

City of Atkins City Council Meeting Special Session

Amended #2

Tuesday, May 21, 2024 at 6:30 p.m.

City Hall Council Room, 480 Third Avenue, Atkins, Iowa, 52206

The meeting is to be broadcast on <https://www.youtube.com/@CityofAtkinsIA>. Public comments may be received at the office of the City Clerk, Atkins City Hall, 480 Third Avenue, Atkins and as provided in-person below.

Contact the City Clerk at 319-446-7870 or email cityhall@cityofatkins.org if you plan to speak before the Council on an agenda item.

NOTICE AND CALL OF PUBLIC MEETING. The Mayor and Council welcome comments from the public during public input time. You are required to approach the podium and state your name and address for the record and to limit the time used to present your remarks in order that others may be given an opportunity to speak. The order of business is at the discretion of the Chair. The meeting may be recorded.

OPEN HOUSE: From 6:00 – 6:30 p.m. all are invited to attend an open house to speak with City Council members individually, ask questions of the design professionals, and to see the Fire Station design plans.

A G E N D A

Pledge of Allegiance

1. Call to order and roll call by Mayor Bruce Visser.
2. Approve the Agenda
3. **Motion setting a Public Hearing for May 28, 2024, at 6:30 p.m. for the City of Atkins, Iowa, Budget Amendment for Fiscal Year July 1, 2023 – June 30, 2024**
4. Presentation by Al Buck and Michael Fritz of Solum Lang Architects regarding the Atkins Fire Station Project
5. Public input. Comments are limited to 3 minutes.
Correspondence received:
6. **Council Discussion of Fire Station Design Options**
7. **Resolution selecting the design and establishing a proposed timeline for the 2024 Fire Station Project.**
8. Next regular council meeting to be held May 28, 2024, at 6:30 p.m. City Hall/Library, Council Room, 480 3rd Avenue, Atkins, IA.
9. Adjournment.

This Notice is given at the direction of the mayor pursuant to Chapter 21, Code of Iowa, and the local rules of the City of Atkins, Iowa.

Posted May 20, 2024, City Hall and Post Office.

RESOLUTION NO. _____

**A RESOLUTION SELECTING THE DESIGN AND ESTABLISHING A PROPOSED
TIMELINE FOR THE 2024 FIRE STATION PROJECT**

WHEREAS, the Atkins Fire Station constructed in 1992 was destroyed in the August 2020 Derecho, National Disaster FEMA-4557DR-IA, and

WHEREAS, the City of Atkins contracted with Solum Lang Architects to design the new Fire Station, with a final 100% design completed in December 2023, and

WHEREAS, a City Design Committee convened to guide the process and four public information meetings were held during the design process, and

WHEREAS, insurance proceeds in the amount of \$760,368.49 have been received toward the construction of a new fire station, and

WHEREAS, the Federal Emergency Management Agency (FEMA) has approved an additional \$643,671.78 to be applied to the construction, with 90% (\$579,301.91) coming from FEMA, and 10% (\$64,366.87) coming from the State of Iowa Department of Homeland Security, and

WHEREAS, FEMA has approved the fire station project and requires the City Council to timely submit the City's design and timeline for final obligation, now therefore

BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, approves the following referenced design, as chosen:

___ OPTION A: Final 100% designed plans for a 14,000 square foot facility and reconstructed parking lot serving both the new Fire Station and City Hall/Library, for a 2/15/2024 dated opinion of probable cost of **\$6,626,328.26** (Construction bid cost: \$6,021,645.96) with four deduct alternates to be chosen for exclusion or inclusion at bid award to reduce the contract award to a maximum amount of **\$6,045,709.10** (Construction bid cost: \$5,441,026.80) in this order:

- Deduct alternate 1: PEMB (pre-engineered metal building) south bay wall
- Deduct alternate 2: Insulated overhead doors
- Deduct alternate 3: Mezzanine build-out
- Deduct alternate 4: Return apron to 3rd Avenue

Option A Timeline:

- Bid advertising, letting and award: June 15 – August 1, 2024 (45 days)
- Geotechnical Services: June 15 – August 15, 2024 – (60 days concurrent)
- Mobilization of contractor: August 1 – September 1, 2024 (30 days)
- Construction: September 2024 – December 2025 (12 – 15 months)

OPTION B: Revised concept modifying design plans for an approximately 13,300 square foot facility and including only minor alterations to the maintained existing City Hall/Library parking lot, for a 5/7/2024 dated opinion of probable cost of **\$5,078,288.19**. (Construction bid cost: \$4,452,083.99) This option requires an 8'-0" reduction from the south end of the facility. It would also include three deduct alternates proposed for the fully-designed plan:

Deduct alternate 1: PEMB (pre-engineered metal building) south bay wall in lieu of brick facade

Deduct alternate 2: Insulated overhead doors in lieu of all glass overhead doors

Deduct alternate 3: Mezzanine build-out in lieu of shell space with MEP stub-ins

Site Plan Reduction Option only utilizing the existing City Hall/Library parking lot for access to rear apron entry (requires variance for minimum parking requirements).

