOTAL	119,624.69

Attest:

Bruce Visser, Mayor

Scott Flory, City Administrator/Interim City Clerk

RESOLUTION 2025-08-03

**A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR AND CITY CLERK
TO HAVE ACCESS TO THE CITY'S SAFE DEPOSIT BOX**

WHEREAS, it is necessary to authorize Scott L. Flory, City Administrator and Shelley Annis, City Clerk to have access to the safe deposit box as authorized by the City Council.

NOW, THEREFORE, BE IT RESOLVED that Scott L. Flory, City Administrator and Shelley Annis, City Clerk are hereby authorized .to have access to the safe deposit box as authorized by the City Council.

BE IT FURTHER RESOLVED, that all prior resolutions authorizing city officers to have access to the safe deposit box are hereby repealed.

PASSED AND APPROVED THIS _____ day of August, 2025.

Bruce Visser, Mayor

Attest:

City Clerk



< CITY OF ATKINS

Retail Tobacco License Review

CITY OF ATKINS

1209373800

>

Application Information

Legal Ownership Information

Name of sole proprietor, partnership, corporation, LLC, or LLP	: CASEYS MARKETING COMPANY
Type of ownership	: Corporation
Primary office address	: 1 SE CONVENIENCE BLVD ANKENY IA 50021-9672
Legal Ownership Phone	: 515-381-4090
Legal Ownership Email	: licensingteam@caseys.com

Application Information

Sales and Use Permit Number	: 307700823
Location Name	: CASEY'S #4647
Location Phone Number	: 515-381-4090
Location Address	: 401 STONEBROOK DR ATKINS IA 52206-6323
Location Mailing Address	: 1 SE CONVENIENCE BLVD ANKENY IA 50021-9672
Renewal	: No
Start Date	: 09-Oct-2025

End Date : 30-Jun-2026
License Fee : 56.25
Types of Sales : Over the Counter
Type of Establishment : Convenience store/gas station
Types of Products Sold : Cigarettes, Tobacco, Vapor Products, Alternative Nicotine Products
Do you intend to make retail sales to ultimate consumers? : Yes
Do you have other permits issued under Iowa Code chapter 453A at this retail location? If yes, provide permit number(s) in the next step: : No

Corporate Officers

Title	Name	Address
PRESIDENT	JAMES, SAMUEL	3204 NE AVERY DR ANKENY IA 50021-6301
ASSISTANT SECRETARY	BEECH, DOUGLAS	729 NE BROOK HAVEN DR ANKENY IA 50021-4529
TREASURER	LARSEN, ERIC	4407 NW 5TH ST ANKENY IA 50023-8841
SECRETARY	FABER, SCOTT	6749 CARDIFF CT JOHNSTON IA 50131-2783
VICE PRESIDENT	JOHNSON, BRIAN	9129 NW 73RD CIR JOHNSTON IA 50131-4836

Suppliers List

File Name	View File
2025 TOBACCO SUPPLIERS.pdf	View File

Decision



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Bobby T's, Inc.	Bobby T's Bar & Grill	(319) 396-3434		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
96 Main Ave.		Atkins	Benton	52206
MAILING ADDRESS	CITY	STATE	ZIP	
4845 Midway Dr NW	Cedar Rapids	Iowa	52405	

Contact Person

NAME	PHONE	EMAIL
Robert	(319) 396-6996	tisch1864@hotmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0042870	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
Sep 1, 2025	Aug 31, 2026	

SUB-PERMITS

Class C Retail Alcohol License

PRIVILEGES



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Robert Tischer	Cedar Rapids	Iowa	52405	Owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

