

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, MARCH 10, 2026
6:00 P.M.

1. Call to Order and Pledge of Allegiance led by Mayor Brian Cruise
2. Roll Call by City Clerk
3. Approval of the Agenda by City Council.
4. Citizens' Opportunity to address the Council:
 - 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 front and state your name and address and the subject of your discussion
 - Speakers are encouraged to limit their comments to three (3) minutes
5. Unfinished Business:
6. New Business:
 - A. Consideration of Amendment to Agreement between S & J Sanitation Service and the City of Atkins – related to start time for collection:
 - Review by Scott Flory, City Administrator
 - **Motion** to approve **Resolution #2026-03-01**, A "Resolution of the City Council of the City of Atkins approving an amendment to the Agreement between the City of Atkins and S & J Sanitation Service Paragraph 6 – related to start time for collection" by City Council.
 - Discussion & Consideration of Motion by City Council
 - Roll call vote by Mayor Cruise
 - B. Final Plat for Stone Ridge Subdivision – 5th Addition:
 - Review and recommendation from Planning & Zoning Commission Meeting (3/4/26) by Scott Flory, City Administrator
 - **Motion** to approve **Resolution #2026-03-02**, "A Resolution approving the Final Plat of Stone Ridge 5th Addition" by City Council

- Discussion & Consideration of Motion by City Council
 - Roll call vote by Mayor Cruise
- C. 1939 Elevated Water Storage Tower Emergency Repairs & Safety Improvements:
- Review by Scott Flory, City Administrator
 - **Motion** to approve **Resolution #2026-03-03**, "A Resolution determining the necessity for emergency repairs and authorizing the City Administrator to enter into direct negotiations for a repair contract with Viking Industrial Painting for the 1939 Water Tower, subject to approval by the City Council of the City of Atkins, Iowa" by City Council.
 - Discussion & Consideration of Motion by City Council
 - Roll call vote by Mayor Cruise
- D. Fire Station Building Improvement Project:
- Review of Pay Request #13, Scott Flory, City Administrator
 - **Motion** to approve Pay Request #13 by City Council
 - Discussion & Consideration of Motion by City Council
 - Voice vote by Mayor Cruise
- E. Request from Atkins Community Club to participate in the purchase & installation of a Community Welcome Sign:
- Review by Scott Flory, City Administrator
 - **Motion** to approve request from Atkins Community Club in an amount not to exceed \$12, 710 (City's share) for Atkins Welcome sign by City Council.
 - Discussion & Consideration of Motion by City Council
 - Voice vote by Mayor Cruise
- F. Consideration of Position Description for Water & Wastewater Lead Operator (Operator In-Charge):
- Review by Scott Flory, City Administrator
 - **Motion** to approve position description by City Council
 - Discussion & Consideration of Motion by City Council
 - Voice vote by Mayor Cruise
 - **Motion** to authorize City Administrator to fill the position within the salary parameters identified in the position description by City Council.
 - Discussion & Consideration of Motion by City Council
 - Voice vote by Mayor Cruise

7. City Administrator's Report:

- Legislative Day Recap: March 4th at the Capitol
- Security Cameras & Access Control System Installation City Hall/Library & Pavilion

8. Mayor's Report:

9. Consent Agenda:

- Approval of the abstract of the bills & claims as submitted
- Approval of Financial Reports: Revenue & Expense Report, Bank Reconciliation, & Treasurer's Report
- Approval of February 24th and March 2nd (Workshop) 2026, City Council meeting minutes

10. Other Business:

11. Motion to Adjourn

NEXT REGULAR MEETING – MARCH 24, 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 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.*

*** As City Council members may attend this meeting in numbers that could constitute a quorum an agenda will be posted.*

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

RESOLUTION NO. 2026-03-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATKINS APPROVING AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY OF ATKINS AND S & J SANITATION SERVICE PARAGRAPH 6 RELATED TO START TIME FOR COLLECTION

WHEREAS, the City of Atkins and S & J Sanitation Service have entered into a written Agreement for Collection, Removal and Disposal of Solid Waste, Recycling, and Yard Waste ("Agreement") dated December 13, 2025; and

WHEREAS, S & J Sanitation has requested to amend the Agreement by amending paragraph 6 to modify the start time for collection services to a time earlier than 7:00 a.m., as stated in the Agreement; and

WHEREAS, the City Council has determined that such adjustment is proper, in the best interest of all citizens, and will promote public health, safety and welfare.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ATKINS DOES HEREBY RESOLVE AS FOLLOWS:

The "Amendment to the Agreement of the City of Atkins with S & J Sanitation Service" attached hereto as "Exhibit A" and incorporated herein by reference, is hereby approved and shall be included as part of the Agreement dated December 13, 2025. The City Administrator and City Clerk are hereby authorized to execute the Amendment.

Brian Cruise, Mayor

Attest:

Shelley Annis, City Clerk

Exhibit "A"

AMENDMENT TO THE AGREEMENT FOR COLLECTION, REMOVAL AND DISPOSAL OF
SOLID WASTE, RECYCLING, AND YARD WASTE IN THE CITY OF ATKINS, IOWA

This Amendment to the Agreement between the City of Atkins, Iowa, and S & J Sanitation Services of Marengo, Iowa, is entered into as of March 10, 2026.

WHEREAS, the City and S & J Sanitation Services are parties to an Agreement entered into on December 13, 2025; and

WHEREAS, the parties wish to amend the Agreement for collection, removal, and disposal of solid waste, recycling, and yard waste to modify the start time for collection services identified in paragraph #6 to a time prior to 7:00 a.m.

NOW, THEREFORE, Be It Resolved by the parties as follows:

1. Effective Date. This Amendment shall take effect April 1, 2026.
2. Start Time. Paragraph 6 "Access" shall be amended to change the time that containers for solid waste, recycling, & yard waste shall be placed at the curbside from 7:00 a.m. to ____ :00 a.m

IN WITNESS WHEREOF, this Amendment is entered into as of the date first written above.

CITY OF ATKINS, IOWA

S & J SANITATION SERVICE

By: _____
Brian Cruise, Mayor

By: _____
Owner

Attest:

Scott Flory, City Administrator

Prepared by: Scott L. Flory, City Administrator Address: City Hall, 480 3rd Avenue
Telephone: 319-446-7870 Return to: Shelley Annis, City Clerk Address: City Hall, 480 3rd
Avenue Telephone: 319-446-7870

RESOLUTION NO 2026-03-02

A RESOLUTION APPROVING THE FINAL PLAT OF STONE RIDGE 5TH ADDITION
IN THE CITY OF ATKINS, IOWA

WHEREAS, there has been filed with the City Clerk a Final Plat of Stone Ridge 5th Addition in the City of Atkins, Iowa; and

WHEREAS, upon said Final Plat appear street(s) to be known as Cedar Ridge Road together with certain public utility, storm sewer, and water main easements and improvements, which the owner by said Final Plat has dedicated to the public forever, and

WHEREAS, the Preliminary Plat and Final Plat have been reviewed by the City's Planning & Zoning Commission and its approval has been endorsed thereon; and

WHEREAS, the Final Plat has been examined by the City Council and that the City Council finds that the Final Plat conforms to the applicable statutes and ordinances of the City; and

WHEREAS, the City's consulting civil engineer has inspected all infrastructure improvements and has determined and certified that they have been constructed in accordance with the improvement plans and the regulations of the City of Atkins.

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

Section 1. That the dedication of Cedar Ridge Road and the public utilities and easements including water, sanitary and storm sewer as they appear on the Final Plat, be and the same are hereby accepted; and

Section 2. That sidewalk installation shall be the responsibility of each lot owner for each lot abutting on the public right-of-way, including lots with multiple frontages, as required by the City Code.

