

**CITY OF ATLANTIC COUNCIL MEETING
JUNE 19, 2024
Atlantic City Hall - City Council Chambers – 5:30 PM**

AGENDA

- 1. Roll Call.**
- 2. Approve Agenda.**
- 3. Pledge of Allegiance.**
- 4. Adopt Consent Agenda Items.**
 - a. Minutes of the June 5, City Council Meeting.
 - b. Cigarette Permits:
 - i. Green Leaf Tobacco & Vaper, Inc.
 - ii. Olsen Fuel Supply (Olive Street Station).
 - iii. Olsen Fuel Supply (Olsen BP).
 - b. Tree Trimmer Permit – Iowa Timber Solutions LLC.
 - a. Bills: \$298,254.81.
- 5. Public Forum.**
- 6. Appointment and Administering the Oath of Office to Kat (Katrina) Niemann for the Library Board of Trustees.**
- 7. Appointment and Administering the Oath of Office to Dianna Blake for the Library Board of Trustees.**
- 8. Appointment and Administering the Oath of Office to David Schwab for the Library Board of Trustees.**
- 9. Public Hearing on Amending the FY 2024 Budget.**
- 10. Resolution #38-24 “Amending the FY 2024 Budget.”**
- 11. Resolution #39-24 “Approving the Transfer of Funds for the Second Half of Fiscal Year 2023-2024.”**
- 12. Resolution #40-24 “Resolution Authorizing and Approving a Loan Agreement and Providing for the Issuance of a \$90,000 General Obligation Solid Waste Management Note.”**
- 13. Resolution #41-24 “Amending Series 400 Code 405 Leaves of Absence of the Personnel Handbook to Add Grandchildren Under Funeral Leave.”**

- 14. Resolution #42-24 "Adopting a Procurement Policy for State and/or Federal Government Administration of Grants."**
- 15. Resolution #43-24 "Support for a Partnership Between the Atlantic School District and the City of Atlantic for a School Resource Officer (SRO) Position."**
- 16. Order to Authorize the Closure of Selected Streets, No Parking Requests, and Special Vehicle Permits to be Administered by the Atlantic Police Chief for RAGBRAI 2024.**
- 17. Administrator's Report.**
- 18. Mayor's Report.**
- 19. City Council & Student Representative Reports.**
- 20. Adjournment.**

First Reading of Ordinance No. 1044 “.”

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- 5. Public Forum.**
- 6. Appointment and Administering the Oath of Office to Kat (Katrina) Niemann for the Library Board of Trustees.**

The Atlantic Public Library Board of Trustees meets on the second Monday of each month at 5:30 p.m. Trustees are appointed for a six-year term by the mayor. Terms end on June 30 of the year listed by each member.

The Mayor has nominated Kat (Katrina) Niemann to serve on the Library Board of Trustees.

City Administrator Does Not Comment on Political Appointments
- 7. Appointment and Administering the Oath of Office to Dianna Blake for the Library Board of Trustees.**

The Mayor has nominated Diana Blake to serve on the Library Board of Trustees.

City Administrator Does Not Comment on Political Appointments
- 8. Appointment and Administering the Oath of Office to David Schwab for the Library Board of Trustees.**

David Schwab is currently a member of the Library Board of Trustees. He has expressed interest in remaining on the Board. The Mayor has chosen to nominate him for an additional term serving on the Board.

City Administrator Does Not Comment on Political Appointments

9. Public Hearing on Amending the FY 2024 Budget.

During the June 5, 2024, meeting, the City Council set the date for the public hearing on the annual budget amendment. Details of the amendment are found in the following agenda item, at the bottom of the resolution.

10. Resolution #38-24 “Amending the FY 2024 Budget.”

If the City overspends on any of the nine state-defined budget activities (Public Safety, Public Works, Health & Social Services, Culture & Recreation, Community & Economic Development, General Government, Debt Service, Capital Projects, and Business Type/Enterprises) during the fiscal year, we are required to pass a budget amendment. To minimize these, Atlantic has chosen to make a single amendment towards the end of the fiscal year to reconcile our current budget with our final expenditures. This is a routine matter. The areas we traditionally have issues are within capital projects

The FY 2024 Budget Amendment has been prepared by our Financial Consultant from the Iowa League of Cities, Teresa Rotschafer. These figures are her best approximation of where we have overspent or taken in more revenue during the fiscal year. She is still working on the bank reconciliation and financial reports at the time of this writing.
City Administrator Recommends Approval

11. Resolution #39-24 “Approving the Transfer of Funds for the Second Half of Fiscal Year 2023-2024.”

The City of Atlantic routinely transfers money between our 64 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 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, in several funds. The City also transfers money into escrow accounts for capital construction projects, equipment reserves, and funds for specialized purposes like new police officer training or paid time off (PTO) benefits being cashed out at the end of employment.

These transfers are always in accordance with the rules established by State Statute, The Iowa Department of Management, local referendums, generally accepted

accounting principles (GAAP) and each of the 101 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 financial 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

12. Resolution #40-24 “Resolution Authorizing and Approving a Loan Agreement and Providing for the Issuance of a \$90,000 General Obligation Solid Waste Management Note.”

The City is a member of a 28E organization that operates the Cass County Landfill. The City is required to support the Landfill financially, if the Landfill determines it is necessary. The Landfill has instituted a per-capita fee of \$12.00 per resident to be assessed annually. The amount shall be \$85,344, payable in four equal payments over the course of the fiscal year. The rest of the borrowing covers legal costs.

Cities across the State work with local banks for a paper “debt” and make immediate payment of the principal and any interest before the ink is even dried. Since a debt is technically issued the City can levy property taxes to pay for the debt while not utilizing debt capacity as it is immediately closed. Banks often charge some administrative fee to do this, making the paperwork worth their time. However, Atlantic is very fortunate in that our official deposit bank, First Whitney Bank & Trust has generously agreed to offer this service for free. Keeping the costs on our taxpayers to the minimum required.

This, however, is still a debt and requires all the paperwork of issuing a debt required under Iowa Code.

The Council passed an identical resolution under Resolution #27-23 during the June 7, 2023 City Council meeting.

City Administrator Recommends Approval

13. Resolution #41-24 “Amending Series 400 Code 405 Leaves of Absence of the Personnel Handbook to Add Grandchildren Under Funeral Leave.”

This was a recently caught oversight. In discussion with the Mayor, this is such a common-sense correction to the Personnel Handbook, this is moving directly to the Council. The Funeral Leave Policy currently states:

“Funeral Leave

In the event of death of a regular, full-time employee’s spouse, **child (step), parent (step), brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, grandmother, grandfather, grandmother-in-law, and grandfather-in-law or other persons who are members of the employee’s household**, said employee shall be granted up to three (3) working days leave of absence with pay for attendance at the funeral and other related functions. Additional days may be granted by the employer for up to, but not to exceed three (3) working days, and such days shall be deducted from the employee’s accrued sick leave account for each occurrence.”

The intent of the policy appears to value grandparents, and children, so grandchildren are a natural extension of this focus on family. The resolution only adds grandchild to the list.

City Administrator Recommends Approval

14. Resolution #42-24 “Adopting a Procurement Policy for State and/or Federal Government Administration of Grants.”

During the September 6, 2023 City Council meeting, the Council adopted a Federal Purchase Policy for the CDBG Downtown Upper Story Housing Grant for 300 Chestnut Street. The following is from those agenda notes.

“The Whitney Development Corporation is the owner of 300 Chestnut Street. They applied for a CDBG Downtown Upper Story Housing Grant from the Iowa Economic Development Authority (IEDA). The grant has been awarded for \$300,000, with the Group contributing \$295,937 of its own resources and the City offering in-kind grant administration assistance to cover the local match. Combined, this will create four new apartments within the building.

The CDBG program is a block grant to states, which is intended to reduce some of the federal red tape and regulations. This is done by using direct appropriation to states, as opposed to central, federal administration and oversight. Even so, there are still requirements that IEDA must oversee in accepting this money that originated from Washington DC.

IEDA currently has two requirements for the City to adopt as part of the grant. The first is a federal procurement policy. The City already has a procurement policy under its Comprehensive Financial Policy, but for this project, the federal guidelines must be adopted and utilized.”

The Southwest Iowa Planning Council of Governments (SWIPCO) has requested we replace that policy with a Procurement Policy for State and/or Federal Government Administration Grants. This policy should be applicable beyond the scope of just the 300 Chestnut Project.

City Administrator Recommends Approval

15. Resolution #43-24 “Support for a Partnership Between the Atlantic School District and the City of Atlantic for a School Resource Officer (SRO) Position.

The City’s Personnel & Finance Committee met with Police Chief Hogue on May 23, 2024 to discuss a potential partnership with the Atlantic Community School District for the creation of a School Resource Officer. The Personnel & Finance Committee has made the unanimous recommendation to the Council to move forward with the partnership; Understanding that we still need to create the 28E/information sharing agreement with the District.

