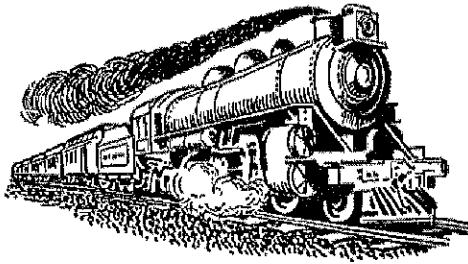


# The City of *Atkins*



December 17, 2025

**Mayor:**  
Bruce Visser

**Council:**  
EJ Bell  
Trevor Dursky  
David Fisher  
Bob Stolen  
Samantha Petersen

**City Administrator:**  
Scott Flory  
sflory@cityofatkins.org

**City Clerk/Treasurer:**  
Shelley Annis

**Utility Clerk:**  
Teri Watkins

**Water/Waste Water Superintendent:**  
Todd Damon

**Public Works Dept:**  
Jarrod Tomlinson  
Mike Rammelsberg

**Fire Chief:**  
Dan Rammelsberg

**Library Director:**  
Pamela Duball

HONORABLE MAYOR & CITY COUNCIL MEMBERS:

The next regular meeting of the Atkins City Council is scheduled for **Thursday, December 18, 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. Employee Safety Manual.** In December 2024, the City contracted with TrueNorth Companies to assist the City in preparation of an Employee Safety Manual and regular training sessions. This was a recommendation included in a Risk Assessment conducted by the City's Insurance Company, following a workplace safety incident that took place in August of 2024 and resulted in a subsequent OSHA inspection/investigation. The Council approved an informal settlement with OSHA on 12-17-24.

The Manual is now complete and ready to be adopted by the Council.

**ITEM #5B. Renewal of Law Enforcement Agreement.** The City contracts with Benton County for Law Enforcement Services and has received the proposal from Benton County Sheriff's Office to renew the Law Enforcement Services Agreement for FY 2027. There is no increase in cost from the current FY 2026 rate. The total cost of the Agreement as proposed is \$60,840. The City generally receives approximately 20 hours per week of law enforcement coverage, which includes activities such as: patrol coverage at intermittent intervals; enforcement of City ordinances, such as parking, barking dogs; criminal investigations; attendance at Council meetings (if requested) etc. The City has a liaison Deputy assigned to the Community and that person meets regularly with the City Administrator.

Smart Quote: "*Mirrors would do well to reflect a little more before sending images back.*" – Jean Cocteau, writer, filmmaker, playwright

CITY OF ATKINS, IOWA

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 3<sup>RD</sup> AVENUE  
THURSDAY, DECEMBER 18, 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. City of Atkins Employee Safety Manual (12-18-25):
    - Introduction by Scott Flory, City Administrator
    - Review of Safety Manual, Sarah Allender, TrueNorth Companies
    - **Motion to approve Resolution 2025-12-05**, “A Resolution approving an Employee Safety Manual” by City Council.
    - Discussion and consideration of Motion by City Council.
    - Roll Call Vote by Mayor Visser
  - B. Renewal of Law Enforcement Agreement with Benton County Sheriff's Office:
    - Review of request by Scott Flory, City Administrator
    - **Motion to approve Resolution #2025-12-06**, A “Resolution approving a 28E Agreement with the Benton County Sheriff's Office for law enforcement services for FY 27” by City Council.
    - Discussion and consideration of Motion by City Council
    - Roll Call Vote by Mayor Visser

6. City Administrator's Report:

- Posting of position announcement for Water/Wastewater Superintendent/Public Works Director
- City Holiday hours: Christmas Eve 7:00 a.m. to 2:00 p.m.; closed Christmas Day; and Day-after Christmas 8:00 a.m. to 3:00 p.m
- Meeting for Office Furniture for Fire dept, City Hall and Library
- New graphics with office hours for City Hall front door

7. Mayor's Report:

8. Consent Agenda:

- Approval of the abstract of the bills & claims as submitted
- Approval of December 9, 2025, City Council meeting minutes

9. Other Business:

10. Motion to Adjourn

NEXT REGULAR MEETING – JANUARY 13, 2026 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](mailto: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. 2025-12-05

APPROVING A CITY OF ATKINS EMPLOYEE SAFETY MANUAL

WHEREAS, it is in the public interest to provide a safe work environment and safe work practices and expectations for all city employees; and

WHEREAS, the City contracted with TrueNorth Companies in December of 2024 to assist the City with preparation of a new City Employee Safety Manual; and

WHEREAS, for the past approximately one year, City staff has been meeting monthly with the consultant to prepare the Employee Safety Manual.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Atkins, Iowa, that the attached City of Atkins Employee Safety Manual, is hereby approved by the Atkins City Council.

