

City of Atkins City Council Meeting Regular Session

Tuesday, May 28, 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.

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. A Public Hearing will be held on the proposed Budget Amendment for Fiscal Year July 1, 2023 – June 30, 2024.
4. Resolution adopting budget amendment for Fiscal Year 2024 beginning July 1, 2023 and ending June 30, 2024 for the City of Atkins, Iowa.
5. Consent agenda:
 - a. Approve City Council Minutes of May 14, 2024 (Regular Session)
 - b. List of Bills for Approval
 - c. Cigarette and Tobacco Permits
 - i. 2024-001 – The Depot Atkins LLC, 188 Parkridge Road
 - ii. 2024-002 – Dollar General Corporation, 402 Stonebrook Drive
 - d. Resolution to approve Watermelon Days Events August 9-10, 2024.
 - e. Resolution to approve Watermelon Days Fireworks on August 10, 2024.
 - f. Resolution to approve Friends of the Library Book Sale on City Hall Property on June 7-8, 2024.
 - g. Resolution to approve Benton County Iowa State Extension and Outreach use of the City of Atkins Park Pavilion and payment of \$300 for hosting Summer Science Discovery Camps in June and July 2024.
6. Resolution to approve a Minor Boundary Change for a lot known locally as 303 2nd Avenue, Atkins, Iowa, to create a Parcel F.
7. Presentation by Paula Mitchell, ECICOG, and Resolution authorizing execution of Amendment No. 1 to the contract with the East Central Iowa Council of Governments (ECICOG) for Community Development Block Grant Disaster Recovery (CDBG-DR) Administration and Project Delivery Services.
8. Presentation by Trisha Caldwell, ESG Professional Accountants, providing status report on the scope of work approved March 26, 2024.

9. Discussion and Resolution selecting the design and establishing a proposed timeline for the 2024 Fire Station Project.
10. Reports:
 - a. Mayor's Report
 - b. Interim City Administrator's Report
 - c. Council member Reports
11. Future Agenda Item Discussion:
12. Public input for items not on the agenda. Comments are limited to 3 minutes.
Correspondence received:
13. Closed session 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.
14. Next regular council meeting to be held June 11, 2024, at 6:30 p.m. City Hall/Library, Council Room, 480 3rd Avenue, Atkins, IA.
15. 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 24, 2024, City Hall and Post Office.

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.



City Council Agenda Item Cover Sheet

Submitting Department: City Administrator

Name of Presenter at Meeting: Sandi Fowler

Wording of item for Agenda: Resolution adopting a Budget Amendment for Fiscal Year 2024 beginning July 1, 2023 and ending June 30, 2024 for the City of Atkins, Iowa.

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 driven and are required to allow the expenditures of funds within program areas that were either unanticipated, are from sources other than property taxation and unanticipated, or to permit transfers between programs within the general fund.

These are the highlights of that amendment, the full budget amendment is on the attached published notice.

<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 FY24 to FY25.	
Enterprise	\$-254,000
Removing solid waste fees to general fund.	

Recommended Action: Approve Resolution authorizing the budget amendment

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

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

RESOLUTION NO.

**ADOPT BUDGET AMENDMENT FOR FISCAL YEAR 2024 BEGINNING JULY 1, 2023 -
ENDING JUNE 30, 2024 FOR THE CITY OF ATKINS, IOWA.**

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

WHEREAS, The City Clerk of Atkins, Iowa has published Notice of Public Hearing in the newspaper of record not less than 10 days, nor more than 20 days prior to the Public Hearing on the proposed City Budget, and:

WHEREAS, A Public Hearing was held at a meeting of the City Council on the 28th Day of May, 2023 concerning the FYE 2024 Budget Amendment.

NOW THEREFORE, be it resolved; the City Council of Atkins, Iowa adopts Budget Amendment for the Fiscal Year Ending June 30, 2024, for the City of Atkins, Iowa.

Passed and approved this 28th day of May, 2024

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

City of Atkins City Council Meeting

Regular Session Minutes

Tuesday, May 14, 2024 at 6:30 p.m.
City Hall Council Room, 480 Third Avenue, Atkins, Iowa, 52206

Mayor Bruce Visser called the meeting to order at 6:30pm.

Present were Samantha Petersen, EJ Bell, Trevor Dursky, David Fisher, Jim Koehn and Mayor Bruce Visser. Also present were City Attorney Doug Herman and various members of the public.

Koehn moved to approve the agenda. Petersen seconded the motion. Ayes: Petersen, Bell, Dursky, Fisher and Koehn. Motion carried.

Koehn moved approval of the consent agenda. Petersen seconded the motion. Included were the City Council meeting minutes from April 23, and April 30, 2024, and the list of bills. Fisher asked that the City Council minutes of April 23 be amended to include his comment during the budget adoption discussion that the budget was not sustainable. Questions about bills were answered. Ayes: Petersen, Bell, Dursky, Fisher and Koehn. Motion carried.