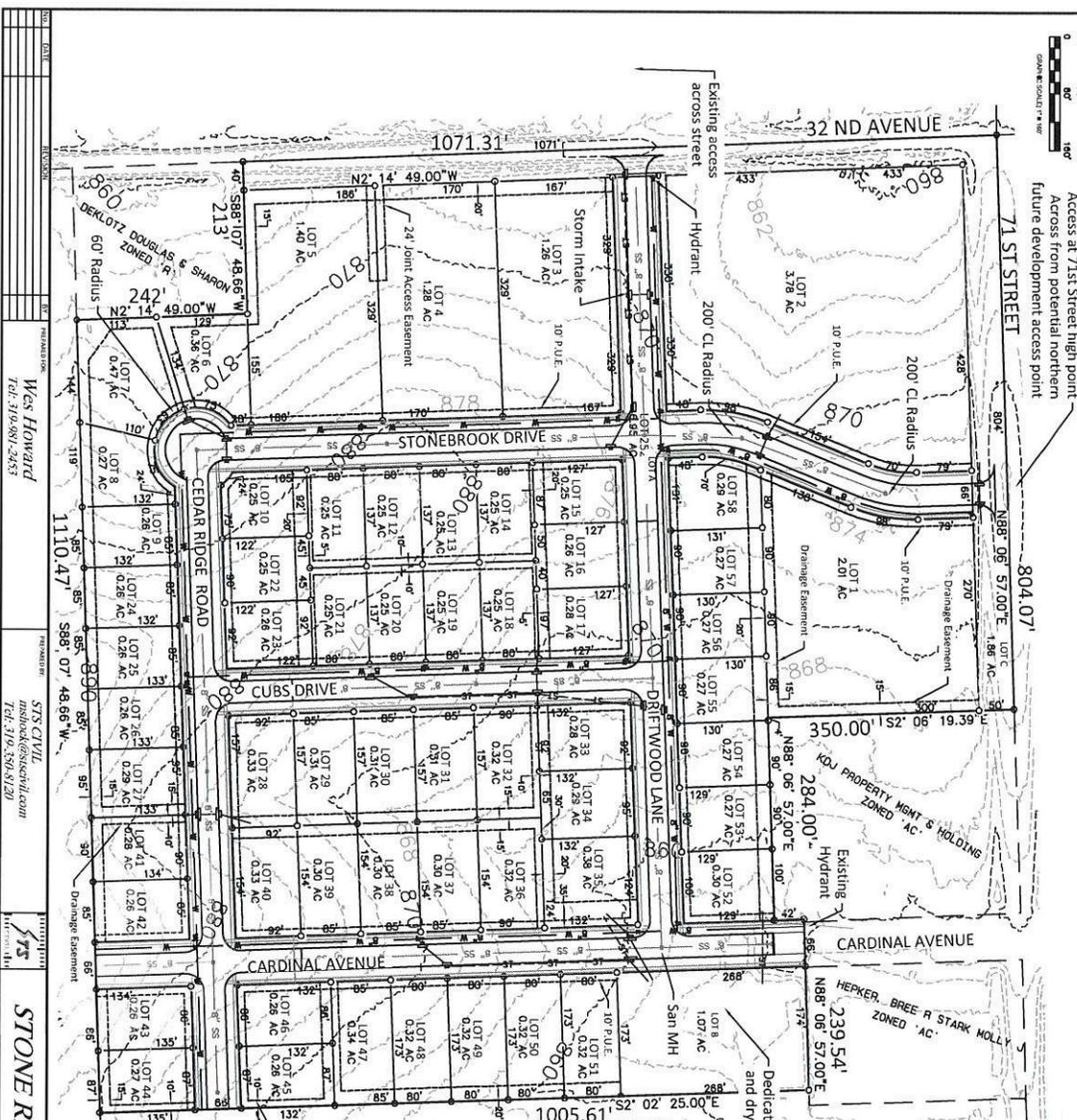
PASSED and APPROVED this 10th day of March, 2026.

Brian Cruise, Mayor

Attest:

Shelley Annis, City Clerk

A PRELIMINARY PLAT OF THE STONE RIDGE ADDITION IN THE CITY OF ATKINS, BENTON COUNTY, IOWA



West Howard
Tel: 319-801-4433

STS CIVIL
mshock@stscivil.com
Tel: 319-350-8120

STONE RIDGE FIRST ADDITION

Preliminary Plat

07/25/2019
13-2018-13

- NOTES:**
- TOTAL PROPOSED LOTS: 58
 - CURRENT ZONING:
LOTS 1-5: AC
LOTS 52-58: 3 R-M
LOTS 6-25, 31-37: 5 R-M
LOTS 26-30, 38-51: 6 R-S
LOTS 38-51: 6 R-S
3. SETBACK REQUIREMENTS FOR 6 R-S
SIDE YARD - 6 FEET
REAR YARD - 20 FEET
FRONT YARD - 20 FEET
4. SETBACK REQUIREMENTS FOR 5 R-M
FRONT YARD - 20 FEET
SIDE YARD - 6 FEET
REAR YARD - 20 FEET
5. SETBACK REQUIREMENTS FOR 3 R-M
FRONT YARD - 20 FEET
SIDE YARD - 6 FEET
REAR YARD - 20 FEET
6. SETBACK REQUIREMENTS FOR AC
SIDE YARD - 6 FEET
REAR YARD - 20 FEET
7. LOT WIDTHS ARE MEASURED AT THE SETBACK LINE AND SHALL MEET ZONING REQUIREMENTS.
8. DEDICATION OF NORTHERN 50' AND WESTERN 40' AS PUBLIC R.O.W. (LOT C)
9. EXISTING GROUND CONTOURS ARE 2' INTERVALS
10. PROPOSED 66' R.O.W., 28' ROADWAY, 5' SIDEWALKS
11. A JOINT ACCESS FOR LOTS 4 AND 5 IS PROPOSED TO ALLOW FLEXIBILITY FOR EITHER FUTURE COMMERCIAL DEVELOPMENT IN THIS AREA OR THE POTENTIAL DEMAND FOR ADDITIONAL DUPLEX LOTS FRONTING STONEBROOK DR (FUTURE RECONFIGURATION/PARTIAL REZONING OF LOTS 3-5 SCENARIOS).

INFORMATION:

- TOTAL ACREAGE: 34.8 AC
- TOTAL NUMBER OF LOTS: 53 COMMERCIAL, 5 RESIDENTIAL
- LOT AREAS (RESIDENTIAL):
MINIMUM: 0.25 AC
MAXIMUM: 0.47 AC

PARKLAND REQUIREMENTS:
19 LOTS 6 R-S
2287 PEOPLE/LOT
+277 LOTS 5 R-M
228 PEOPLE/LOT
+7 LOTS 3 R-M
56.6 PEOPLE/LOT
X 5 AC, 1000 PEOPLE
0.85 ACRES REQ'D

STORM WATER REQUIREMENTS:
LOTS 1-5 WILL SATISFY SUDAS STORM WATER REQUIREMENTS ON-SITE AS PART OF FUTURE COMMERCIAL SITE PLAN DEVELOPMENT

OWNER:
Southwest Development LLC
Atkins, IA 52206

APPLICANT:
Southwest Development LLC
6/6 West Howard
1111 80th St NW
319-881-2453

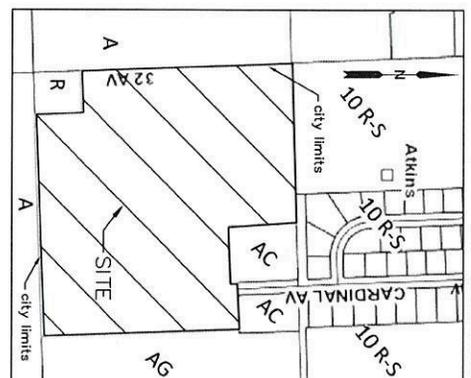
CONTACT:
Matt Shoop, P.E.
STS CIVIL
mshock@stscivil.com
319-350-8120



I hereby certify that this Engineering document was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer in the State of Iowa.

