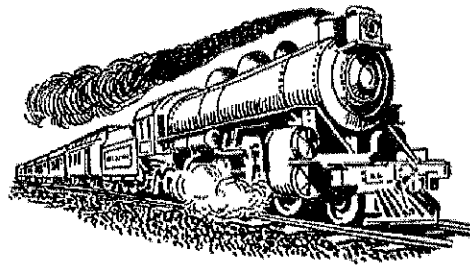


The City of *Atkins*



September 5, 2025

Mayor:

Bruce Visser

Council:

EJ Bell
Trevor Dursky
David Fisher
Jim Koehn
Samantha Petersen

City Administrator:

Scott Flory
sflory@cityofatkins.org

City Clerk/Treasurer:

Shelley Annis

Utility Clerk:

Teri Watkins

Water/WasteWater

Superintendent:
Todd Damon

Public Works Dept:

Jarrod Tomlinson
Mike Rammelsberg

Fire Chief:

Dan Rammelsberg

Library Director:

Pamela Dubal

HONORABLE MAYOR & CITY COUNCIL MEMBERS:

The next regular meeting of the Atkins City Council is scheduled for Tuesday, September 9, 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. Solid Waste, Recycling & Yard Waste RFP. At its meeting on June 10th, 2025, the Council approved issuance of a Notice of Intent to NOT Renew Solid Waste, Recycling, & Yard Waste Collection Agreement with Waste Management, who has been the City's provider for those services for many years. Section II of that Agreement provided an automatic renewal of successive terms of one year, unless 90 days advance notice was provided by either party. The Agreement would have auto renewed at a 5% rate increase, effective 1-1-2026.

At its regular meeting on July 8th, 2025, the Council approved the issuance of an RFP for Solid Waste, Recycling, & Yard Waste Collection services. The RFP was widely distributed through various channels. The schedule called for proposals to be submitted by noon on Tuesday, August 26th, with the proposal opening happening on Wednesday, August 27th, at 10:00 a.m.

A total of 4 proposals were received from contractors. They are as follows: Waste Management; ABC Disposal Systems; Kluesner Sanitation; and S & J Sanitation. All providers serve many other communities within the area.

Those proposals from the contractors are as follows:

Kluesner Sanitation:	\$16.45/month
J & S Sanitation	\$17.50/month
ABC Disposal Systems:	\$19.50/month*
Waste Management:	\$23.89/month

**quoted 65-gallon bins for both solid waste & recycling*

Yard Waste Collection Cost:

J & S Sanitation:	\$ included in base fee
Waste Management:	\$ included in base fee
ABC Disposal Systems:	\$4/month + \$35/ton
Kluesner Sanitation:	\$4.85/week + \$40/ton*

**Indicated at bid opening that this was an error and was to be per month, not week. Letter from Company Controller attesting to that issue.*

The proposed Agreement would be for a period of 5 years (beginning 1/1/2026), with an option to renew for an additional year. The least costly proposal was submitted by S & J Sanitation for Solid Waste (weekly 65 gallon can), Recycling (bi-weekly 95-gallon can), and Yard Waste Collection (April-November) Services.

The contract effective date will be January 1, 2026. In the interim, the City and S & J Sanitation will work on the full transition plan from Waste Management to S & J Sanitation. It is anticipated that new containers would arrive at households in late December.

ITEM #5B. 2025 Fiscal Year Audit Report – Engagement Letter. At its regular meeting on July 22nd, the Council approved the proposal from Bohnsack & Frommelt LLP, Certified Public Accountants, for professional auditing service for the Fiscal Years 25-27 (with a one-year renewal option). Now that the 2024 Fiscal Year audit has been completed, accepted by the City, and placed on file with the State Auditor’s office, the City can consider the “Engagement Letter” with Bohnsack & Frommelt.

The engagement letter formalizes the agreement to hire the external auditors to review the City’s financial statements. This marks the beginning of the annual audit process. An engagement letter is a formal, legally binding, contract between the City and the auditing firm. It serves to protect both parties by providing a clear written understanding of the terms and conditions of the audit.

After the engagement letter is approved and signed by both the auditor and the city, the annual audit process begins.

Smart Quote: “*The ocean and wind and stars and moon will all teach you many things.*” - - Jane Roberts, writer and poet

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, SEPTEMBER 9, 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:
 - **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. (final 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. (final reading)
 - Discussion and consideration of Motion by City Council
 - Roll Call vote by Mayor Bruce Visser
5. New Business:
 - A. Consideration of Solid Waste, Recycling, & Yard Waste Collection RFP response proposals:
 - Review by Scott Flory, City Administrator

- **Motion** to approve **Resolution #2025-09-01**, “A Resolution accepting proposal from S & J Sanitation for the collection of solid waste, recycling, & yard waste for a single hauler agreement with the City of Atkins for residential properties” by City Council
- Discussion and consideration of **Motion** by City Council.
- Roll Call Vote by Mayor Visser

B. City of Atkins Audit Report – Fiscal Year 2025 Engagement Letter:

- Review by Scott Flory, City Administrator
- **Motion** to approve **Resolution #2025-09-02**, “A Resolution approving and authorizing the Mayor & City Administrator to execute an Engagement Letter with Bohnsack & Frommelt LLP for the Fiscal Year 2025 Audit” by City Council.
- Discussion and consideration of **Motion** by City Council.
- Roll Call Vote by Mayor Visser

C. City Park Pavilion Repairs and Access Control Project:

- Review by Scott Flory, City Administrator
- **Motion** to approve proposal from Mike Wagner Construction Company (Atkins) in the amount of \$7,546.20 (inc. materials) and Access Control quote (keyless entry) from Per Mar for \$3,796.42 by City Council.
- Discussion and consideration of **Motion** by City Council.
- Roll Call Vote by Mayor Visser

6. City Administrator’s Report:

7. Mayor’s Report:

- Nomination Papers due **at City Hall** by 5:00 p.m. September 18, 2025.
- Iowa League of Cities Annual Conference & Exhibit

8. Consent Agenda:

- Approval of the abstract of the bills & claims as submitted
- Approval of the August 26, 2025 City Council meeting minutes
- Approval of **Resolution #2025-09-03**, “A Resolution approving transfers between funds for the FY 2025-26 from General Fund to CDBG Housing Grant Fund in the amount of \$13,398”

- Approval of **Resolution #2025-09-04**, "A Resolution authorizing transfer of funds from the City's Savings Account to Checking Account in the amount of \$386,727.35 plus accrued interest"

9. Other Business:

10. Motion to Adjourn

NEXT REGULAR MEETING – SEPTEMBER 23, 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 # 2025-09-01