Illinois Casualty Co

POLICY EFFECTIVE DATE

Sep 1, 2025

POLICY EXPIRATION DATE

Sep 1, 2026

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

CLAIMS REPORT 2025-08-12

VENDOR	REFERENCE	AMOUNT
ICHECK GATEWAY LLC	CHECKING PROCESSING FEE	691.85
MERCHANT SERVICE	JUNE MERCHANT FEES	792.25
RIPPLING - PAYROLL	2024 940 AMENDMENT - FUTA	1.20
RIPPLING - PAYROLL	07032025PAYROLL	18,949.29
VOYA RETIREMENT PLAN	409A CONTRIBUTION	399.38
ESG PROFESSIONAL ACCOUNTA	PAYROLL	683.25
MIKE RAMMELSBERG	7/18/25HSA	78.84
TODD DAMON	7/18/25HSA	117.30
SCOTT FLORY	7/18/25HSA	125.00
JARROD TOMILNSON	7/18/25HSA	78.84
BANKERS BANK	JUNE TRANSACTIONS	978.37
BANKERS BANK	JUNE TRANS	1,140.71
USPS - POSTMASTER	POSTAGE FOR UB	371.49
DEPOSIT RETURN		243.43
DEPOSIT RETURN		143.49
DEPOSIT RETURN FEE		10.00
RIPPLING - PAYROLL	08012025PAYROLL	18,347.82
VOYA RETIREMENT PLAN	CONTRIBUTION	399.38
MIKE RAMMELSBERG	080125HSA	78.84
TODD DAMON	080125HSA	117.30
SCOTT FLORY	080125HSA	125.00
JARROD TOMILNSON	080125HSA	78.84
ICHECK GATEWAY LLC	CHECKING PROCESSING FEE	731.75
MERCHANT SERVICE	JUNE MERCHANT FEES	809.97
ALLIANT ENERGY	ELECTRIC	19,004.54
AMAZON CAPITAL SERVICES	SUPPLIES	695.78
ATKINS LUMBER CO. INC.	SUPPLIES	450.92
ATKINS TELEPHONE CO..INC.	TELEPHONE	647.26
BADGER METER	ORION CELLULAR	117.12
BAKER & TAYLOR	BOOKS	32.18
BANKERS BANK	JUNE TRANS	155.07
BENTON COUNTY SHERIFF	FY26 Q1 LAW ENFORCEMENT	15,210.00
DAKOTA SUPPLY GROUP	SUPPLIES	528.00
CHEM-SULT, INC.	CHEMICALS	4,021.45
Creative Technologies	SUPPORT FOR JUN,JUL,AUG	1,018.00
D P PROPERTIES	CLEANING LIBRARY JULY 2025	888.00
DAVE SCHMITT CONSTRUCTION CO	25 SANITARY SEWER LINE	91,973.06
DORSEY & WHITNEY LLP	LEGAL SERVICES	27,500.00
ESG PROFESSIONAL ACCOUNTA	JULY 25 CONSULTING	4,000.00
FASTENAL	SUPPLIES	258.16
G & H ELECTRIC	SEWER PLANT FAN MOTOR	1,577.02
GARLING CONSTRUCTION INC	PAY APP#6 FIRE STATION	286,944.94

GAZETTE COMMUNICATIONS, Inc.	MINUTES 7/15/2025	606.42
GRAINGER	SUPPLIES	27.32
HI - VIZ SAFETY	SIGNS	768.25
IOWA AUDIO VIDEO, INC	LIVE STREAM UPGRADE	3,253.36
IOWA DNR	NPDES WWTP PERMIT FY26	210.00
IOWA ONE CALL	LOCATES	139.70
IRON MOUNTAIN INCORPORATED	06/25/2025-07/22/2025	123.48
JENSEN INSPECTION SERVICE	INSPECTIONS	1,080.00
LARRY FRANCK TRUCKING LLC	HAULING	143.96
LINN COOP	LIFT STATION FUEL	2,397.71
LYNCH DALLAS, P.C.	LEGAL SERVICES	963.50
M & D MINI STORAGE	Derecho - costs	70.00
MENARD'S	SUPPLIES	277.31
MIDAMERICAN ENERGY	UTILITY EXP	85.36
OVERDRIVE	BRIDGES EBOOK CONTENT	793.44
POWESHIEK WATER ASSOICATION	UTILITY EXP	79.75
QUILL	SUPPLIES	86.77
SNYDER & ASSOCIATES	ENGINEERING	9,407.43
U S CELLULAR	CELL PHONES	287.96
USA BLUEBOOK	SUPPLIES	416.09
WM CORPORATE SERVICES, INC.	GARBAGE COLLECTION	17,577.54
Accounts Payable Total		539,310.44

BY FUND

GENERAL	107,206.78
ROAD USE TAX	7,980.19
EMPLOYEE BENEFITS	4,441.99
FIRE STATION (incl FEMA)	287,476.91
WATER	19,710.51
SEWER	112,494.06
TOTAL FUNDS	539,310.44