Grants are currently being applied for by the parties to help get the program off the ground. The Police Department will be working on some fundraising this summer/fall.

The most likely scenario will be opening the position for hire later in the fall and if all goes well, have someone starting in that role when students return from Christmas break.

The distribution of long-term costs has not been settled.

City Administrator Recommends Approval as Long as the Risk of ANY Added Structural Expense to the City’s General Fund or Debt Service Fund is 0.00%.

16. Order to Authorize the Closure of Selected Streets, No Parking Requests, and Special Vehicle Permits to be Administered by the Atlantic Police Chief for RAGBRAI 2024.

Atlantic Police Chief Devin Hogue has made the following request for the management of RAGBRAI. Since he oversees keeping Atlantic residents and tourists safe (said tourists nearly doubling our population), I forward his requests directly to the Council and allow him or a Representative of the Police Department to speak directly to the request.

This type of closure would be expected during an event such as RAGBRAI.

City Administrator Recommends Approval

17. Administrator’s Report.

18. Mayor's Report.

19. City Council & Student Representative Reports.

20. Adjournment.

4

Minutes

&

Misc.

City Council
June 5, 2024
5:30 pm

The Atlantic City Council met in regular session in the Council Chambers at City Hall with Mayor Pro Tem Otte presiding. Upon roll call, the following were present: Mayor Garrett (via phone), Ward 1 Council Kennedy, Ward 2 Council Behrens, Ward 3 Council McDermott, Ward 4 Council Sarsfield (via phone), Ward 5 Council Halder, At Large Council Brink, City Administrator Lund, City Engineer Sturm, Acting City Clerk Tupper. Absent: None.

Mayor Pro Tem Otte gave notice of an amended consent agenda prior to the start of the meeting, removing the minutes of the May 29, 2024, city council meeting and adding tree trimmer permit for Legacy Brothers LLC.

Motion by Kennedy; second by McDermott to approve amended agenda. All ayes. Motion carried.

Those present recited the Pledge of Allegiance.

Motion by Brink; second by Behrens to approve Consent Agenda as follows: Minutes of the May 15, 2024 city council meeting, Class C Retail Alcohol License – The Venue, Class C Retail Alcohol License – Fundays Movies & Events, Class C Retail Alcohol License with outdoor service area and living quarters - Atlantic Golf & Country Club, Class E Retail Alcohol License – Casey’s #2610 (East), Tree Trimmer Permit – Prolawn Environmental Services LLC, Cigarette Permits: Dollar General, Green Leaf Tobacco & Vapor, Hy Vee Wine & Spirits, Atlantic Hy Vee, Murphy USA, Fareway, Casey’s #2610 (East), Casey’s #2365 (West), Casey’s #3035 (Central), Fog Zone; Weresh CDBG Upper Story Payment - \$12,514.00, Whitney Development Corp. Upper Story Conversion - \$45,148.00, and bills totaling \$67,114.27. All ayes. Motion carried.

Public Forum – None.

Discussion was held between Vision Atlantic and the City Council on proposal to utilize Tax Increment Financing (TIF) for the Camblin Hills Development and Child Development Center.

Motion by McDermott; second by Kennedy to Approve the Low-to-Moderate -Income (LMI) Reduction Waiver Request to the Iowa Economic Development Authority (IEDA), on behalf of Vision Atlantic and the Proposed Camblin Hills Addition Residential Development. Ayes: McDermott, Sarsfield, Halder, Brink, Otte, Kennedy, Behrens. Nays: None. Motion carried.

Motion by Brink; second by Behrens to approve the Order to Approve Professional Services with Snyder & Associates for Downtown Treescape Improvement Master Plan Including Options, Public Engagement, and Budget Estimates. All ayes. Motion carried.

Motion by McDermott; second by Halder to approve the Order to Set the Date of the Public Hearing to Amend the FY 2024 Budget for June 19, 2024, at 5:30 p.m. in the City of Atlantic, City Council Chambers. Ayes: McDermott, Sarsfield, Halder, Brink, Otte, Kennedy, Behrens. Nays: None. Motion carried.

Motion by McDermott; second by Halder to approve Resolution #36-24 "SETTING THE DATES FOR THE FOURTH OF JULY FIREWORKS USE." Dates and times set are July 3rd, 4th, 5th, & 6th. Noon until 11:00 p.m. Ayes: Otte, Kennedy, Behrens, McDermott, Sarsfield, Halder. Nays: Brink. Motion carried.

Motion by Kennedy; second by Halder to approve Resolution #37-24 "ADOPTING A CONFLICT-OF-INTEREST POLICY AND RELATED FORMS DURING THE PERFORMANCE OF THE IOWA ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT." Ayes: Behrens, McDermott, Sarsfield, Halder, Brink, Otte, Kennedy. Nays: None. Motion carried.

Motion by Brink; second by Behrens to approve the order to Approve Administrative Assistance Contract with the Southwest Iowa Planning Council (SWIPCO) for the Administration of the Iowa Energy Efficiency and Conservation Block Grant. All ayes. Motion carried.

Motion by McDermott; second by Kennedy to approve the order to Approve Administrative Assistance Contract with the Southwest Iowa Planning Council (SWIPCO) for the Administration of the Community Development Block Grant #24-WS—019. All ayes. Motion carried.

Administrator's Report: City Administrator Lund reported that the ARPA report is finished; the city did not receive a TAP grant for proposed trail on 22nd street project; He has been in communication with Vision Atlantic; and catching up on a backlog of work.

City Council Reports

Otte- Personnel & Finance; McDermott- Library; Kennedy- Parks & Recreation; Behrens- Fire Department; Halder- Landfill; Brink- CADCO

Motion by Behrens; second by Kennedy to adjourn at 6:34 p.m. All ayes. Motion carried.

Grace N. Garrett, Mayor

ATTEST: _____
Rich Tupper, Acting City Clerk



CITY OF
Atlantic

23 East 4th Street
Atlantic, IA 50022
City Hall: (712) 243-4810
Fax: (712) 243-4407
www.atlanticiowa.com

CC Paid 6-14-2024

TREE TRIMMER APPLICATION

Permit No. _____ - _____

Applicant Information

Business Name: Iowa Timber Solutions LLC Date: 08/07/2024

Address: 1588 Trenton Ave

Street Address	IA	Apartment/Unit #
<u>Stuart</u>		<u>50250</u>
City	State	ZIP Code

Phone: (515)732-9280 Owner Name: Isaac Higgins

Email: iowatimbbersolutions@gmail.com

Insurance Company: GI Insurance

Do you use Independent Contractors? **If so, please attach their Certificates of Insurance**

YES NO

Do you have employees? **If so, please attach proof of Work Comp insurance.** YES NO

Please list all independent contractors and phone numbers:

Please ensure that all portions of this application are completed and that a current Certificate of Insurance is on file with the City of Atlantic. Applications will not be processed until all information is complete and all insurance is on file.

In support of the request for the issuance of a Tree Trimmer/Solid Waste Collector license, I hereby state that the above information is correct and truthful. I further hereby state that I will abide by the rules and regulations stated in the City of Atlantic Ordinances regarding Tree Trimmers. I understand that misrepresentation on this application may result in denial or revocation of permit. I further understand that a lapse in any insurance coverage may result in revocation of my permit.

Signature:  Date: 06/07/2024

For City Use Only

Council Approved YES NO Date Approved: _____ Permit Valid From: _____ To: _____

City Clerk (or designee) Signature: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/7/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

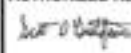
PRODUCER GIT Insurance GIT INSURANCE PO BOX 351 DALLAS CENTER IA 50063	CONTACT NAME: Michelle Julius PHONE (A.C. No. Ext): (515) 897-4448 E-MAIL ADDRESS: mjulius@gitinsurance.com	FAX (A.C. No):
	INSURER(S) AFFORDING COVERAGE	
INSURED KOWA TIMBER SOLUTIONS LLC 1588 TRENTON AVE STUART IA 50250	INSURER A: SCOTTSDALE INSURANCE	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		CPS7996732	05/13/2024	05/13/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER City of Atlantic 23 E 4th St Atlantic IA 50022	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Bills

CLAIMS REPORT
 Check Range: 6/06/2024- 6/19/2024

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL
LIABILITIES				
PR20240601	AFLAC	AFLAC PRE-TAX		208.17
PR20240609	COLLECTION SERVICES CENTER	GARNISHMENT		495.00
PR20240601	EFTPS	FED/FICA TAX	18,604.98	
PR20240602	EFTPS	FED/FICA TAX	8.17	
PR20240609	EFTPS	FED/FICA TAX	6,872.03	25,485.18
PR20240601	MISSION SQUARE RETIREMENT	IOMA	223.11	
PR20240609	MISSION SQUARE RETIREMENT	IOMA	555.80	778.91

