

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, MAY 26, 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:
 - A. Ordinance Amending the Code of Ordinances of the City of Atkins, Iowa, by adding new sub-sections to Chapter 69.07 Parking Regulations (Temporary No-Parking and Parking on Residentially Zoned Property):
 - Review by Scott L. Flory, City Administrator
 - **Motion** to approve Ordinance #241, "An Ordinance amending the Code of Ordinances of the City Atkins, Iowa, by adding new sub-sections to Chapter 69.07 Parking Regulations" (2nd reading)
 - Discussion and consideration of **Motion** by City Council
 - Roll Call Vote by City Clerk
6. New Business:
 - A. Request for Proposals (RFP) for Water Distribution System Improvement Project Professional Civil Engineering Services – Booster Pump Project
 - Review by Scott L. Flory, City Administrator

- **Motion** to approve and authorize the issuance of an RFP for professional civil engineering services for a water distribution system improvement project – Booster Pump Station Project by City Council
- Discussion and consideration of **Motion** by City Council
- Voice vote by Mayor Cruise

B. Consideration of Resolution Setting Salaries & Wages for FY 2027 for City Employees:

- Review by Scott L. Flory, City Administrator
- **Motion** to approve **Resolution #2026-05-04**, “A Resolution setting the base salaries and wages for appointed officers and employees of the City of Atkins, Iowa, for FY 2027” by City Council.
- Discussion and consideration of **Motion** by City Council
- Roll Call Vote by City Clerk

7. City Administrator’s Report:

- Update on 1939 Water Tower Rehabilitation Work
- Implementation of new Alert & Community Notification Program – Everbridge Notification System – Kick-off Meetings
- Annual Review for City Administrator (15 months)

8. Mayor’s Report:

9. Consent Agenda:

- Approval of May 12 (reg) & 14 (spec) 2026, City Council Meeting Minutes
- Approval of the bills & claims as submitted by the City Clerk
- Approval of “Ownership Address Change” – Central City Family Pharmacy (d/b/a: Atkins Family Pharmacy) 401 Cardinal Avenue
- Approval of Mayor’s re-appointment of Terry Carney to the Library Board of Trustees for a 6-year term beginning on July 1, 2026 and ending on June 30, 2032

10. Other Business:

11. Adjournment

NEXT REGULAR MEETING – JUNE 9, 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

ORDINANCE #241

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ATKINS, IOWA, BY ADDING NEW SUB-SECTIONS TO CHAPTER 69.07 PARKING REGULATIONS

BE IT ENACTED by the City Council of the City of Atkins, Iowa:

Section 1. CHAPTER MODIFIED. Chapter 69 "Parking Regulations" of the Code of Ordinances of the City Atkins, Iowa, is hereby amended by adding the following new sub-sections (19 and 20) to Section 69.07:

69.07 Parking Prohibited. No one shall stop, stand, or park a vehicle in any of the following specifically designated no parking zones, except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or traffic control signal.

69.19 Temporary No-Parking. The Public Works Director and the City Administrator each may, upon application and good cause being shown therefor, authorize temporary no parking upon those streets which are under the jurisdiction of the City and for such time period as deemed appropriate by them. Any such temporary no parking shall be designated by a posted sign.

69.20 Parking of Vehicles on Residentially Zoned Property. Other than for temporary purposes of loading and unloading; vehicles, recreational vehicles, boats, and trailers, shall not be parked or stored within the front yard, or street side yard, of a residentially zoned lot unless situated on a "permitted" paved driveway. Gravel is not permitted. In the case of an existing residential driveway that was unpaved at the time of the passage of this Ordinance, parking is allowed on such unpaved driveway until such time as site improvements are made which require the driveway to be paved. Recreational vehicles, including boats and trailers, may be parked or stored within the interior side yard or rear yard of a residential lot or within an enclosed garage. Vehicles or trailers of any kind or type without current license plates shall not be parked or stored on any lot other than in completely enclosed buildings.

SECTION 2. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 3. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed and Approved by the Mayor and City Council on _____, 2026.