CLAIMS REPORT 05.14.24		
VENDOR	REFERENCE	AMOUNT
RELIANT FIRE APPARATUS, C	FIRE TRUCK REPAIR	\$ 410,694.00
PAYROLL EMPLOYEE CHECKS	PAYROLL 4/7/24-4/20/24	\$ 9,523.78
EFTPS	FED/FICA TAX	\$ 3,175.69
IPERS		\$ 3,854.09
AMY BREESE	HSA 4/26/24	\$ 50.00
TODD DAMON	HSA 4/26/24	\$ 111.53
MIKE RAMMELSBURG	HSA 4/26/24	\$ 73.07
JARROD TOMILNSON	HSA 4/26/24	\$ 200.00
Cardmember Service	MARCH 24 TRANSACTIONS	\$ 188.16
USPS - POSTMASTER	POSTAGE FOR APR24 BILLS	\$ 324.36
IPERS	ERROR	\$ -
RALSTON ECO HOMES, LLC.	CDBG-DR GRANT EXP REIMB	\$ 75,915.78
PAYROLL EMPLOYEE CHECKS	PAYROLL 4/21/24-5/4/24	\$ 9,076.13
EFTPS	FED/FICA TAX	\$ 2,888.78
AMY BREESE	HSA 5/10/24	\$ 50.00
TODD DAMON	HSA 5/10/24	\$ 111.53
MIKE RAMMELSBURG	HSA 5/10/24	\$ 73.07
JARROD TOMILNSON	HSA 5/10/24	\$ 200.00
ACCESS SYSTEMS	NETWORK SUPPORT	\$ 1,282.93
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES/COPIERS	\$ 806.24
ACME TOOLS	SUPPLIES	\$ 249.91
ALLIANT ENERGY	UTILITY EXP	\$ 12,733.88
ALTORFER INC.	PICKUP BROOMS	\$ 1,162.00
AMY BREESE	REIMB TRAINING EXPENSES	\$ 204.78
ATKINS LUMBER CO. INC.	SUPPLIES	\$ 303.99
ATKINS TELEPHONE CO..INC.	TELEPHONE	\$ 595.13
BADGER METER	ORION CELLULAR	\$ 91.37
BAKER & TAYLOR	BOOKS	\$ 73.12
BENTON COUNTY SOLID WASTE COMM	4TH QTR LANDFILL	\$ 14,695.70
BOUND TREE Medical, LLC	MEDICAL SUPPLIES	\$ 144.55
BREEDEN TREE SERVICE	TREE & STUMP REMOVAL	\$ 4,002.00
BROAD REACH	BOOKS	\$ 661.88
DAKOTA SUPPLY GROUP	SUPPLIES	\$ 552.00
BUSINESS RADIO SALES	BEAM LIGHTS	\$ 2,190.00
CATERPILLAR FINANCIAL SER	LEASE FOR EXCAVATOR	\$ 3,079.76
CHEM-SULT, INC.	CHEMICALS	\$ 5,103.90
D P PROPERTIES	CLEANING LIBRARY-APR 24	\$ 688.00
FIRE CATT, LLC	FIRE HOSE TESTING	\$ 2,586.95
FOWLER PUBLIC SECTOR CONS	CONSULTING 040124-041424	\$ 17,499.01
G & H ELECTRIC	SERVICE	\$ 3,074.93

GAZETTE COMMUNICATIONS, Inc.	MINUTES 4/23	\$ 204.19
HOLIDAY INN AIRPORT	BREESE CONFERENCE EXP	\$ 239.85
ION ENVIRONMENTAL SOLUTIO	LABS	\$ 1,134.00
IMFOA	ANNUAL MEMB-ABREESE	\$ 50.00
IOWA ONE CALL	LOCATES	\$ 19.90
IPERS	IPERS REGULAR	\$ -
IRON MOUNTAIN INCORPORATED	3/27/24-4/23/24	\$ 121.38
JARROD TOMILNSON	MAR 24 MILEAGE	\$ 93.80
JOHN DEERE FINANCIAL	SUPPLIES	\$ 281.98
KRIVACHEK JANITORIAL	SUPPLIES	\$ 204.77
LINN COOP	SEED	\$ 294.25
M & D MINI STORAGE	Derecho - costs	\$ 70.00
METER & TECHNOLOGY SOLUTIONS	WATER METERS	\$ 953.76
MIDAMERICAN ENERGY	UTILITY EXP	\$ 419.78
MORITZ SERVICE & REPAIR	BATTERY	\$ 140.00
PER MAR SECURITY SERVICES	SECURITY	\$ 177.45
POWESHIEK WATER ASSOICATION	UTILITY EXP	\$ 371.00
QUILL	SUPPLIES	\$ 304.76
SANDRY FIRE SUPPLY	BATTERY PACK	\$ 1,820.00
SOLUM LANG ARCHITECTS	FIRE STATION DESIGN	\$ 268.22
STAR EQUIPMENT	ANGLE BROOM	\$ 1,829.10
STATE CHEMICAL SOLUTIONS	WWTP SUPPLIES	\$ 789.89
STOREY KENWORTHY	PODIUM	\$ 3,421.63
THE DEPOT EXPRESS	FUEL-APRIL 2024	\$ 807.27
TRIONFO SOLUTIONS, LLC	LIFE INS - MAY 2024	\$ 90.33
U S CELLULAR	CELL PHONES	\$ 247.65
USA BLUEBOOK	SUPPLIES	\$ 1,126.16
VISSER, BRUCE	REIMBURSE FOR ENVELOPES	\$ 1,646.85
WASTE MANAGEMENT	GARBAGE COLLECTION	\$ 17,404.26
WELLMARK BC/BS OF IOWA	MAY PREMIUM	\$ 2,722.80
WELTER STORAGE EQUIPMENT	SHELVING	\$ 1,525.00
LERNER PUBLISHING GROUP INC	BOOKS	\$ 509.68
Accounts Payable Total		\$ 608,981.80
Invoices: Paid		\$ 497,910.06
Invoices: Scheduled		\$ 111,071.74
Payroll Checks		\$ 18,599.91
***** REPORT TOTAL *****		\$ 627,581.71
NO FUND ASSIGNED		
GENERAL		\$ 573,665.16
ROAD USE TAX		\$ 12,392.74
FEMA		\$ 4,340.22
WATER		\$ 22,840.87
SEWER		\$ 14,342.72
TOTAL FUNDS		\$ 627,581.71

Mayor Visser reported that he has attended meetings of the Fire Station Design Committee, County Conference Board, East Central Iowa Council of Governments Board, and the REAP Planning Committee. Grass mowing is a big task for staff right now. No City Council member reports.

A City Council work session is planned for May 21, 2024, at City Hall to discuss the fire station project. Asked that the City's Facebook account be used to alert the public of the meeting and encourage community attendance.

The next regular council meeting is to be held May 28, 2024, at 6:30 p.m. City Hall/Library, Council Room, 480 3rd Avenue, Atkins, IA.

Comments from the public were received. No correspondence was received.

Koehn moved to adjourn the meeting. Bell seconded. Ayes: Petersen, Bell, Dursky, Fisher and Koehn. Motion carried.