PASSED, AND ADOPTED at a regularly scheduled meeting of the City Council of the City of Atkins, Iowa, on this 18th day of December 2025.

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Bruce Visser, Mayor of Atkins

Attest:

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Shelley Annis, City Clerk/Treasurer

# TrueNorth Service Proposal

TrueNorth can assist with the following opportunities presented in the safety and risk assessment:

Activity	Description
Safety Orientation	<ul style="list-style-type: none"><li>• Create an onboarding checklist for employees relative to required safety policies and training.</li><li>• Create check list of competencies for pieces of equipment.</li></ul>
Safety Policies and Training	<ul style="list-style-type: none"><li>• Assist in creation of employee safety manual.</li><li>• Create matrix of required initial and annual training.</li><li>• Perform hazard assessment of regularly performed tasks.</li><li>• Performing safety training.</li></ul>
Inspections/Audits	<ul style="list-style-type: none"><li>• Provide general consultation on safety topics as they arise.</li></ul>
Driver and Fleet Safety	<ul style="list-style-type: none"><li>• Perform annual safety walk throughs of city owned properties.</li><li>• Assist in creation of driver safety program.</li><li>• Provide defensive and distracted driver training.</li></ul>
Injury Management	<ul style="list-style-type: none"><li>• Assist in creation of process and forms for all incident types.</li><li>• Training on Experience Modification Rating and OSHA Recordkeeping.</li><li>• Help in evaluation of EMC Nurse Triage and Occupational Health Providers.</li></ul>
General Liability	<ul style="list-style-type: none"><li>• Provide guidance on subcontractor agreement and certificates of insurance.</li><li>• Provide guidance on waiver of liability for rental agreements.</li><li>• Review current emergency action plan.</li><li>• Coordinate active threat and de-escalation training.</li></ul>

DEPENDABLE SOLUTIONS THAT MEET LOCAL NEEDS



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RESOLUTION NO. 2025-12-06

A RESOLUTION APPROVING A 28E AGREEMENT WITH BENTON COUNTY SHERIFF'S OFFICE FOR LAW ENFORCEMENT SERVICES FOR FY 27

WHEREAS, the City is currently under contract with the Benton County Sheriff's Office to provide law enforcement services; and

WHEREAS, for FY 27 Benton County is not proposing any increase in cost to the City of Atkins for law enforcement services; and

WHEREAS, the City currently contracts for 18 hours per week at a cost of \$60,840 annually; and

WHEREAS, City staff has reviewed the proposed 28E Agreement and is recommending approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Atkins, Iowa, that the FY 27 28E Agreement for Law Enforcement Services with Benton County, Iowa, Sheriff's Office is hereby approved.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are authorized to sign the 28E Agreement on behalf of the City with date of approval to be reflected in the Agreement as January 1, 2026.

PASSED and APPROVED this 18<sup>th</sup> day of December, 2025.

Attest:

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Bruce Visser, Mayor of Atkins

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Shelley Annis, City Clerk/Treasurer

*Sheriff*  
David B. Upah



*Chief Deputy*  
Joshua A. Karsten

## BENTON COUNTY SHERIFF'S OFFICE

*Serving Benton County Since 1846*

113 E. 3rd Street Vinton, Iowa 52349-1756

Office (319) 472-2337 Fax (319) 472-4770 [sheriff@bentonsheriff.com](mailto:sheriff@bentonsheriff.com)

### 28E Agreement for Law Enforcement Services

This Agreement is made pursuant to Chapter 28E of the Iowa Code and entered into by and between the **City of Atkins** and the **Benton County Sheriff's Office**.

This **FY 2027** Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of Atkins, Iowa, and the Benton County Sheriff's Office.