Brian Cruise, Mayor

Attest:

Shelley Annis, City Clerk/Treasurer
First Reading: May 12, 2026
Second Reading: May 26, 2026
Third Reading: May 26, 2026

I certify that the foregoing was published as Ordinance #241 on the 26th day of May, 2026.

Shelley Annis, City Clerk

CLERK'S CERTIFICATE

I, Shelley Annis, City Clerk of the City of Atkins, Iowa, hereby certify that the Ordinance Amending the Code of Ordinances of the City of Atkins, Iowa, by amending provisions pertaining to Chapter 69 "No Parking" was adopted by the City Council of the City of Atkins, Iowa, and that Ordinance #241, was passed by the City Council of the City of Atkins, Iowa, on the -- day of ---, 2026, signed by the Mayor on the --day of --, 2026; duly recorded and published as provided by law, and that the effective date of said Code is --, 2026.

Witness my hand and official seal of the City of Atkins, Iowa, this ____ day of _____, 2026.

Signed

Shelley Annis, City Clerk/Treasurer

REQUEST FOR PROPOSALS
WATER SYSTEM MASTER PLANNING & PRELIMINARY
ENGINEERING DESIGN FOR A WATER DISTRIBUTION SYSTEM
BOOSTER STATION IMPROVEMENT PROJECT
CITY OF ATKINS, IOWA
MAY 27, 2026

1. INTRODUCTION

1.1. Background

The City of Atkins is a welcoming and growing, close-knit, bedroom Community, of approximately 2,300 people (estimated) located in SE Benton County, Iowa, within the Cedar Rapids MSA committed to providing efficient and quality services that promote an enjoyable quality of life for the Community.

The City provides water treatment and distribution, as well as wastewater treatment and collection to the residents of the Community. There are approximately 830 utility billing accounts and the City's existing land use is more than 95% residential. There is little land zoned presently for commercial development and even less for industrial. There are no heavy water or wastewater customers in the City. Much of the City's anticipated growth is residential and limited commercial.

The City's Water Department is classified as a community public water supply, with groundwater source, serving a population estimated at 2,300 (2025). The City is classified as a Grade 2 Water Treatment system and a Grade 1 Water Distribution System.

The Department employs a Full-Time Operator Lead Operator In-Charge. Approximately 850-metered accounts are serviced through roughly 16 miles of water mains; 145 water valves, and 110 hydrants.

The City uses a Harn Reverse Osmosis System to treat all of the raw water. The City has a history of high ammonia in the raw water and because of this is unable to blend. Along with the RO skids, the water treatment plant has bag and cartridge filters, an aerator, and chemical addition to rebalance the water. The Water Treatment Plant has two skids that can produce up to 400 gpm with both RO skids (200 gpm each) in operation, with room to add one additional treatment train to provide redundancy to the Water Treatment Plant when there is a need to produce more than 400 gpm to keep pace with demand.

In 2010, a new Water Treatment Facility featuring a full-scale reverse osmosis treatment system, aeration, an 78,000-gallon clear well, and extensive chemical addition was completed. Typically, reverse osmosis water is blended with well

water because reverse osmosis water in an unaltered state can be very corrosive. Unfortunately, due to the levels of ammonia present in Atkins well water, blending was not possible. To resolve the issue, chemical addition was utilized to stabilize the water, which made Atkins the first water treatment plant in the state of Iowa to be 100 percent reverse osmosis without blending. The Water Treatment plant can produce 480,000 gallons per day (using the Iowa DNR pumping period of 20 hours per day) with a future capacity of 720,000 gpd.

Based on the City's average daily consumption of 100,000 gpd, the tanks will cycle once every 2.1 days, based on 190,000 gallons of storage, which meets Iowa DNR requirements.

The City of Atkins derives its water from two deep municipal wells. Well #2 was installed in 1966 and is 480' deep. This Well has a capacity of 300 gpm and is in the SW corner of 1st Street and 2nd Avenue. Well #3 is 500' deep and has a capacity of 500 gpm which is located near the City Water Treatment Plant, at the intersection of Main Avenue and Parkridge Road.

