

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 24, 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. Presentation of FY 25 City of Atkins Municipal Audit Report:
 - Introduction by Scott L. Flory, City Administrator
 - Review of FY 25 Audit Report by Dave Gosse, CPA, Bohnsack & Frommelt
 - **Motion** to approve and accept FY 25 Audit Report by City Council
 - Discussion and consideration of **Motion** by City Council
 - Voice vote by Mayor Cruise
 - B. Consideration of proposal from Viking Industrial Painting (LaVista, NE) to perform repairs and maintenance agreement for the 1939 Water Tower:
 - Introduction by Scott L. Flory, City Administrator
 - Review of proposal, Ron Jongquist, Viking Industrial Painting

- **Motion** to approve proposal from Viking Industrial Painting by City Council for \$188,962 in 2026 and Maintenance Contract for 2027-2033 by City Council.
- Discussion and consideration of **Motion** by City Council
- Voice vote by Mayor Cruise

C. City Security Camera Policy:

- Review by Scott L. Flory, City Administrator
- **Motion** to approve **Resolution #2026-03-04**, "A Resolution adopting the City of Atkins Security Camera Policy" by City Council.
- Discussion and consideration of **Motion** by City Council
- Roll Call Vote by Mayor Cruise

7. City Administrator's Report:

- Update on Property & Casualty and Work Comp 2026/27 Premium Renewals
- Spring Clean-up Day(s) Friday, May 1st, from 4:00 p.m. to 7:00 p.m., and Saturday, May 2nd, 6:00 a.m. to 11:00 a.m. at 91 Railroad (old Fire Station)

8. Mayor's Report:

9. Consent Agenda:

- Approval of the abstract of the bills & claims as submitted
- Approval of the March 10, 2025 City Council Meeting Minutes
- Set the date for a Public Hearing on the proposed FY 2027 City Budget for April 14, 2026, at 6:00 p.m.
- Approval of City Administrator's appointment of Jarrod Tomlinson as Water & Wastewater Lead Operator (Operator In-Charge)

10. Other Business:

11. Adjournment

NEXT REGULAR MEETING – APRIL 14, 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



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

In connection with our audit of the financial statements of the City of Atkins, Iowa as of and for the year ended June 30, 2025, we identified deficiencies in internal control over financial reporting (control deficiencies).

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A deficiency in design exists when a control necessary to meet the control objective is missing, or when an existing control is not properly designed so that even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or qualifications to perform the control effectively.

A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Following is a description of identified control deficiencies that we determined did not constitute significant deficiencies or material weaknesses:

Cash Disbursements

Through the testing of controls over the cash disbursement process, we have identified the following recommendations to help strengthen internal controls over the cycle:

1. There is currently no formal process for monitoring check sequence. We recommend that with each check run the City Clerk documents the expected beginning and ending check numbers and whether they agree with the general ledger system and/or pre-numbered check stock, document any gaps or voids in the sequence and their reasoning, and sign off on their review.
2. Currently, there is no formal review and approval process over voiding checks. We recommend that the City Administrator obtain a listing of all voided checks and payments and trace them to source documentation or the defaced check and sign off their review and approval.

ACH Payments

Through the testing one month of ACH disbursements, the City lacked supporting documentation for two transactions. We recommend the City obtain supporting documentation for all disbursements including ACH payments and file them accordingly.

Payroll

Through the testing of controls over the payroll process, we noted the following:

1. There were six instances tested where the employee timecard lacked proper approval by the interim City Administrator. We recommend both a Supervisor/Mayor and the City Administrator sign and date the timecard noting their approval.
2. There were four instances tested where the amount recorded on the direct deposit report does not match the amount clearing the bank. We recommend that the City review amounts on the direct deposit report and verify that the amount clearing the bank agrees. Any variances should be investigated.

Non-Utility Receipts

Through the testing of controls over the receipt process, we noted the following:

1. There was one instance where there was no proper documentation for a receipt. We recommend that the City obtain and file supporting documentation for all Utility and non-Utility receipts.