Matthew P. Shoop, Iowa License No. 18220
7/25/2019

Pages covered by this seal: 1



LOCATION MAP (not to scale)



February 27, 2026

Scott Flory, City Administrator
City of Atkins
480 3rd Ave, PO Box 171
Atkins, IA 52206-0171

RE: STONE RIDGE FIFTH ADDITION PUBLIC IMPROVEMENTS

Dear Mr. Flory:

We have completed our final walkthrough of the Public Improvements of the Stone Ridge Fifth Addition, and all improvements have been completed per drawings dated 4/21/2025 and labeled Drawings of Proposed Improvements Stone Ridge Fifth Addition. Therefore, we are recommending acceptance of the Public Improvements for the Stone Ridge Fifth Addition.

Respectfully,

SNYDER & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Nick Eisenbacher'.

Nick Eisenbacher, P.E.
Civil Engineer

Enclosure: Stone Ridge Fifth Additional Final Plat

cc: Wes Howard and Dave Vanous – Stone Ridge Developing, LLC



February 27, 2026

Scott Flory, City Administrator
City of Atkins
480 3rd Ave, PO Box 171
Atkins, IA 52206-0171

RE: STONE RIDGE FIFTH ADDITION APPROVAL OF FINAL PLAT

Dear Mr. Flory:

We have reviewed the submitted Final Plat for the Stone Ridge Fifth Addition. We find the Final Plat to be in general conformance with City requirements and recommend approval of the Final Plat contingent on receipt of the required accompanying material per City Code Section 166.17.2.

Respectfully,

SNYDER & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Nick Eisenbacher'.

Nick Eisenbacher, P.E.
Civil Engineer

Enclosure: Stone Ridge Fifth Additional Final Plat

cc: Wes Howard and Dave Vanous – Stone Ridge Developing, LLC

RESOLUTION NO. 2026-03-03

A RESOLUTION DETERMINING THE NECESSITY FOR EMERGENCY REPAIRS AND
AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO
DIRECT NEGOTIATIONS FOR A REPAIR CONTRACT WITH VIKING INDUSTRIAL PAINTING
OF OMAHA, NE, FOR THE 1939 WATER TOWER SUBJECT TO APPROVAL BY THE CITY
COUNCIL OF ATKINS, IOWA

WHEREAS, the City of Atkins owns and operates a Water Works System and a necessary component of said system is the 40,000-gallon elevated water storage tower constructed in 1939; and

WHEREAS, upon the most recent Water Works Sanitary Inspection, the 1939 Water Tower has been determined by the Iowa DNR to be in a state of "Significant Deficiency" requiring prompt attention by the City; and

WHEREAS, the City retained Viking Industrial Painting to update a prior inspection report, also performed by Viking Industrial Painting (January, 2022), and the City Council received a public presentation regarding the findings, conclusions, and recommendations at a City Council Workshop meeting held for said purpose on March 2, 2026; and

WHEREAS, in accordance with Iowa Code Section 384.103, when emergency repair of a public improvement is necessary and the delay of advertising and a public hearing might cause serious loss to the City, the Council shall make a finding of necessity to institute emergency proceedings under Section 384.103 of the Code of Iowa and shall procure a certificate from a professional engineer or licensed architect certifying that emergency repairs are necessary.
; and

WHEREAS, said emergency repairs proposed to the 1939 Water Tower would otherwise be a public improvement requiring competitive quotations.

NOW, THEREFORE, Be It Resolved by the City Council of the City of Atkins, Iowa, as follows:

Section 1. A finding of necessity is hereby made with respect to the urgency of the repairs proposed to be made to the 1939 Water Tower and emergency proceedings under Iowa Code Section 384.103 shall be instituted.

Section 2. A Certificate has been obtained from a licensed professional engineer attesting to the need for emergency repairs.

Section 3. In the interest of public health and welfare, the City Administrator is empowered and otherwise directed to enter into direct contract negotiations with

Viking Industrial Painting and to bring forward for Council consideration said contract at the next regular City Council meeting, if possible.

Section 4. Viking Industrial Painting shall be required to furnish a performance and payment bond prior to beginning any work.

Section 5. That the Iowa DNR should be advised of the swift and certain action by the Atkins City Council in response to the Iowa DNR classifying the 1939 Water Tower in a "significant deficiency" status.

Section 6. That the City Council has determined that a delay due to advertising, bidding, and hearing would create a harmful delay in making the necessary improvements.

PASSED and APPROVED this 10th day of March, 2026.

Brian Cruise, Mayor

Attest:

Shelley Annis, City Clerk

March 5, 2026

City of Atkins
Attn: Scott Flory, City Administrator
480 3rd Ave, PO Box 171
Atkins, IA 52206-0171

RE: CITY OF ATKINS ELEVATED WATER STORAGE TOWER EMERGENCY REPAIRS

Dear Mr. Flory:

The Iowa DNR conducted an on-site sanitary survey of the public water supply system on February 10, 2026, and received a report with the department's findings on February 19, 2026. Per the Report, the DNR found one significant deficiency with the system pertaining to the City's 50,000-gallon elevated water storage tower. This deficiency is described in the report as follows: Significant Deficiency – ST01: Seal the roof and sidewalls of all water storage structure to ensure they are watertight or provide verification that a proper seal already exists.

In response, the city hired Viking Industries to inspect the tower and update its original report from January 2022. The new report identified several holes and large gaps in the roof of the tower that had significantly deteriorated over the last 4 years. These may serve as pathways for environmental contaminants to enter the tower and degrade the stored water quality within the Tower. The report also stated that the exterior coatings are in poor condition and are in various states of failure, which could begin to affect the integrity of the tower. With that said, we feel, based on guidance provided by the City Attorney, that the delay caused by proceeding with Iowa Code Chapter 26, Public Construction Bidding, requirements will unduly present risk to the public until the tower is repaired. We recommend the City institute's emergency proceedings to repair the tower immediately with a contractor of the City's choosing. Since the City has already been working with Viking Industrial Painting, and they are familiar with the current state of the tower, we are recommending that the City proceed with negotiating with them to complete the necessary work to repair the water tower.

If you have any questions, please call us at (319) 362-9394.

Respectfully,

SNYDER & ASSOCIATES, INC.



Nick Eisenbacher, P.E.
Civil Engineer

Attachments: Viking Industrial Painting Visual
Assessment Report, Iowa DNR Sanitary Survey dated
February 19, 2026

cc: Doug Herman, City Attorney, Lynch Dallas

	<p>I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.</p>
	<p> 3/5/2026 NICHOLAS A. EISENBACHER Date</p> <p>License Number P25334 My License Renewal Date is December 31, 2026</p> <p>Pages or sheets covered by this seal: Cover Letter</p>



February 25th, 2026

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

RE: Atkins Fire Station
Garling Construction Payment Application 13

Honorable Mayor and Council:

Following is our review of Payment Application 13 for the Atkins Fire Station dated January 15th, 2026.

Included in this Payment Application:

1. Work
 - a. General Requirements – Work associated with construction administration and equipment.
 - b. Sitework/Demo – Landscape clean up & leveling.
 - c. Concrete – Completion of site paving. Joint sealing and striping parking.
 - d. Masonry – None.
 - e. Metals – None.
 - f. Woods & Plastics – Completion of casework installation.
 - g. Thermal & Moisture – Completion of interior caulking around door frames.
 - h. Doors & Windows – Completion of aluminum doors and coiling door installation. Continued installation of hollow metal doors and hardware.
 - i. Finishes – Completion of acoustic ceiling installation. Completion of flooring installation. Completion of painting of interior walls.
 - j. Specialties – Completion of restroom accessory installation.
 - k. Furnishings – Completion of bollard covers & roller shades.
 - l. Special Construction – Completion of exterior metal panels.
 - m. Mechanical – Completion of plumbing fixture installation. Work associated with HVAC insulation and labor. Completion of sprinkler installation.
 - n. Electrical – Installation of interior lighting and associated labor. Completion of panel feeder installation. Completion of site electrical and utility installation. Completion of fire alarm installation. Continued installation of access controls, security, network and audio-visual systems.
2. Stored Materials
 - a. None.