Average daily consumption of water has ranged from about 115,000 gallons per day (GPD) to a peak demand of approximately 185,000 GPD. Average daily use per capita is approximately 50 gallons per day

Following authorization by the City Council on May 12, 2026, the City is issuing this Request for Proposals and seeking professional engineering services in support of a new major capital improvement project to improve its drinking water system: a water distribution system booster station. This Project is contemplated for the SE area of the City, but the precise location for the booster station and appurtenances is to be determined based upon the engineer's evaluation and recommendations. The Project is desired for bidding in January of 2027, with construction in 2027/28.

Specific services solicited in this Request for Proposal (RFP) include the following:

- 1) Review and updating of the City's Water System Master Plan and water distribution system model, as necessary to ensure proper sizing of the booster pump project for the future.
- 2) Preliminary planning and design of a drinking water distribution system booster station in the southeast area of the City.

The proposing consultant (the Consultant) is encouraged to carefully consider and incorporate all project components described below into their proposal. While specific deliverables are required as a part of this design process, the Consultant is also encouraged to exercise their best engineering judgement in developing a complete and thorough proposed project approach.

1.2 Proposal Timeline

Issue Date:	May 28, 2026
Proposals Due	June 26, 2026
City review of proposals:	July 6-10, 2026
City award of contract:	July 14 or 28th, 2026

1.3 Formal Delivery of Proposals

A complete proposal package shall include all distinct parts outlined in Section 6.0 of this RFP. The City will reject incomplete proposals.

Submit one electronic copy (PDF) of all proposal materials via email by the due date and time. Clearly label each submitted file with the proposal part name, the RFP name and the name of the proposing Consultant.

It is the proposing Consultant's responsibility to ensure that proposal documents have been received by the City prior to the due date.

Deliver all proposals via email to: Scott Flory, City Administrator
sflory@cityofatkins.org

1.4 City of Atkins Contact Information

All communication related to this RFP shall be directed to the following City of Atkins Contact, who will coordinate City Public Works staff to respond:

Scott Flory
City Administrator
sflory@cityofatkins.org
319.446.7870

The City employs spam filtering that occasionally blocks legitimate emails. The contact(s) listed in this RFP will acknowledge all emails received regarding this RFP. Proposing Consultants not receiving acknowledgment within 24 hours shall follow up via phone with specific information identifying the originating email address for message recovering. It is the proposing Consultant's responsibility to ensure that the City receives all relevant correspondence.

1.5 Inquiries and Clarifications

Proposers finding any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP document shall immediately notify the City and request clarification. In the event that it is necessary to provide additional clarification or revision to the RFP, the City will post addenda.

Proposals should be as responsive as possible to the provisions stated herein. Exceptions are not permitted. The City reserves the right to disqualify any and all bids that are non-responsive or that include exceptions:

Any questions regarding the submittal process and/or aspects of the RFP may be made via e-mail to: Scott Flory sflory@cityofatkins.org Only email communications will be accepted.

An acknowledgement of receipt of the questions will be emailed to the Consultant as the questions are received.

1.6 Addenda

An acknowledgement of receipt of the questions will be emailed to the Consultant as the questions are received.

1.7 Acceptance / Rejection of Proposals

The City reserves the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at the City's discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any proposer responding to this request. The City expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).

The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

1.8 Non-Material and Material Variances

The City reserves the right to waive or permit cure of nonmaterial variances in the offer if, in the judgment of the City, it is in the City's best interest to do so. The determination of materiality is in the sole discretion of the City.

1.9 Public Records

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to the Public Records Law of the State of Iowa or other applicable public record laws.

1.10 Proposers' Responsibility

Proposers shall examine this RFP and shall exercise their judgment as to the nature and scope of the work required. No plea of ignorance concerning conditions or

difficulties that exist or may hereafter arise in the execution of the work under the resulting contract, as a consequence of failure to make necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the Proposers to fulfill the requirements of the resulting contract.