This communication is intended solely for the information and use of management, the City Council, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than those specified parties.

Bohnsack & Frommelt LLP

East Moline, Illinois
March 10, 2026

CITY OF ATKINS, IOWA
YEAR ENDED JUNE 30, 2025

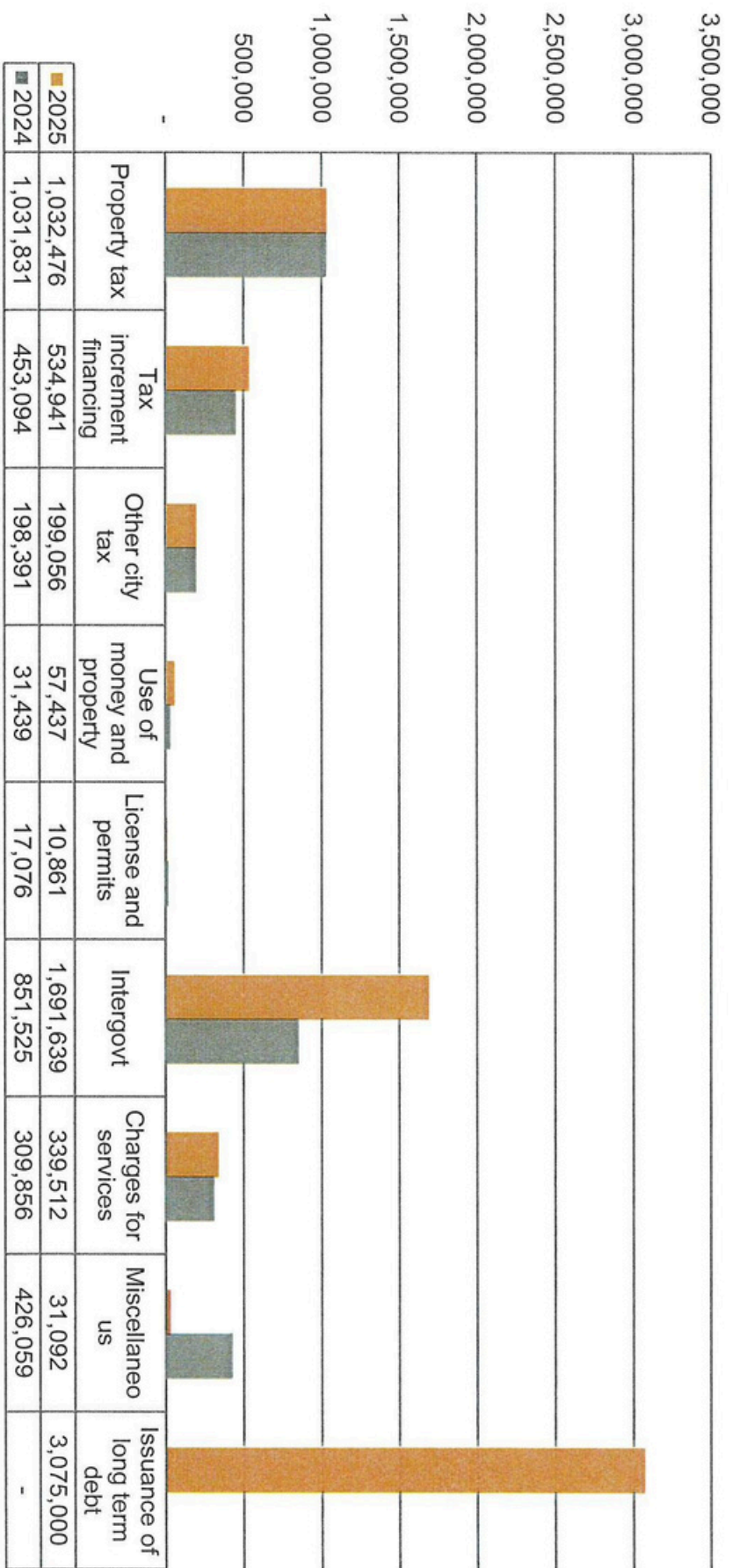


Bohnsack & Frommelt LLP
Certified Public Accountants
575 12th Avenue
East Moline, Illinois 61244