Solum Lang Architects, LLC certifies the attached Payment Application.

Respectfully Submitted,

A handwritten signature in black ink that reads "Michael Fritz". The signature is written in a cursive, flowing style.

Michael Fritz
Intern Architect
SOLUM LANG ARCHITECTS, LLC

APPLICATION AND CERTIFICATE FOR PAYMENT
AIA DOCUMENT G702

TO (OWNER): CITY OF ATKINS
408 3rd Ave Suite 2
Atkins, IA 52206

PROJECT: Atkins Fire Station

APPLICATION NO: 13
INVOICE NO: 003684
PROJECT NO: 54259
ARCHITECT PROJECT NO:
OWNER PO NO: 54259

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

ARCHITECT: Solum Lang Architects
1101 Old Marion Rd NE
Cedar Rapids, IA 52402

Distribution to:
 OWNER
 ARCHITECT
 LENDOR
 GENERAL CONTRACTOR
 CONSTRUCTION MANAGER
 OTHER

CONTRACT FOR: General Construction

CONTRACT DATE: 1/21/2025
FROM: 1/1/2026
TO: 1/31/2026

CONTRACTOR'S APPLICATION FOR PAYMENT

Change Orders approved in previous months by Owner	APPROVED	DEDUCTIONS
Total	\$11,501.77	(\$781.82)
Approved this Month		
Number		
AIA 4	\$5,588.35	
Date Approved		
01/12/2026		
TOTALS	\$5,588.35	
Net change by Change Orders		\$16,308.30

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

1. ORIGINAL CONTRACT SUM \$3,376,000.00
2. Net change by Change Orders \$16,308.30
3. CONTRACT SUM TO DATE (Line 1 + 2) \$3,392,308.30
4. TOTAL COMPLETED & STORED TO DATE \$3,295,158.30
(Column J on G703)
5. RETAINAGE:
 - a. 5.00% of Completed Work \$164,757.91
(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) \$164,757.91
6. TOTAL EARNED LESS RETAINAGE \$164,757.91
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate).....
8. CURRENT PAYMENT DUE \$2,987,493.46
9. BALANCE TO FINISH, PLUS RETAINAGE \$142,906.93
(Line 3 less Line 6)

State of: IA
Subscribed and sworn to before me this _____ day of _____, 2026

Notary Public: Amy Demulehaere
My Commission Expires: March 6, 2026

CONTRACTOR: Garling Construction, Inc.

BY: Tony N DATE: _____

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 \$ 142,906.93
One Hundred Forty Two Thousand Nine Hundred Six Dollars and Ninety Three Cents

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

ARCHITECT: **Michael Fritz Solum Lang Architects** Date: **02.25.2026**
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.

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 I on Contracts where variable retainage for lin

1/21/2025
 FROM: 1/1/2026
 TO: 1/31/2026

APPLICATION NO: 13
 INVOICE NO: 003684
 PROJECT NO: 54259
 ARCHITECT PROJECT NO:

ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE		PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND		BALANCE TO FINISH	
			AMOUNT	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	STORED TO DATE AMOUNT	COMPLETE	BALANCE	RETAINAGE
1	GENERAL REQUIREMENTS												
2	Bonds/Insurance		26,000.00	100%	26,000.00	100%				26,000.00	100%		1,500.00
3	PM/Supr/Admin		210,000.00	92%	193,200.00	92%	16,800.00			210,000.00	100%		10,500.00
4	Temp Facilities/Equip/Clean		24,000.00	100%	24,000.00	100%				24,000.00	100%		1,200.00
5	SITework/DEMO												
6	Layout/SWPPP		24,000.00	100%	24,000.00	100%				24,000.00	100%		1,200.00
7	Mass Excavation		198,000.00	100%	198,000.00	100%				198,000.00	100%		9,900.00
8	Landscap/Retain Wall/Fence		20,000.00	80%	16,000.00	80%	2,000.00			18,000.00	90%	2,000.00	900.00
9	CONCRETE												
10	Structural Concrete		235,000.00	100%	235,000.00	100%				235,000.00	100%		11,750.00
11	Site Paving		165,000.00	95%	156,750.00	95%	8,250.00			165,000.00	100%		8,250.00
12	Joint Seal/Striping/Misc.		14,000.00	5%	700.00	5%	6,300.00			7,000.00	50%	7,000.00	350.00
13	MASONRY												
14	Masonry		48,000.00	100%	48,000.00	100%				48,000.00	100%		2,400.00
15	METALS												
16	Structural Steel Material		26,000.00	100%	26,000.00	100%				26,000.00	100%		1,300.00
17	Structural Steel Labor		55,000.00	100%	55,000.00	100%				55,000.00	100%		2,750.00
18	CFMF Material		44,000.00	100%	44,000.00	100%				44,000.00	100%		2,200.00
19	CFMF Labor		58,000.00	100%	58,000.00	100%				58,000.00	100%		2,900.00
20	WOODS & PLASTICS												
21	Framing		32,000.00	100%	32,000.00	100%	500.00			32,000.00	100%		1,600.00
22	Finishes		10,000.00	95%	9,500.00	95%				10,000.00	100%		500.00
23	THERMAL & MOISTURE												
24	Waterproofing		36,000.00	100%	36,000.00	100%				36,000.00	100%		1,800.00
25	Insulation/Caulking		39,000.00	95%	37,050.00	95%	1,950.00			39,000.00	100%		1,950.00
26	Break Metal		12,000.00	100%	12,000.00	100%				12,000.00	100%		600.00
27	DOORS & WINDOWS												
28	HM Doors		79,000.00	90%	71,100.00	90%	3,950.00			75,050.00	95%	3,950.00	3,752.50
29	OH Doors		77,000.00	100%	77,000.00	100%				77,000.00	100%		3,850.00
30	Coiling Doors		4,000.00		4,000.00		4,000.00			4,000.00	100%		200.00
31	Aluminum Frames/Glazing		65,000.00	90%	58,500.00	90%	6,500.00			65,000.00	100%		3,250.00
32	FINISHES												
33	SS Framing		43,000.00	100%	43,000.00	100%				43,000.00	100%		2,150.00
34	Drywall		62,000.00	100%	62,000.00	100%				62,000.00	100%		3,100.00
35	ACI		13,000.00	80%	10,400.00	80%	2,600.00			13,000.00	100%		650.00
	PAGE TOTALS												
	REGULAR ITEM TOTALS		\$1,619,000.00	96%	\$1,553,200.00	96%	\$52,850.00			\$1,606,050.00	99%	\$12,950.00	\$80,302.50
	CHANGE ORDERS		\$3,376,000.00	93%	\$3,134,016.00	93%	\$144,840.00			\$3,278,850.00	97%	\$97,150.00	\$163,942.50
	GRAND TOTALS		\$3,392,308.30	93%	\$3,144,729.95	93%	\$5,588.35			\$3,295,158.30	97%	\$97,150.00	\$164,757.91

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: 1/21/2025
 FROM: 1/1/2026
 TO: 1/31/2026

APPLICATION NO: 13
 INVOICE NO: 003684
 PROJECT NO: 54259
 ARCHITECT PROJECT NO:

ITEM NO	DESCRIPTION OF WORK	BILLING CODES	D		E		F		G		H		I		J		K		L		M
			AMOUNT	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	WORK IN-PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	STORED TO DATE	COMPLETE	BALANCE	RETAINAGE				
36	Flooring		28,000.00	50%	14,000.00	50%	14,000.00		14,000.00		50%	28,000.00	100%			28,000.00	100%			1,400.00	
37	Painting		22,000.00	80%	17,600.00	80%	4,400.00		4,400.00		20%	22,000.00	100%			22,000.00	100%			1,100.00	
38	Sealed Concrete		8,500.00	100%	8,500.00	100%						8,500.00	100%			8,500.00	100%			425.00	
39	SPECIALTIES																				
40	Accessories/Specialties		30,000.00	90%	27,000.00	90%	3,000.00		3,000.00		10%	30,000.00	100%			30,000.00	100%			1,500.00	
41	Mapes Canopy		25,000.00	100%	25,000.00	100%						25,000.00	100%			25,000.00	100%			1,250.00	
42	FURNISHINGS																				
43	Furnishings		9,500.00	50%	4,750.00	50%	4,750.00		4,750.00		50%	9,500.00	100%			9,500.00	100%			475.00	
44	SPECIAL CONSTRUCTION																				
45	PEMB		253,000.00	100%	253,000.00	100%						253,000.00	100%			253,000.00	100%			12,650.00	
46	Metal Wall Panels		111,000.00	80%	88,800.00	80%	22,200.00		22,200.00		20%	111,000.00	100%			111,000.00	100%			5,550.00	
47	Erection		178,000.00	100%	178,000.00	100%						178,000.00	100%			178,000.00	100%			8,900.00	
48	Insulation		30,000.00	100%	30,000.00	100%						30,000.00	100%			30,000.00	100%			1,500.00	
49	MECHANICAL																				
50	Plumbing Fixtures		69,000.00	100%	69,000.00	100%						69,000.00	100%			69,000.00	100%			3,450.00	
51	Plumbing Material		51,000.00	100%	51,000.00	100%						51,000.00	100%			51,000.00	100%			2,550.00	
52	Plumbing Labor		43,000.00	92%	39,560.00	92%	3,440.00		3,440.00		8%	43,000.00	100%			43,000.00	100%			2,150.00	
53	Plumbing Insulation		14,000.00	100%	14,000.00	100%						14,000.00	100%			14,000.00	100%			700.00	
54	T&B		8,000.00																		
55	HVAC Insulation		12,000.00	95%	11,400.00	95%	600.00		600.00		5%	12,000.00	100%			12,000.00	100%			600.00	
56	Controls		54,000.00	90%	48,600.00	90%	5,400.00		5,400.00			48,600.00	90%			48,600.00	90%			2,430.00	
57	HVAC Equipment		121,000.00	100%	121,000.00	100%						121,000.00	100%			121,000.00	100%			6,050.00	
58	HVAC Materials		57,000.00	100%	57,000.00	100%						57,000.00	100%			57,000.00	100%			2,850.00	
59	HVAC Labor		69,000.00	90%	62,100.00	90%	6,900.00		6,900.00		10%	69,000.00	100%			69,000.00	100%			3,450.00	
60	Sprinkler		52,000.00	90%	46,800.00	90%	5,200.00		5,200.00		10%	52,000.00	100%			52,000.00	100%			2,600.00	
61	ELECTRICAL																				
62	Electrical Gear		42,000.00	100%	42,000.00	100%						42,000.00	100%			42,000.00	100%			2,100.00	
63	Generator		88,000.00	35%	30,800.00	35%	57,200.00		57,200.00			30,800.00	35%			30,800.00	35%			1,540.00	
64	DJE		9,000.00	100%	9,000.00	100%						9,000.00	100%			9,000.00	100%			450.00	
65	Lighting		62,000.00	80%	49,600.00	80%	12,400.00		12,400.00		10%	62,000.00	90%			55,800.00	90%			2,790.00	
66	Cable Reels		3,000.00	100%	3,000.00	100%						3,000.00	100%			3,000.00	100%			150.00	
67	Panel Feeders		64,000.00	95%	60,800.00	95%	3,200.00		3,200.00		5%	64,000.00	100%			64,000.00	100%			3,200.00	
68	Temp Power		5,000.00	100%	5,000.00	100%						5,000.00	100%			5,000.00	100%			250.00	
69	Electrical Materials		24,000.00	100%	24,000.00	100%						24,000.00	100%			24,000.00	100%			1,200.00	
70	Electrical Labor		68,000.00	90%	61,200.00	90%	6,800.00		6,800.00		5%	68,000.00	95%			64,600.00	95%			3,400.00	
PAGE TOTALS			\$1,610,000.00	90%	\$1,452,510.00	90%	\$177,290.00		\$177,290.00		5%	\$1,529,800.00	95%			\$1,529,800.00	95%			\$76,490.00	
REGULAR ITEM TOTALS			\$3,376,000.00	93%	\$3,134,010.00	93%	\$244,840.00		\$244,840.00		4%	\$3,278,850.00	97%			\$3,278,850.00	97%			\$163,942.50	
CHANGE ORDERS			\$16,308.30	66%	\$10,719.95	66%	\$5,588.35		\$5,588.35		34%	\$16,308.30	100%			\$16,308.30	100%			\$815.41	
GRAND TOTALS			\$3,392,308.30	93%	\$3,144,729.95	93%	\$249,828.35		\$249,828.35		4%	\$3,295,158.30	97%			\$3,295,158.30	97%			\$164,757.91	

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

1/21/2025
 1/1/2026
 1/31/2026

CONTRACT DATE:
 FROM:
 TO:

APPLICATION NO: 13
 INVOICE NO: 003684
 PROJECT NO: 54259
 ARCHITECT PROJECT NO:

ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE		PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND		BALANCE TO FINISH	
			AMOUNT	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	STORED TO DATE AMOUNT	COMPLETE	BALANCE	RETAINAGE
71	Site Electrical and Utility		46,000.00	90%	41,400.00	10%	4,600.00		46,000.00	100%		2,300.00	
72	Fire Alarm		21,000.00	90%	18,900.00	10%	2,100.00		21,000.00	100%		1,050.00	
73	Access Control		24,000.00	85%	20,400.00	10%	2,400.00		22,800.00	95%	1,200.00	1,440.00	
74	Security		8,000.00	85%	6,800.00	10%	800.00		7,600.00	95%	400.00	380.00	
75	Network		32,000.00	85%	27,200.00	10%	3,200.00		30,400.00	95%	1,600.00	1,520.00	
76	Audio Video		16,000.00	85%	13,600.00	10%	1,600.00		15,200.00	95%	800.00	760.00	
77													
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PAGE TOTALS			\$147,000.00	87%	\$128,300.00	10%	\$14,700.00		\$143,000.00	97%	\$4,000.00	\$7,150.00	
REGULAR ITEM TOTALS			\$3,376,000.00	93%	\$3,134,010.00	4%	\$144,840.00		\$3,278,850.00	97%	\$97,150.00	\$163,942.50	
CHANGE ORDERS			\$16,308.30	66%	\$10,719.95	34%	\$5,588.35		\$16,308.30	100%	\$815.41	\$815.41	
GRAND TOTALS			\$3,392,308.30	93%	\$3,144,729.95	4%	\$150,428.35		\$3,295,158.30	97%	\$97,150.00	\$164,757.91	

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 CONTRACT DATE: 1/21/2025
 APPLICATION NO: ARCHITECT PROJECT NO:
 INVOICE NO:
 PROJECT NO:
 In tabulations below, amounts are stated to the nearest dollar.
 FROM: 1/1/2026
 TO: 1/31/2026