1.11 Conflict of Interest and Ethical Standards

By submitting a proposal, each respondent certifies that no relationship exists between the respondent and the City that constitutes a conflict of interest, and that the proposal is submitted without any improper or unethical conduct. Respondents must disclose any actual, potential, or perceived conflicts of interest that could compromise their objectivity or create an unfair competitive advantage in connection with this project. The City reserves the right to reject any proposal if a conflict of interest is discovered, or if the respondent is found to have engaged in conduct that violates applicable ethical standards, procurement rules, or professional responsibility obligations.

1.12 Contract Terms and Indemnification Requirement

The consultant selected through this RFP process will be required to enter into a written agreement with the City that includes, among other standard provisions, requirements for insurance coverage and indemnification in favor of the City. By submitting a proposal, respondents acknowledge and agree that, if selected, they will be expected to accept commercially reasonable indemnification obligations for their own negligent acts, errors, or omissions in the performance of the work. The City reserves the right to negotiate final contract terms with the selected consultant, but may reject proposals that seek to limit indemnification in a manner inconsistent with standard municipal practice or the City's risk management requirements.

1.13 Insurance Requirements

By submitting a proposal, the proposing Consultant certifies that, if selected, it will obtain and maintain insurance coverage meeting or exceeding the requirements set forth in this RFP. The selected Consultant shall provide certificates of insurance and all required endorsements prior to execution of the contract.

- **Commercial General Liability Insurance**

- o Minimum Limits:

- \$1,000,000 per occurrence
 - \$2,000,000 general aggregate

- o Coverage shall include bodily injury, property damage, personal and advertising injury, products and completed operations, and coverage for independent contractors

- o The City shall be named as an Additional Insured on a primary and non-contributory basis, including for completed operations.

- **Automobile Liability Insurance**

- o Minimum Limit: \$1,000,000 combined single limit per accident
- o Coverage shall apply to all owned, non-owned, and hired vehicles used in the course of the work.

2. PROJECT OVERVIEW

2.1 Background Information

- 2.1.1 The “Atkins Water Distribution System Study, December 27, 2019” is included as Attachment “A” in this RFP. It has been partially updated by the “September 12, 2023 Preliminary Engineering Report” included as Exhibit “B”.

These documents identify the need for various improvements to the City distribution system in order to improve fire flows and water system pressure(s) in various zones of the City that are marginal.

To address the deficiencies, the author of those Reports recommends various alternatives and improvement projects, including the construction of a booster station project

2.1.2 Existing Elevated & Underground Water Storage

It should be noted, the City is in the process of making rehabilitation improvements to its 1939 Water Storage Tower, including a new roof. The tower supplies 40,000 gallons to the distribution system and the City expects to keep the tower in operation for the foreseeable future.

The City also has a 150,000-gallon water storage tower at the Water Treatment Plant and 78,000 gallons of underground storage at the Plant.

Based on current water pushed out to the distribution system, the City believes it has adequate storage capacity for the foreseeable future, but the consultant will be required to validate that the City’s assumptions are accurate.

2.2 Services Required

The City is requesting proposals for the following work:

- 1) Review of the City 2019 Atkins Water Distribution System and update or modify as necessary.
- 2) Provides analysis and opinion relative to the City’s existing adequacy of water storage presently and for the future.

- 3) Sizing recommendations and opinions of probable cost for a booster station improvement project to improve low water pressures and meet the needs of the City through 2046.
- 4) Preliminary Design of Booster Station Project:
 - A) Siting study with assessments of up to three (3) locations. Study must include final site recommendations for a complete Booster Station Project.
 - B) Preliminary engineering design
 - C) Permitting and regulatory coordination
 - D) Public outreach and education
 - E) Services in support of real estate acquisition (survey, exhibits, etc)

3. SCOPE OF WORK

3.1 Preliminary Design

1. Site Assessment for Booster Station.

- a. Consultant shall evaluate up to three (3) potential locations for a complete booster station improvement project.
- b. Each site assessment shall include the following:
 1. Preliminary construction cost estimate, including water main necessary to connect to appropriate pressure zone(s).
 2. Estimate of permanent land acquisition area required.
 3. Estimate of construction easement area required
 4. Site assessment does not require detailed survey of each site.