Adjournment. 6:45 PM

Sandi Fowler, Interim City Administrator

Bruce Visser, Mayor

CLAIMS REPORT 05.28.24

VENDOR	REFERENCE	AMOUNT	CHECK #	CHECK DATE
PAYROLL EMPLOYEE CHECKS	PAYROLL 5/5/24-5/18/24	\$ 8,853.52	13274323-13274331	5/24/2024 **PAYROLL EMPLOYEE CHECKS**
IOWA FINANCE AUTHORITY	LOAN PMT C0773R	\$ 220,990.00	13274373	5/17/2024 **ELECTRONIC PAYMENT**
IOWA FINANCE AUTHORITY	LOAN PMT C0754G	\$ 98,660.00	13274374	5/17/2024 **ELECTRONIC PAYMENT**
EFTPS	FED/FICA TAX	\$ 2,881.94	13274379	5/24/2024 **ELECTRONIC PAYMENT**
IPERS	IPERS REGULAR	\$ 3,732.91	13274380	5/24/2024 **ELECTRONIC PAYMENT**
AMY BREESE	HSA 5/24/24	\$ 50.00	13274381	5/24/2024 **ELECTRONIC PAYMENT**
TODD DAMON	HSA 5/24/24	\$ 111.53	13274382	5/24/2024 **ELECTRONIC PAYMENT**
MIKE RAMMELBERG	HSA 5/24/24	\$ 73.07	13274383	5/24/2024 **ELECTRONIC PAYMENT**
JARROD TOMILNSON	HSA 5/24/24	\$ 200.00	13274384	5/24/2024 **ELECTRONIC PAYMENT**
A.W. ENTERPRISES, INC.	PARTS	\$ 898.39	10777	5/28/2024
ACCESS SYSTEMS	COMPUTERS	\$ 5,184.39	10778	5/28/2024
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES/COPIERS	\$ 861.97	10779	5/28/2024
ALTORFER INC.	GENERATOR MAINTENANCE	\$ 6,510.00	10780	5/28/2024
BENTON COUNTY SOLID WASTE COMM	TIPPING FEES	\$ 1,959.14	10781	5/28/2024
BOUND TREE Medical, LLC	MEDICAL SUPPLIES	\$ 2,426.50	10782	5/28/2024
CHEM-SULT, INC.	CHEMICALS	\$ 5,323.45	10783	5/28/2024
CUSTOM HOSE AND SUPPLIES, INC	HOSE ASSEMBLY	\$ 96.89	10784	5/28/2024
ESG PROFESSIONAL ACCOUNTA	APRIL SERVICES	\$ 2,803.00	10785	5/28/2024
FIREHOUSE PYROTECHICS	2024 FIREWORKS DISPLAY	\$ 4,000.00	10786	5/28/2024
HI - VIZ SAFETY	SIGNS	\$ 900.25	10787	5/28/2024
MENARD'S	SUPPLIES	\$ 196.62	10788	5/28/2024
MIDWEST PATCH	MIDWEST PATCH	\$ 889.50	10789	5/28/2024
QUILL	SUPPLIES	\$ 259.24	10790	5/28/2024
ULTIMATE SAFETY CONCEPTS	BATTERY	\$ 181.20	10791	5/28/2024
WELLMARK BC/BS OF IOWA	JUNE PREMIUM	\$ 2,722.80	10792	5/28/2024
Cardmember Service	APRIL TRANSACTIONS	\$ 1,169.43	13274385	5/28/2024 **ELECTRONIC PAYMENT**

Accounts Payable Total	\$ 363,082.22	VERIFIED AMT 5/24/24-AB
Invoices: Paid	\$ 327,868.88	VERIFIED AMT 5/24/24-AB
Invoices: Scheduled	\$ 35,213.34	VERIFIED AMT 5/24/24-AB
Payroll Checks	\$ 8,853.52	VERIFIED AMT 5/24/24-AB
***** REPORT TOTAL *****	<u>\$ 371,935.74</u>	
NO FUND ASSIGNED		
GENERAL	\$ 29,107.02	
ROAD USE TAX	\$ 4,696.67	
DEBT SERVICE	\$ 98,660.00	
WATER	\$ 11,588.14	
SEWER	\$ 227,883.91	
TOTAL FUNDS	<u>\$ 371,935.74</u>	

Additional instructions are on the final page.

For period (MM/DD/YYYY) 07 / 01 / 2024 through 06/30/2025

Use this form to apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products at retail. If you need a different, non-retail cigarette or tobacco permit, use form 70-015. If approved, the permit is only valid for the location listed on the permit. You must obtain a separate retail permit for each location you own or operate.

Business Information:

Legal name/Doing business as (DBA): The Depot Atkins LLC

Iowa sales and use tax account number: 1-06-008933

Retail address: 188 Parkridge Rd. City: Atkins State: IA ZIP: 52206

Mailing address: 221 W. Marengo Rd. City: Tiffin State: IA ZIP: 52340

Phone: 319-446-7117

Legal Ownership Information:

Type of ownership: Sole Proprietor Partnership Corporation LLC LLP

Name of sole proprietor, partnership, corporation, LLC, or LLP: The Depot Atkins LLC

Primary office address: 221 W. Marengo Rd. City: Tiffin State: IA ZIP: 52340

Phone: 319-545-9514 Fax: 319-545-2042 Email: info@thedepotexpress.com

Retail Information:

Types of Sales: Over-the-counter Vending machine Vending machine that assembles cigarettes Delivery sales of alternative nicotine/vapor products (see instructions)
Mobile sales (see instructions) VIN: _____ License plate number: _____

Types of Products Sold: (Check all that apply)

Cigarettes Tobacco Alternative nicotine products Vapor products

Type of Establishment: (Select the options that best describe the establishment)

Alternative nicotine/vapor store Bar Convenience store/gas station Drug store
Grocery store Hotel/motel Liquor store Restaurant Tobacco store
Other (provide description) _____

Do you have other permits issued under Iowa Code chapter 453A? If yes, provide permit number(s):

Include with this application a list of your suppliers and customers on a separate sheet.

Identify partners or corporate officers if the business is not a sole proprietorship.

Name: David M. Scheetz Title: Member

Address: 4037 Erica Blvd SW

City: Oxford State: IA ZIP: 52340

Name: Matthew T. Scheetz Title: Member

Address: 1114 Cullen Dr.