**WHEREAS**, the City of Atkins desires to obtain law enforcement services from the Benton County Sheriff's Office; and

**WHEREAS**, the Benton County Sheriff's Office is willing to provide such services to the City of Atkins under the terms set forth herein;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained in this Agreement, the parties agree as follows:

1. The Benton County Sheriff's Office shall provide law enforcement services to the City of Atkins.
2. The City shall pay the Benton County Sheriff's Office a total annual amount of **\$60,840.00**, to be paid in four equal quarterly installments.
3. All payments shall be made payable to the Benton County Sheriff's Office.
4. The services provided shall not exceed an average of **18 hours per week**, totaling no more than **936 hours** during the twelve-month period covered by this Agreement.
5. The Benton County Sheriff's Office shall respond to all law enforcement calls within the City of Atkins.
6. The City of Atkins hereby authorizes, and the Benton County Sheriff's Office agrees to enforce the City's municipal ordinances.
7. This Agreement shall become effective on **July 1, 2026**.
8. This Agreement shall remain in effect until **June 30, 2027**, unless terminated earlier by either party upon providing ninety (90) days' written notice.
9. The parties acknowledge that no agreement has been reached regarding defense or indemnification in the event of any claims or legal action arising from services provided under this Agreement. This matter is expressly reserved for judicial determination at the appropriate time.

This Agreement shall be filed by the Benton County Auditor's Office with the Iowa Secretary of State in compliance with Iowa Code Section 28E.8.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

*Sheriff*  
David B. Upah

*Chief Deputy*  
Joshua A. Karsten



**BENTON COUNTY SHERIFF'S OFFICE**

*Serving Benton County Since 1846*

113 E. 3rd Street Vinton, Iowa 52349-1756

Office (319) 472-2337 Fax (319) 472-4770 [sheriff@bentonsheriff.com](mailto:sheriff@bentonsheriff.com)

**SIGNATURES**

By: \_\_\_\_\_

Chairperson, Board of Supervisors

Benton County, Iowa

Attest: \_\_\_\_\_

Benton County Auditor

Secretary to the Benton County Board of Supervisors

By: \_\_\_\_\_

Mayor, City of Atkins, Iowa

Attest: \_\_\_\_\_

City Clerk, City of Atkins

**CONSENT**

I, **David B. Upah**, the duly elected and qualified Sheriff of Benton County, Iowa, have reviewed this Agreement, consent to its terms, and agree to be bound by it.

A handwritten signature of David B. Upah in black ink.

David B. Upah  
Sheriff, Benton County, Iowa

Date: 12/12/2025

City of Atkins, Iowa  
December 9, 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, Sammy Petersen and Bob Stolen answered roll call. City Administrator Scott Flory was also present.

Motion Bell, 2<sup>nd</sup> Fisher to approve the agenda. Fisher, Stolen, Petersen, Dursky, Bell – aye.

Motion Fisher, 2<sup>nd</sup> Bell to approve the 3<sup>rd</sup> Reading of Ordinance #237 adding City Code Chapter 92.09-Establishing City Utility Accounts; Deposit Required. Fisher, Stolen, Petersen, Dursky, Bell - aye.

Motion Bell, 2<sup>nd</sup> Fisher to approve Resolution 2025-12-01 removing Bruce Visser and Sammy Petersen as authorized signatories on City bank accounts and depository services and authorizing and adding Mayor-elect Brian Cruise effective 12:00 p.m. Fisher, Stolen, Petersen, Dursky, Bell – aye.

Motion Dursky, 2<sup>nd</sup> Stolen to approve Resolution 2025-12-02 establishing Petty Cash Fund Policy. Fisher, Bell, Petersen, Dursky, Stolen – aye.

Motion Stolen, 2<sup>nd</sup> Dursky to approve Resolution 2025-12-03 authorizing a one-time grant from the City to Fremont Township for funding a new back-up emergency generator for the Memorial Union Building, 89 Main Ave. Fisher, Bell, Petersen, Stolen, Dursky – aye.

Motion Dursky, 2<sup>nd</sup> Bell approving an agreement with Iowa Codification for \$5,800.00 to complete a re-codification of the current 2005 City of Atkins Code of Ordinances. Fisher, Bell, Petersen, Stolen, Dursky – aye.

City Administrator Flory and Mayor Visser gave their reports.

Motion Petersen, 2<sup>nd</sup> Dursky to approve the consent agenda items including the claims list, November 2025 Financial Reports and Bank Reconciliation, the November 25, 2025 Council minutes,

re-scheduling the 12/23/25 Council meeting to 12/18/25, Resolution 2025-12-04 authorizing the City Clerk/Treasurer to make transfers between funds, and Library Resolution 2025-12-01 correcting Duball wage. Fisher, Bell, Petersen, Dursky, Stolen – aye.

Motion Bell, 2<sup>nd</sup> Fisher to adjourn at 6:34 p.m. Fisher, Bell, Petersen, Dursky, Stolen – aye.