2. Booster Station Design

- a. Booster Station will be located as recommended by the site selection process described above.
- b. Consultant shall perform a site survey as part of this task.
- c. Design shall include water main connections to the Booster Pump Station
- d. Preliminary design shall include 60% construction cost estimates (including construction administration), and proposed construction phasing and scheduling

3. Permitting and regulatory coordination

- a. Consultant shall complete all Iowa DNR-required permitting and/or coordination through 60% design for both facilities.
- b. Attendance and presentation at up to three (3) City Council Meetings (in-person).

4. Public outreach and education
 - a. Consultant shall attend and support up to two (2) after-hours Public Information Meetings
 - b. Consultant shall prepare all materials, including a brief PowerPoint presentation, sign-in sheet, and full-size plan sheets as needed in advance of each meeting.
5. Services in support of real estate acquisition (survey, exhibits, etc) (if needed)
 - a. Should real estate acquisition be required, Consultant shall prepare and provide supporting materials including survey, exhibits, and staking to support the acquisition process.

3.2 Final Engineering Design

This RFP does not include final engineering design or bidding services. However, as engineering firms may differ in how they allocate resources to preliminary and final design, the City requests that each proposing firm provide an estimate of the approximate cost to complete final design, compilation of a bid package, and bidding support services based on their proposed preliminary design.

The City intends to negotiate an actual fee for final engineering design and bidding services with the Consultant following the completion of preliminary design (including all components listed in this RFP). If the City and the Consultant cannot agree to a fee for final design and bidding services, the City reserves the right to cease negotiations with the Consultant and/or to solicit proposals from other qualified firms for those engineering services.

4. DELIVERABLES

- 1) Project administration
- 2) Updated Water System Master Plan, as necessary
- 3) Updated water distribution system model to include existing and future conditions scenarios
- 4) Site Assessment Report
- 5) Field survey data of selected Booster Station sites.
- 6) 60% plan set for Booster Station
- 7) 60% construction cost estimates Booster Station
- 8) Preliminary construction schedule
- 9) Public outreach
- 10) DNR coordination and submittals through 60% design
- 11) Other agency and private utility coordination

All the work product and deliverables, including, but not limited to, those listed above, which the Consultant prepares during the course of this project, shall be the sole

property of the City. This ownership shall be detailed in the contract between the City and the selected Consultant.

5. DESIGN SCHEDULE

The following tables show key milestone dates for this project in 2026. Proposers must be able to meet this schedule. Proposers may propose to advance deadlines if practical for their project approach.

Proposal Phase

RFP Released	May 28
Submission Deadline	June 26
Selection of consultant	July 9th
Approval of Contract	July 14 th or 28th

Water System Master Plan Updates

Start Master Plan updates as necessary	August
Complete Master Plan Updates, as necessary	September

Preliminary Design Phase

Start Site Assessment	August
Complete Site Assessment	October
30% Design complete	November
60% design complete	December
Construction cost estimate	December

The City recognizes that outside factors and entities may impact the above project schedule unexpectedly. As such, the City reserves the right to adjust the project schedule as it deems necessary, in consultation with the Consultant.

6. RFP RESPONSE REQUIREMENTS

6.1 RFP Response

- The proposal shall be organized to comply with the section numbers and names as shown below. Each section heading shall be clearly marked.
- The proposal shall include a cover letter/cover page, which should at a minimum include the following:

- o Name of the RFP Contact Person
- o RFP title
- o Name and contact information for the Consultant

- Table of Contents may be included but is not required.
- Graphics may be included but are not required

6.2 Cost Proposal Response

A Cost Proposal shall be submitted at the end of the proposal. The Cost Proposal must include separate line items for the Water System Master Plan Update and Preliminary Design; however, the Consultant may provide further breakdown or detail of costs. Should the Consultant feel that a task not included in this RFP could benefit the project, that may be included in the Cost Proposal as an Alternate Cost.

As described in Section 3.3, the Consultant shall include a non-binding Cost Proposal for Final Engineering Design.