City: Tiffin State: IA ZIP: 52340

ATKINS CITY OF
480 3RD AVE ✓
0
ATKINS, IA 52206

**Retail Permit Application
/Tobacco/Nicotine/Vapor**

<https://tax.iowa.gov>

Instructions on the reverse side

For period (MM/DD/YYYY) 07 / 01 / 2024 through June 30, 2025 I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA DOLLAR GENERAL 23186
Physical Location Address 402 STONEBROOK DR City ATKINS
ZIP 52206 Mailing Address 100 MISSION
RIDGE City GOODLETTSVILLE State TN ZIP 37072 Business Phone
Number 615-855-4000

Legal Ownership Information:

Type of Ownership: Sole Proprietor Partnership Corporation LLC LLP
Name of sole proprietor, partnership, corporation, LLC, or LLP DOLGENCORP, LLC
Mailing Address 100 MISSION RIDGE City GOODLETTSVILLE State TN ZIP 37072
Phone Number 615-855-4000 Fax Number 877-364-4130 Email tax-beerandwinelicense@dollargeneral.com

Retail Information:

Types of Sales: Over-the-counter Vending machine
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes No
Types of Products Sold: (Check all that apply)
Cigarettes Tobacco Alternative Nicotine Products Vapor Products

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store Bar Convenience store/gas station Drug store
Grocery store Hotel/motel Liquor store Restaurant Tobacco store
Has vending machine that assembles cigarettes Other Retail – General Merchandise

If application is approved and permit granted, I/we do hereby agree to abide by the laws governing the sale of cigarettes, tobacco, alternative nicotine, or vapor products.

375398 ✓ 0
202523186TOBCITY21
27316 75

Signature of Owner(s), Partner(s), or Corporate Officer

Name (please print) _____
Signature _____
Date _____

Name (please print) _____
Signature *[Handwritten Signature]*
Date *[Handwritten Date]*

Please Return Checks To:

Send this copy to Tracy Givens with questions cc _____

able fee to your local jurisdiction. If you have any questions, contact your city clerk (city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New Renewal

RESOLUTION

A RESOLUTION TO APPROVE WATERMELON DAYS EVENTS AUGUST 9-10, 2024

WHEREAS, the Atkins Community Club has submitted a letter dated May 17, 2024, requesting street closures and the leasing of City property to the Atkins Community Club for Watermelon Days events, August 9-10, 2024, and

WHEREAS, the City Council believes the Watermelon Days celebration events promote community pride and is a benefit to the entire community, now therefore

BE IT RESOLVED, that the City Council of the City of Atkins Iowa approves:

Road Closings

1. Close Main Avenue from Second Street to Parkridge Road at 5:15 p.m. for approximately 30 minutes Friday, 9/9/2024, evening for the Kids Parade. Will be conducted the same as in 2023. Fire Department members will assist with traffic control.
2. Approve Watermelon Days 5K walk/run route. Will be conducted the same as in 2023. See attached map.
3. Close Parkridge Road from Third Avenue to Second Avenue, 9:00 a.m. to 7:00 pm Saturday 8/10/2024. Access to The Depot Express will be from the east. Main Avenue will remain open.
4. Second Avenue to be closed 9:00 a.m. to 7:00 pm Saturday 8/10/2024, at Parkridge Road for through traffic and along the west side of the park. (For Food Trucks and to provide a safe pedestrian crossing from the City Park to the City Hall campus.)
5. Parade route – Starting at 10:30 a.m. Saturday 8/9/2024. Will be conducted the same as in 2023. See attached map.
6. Emergency services will be notified of the closings.

Leasing of Property

1. City Park, including the pavilion at 320 Second Avenue, on Wednesday, 8/7/2024 through Sunday, 8/11/2024, for food, kids games, and rides, cow pie bingo, and kids bags.
2. Soccer Park Area, including the pavilion on Friday, 8/9/2024 and Saturday, 8/10/2024 for car show, and fireworks.
3. 401 Second Avenue grassy area and parking lot east of City Hall, on Wednesday, 8/7/2024 through Sunday, 8/11/2024, for beer tent, bags tournament, entertainment, parking, dance, and concession stand.
4. Council meeting room, 11:00 a.m. – 5:00 p.m., Saturday, August 10 for bingo. Access to the building will only be during the times stated. Restrooms and hallway will be monitored.
5. Should construction work on the proposed Fire Station project make the previous items #3 and #4 unavailable, the Club will make other arrangements.
6. The Atkins Community Club to provide a Certificate of Insurance listing the City of Atkins as certificate holder and the City of Atkins and the Atkins Community

Club as additional insureds.

Passed and approved this 28th day of May, 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

Watermelon Days Event Routes for Council Approval

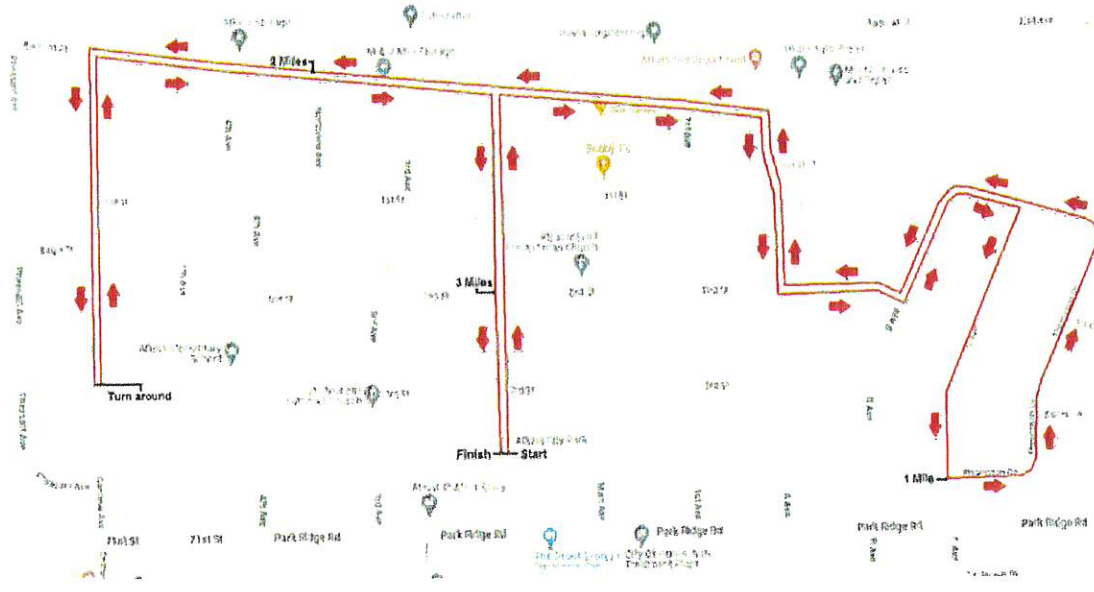
Watermelon Days Kiddie Parade:

Main Avenue Starting AT 121 Main Avenue heading south to City Park.

