

City of Atkins City Council Meeting
Regular Session Minutes
Tuesday, May 28, 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 6:35pm.

Present were Council members EJ Bell, Trevor Dursky, David Fisher, Jim Koehn, Samantha Petersen, and Mayor Bruce Visser. Also present were Interim City Administrator Sandi Fowler, Deputy Clerk Amy Breese, and various members of the public.

Koehn moved to approve the agenda. Petersen seconded the motion. Discussion resulted in Fisher making a motion to strike the word “Resolution” from item #9, Discussion and Resolution selecting the design and establishing a proposed timeline for the 2024 Fire Station Project, from the agenda. Bell seconded. Ayes: Fisher, Bell. Nays: Koehn, Petersen, Dursky. Motion failed. The vote on the original motion to approve the agenda was held. Ayes: Dursky, Koehn, and Petersen. Nays: Fisher, Bell. Motion carried.

A public hearing was held on the proposed Budget Amendment for Fiscal Year July 1, 2023 – June 30, 2024. No public comments were received in person or in writing. The public hearing closed at 6:45pm.

Koehn moved to approve Resolution 2024-05-01 adopting the Budget Amendment for Fiscal Year 2024 beginning July 1, 2023, and ending June 30, 2024, for the City of Atkins, Iowa. Dursky seconded the motion. Ayes: Bell, Dursky, Fisher, Koehn, and Petersen, Nays: None. Motion carried.

Teresa Rotschafer, Iowa League of Cities consultant, via phone provided an update on the city’s financial position. Teresa provided a handout entitled, “Bank Reconciliation Report 7/1/2023 (6/30/2023).”

Koehn moved to approve the consent agenda. Petersen seconded the motion. Included were the City Council meeting minutes from May 14, 2024, the list of bills, Cigarette and Tobacco Permits 2024-001 for The Depot Atkins LLC, 188 Parkridge Road, and 2024-002 for Dollar General Corporation, 402 Stonebrook Drive, Resolution 2024-05-02 to approve Watermelon Days Events August 9-10, 2024, Resolution 2024-05-03 to approve Watermelon Days Fireworks on August 10, 2024, Resolution 2024-05-04 to approve Friends of the Library Book Sale on City Hall Property on June 7-8, 2024, and Resolution 2024-05-05 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. Ayes: Bell, Dursky, Fisher, Koehn, and Petersen, Nays: None. Motion carried.

CLAIMS REPORT 05.28.24

VENDOR	REFERENCE	AMOUNT
PAYROLL EMPLOYEE CHECKS	PAYROLL 5/5/24-5/18/24	\$ 8,853.52
IOWA FINANCE AUTHORITY	LOAN PMT C0773R	\$ 220,990.00
IOWA FINANCE AUTHORITY	LOAN PMT C0754G	\$ 98,660.00

EFTPS	FED/FICA TAX	\$ 2,881.94
IPERS	IPERS REGULAR	\$ 3,732.91
AMY BREESE	HSA 5/24/24	\$ 50.00
TODD DAMON	HSA 5/24/24	\$ 111.53
MIKE RAMMELBERG	HSA 5/24/24	\$ 73.07
JARROD TOMILNSON	HSA 5/24/24	\$ 200.00
A.W. ENTERPRISES, INC.	PARTS	\$ 898.39
ACCESS SYSTEMS	COMPUTERS	\$ 5,184.39
ACCESS SYSTEMS LEASING	EQUIPMENT LEASES/COPIERS	\$ 861.97
ALTORFER INC.	GENERATOR MAINTENANCE	\$ 6,510.00
BENTON COUNTY SOLID WASTE COMM	TIPPING FEES	\$ 1,959.14
BOUND TREE Medical, LLC	MEDICAL SUPPLIES	\$ 2,426.50
CHEM-SULT, INC.	CHEMICALS	\$ 5,323.45
CUSTOM HOSE AND SUPPLIES, INC	HOSE ASSEMBLY	\$ 96.89
ESG PROFESSIONAL ACCOUNTA	APRIL SERVICES	\$ 2,803.00
FIREHOUSE PYROTECHICS	2024 FIREWORKS DISPLAY	\$ 4,000.00
HI - VIZ SAFETY	SIGNS	\$ 900.25
MENARD'S	SUPPLIES	\$ 196.62
MIDWEST PATCH	MIDWEST PATCH	\$ 889.50
QUILL	SUPPLIES	\$ 259.24
ULTIMATE SAFETY CONCEPTS	BATTERY	\$ 181.20
WELLMARK BC/BS OF IOWA	JUNE PREMIUM	\$ 2,722.80
Cardmember Service	APRIL TRANSACTIONS	\$ 1,169.43

Accounts Payable Total	\$ 363,082.22
Invoices: Paid	\$ 327,868.88
Invoices: Scheduled	\$ 35,213.34
Payroll Checks	\$ 8,853.52
***** 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>

Koehn moved to approve Resolution 2024-05-06 a Minor Boundary Change for a lot known locally as 303 2nd Avenue, Atkins, Iowa, to create a Parcel F. Fisher seconded. Ayes: Bell, Dursky, Fisher, Koehn, and Petersen, Nays: None. Motion carried.

Paula Mitchell, ECICOG, provided an update on the Community Development Block Grant - Disaster Recovery Project.

Koehn moved to approve Resolution 2024-05-07 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. Petersen seconded. Ayes: Bell, Dursky, Fisher, Koehn, and Petersen, Nays: None. Motion carried.

Trisha Cornwell, ESG Professional Accountants, provided a status report on the scope of work approved on March 26, 2024. Trisha provided two handouts entitled, "ESG Professional Accountants Update," and "City of Atkins Bank Reconciliation Reports for the month ending April 30, 2024."

The City Council discussed the Fire Station Project plans.

Dursky moved to approve Resolution 2024-05-08 selecting the design and establishing a proposed timeline for the 2024 Fire Station Project, indicating the selection of 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 also includes three deduct alternates proposed for the fully-designed plan: Deduct alternate 1: PEMB (pre-engineered metal building) south bay wall in lieu of brick façade, 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, and 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). The motion included the addition of an Add Bid Alternate: Site Plan Reduction option incorporating a drive-through apron from 3rd Avenue for access to rear apron entry (requires variance for minimum parking requirements). Petersen seconded. Ayes: Dursky, Koehn, and Petersen, Nays: Bell, Fisher. Motion carried.

No public comments were received.

The next regular council meeting will be held June 11, 2024, at 6:30 p.m. City Hall/Library, Council Room, 480 3rd Avenue, Atkins, IA.

Mayor Visser asked for a motion to adjourn the meeting. Koehn moved to adjourn, Petersen seconded. Motion carried. Ayes: Bell, Dursky, Fisher, Koehn, and Petersen, Nays: None. Motion carried.

Adjournment 9:34pm.

Amy Breese, Deputy Clerk

Bruce Visser, Mayor