ITEM	DESCRIPTION OF WORK	CHANGE ORDER NUMBER	SCHEDULED VALUE		PREVIOUS APPLICATION		COMPLETED THIS MONTH		TOTAL COMPLETE AND TO DATE		BALANCE TO FINISH	
			AMOUNT	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	STORED TO DATE AMOUNT	COMPLETE	BALANCE
1	AIA 1 COR 001- 3rd Avenue Hydrant	0001	6,747.30	100%	6,747.30	100%			6,747.30	100%		337.36
2	AIA 2 COR2, COR3, COR6	AIA 2	(781.82)	100%	(781.82)	100%			(781.82)	100%		(39.09)
3	AIA 3 COR 7,8,9,10,11,12, and 13	AIA 3	4,754.47	100%	4,754.47	100%			4,754.47	100%		337.72
4	AIA 4 COR 14, 15, 16, and 17	AIA 4	5,588.35	100%	5,588.35	100%			5,588.35	100%		279.42
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PAGE TOTALS			\$16,308.30	66%	\$10,719.95	66%	\$5,588.35		\$16,308.30	100%		\$815.41
CHANGE ORDER TOTAL			\$16,308.30	66%	\$10,719.95	66%	\$5,588.35		\$16,308.30	100%		\$815.41
REGULAR ITEMS TOTALS			\$3,376,000.00	93%	\$3,134,010.00	93%	\$144,840.00		\$3,278,850.00	97%	\$97,150.00	\$163,942.50
GRAND TOTALS			\$3,392,308.30	93%	\$3,144,729.95	93%	\$150,428.35		\$3,295,158.30	97%	\$97,150.00	\$164,757.91

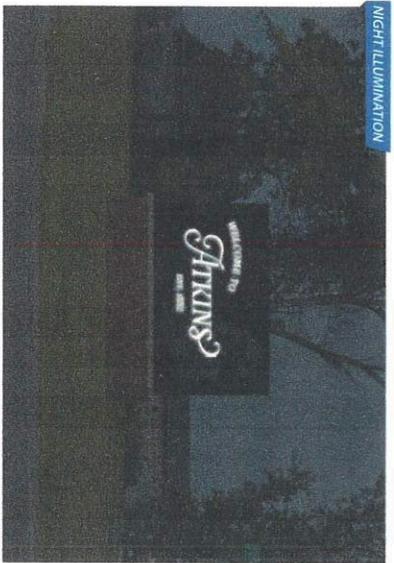
MODIFIED AIA G703 - CONTINUATION SHEET FOR G702

SIGN 1



SIDE VIEW

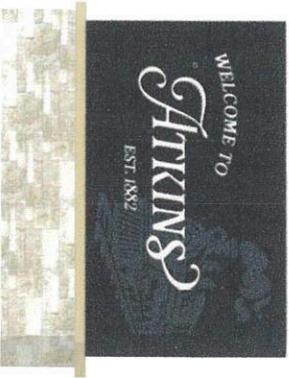
NIGHT ILLUMINATION



BRICKSTONE OPTION

ENGINEERING:

POLE: 6" ROUND
DEPTH: 24" WIDE X 8 DEEP
CONCRETE: 0.876 YDS
LENGTH: 17'-7"



JOB DESCRIPTION:

FABRICATE & INSTALL (1) 5'-F' ILLUMINATED MONUMENT SIGN W/ VINYL GRAPHICS & ROUTED-PUSH THRU COPY

1) CABINET

FRAME: 080 OVER ANGLE IRON
FACE: 080 ALUM - ROUTED W/ 3/4"
PUSH-THRU ACRYLIC
PAINT: MATTE BLACK
VINYL: OPAQUE SLATE METALLIC
(7725-120)
ILLUMINATION: WHITE LEDS

2) POLE COVER

FRAME: ANGLE IRON
MATERIAL: BRICK VENEER BY NESPER
CAP: FOLDED 080 ALUM
PAINT: MATTE BEIGE - TBD

-POWER SUPPLY BY OTHERS

PAINT:	MATTE BLACK	OPAQUE VINYL:	SLATE METALLIC (7725-120)
	MATTE BEIGE - TBD		

DESIGN #: **DG-92524** VER. #: **2**
 DATE: **10-9-2024** DRAWN BY: **KSA**
 SALES: **DONNA GARLAND**
 JOB: **CITY OF ATKINS**
 LOCATION: **480 3RD AVE**
ATKINS, IA 52206
 DESIGN APPROVED BY: _____

NESPER
SIGN ADVERTISING, INC.

4620 N STREET, SW CEDAR RAPIDS IA 52404 / FAX 319-366-6403 / WWW.NESPERSIGN.COM

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Since **1925**

DATE: _____

NESPER SIGN ADVERTISING, INC.

C E D A R R A P I D S , I O W A - N A T I O N A L

Proposal

Number: 45060

Date: 02/09/26

INSTALLED AT:

CITY OF ATKINS
PO BOX 171
480 3RD AVE
ATKINS IA 52206

CITY OF ATKINS
111 FIRST ST
ATKINS IA 52206
DICK LANGE

Nesper Sign hereby proposes:

NESPER SIGN TO FABRICATE AND INSTALL (1) SINGLE FACED ILLUMINATED MONUMENT SIGN WITH VINYL GRAPHICS AND ROUTED PUSH-THRU ACRYLIC COPY. ALL WORK TO MATCH NESPER DESIGN #DG-92524 VERSION #2. POWER TO SITE BY OTHERS PER CODE. INCLUDES CITY PERMIT. NESPER TO PROVIDE CHOICE OF BRICK OR STONE AS SHOWN.

All material is guaranteed to be as specified, and the above to be in accordance with the specifications submitted for the above work and completed in a workmanlike manner for the sum of:

DOLLARS: \$25,420.00 +TAX

TERMS: 1/2 DOWN, NET 30 DAYS PRICE IS GOOD FOR 30 DAYS

Additional 3% Payment by Credit Card if over \$500.00

(INTEREST OF 1.5% WILL BE ADDED TO PAST DUE ACCOUNTS)


DONNA GARLAND

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I agree to the additional terms and conditions on reverse side.

BUYER

NESPER SIGN ADVERTISING, INC.

By _____

By _____

Title _____

Title _____

Guaranteed by _____

Contract Date _____

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

4620 J. St. SW ? Cedar Rapids, IA 52404-4928
(319) 366 - 5312 ? Fax (319) 366- 6493 ? 800 332-8403



NESPER SIGN ADVERTISING, INC.