Watermelon Days Parade Route



Watermelon Days 5K Walk/Run Route:



Watermelon Days Kiddie Parade:

Main Avenue Starting AT 121 Main Avenue heading south to City Park.

Atkins Community Club
P. O. Box 279 Atkins, Iowa 52206

May 17, 2024

RECEIVED
MAY 20 2024

To the Honorable Mayor Bruce Visser and City Council Members,

BY:^{AB}.....

The Atkins Community Club respectively asks the City Council to consider the following requests for street closings and the leasing of city property to the Atkins Community Club for Watermelon Days, to be on Friday August 9^h and Saturday, August 10th, 2024.

Road Closings

1. Close Main Avenue from Second Street to Parkridge Road at 5:15 pm, for approximately 30 minutes Friday evening for the Kids Parade. Same as last Year. (Fire Department members will assist with traffic control.)
2. Approve Watermelon Days 5K walk/run Route. Same as last year. (See attached map)
3. Close Parkridge Road from Third Avenue to Second Avenue, 9:00 AM-7:00 PM Saturday. Access to The Depot Express will be from the east. Main Avenue will remain open.
4. Second Avenue will be closed, 9:00 AM-7:00 PM Saturday, at Park Ridge Road for through traffic and along the west side of the park. (For Food Trucks and to provide a safe pedestrian crossing from the City Park to the City Hall campus.)
5. Parade route- Starting at 10:30 am on Saturday August 9th. Same as last year. See Attached.
6. Emergency Services will be notified of the closings.

Leasing of Property

1. City Park, including the pavilion at 320 Second Avenue. Wednesday, August 7th through Sunday August 10th. (Food, Kids Games and rides, Cow Pie Bingo, Kids Bags.)
2. Soccer Park area, including the pavilion. Friday, August 9th and Saturday, August 10th. (Car Show, Fireworks)
3. 401 Second Avenue- Grassy area and parking lot east of City Hall, Wednesday, August 7th through Sunday, August 10th. (Beer Tent, Bags Tournament, entertainment, Parking, Dance, and concession stand.)
4. Council Meeting Room- 11:00 am to 5:00 PM, Saturday, August 10th for Bingo. Access to the building will only be during the time stated. Restrooms and hallway will be monitored.
5. Should work on the Fire Station make the previous items #3 and #4 unavailable, the Club will make other arrangements.

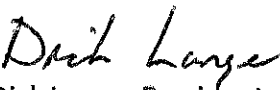
6. Atkins Community Club will provide a copy of a Certificate of Insurance Listing the City of Atkins as certificate holder and the City of Atkins and the Atkins Community Club as Additional Insureds

Fireworks Display Permit

1. Atkins Community Club requests a Permit by granted for a Class B Aerial Fireworks display on Saturday August 9,2024 conducted by Firehouse Pyrotechnics.
2. Atkins Community Club will provide a copy of a Certificate of Insurance Listing the City of Atkins as certificate holder and the City of Atkins and the Atkins Community Club as Additional Insureds with respects to the Fireworks Display.

Thank you for your consideration.

Atkins Community Club


Dick Lange, President

RESOLUTION

A RESOLUTION TO APPROVE WATERMELON DAYS FIREWORKS ON SATURDAY, AUGUST 10, 2024

WHEREAS, the Atkins Community Club has submitted a letter dated May 17, 2024, requesting a permit for a Class B Aerial Fireworks display on Saturday, August 10, 2024, and

WHEREAS, the Atkins Community Club has contracted with a competent fireworks operator, Firehouse Pyrotechnics, 120 B Street NE, Walford, Iowa 52351, and

WHEREAS, the City Council believes the Watermelon Days celebration events promote community pride and is a benefit to the entire community, now therefore

BE IT RESOLVED, that the City Council of the City of Atkins Iowa approves:

Fireworks Display Permit

1. Atkins Community Club be granted a Permit for Class B Aerial Fireworks Display, to be conducted on Saturday, August 10, 2024. The permit is granted to the Atkins Community Club of Atkins, Iowa, when using the fireworks operator as described herein. The Mayor and City Clerk are directed to execute the conditions of the permit.
2. The Atkins Community Club to provide a Certificate of Insurance listing the City of Atkins as certificate holder and the City of Atkins and the Atkins Community Club as additional insureds.

Passed and approved this 28th day of May, 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

RESOLUTION

A RESOLUTION TO APPROVE ATKINS FRIENDS OF THE LIBRARY BOOK SALE ON JUNE 7-8, 2024

WHEREAS, the Atkins Friends of the Library has submitted a letter dated May 6, 2024, requesting use of the City Hall Council meeting room, and City Hall exterior sidewalk area of the Library, and potentially into the grass area for some tables and canopies, and

WHEREAS, the City Council believes the Friends of the Library book sale event promotes community pride and is a benefit to the entire community, now therefore

BE IT RESOLVED, that the City Council of the City of Atkins Iowa approves:

Use of Property

1. The use of the Council meeting room, and exterior sidewalk area of the Library, and the grassy area for tables and canopies for a book sale event on Friday and Saturday, June 7-8, 2024.
2. The Atkins Community Club to provide a Certificate of Insurance listing the City of Atkins as certificate holder and the City of Atkins and the Atkins Community Club as additional insureds.

Passed and approved this 28th day of May, 2024.