	050	LIABILITIES TOTAL		26,967.26
POLICE				
36682785	ACCESS SYSTEMS - TX	POLICE COPIER		173.62
136F-QY4T-JGGY	AMAZON CAPITAL SERVICES	SHIRTS, PANTS, & BOOT LACES		263.11
04/24 HOUGE	BANKERS BANK	HOTEL/FOOD	1,003.65	
04/24 WOOD	BANKERS BANK	HOTEL/FOOD	50.75	
MAY 2024 HOUGE	BANKERS BANK	HOTEL/DINNER	1,120.27	
MAY 2024 WOOD	BANKERS BANK	HOTEL/FOOD	238.36	2,413.03
MAY 2024	CASS CO PUBLIC SAFETY	COMM CENTER SHARE		9,734.20
06/24	CASS HEALTH	ECKLES		121.00
05/2024 POLICE	CENTURY LINK	TELEPHONES		429.32
47669/47856	DVORAK TIRE AND SERVICE	LUBE,OIL & FILTER 2021 CHEVY		369.97
028187988/027972196	GALLS, AN ARAMARK COMPANY	TACTICAL BOOT		169.74
0317545/0317546	INTL. ASSOC. CHIEFS OF POLICE	HOGUE/WOOD		380.00
326427/326443	IOWA LAW ENFORCEMENT ACAD	SMITH / REYNOLDS		6,800.00
7369	LITTLE COBBLER	SHIRT PATCHES		12.00
04/24 POLICE	MEDIACOM COMMUNICATIONS	INTERNET		169.95
APRIL 2024	OLSEN FUEL SUPPLY	FUEL		3,212.97
06/24	OUTFITTERS PLUS	TOMNE & DVORAK	168.00	
5431	OUTFITTERS PLUS	6 NIKE CAPS	340.86	508.86
829	POLICE APP.COM	OFFICER WANTED ADD		60.00
21057	RICHTER & SON TOWING INC	CADILLAC TOWING		275.00
06142024	TN BLUE CONGLOMERA TE LLC	STEKEHOLDERS MEETING		1,000.00
222636	UNITYPOINT CLINIC-OCCUPATION M	ROBERTS/REYNOLDS		84.00
9963497231	VERIZON WIRELESS	WIRELESS SERVICE		362.89
24R1529347	VISUAL EDGE	COPIER POLICE		24.95

	110	POLICE TOTAL		26,564.61
CODE ENFORCEMENT				
5029632310	ACCESS SYSTEMS	COPIER CONTRACT ANIMAL / CODE		102.13
INV1575799	ACCESS SYSTEMS	ANIMAL COPIER		37.21
15909	BANKERS BANK	VISTA PRINT		339.98

	115	CODE ENFORCEMENT TOTAL		479.32
FIRE				
5/31/24 1203	ALLIANT ENERGY	FIRE STATION		426.37
5/28/24 FIRE	ATLANTIC MUNICIPAL	ELECTRIC FIRE DEPT		237.93
837	ATLANTIC VOLUNTEER FIRE	EXTINGUISHER ROOM		1,500.00
1000396530	BANKERS BANK	FIRE DEPT. CC		792.27
ACCT#133	CAPPEL'S ACE HARDWARE	MISC SUPPLIES		367.43
7599	CHOICE PRINTING	4TH OF JULY FLYERS		237.65
JUNE 2024	COOK SANITATION	TRASH REMOVAL		65.00

CLAIMS REPORT
 Check Range: 6/06/2024- 6/19/2024

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL
BB033294	NISHNANET	INTERNET /TECH SERVICE		40.00
APRIL 2024	OLSEN FUEL SUPPLY	FUEL		569.75
24AR1771490	VISUAL EDGE	COPY MACHINE FIRE DEPT	7.74	
36551712	VISUAL EDGE	COPIER FIRE DEPT	237.08	244.82
		150 FIRE TOTAL		4,481.22
	AMBULANCE			
MM431466	MIDWEST MEDICAL	FEB 2024 SUBSIDY	25,000.00	
MM455997	MIDWEST MEDICAL	MARCH 2024 SUBSIDY	25,000.00	
MM474490	MIDWEST MEDICAL	APRIL 2024 SUBSIDY	40,000.00	
MM496972	MIDWEST MEDICAL	MAY 2024 SUBSIDY	40,000.00	130,000.00
		160 AMBULANCE TOTAL		130,000.00
	ANIMAL CONTROL			
5029632310	ACCESS SYSTEMS	COPIER CONTRACT ANIMAL / CODE		102.13
INV1575799	ACCESS SYSTEMS	ANIMAL COPIER		37.22
15909	BANKERS BANK	URNS		437.44
ACCT#133	CAPPEL'S ACE HARDWARE	MISC SUPPLIES		57.93
11948	CASS COUNTY ANIMAL CLINIC	CONTRACTUAL SERVICES		64.87
APRIL 2024	OLSEN FUEL SUPPLY	FUEL		129.56
9963497231	VERIZON WIRELESS	WIRELESS SERVICE		132.22
		190 ANIMAL CONTROL TOTAL		961.37
	ROADS-BRIDGES, SIDEWALKS			
ACCT#886	AKIN BUILDING CENTER	PLAYGROUND/CITY HALL DESK		57.99
82NV069163 / 447	ARNOLD MOTOR SUPPLY	BATTERIES / TIRE REPAIR PARTS		342.01
ACCT#133	CAPPEL'S ACE HARDWARE	MISC SUPPLIES		188.69
JUNE 2024	COOK SANITATION	TRASH REMOVAL		90.00
104251-104266-104265	HENNINGSEN CONST.INC.	COLD PATCH/TACK FOR ASPHALT		1,683.00
5242024	LINDEMAN TRACTOR	GRAPPLE BUCKET		4,500.00
70057	LLOYD & MEREDITH	#55 WATER PUMP		143.00
BB033294	NISHNANET	INTERNET /TECH SERVICE		237.09
RA101001257	O'HALLORAN INTERNATIONAL INC	MOTOR PROBLEMS 2013 INTERNATIO		1,520.69
17096	OLSEN FUEL SUPPLY	WEED BURNER	24.50	
APRIL 2024	OLSEN FUEL SUPPLY	FUEL	2,490.68	2,515.18
231436-230327-230236	SCHILDBERG CONST. CO.	SUNNYSIDE/IA AVE/HUNTS BRIDGE		2,050.21
224869	UNITYPOINT CLINIC-OCCUPATION M	MATHIAS		42.00
6263929-5186-5527	VANWALL EQUIPMENT	CHAIN SAW PARTS & SUPPLIES		976.48
9963497231	VERIZON WIRELESS	WIRELESS SERVICE		105.74
		210 ROADS, BRIDGES, SIDEWALKS TOTAL		14,452.08
	TRAFFIC CONTROL & SAFETY			
501529261	DIAMOND VOGEL PAINT	YELLOW & WHITE PAINT		1,972.50
9963497231	VERIZON WIRELESS	WIRELESS SERVICE		80.02
		240 TRAFFIC CONTROL & SAFETY TOTAL		2,052.52
	AIRPORT			
JUNE 2024	COOK SANITATION	TRASH REMOVAL		65.00
BB033294	NISHNANET	INTERNET /TECH SERVICE		139.99