**A RESOLUTION ACCEPTING PROPOSAL FROM S & J SANITATION
FOR THE COLLECTION OF SOLID WASTE, RECYCLING, AND YARD WASTE FOR A SINGLE
HAULER AGREEMENT WITH THE CITY OF ATKINS FOR RESIDENTIAL PROPERTIES**

WHEREAS, the City of Atkins has contracted with Waste Management since 2015 for the collection of solid waste, and;

WHEREAS, the City provided Waste Management with Notice of Intent to not renew the existing contract within the timeframe proscribed by the current contract, and;

WHEREAS, the current contract with Waste Management runs through the end of 2025, and;

WHEREAS, the City developed a Request for Proposals (RFP) for collection of solid waste, recycling, and yard waste services for the City, with an effective date of January 1, 2026, and;

WHEREAS, the RFP was posted and distributed and four (4) proposals were received, and;

WHEREAS, the City Council considers the proposal from S & J Sanitation to be the proposal that best suits the needs of the City of Atkins, and

WHEREAS, J & S Sanitation desires to provide the City with solid waste, recycling, and yard waste collection services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Atkins, Iowa, that the Proposal from J & S Sanitation for weekly solid waste collection (65-gallon bin) and bi-weekly recycling (95-gallon can) and weekly yard waste collection from April – November is hereby accepted.

PASSED and APPROVED this 9th day of September, 2025.

Bruce Visser, Mayor

Attest:

Shelley Annis, City Clerk/Treasurer

SCORING SHEET EVALUTION
SOLID WASTE/RECYCLING/YARD WASTE COLLECTION
AUGUST, 2025

Name of Evaluator: Scott Flory

1. Qualifications and experience of the firm in performing similar activities (30 points)

Waste Management (Walford): 30
ABC Disposal (Cedar Rapids): 30
S & J Sanitation (Marengo): 30
Kluesner (Farley): 30

2. Ability to meet services within the time schedule shown in RFP (15 points)

Waste Management (Walford): 15
ABC Disposal (Cedar Rapids): 15
S & J Sanitation (Marengo): 15
Kluesner (Farley): 15

3. Suitability of equipment and personnel to meet the collection needs (15 points)

Waste Management (Walford): 15
ABC Disposal (Cedar Rapids): 15
S & J Sanitation (Marengo): 15
Kluesner (Farley): 15

4. Service provider headquarters located closest to City of Atkins (10 points)

Waste Management (Walford): 8 miles 10
ABC Disposal (Cedar Rapids): 10 miles 9
S & J Sanitation (Marengo): 17 miles 8
Kluesner (Farley): 54 miles 7

5. The price proposed (30 points)

Waste Management (Walford): 22
ABC Disposal (Cedar Rapids): 20
S & J Sanitation (Marengo): 30
Kluesner (Farley): * 27

* Error on proposal for yard waste @ 4.85/month vs 4 week. Waived as an irregularity. Spoke to City Attorney on 9-3-25

- S&J Sanitation: 98 points
- Kluesner: 94 points
- Waste Management: 92 points
- ABC: 89 points

Date: September 4, 2025

To: Mayor Visser & Council Members Fisher and Bell
From: Scott Flory, City Administrator
Re: Request for Bid Proposals Solid Waste & Recycling (Review & Evaluation)

Dear Mayor & Council:

Background Information:

At its meeting on June 10th, 2025, the Council approved issuance of a Notice of Intent to NOT Renew Solid Waste, Recycling, & Yard Waste Collection Agreement with Waste Management, who has been the City's provider for those services for many years. Section II of that agreement provided an automatic renewal term of one year, unless 90 days advance notice was provided by either party. The Agreement would have otherwise auto renewed at a 5% rate increase, effective 1-1-2026.

At its regular meeting on July 8th, 2025, the Council approved the issuance of an RFP for Solid Waste, Recycling, & Yard Waste Collection services. The RFP was widely distributed through various channels. The schedule called for proposals to be submitted by noon on Tuesday, August 26th, with the opening happening on Wednesday, August 27th, at 10:00 a.m.

A total of 4 proposals were received from contractors. They are as follows: Waste Management; ABC Disposal Systems; Kluesner Sanitation; and S & J Sanitation. All providers serve many other communities within the area.

Bid Review & Evaluation:

There were a variety of options that haulers could propose for collection services, but the one that the City currently utilizes and that was most closely submitted across all bid proposals was for **weekly collection of solid waste (65-gallon container); bi-weekly single stream recycling (95-gallon); and weekly yard waste collection (April – November).**

Those proposals from the contractors are as follows:

Kluesner Sanitation:	\$16.45/month
J & S Sanitation	\$17.50/month
ABC Disposal Systems:	\$19.50/month*
Waste Management:	\$23.89/month

**quoted 65-gallon bins for both solid waste & recycling*

Yard Waste Collection Cost:

J & S Sanitation:	\$ included in base fee
Waste Management:	\$ included in base fee
ABC Disposal Systems:	\$4/month + \$35/ton
Kluesner Sanitation:	\$4.85/week + \$40/ton*

**Indicated at bid opening that this was an error and was to be per month, not week.
Letter from Company Controller attesting to that issue.*

Other items:

Community Use Carboard Recycling Dumpster (4 or 6 yard):

J & S Sanitation:	\$0 additional
ABC Disposal Systems:	\$60/month
Kluesner Sanitation:	\$0 additional
Waste Management:	\$125/month

Annual Increase for years 2-5:

J & S Sanitation:	5%
ABC Disposal Systems:	3%
Kluesner Sanitation:	3%
Waste Management:	5%

Cost for additional garbage tags:

S & J Sanitation:	\$1.75/tag
ABC Disposal Systems:	\$2.75/tag
Kluesner Sanitation:	\$2.00/tag
Waste Management:	no quote

City-wide Clean-up Day:

S & J Sanitation:	\$0 additional cost
Kluesner:	\$300 per roll-off + \$50/ton
ABC Disposal:	\$1,750 + landfill fees
Waste Management:	\$300 per roll-off

Collection Day on Wednesday:

S & J Sanitation:	Yes
Kluesner:	Yes
ABC Disposal:	TBD
Waste Management:	Yes

Cost for years 2-5 of the Agreement by proposal (inc. yard waste):