Option B Timeline:

Revised design: June 1 – September 1, 2024 (3 months)

Bid advertising, letting and award: September 1 – October 15, 2024 (45 days)

Geotechnical Services: June 1 – August 1, 2024 – (60 days concurrent)

Mobilization of contractor: October 15 – November 15, 2024 (30 days)

Construction: November 2024 – February 2026 (12 – 15 months)

OPTION C: Revised concept modifying design plans for an approximately 13,300 square foot facility and including only minor alterations to the maintained existing City Hall/Library parking lot, for a 5/7/2024 dated opinion of probable cost of **\$5,357,705.79**. (Construction bid cost: \$4,718,195.99) This option requires an 8'-0" reduction from the south end of the facility. It would also include three deduct alternates proposed for the fully-designed plan:

Deduct alternate 1: PEMB (pre-engineered metal building) south bay wall in lieu of brick facade

Deduct alternate 2: Insulated overhead doors in lieu of all glass overhead doors

Deduct alternate 3: Mezzanine build-out in lieu of shell space with MEP stub-ins

Site Plan Reduction option incorporating a drive-through apron from 3rd Avenue for access to rear apron entry (requires variance for minimum parking requirements).

Option C Timeline:

Revised design: June 1 – September 1, 2024 (3 months)

Bid advertising, letting and award: September 1 – October 15, 2024 (45 days)

Geotechnical Services: June 1 – August 1, 2024 – (60 days concurrent)

Mobilization of contractor: October 15 – November 15, 2024 (30 days)

Construction: November 2024 – February 2026 (12 – 15 months)

After due consideration and discussion, Council Member _____ moved the passage of this Resolution and the selection of Option ____, seconded by Council member _____.

By roll call vote, the following Council Members voted:

_____ Samantha Petersen

_____ EJ Bell

_____ Trevor Dursky

_____ David Fisher

_____ Jim Koehn

Passed this 21st day of May, 2024.

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator



City Council Agenda Item Cover Sheet

Submitting Department: City Administrator

Name of Presenter at Meeting: Sandi Fowler

Wording of item for Agenda: Motion setting a Public Hearing for May 28, 2024, at 6:30 p.m. for the City of Atkins, Iowa, Budget Amendment for Fiscal Year July 1, 2023 – June 30, 2024

Background: The State of Iowa requires cities to amend their budget if certain conditions apply. Since the time lapse between budget preparation, approved budget, and the end of the fiscal year can be 15-18 months, cities are generally in a position where a budget amendment is required. Budget amendments are expenditure drive, and are required to allow the expenditures of funds within program areas that were either unanticipated, where they are from sources other than property taxation and unanticipated, or to permit transfers between programs within the general fund.

This motion is for a public hearing to be held regarding the required FY24 Budget Amendment at the City Council meeting on May 28, 2024. These are the highlights of that amendment (see notice attached).

<u>Program area</u>	<u>Current amendment</u>
Public Safety	\$350,170
Fire truck insurance proceeds and repair costs.	
Public Works	\$275,000
Solid waste services fees transfer from proprietary fund.	
Culture & Recreation	\$5,000
Employee benefits special revenue increase.	
Community & Economic Development	\$351,534
CDBG-DR Housing program funds.	
Capital Projects	\$-3,560,000
Fire Station capital project moving from FY.	
Enterprise	\$-254,000
Removing solid waste fees to general fund.	

Recommended Action: Set public hearing 5/28/24 as required by State law.

Time Sensitivity: Required to have public hearing and budget amendment action by 5/30/2024.

Resolution Date/Council Meeting Date: Motion 5/21/2024; Public Hearing & Resolution 5/28/2024

NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET

City of ATKINS
Fiscal Year July 1, 2023 - June 30, 2024

The City of ATKINS will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2024

Meeting Date/Time: 5/28/2024 06:30 PM

Contact: Sandi Fowler

Phone: (319) 446-7870

Meeting Location: Atkins City Hall
480 3rd Avenue
Atkins IA 52206

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	1,018,517	0	1,018,517
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	1,018,517	0	1,018,517
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	471,123	0	471,123
Other City Taxes	6	103,890	0	103,890
Licenses & Permits	7	5,974	0	5,974
Use of Money & Property	8	3,000	0	3,000
Intergovernmental	9	975,398	0	975,398
Charges for Service	10	1,231,650	0	1,231,650
Special Assessments	11	0	0	0
Miscellaneous	12	200	0	200
Other Financing Sources	13	1,660,000	0	1,660,000
Transfers In	14	599,578	0	599,578
Total Revenues & Other Sources	15	6,069,330	0	6,069,330
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	288,550	354,170	642,720
Public Works	17	460,400	275,000	735,400
Health and Social Services	18	0	0	0
Culture and Recreation	19	311,550	5,000	316,550
Community and Economic Development	20	159,235	351,534	510,769
General Government	21	488,250	0	488,250
Debt Service	22	657,716	0	657,716
Capital Projects	23	3,810,000	-3,560,000	250,000
Total Government Activities Expenditures	24	6,175,701	-2,574,296	3,601,405
Business Type/Enterprise	25	1,536,231	-254,000	1,282,231
Total Gov Activities & Business Expenditures	26	7,711,932	-2,828,296	4,883,636
Transfers Out	27	599,578	0	599,578
Total Expenditures/Transfers Out	28	8,311,510	-2,828,296	5,483,214
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-2,242,180	2,828,296	586,116
Beginning Fund Balance July 1, 2023	30	2,921,674	0	2,921,674
Ending Fund Balance June 30, 2024	31	679,494	2,828,296	3,507,790

Explanation of Changes: Additional expenses are recognized due to capital project expenditures, federal derecho projects for affordable housing, and timing differences between fiscal years.