CLAIMS REPORT
Check Range: 6/06/2024- 6/19/2024

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL
		280 AIRPORT TOTAL		204.99
	LIBRARY			
PETTY CASH 6/17/24 2024.05CC	ATLANTIC PUBLIC LIBRARY	PETTY CASH		159.87
	BANKERS BANK	LIBRARY CC		814.67
		410 LIBRARY TOTAL		974.54
	RECREATION			
ACCT#886	AKIN BUILDING CENTER	PLAYGROUND/CITY HALL DESK		806.07
1G9D-7QR7-3FML	AMAZON CAPITAL SERVICES	BENCHES FOR POOL (FROM GRANT)		836.00
118851	ATLANTIC MOTOR SUPPLY	OIL FOR MOWER	84.60	
119048	ATLANTIC MOTOR SUPPLY	FLUID FILER 72" BAD BOY	36.38	120.98
5/11/24 3RD STREET	ATLANTIC MUNICIPAL	3RD STREET PLACE		58.19
ACCT#40	CAPPEL'S ACE HARDWARE	MISC SUPPLIES PARKS		189.88
JUNE 2024	COOK SANITATION	TRASH REMOVAL		450.00
25786	ED'S LAWN EQUIPMENT	WEED EATER HEAD	30.00	
26142	ED'S LAWN EQUIPMENT	WEED EATER STRING	50.00	80.00
BOOTS	LEE HOUSER	BOOT REIMBURSEMENT		125.00
BB032971	NISHANET	PARKS BUSINESS INTERNET	99.99	
BB033294	NISHANET	INTERNET /TECH SERVICE	76.00	175.99
APRIL 2024	OLSEN FUEL SUPPLY	FUEL		209.64
1190	PLAY-PRO RECREATION	INSTALL PLAYGROUND HOLT PARK	16,000.00	
1191	PLAY-PRO RECREATION	PIP RUBBER HARL HOLT PARK	51,788.00	67,788.00
496658	PYMOSA FARMS	SCHILDBERG CAMPGROUND TREES		3,000.00
525341	RECSUPPLY	LADDER TREADS FROM GRANT		2,369.79
9963497231	VERIZON WIRELESS	WIRELESS SERVICE		41.41
1589	ZELLNER FARMS	HAULING WOODCHIPS		702.00
		440 RECREATION TOTAL		76,952.95
	SCHILDBERG CAMPGROUND			
ACCT#886	AKIN BUILDING CENTER	PLAYGROUND/CITY HALL DESK		35.90
5/28/24 /CMPGRND	ATLANTIC MUNICIPAL	ELECTRIC/ WATER CAMPGROUND		2,285.62
14316	BROWN ELECTRIC CO	SITE #3 POWER OUT		78.00
ACCT#133	CAPPEL'S ACE HARDWARE	MISC SUPPLIES		86.54
		442 SCHILDBERG CAMPGROUND TOTAL		2,486.06
	POOL			
ACCT# 1640	AKIN BUILDING CENTER	SCREWS,NUTS,BOLTS		158.40
5/31/24 1000	ALLIANT ENERGY	1000 SUNNYSIDE LN		74.32
ACCT#40	CAPPEL'S ACE HARDWARE	MISC SUPPLIES PARKS		63.03
74829	HUGHES MULCH PRODUCTS	MULCH		2,160.00
6030	JJ DESIGN LLC	DISC GOLF SIGNS		2,000.00
		445 POOL TOTAL		4,455.75
	COMMUNITY BEAUTIFICATION			
6/10/24	ROBINSON LANDSCAPING & PATIO D	APRIL & MAY CLEAN UP LABOR		1,150.00
		510 COMMUNITY BEAUTIFICATION TOTAL		1,150.00

CLAIMS REPORT
 Check Range: 6/06/2024- 6/19/2024

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL
23821	ECONOMIC DEVELOPMENT			
23941	FIVE Q	WORDPRESS HOSTING SERVICE	50.00	
8346	FIVE Q	WORDPRESS HOSTING	93.75	143.75
	FUSEBOX MARKETING	WEBSITE DESIGN/WORDPRESS		7,374.00
		520 ECONOMIC DEVELOPMENT TOTAL		7,517.75
148949	HOUSING & URBAN RENEWAL			
	CASS COUNTY LANDFILL	NUISANCE CLEANUP		10.00
		530 HOUSING & URBAN RENEWAL TOTAL		10.00
6/11/24 310 CHEST	OTHER COMM & ECO DEV			
09785	ATLANTIC MUNICIPAL	310 CHESTNUT		74.43
88033115	CASS COUNTY PEST CONTROL	312 CHESTNUT		35.00
88033626	NISHNANET	BUSINESS INTERNET RURAL	99.99	
	NISHNANET	BUSINESS INTERNET RURAL	99.99	199.98
		599 OTHER COMM & ECO DEV TOTAL		309.41
MAY 2024	CLERK/TREASURER/ADM			
WHITNEY DEVELOPMENT	ATLANTIC NEWS TELEGRAPH	HELP WANTED ADD		765.63
7538	CASS COUNTY RECORDER	RECORDERS FILING FEE		37.00
	MISSOURI MUNICIPAL LEAGUE	WEBSITE CLASSIFIED ADD		90.00
		620 CLERK/TREASURER/ADM TOTAL		892.63
333552/332463	LEGAL SERVICES/ATTORNEY			
	CRARY HUFF LAW FIRM	COOK		1,251.63
		640 LEGAL SERVICES/ATTORNEY TOTAL		1,251.63
36610941	CITY HALL/GENERAL BLDGS			
ACCT#886	ACCESS SYSTEMS	CITY HALL COPIER		350.04
1HR3-MFQ3-J66P	AKIN BUILDING CENTER	PLAYGROUND/CITY HALL DESK		232.18
1Q7W-WPXK-NTP3	AMAZON CAPITAL SERVICES	W2 TAX FORMS	24.99	
14411	AMAZON CAPITAL SERVICES	RICH'S CHAIR & MAT	267.85	292.84
JUNE 2024	BROWN ELECTRIC CO	ELECTRICAL CITY HALL DESK		460.20
162	COOK SANITATION	TRASH REMOVAL		65.00
88033294	MELISSA E. JOHNSON	CLEANING SERVICES		900.00
348758907001	NISHNANET	INTERNET /TECH SERVICE		224.50
359693735001	ODP BUSINESS SOLUTIONS	STORMWATER MAILING SUPPLIES	103.53	
355067332001	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	27.18	
367088025001	ODP BUSINESS SOLUTIONS	COPY PAPER	79.98	
6/13/24	ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	268.53	479.22
6/10/2024	PERRY'S WINDOW SERVICE	WINDOW CLEANING-CITY HALL		250.00
	QUADIENT LEASING USA INC	LEASE AGREEMENT		354.81
		650 CITY HALL/GENERAL BLDGS TOTAL		3,608.79
122.1479.09-3	CAPITAL PROJECTS			
122.1479.09-4	SNYDER & ASSOCIATES INC	JAN SPASH PAD SERVICES	11,750.00	
	SNYDER & ASSOCIATES INC	FEB SPLASH PAD SERVICES	6,875.00	18,625.00

CLAIMS REPORT
Check Range: 6/06/2024- 6/19/2024

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL
		750 CAPITAL PROJECTS TOTAL		18,625.00
1TRP-V36T-CMVH	SEWER/SEWAGE DISPOSAL	SHREDDER & SOFTWARE		251.47
ACCT#133	AMAZON CAPITAL SERVICES	MISC SUPPLIES		37.99
1292548	CAPPEL'S ACE HARDWARE	TRASH REMOVAL WTP		250.00
ACCT#10811	HEPLER SANITATION, INC.	LAB SUPPLIES		148.05
261394	HY VEE	APRIL LOCATES		116.60
88033294	IOWA ONE CALL	INTERNET /TECH SERVICE		303.50
APRIL 2024	NISHNANET	FUEL		608.30
9963497231	OLSEN FUEL SUPPLY	WIRELESS SERVICE		82.82
	VERIZON WIRELESS			
		815 SEWER/SEWAGE DISPOSAL TOTAL		1,798.73
		Accounts Payable Total		326,196.61
		Invoices: Paid		37,900.07
		Invoices: Not Scheduled		288,296.54

\$ 298,254.81

CLAIMS REPORT CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
001	GENERAL	180,919.84
002	T&A POLICE GIFTS FUND	275.00
003	T&A FIRE GIFTS FUND	1,774.59
004	LIBRARY GIFTS FUND	623.15
005	T&A PARK GIFTS FUND	2,369.79
017	RECREATION IMP RESERVE	75,769.06
024	BEAUTIFICATION FUND	1,150.00
025	POLICE CERTIFICATION	7,005.00
110	ROAD USE TAX	20,113.94
111	STREET EQUIPMENT RESERVE	4,500.00
121	LOST PROGRESS FUND	7,527.75
356	SPLASH PARK PROJECT	18,625.00
610	SEWER	5,355.52
740	STORM WATER	187.97

	TOTAL FUNDS	326,196.61

10

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2024 - AMENDMENT # 1

To the Auditor of CASS County, Iowa:

The City Council of ATLANTIC in said County/Counties met on 06/19/2024 05:30 PM, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any. Thereupon, the following resolution was introduced.

RESOLUTION No. 38-24

A RESOLUTION AMENDING THE CURRENT BUDGET FOR FISCAL YEAR ENDING JUNE 2024

(AS LAST CERTIFIED OR AMENDED ON 04/19/2023)

Be it Resolved by the Council of City of ATLANTIC

Section 1. Following notice published/posted 06/04/2024 and the public hearing held 06/19/2024 05:30 PM the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at the hearing:

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	3,905,324	0	3,905,324
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	3,905,324	0	3,905,324
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	158,143	0	158,143
Other City Taxes	6	121,186	0	121,186
Licenses & Permits	7	93,930	0	93,930
Use of Money & Property	8	241,830	0	241,830
Intergovernmental	9	816,072	700,000	1,516,072
Charges for Service	10	2,657,849	95,000	2,752,849
Special Assessments	11	300	0	300
Miscellaneous	12	525,142	0	525,142
Other Financing Sources	13	90,000	0	90,000
Transfers In	14	3,452,168	0	3,452,168
Total Revenues & Other Sources	15	12,061,944	795,000	12,856,944
EXPENDITURES & OTHER FINANCING USES				
Public Safety	16	2,814,542	0	2,814,542
Public Works	17	2,062,875	0	2,062,875
Health and Social Services	18	9,200	0	9,200
Culture and Recreation	19	1,313,251	0	1,313,251
Community and Economic Development	20	401,798	0	401,798
General Government	21	825,128	0	825,128
Debt Service	22	1,533,213	0	1,533,213
Capital Projects	23	730,503	700,000	1,430,503
Total Government Activities Expenditures	24	9,690,510	700,000	10,390,510
Business Type/Enterprise	25	1,558,331	95,000	1,653,331
Total Gov Activities & Business Expenditures	26	11,248,841	795,000	12,043,841
Transfers Out	27	3,452,168	0	3,452,168
Total Expenditures/Transfers Out	28	14,701,009	795,000	15,496,009
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-2,639,065	0	-2,639,065
Beginning Fund Balance July 1, 2023	30	10,330,784	-397,863	9,932,921
Ending Fund Balance June 30, 2024	31	7,691,719	-397,863	7,293,856

Explanation of Changes: Additional grants were received in FY23 which will cover the additional capital projects expenditures. Storm Water utility budget expenditures and revenues were inadvertently left out of the original FY23 budget that was certified. The estimated beginning balance for July 1, 2023 when the budget was certified in the spring of 2023 was \$10,330,784. The actual FY23 ending balance (therefore the FY24 beginning balance) was \$9,932,921. This amendment makes that adjustment.