J & S Sanitation 5% annual Increase in Years 2-5 of Agreement

Year 1	\$17.50
Year 2	\$18.38
Year 3	\$19.30
Year 4	\$20.27
Year 5	\$21.28

Kluesner Sanitation 3% annual Increase in Years 2-5 of Agreement

Year 1	\$21.30
Year 2	\$21.94
Year 3	\$22.60
Year 4	\$23.28
Year 5	\$23.98

ABC Disposal 3% annual Increase in Years 2-5 of Agreement

Year 1	\$23.50
Year 2	\$24.21
Year 3	\$24.94
Year 4	\$25.69
Year 5	\$26.46

Waste Management 5% annual Increase in Years 2-5 of Agreement

Year 1	\$23.89
Year 2	\$25.08
Year 3	\$26.34
Year 4	\$27.66
Year 5	\$29.04

No Cost Services to all City-owned facilities

S & J Sanitation	Yes
Kluesner Sanitation	Yes
ABC Disposal	Yes
Waste Management	Yes

Recommendation to Award Agreement:

S & J Sanitation is the contracted hauler for the City of Vinton (and other municipalities). A reference check was placed with the City Administrator of Vinton and the response was overwhelming positive regarding the performance of S & J. They have been doing the work in Vinton since 2023.

It is my recommendation to accept the proposal from S & J Sanitation for Solid Waste (weekly 65 gallon can), Recycling (bi-weekly 95-gallon can), and Yard Waste Collection (April-November) Services.

Next Steps:

The Council will consider approval and acceptance of the proposal from J & S Sanitation at the September 9th City Council meeting.

At the September 23rd City Council meeting, approval of the contract will be considered.

The contract effective date will be January 1, 2026. In the interim, the City and S & J Sanitation will work on the full transition plan from Waste Management to J&S Sanitation. It is anticipated that new containers would arrive at households in late December.

The Council will also consider an Ordinance amendment to revise the rates for solid waste collection and landfill, to be effective January 1, 2026, at the October 14th, 28th, and November 4th meetings.



Dear Atkins Community Leaders:

S & J Sanitation would be honored to be your next contracted hauler for refuse and recycling. We are a family owned, regional hauler that has been in business for 58 years. We proudly serve residential and commercial customers in Iowa, Poweshiek, and Benton counties.

We value our small-town roots and take immense pride in our work. We have been able to grow our company due to our dedicated, loyal and hardworking team. We value their contributions to our success and in turn we have great employee retention. Their safety is especially important to us. We have an impressive safety record with no lost-time worker's compensation claims due to injury over the past decade.

We have a decades-long track record of excellent customer service. We proudly serve the following communities:

- Marengo, Vinton, Victor, Amana Colonies, Ladora, Hartwick, Keystone, Watkins, Belle Plaine, Conroy and Parnell.
- We have been contracted haulers since the 1970s for Victor, Ladora and Hartwick. We've had such an incredible working relationship that they have never put their work out to bid for 50+ years.
- In July of 2023, we began servicing the city of Vinton, Iowa (2200 households). They are incredibly pleased with our service and are now a reference!

We have an excellent working relationship with both the residents of the communities we serve and their community leaders. As owners, we personally manage every aspect of the operation. Our employees and city leaders have our personal cell numbers and know that we are available to them at any time.

We appreciate your consideration and are hopeful we get the opportunity to serve the city of Atkins.

Sincerely,

Julie Bechtel & Nathan Bechtel

2nd and 3rd generation owners of S & J Sanitation

Qualifications and Business Information

We have nearly 60 years of garbage business experience. Julie's parents (Nate's grandparents) started the company in 1967. Julie worked in corporate America for 35 years. She worked her way up from managing a small team at the Des Moines Register to managing Warren Buffets 38 daily newspapers and serving as the Omaha World Herald's publisher. She has vast experience in day-to-day operations, financial management, safety, training and technology.

We have operated under the name S & J Sanitation for more than 58 years. We incorporated in 2021, so our legal name is S & J Sanitation Iowa, Inc. We are located 27 miles from Atkins.

We have never been the subject of administrative or judicial action for alleged violation of condition of a permit issued by a governmental entity or in violation of any laws or regulations.

We opened a recycling center in Marengo 15 years ago. It is open to the public and free of charge.

In 2021, we automated residential services by adding residential cart service for garbage and comingled recycling.

We have doubled the size of our company to nearly 5000 residential and business customers since Julie and Nate purchased the family business in 2021. We keep our company growth paced well to ensure a smooth start-up for new communities and their residents. The owners are very hands-on in the daily operation and collaborate directly with community leaders in each community to ensure customer satisfaction.

We provide bulk pick-ups to all the communities we serve. Customers schedule and pay for the services directly with us.

We offer project dumpsters and roll-offs to both residential and commercial customers.

We offer garbage & recycling services to businesses. Smaller businesses are offered carts, or we have a variety of dumpster sizes available for regular service.

Our cart recycling program is comingled so there is no need for customers to sort their recycling. Our recycling is processed by the Republic recycling center in Cedar Rapids, Iowa

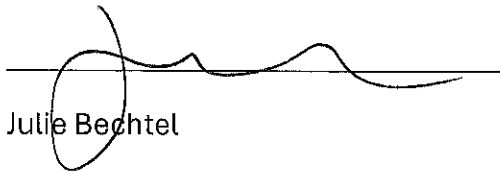
Current service areas include Iowa, Poweshiek, and Benton counties.

We've been a contracted hauler for communities since the 1970s. Our first contracts were Victor, Hartwick and Ladora. They have never put the work out to bid as we have had such a successful partnership for 50+ years. They have renewed the contracts repeatedly. We became the contracted hauler for Vinton, IA in 2023. They are now one of our best references!

We use SoftPak software to manage all aspects of our business from customer billing to dispatching and routing. The routing technology tracks what time the truck was at each address and how long they were there.

We will be well prepared to start service to the residents of Atkins on January 1, 2026. Our containers will be delivered at least a week before service begins. We will hire a company that specializes in cart delivery across the nation to make sure the delivery is managed efficiently. We will work with city officials to obtain the data we need for each household. Load it into our database and route it to determine the most efficient execution.

We have experience with yard waste and spring clean up days. We have found that each community handles city cleanup day differently. We work with city officials to understand how it has been handled in the past and pattern it after what residents are used to. We often do share ideas and best practices we have acquired by working with various communities on similar projects for decades.


Julie Bechtel

8-26-25
Date

Service Proposal

We would recommend providing residents of Atkins, Iowa with two carts, one for recycling and one for garbage. Size to be determined by city officials. Our containers will be delivered a week before service begins. Customers can request and pay S & J Sanitation directly for a second cart for garbage and/or recycling.

We will prepare and post a calendar with the pick-up schedule on our website each year. We mail them out upon request to those without computer access.