Cost may be negotiated at the discretion of the City.

7. EVALUATION CRITERIA

Each section includes the Point Value assigned to it for evaluation purposes.

Firm Capabilities	15 points
Staff Qualifications	25 points
Project Design and Approach	30 points
Project Design Schedule	15 points
Cost Proposal	15 points

8. ATTACHMENTS

The following attachments are included with this Request for Proposal:

- Zoning Map
- Future Land Use Map
- Atkins Water Distribution System Study PER (9/12/23)
- Atkins Water Distribution System Study (12/27/19)

RESOLUTION 2026-05-04

A RESOLUTION SETTING THE BASE SALARIES AND WAGES FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF ATKINS EFFECTIVE THE BEGINNING OF THE PAY PERIOD THAT INCLUDES JULY 1ST, 2026

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

Section 1. The following persons and positions named shall be paid the base salaries or wages indicated and the City Clerk is authorized to issue warrants or checks less legally required or authorized deductions from the amounts set out below on a bi-weekly basis and to make such contributions to the IPERS and Social Security or other purposes as required by law or authorized by the Council, all subject to review and audit by the Council

- | | |
|--|------------------------------|
| 1. City Administrator Scott Flory | \$4,230.77 bi-weekly salary* |
| 2. City Clerk/Treasurer Shelley Annis | \$36.50 per hour |
| 3. Utility Clerk Marissa Stangl | \$21.84 per hour |
| 4. Public Works Director David Schrier | \$3,952.00 bi-weekly salary |
| 5. W/WW Operator in Charge Jarrod Tomlinson | \$40.00 per hour |
| 6. Public Works Laborer Mike Rammelsberg | \$24.69 per hour |
| 7. Seasonal PW Laborer Andy (Scott) Humphrey | \$18.72 per hour |
| 8. Seasonal PW Laborer JR Becker | \$18.72 per hour |

Section 2. Be it Further Resolved, that any and all administrative salary and hourly pay rate adjustments made since July 1, 2025, are hereby incorporated and approved as part of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 26TH DAY OF MAY 2026.

Brian Cruise, Mayor

ATTEST:

Shelley Annis, City Clerk/Treasurer

*Does not reflect a change in salary from FY 2026

City of Atkins, Iowa
May 12, 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, Trevor Dursky, Dave Fisher, Jeremy Rolando, and Bob Stolen answered roll call. City Administrator Scott Flory and City Clerk Shelley Annis were also present.

Motion Dursky, 2nd Stolen to approve the agenda– all aye.

Melinda Schoettmer, Benton County Treasurer announced her candidacy for re-election as County Treasurer and reviewed her position responsibilities and qualifications.

Motion Fisher, 2nd Rolando to approve Resolution 2026-05-01 amending Resolution 2024-04-02 amending the City's Social Media Policy. DeMeulenaere, Dursky, Fisher, Rolando, Stolen, – aye.

Motion Fisher, 2nd Stolen to approve Resolution 2026-05-02 adopting the Iowa League of Cities Records Retention Manual as a guideline for management of City records. Dursky, Fisher, Rolando, Stolen, DeMeulenaere – aye.

Motion Fisher, 2nd Stolen to approve the 1st Reading of Ordinance 241 amending the Code of Ordinances of the City of Atkins, Iowa by adding a new sub-section to Chapter 69.07 Parking Regulations. Fisher, Rolando, Stolen, DeMeulenaere, Dursky – aye.

Motion Stolen, 2nd Dursky to approve a bid from Dan Wirtanen, Atkins, IA for \$7,950.00 for construction of 226 lineal feet of sidewalk on city-owned property at 500 Cardinal Ave. Motion passed 3-2 with DeMeulenaere and Fisher voting nay.

Nick Eisenbacher, Engineer with Snyder & Associates reviewed the 2019 Water Distribution Study and the 2023 Preliminary Engineering Report. Council discussed water system improvement options with water pressure on the southeast and southwest sides of the city being their priority. Motion Stolen, 2nd DeMeulenaere to authorize City Administrator Flory to issue an RFP for professional services on a booster station for the southeast portion of the city – all aye.