06/19/2024

City Clerk/Administrator Signature of Certification

Adopted On

Mayor Signature of Certification

11

RESOLUTION # 39 -24

A RESOLUTION APPROVING THE TRANSFER OF FUNDS FOR THE SECOND HALF OF FISCAL YEAR 2023-2024

WHEREAS, on April 19, 2023 the City Council of the City of Atlantic, Iowa, approved the Fiscal Year 2023-2024 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 second quarter of fiscal year 2023-2024:

TRANSFERRED FROM FUND	TRANSFERRED TO FUND	AMOUNT
Road Use	General	\$33,946.50
Storm Water	General	\$14,803.00
LOST Progress	General	\$21,988.50
Sewer Use	General	\$29,452.50
Hotel/Motel Tax	General	\$1,472.32
YMCA Improvement Reserve	General	\$1,528.00
LOST Streets	General	\$2,809.50
Park Improvement Reserve	General	\$50,615.00
American Rescue Plan	General	\$69,454.62
Road Use Tax	Debt Service	\$12,500.00
Storm Water	Debt Service	\$42,500.00
LOST Progress	Debt Service	\$19,500.00
Park Improvement Reserve	Debt Service	\$11,434.00
LOST Streets	Debt Service	\$112,525.00
SW TIF	Debt Service	\$13,534.50
SE Urban Renewal	Debt Service	\$33,645.00
Lost Streets	2024-2026 CIP	\$50,000.00
LOST Streets	2027-2030 CIP	\$25,000.00
Road Use	Benefits Cash Out	\$1,583.00
Road Use	Street Equipment Reserve	\$32,500.00

TRANSFERRED FROM FUND	TRANSFERRED TO FUND	AMOUNT
LOST Streets	Street Equipment Reserve	\$22,500.00
Sewer	Sewer Equipment Reserve	\$62,500.00
Sewer	Sewer Benefits Cash Out	\$3,710.00
Storm Water	Storm Water Cap Projects	\$22,500.00
LOST Streets	Sewer	\$18,684.00
Hotel/Motel Tax	Rec Improvement Reserve	\$15,895.62
LOST Progress	Beautification	\$25,000.00

BE IT FURTHER RESOLVED that the following transfers be made to allocate the Local Option Sales Tax received in the second quarter of fiscal year 2023-2024:

TRANSFERRED FROM FUND	TRANSFERRED TO FUND	AMOUNT
LOST Revenue	LOST Progress	\$147,382.57
LOST Revenue	LOST Streets	\$168,437.22
LOST Revenue	Rec Improvement Reserve	\$105,273.26

PASSED AND APPROVED by the City Council of the City of Atlantic this 19^h day of June 2024.

Grace N. Garrett, Mayor

ATTEST:

Rich Tupper, Acting City Clerk

12

RESOLUTION NO. 40-24

Resolution authorizing and approving a Loan Agreement and providing for the issuance of a \$90,000 General Obligation Solid Waste Management Note

WHEREAS, the City of Atlantic (the “City”), in Cass County, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, heretofore proposed to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$90,000 for the purpose of paying the costs, to that extent, of funding the construction of solid waste disposal facilities and improvements (the “Project”), and pursuant to law and duly published notice of the proposed action has held a hearing thereon on April 5, 2023; and

WHEREAS, on April 5, 2023 the City Council adopted a resolution (the “Prelevy Resolution”) anticipating the future authorization of the Loan Agreement and providing for the levy of taxes to pay principal thereunder, and said taxes have been collected in the 2023-2024 fiscal year of the City; and

WHEREAS, it is necessary at this time to authorize and approve the Loan Agreement and to make provision for the issuance of the General Obligation Solid Waste Management Note (the “Note”) in evidence of the obligation of the City under the Loan Agreement;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Atlantic, Iowa, as follows:

Section 1. The City hereby determines to enter into the Loan Agreement with First Whitney Bank & Trust, Atlantic, Iowa (the “Purchaser”), providing for a loan to the City in the principal amount of \$90,000 for the purpose or purposes set forth in the preamble hereof.

The Mayor and City Clerk are hereby authorized and directed to sign the Loan Agreement on behalf of the City, and the Loan Agreement is hereby approved.

Section 2. The Note is hereby authorized to be issued in the principal amount of \$90,000, shall be dated as of the date of its delivery to the Purchaser (such date is anticipated to be June 26, 2024) and shall be payable in the manner hereinafter specified.

The City Clerk is hereby designated as the registrar and paying agent for the Note and may be hereinafter referred to as the “Registrar” or the “Paying Agent.”

Principal of the Note shall not bear interest. All of the principal of the Note shall be payable directly to the Purchaser on June 26, 2024.

The Note shall be executed on behalf of the City with the official manual or facsimile signature of the Mayor and attested with the official manual or facsimile signature of the City Clerk and shall be a fully registered Note without interest coupons. In case any officer whose signature or the facsimile of whose signature appears on the Note shall cease to be such officer before the delivery of the Note, such signature or such facsimile signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

The Note shall be fully registered as to principal and interest in the name of the owner on the registration books of the City kept by the Registrar, and after such registration, payment of the principal thereof and interest thereon shall be made only to the registered owner or its legal representatives or assigns. The Note shall be transferable only upon the registration books of the City upon presentation to the Registrar, together with either a written instrument of transfer satisfactory to the Registrar or the assignment form thereon completed and duly executed by the registered owner or the duly authorized attorney for such registered owner.

The record and identity of any owners of the Note shall be kept confidential as provided by Section 22.7 of the Code of Iowa.

Section 3. The Note shall be in substantially the following form:

(Form of Note)

UNITED STATES OF AMERICA
STATE OF IOWA CASS COUNTY
CITY OF ATLANTIC

GENERAL OBLIGATION SOLID WASTE MANAGEMENT NOTE

No. 1		\$90,000
	RATE	MATURITY DATE
	0%	June 26, 2024
		NOTE DATE
		June 26, 2024

The City of Atlantic (the “City”), in Cass County, State of Iowa, for value received, promises to pay in the manner hereinafter provided to

First Whitney Bank & Trust
Atlantic, Iowa

or registered assigns (the “Purchaser”), the principal sum of NINETY THOUSAND DOLLARS.

Principal of this Note shall not bear interest. All of the principal of this Note shall be payable directly to the Purchaser on June 26, 2024.

This Note is issued by the City to evidence its obligation under a certain Loan Agreement, dated as of the date hereof (the “Loan Agreement”) entered into by the City for the purpose of funding the construction of solid waste disposal facilities and improvements.

This Note is issued pursuant to and in strict compliance with the provisions of Chapter 76 and Chapter 384 of the Code of Iowa, 2023, and all other laws amendatory thereof and supplemental thereto, and in conformity with a resolution of the City Council authorizing and approving the Loan Agreement and providing for the issuance and securing the payment of this Note (the “Resolution”), and reference is hereby made to the Resolution and the Loan Agreement for a more complete statement as to the source of payment of this Note and the rights of the Holder of this Note.

This Note is fully negotiable but shall be fully registered as to both principal and interest in the name of the owner on the books of the City in the office of the Registrar, after which no transfer shall be

PLEASE INSERT SOCIAL SECURITY OR OTHER
IDENTIFYING NUMBER OF ASSIGNEE

and does hereby irrevocably appoint _____, Attorney,
to transfer this Note on the books kept for registration thereof with full power of substitution.

Dated: _____

Signature guaranteed:

NOTICE: The signature to this Assignment must correspond with the name of the registered owner as it appears on this Note in every particular, without alteration or enlargement or any change whatever.

