

CITY OF ATLANTIC COUNCIL MEETING
July 19, 2023
Atlantic City Hall - City Council Chambers - 5:30 PM

AGENDA

- 1. Approve Agenda.**
- 2. Pledge of Allegiance.**
- 3. Adopt Consent Agenda Items.**
 - a. Minutes of the July 5, 2023, City Council Meeting.
 - b. Approval of June Financials.
 - c. Bills to be Determined.
- 4. Public Forum.**
- 5. Order to Restrict Downtown Chestnut Street Parking Spaces on Saturday, August 19, 2023 for Downtown Block Party/Food Truck Special Event.**
- 6. Resolution #32-23 "Approving the Transfer of Funds for the Fourth Quarter of Fiscal Year 2022-2023."**
- 7. Resolution #33-23 "Creating the Position of Code Enforcement and Animal Control Manager, Approving a Job Description, and Setting Compensation for FY 2024."**
- 8. Resolution #34-23 "Creating the Position of Parks & Recreation Coordinator, Approving a Job Description, and Setting Compensation for FY 2024."**
- 9. Resolution #35-23 "Setting Wages for the Atlantic Parks and Recreation, Public Works and Code Enforcement and Animal Control Departments."**
- 10. First Reading of Ordinance #1037 "Repealing Subsection 69.11 'Truck Parking Permitted' from the City of Atlantic's Code of Ordinances."**
- 11. Order to Set the Date of the Public Hearing for August 2, 2023 to Repeal Chapter 24, "Parks and Recreation Board," and Discontinue the Parks and Recreation Board.**
- 12. Administrator's Report.**
 - a. Meeting for Personnel & Finance Committee.
 - b. Request by Darin Kimball of 401 Chestnut for Additional Space for Goods to Sell During Crazy Days.
- 13. Mayor's Report.**
- 14. City Council Reports.**
- 15. Adjournment.**

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AGENDA NOTES

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- 5. Order to Restrict Downtown Chestnut Street Parking Spaces on Saturday, August 19, 2023 for Downtown Block Party/Food Truck Special Event.**

Homebody, Brown's Shoe Fit, Unique Salon and Atlantic Jazzercise have planned a block party event in the downtown area, which will include a food truck parked in public parking stalls. As these stalls are part of the street right-of-way (ROW), a street closure permit is required.

At the time of the application, the nearby Chinese Restaurant is closed. This is important as the ordinance states that food trucks cannot park adjacent to brick-and-mortar businesses.

City Administrator Recommends Approval

- 6. Resolution #32-23 "Approving the Transfer of Funds for the Fourth Quarter of Fiscal Year 2022-2023."**

The City of Atlantic routinely transfers money between our 63 separate funds. The transfers are a critical component of making the City's budget work effectively. In addition, it reconciles accurate cost-accounting with the desire to create transparency on what is being spent in each line item in each fund. Diffusing expenditures amongst a half dozen cost-centers makes that impossible. For example, Finance & Administration wages in many communities are expensed under a variety funds, making those budgets look much smaller than they are in reality. In Atlantic, we account for those costs to each fund, then transfer out that money from the originating fund and deposit it into the General Fund. That way, if you want to see how much cash is being spent on wages for myself, Barb, Rich, and Amanda, you see the full and accurate amount in one line item. Not just a percentage in several line items.

These transfers are always in accordance with the rules established State Statute, The Iowa Department of Management, local referendums, generally accepted accounting principles (GAAP) and each of the 90 rules established by the Government Accounting Standards Board (GASB).

These transfers are always outlined directly in the annual budget passed by the Council each year, but we usually see some last minute tweaks based on actual performance, this is to ensure that when the books are closed at the end of June, the fund balances, assuming there is not a total net loss of cash, reflect healthy growth that helps us maintain the highest ratings on both our management and liquidity scoring when we are reviewed by our credit risk assessor, S&P Global.

In the past, the City just followed the budget on the transfers as sufficient documentation of activity, however auditors are requiring that a separate resolution be passed as the transfers occur.

City Administrator Recommends Approval

7. Resolution #33-23 "Creating the Position of Code Enforcement and Animal Control Manager, Approving a Job Description, and Setting Compensation for FY 2024."

During the July 10, 2023 Personnel & Finance Committee meeting, the Committee reviewed the situation of losing yet another Director for the Parks & Recreation Department. As a division of the Public Works Department, Parks & Recreation is grouped with the Street Department, Wastewater Treatment Plant, Code Enforcement and Animal Control.

During this meeting, the Committee recommended that the City re-orient the City's limited resources towards Code Enforcement and Economic Development. In doing this, the Committee has recommended that the duties of the Parks Director be split between the immediate Supervisor, the Public Works Director, and a new position, Parks & Recreation Coordinator, which will be a revamped position of the current Assistant Parks & Recreation Director. This will save the City \$71,904 and an potential City health care plan enrollee.