Garbage would be picked up weekly on Wednesday. The 65 or 95-gallon cart should be placed at the curb prior to 6 a.m. on the collection day. Garbage should be bagged inside the container. Garbage will be disposed of at the Benton County Landfill.

Recycling would be picked up weekly or biweekly on Wednesday. Cart should be at the curb before 6 a.m. on pickup day. Recycling should not be in plastic bags. Items can be comingled (no sorting). We process our recycling at Republic Services in Cedar Rapids (901 Ingleside Dr SW). They accept newsprint, magazines, mixed paper, chipboard, cardboard, plastics #1-7 and metal cans. They do not accept glass nor do most recycling centers in Iowa.

We will supply tonnage reports for recycling to the city upon request.

Yard Waste would also be collected on Wednesday during the months from April through November. Yard waste should be in brown yard waste bags or a garbage bin provided by the homeowner. We will also arrange to pick up Christmas trees on an agreed upon date in early January.

Bulk waste (appliances, beds, furniture, etc.) pick-up would be arranged and paid for directly through the S & J Sanitation office. Prices range from \$5 for a chair to \$35 for a piano up to 100 lbs. Mattresses and springs must be bagged (protection from bed bugs). We can work with the city hall or a local store to make sure they have them in stock.

We will provide service to the city locations and provide carts or dumpsters in sizes between 2 and 8 yards based on locations needs.

We work most holidays. We currently take Labor Day, Thanksgiving and Christmas Day as route holidays. We will provide an annual calendar showing the holiday pickup schedule.

We would be excited and well-prepared to provide service to Atkins beginning January 1, 2026.

FORM III
PROPOSED COSTS

The undersigned proposes to furnish the collection of solid waste, commingled recyclable material, & yard waste for the City of Atkins, Iowa for the following sums:

A. Collection Costs*

1. Weekly Solid Waste and Recycling Collection 65-gallon bins:

\$ 25.50 per household per month

2. ALTERNATE BIDS

A. Weekly Solid Waste and Recycling Collection 95-gallon bins:

\$ 27.50 per household per month

RECOMMENDED BIDS:

B. Weekly solid waste with a 65-gallon cart and biweekly recycling collections 95-gallon cart.

\$17.50 per household per month

C. Weekly solid waste with a 95-gallon cart and biweekly recycling collections 95-gallon cart.

\$19.50 per household per month

*Based on a 5-year contract with renewal option

3. Weekly Yard Waste Collection (April through November)

\$ 0 per household per week

\$ 0 Yard Waste Price per ton

4. Tag for additional bag(s):

\$ 1.75 per tag/bag

5. Proposed annual increase to household rate for Years 2, 3, 4 & 5:

% 5 per year

B. Collection Schedule

1. Same Day Solid Waste, Recycling, & Yard Waste Collection? YES
2. Collection on Wednesday? YES
3. If responded "NO", which days? NA

C. Bulk Pick-Up

1. Cost for City-wide Spring Clean-up Day \$0*

*Electronics and appliances not included at \$0 charge. Electronics can be included for the \$10 per item disposal fee charged by the Benton County landfill. Appliance pickup can be scheduled directly and billed by S & J at any time during the year.

2. Individual bulk pick up. Bulk waste (appliances, beds, furniture, etc.) pick-up would be arranged and paid for directly through the S & J Sanitation office. Prices range from \$5 for a chair to \$35 for a piano up to 100 lbs. Mattresses and springs must be bagged (protection from bed bugs). We can work with the city hall or a local store to make sure they have them in stock.

D. Additional Services:

We offer project dumpsters and roll-offs for home cleanup or construction projects. Rates depend on size and length of time. Cost quotes, delivery and billing handled directly through S & J Sanitation customer service.

E. Cardboard Recycling Dumpster: (4 or 6 yard) \$0

Location to be determined, possibly City Hall/Library Parking Lot

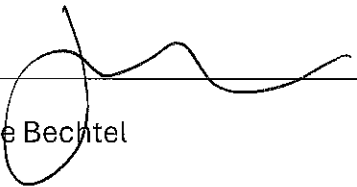
Certification of Binding Signature

Instructions: Selected forms provided in this RFP are required to be completed and be executed by an official authorized to bind the Proposal offer. All completed forms shall be made a part of the Respondent's proposal. Selected forms must be signed by the same authorized person.

The undersigned Respondent further certifies that he/she has read the information submitted by the Proposer and has personal knowledge that the information submitted is true and correct.

I, Julie Bechtel, President of S & J Sanitation Iowa Inc. swear that pricing shall be valid for a period of 120 days after submittal.

I swear that I am authorized to execute all Proposal forms included in this Proposal response to the RFP and to bind the company to these agreements; and swear that I have read the information contained in this Proposal and that I have personal knowledge that it is true and correct.



Julie Bechtel

8-26-25

Date

RESOLUTION #2025-09-02

APPROVING AND AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO
EXECUTE AN ENGAGEMENT LETTER WITH BOHNSACK & FROMMELT FOR THE
FISCAL YEAR 2025 AUDIT FOR THE CITY

WHEREAS, The City of Atkins issued a Request for Proposals and has selected the Certified Public Accounting Firm of Bohnsack & Frommelt LLP to conduct the Fiscal Year 2025 Audit of Financial Statements for the City, and;

WHEREAS, Bohnsack & Frommelt LLP, has proposed d an Engagement Letter that sets out various terms and provisions related to the services they will provide to assist the City with regard to the Fiscal Year 2025 Audit, and;

WHEREAS, The City Council finds that engaging with Bohnsack & Frommelt LLP consistent with the terms of the engagement letter is in the best interests of the City and execution of the proposed Engagement Letter should be approved.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Atkins, Iowa does hereby approve of the proposed Engagement Letter and authorizes the Mayor and City Administrator to sign on behalf of the City.

PASSED and APPROVED this 9th day of September, 2025.

Bruce Visser, Mayor

Attest:

Shelley Annis, City Clerk/ Treasurer



Bohnsack & Frommelt LLP
Certified Public Accountants

1500 River Drive, Suite 200
Moline, Illinois 61265
563.343.9595
www.governmentalservice.com

September 2, 2025

To the Honorable Mayor and
Members of City Council
City of Atkins, Iowa

Attention: Scott Flory, City Administrator

We are pleased to confirm our understanding of the services we are to provide for City of Atkins, Iowa for the year ending June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City of Atkins, Iowa as of and for the year ending June 30, 2025. We understand the basic financial statements will be on a cash basis of accounting.

We have also been engaged to report on supplementary information that accompanies City of Atkins, Iowa's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole.