Section 4. The Note shall be executed as herein provided as soon after the adoption of this resolution as may be possible and thereupon shall be delivered to the Registrar for registration and delivery to the Purchaser on June 26, 2024, upon receipt of the loan proceeds, and all action heretofore taken in connection with the Loan Agreement is hereby ratified and confirmed in all respects.

Section 5. The City hereby pledges the debt service property taxes received pursuant to the Prelevy Resolution for the full and prompt payment of the principal of the Note.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This resolution shall be in full force and effect immediately upon its approval and adoption, as provided by law.

Passed and approved on June 19, 2024

Mayor

Attest:

City Clerk

13

RESOLUTION NO. 41-24

**AMMENDING SERIES 400 CODE 405 LEAVES OF ABSENCE OF THE
PERSONNEL HANDBOOK TO ADD GRANDCHILDREN UNDER
FUNERAL LEAVE**

WHEREAS, the City of Atlantic provides its employees with a generous amount of paid time off; and;

WHEREAS, there may be occasions when an employee needs time off to cover an tragedy within their family where vacation, personal holidays or other paid time off is inappropriate; and;

WHEREAS, funeral leave under the City’s Personnel Policy includes many familial connections, it unintentionally has excluded grandchildren from the list; and;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Atlantic, that the word “grandchild” is hereby added to the Personnel Handbook under Funeral Leave of Series 400 Code 405 “Leaves of Absence” and becomes effective on May 1, 2024.

Passed and approved this 19th day of June 2024.

Grace N. Garrett, Mayor

ATTEST: _____
Barb Barrick, City Clerk

14

**CITY OF ATLANTIC
RESOLUTION #42-24**

**RESOLUTION ADOPTING A PROCUREMENT POLICY FOR STATE AND/OR
FEDERAL GOVERNMENT ADMINISTRATION OF GRANTS**

WHEREAS: The Mayor and City Council of the City of Atlantic desire to improve the community using whatever resources are available at the state and/or federal level; and,

WHEREAS: The City of Atlantic is currently participating in a variety of grants administered through the State of Iowa or a Federal Agency; and,

WHEREAS: The City of Atlantic must adopt certain policies and abide by certain rules and laws during the performance of these projects.

**NOW THEREFORE BE IT RESOLVED
BY THE
ATLANTIC CITY COUNCIL**

THAT: The City of Atlantic hereby adopts the following policies and statements, and authorizes and directs the Mayor to sign the same:

- City of Atlantic – Procurement Policy for State and/or Federal Government Administration of Grants.

Adopted this 19th day of June 2024.

Grace Garrett, Mayor

Attest:

Rich Tupper, Acting City Clerk

**City of Atlantic
Procurement Policy for State
and/or Federal Government
Administration of Grants**

Definitions

- **2 CFR Part 200** - Establishes uniform administrative requirements, cost principles, and audit requirements for Federal awards to non-federal entities.
 - Found here: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- **Conflict of interest** -a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
- **Noncompetitive procurement** - Purchase of property, goods, and/or services, where a competitive method of procurement is not utilized. Noncompetitive procurement can only be awarded if one or more of the situations detailed under Section 4(C)(i) apply.
- **Procurement** - the act of obtaining or purchasing goods or services, typically for business purposes.

1. Introduction and Purpose.

In keeping with its commitment to maintain the highest standards of conduct and ethics, City of Atlantic has adopted this Procurement Policy (the “Policy”) to ensure that goods and services purchased by City staff or designees are obtained in a cost-effective manner and in compliance with applicable federal and state laws.

The acquisition processes described in this Policy apply to all government-funded purchases made by City staff or designee’s employees, directors, officers, or agents (together, “City staff or designees’ purchasers”). Purchases may also be subject to prior funding source approval and additional requirements imposed by grants or contracts. Program directors are responsible for reviewing any such additional requirements and ensuring that contractors and vendors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2. Code of Conduct.

- A. City staff or designees’ purchasers shall not participate in the selection, award, or administration of a contract if they have a real or apparent conflict of interest. Such a conflict arises when:
 - i. The City staff or designees’ purchaser, any immediate family member (spouse, child, parent, parent-in-law, sibling, or sibling-in-law) partner, or an organization that employs, or is about to employ, any of the above has a direct or indirect financial or other interest in or will receive a tangible personal benefit from a firm or individual considered for the contract award.
 - ii. An “organizational conflict of interest” is created because of a relationship City staff or designees’ has with a parent, affiliate, or subsidiary organization that is involved in the transaction such that City staff or designees’ is or appears to be unable to be impartial in conducting a procurement action involving the related organization.

- B. City staff or designees' purchasers shall not solicit or accept gifts, money, gratuities, favors, or anything of monetary value, except unsolicited items or services of nominal value (no greater than \$20) from vendors, prospective vendors, parties to subcontracts, or any other person or entity that receives, or may receive, compensation for providing goods or performing services for City staff or designees.
- C. All City staff or designees' purchasers shall review and comply with the City staff or designee's procedures for disclosing, reviewing, and addressing actual and potential conflicts of interest.

3. Procurement Requirements and Considerations.

- A. Competition. All procurements shall be conducted in a manner that provides, to the maximum extent practical, full, and open competition. Procurements shall:
 - i. Avoid noncompetitive practices that may restrict or eliminate competition, including but not limited to:
 - a. Unreasonable qualification requirements.
 - b. Unnecessary experience and excessive bonding requirements.
 - c. Noncompetitive pricing practices between firms or affiliated companies.
 - d. Noncompetitive contracts to consultants on retainer contracts.
 - e. Organizational conflicts of interest.
 - f. Specifying "brand name" only instead of allowing "an equal" product.
 - g. Arbitrary actions.
 - ii. Not intentionally split a single purchase into two or more separate purchases to avoid dollar thresholds that require more formal procurement methods.
 - iii. Exclude contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for a proposal from competing for such procurement.
 - iv. Include in any prequalified list an adequate number of current, qualified vendors, firms, or products.
 - v. Not preclude potential bidders from qualifying during the solicitation period.
 - vi. Not use any geographic preferences (state, local or tribal) in the evaluation of bids or proposals, except where expressly mandated or encouraged by applicable federal statutes.
- B. Profit. For noncompetitive procurements (or when cost analysis is used), profit must be negotiated as a separate element of the procurement price.
 - i. To establish a fair and reasonable profit, consider: complexity of work performed, risk borne by contractor, contractor's investment, amount of subcontracting, quality of contractor's record and past performance, and industry profit rates in surrounding geographical area for similar work.

- ii. City staff or designees may not use either the cost plus a percentage of cost, or percentage of construction cost methods of contracting.
- C. Minority Owned, Women Owned, and Small Business Vendors. City staff or designees is committed to taking all necessary affirmative steps to assure that minority business, women’s business enterprises and labor surplus area firms (“MWSB Vendors”) are used whenever possible. Such steps include:
- i. Placing qualified MWSB Vendors on solicitation lists;
 - ii. Soliciting MWSB Vendors whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by MWSB Vendors;
 - iv. Establishing delivery schedules, where requirement permits, which encourage participation by MWSB Vendors;
 - v. Using services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi. Requiring the prime contractor, if subcontracts used, to take affirmative steps listed in paragraphs (i) through (v) of this section.
- D. Minimum Bonding Requirements. For construction or facility improvement contracts or subcontracts exceeding the Simple Acquisition Threshold (\$250,000), the requirements for bonding shall, at a minimum, be as follows:
- i. A bid guarantee from each bidder is equivalent to 5% of the bid price.
 - ii. A performance bond on the part of the contractor is for 100% of the contract price.
 - iii. A payment bond on the part of the contractor is for 100% of the contract price.
 - iv. All bonds required in this section are obtained from companies holding certificates of authority as acceptable sureties pursuant to the surety requirements for companies doing business with the United States (31 CFR Part 223).
- E. Solicitations. All solicitations shall incorporate a clear and accurate description of the technical requirements for products or services to be procured. Descriptions:
- i. Must not contain features which unduly restrict competition.
 - ii. May include a statement of the qualitative nature of the material, product, or service to be procured.

- iii. When necessary, must set forth minimum essential characteristics and standards necessary to satisfy its intended use.
 - iv. Must avoid detailed product specifications if possible.
 - v. May use a “brand name or equivalent” description to define performance or other salient requirements when impractical or uneconomical to make a clear and accurate description of technical requirements. Specific named brand features required to be met must be clearly stated.
 - vi. Identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids and proposals.
- F. Considerations. City staff or designees’ purchasers should consider taking the following actions when procuring goods and services:
- i. Conduct a lease vs. purchase analysis, when appropriate, including for property and large equipment.
 - ii. Consolidate or break out procurements to obtain a more economical purchase, if possible.
 - iii. Use value engineering clauses to offer reasonable opportunities for cost reductions in construction contracts for projects of sufficient size.
 - iv. Use time and materials contracts only if no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at their own risk. If such contract is negotiated and awarded, City staff or designees must assert a high degree of oversight to obtain reasonable assurance that contractor using efficient methods and effective cost controls.