With these savings the Committee recommended the following actions:

- The Parks Coordinator position be set at \$50,000. An increase of \$4,419.71 for the Assistant Parks Director position.
- Resetting wages for seasonal parks staff. Our local Walmart currently has a starting wage of \$14.00 per hour. The Parks & Recreation seasonal staff currently make

\$11.00 to \$13.91. If the City is to remain competitive, we will need to adjust compensation to Parks Department. An increase of \$7,263.41 (Going from \$11.00-\$13.91 to \$14.00-\$17.00)

- Promotion for Code Enforcement, Animal Control, and Wastewater Operator Kris Erickson to Full Department Head. An increase \$4,853.35
- Adding a second Code Enforcement Officer. Cost to be determined.
- Compensation increases for the Public Works Director to offset increased responsibilities with the Parks Department in addition to the three other departments he currently supervises, aligning overall compensation above those he supervises, and for merit for the cost-savings proposal relating to the 2024-2030 Street Improvement Program. Increase of \$11,025.00.

Total operating expenditures are to initially increase by \$27,561.47. A net, annual savings in operating costs of \$44,342.53 should be realized after these recommendations are accounted for.

City Administrator Recommends Approval

8. Resolution #34-23 "Creating the Position of Parks & Recreation Coordinator, approving a Job Description, and Setting Compensation for FY 2024."

The notes in agenda item #7 relate directly to this resolution. The Personnel & Finance Committee has endorsed the division of the Park Director's essential duties between the Public Works Director and the new Parks Coordinator positions.

City Administrator Recommends Approval

9. Resolution #35-23 "Setting Wages for the Atlantic Parks and Recreation, Public Works and Code Enforcement and Animal Control Departments."

This resolution will address the compensation adjustments for the Public Works Director and seasonal Parks & Recreation Department employees, as outlined in the notes for agenda item #7.

One additional change is found in this resolution. The Animal Shelter Attendant position was created by the City Council through Resolution #07-23 during the March 15, 2023, City Council meeting. That resolution set the compensation at \$15.00 for this position in FY 2023, which ended on July 1, 2023. To remain consistent with the 7% compensation adjustments for FY 2024, this resolution will set compensation to \$16.05.

City Administrator Recommends Approval

10. First Reading of Ordinance #1037 “Repealing Subsection 69.11 ‘Truck Parking Permitted’ from the City of Atlantic’s Code of Ordinances.”

This Ordinance is a technical correction. Section 69.11 states that the City allows truck parking on certain city-owned lots north of the railroad tracks. For many years, the City has leased these lots to Murphy Heavy Construction. Removing this section will align City practice with City Code. Section 69.11, in its entirety, is found below.

69.11 TRUCK PARKING PERMITTED. All motor trucks, semi-trailers, semi-trailer tractors or any other motor vehicle with trailer attached may park, without charge, at the “truck/truck trailer parking area” located on Lots 31, 32, 33 and 34 in Walker’s Addition to the City of Atlantic with an address of 110 State Street.

City Administrator Recommends Approval

11. Order to Set the Date of the Public Hearing for August 2, 2023 to Repeal Chapter 24, “Parks and Recreation Board,” and Discontinue the Parks and Recreation Board.

During the discussion regarding the division of essential duties of the Parks Director to the new Parks Coordinator and the Public Works Director positions, the necessity of the Parks Board was addressed, as it is a duty of the now eliminated Parks Director to work with the Board. The old Parks Director had no less than 15 individuals with either advisory or supervisory authority: the Public Works Director, the City Administrator, the Parks Board, the Mayor, and the City Council.

It was questioned if a government-bureaucratic approach in engaging dedicated volunteers. Indeed, if it was the most effective use of their time and staff time in improving our parks system and recreation programs.

After reviewing the issue, the Personnel & Finance Committee recommended, with all respect due to the Board and the service of its members, that the Parks Board be dissolved.

In larger urban areas, a Parks Board would be the most effective way for passionate volunteers to be engaged with the Parks Department, but in a community the size of Atlantic, direct contact with the ultimate decision-makers and paid staff is a natural thing. Effective organizations like the Nishna Valley YMCA, SHIFT ATL, Nishna Valley Trails, Master Gardeners, and Trees Forever are examples of excellent partners for the City, while not being run by the City. It is expected that a new organization dedicated to the parks and/or Sunnyside Pool may well emerge to replace the Park Board, but it will be one managed by members of the community and require less red tape and administrative preparation and oversight than its predecessor.

City Administrator Recommends Approval

12. Administrator's Report.

- a. Meeting for Personnel & Finance Committee.
- b. Request by Darin Kimball of 401 Chestnut for Additional Space for Goods to Sell During Crazy Days.

13. Mayor's Report.

14. City Council Reports.

15. Adjournment.

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Minutes

&

Misc.

Financial Reports

Bills

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CITY OF
Atlantic

APPLICATION FOR STREET CLOSING PERMIT

To enable you to close or block off a street for a neighborhood or special event, the Atlantic City Council must first give approval. City Council meets the first and third Wednesday of each month. Please submit application to Clerk's Office prior to 5 p.m. on Thursday preceding the Council meeting.