ADDITIONAL TERMS AND CONDITIONS

- 1) This proposal is made for specially constructed equipment and when accepted is not subject to cancellation. Nesper shall not be responsible for errors in plans, designs, specifications or drawings furnished by buyer or for defects caused thereby.
- 2) Nesper shall commence the construction of display and prosecute the work thereon with due diligence until completion. All obligations to be performed by Nesper hereunder shall be subject to delay or failure resulting from war, fire, labor disputes, unforeseen commercial delays, acts of God, regulations or restrictions of the Government or public authorities, or other accidents, forces, conditions or circumstances beyond Nesper's control.
- 3) Buyer shall be responsible for securing and maintaining in force all necessary permits from the owner of the premises upon which display is to be installed, and for all other private permissions necessary for the maintenance, use, and existence of display. Nesper shall apply for public permits. Buyer shall be responsible for additional costs incurred should procedures other than normal permit applications be required. Nesper shall not be obligated to commence construction of display until public permits have been issued. If public permits are denied after every reasonable effort by both parties to secure the same, then agreement shall terminate without liability to either party.
- 4) Buyer shall (a) bring feed wires of suitable capacity and approved type to the location of the display, and make connection thereto, (b) pay for all electrical energy used by display, and (c) be responsible for the supply thereof. In the event substantially adverse building or soil conditions or underground obstructions are encountered at delivery site, parties agree to adjust installation cost to extent of Nesper's additional cost. Nesper Sign will be responsible for public utility locate. Client is responsible for all costs and marking of ALL private utility locate. Should private utility locate not be clearly marked, Nesper assumes no responsibility for repairs.
- 5) Nesper unconditionally warrants, as set forth on the prior page, the signs against defective workmanship and materials for 90 days from date of shipment or installation, if installation is effected by Nesper, and disclaims all other warranties, including the implied warranties of merchantability and fitness for a particular purpose. Any part found by Nesper to be defective due to faulty workmanship or materials, within the warranty period, will be repaired or replaced f.o.b. point of production. Other than the replacement of such defective work or material, Nesper shall not be liable for any damage or losses, including but not limited to incidental or consequential damages, whether breach of contract or negligence, and Buyer's sole remedy shall be limited to the replacement of defective work or material.
- 6) Payment for items purchased under the terms of this agreement will be made upon receipt of invoices submitted. In the event payment is not made as agreed, Buyer agrees to pay a service charge on past due amount from the times they are due, thirty (30) days from invoice date, at the rate of 1 1/2% per month. In the event Nesper takes action to enforce the terms of this Agreement, attorney's fees shall be added.
- 7) Title to all materials and property covered by this contract shall remain in Nesper and shall not be deemed to constitute a part of the realty which it may be attached until the purchase price is paid in full. Nesper is given an express security interest in said material and property both created and unperfected notwithstanding the manner in which such personal property shall be annexed or attached to the realty. In the event of default by Buyer, including, but not limited to, payment of any amounts due and payable, Nesper may at once (and without process of law) take possession of and remove, as and when it sees fit and where found, all materials used or intended for use in this construction of said equipment and any and all property called for in the Agreement without being deemed guilty of trespass.
- 8) When the Agreement is signed by a duly authorized person of each party, all provisions contained herein become integral parts of the Agreement, and there is no other agreement or understanding of any nature specifically incorporated herein by reference.
- 9) The Agreement shall be governed by and construed in accordance with Iowa law. Buyer agrees to submit any disputes arising in connection with this Agreement to the exclusive jurisdiction of the Federal and State Courts in Linn County, IA, and irrevocably submits to the exclusive jurisdiction of such courts.

This Agreement, with all conditions as noted, is herewith accepted by both parties.

OPTIONAL ELECTRIC SIGN MAINTENANCE AGREEMENT (the "Sign Agreement")

Make prompt inspection of display on Customer's request.
Repair or replace inoperative luminous tubes.
Replace burned out incandescent and/or fluorescent lamps.
Replace defective transformers and/or ballasts.
Repair defective wiring within display.
Replace broken or defective housing, sockets, tube supports and insulators.
Clean display completely once each year.
Maintain flasher(s).
Repaint all exposed painted surfaces as needed.
Repaint tube cross-over sections as needed.

Electrical wiring service to the display and controls of same located outside the sign body, and repair or replacement of plastic or metal components, are not included in this Sign Agreement.

Does not include replacement of neon tubes or LED's that dim over time through natural processes.

RATE PER MONTH \$ _____ Months

The services rendered under this Sign Agreement begin one year after installation and remain in force for a period of 12 months and are to continue thereafter for similar periods of time unless written notice of termination is given thirty (30) days prior to the expiration of such terms.

Date _____ Signed _____

JOB DESCRIPTION

IDENTIFICATION:

Position Title: WATER & WASTEWATER LEAD OPERATOR
(Operator In-Charge)
Department: PUBLIC WORKS
Immediate Supervisor: Public Works Director
Classification: FULL-TIME
Starting Salary: \$35.00 to 40.00/hr (DOQ)
FLSA: NON-EXEMPT

JOB SUMMARY:

Under the general direction and supervision of the Public Works Director must demonstrate professional leadership capabilities and is responsible to plan, manage and coordinate activities and operations of the water treatment plant and distribution system, wastewater treatment plant and collection system; to coordinate assigned activities with outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

ESSENTIAL JOB DUTIES AND RESONSIBILITIES:

Essential responsibilities and duties may include, but are not limited to, the following:

1. Monitor, maintain, and operate Water and Wastewater Treatment Plant(s) processes and equipment.
2. Conducts daily rounds and inspections at the Water and Wastewater Treatment Plants.
3. Collects, inspects, tests, and evaluates incoming and outgoing water & wastewater supplies.
4. Receives, and stores hazardous chemicals, related to a Water and Wastewater Treatment Plant operation.
5. Monitors and operates the Supervisory Control and Data Acquisition (SCADA) system.
6. Performs general cleaning and maintenance tasks at the Water & Wastewater Treatment Plants
7. Leads and trains lower-level employees in maintenance and operation of the Water & Wastewater Treatment Plants.
8. Supervise lower-level employees.
9. Writes and updates equipment operation and maintenance logs, procedures and processes.
10. Oversee and perform an on-going backflow prevention program according to state laws.
11. Assist other staff with meter change-outs and maintenance.

12. Assist Public Works Director with water and wastewater treatment budget with recommendations on inventory, purchases, and Capital Improvements Program.
13. Assists other staff as necessary in the performance of a variety of services associated with the utility customers including reading, installing and testing water meters, delivering delinquent and shut off notices, and turning water services on and off.
14. Performs snow removal operations on City streets and sidewalks
15. Supports the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.
16. Develop, maintain and update regularly Standard Operating Procedure Manuals for Water & Wastewater Plant operation, treatment processes, distribution system operation and lab procedures.
17. Assist Public Works Director and assume duties of Public Works Director in the absence of such.
18. Assist in the investigation of and in responding to inquiries, questions, and complaints.
19. Regularly notifies and consults with the Public Works Director regarding water & wastewater treatment activities, problems, and needs.
20. Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of principles, methods, equipment, materials, tools, and standard practices for the operation and maintenance of a water and wastewater treatment facility; methods of water and wastewater sampling and laboratory testing of potable water, including but not limited to, coagulation, flocculation, sedimentation, filtration, and disinfection; water treatment facility emergency procedures and safety practices in the operation of electrical and mechanical equipment; and Federal Occupational Safety and Health Administration (OSHA) and State and policies regarding safe work practices and handling and disposal of hazardous materials.

Skill in establishing and maintaining cooperative working relationships with vendors, co-workers and other individuals in contact during the course of work; communicating clearly and concisely. Reading and interpreting plans, technical specifications and operation manuals; reading and interpreting meters, gauges, control panels, and testing and monitoring equipment including the Supervisory Control and Data Acquisition (SCADA) system.

Performance of mathematical calculations, preparation of daily logs and maintenance of system performance records; operation of a motor vehicle, power equipment, hand tools, respirators, manual and automated valves, pumps, and control systems; Assessing and prioritizing multiple tasks and demands. Operating a personal computer utilizing standard software such as Microsoft Office and specialized software; standard office equipment.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Must possess and maintain Grade III Wastewater; Grade II Water Treatment; and Grade I Water Distribution Certificate from the Iowa Department of Natural Resources.

Class B CDL with airbrake endorsement Iowa driver's license.

For emergencies and snow removal, the required maximum response time to work is 30 minutes

MINIMUM EDUCATION AND EXPERIENCE:

Must possess a high school diploma or GED, and four (4) years paid full-time experience performing maintenance and repair activities in a water and/or wastewater treatment plants, water and/or wastewater treatment plant construction, or inspection, or utilities environment, OR an equivalent combination of education and experience.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Job requires the ability to work in all types of inclement weather and environments; the ability to operate various types of equipment in all types of weather to perform work related activities. Physical activities include standing, walking, sitting, lifting, pushing/pulling, reaching, or carrying objects weighing up to 80-pounds, climbing, stooping, kneeling, crouching, crawling, twisting, and bending are sometimes required; repetitive movements of the hands are sometimes required; audio, visual, and verbal functions are essential functions to performing this position.

WORK HOURS:

Hours may vary, but generally 7:30 a.m. to 4:00 p.m. Monday through Friday. Provides twenty-four-hour standby and responds to alarms and emergencies, as necessary.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an all-inclusive list of responsibilities, duties, and skills required on any personnel classified in this position.