4. Procurement Methods.

- A. All procurements. All procurements made under this policy shall:
- i. Be necessary, at a reasonable cost, documented, not prohibited by law or the applicable funding source, and made in accordance with this Policy.
 - ii. Avoid acquiring unnecessary or duplicative items.
 - iii. Engage responsible vendors who possess the ability to perform successfully under the terms and conditions of a proposed procurement. City staff or designees’ purchasers shall consider: vendor integrity and qualifications, public policy compliance, past performance record, financial and technical resources, key personnel, and other factors that will provide the best overall value and are deemed to serve the best interests of City staff or designees’.

- B. Standard Methods. For transactions meeting the specifications set forth in Appendix 1, City staff or designees' purchasers shall follow the applicable procurement method set forth therein.
- C. Exceptions to Standard Methods.
 - i. *Noncompetitive Procurement*. Procurement by solicitation of a proposal from a single source may only be used if at least one of the following apply and is adequately documented:
 - a. The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (refer to Appendix I);
 - b. Item is only available from a single source;
 - c. Public exigency or emergency will not permit any delay;
 - d. Federal awarding agency or pass-through expressly authorizes a noncompetitive procurement in response to a City staff or designees' request; or
 - e. After soliciting a number of sources, competition is determined inadequate.

5. **Procurement Procedures**. See Appendix 2 for City staff or designees' Procurement Procedures.

6. **Contract Provisions**. All City staff or designees' procurement contracts shall contain the applicable contract provisions contained in Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity.

7. **Documentation**.

- A. Debarment. City staff or designees' shall either:
 - i. Confirm and document that the vendor is not excluded from doing business with the federal government (see www.sam.gov/SAM/) before entering into a contract; or
 - ii. Obtain a signed Debarment Certificate substantially in the form of Appendix 3.
- B. Lobbying Certificate. City staff or designees shall obtain signed Lobbying Certificates substantially in the form of Appendix 4 for procurements > \$100,000.
- C. Records. City staff or designees shall maintain records sufficient to detail history of each procurement transaction. These records must include, but are not limited to:
 - i. A description and supporting documentation showing rationale for procurement method (e.g., cost estimates);
 - ii. Selection of contract type;
 - iii. Written price or rate quotations (such as catalog price, online price, email or written quote), if applicable;
 - iv. Copies of advertisements, requests for proposals, bid sheets or bid proposal packets;

- v. Reasons for vendor selection or rejection, including relevant panel or committee records, rejection letters and award letter; and
- vi. The basis for the contract price.

8. *Compliance with this Policy.* Program directors shall maintain oversight to ensure that contractors and vendors perform in accordance with the terms, conditions, and specifications of contracts or purchase orders. Violations of this policy may result in disciplinary action, up to and including termination.

Appendix 1
Standard Methods of Procurement

Type	Threshold	Method
<i>Micro-purchase</i>	≤ \$10,000	<ul style="list-style-type: none"> - Price must be reasonable - Periodically distribute purchases equitably among qualified vendors
<i>Small Purchase</i>	\$10,000.01 ≤ \$250,000	<ul style="list-style-type: none"> - Obtain written price or rate quotations from at least two qualified vendors - Example documentation: catalog price, online price, email, or written quote
<i>Sealed Bids</i>	> \$250,000	<p>Pre-Solicitation</p> <ul style="list-style-type: none"> - Conduct cost or price analysis <p>Solicitation</p> <ul style="list-style-type: none"> - Publicly advertise invitation for bids - Include specifications or information sufficient for bidders to respond - Provide adequate time to respond - Solicit a sufficient number of bids <p>Bid Review/Selection</p> <ul style="list-style-type: none"> - Open bids at time and place set forth in invite - Award to lowest responsive and responsible bidder - May reject bids for sound, documented reason - Award written, fixed price contract
<i>Competitive Proposals</i>	> \$250,000	<p>Pre-Solicitation</p> <ul style="list-style-type: none"> - Conduct cost or price analysis <p>Solicitation</p> <ul style="list-style-type: none"> - Publicly advertise request for proposals - Identify all evaluation factors and their relative importance - Solicit bids from at least two vendors <p>Proposal Review/Selection Committee as defined by Appendix 2</p> <ul style="list-style-type: none"> - Consider all proposals to maximum extent practical - Use written method to conduct technical evaluations of the proposals - Award contract to bidder with most advantageous proposal, considering price and other factors as defined by Appendix 5 rubric - Award fixed price or cost-reimbursement contract

Appendix 2
City staff or designees' Procurement Procedures

A. New Contract/Purchase Order

1. City staff or designee's purchaser determines the applicable and appropriate procurement method.
 - a. If micro-purchase or small purchase methods are appropriate, conduct procurement as outlined in the Policy and retain appropriate documentation of quotes and vendor selection, etc. If prior approval is required for the purchase, refer to step 2.
 - b. If sealed or competitive bid methods are required, complete steps 2 through 5.
2. If funding source approval is required, work with CFO or designee to obtain. Depending on the procurement method used, City staff or designee's purchaser completes Bid Form and submits to the City Administrator] as part of the approval process.
3. City staff or designees' purchaser, in consultation with accounting and legal departments as needed, formalizes the bid packet and submits it to the City Coordinator to post to City staff or designees' [website] for prospective vendors to access after completing a short registration.
4. Depending on company thresholds or minimum requirements set for approval, City staff or designee's purchaser either makes the procurement decision or presents all bid responses to the appropriate committee or personnel.
5. If a purchasing committee is involved, it makes a recommendation on awarding the bid to the CFO. Bid award is reviewed and a final decision made by the CFO.

Appendix 3

Certification Regarding Contract Provisions for Non-Federal Entity Contracts Under Federal Awards Appendix II of 2 CFR Part 200

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be

required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Name of Vendor, Contractor, or Subgrantee: _____

Signature: _____

Name of Authorized Signatory: _____

Title: _____

Date: _____

Appendix 4
“44 C.F.R. PART 18 APPENDIX A – CERTIFICATION REGARDING LOBBYING”
Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Contractor’s Authorized Official

Name and Title of Contractor’s Authorized Official

Date

Appendix 5
Example RFP Decision Rubric

Architectural Design Services		Category Weight	Weight
Category 1	Deliverables	20	10
	Adequacy, clarity and completeness of response		
	Project plan - technical approach to the project		10
Category 2	Price	30	25
	Total proposal cost		
	Additional cost factors		
Category 3	Capacity	20	5
	Number of employees dedicated to project		
	Past performance on similar size projects		
	Financial stability		
Category 4	Company Expertise	30	10
	Expertise level of project members		
	Experience on related projects		
	Has firm shown innovative designs on past projects		
TOTAL		100	

Instructions:

Step 1: Add factors in the decision in column B

Make sure you copy formulas if you add rows.

Step 2: Change weights so that they add to 100 (see below cat weight column)

This forces you to understand how important these elements are to you relative to each other.

Step 3: Fill out areas with scores from 1-10

Note for negatives, reverse your thinking (so a high score on negative like risk means it's not risky).

Use category weight subtotals to help guide your weighting.

Note that as you do, the weighted averages are shown as subtotals and absolute totals along the bottom.

Resulting scores are shown at the bottom of each opinion.

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RESOLUTION NO. 43-24

A RESOLUTION IN SUPPORT OF A PARTNERSHIP BETWEEN THE ATLANTIC COMMUNITY SCHOOL DISTRICT AND THE CITY OF ATLANTIC FOR A SCHOOL RESOURCE OFFICER (SRO) POSITION

WHEREAS, the Atlantic Community School District and the City of Atlantic jointly desire to develop a school resource officer program to provide a school-based approach to the development of a positive relationship between students and the police and the prevention of delinquency, alcohol and substance abuse, and gang involvement among students; and

WHEREAS, the problems of delinquency, alcohol and substance abuse and other youth related problems that negatively affect the community and the schools can best be addressed in a proactive and preventive manner; and

WHEREAS, such programs are recognized as being effective in the development of a positive relationship between law enforcement, faculty, and young people and in the prevention of delinquency; and

WHEREAS, the Mayor, City Council and the School District intend to pursue the mutual goal school resource officer ("SRO")

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Atlantic, that a partnership with the Atlantic Community School District shall be pursued with negotiations regarding the position's goals, operating structure, external financial support opportunities and long-term financing to commence as is appropriate for both parties.

PASSED AND APPROVED by the City Council of the City of Atlantic this 19^h day of June 2024.

Grace N. Garrett, Mayor

ATTEST:

Rich Tupper, Acting City Clerk

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Road Closure and No Parking request for July 22 & 23, 2024.