APPLICANT'S NAME: Homebody Curated Goods

ADDRESS: 511 Chestnut St

PHONE: 712 304 9484 CELL: Same

EMAIL ADDRESS: Sales@Snohomebody.net

CONTACT NAME (IF DIFFERENT THAN APPLICANT) _____

CONTACT PHONE: _____ CELL: _____

CONTACT EMAIL: _____

PURPOSE OF STREET CLOSURE: block party - food truck - special event

AREA TO BE CLOSED: no street close - put parking spaces for truck

DATE & TIME OF CLOSURE: Saturday August 19 2023

NUMBER OF CONES NEEDED: 0 (\$15 EACH) TOTAL PRICE: _____

NUMBER OF BARRICADES NEEDED: _____ (\$75 EACH) TOTAL PRICE: _____

ADDRESS WHERE CONES/BARRICADES SHOULD BE DROPPED OFF: _____

Cones/Barricades will be picked up at the same location the next working day following street closure. Any cones/barricades found damaged or missing will be charged to applicant at replacement cost.

By signing the above agreement, I agree to hold harmless and indemnify the City of Atlantic from all incidents and/or injuries incurred during the above event.

SIGNATURE: Daniel Steinhoff DATE: 6/29/23

FOR OFFICE USE ONLY

Amount Paid: _____ Date _____ Cash/Check/Credit Card

City Council Approval/Denial: _____ Date: _____

CC Police/Streets/Fire/County Dispatch



Griswold, IA

Atlantic, IA

712 590-0083

6/30/2023

Kelsey;

As requested, we are letting you know that we have no issue with Homebody's request to close Chestnut St. on Saturday, 8/19 for a block party. I will still be present at the shop and taking clients, but will park around the corner and will notify our clients to do the same.

Thanks for confirming!

Randy Roy
712 590-0083

Randy's Computer Service & Repair - (712) 590-0083 - randyscomputer.com

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RESOLUTION # 32-23

**A RESOLUTION APPROVING THE TRANSFER OF FUNDS FOR THE FOURTH QUARTER
OF FISCAL YEAR 2022-2023**

WHEREAS, on March 17, 2021, the City Council of the City of Atlantic, Iowa, approved the Fiscal Year 2021-2022 budget, including transfers between funds; and

WHEREAS, the City Clerk makes these budgeted transfers on a quarterly basis; and

WHEREAS, the Local Option Sales Tax received monthly by the city is allocated to various funds as approved by resolution of the City Council also on a quarterly basis; and

WHEREAS, the City of Atlantic's city auditors have recommended that these transfers be approved by the City Council by resolution each quarter;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Atlantic, Iowa that the following budgeted transfers be approved for the fourth quarter of fiscal year 2022-2023:

TRANSFERRED FROM FUND	TRANSFERRED TO FUND	AMOUNT
Emergency	General	\$16,010.24
Road Use	General	\$25,854.75
Storm Water	General	\$10,035.00
Community Promotion	General	\$681.00
LOST Progress	General	\$13,934.00
Sewer Use	General	\$29,684.00
Rec Center Improvement Reserve	General	\$1,372.75
LOST Streets	General	\$2,678.00
Park Improvement Reserve	General	\$37,050.50
North Urban Renewal	General	\$4,246.88
American Rescue Plan	General	\$93,123.25
EDR Loan	General	\$53,826.86
Road Use Tax	Debt Service	\$7,500.00
Storm Water	Debt Service	\$62,500.00
LOST Progress	Debt Service	\$3,040.75
Park Improvement Reserve	Debt Service	\$11,434.00
LOST Streets	Debt Service	\$88,464.00
SW TIF	Debt Service	\$7,966.55
SE Urban Renewal	Debt Service	\$29,476.91
Road Use	2024-2026 CIP	\$11,250.00
Lost Streets	2024-2026 CIP	\$39,000.00
Road Use	2027-2030 CIP	\$18,750.00
Lost Streets	2027-2030 CIP	\$35,000.00
General	Benefits Cash Out	\$5,000.00
Road Use	Benefits Cash Out	\$1,583.50

TRANSFERRED FROM FUND	TRANSFERRED TO FUND	AMOUNT
Road Use	Street Equipment Reserve	\$52,500.00
LOST Streets	Street Equipment Reserve	\$16,250.00
LOST Progress	Beautification Fund	\$29,250.00
LOST Progress	Housing Development	\$200,000.00
General	Police Equipment Reserve	\$21,000.00
General	Police Certification	\$3,750.00
General	Library Equipment Reserve	\$47,500.00
General	Benefits Cashout	\$2,500.00
CDBG Downtown Facade	Housing Development	\$93,171.51
American Rescue Plan	Housing Development	\$600,000.00
American Rescue Plan	Bull Creek Project	\$29,905.12
Sewer	Sewer Equipment Reserve	\$50,000.00
Sewer	Sewer Reserve	\$5,450.00
Sewer	Sewer Benefits Cash Out	\$8,954.00
Storm Water	Storm Water Cap Projects	\$120,000.00
LOST Streets	Sewer	\$18,684.00
Hotel/Motel Tax	Rec Improvement Reserve	\$16,893.58
Employee Benefits	Police Pension	\$ 12,444.00
Park Improvement Reserve	Inclusive Playground Project	\$20,000.00

BE IT FURTHER RESOLVED that the following transfers be made to allocate the Local Option Sales Tax received in the fourth quarter of fiscal year 2022-2023:

TRANSFERRED FROM FUND	TRANSFERRED TO FUND	AMOUNT
LOST Revenue	LOST Progress	\$112,397.02
LOST Revenue	LOST Streets	\$128,453.74
LOST Revenue	Rec Center Imp. Reserve	\$38,000.00
LOST Revenue	Rec Imp. Reserve	\$42,283.59

PASSED AND APPROVED by the City Council of the City of Atlantic this 19th day of July, 2023.