City Administrator Flory and Mayor Cruise gave their reports.

Motion Dursky, 2nd DeMeulenaere to approve the consent agenda items consisting of: the April 28, 2026 Council minutes, the claims for payment, the April financial reports, renewal of a retail tobacco license for the Casey's Store, 401 Stonebrook Dr, Atkins, a new Pavilion Rental Agreement, Resolution 2026-05-03 amending Resolution 2025-10-02 Approving the Preliminary and Final Plat for Koopman Holding 2nd Addition, and Pay Request #16 to Garling Construction in the amount of \$17,670.00. Rolando, Stolen, DeMeulenaere, Dursky, Fisher, – aye.

City Administrator Flory requested Council hold a special meeting at 5:45 p.m. on Thursday, May 14, 2026.

Motion Rolando, 2nd Stolen to adjourn the meeting at 7:33 p.m. – all aye.

City of Atkins, Iowa
May 14, 2026 Special Council Meeting Minutes

Mayor Brian Cruise called the special meeting to order at 5:45 p.m. with the Pledge of Allegiance. Council members Kevin DeMeulenaere, Jeremy Rolando, and Bob Stolen were present. Council members Trevor Dursky and Dave Fisher and City Attorney Doug Herman attended via phone call. City Administrator Scott Flory and City Clerk Shelley Annis were also present.

Motion Stolen, 2nd DeMeulenaere to approve the agenda– all aye.

It being City Attorney Herman's opinion that the Atkins City Council is authorized to go into closed session per Iowa Code 21.5 (1) (c), "to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation", motion Stolen, 2nd Rolando to enter into closed session at 5:47 p.m. Dursky, Fisher, Rolando, Stolen, DeMeulenaere – aye.

Motion Stolen, 2nd DeMeulenaere to return to regular session at 6:41 p.m. Fisher, Rolando, Stolen, DeMeulenaere, Dursky – aye.

City Attorney Herman announced that he and City Administrator Flory will take the Council's guidance as discussed and communicate such with the County Attorney.

Motion DeMeulenaere, 2nd Rolando to adjourn the meeting at 6:43 p.m. – all aye.



< CITY OF ATKINS

Local Authority Review

CITY OF ATKINS
1209373800



Owners

Business Information

Customer Type
BUS

Business Sub-Type
Corporation




Business Designation

Legal Business Name
CENTRAL CITY FAMILY PHARMACY INC

Old Ownership Information

Owner Type	Owner	Single Line Address	Ownership Percentage
Owner	LAND, ELLEN	706 11TH AVE CORALVI	25.00
Owner	LAND, DOUGLAS	706 11TH AVENUE COR	25.00
Owner	MANDERSCHIED, MEG	108 SOUTH WASHINGT	50.00

Updated Ownership Information

Owner Type	Owner	Single Line Address	Ownership Percentage
 Owner	LAND, ELLEN	3311 MULBERRY DR M/	25.00
 Owner	LAND, DOUGLAS	3311 MULBERRY DR M/	25.00
 Owner	MANDERSCHIED, MEG/	22223 250TH AVE LA M	50.00

Impacted Active Licenses

Jurisdiction Code	Permit Type	License Number	Address
City of Atkins	Special Class "B" N:	WBN000824	401 CARDINAL AVE ATKIN

Criminal History

Has anyone listed on the Ownership page been charged or convicted of a felony offense in Iowa or any other state of the United States?

No

Has anyone listed on the Ownership page been convicted of any violation of any state, county, city, federal or foreign law? For traffic violations, only include those that are drug or alcohol related.

No

Local Authority Information

Local Authority Reviewing

City of Atkins



Local Authority Signature Date



Approved/Denied *

Required



Local Authority Email *

Required

Local Authority Attestation Name *

Required

Local Authority Contact Phone Number *

Required



RECEIVED
5/14/26
RD

My term is up this year
on the library board and
I would like to continue if
at all possible. I have enjoyed
my time and think that
I have contributed some good
things to the board and thus
the library.

Jerry Carney