Monday July 22nd-Tuesday July 23rd starting at 6AM-2AM (or when vendors and entertainment areas are cleared)

- 1.) **Chestnut Street:** from the Court House Driveway access in the 700 BLK to 2nd street. (Used for stage/entertainment area, and vendors.)
- 2.) **6th Street:** from Locust to Walnut. (Used for entry to the entertainment area, Bike parking, and vendors.)
- 3.) **Poplar Street:** From 7th Street to 5th Street. (Used for bike parking and portable bathrooms)
- 4.) **7th Street *already approved by the Iowa DOT*:** From Poplar to Walnut Street. (Used for entertainment area and crowd area while the bands play.)
- 5.) **10th Street:** At intersection with 7th street for Eastbound, traffic. (Only during peak times of riders getting to and leaving town.)
- 6.) **14th Street:** From Olive to Plum. (On Tuesday the 23rd while riders are leaving town.)

Temporary no parking (will be put out on Sunday, July 21st and picked up after riders have left town on Tuesday, July 23rd.)

- 1.) **10th Street:** from 7th to Olive, North Side of Rd
- 2.) **6th Street:** from Sunnyside Lane to Polar Street – North side
- 3.) **Roosevelt Drive:** from Olive to 14th Street – Both sides of the street
- 4.) **Palm Street:** from 9th to 10th, West side
- 5.) **East Mahogany at 9th Street:** North & West Sides
- 6.) **West Mahogany at 10th Street:** West Side
- 7.) **Ed Podolak Dr:** from Linn to Olive, North Side
- 8.) **Linn Street:** from 10th to Ed Podolak Dr, West & East Sides
- 9.) **14th by Heritage House Sign:** South Side
- 10.) **Olive Street/Roosevelt Drive:** 100 Ft North on East Side
- 11.) **10th/Olive:** Half Block in all directions

Vehicle Permits

We will be asking vendors, committees, and groups that feel they will have a need to use a four-wheeler, ATV, or golf cart to be used on July 22nd/23rd for easier access to their working area to fill out an application to do so. Those approved by the Chief of Police or his designee will be given a permit allowing them to be used and must be posted on the "Special Event Vehicle" while in use. A sample of the permit application and a sample permit have been included for review.

This is the form to use when issuing permits for ATV's, Gators/Golf Carts, etc. Those with a VALID driver's license age 18 and above may only drive these special event vehicles (SEV's). There will be no charge or fee for the permits. Each permit number should be issued to the group or committee that is making the request. One permit will be issued per vehicle. Proof of liability insurance on the ATV must be submitted with this application as well.

A record of who requested the permit, their name, phone number, and address along with the name of the vendor, committee or user group, vehicle type and permit number should be kept on file at the APD. This information also needs to be provided to public safety after all permits are issued. Permits should only be issued to those that show a need and have signed the user agreement for the SEV's.

These permits need to be affixed to the vehicle and displayed in plain view at all times. Law Enforcement can revoke these permits if the need arises due to safety concerns or unsafe operation.

Name of Requestor: _____

Drivers License #: _____

Phone Number: _____

Address: _____

Vendor, Group, or Committee: _____

Vehicle Type: _____

Permit number(s): _____

Signature: _____

Date: _____

Chief of Police (or designee):

Approved: _____

Denied: _____

Signature: _____

Date: _____



Atlantic RAGBRAI
VEHICLE PERMIT

Contact Name:

Date of Permit: July 22/23 2024

Vehicle Type:

VENDOR:

Authorized Signature

Permit #001

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Library Director's Report to City Council

May 2024

GENERAL UPDATES

Public works loaned us staff to help address a water issue in the entrance air lock at the library. They helped clean out gutters, replaced and rerouted some downspouts, and put new sweepers on the base of the door that leaked. We are so grateful—especially when we had round after round of winds and heavy rainfall in May!

The library is scheduled to participate once a month at Produce in the Park (June 6, July 11, August 1, and September 5). We are also committed to participating in the family fun day at the county fair on Saturday, July 27. We will be open regular hours for RAGBRAI on Monday, July 22 (9 am to 7 pm). Besides providing regular library services, we offer additional public bathrooms, a place to cool down and refill water bottles, and power for charging devices for the visiting RAGBRAI participants.

Installation of the elevator update finally started on June 4 (after signing a contract for the work last July!). It should be up and running within a couple weeks.

PROGRAMMING NOTES

Summer programs have begun! We created a new webpage that just has the summer information. It is a sub-page of the Programs and Services section. The theme this year is Read-Renew-Repeat. We will be giving re-usable bags to anyone who completes the first part of the reading challenge. Please take a look and make plans to attend an event or two this summer. We had over 350 people attend the opening kick-off event on May 30! Hopefully that is a good sign for participation all summer.

STAFF UPDATES

I'd like to (re)introduce library staff members over the coming months.

Sue, the youth services librarian, has been working in libraries since 2013 and came to Atlantic in December of 2019. She has greatly expanded our youth audio book options, created new shelving categories to make it easier to find books for early readers, and started a graffiti book collection (mostly for tweens and teens). She is the current president of Boost 4 Families, a regional board that funds early childhood education and child well-being initiatives; a member of the Noble Initiative Foundation that planned and opened the new daycare facility in Griswold; and will soon be appointed to serve the

southwest region of the governor’s STEM Council. We are very grateful for the work she does to provide excellent library services and the way she connects with children, teens, and families.

MEETINGS & CONTINUING EDUCATION

May 3	Attended Cass County Library Association meeting in Lewis
May 8	Attended Rotary board meeting Led ILA Communications Committee meeting
May 13	Attended library board of trustees meeting
May 14	City department heads meeting
May 15	Led library staff meeting Hosted and attended state library director’s roundtable event (3 CE) Presented program at Heritage House
May 21	Library closed early due to power outage after storm
May 23	Library Marketing and Communications Mini-Conference (virtual) Putting Principles into Practice (4 CE)
May 24	Library appreciation breakfast for city staff & city council
May 29	Meeting with ILA Communications co-chair (virtual)

Monthly Report for May 2024

TOTAL CIRCULATION				5155
PRINT	Adult	Teen	Juvenile	
Books	1344	342	1307	
Magazines	20			
Kit/Other	1		6	
TOTAL	1365	342	1313	

NON-PRINT	Adult	Teen	Juvenile	
Videos	323		167	
Audios	78	37	194	
TOTAL	401	37	361	
Total Physical Circ:			3819	

DIGITAL LIBRARY	read	A/V	
OverDrive books	382	273	
OverDrive Magazine	170		
Hoopla	119	392	
TOTAL	671	665	
Total Digital Circ:		1336	

LIBRARY PROGRAMS		
	Programs	Total Attendees
General Interest	5	406
Outreach		
Adult	7	72
Outreach	1	15
Teen	1	
Outreach		
Child (6-11)	2	120
Outreach		
Young Child (0-5)	9	232
Outreach		
TOTAL	25	845

PATRON TYPES	3781
Atlantic	2475
Cass Co. Rural	698
Marne	66
Wiota	1
Open Access	495
Libraries	46
Out of State	

OPEN ACCESS	495
Adair	51
Anita	27
Audubon	46
Avoca	8
Casey	7
Council Bluffs	12
Corning	6
Creston	3
Cumberland	6
Elk Horn	31
Exira	36
Greenfield	1
Griswold	57
Harlan	7
Lewis	20
Massena	7
Oakland	8
Villisca	12
Walnut	76
Brayton	8
Hancock	25
Kimballton	41

LIBRARY INCOME			
General Fund	\$1,072.35	Gifts Fund	\$220.15
Copier/Printer	\$317.70	Donations	\$138.95
Fax	\$157.00	Sales	\$8.20
Fees	\$230.65	Memorials	
Sale	\$367.00	Grants	
Other		Other	\$73.00
State			
County/Contract			
Non-Res. Fees		VIP CONNECTIONS	

ONLINE LIBRARY

DATABASE USAGE	37
Ancestry.com	0
Creativebug (views)	
HelpNow	3
Heritage Quest	
JobNow/VetNow	8
Niche Academy	7
Rocket Languages	19
Syndetics (quarterly)	

Door Count	4512
------------	------

COMMUNITY SPACE	
Meeting Room A/B	9
Community Room	3
Other	

INTERLIBRARY LOAN	
Received	51
Sent	45

Website Views	1672
Unique Visits	898
Archives Users	167
Archives sessions	506

Facebook Likes	1406
Facebook Reach	4211

Computer Usage	265
Tablet Usage	15

Wi-Fi Usage	1129
-------------	------

AWE Usage	415
-----------	-----

VOLUNTEERS	
Amount	18
Hours worked	73.5

New cards	22
Renewed cards	35

PUBLIC WORKS
MONTHLY REPORT
MAY 2024

Cut trees

3 Abatements

Mow

Clean catch basins

Our concrete curb at Holte Park for new playground

Put new mulch in 2 playgrounds at Schildbergs

Paint crosswalks and curbs downtown

Sweep

Clean up storm damage

Mow and fix road at South lawns Cemetery

Cold patch

Work on traffic lights