Grace N. Garrett, Mayor

ATTEST:

Barb Barrick, City Clerk

7

RESOLUTION NO. 33-23

RESOLUTION CREATING THE POSITION OF CODE ENFORCEMENT AND ANIMAL CONTROL MANAGER, APPROVING A JOB DESCRIPTION, AND SETTING COMPENSATION FOR FY 2024

WHEREAS, the City of Atlantic one full-time employee and two part-time employees that manage all code enforcement and animal control issues; and;

WHEREAS, the current full-time Code Enforcement and Animal Control Officer has functioned as an independent Department Head, but without the formal designation and benefits of being a Department Head and;

WHEREAS, the Mayor, City Council, and City Administrator believe that the current Code Enforcement, Animal Control and Equipment Operator, Kris Erickson, has more than earned the formal title and benefits of being a department head and;

WHEREAS, the Personnel & Finance Committee met on July 10, 2023 and reviewed the proposed position and compensation proposal and unanimously endorsed the proposals; and;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Atlantic, Iowa, adopts the following:

- Section 1. The position of Code Enforcement and Animal Control Manager is created.
- Section 2. The attached job description for the Code Enforcement and Animal Control Manager is adopted.
- Section 3. An annual salary of \$61,000.00 is authorized for the Code Enforcement and Animal Control Manager. Effective July 16, 2023.
- Section 4. The Code Enforcement and Animal Control Manager position is full-time and shall be reflected in the FY 2024 Revised Estimate.
- Section 5. The Code Enforcement and Animal Control Manager position shall replace the Code Enforcement, Animal Control, and Equipment Operator position.
- Section 6. The current Code Enforcement, Animal Control and Equipment Operator, Kris Erickson, shall be promoted to the position of Code Enforcement and Animal Control Manager.

Passed and approved this 19th day of July 2023.

Grace N. Garrett, Mayor

ATTEST: _____
Barb Barrick, City Clerk

8

RESOLUTION NO. 34-23

RESOLUTION CREATING THE POSITION OF PARKS & RECREATION COORDINATOR, APPROVING A JOB DESCRIPTION, AND SETTING COMPENSATION FOR FY 2024

WHEREAS, the City of Atlantic two full-time employees with the Parks & Recreation Department; and;

WHEREAS, one of these positions, the Parks & Recreation Director, had been vacated and has proven to be a high turnover position; and;

WHEREAS, the Mayor, City Council, and City Administrator believe that the position of Parks & Recreation Director can be eliminated, with the essential job functions being reassigned to the Public Works Director and the remaining full-time position for the Parks & Recreation Department; and;

WHEREAS, the Personnel & Finance Committee met on July 10, 2023 and reviewed the proposed position and compensation proposal and unanimously endorsed the proposals; and;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Atlantic, Iowa, adopts the following:

- Section 1. The position of Parks & Recreation Coordinator is created.
- Section 2. The attached job description for the Parks & Recreation Coordinator is adopted.
- Section 3. An annual salary of \$50,000.00 is authorized for the Parks & Recreation Coordinator, effective July 16, 2023.
- Section 4. The Parks & Recreation Coordinator position is full-time and shall be reflected in the FY 2024 Revised Estimate.
- Section 5. The Animal Shelter Assistant position shall replace the Assistant Parks Director and Parks Director positions.
- Section 6. The current Assistant Parks & Recreation Director, Jeff Christensen, shall be promoted to the Parks & Recreation Coordinator position.

Passed and approved this 19th day of July 2023.

Grace N. Garrett, Mayor

ATTEST: _____
Barb Barrick, City Clerk

TITLE: PARKS AND RECREATION COORDINATOR

FLSA: EXEMPT

SUPERVISOR: Public Works Director

UPDATED: 07/13/23

JOB SUMMARY

Under general direction of the City Administrator and Public Works Director, the Coordinator oversees the entire operation of the Parks and Recreation Department. The Coordinator will direct and organize a comprehensive recreational program involving use of several park facilities, sports complexes, a swimming pool, tennis courts, and related recreational facilities. They will oversee and supervise the part-time staff engaged in maintenance, program, and facility operations. They will work closely with representatives in the community in developing and implementing specific programs, events, and facilities. This position is mainly professional and administrative but may have to help with the maintenance of park facilities to ensure operation and maintenance standards are upheld.