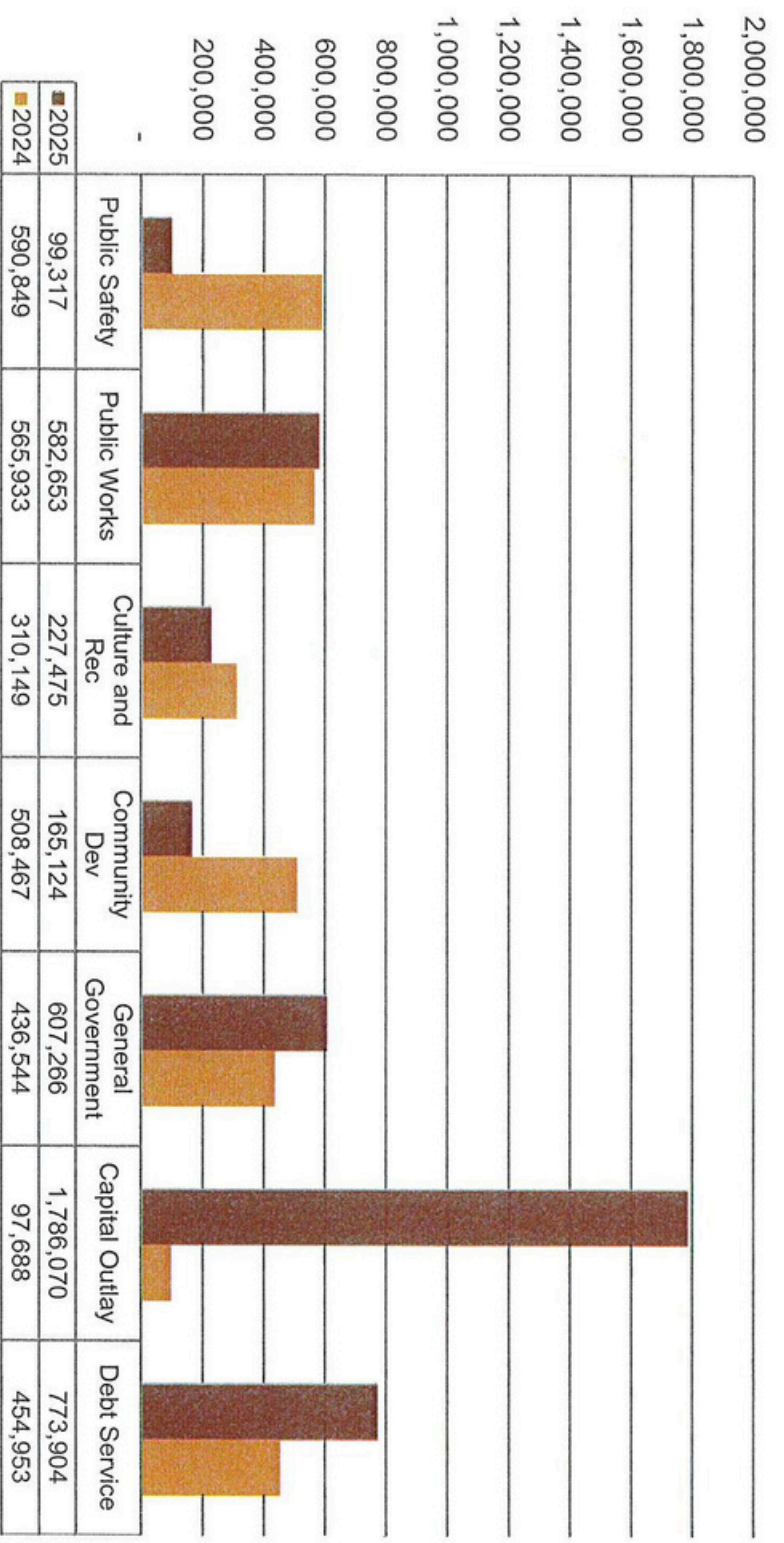
June 30, 2025 Audit Summary

- **Financial Statement Audit**
 - Unmodified opinion on financial statements
 - Emphasis of matter
- **Government Auditing Standards Audit**
 - No material weaknesses to report
 - Significant deficiencies to report
 - Other findings related to statutory reporting
- **Single Audit**
 - Disaster grants-public assistance
 - Unmodified opinion on compliance
 - No matters to report