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AMAZON CAPITAL SERVICES	BOOKS		713.22	12404	3/10/26
ATKINS TELEPHONE CO INC	03/2026		802.96	12405	3/10/26
BANKERS BANK	IDNR PERMIT		486.11	12406	3/10/26
CHEM-SULT INC	CHEMICALS		3,037.60	12407	3/10/26
THE DEPOT EXPRESS	02/2026		452.83	12408	3/10/26
DP PROPERTIES	02/2026		508.00	12409	3/10/26
ELANCITY	SPEED SIGN		417.00	12410	3/10/26
EMPLOYEE HSA	02/27 PR		544.23	13274832	2/27/26
GARLING CONSTRUCTION INC	01/01-01/31/26		142,906.93	12411	3/10/26
GAZETTE COMMUNICATIONS INC	PUBS		39.05	12412	3/10/26
IPERS	01/2026 IPERS	8,484.74		13274839	3/02/26
IPERS	02/2026	5,333.54	13,818.28	13274840	3/02/26
JENSEN INSPECTION SERVICES LLC	02/2026		1,530.00	12413	3/10/26
JETCO INC	REPAIRS		2,088.00	12414	3/10/26
DANIEL P NOVAK			70.00	12415	3/10/26
MENARDS	SUPPLIES		104.92	12416	3/10/26
USPS - POSTMASTER	02/26 BILLS		377.58	12403	3/02/26
POWESHIEK WATER ASSOCIATION	02/19/2026		79.75	12417	3/10/26
QUILL	SUPPLIES		294.04	12418	3/10/26
RIPPLING - PAYROLL	02/27 PR		20,881.47	13274833	2/27/26
S&J SANITATION	02/2026		13,784.50	12419	3/10/26
SNYDER & ASSOCIATES	01/2026		3,432.50	12420	3/10/26
TRIONFO SOLUTIONS LLC	03/2026		223.51	13274838	3/06/26
TRUENORTH COMPANIES LC	03/2026		500.00	12421	3/10/26
VOYA RETIREMENT PLAN	02/27 PR		399.38	13274834	2/27/26
Accounts Payable Total			207,491.86		

CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
001	GENERAL	38,068.70
110	ROAD USE TAX	5,363.63
112	EMPLOYEE BENEFITS	3,425.13
310	FIRE STATION(inc1 FEMA)	143,607.84
600	WATER	13,103.22
610	SEWER	3,923.34

	TOTAL FUNDS	207,491.86

MINUTES
OF A WORKSESSION
OF THE ATKINS CITY COUNCIL

The Atkins City Council met in a worksession pursuant to law and rules of said Council on, Wednesday, March 2, 2026, at 6:00 p.m., at City Hall, with Mayor Brian Cruise presiding. City Council members present: Rolando, Fisher, DeMeulenaere, and Stolen. Absent: Dursky. Also present: City Administrator Scott Flory.

Mayor Cruise called the meeting to order at 6:00 p.m., called the roll, and led the Pledge of Allegiance.

Motion was made by Stolen, seconded by DeMeulenaere, to approve the agenda. Passed Unanimously.

City Administrator Scott Flory introduced Rob Jonquist with Viking Industrial Painting to discuss proposed maintenance improvements to the 1939 Water Tower, which has been upgraded to a significant deficiency in the February 2026 Iowa Department of Natural Resources Water Works Sanitary Survey. Jonquist outlined the scope of proposed necessary emergency and public safety related repairs and estimated costs associated with that work. The consensus of the Council was that the City Administrator should work with Viking Industrial to develop a contract proposal for consideration by the Council.

Flory reviewed a proposal to create a new job position description entitled "Water & Wastewater Operator In-Charge". After discussion Council consensus was for Flory to bring back the formal position description and pay scale for consideration by the Council.

There being no further business before the Council, Fisher moved, seconded by Rolando, to adjourn at 7:18 p.m. Passed Unanimously.

Brian Cruise, Mayor

Attest:

Scott Flory, City Administrator

City of Atkins, Iowa
February 24, 2026 Council Meeting Minutes

Mayor Brian Cruise called the meeting to order at 6:00 p.m. with the Pledge of Allegiance. Council members Kevin DeMeulenaere, Dave Fisher, Jeremy Rolando, and Bob Stolen answered roll call. Council member Trevor Dursky was absent. City Administrator Scott Flory was also present.

Motion Fisher, 2nd Rolando to approve the agenda – all aye.

Nate Bechtel with S&J Sanitation addressed the Council regarding the Benton County Landfill closing early the last three weeks therefore not being able to dump. Bechtel requested the Council consider allowing S&J to begin collections at 5:00 a.m. For safety reasons of requiring trucks to back up on A Ave to Parkridge Ave, Bechtel also requested that residents on the west side of A Ave place carts on the east side, so all carts are collected on one side of A Ave. An item will be placed onto a future agenda for discussion and consideration.

Motion Fisher, 2nd Rolando to approve the 2nd Reading of Ordinance #239 adding no parking on certain streets. Fisher, Rolando, DeMeulenaere, Stolen – aye.

Motion Stolen, 2nd DeMeulenaere to suspend the rules pursuant to Iowa Code Section 380.3 requiring three separate readings of Ordinance #239. Fisher, Rolando, DeMeulenaere, Stolen – aye.

Motion Stolen, 2nd DeMeulenaere to approve the 3rd Reading of Ordinance #239 adding no parking on certain streets. Stolen, DeMeulenaere, Rolando, Fisher – aye.

Motion Demeulenaere, 2nd Fisher to approve the 3rd Reading of Ordinance #238 amending the City Code of Ordinances Section 91.06 regarding meter costs. Stolen, DeMeulenaere, Rolando, Fisher – aye.

Mayor Cruise opened the Public Hearing on proposed FY2025-2026 Budget Amendment #1 at 6:12 p.m. City Administrator Flory reviewed top items being amended. Mayor Cruise closed the Public Hearing at 6:13 p.m.

Motion Rolando, 2nd Fisher to approve Resolution 2026-02-02 approving the proposed FY2025-2026 Budget Amendment #1. Fisher, Rolando, DeMeulenaere, Stolen – aye.

Motion Fisher, 2nd Rolando to approve a proposal from Fusebox Marketing for a new city website and design – all aye.

Motion DeMeulenaere, 2nd Rolando to approve Resolution 2026-02-03 authorizing city staff to list real property owned by the City of Atkins, located at 619 High Point Dr and establish certain parameters regarding the sale. Stolen, DeMeulenaere, Rolando, Fisher – aye.

City Administrator Flory and Mayor Cruise gave their reports.

Motion Fisher, 2nd Stolen to approve the consent agenda items including the claims list, and the February 17, 2026 Special City Council meeting minutes – all aye.

Council member Fisher congratulated City Administrator Scott Flory for reaching his one-year anniversary with the city and thanked him for all the work he has completed within the year.

Fisher requested that the Council set a work session to discuss a plan of action on the list of deficiencies reported on the most recent Iowa DNR water treatment audit. Council will hold a work session at 6:00 p.m. on Monday, March 2, 2026.

Motion Stolen, 2nd Fisher to enter into closed session at 6:40 p.m. pursuant to Iowa Code Section 21.5(1)(i), “to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.” Stolen, DeMeulenaere, Rolando, Fisher – aye.

Motion Stolen, 2nd DeMeulenaere to return to regular session at 6: 59 p.m. Stolen, DeMeulenaere, Rolando, Fisher – aye.

Motion DeMeulenaere, 2nd Fisher to approve Resolution 2026-02-04 hiring David Schrier as the City of Atkins Public Works Director/Water & Wastewater Superintendent. Fisher, Rolando, Stolen, DeMeulenaere – aye.