- 1) Combining nonmajor fund statements and other schedules
- 2) Schedule of receipts by source and disbursements by function-all governmental funds

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory section
- 2) Management's discussion and analysis
- 3) Budgetary comparison schedule of receipts, disbursements and changes in balances – budget and actual
- 4) Iowa Public Employee's Retirement System schedule of the City's proportionate share of the net pension liability and schedule of City contributions

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting, and report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as whole.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements. The objectives also include reporting on—

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of accounting records, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation under the cash basis of accounting. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement. We have identified the following significant risk(s) of material misstatement as part of our audit planning.

- Revenue recognition
- Management override of controls

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures-Internal Control

We will obtain an understanding of the government and its environment including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Atkins, Iowa's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

You have informed us the City has expended less than \$750,000 in federal awards for the fiscal year ending June 30, 2025, and therefore is not subject to the Uniform Guidance and Single Audit Act of 1996 as amended.

Other Services

We will also assist in preparing the financial statements and related notes of City of Atkins, Iowa in conformity with the cash basis of accounting based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards.

The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, and all accompanying information in conformity the cash basis of accounting, and for compliance with applicable laws and regulations including federal statutes, rules, and the provisions of contracts and grant agreements including award agreements. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for including all informative disclosures that are appropriate for the cash basis of accounting. Those disclosures will include (1) a description of the cash basis of accounting, including a summary of significant accounting policies, and how the cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for accuracy and completeness of that information including information from outside of the general and subsidiary ledger. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reasons for such changes; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

The City agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the City agrees to contact us before it includes our reports or otherwise makes reference to us in any public or private securities offering. We may conclude that we are not otherwise associated with the proposed offering and that our association with the proposed offering is not necessary, providing the City agrees to clearly indicate that we are not associated with the contents of the official statement. The City agrees that the following disclosure will be prominently displayed in the official statement: Bohnsack & Frommelt LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Bohnsack & Frommelt LLP also has not performed any procedures relating to this official statement.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information, and therefore, we are not required to read the information contained in these sites or to consider the consistency or other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, debt or other confirmations we request and will locate any documents selected by us for testing.

The Dropbox for Business portal is used solely as a method of exchanging information and is not intended to store City of Atkins's information. Upon completion of the engagement, data and other content will either be removed from the portal or become unavailable.

We will provide copies of our reports to the City however management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Bohnsack & Frommelt LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bohnsack & Frommelt LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by a cognizant agency or oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

Sarah Bohnsack is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Our fee for the services described in this letter will not exceed \$26,000 for the audit of the cash basis basic financial statements unless the scope of the engagement is changed, the assistance the City has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment.

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

Reporting

Our reports will be addressed to the governing board of City of Atkins, Iowa. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue reports, or withdrawing from the engagement.

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will state the (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The report will state the report is not suitable for any other purpose.

Government Auditing Standards require audit organizations to provide a copy of their most recent external peer review report. Accordingly, our 2024 peer review report accompanies this letter.

We appreciate the opportunity to be of service to City of Atkins, Iowa and believe this letter accurately summarizes the significant terms of our engagement.

If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in black ink, appearing to read "Sarah Bohnsack", followed by a horizontal line.

Sarah Bohnsack, Partner

Bohnsack & Frommelt LLP

RESPONSE:

This letter correctly sets forth the understanding of City of Atkins, Iowa.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



Report on the Firm's System of Quality Control

To the Partners of Bohnsack & Frommelt LLP and the
Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Bohnsack & Frommelt LLP (the firm) in effect for the year ended February 29, 2024. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Bohnsack & Frommelt LLP in effect for the year ended February 29, 2024 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Bohnsack & Frommelt LLP has received a peer review rating of *pass*.

Kerber Rose, SC

May 9, 2024

Proposal

Page # _____ of _____ pages



**MIKE WAGNER
CONSTRUCTION**
General Carpentry

PO Box 279, Atkins, IA 52206

Labor Estimate Only
Material Paid by City of Atkins

PROPOSAL SUBMITTED TO: <i>City of Atkins</i>	JOB NAME	JOB #
ADDRESS <i>Park Pavilion Project</i>	JOB LOCATION	
PHONE #	DATE <i>Aug 21 2025</i>	DATE OF PLANS
FAX #	ARCHITECT	

We hereby submit specifications and estimates for:

Bathroom Doors: Remove existing bathroom doors
Prepare openings as needed, Install 2 new masonite
embossed solid core doors Oak Embossed
Install new oak embossed Casings \$680.00
Install 2 new Lever privacy Locks \$680.00

Kitchen: North wall, Remove existing countertop
and Base cabinets \$880.00
Install new base cabinets
Counter top - Templated and installed by others included
in price

South door: Adjust threshold to Eliminate gap under door
possibly add combination of door sweeps to rectify \$200.00
West Double Door: Possibly pin north door to stabilize
Try to adjust south door hinges to provide clearance \$300.00

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$ _____ Dollars

with payments to be made as follows: _____

Any alteration or deviation from above specifications involving extra costs
will be executed only upon written order, and will become an extra charge
over and above the estimate. All agreements contingent upon strikes,
accidents, or delays beyond our control.

Respectfully
submitted

Michael J. Wagner MIKE WAGNER CONST

Note - this proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are
hereby accepted. You are authorized to do the work as specified.
Payments will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

Proposal

Page # _____ of _____ pages



**MIKE WAGNER
CONSTRUCTION**
General Carpentry

PO Box 279, Atkins, IA 52206

PROPOSAL SUBMITTED TO: <i>City of Atkins</i>	JOB NAME	JOB #
ADDRESS: <i>Park Pavilion Project</i>	JOB LOCATION	
PHONE #	DATE: <i>Aug 21, 2025</i>	DATE OF PLANS
FAX #	ARCHITECT	

We hereby submit specifications and estimates for:

Material figured from Atkins Lumber

Material figured or as needed to be charged to and paid by City of Atkins

Bathroom Doors stain colors to be selected by City of Atkins

Cabinet color and Counter Top color to be selected by City of Atkins

** Rabe Hardware Bleirstown looked at Kitchen area. Recommended re-using existing sink but installing new faucet. Can be picked up by City or they can provide new faucet, not included in Est. Labor Estimate 300.00 to 400.00 to hook up sink per Rabe Hardware*

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:

\$ **Landfill and Disposal of Debris 200.00 ** Dollars

with payments to be made as follows: _____

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted, *Mike Wagner* MIKE WAGNER CONST

Note — this proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____ Signature _____