City of Atkins, Iowa Governmental Funds Receipts

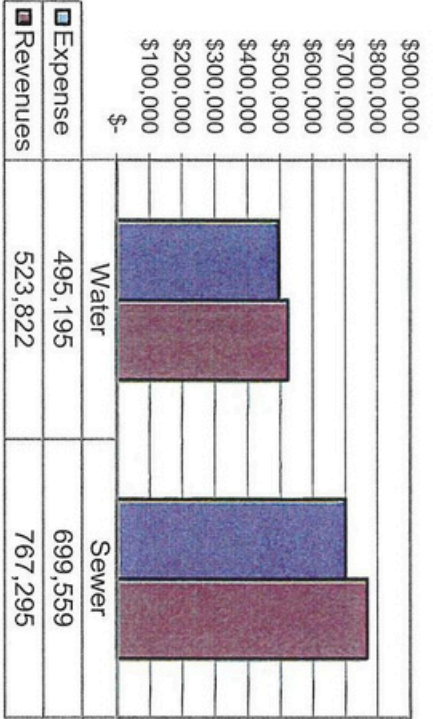


City of Atkins, Iowa Governmental Funds Disbursements

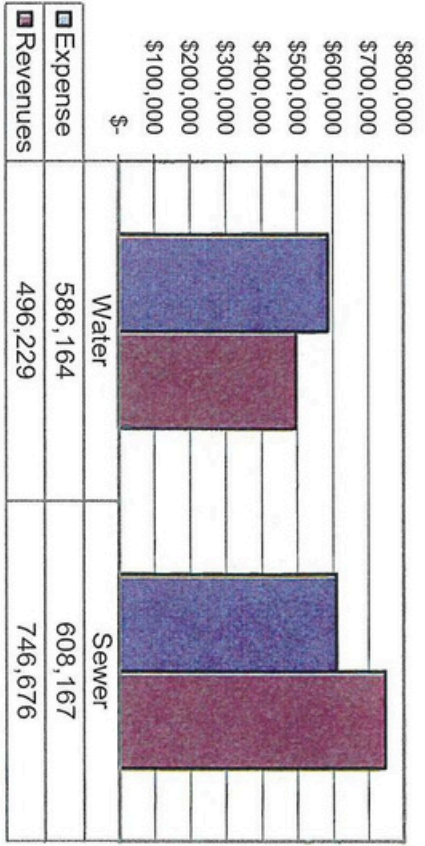


City of Atkins, Iowa Enterprise Funds

2025



2024





PO Box 24162
Omaha, NE 68124

vikingindustrialpainting.com

PROPOSAL

Please sign and date and return one (1) copy to our office or by email. Please keep a copy for your records.

CONTACT DETAILS

Proposal Submitted To	City of Atkins, IA	Proposal Submitted By	Rob Jongquist 319-775-2991 rob@viptanks.com
Address	480 3 rd Ave, Atkins, IA	Client Contact	Scott Flory
Client Phone	319-446-7870	Client Email	Sflory@cityofatkins.org
Job Location	2 nd Ave/1 st St in Atkins, IA	Tank Name	40,000 Gallon Cone Top
Job Name	Tank Repairs	Tank Size and Style	40,000 Gallon Cone Top
Date Submitted	03/24/2026	Estimated Start Date	TBD Spring 2026

SERVICES

Interior and Exterior Coating Renovation and Tank Repairs:

Repairs:

1. Remove and replace steel roof on the tank – primary and secondary manway, steel vent, roof ladder, welded construction – Roof to be painted interior with zinc rich primer and NSF compliant epoxy lining. The exterior of the roof to be primed with zinc rich primer, epoxy intermediate coat, and polyurethane finish coat – Color TBD
2. New OSHA compliant exterior leg and shell ladder – prime with zinc primer and finish with aluminum coating
3. New interior wet ladder – Prime with zinc primer and finish with NSF compliant epoxy lining
4. Install ladder gate on leg ladder
5. Install safety climb on leg ladder
6. Extend overflow to the ground and terminate with flapper gate and fine mesh screen – paint overflow with aluminum coating.
7. Install 4” plug and coupler in the belly of the tank
8. Plumb a 4” crossover pipe from the tank drain to the overflow
9. Raise the balcony hand rail to 42”
10. Install balcony mid rail
11. Remove catwalk system at the belly of the tank
12. Remove old fill pipe from the inside and outside of the tank. Plate over the opening in the shell
13. Tank interior to be cleaned, sanitized, and made ready for service.

Steel removed from the tank will be stacked neatly at the job site for the city of Atkins to dispose of.

Workmanship to be warrantied for a period of 2 years after completion.

Year	2026	2027	2028	2029	2030	2031	2032	2033
Maintenance Schedule	All Repair work outlined above	Visual Inspection with Detailed Report	Visual Inspection with Detailed Report	Interior Tank Cleanout/Visual Inspection with Detailed Report	Visual Inspection with Detailed Report	Visual Inspection with Detailed Report	Visual Inspection with Detailed Report	Interior Tank Cleanout/Visual Inspection with Detailed Report
Annual Cost	\$188,962.00	\$1,200.00	\$1,200.00	\$2,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$2,200.00

All costs due upon completion and invoicing during the respective year

COST

Cost of Materials
and Labor

Per schedule Above

Payment Terms

Net 30 days upon completion of work and invoicing

AGREEMENT TERMS

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the proposed price. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Contractor
Printed Name

Robert Jongquist

Proposal Date:

03/24/2026

Authorized Preparer
Signature



ACCEPTANCE OF PROPOSAL

By accepting this proposal, you agree to the above prices, specifications and conditions. Viking Painting LLC is authorized to do the work as specified. Payment will be made as outlined above.

Authorized
Client Printed Name

Date of Acceptance

Authorized Client
Signature

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE CITY OF ATKINS SECURITY CAMERA POLICY

WHEREAS, the City of Atkins has installed video security cameras to enhance public safety and protect City resources; and

WHEREAS, a policy is needed to govern the use of the City's Security Camera System, recordings, and set various parameters restricting the use of said security camera system in a manner consistent with accepted rights of privacy.

NOW, THEREFORE, Be It Resolved by the City Council of the City of Atkins that the Security Camera System Policy attached hereto as Exhibit "A" is hereby adopted and approved.

PASSED and APPROVED this 24th day of March, 2026.

Brian Cruise, Mayor

Attest:

Shelley Annis, City Clerk/Treasurer

CITY OF ATKINS, IOWA
SECURITY CAMERA POLICY
MARCH, 2026
(Exhibit "A")

SECTION 1. PURPOSE

The City of Atkins strives to take reasonable precautions to help ensure the safety and security of city employees and the public while in and around city facilities. The City of Atkins also has a responsibility to protect city property from theft and vandalism. In order to help accomplish these objectives, the city reserves the right to install security cameras in work areas and around public buildings.

The purpose of this policy is to regulate the use of security cameras to protect the legal and privacy interests of the City of Atkins, city employees and the public while assisting in the protection of city property. The city may find it necessary to monitor work areas with security cameras when there is a specific job or business-related reason to do so.

The primary use of security cameras under this policy will be to record video for future identification, investigation, and possible prosecution related to violations of law and/or alleged violations of city policies by persons located in and around city buildings and facilities.