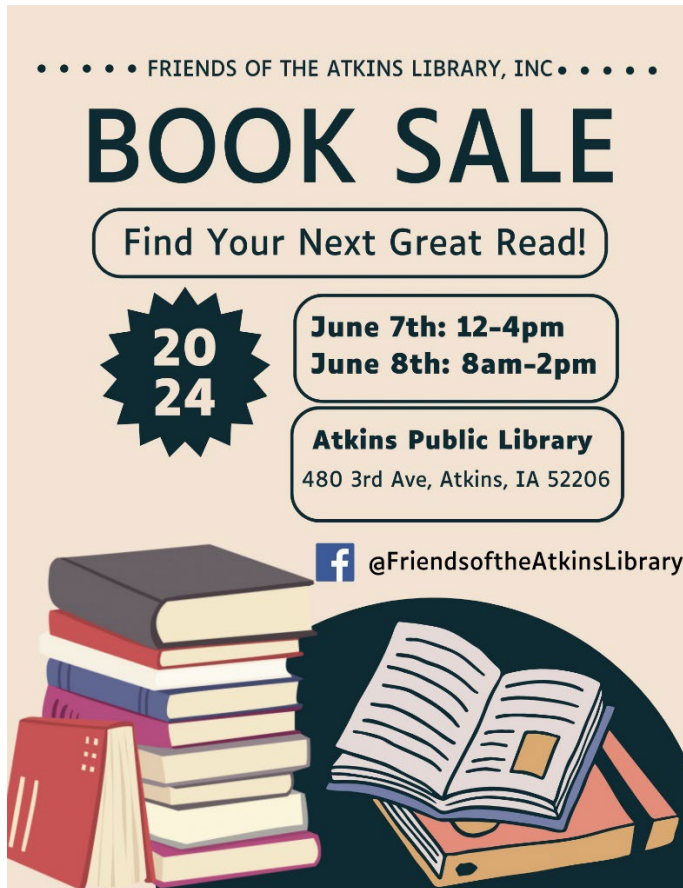
Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

From: Angela Gammill <angela.gammill@gmail.com>
Sent: Monday, May 6, 2024 4:13 PM
To: City Clerk <cityclerk@cityofatkins.org>
Subject: Booksale



Hello- as discussed a few weeks ago, this is our request for a council agenda item to be added regarding the Book Sale.

"The Atkins Friends of the Library requests city council approval for a book sale to be held on the grounds of the Atkins City Hall and Public Library on June 7th and 8th. This Books Sale will include use of the council room and exterior sidewalk area of the Library, potentially into the grass for some tables with canopies. The Atkins Friends of the Library will provide proof of liability insurance prior to the event."

Please let me know if you need any more information.

Angela Gammill
319 775 2680

RESOLUTION NO.

**A RESOLUTION APPROVING THE USE OF THE CITY OF ATKINS PARK PAVILION
BY THE IOWA STATE EXTENSION AND OUTREACH FOR THE PURPOSE OF
HOSTING THE SUMMER SCIENCE DISCOVERY CAMPS IN JUNE AND JULY 2024**

WHEREAS, Benton County Iowa State University Extension and Outreach has requested via letter dated May 8, 2024, the use of the park pavilion to conduct the Summer Science Discovery Camps in June and July, 2024, and

WHEREAS, a request of \$300 to provide services including 120 hours of staff time, travel and supplies for three camps to be offered in Atkins in 2024, now there

BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, approves the use of the park pavilion for no charge, and payment of \$300.00 for services, for camps held on these dates:

June 10-14, 2024 from 8 am – 12 noon

July 8-12, 2024 for two camps from 8 am – 12 noon, and 12 noon – 4 p.m.

Passed this 28th day of May, 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

IOWA STATE UNIVERSITY
Extension and Outreach

Benton County Extension
501 1st Ave.
Vinton IA 52349
319-472-4739

Greg Walston
County Program Director
gwalston@iastate.edu

May 8, 2024

City Council
Atkins, IA

Dear Council Members,

Benton County ISU Extension and Outreach is proud to be able to offer additional youth opportunities to Benton County again this summer through our Summer Science Discovery Camps for youth, Kindergarten through 5th grade. In Atkins there will be 3 one week long camps, ½ days, to introduce youth to science and technology. The program will be a science, research based curriculum closely tied to the sciences taught in Benton County schools along with snacks and hands-on learning activities.

Benton County Extension offered this opportunity last summer as you may recall. There were 145 youth from Benton County that attended the Summer Science Discovery Camp in 2023. The Atkins camp had over 650 children attend for the past 13 summers. The Benton County Extension office will again hire staff to conduct these camps.

In order that we might again hire staff to conduct these camps we are requesting you to consider our proposal for services of \$300 from the City of Atkins to assist us in paying for 120 hours of staff time, travel and supplies for camps offered at three camps planned for 2024.

I've already confirmed the use of your City Park Pavilion and playground area for 3 camps, June 10-14, from 8am-noon and July 8-12, 2 camps from 8am-noon and then noon-4:00 pm.

Thank you for your consideration and continued support for Summer Discovery Camps. Also thanks for allowing us to bring an added opportunity to the youth of Atkins during the summer.

Sincerely,



Greg Walston
Benton County Program Director
ISU Extension & Outreach

RESOLUTION NO.

A RESOLUTION APPROVING THE MINOR BOUNDARY CHANGE FOR A LOT KNOWN LOCALLY AS 303 2ND AVENUE, ATKINS, IOWA, TO CREATE PARCEL F

WHEREAS, the City of Atkins Iowa (City) has received a request by Declan and Alyssa Harbach, Atkins, Iowa, requesting a minor boundary change for a lot known locally as 303 2nd Avenue, Atkins, Iowa, to create a parcel F, and

WHEREAS, the Atkins Planning & Zoning Commission has met and considered the merits of this request, has consulted with City Engineers, and the commission has complied with City Ordinance 198 (City Code Section 166.53) in this review, and

WHEREAS, the Atkins Planning & Zoning Commission has determined the request falls within the definition of a Minor Boundary Change and will not change the current zoning for the newly formed lot, no new City services will be required for the lots, and

WHEREAS, the Atkins Planning & Zoning Commission has held a Public Hearing on May 23, 2024, and considered comments from the public, and

WHEREAS, the Planning & Zoning Commission has voted May 23, 2024, and passed a recommendation that the City Council of Atkins, Iowa, approve the Minor Boundary Change request as presented in the plat attached hereto, and

WHEREAS, the owners shall record the Plat of Survey within three months of approval;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Atkins, Iowa, approves the Minor Boundary Change for a lot known locally as 303 2nd Avenue, Atkins, Iowa, to create a parcel F as attached hereto, and that the Plat of Survey be recorded within three months.