Mikes
CPC

Phone: 319-446-7654 Fax: 319-446-7653 Email: atkinslumber@netins.net Website: www.atkinslumbercompany.com

ATTN:	City of Atkins
BUILDER:	Wagner Construction
JOB:	Pavilion Cabinets & Bathroom Doors
PHONE:	319-521-4738
ADDRESS:	
EMAIL:	

GOOD UNTIL: 09/18/25

THIS IS NOT A CONTRACT

PRODUCT AVAILABILITY ASSESSED AT PAYMENT

RETURNED S.O. ITEMS - 25% RESTOCK

CREDIT OR DEBIT CARD PAYMENT OPTION

CASH OR CHECK AMOUNT	\$4,566.54
7.000% SALES TAX	\$319.66

CARD PROCESSING FEE 3%	\$146.5858
------------------------	------------

TOTAL W/TAX:	\$5,032.78
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CASH OR CHECK DISCOUNT AMOUNT

QUOTE		TOTAL
MATERIALS:		\$4,566.54
MISC:		\$0.00
7.000%	SALES TAX:	\$319.66
TOTAL W/TAX:		\$4,886.20

DESCRIPTION	ITEM	DEL	QTY	PRICE	TOTAL
INTERIOR DOOR & TRIM				\$892.32	
BAY INTERIOR DOOR & TRIM	SEE DETAILED SPEC SHEET		1	\$885.33	\$885.33
SHIM	SHIMS,CEDAR 1.5x9	SHIM	1	\$6.99	\$6.99
CABINET & COUNTER TOP PKG.	ASPECT CABINetry - OAK FLAT PANEL - STAINED - TBD			\$3,674.22	
FPAR CABINET PACKAGE	SEE - LAYOUT ATTACHMENT		1	\$2,233.24	\$2,233.24
BIG LAMINATE COUNTER TOP	LAMINATE COUNTER ROLLED EDGE SINK CUT IN		1	\$1,402.56	\$1,402.56
SHIM	SHIMS,CEDAR 1.5x9	SHIM	1	\$6.99	\$6.99
SCREWS	TRIM GRK 8X2-1/2 SCREWS	GRKT8212	1	\$17.49	\$17.49
SCREWS	8X2-3/4 GRK CABINET SCREW	GRKC8234	1	\$13.93	\$13.93
XX END	XX				

SEE MISC ABOVE IN QUOTE SUMMARY

MISC MATERIAL

MISC BRACING	2X4-16' HIGH LINE SPF	WW2416	0	\$11.07	\$0.00
MISC BRACING	2X6-16' HIGH LINE SPF	WW2616	0	\$15.86	\$0.00
NAIL ALLOWANCE	NAILS/SCREWS		0	\$0.00	\$0.00

Atkins Lumber Co. Inc
 Address: 81 1st Avenue
 P.O. Box 215
 Atkins, IA, 522096
 Phone: (319)-446-7654
 Fax: (319)-446-7653

Quote Number:

Date: 8/19/2025

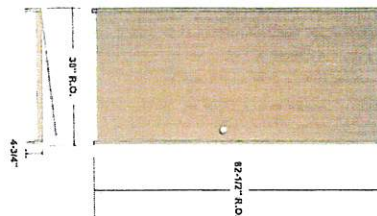


Quote
 Page 1 of 2

Customer Information
 Name: Wagner Construction
 Address:
 Phone 1:
 Phone 2:
 Fax:
 Contact:

Job Name: Atkins City

Specifications
 R.O. = 38" x 82-1/2"
 Jamb Depth = 4-3/4"



Lead Time: Stock - up to (7 days)

Item Description	Qty
3' 0" x 6' 8" (36" x 80") Thick Mendocino Oak Flush ... Core Single Door Left Hand	2
Prehung in Mendocino Oak 4-3/4" Jamb	2
LP1014 (3/8" x 1-1/4") Mendocino Oak Ranch Stops	2
Ball Bearing - Satin Nickel (US15) Hinges	2
2-3/4" Backset Face Bore, Radius Mortise Edge Prep	2

Solid

375.⁶⁴/_{EA.} 751.²⁸

Door Locks 2 - SN Latitude Lever

Distributed by:



Version #: 3.53-0
 Version Date: 6/20/2025

Atkins Lumber Co. Inc
 Address: 81 1st Avenue
 P.O. Box 215
 Atkins, IA, 522096
 Phone: (319)-446-7654
 Fax: (319)-446-7653

Quote Number:

Date: 8/19/2025

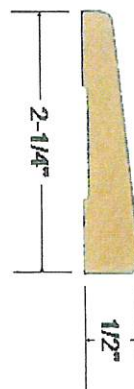


Quote
 Page 2 of 2

Customer Information
 Name: Wagner Construction
 Address:
 Phone 1:
 Phone 2:
 Fax:
 Contact:

Job Name: Atkins City

Specifications



Lead Time: Stock - up to (7 days)

Item Description	Qty
Pc (11/2" x 2-1/4") Oak Embossed Ranch Casing - 14' 0"	5

Pricing is good for 14 days.

Bathroom Door \$26.81/EA x 5 \$134.05
 Trim

→ 77.65 w/Hex EA. \$155.30

Distributed by:



Version #: 3.53-0
 Version Date: 6/20/2025

Total \$885.33

Atkins - Wagner - City of Atkins



Box
Filler
3"

Oak 24" Base Cabinets
maybe style SFPP



CONFIDENTIAL

Date: 4/18/25

Quote valid for 30 days

QUOTE: Q121645

PREPARED BY:

Michael Price
(319) 389-1957
MPrice@permarsecurity.com
permarsecurity.com

SITE LOCATION:

Atkins City Hall & Library
480 3rd Ave
Atkins, IA 52206

BILLING INFORMATION:

Atkins City Hall & Library
480 3rd Ave
Atkins, IA 52206
319-446-7870
ap@cityofatkins.org

SCOPE OF WORK

Install DMP Control Panel in kitchen closet/cabinet area.
Run wire to front door.
Install electric locks/strikes in front door.
Install reader on this door.
Provide virtual keypad app to manage this site, as well as other Atkins buildings.
Provide training upon completion of installation.

QUANTITY DESCRIPTION

1	Cellular Communicator
1	Keypad
1	Control Panel
1	Burg Audio/Visual
1	12V7AH Sealed Lead Acid Battery - F1 Terminal
1	Signo 40K Pigtail Keypad Reader w/Standard Profile

SERVICES SUMMARY:

Monthly recurring services with NO Maintenance Agreement: \$ 30.00
Monthly recurring services with 24/7 Maintenance Agreement: \$50.00

TOTAL: **\$ 3,796.42**

PLUS APPLICABLE TAXES

Please feel free to contact me at our office if you have any questions or concerns regarding this proposal.

Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to proceed. Applicant's signature certifies that the above information is correct. As part of the application for credit, we grant permission to contact consumer credit reporting agencies, commercial credit reporting agencies, bank and trade references as necessary. The pricing on this quote expires 30 days from original quote date. A 50% down payment may be required and restocking fees on special order parts may apply.

Michael Price

Date

Atkins City Hall & Library

Date

CITY OF ATKINS, IOWA
08/27-09/09/2025 CLAIMS LIST

VENDOR	REFERENCE	AMOUNT
ALLIANT ENERGY	07/30-08/28	14,581.83
AMAZON CAPITAL SVCS	SUPPLIES	182.81
ATKINS LUMBER CO	SUPPLIES	131.25
ATKINS TELEPHONE CO	9/1-9/30	506.47
BAKER & TAYLOR	BOOKS	49.56
BENTON CO SOLID WASTE	1Q FY26	13,364.00
BOOK SYSTEMS	ANNUAL SUB	1,249.00
BOUND TREE MEDICAL	SUPPLIES	988.87
CHEM-SULT INC	CHEMICALS	2,516.60
D P PROPERTIES	CLEANING	1,035.00
DAVE SCHMITT CONST	FINAL RETAINAGE	4,840.69
DELTA INDUSTRIES INC	REPAIRS	933.88
DEMCO	SUPPLIES	227.36
THE DEPOT EXPRESS	GAS/FUEL	1,752.03
DUBALL, PAMELA	REIMB	7.70
EMPLOYEE HSA	08/29PR	399.98
ESG PROFESSIONAL ACC	PAYROLL	610.75
ESG PROFESSIONAL ACC	8/21-8/28	928.00
ICHECK GATEWAY LLC	08/25 ONLCHECKS	706.35
IOWA ONE CALL	LOCATES	35.10
IPERS	07/25 IPERS	6,408.92
JENSEN INSPECTION SVC	08/25 INSP	1,307.50
M & D MINI STORAGE	09/25 RENT	70.00
MERCHANT SERVICE	08/25 ONLCCARD	776.31
USPS	08/29 BILLS	370.88
QUILL	SUPPLIES	794.48
RIPPLING - PAYROLL	08/29 PR	20,691.13
SANKOTS GARAGE	631 REPAIRS	955.00
SCHIMBERG	SUPPLIES	352.73
SIMPLY GREEN	08/25 SVC	849.95
SOLBERG'S INC	SUPPLIES	31.85
SOLUM LANG ARCHITECTS	FD PROJ	4,132.00
TREAS STATE OF IOWA	07/25 WET	4,973.24
TRIONFO SOLUTIONS, LLC	08/25 STD	145.39
U S CELLULAR	08/28-09/27	272.64
USA BLUEBOOK	SUPPLIES	284.05
VOYA RETIREMENT	08/29 PR	339.38
WASTE MANAGEMENT	08/25 SVC	17,577.54
	TOTAL	<u>\$105,380.22</u>

BY FUND:		
GENERAL		60,842.92
ROAD USE TAX		3,897.38
EMPLOYEE BENEFITS		2,605.27
FIRE STATION(incl FEMA)		4,652.00
WATER		19,067.73
SEWER		<u>14,314.92</u>
	TOTAL	\$105,380.22

City of Atkins, Iowa
August 26, 2025 Council Meeting Minutes

Mayor Bruce Visser called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Council members EJ Bell, Trevor Dursky, Dave Fisher, Jim Koehn, and Samantha Petersen answered roll call. City Administrator Scott Flory and City Clerk/Treasurer Shelley Annis were also present.

Motion Fisher, 2nd Petersen to approve the agenda. Bell, Koehn, Dursky, Petersen, Fisher – aye.

Motion Petersen, 2nd Bell to approve the 2nd Reading of Ordinance #233 amending the Atkins City Code Chapter 23-City Administrator as presented. Bell, Koehn, Dursky, Petersen, Fisher – aye.

Motion Dursky, 2nd Fisher to approve the 2nd Reading of Ordinance #234 amending Atkins City Code Chapter 15-Mayor and Chapter 17-Council as presented. Bell, Koehn, Dursky, Petersen, Fisher – aye.

Motion Dursky, 2nd Petersen to accept receipt of the City of Atkins Fiscal Year 2024 Audit Report. Bell, Koehn, Dursky, Petersen, Fisher – aye.

Motion Koehn, 2nd Petersen to approve Pay Application #7 to Garling Construction Inc., Belle Plaine, IA for \$307,857.00 for work completed on the Fire Station Building Improvement Project. Bell, Koehn, Dursky, Petersen, Fisher – aye.

City Administrator Flory and Mayor Visser gave their reports.

Motion Dursky, 2nd Koehn to approve the consent agenda items including Resolution 2025-08-04 authorizing and designating new City Clerk Shelley Annis onto the City of Atkins banking and depository services, and Resolution 2025-08-05 approving an interfund transfer. Bell, Koehn, Dursky, Petersen, Fisher – aye

Motion Koehn, 2nd Bell to adjourn at 6:35 p.m. Bell, Koehn, Dursky, Petersen, Fisher – aye