SECTION 2. GENERAL POLICY

The City of Atkins is committed to establishing and maintaining a workplace that is secure and safe for employees, residents and visitors. To enhance this commitment, the city may install and utilize security cameras. The cameras will be used in a professional, ethical, and legal manner consistent with all existing city policies, as well as State of Iowa Code and Federal laws. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

SECTION 3. POLICY GUIDELINES & PROCEDURES

- A. Placement of cameras shall only be considered for the security and safety of employees as well as the public when visiting city buildings and facilities. Employees should not have any expectation of privacy in work areas. Employee privacy in non-work areas will be respected to the extent possible. Situations such as suspicion of onsite drug use, physical abuse, theft or other violations of the law or employee misconduct would be among the possible exceptions to this policy.
- B. Cameras shall never be placed in areas where privacy would normally be expected. Examples of locations where privacy would be expected are restrooms, locker

rooms, shower rooms, changing rooms, break rooms and designated lactation rooms. Camera placement must also take into consideration any confidential material that could be visible on a recording.

- C. Any building where cameras are located upon or in shall have a statement placed conspicuously at each entrance to the building notifying visitors and employees of the presence of video recording security equipment.
- D. Public display of live videos from security cameras is prohibited.
- E. Viewing or exporting of live or recorded videos shall be limited to the following designated personnel:
 - City Administrator
 - Fire Chief
 - Law Enforcement
- F. Video recordings shall normally be maintained for a minimum of seven (7) days, where feasible, unless needed as evidence related to an ongoing investigation. In the event of a law enforcement investigation, or in the event of an active claims investigation for insurance purposes, video recordings may need to be retained for longer periods than specified herein, requiring video export.
- G. When an incident is suspected to have occurred, designated personnel herein may review recorded videos from security cameras. Any suspicion of illegal or criminal activity shall immediately be referred to law enforcement and the City Administrator
- H. Video recordings shall not be copied or removed except in relation to an ongoing investigation
- I. Video recordings captured in or near city facilities may be used to assist law enforcement in documenting traffic accidents or other incidents unrelated to city business or functions.

SECTION 4. PROTECTION OF PRIVACY & CIVIL LIBERTIES STATEMENT

The City of Atkins is committed to protecting individual rights and liberties when deploying and maintaining camera technology. This policy acknowledges the importance of the privacy right of all individuals and attempts to safeguard against any side effects of surveillance technology, including, but not limited to:

- Discrimination based on race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, genetic information, or any other legally protected group.

- The possibility of abuse
- The potential for chilling effects on creativity and freedom of expression
- Disparate racial impacts that worsen social injustices

Privacy protections have been written into this policy and will be included in any internal policy and/or operating procedures. These protections include the following:

- Public security camera systems are only used to observe public places or where public access is allowed, where there is no reasonable expectation of privacy.
- The system is primarily used to monitor wide areas. Arbitrary or discriminatory tracking of individuals is expressly prohibited by policy and regulation.
- No audio recording functions shall be permitted that would violate Iowa law
- The system does not use facial recognition or other biometric technologies.
- Unauthorized or misuse of the system may result in revocation of privileges and/or disciplinary action.
- Signs shall be posted indicating that cameras are used

Approved by the City Council of the City of Atkins on March 24, 2026.

ATKINS SPRING CLEANUP DAYS

DROP-OFF GUIDELINES:

- **Atkins residents only:** Must reside in Atkins city limits. Proof of residency required (Photo ID or utility bill).
- **Vehicle size:** No vehicle larger than a pickup truck.
- **Self-Unload:** You are responsible for unloading your items.
- No commercial business drop off is allowed.

Cleanup Dates:

**Friday May 1
4-7 pm**

**Saturday May 2
6-11 am**

PROHIBITED ITEMS:

The city reserves the right to refuse any item it deems prohibited.