ESSENTIAL FUNCTIONS

- Oversee services, staff and facilities maintenance of the Parks and Recreation Department including city parks, landscaped areas, buildings, pool, open spaces, and trails.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs.
- Follow and administer policies and procedures.
- Recommend appropriate revisions to policies and procedures to meet legal requirements.
- Plan, coordinate, supervise, assign, and implement recreation programs, leisure classes and special events. Develop and promote recreation programs to meet the needs of various individuals, groups, and the community.
- Introduce new program activities, equipment, and materials to the staff and the public.
- Conduct or oversee research.
- Prepare schedules and projections for future landscape and facility needs.
- Attend and participate in professional group meetings.
- Maintain awareness of new trends and developments relating to landscapes, facilities maintenance, park planning; incorporate new developments as appropriate.
- Respond to and resolve citizen inquiries and complaints with professionalism.
- Prepare departmental budget for the programs administered and controlled; prepare daily work schedules, payroll records and expenditure reports as required by board or City policies.
- Confers with various representatives within the community regarding the development and implementation of specific programs; assists in various civic activities designed to provide financial support for ongoing and/or new programs.
- Purchases necessary equipment and supplies necessary to operate various facilities subject to policies.

- Supervises/participates in maintenance, repair and construction of park facilities and enforces standards of cleanliness and sanitation; enforces regulations/policies pertaining to use.
- Perform other duties as requested.

KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Knowledge of principles, theories, and practices of recreation and sports programming
- Knowledge of public facility management
- Ability to operate a computer and effectively use Microsoft Office
- Follow department practices, procedures, regulations, or guidelines.
- Ability to speak in public
- Discuss controversial matters using tact to avoid friction and obtain cooperation.
- Communicate verbally and in writing in an organized manner.
- Establish priorities to accomplish a wide range of duties and responsibilities.
- Maintain an effective working relationship with the Parks & Recreation Director, Parks Employees, Public Works Director, Mayor, City Council, City employees, peers from other organizations, representatives of professional organizations and the public.
- Knowledge of the principles and practices used in the management and operation of park facilities and property, including safety standards for playground and related equipment.
- Knowledge of state requirements relating to the operation of a municipal owned and maintained swimming pool.
- Knowledge of the principles and practices used in the promotion, development, and implementation of specific recreational programs consistent with community interest and input.
- Knowledge of principles and practices relating to financial and human resource management, government fund accounting, public administration, and public relations.
- Knowledge of social media, Microsoft Office products, and general internet use.
- Ability to establish and maintain effective working relationships with the City Administrator, Public Works Director, Mayor, City Council, staff, volunteers, community organizations, individual citizens, governmental agencies, contractors, and vendors.

WORKING CONDITIONS

- Work safely outdoors in all weather conditions with exposure to heat, cold, rain, snow, ice, humidity, wind, dust, sunlight, noise, fumes.
- Interact with the natural environment including a variety of flora and fauna.
- Work extended hours as needed to respond to emergency situations or attend meetings.
- Prolonged standing, sitting, walking, bending, crouching, climbing, reaching.

REQUIREMENTS

- Graduation from high school or GED equivalency.
- Bachelor's Degree in Parks and Recreation is preferred, but not required.

- Minimum 3 years of satisfactory supervisory experience and/or program planning is desired.
- Certification as Pool Operator in State of Iowa and Certified Park Professional certification is desired but not required.
- Clarity of vision, depth perception and field of vision to operate equipment safely and effectively
- Eye/hand/foot coordination, motor coordination, manual/ finger dexterity.
- Lift at least 50 pounds at intermittent periods

VALUES AND CULTURE

The Park and Recreation Staff strive to maintain and develop our city parks and recreation facilities. We aim to offer a wide variety of recreation opportunities to our community to help with their overall well-being. We will continue to better our parks, recreation facilities, and recreation programming to suit not only the surrounding community but to also attract visitors to our town

Our team members are passionate about growth, innovation, and collaboration. We are constantly striving to improve and better ourselves so we can better meet the needs of the patrons who use our facilities. If you have a growth mindset and enjoy creating a lasting experience for all ages, you are probably a great fit for our team.

DISCLAIMER:

All duties and requirements in this job description have been determined by the employer to be essential job functions. As such, they are representative of the functions that are necessary to successful job performance but may not reflect the only duties performed. Employees will be required to perform other job-related duties when it can be reasonable implied that such duties do not fundamentally change the purpose, character, or intent of the job.

The City of Atlantic is an EOE and ADA compliant and inclusive employer.

REASONABLE ACCOMODATIONS:

Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination, and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Employee Signature

Date

Witness Signature

9

Resolution #35-23

RESOLUTION SETTING WAGES FOR THE ATLANTIC PARKS AND RECREATION, PUBLIC WORKS, AND CODE ENFORCEMENT AND ANIMAL CONTROL DEPARTMENTS

SECTION 1. The following persons and positions named shall be paid the following salaries or wages, as indicated below, and the City Clerk is hereby authorized to issue checks, less legally required, or authorized deductions from the amount set out below, and to make such contributions to IPERS, Social Security, and other purposes as required by law or other authorization of the City Council, all subject to and/or review by the City Council of the City of Atlantic. Pay levels as listed shall not include longevity or other premium pay.

SECTION 2. Compensation levels are determined in accordance with Series 500, Code 503 of the City of Atlantic Personnel Policy.

SECTION 3. Wages for the following positions shall be effective on July 16, 2023, and shall remain in effect until March 31, 2024.