Passed this 28th day of May, 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

May 8, 2024

Mayor, City Council and Planning and Zoning
City of Atkins
480 3rd Ave
Atkins, IA 52206-0171

RE: PLAT OF SURVEY – PARCEL F (A REPLAT OF REVISED PARCEL D & PARCEL E)

Dear Mayor, City Council and Planning and Zoning:

We have completed our review of Parcel F (A replat of Revised Parcel D & Parcel E). We have determined it acceptable and see no issues in allowing the lots to be combined into one lot.

If you have further questions regarding this matter, feel free to call me at (319) 362-9394.

Respectfully,

SNYDER & ASSOCIATES, INC.



Nick Eisenbacher, P.E.
Civil Engineer

Enclosure: Plat of Survey – Parcel F (A replat of revised parcel D & Parcel E)

Index Legend	
Location:	Section 14, Township 83 North, Range 9 West SE 1/4 SW 1/4 & SW 1/4 SE 1/4 Revised Parcel D & Parcel E Outlot "D", Block 5, Tait and Wagner's Park Ridge Add'n
Requestor:	Declan Harbach
Proprietors:	Christopher J. & Amy Breese Declan Harbach Alyssa Harbach
Surveyor:	Stephen M. Scott, P.L.S.
Company:	Scott Survey, Inc.
Return To:	P.O. Box 315 Center Point, Iowa 52213 email@scottsurvey.com (319) 540-5263

**PARCEL F
PLAT OF SURVEY**
PART OF SE 1/4 SW 1/4
& PART OF SW 1/4 SE 1/4
SECTION 14, T83N, R9W
CITY OF ATKINS
BENTON COUNTY, IOWA
(A REPLAT OF REVISED PARCEL D & Parcel E)

Legal Description – Parcel F:

Revised Parcel D and Parcel E in the the Southeast Quarter of the Southwest Quarter and in the Southwest Quarter of the Southeast Quarter, all located in Section 14, Township 83 North, Range 9 West of the Fifth Principal Meridian, City of Atkins, Benton County, Iowa, described as follows:

Commencing at the South Quarter Corner of Section 14, Township 83 North, Range 9 West of the Fifth Principal Meridian; thence S89°51'08"E along the south line of the Southeast Quarter of said Section 14, a distance of 24.72 feet to the southerly extension of the 2nd Avenue right of way; thence N0°00'00"E along said right of way, 512.76 feet to the south right of way of 3rd Street and the point of beginning; thence N89°32'22"W along said south right of way, 150.00 feet to the Northwest Corner of Parcel E; thence S0°00'00"W, 67.82 feet to the Southwest Corner of Parcel E; thence S89°32'35"E, 150.00 feet to the Southeast Corner of said Revised Parcel D; thence N0°00'00"E, 67.82 feet to the point of beginning.

Said parcel contains 0.234 acre, subject to easements and restrictions of record.



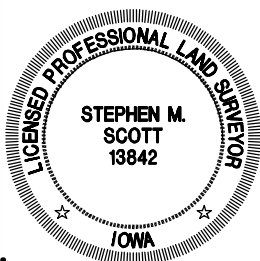
Stephen M. Scott, P.E. & L.S.
Civil Engineer & Land Surveyor

319-540-5263

www.scottsurvey.com

email@scottsurvey.com

P.O. Box 315, Center Point, IA 52213-0315



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.

STEPHEN M. SCOTT, P.L.S. Iowa Lic. No. 13842

My license renewal date is December 31, 2024

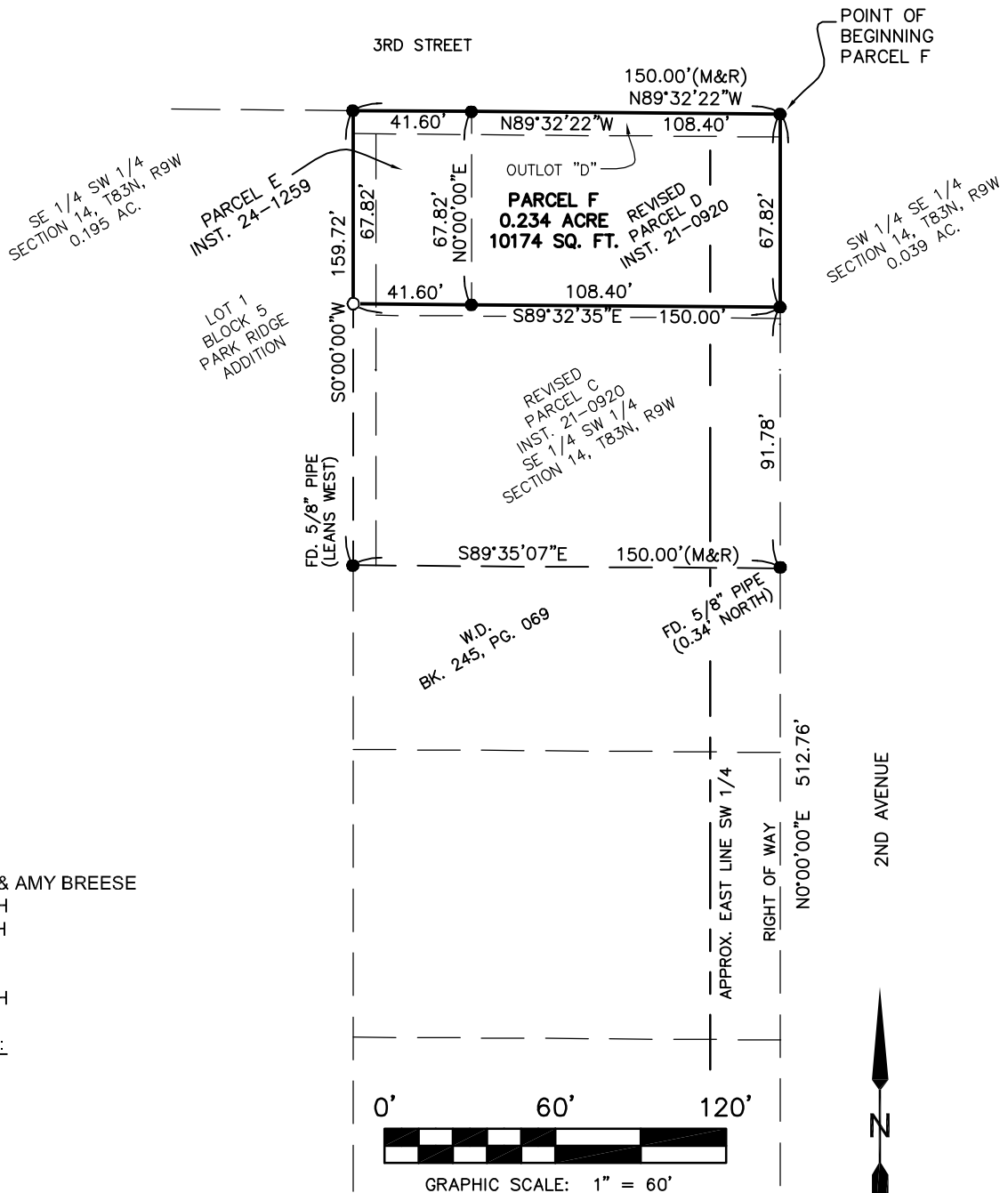
Pages or sheets covered by this seal:

PAGES 1 AND 2

PAGE 1 OF 2

PROJECT NO. 2451604

**PARCEL F
PLAT OF SURVEY**
PART OF SE 1/4 SW 1/4
& PART OF SW 1/4 SE 1/4
SECTION 14, T83N, R9W
CITY OF ATKINS
BENTON COUNTY, IOWA
(A REPLAT OF REVISED PARCEL D & Parcel E)



PROPRIETORS:
CHRISTOPHER J. & AMY BREESE
DECLAN HARBACH
ALYSSA HARBACH

SURVEYED FOR:
DECLAN HARBACH

DATE OF SURVEY:
JUNE 2, 2014
APRIL 23, 2020

LEGEND AND NOTES

- ▲ - CONGRESSIONAL SECTION CORNER, FOUND
- - PROPERTY CORNER(S), FOUND (or as noted)
(1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
- - PROPERTY CORNERS SET
(1/2" rebar w/ red plastic cap embossed with "SCOTT 13842")
- - PROPERTY &/or BOUNDARY LINES
- - - - - CENTER LINES
- - - - - LOT LINES, PLATTED OR BY DEED
- (R) - RECORDED DIMENSIONS
- (M) - MEASURED DIMENSIONS

UNLESS NOTED OTHERWISE, ALL DIMENSIONS ARE IN FEET AND HUNDREDTHS

S 1/4 CORNER
SECTION 14,
T83N, R9W
FD. CUT "X"

SE CORNER
SECTION 14,
T83N, R9W
FD. 5/8"
IRON ROD

SOUTH LINE SE 1/4
S89°51'08"E 2657.74'



Stephen M. Scott, P.E. & L.S.
Civil Engineer & Land Surveyor

319-540-5263 www.scottsurvey.com
email@scottsurvey.com
P.O. Box 315, Center Point, IA 52213-0315

DRAFT

RESOLUTION NO.

RESOLUTION AUTHORIZING EXECUTION OF AMENDMENT NO. 1 TO THE CONTRACT WITH EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS (ECICOG) FOR COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) GRANT ADMINISTRATION AND PROJECT DELIVERY SERVICES

WHEREAS, the City of Atkins (CITY) was awarded a Community Development Block Grant Disaster Recovery (CDBG-DR) grant by the Iowa Economic Development Authority for New Housing Production; and

WHEREAS, the CITY previously entered into a contract with the East Central Iowa Council of Governments (ECICOG) for CDBG-DR project delivery services for the CDBG-DR New Housing Production Program for an amount not to exceed \$20,000; and

WHEREAS, an additional \$24,569 in project delivery funding has been allocated by the granting agency due to increased costs and changes to the scope of the grant-funded housing project; and

WHEREAS, the CITY desires to amend the contract with ECICOG to increase the contract amount from an amount not to exceed \$20,000 to an amount not to exceed \$44,569; now therefore

BE IT RESOLVED, that the City Council of the City of Atkins, Iowa authorizes the Mayor to sign Amendment No. 1 to the contract with the East Central Iowa Council of Governments for the CDBG-DR Administration and Project Delivery Services.

Passed and approved this 28th day of May 2024.

Voting:

Bruce Visser, Mayor

ATTEST:

Sandi Fowler, Interim City Administrator

**CONTRACT FOR COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY
(CDBG-DR) SERVICES**

AMENDMENT No. 1

Whereas, an original CONTRACT FOR COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) SERVICES, (with attached Scope of Services effective February 16, 2023), was executed with an effective period from February 16, 2023 through March 31, 2025, by and between the CITY OF ATKINS (hereinafter referred to as the “CITY”) and the EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS (hereinafter referred to as the “SERVICE PROVIDER”), for the purpose of contracting with the SERVICE PROVIDER for project delivery for the implementation of a Community Development Block Grant Disaster Recovery (CDBG-DR) New Housing grant; and

Whereas, the original service agreement was approved for a rate of \$75 per hour, for an amount not to exceed \$20,000; and

Whereas, due to increased costs and expansion of the scope of work to include project delivery for an additional 2 new housing units, the granting agency has allocated an additional \$24,569 for project delivery services to be provided by the SERVICE PROVIDER for a total of \$44,569;

now therefore,

Be it Resolved by the Parties hereto, that it is hereby mutually agreed to amend the provision(s) of said SERVICE AGREEMENT by stipulating the SERVICE PROVIDER shall provide the SERVICE AGREEMENT Scope of Services for an hourly rate of \$75 per hour, not to exceed \$44,569.00.

Effective Dates. The effective date for this Amendment No. 1 to the SERVICE AGREEMENT shall be April 9, 2024. This amended SERVICE AGREEMENT shall remain in effect through March 31, 2025.

SIGNED: _____ Date: _____
Bruce Visser, Mayor, City of Atkins

SIGNED: _____ Date: _____
Karen Kurt, Executive Director, East Central Iowa Council of Governments

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