Bruce Visser, Mayor

Shelley Annis, City Clerk/Treasurer

CITY OF ATKINS, IA
8/12-8/26/25 CLAIMS REPORT

<u>VENDOR</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
ACCESS SYSTEMS	8/13-9/12	1,162.60
ACCESS SYSTEMS LEASE	LEASES/COPIERS	921.62
ALTORFER INC	SUPPLIES	604.00
ATKINS AUTO REPAIR	REPAIRS	624.92
	25/26 SIREN	
B & R ENTERPRISES	MAINT	4,800.00
BANKERS BANK	TRAINING	187.33
BANKERS BANK	SUPPLIES	2,748.54
BANKERS BANK	SUPPLIES	79.53
BANKERS BANK	SUPPLIES	176.09
BENTON CO SOLID WASTE	7/23-8/20 FEES	2,755.86
TERRY CARNEY	REFUND	55.00
CEDAR VALLEY HUMANE SOC	07/01 CAT	130.00
CHEM-SULT INC	CHEMICALS	3,509.60
CUSTOM HOSE & SUPPLIES	SUPPLIES	284.62
DAKOTA SUPPLY GROUP	SUPPLIES	937.00
EMPLOYEE HSA	08/15 HSA	399.98
ESG PROFESSIONAL ACCT	8/1-8/14	5,632.00
G & H ELECTRIC	REPAIRS	1,325.03
GARLING CONST	FIRE STATION	307,857.00
GAZETTE COMM	PUBLICATIONS	127.87
HI - VIZ SAFETY	UNIFORMS	130.00
HUPP ELECTRIC MOTORS	FAN MOTOR	4,244.91
ION ENVIRONMENTAL	LAB SVC	1,547.00
IOWA LEAGUE OF CITIES	MAYOR DUES	30.00
KOMLINE HARN	SUPPLIES	2,536.00
LINN COOP	SUPPLIES	709.73
LYNCH DALLAS PC	PROF SVC	1,380.00
MENARDS	SUPPLIES	368.24
MIDWEST ALARM	ALARM MONITOR	513.00
DENISE MISFELDT	REFUND	55.00
PER MAR SECURITY	ALARM MONITOR	184.53
POWESHIEK WATER	7/18-8/19	134.25
QUILL	SUPPLIES	1,006.10
RIPPLING - PAYROLL	08/15 PR	18,199.60
SCHIMBERG	SUPPLIES	410.88
SNYDER & ASSOCIATES	PROF SVC	4,965.25
STAR EQUIPMENT	TOOL	195.00
STATE INDUSTRIAL PROD	CHEMICALS	813.58
TRUENORTH	SAFETY MTG	500.00
VOYA RETIREMENT	08/15 PR	399.38

WASTE MGMT CORPORATE	ROLL OFF	599.71
WELLMARK BC/BS OF IOWA	09/25 PREMIUMS	2,652.99
WILDS CUSTOM MOWING	MOWING	910.00
	TOTAL	<u>\$376,803.74</u>

BY FUND

GENERAL	37,133.64
ROAD USE TAX	2,726.42
EMPLOYEE BENEFITS	2,751.01
FIRE STATION CAPITAL	307,857.00
WATER	17,945.95
SEWER	8,389.72
TOTAL FUNDS	<u>\$376,803.74</u>

RESOLUTION # _____

**Approving Transfer between funds for 2025-2026 Fiscal Year
General Fund (001) to CDBG DR (Derecho) Housing (340)**

WHEREAS, the City of Atkins, Iowa, did receive funding for the CDBG Disaster Recovery (Derecho) Housing Project in the 2024 Fiscal Year Budget; and

WHEREAS, the Administrative Code for the State of Iowa was revised as it relates to interfund transfers, effective April 17, 2019; and

WHEREAS, the Administrative Code now requires all interfund transfers must be approved by Council resolution.

WHEREAS, the following represents a transfer to be authorized during the 2026 Fiscal Year:

From	To	Amount
General (001)	CDBG DR Housing (340)	\$13,398.00

WHEREAS, the following purpose is related to the transfer mentioned above:

On May 15, 2024, \$13,398 in funds were received from the State of Iowa for the CDBG DR Housing Project and those funds were deposited to the General Fund and should have been deposited to the CDBG DR Housing Project Fund and that resulted in a subsequent negative balance of \$13,398 in the CDBG DR Housing Fund.

Now, therefore, be it resolved by the City Council of the City of Atkins, Iowa:

That the transfer identified is hereby approved and the City Clerk is authorized, empowered and directed to make the necessary transfer of said dollars between funds.

PASSED AND APPROVED this 9th day of September 2025.

Bruce Visser, Mayor

Attest:

Shelley Annis, City Clerk/Treasurer

ATKINS SAVINGS BANK & TRUST

Transaction 13279761

Tran Type	Journal	Amount	Post Date	Tran Date
DEF	8130	13,398.00	05/15/2024	05/15/2024

General Ledger Journal

ATKINS SAVINGS BANK & TRUST

Transaction 13279761

Account #	Reference	Type	Debit	Credit	Journal	Initials
001-000-1110	STATE OF IOWA	DEF	13,398.00		8130	TRC
001-540-4405	STATE OF IOWA	DEF		13,398.00	8130	TRC

Total Checks/Deductions

.00

Deposits

13,398.00

TREASURER'S REPORT
CALENDAR 8/2025, FISCAL 2/2026

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	1,354,344.69	44,794.03	118,200.90	733.81	1,281,671.63
110 ROAD USE TAX	61,515.12	23,512.33	11,384.99	147.10-	73,495.36
111 UTILITY TAX REPLACEMENT	.00	.00	.00	.00	.00
112 EMPLOYEE BENEFITS	50,010.98	529.88	7,480.79	.00	43,060.07
121 LOCAL OPTION SALES TAX	751,370.09	15,812.59	.00	.00	767,182.68
125 TAX INCREMENT FINANCING	348,350.74	7.51	.00	.00	348,358.25
200 DEBT SERVICE	161,705.08-	244,322.10	300.00-	.00	82,917.02
301 CAPITAL PROJ/EQUIP FUND	.00	.00	.00	.00	.00
310 FIRE STATION(inc1 FEMA)	2,742,939.60	.00	622,833.91	.00	2,120,105.69
320 76 MAIN STREET	.00	.00	.00	.00	.00
330 FED AMERICAN RELIEF	492.19	.00	.00	.00	492.19
340 CDBG-DR HOUSING GRANT	13,398.00-	.00	.00	.00	13,398.00-
600 WATER	80,469.91	42,675.40	38,532.94	493.82-	84,118.55
610 SEWER	557,268.68	62,533.31	365,263.35	65.14	254,603.78
Report Total	5,771,658.92	434,187.15	1,163,396.88	158.03	5,042,607.22

RESOLUTION NO. 2025-09-04

**A RESOLUTION TO AUTHORIZING TRANSFER OF FUNDS FROM THE CITY'S
SAVINGS ACCOUNT TO CHECKING ACCOUNT IN THE AMOUNT OF \$386,727.35 PLUS
ANY ACCRUED INTEREST**

WHEREAS, the City Council of the City of Atkins, Iowa, has hereby given approval for the City Clerk/Treasurer to transfer funds to cover disbursements and to comply with regulatory statutes; and

WHEREAS, the City Clerk/Treasurer has submitted the following transfer needed:

Transfer out of Savings Account \$386,727.35, plus any accrued interest and Transfer in to Checking Account the same amount for the purpose of clearing any negative balances in checking and investing in higher interest-bearing accounts.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Atkins, Iowa, that the City Clerk/Treasurer is directed to make this recommended transfer.

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

PASSED AND APPROVED THIS 9th DAY OF SEPTEMBER, 2025.

Bruce Visser, Mayor

Attest:

Shelley Annis, City Clerk/Treasurer