Parks & Recreation

Mower IV	\$17.00	Per hour
Mower III	\$16.00	Per hour
Mower II	\$15.00	Per hour
Mower I	\$14.00	Per hour

SECTION 3. Wages for the following positions shall be effective on July 16, 2023, and shall remain in effect until July 1, 2024.

Code Enforcement and Animal Control

Animal Shelter Attendant	\$16.05	Per hour
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Public Works

Public Works Director	\$110,000.00	Per hour
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PASSED and APPROVED THIS 19th Day of July 2023.

Grace N. Garrett, Mayor

ATTEST: _____
Barb Barrick, City Clerk

10

ORDINANCE NO. 1037

AN ORDINANCE, AMENDING THE CODE OF ORDINANCES OF THE CITY OF ATLANTIC, IOWA, BY REPEALING SECTION 69.11 TRUCK PARKING PERMITTED

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

SECTION 1. SECTION REPEALED. Section 69.11 "Truck Parking Permitted" from the Code of Ordinances of the City of Atlantic, Iowa, is hereby repealed.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. 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 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the _____ day of _____, 2023, and approved this _____ day of _____, 2023.

Grace Garrett, Mayor

Barb Barrick, City Clerk

12

John Lund

From: Devin Hogue <devin@atlanticiowapd.org>
Sent: Thursday, July 13, 2023 11:21 AM
To: John Lund; Grace Garrett Mayor
Subject: Trailers parking on 4th street during crazy days

[EXTERNAL] THIS MESSAGE IS NOT FROM A CITY OF ATLANTIC USER

Good morning,

I just spoke to Darrin Kimball, who has purchased 401 Chestnut and is running the new antique shop. He asked if he would bring in 3 trailers of larger antiques on the 22nd for crazy days. He said these are items that are larger and haven't been able to get into his shop, but wanted to have them available for the sale and hopefully bring more people to town.

He said that they would be there from around 8AM-6PM, he would make sure they don't impede any traffic flow and he would have staff outside with them during the day.

I told him that it was okay with me, and just letting you guys know. I don't think it should cause us any issues and hopefully it brings some more shoppers to town for the day.

Thanks,

Chief Devin Hogue
Atlantic Police Department
23 East 4th Street
Atlantic, IA 50022
Phone: (712) 243-3512
Fax: (712) 243-3514



Director's Report

June 2023

GENERAL UPDATES

Thanks for allowing me a few minutes to let you know about the grants we've recently secured for the library. In summary:

- Libraries Transform Communities: \$20,000 towards the elevator modernization
- Great Stories Club: \$500 stipend and copies of books for teen book club
- American Heart Association/Cass County Public Health: 3 blood pressure monitors available for checkout

I am proud to say that the library was reviewed and remains fully accredited through June 2026. Every three years public libraries in Iowa have to be reaccredited in order to continue receiving state funding. Achieving accreditation requires significant, ongoing local commitment to provide high quality public library service including in the areas of governance and funding, staffing, collection, services, public relations, and accessibility. We can only achieve this status with the financial support of City Council, the commitment of the appointed library trustees, and the dedication of the library staff.

Cass County Library Association (CCLA) has decided to create our own bank account due to shared expenses of Imagination Library and ongoing fundraisers. In the past, we've used Griswold's Friends of the Library account to handle CCLA expenses but they've asked us to find another way. Atlantic's city clerk has offered to manage an account under the city's tax ID number like she does for the police reserves. Any payments out of that account would be signed/authorized by a CCLA officer. This means Imagination Library money will no longer be listed as part of the library's gifts account once that change happens.

PROGRAMMING NOTES

Summer programming has been crazy! We are noticing a return to pre-COVID busy-ness. The most well attended programs have been Toddler Time at the library and Art in the Park in cooperation with the parks department and Your Forte. We have also had more interaction with the Summer Y'ers in both Sue going there and them coming here. We've had volunteers helping with a variety of tasks. This year we are using Sign Up Genius so registered volunteers can sign up to work when they are available rather than committing to a weekly time. And, if that weren't enough, the VIP Connections attendees hosted a county wide social event and planted lettuce in the reading garden to share at the Grow Another Row food stands.

We were gifted funds from an anonymous donor to purchase books to give away this summer. We will be offering a Book Walk (think cake walk but with books) at the Sunnyside Park Party on July 8th. We will probably also use these books as giveaways at the Family Fun Day at the Cass County Fair on July 29.

We also have a \$500 gift from Iowa Total Care to promote literacy in our community. We will be purchasing more Wonderbook stepped readers with those funds. Wonderbooks have an audio player embedded in the cover so the reader has both print and audio with one checkout. We have many picture books but would like to expand our collection of readers and chapter books with this feature.

EDUCATION OPPORTUNITIES

Iowa Library Association is offering a webinar on Advocacy at the Local Level on July 26th. I've registered to attend. It promises to teach how to "transform your local patrons, stakeholders, and board members into advocacy rock stars".