Cardboard
Recyclables
E-Waste
Batteries
Propane tanks
Glass
Mirrors

Gas Tanks
Concrete
Tires
Paint
Chemicals
Pesticides
Fluorescent light bulbs

Location:

**91 Railroad St.
Old Fire Station**

TV, COMPUTER & MONITOR DROP OFF:

- Limit of 2 per household

Contact for more information or questions:



319-446-7870



cityclerk@cityofatkins.org

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

The Atkins City Council met in regular session on Tuesday, March 10, 2026, at 6:00 p.m., in the Community Room, at City Hall, with Mayor Pro-Tem David Fisher presiding. Council members present: Rolando, Dursky, Stolen, and Fisher. Absent Mayor Brian Cruise and Council Member DeMeulenaere Also present: City Administrator Scott Flory.

Meeting was called to order by Mayor Pro-Tem Fisher

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

Mayor Pro-Tem Fisher announced that it was now the time and place for citizen comments. There were no citizen comments.

City Administrator Scott Flory reviewed a request from S&J Sanitation to start collection services for solid waste, recycling & yard waste prior to the current contract time of 7:00 a.m.. After general discussion it was moved by Rolando, seconded by Stolen, to approve Resolution #2026-03-01, "Approving an Amendment to the Agreement between the City and S&J Sanitation" and changing the collection start time from 7:00 a.m. to 6:00 a.m., effective April 1, 2026. Roll Call: Passed Unanimously.

Flory reviewed the Final Plat for Stone Ridge 5th Addition and stated it is a 17-lot residential subdivision on 7.4 acres and that the Planning & Zoning Commission reviewed the final plat on March 4, 2026 and recommends approval of said plat. Flory stated that the City received letters from its consulting engineer indicating all infrastructure and the development conforms to the requirements of the City. After general discussion it was moved by Stolen, seconded by Dursky, to approve Resolution #2026-03-02, "Approving the Final Plat of Stone Ridge 5th Addition". Roll Call: Passed Unanimously.

Flory reviewed the proposal to determine the necessity for emergency repairs to be made to the City's 1939 elevated Water Storage Tower as a result of a recent Iowa DNR Inspection report finding that the Tower was in a state of significant deficiency and a review of the January 2022 and March 2026 Inspection Reports by Viking Industrial Painting. After general discussion it was moved by Stolen, seconded by Dursky, to approve Resolution #2026-03-03, "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 final approval by the City Council". Roll Call: Passed Unanimously.

Flory reviewed Pay Application #13 for the Fire Station Building Improvement Project to Garling Construction in the amount of \$142,906.93 and stated the Project is now 97% complete. Motion was made by Stolen, seconded by Rolando to approve Pay Application #13. Voice vote: Passed Unanimously.

Flory reviewed the proposal to partner with the Atkins Community Club on an Entryway/Welcome Sign for the Community to be located on the curve of Park Ridge Road at

33rd Avenue. He stated the total cost to the City for the sign itself would be \$12,710. Andy Jones from the Atkins Community Club addressed the Council on behalf of the Community Club and reviewed the sign. After general discussion it was moved by Stolen, seconded by Dursky, to approve the funding for the City's portion of the sign. Voice vote: Passed Unanimously.

Flory reviewed a new position description to be added to the City entitled "Water & Wastewater Lead Operator (Operator In-Charge) and indicated that this had been discussed with the Council previously and is before the Council for final approval with the intent of the role being filled through internal promotion at the salary parameters identified in the description. After general discussion it was moved by Dursky, seconded by Stolen to approve the position description and authorize the City Administrator to fill the position. Voice vote: Passed Unanimously.

Motion was made by Stolen, seconded by Dursky to approve the consent agenda, which included: February 24, 2026 Council Meeting Minutes and March 2nd Special City Council workshop meeting minutes; approval of the abstract of the bills & claims as submitted; and approval of the Financials: Treasurer's Report, Bank Reconciliation, Revenue & Expense Report. Voice vote: Passed Unanimously.

There being no further business to come before the Council, Mayor Pro-Tem Fisher adjourned the meeting at 6:39 p.m.

David Fisher, Mayor Pro-Tem

Attest:

Scott Flory, City Administrator