MEETINGS & CONTINUING EDUCATION

June 2	Attended CCLA meeting
June 13	Attended CCLA meeting (virtual) Attended ILA Communications Committee meeting (virtual)
June 14	Led library staff meeting Attended Rotary board meeting
June 19	Attended ARSL Midwest Focus Group (virtual)
June 20	Attended library board of trustees meeting
June 21	Attended WhoFi webinar about new features (1 hr CE)
June 24	Represented the library at Cass Atlantic Pride Community Picnic
June 29	Attended Sunnyside Park Party meeting

Monthly Report for June 2023

TOTAL CIRCULATION		5496		
PRINT	Adult	Teen	Juvenile	
Books	1336	379	1646	
Magazines	56		11	
Kit/Other	2		6	
TOTAL	1394	379	1663	

NON-PRINT		4117		
Videos	Adult	Teen	Juvenile	
Audios	230		204	
	77	21	149	
TOTAL	307	21	353	
Total Physical Circ:		4117		

DIGITAL LIBRARY		1379		
Over-Drive books	read	A/V		
Over-Drive other	446	263		
Hoopla	65	0		
Tumblebooks	134	471		
TOTAL	645	734		
Total Digital Circ:		1379		

LIBRARY PROGRAMS		1043		
General Interest	Programs	Total Attendees		
Outreach	10	184		
Adult	2	96		
Outreach	7	89		
Teen	1	20		
Outreach	4	10		
Child (6-11)	17	436		
Outreach	1	11		
Young Child (0-5)	5	197		
Outreach				
TOTAL	47	1043		

PATRON TYPES		4064		
Atlantic		2797		
Cass Co. Rural		750		
Marne		20		
Wiota		5		
Open Access		455		
Libraries		37		
Out of State		0		

OPEN ACCESS		455		
Adair		51		
Anita		36		
Audubon		14		
Avoca		8		
Casey		11		
Council Bluffs		3		
Corning		1		
Cumberland		18		
Elk Horn		1		
Elliott		2		
Exira		59		
Greenfield		2		
Griswold		45		
Lewis		33		
Massena		13		
Oakland		43		
Red Oak		1		
Villisca		2		
Walnut		93		
Brayton		15		
Kimballton		4		

INTERLIBRARY LOAN		40		
Received		40		
Sent		37		

LIBRARY INCOME		\$21,078.38		
General Fund	\$536.94			
Copier/Printer	\$166.99			
Fax	\$93.00			
Fees	\$276.95			
Sale				
Other				
State				
County/Contract				
Non-Res. Fees				
Gifts Fund		\$21,078.38		
Donations		\$137.58		
Sales		\$40.80		
Memorials				
Grants		\$20,000.00		
Other		\$900.00		
DPIL				
VIP CONNECTIONS				

ONLINE LIBRARY		1605		
Website Views		1605		
Unique Visits		796		
Archives Users		133		
Archives sessions		416		
Facebook Likes		1229		
Facebook Reach		3240		

DATABASE USAGE		1582		
Ancestry.com		27		
A to Z World Food		0		
A to Z World Travel		0		
Creativebug (views)		0		
HelpNow		1		
Heritage Quest		0		
JobNow/VetNow		0		
Niche Academy		24		
Rocket Languages		3		
Syndetics (quarterly)		1527		
Computer Usage		201		
Tablet Usage		41		
Wi-Fi Usage		1303		

COMMUNITY SPACE		4244		
Meeting Room A/B		7		
Community Room		4		
Other				
Door Count		4244		
Amount		22		
Hours worked		107.5		

VOLUNTEERS		27		
New cards		27		
Renewed cards		37		



CITY OF *Atlantic*

Water Pollution Control Dept.

July 13, 2023

STATS

Wastewater		Jun-23	May-23	Apr-23	2023 AVG	Jun-22
INF FLOW TOTAL	Million Gallons	18.98	19.17	18.70	18.49	27.58
EFF FLOW TOTAL	Million Gallons	1.03	1.40	4.95	5.00	9.74
ELITE OCTANE TOTAL FLOW	Million Gallons	0.00	15.62	12.36	11.68	16.03
INF FLOW AVG	MGD	0.63	0.62	0.62	0.61	0.92
INF FLOW MAX	MGD	0.79	0.85	0.98	0.84	1.40
INF FLOW MIN	MGD	0.54	0.48	0.51	0.46	0.66
EFF FLOW AVG	MGD	0.03	0.05	0.17	0.17	0.32
EFF FLOW MAX	MGD	0.15	0.28	0.58	1.11	0.85
EFF FLOW MIN	MGD	0.00	0.00	0.00	0.00	0.00
INF BOD5 AVG	mg/L	244	224	237	256	169
EFF CBOD5 AVG	mg/L	2.49	2.53	3.74	2.74	2.82
INF TOTAL NITROGEN AVG	mg/L	37.5	38.1	37.1	37.2	27.5
EFF TOTAL NITROGEN AVG	mg/L	2.8	4.1	3.4	3.8	4.5
EFF TSS AVG	mg/L	4.9	3.1	3.3	3.3	3.4
EFF NH3N AVG	mg/L	0.2	1.2	2.1	1.1	0.0
INF PHOSPHORUS AVG	mg/L	5.3	4.9	4.9	4.9	3.9
EFF PHOSPHORUS AVG	mg/L	2.46	0.75	0.85	0.91	2.27
MLSS COMBINED AVG	mg/L	4,852	4,418	6,426	5,671	5,297
30 MIN COMBINED AVG	ml/l	332.3	316.7	466.0	196.9	362.8
SBR Blower Hours	Ttl Hrs	0.0	304.6	290.1	299.4	418.8

Wastewater Operation & Maintenance

Staff sat in on Virtual EPA Region 7 Wastewater Emergency Response Plan Workshop 06/20-21/2023. More materials are being sent to assist in getting our plan up and running.

Took the Annual WETT (Whole Effluent Toxicity Test) to the State Hygienic Lab in Ankeny. There they will place live aquatic creatures in various concentrations of our effluent and track mortality rate. Had zero mortality, even in our 100% strength effluent.

Numerous lines have been televised and cleaned as needed this past month. The line across 3rd and 2nd took several days as this is the spot the heavy grit will settle out, especially with no large flows to keep it moving. Even with the recent rains our flows continue to be very low.

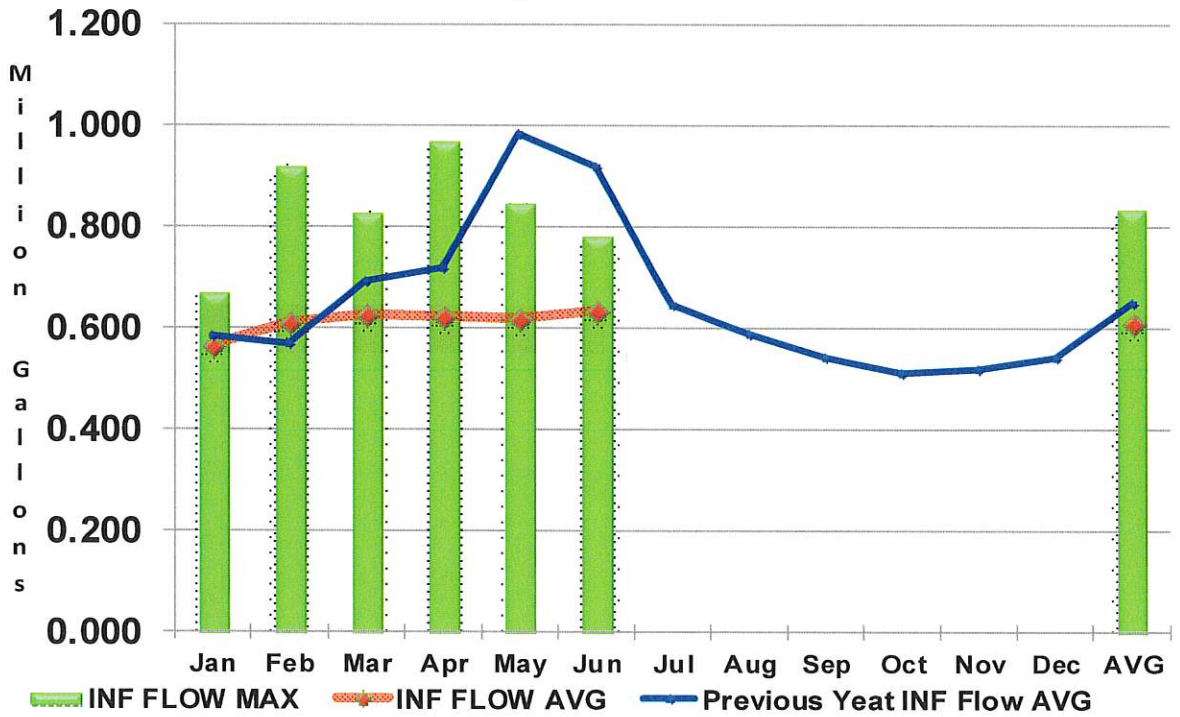
The sharing of mowing equipment and staff, when possible, with the public works has been going well. Both Clint and Travis have helped at either the cemetery or the campgrounds.

The effluent phosphorus was 2.46 mg/l compared to 2.27 mg/l last month and 1.26 mg/l last year. As the temperatures rose, so did the Phosphorus. This was expected but does not help. Grant Weaver called about an EPA study in which he did a phone survey of 12 plants, ours being one. EPA will pick seven of them and do a more in-depth study. While doing the survey, we picked Grants brain, and he made a suggestion or two to try for 3 weeks. This was something we never would have thought about trying, but worth a shot.

Sandy will be retiring at the end of this year and has a good deal of time to use up before then. We will be requesting to start the hiring process for her replacement at an upcoming P/F committee meeting. This would allow her to assist in training the next person in laboratory procedures and for the next person to develop skills to be able to handle on-call by January. I have already had a couple of recent inquiries from others in the field, so we expect a decent amount of interest from good candidates.

Clint took some vacation over the 4th of July week, Travis will be taking some the week of the 17th, Tim will be out the week of the 24th, Sandy has been taking days off here and there as well.

Monthly Influent Flow



Effluent total-Phosphorus (mg/L) Atlantic, Iowa 2014-2023

