

CITY OF ATLANTIC COUNCIL MEETING
May 21, 2025
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 May 7, 2025, City Council Meeting.
 - b. Special Class C Retail Alcohol License with Outdoor Services and Living Quarters – Atlantic Golf and Country Club.
 - c. Special Class C Retail Alcohol License with Outdoor Services – Winetime LLC.
 - d. Class C Retail Alcohol License – The Venue.
 - e. Bills: \$75,562.53
- 5. Public Forum.**
- 6. Order to Close 6th Street Between Poplar Street to Chestnut Street Every Thursday Evening from 3:30 P.M. to 7:00 P.M. Beginning June 5, 2025, through September 25, 2025, for Produce in the Park. Additionally that during the Same Period, on Thursdays, from 4:00 P.M. to 6:30 P.M. that Chestnut Street not be Closed for Other Events and Furthermore Allow for a Produce in the Park Banner to be Allowed Across Chestnut Street Late May Through Mid-October.**
- 7. Order to Close Chestnut Street Between 6th and 7th Street on August 7, 2025 from 4:00 P.M. to 6:45 P.M for A Firetruck doing Water Games for Produce in the Park.**
- 8. Resolution #41-25 “Extending and Correcting the Period of Compensation for Extended Duties Not Found in the Job Description of for Specified Non-Exempt Positions.”**
- 9. Request by Councilwoman Kennedy for Discussion on the Proposed Four-Way Stop Sign at 29th and Palm Street (Ordinance 1052).**
- 10. Second Reading of Ordinance 1052 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Section 65.01 of Chapter 65 Entitled ‘Stop Required.’”**
- 11. Second Reading of Ordinance 1050 “Amending the Code of Ordinances of the City of Atlantic, Iowa, By Adding Section 69.08(107) of Chapter 69 Entitled ‘Parking Regulations.’”**
- 12. Second Reading of Ordinance 1051 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code.”**

- 13. Second Reading of Ordinance 1053 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code.” (As Amended)**
- 14. Second Reading of Ordinance 1054 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code.” (As Amended)**
- 15. Second Reading of Ordinance 1055 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code.”**
- 16. Discussion and Recommendation on Fireworks Dates for 2025.**
- 17. Presentation of Final Plans & Specifications for the 2025 Concrete Street Improvements.**
- 18. Resolution #42-25 “Authorizing Bid Letting and Setting Public Hearing.”**
- 19. Order Regarding the Request by Rob Stamp to Vacate A Portion of the Alley on His Property.**
- 20. Order to Set the Date of Public Hearing for June 4, 2025, for the Passage of Ordinance No. 1056, “Amending the Code of Ordinances of the City of Atlantic, Iowa by Amending Chapter 6 Entitled ‘City Election.’”**
- 21. Administrator’s Report.**
 - a. Assistant Swim Team Coach Pay – Correction for Next Meeting?
- 22. Mayor’s Report.**
- 23. City Council Reports.**
- 24. Adjournment.**

CITY OF ATLANTIC COUNCIL MEETING
May 21, 2025
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AGENDA NOTES

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- 2. Approve Agenda.**
- 3. Pledge of Allegiance.**
- 4. Adopt Consent Agenda Items.**
 - a. Minutes of May 7, 2025, City Council Meeting.
 - b. Special Class C Retail Alcohol License with Outdoor Services and Living Quarters – Atlantic Golf and Country Club.
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- 5. Public Forum.**
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Produce in the Park remains a well-attended and managed event series, held at City Park. Similar requests were approved by the City Council in prior years during the May 18, 2022, February 15, 2023, and May 1, 2024 Council meetings.

City Administrator Recommends Approval
- 7. Order to Close Chestnut Street Between 6th and 7th Street on August 7, 2025 from 4:00 P.M. to 6:45 P.M for A Firetruck doing Water Games for Produce in the Park.**

The notes from agenda item #6 apply to this agenda item. It is a separate event with different hours, so it is a separate agenda item.

City Administrator Recommends Approval
- 8. Resolution #41-25 “Extending and Correcting the Period of Compensation for Extended Duties Not Found in the Job Description of for Specified Non-Exempt Positions.”**

This was brought to my attention by City Clerk, Laura McLean. The original resolution for supplemental pay for the City Coordinator and Deputy City Clerk states that the pay will terminate upon the hire of the new City Clerk.

This did not occur. To keep the diverse duties of the position from being completely overwhelming, even for someone as fierce as Laura, the decision was made to continue the compensation until January 1st. Giving our new City Clerk time to adjust to the new position.

This needs to be reflected in the resolution. The rest of this document remains the same as the original resolution, Section 4 has been updated to reflect the actual end date and explicitly overrules Section #4 of Resolution #33-24.

City Administrator Recommends Approval

9. Request by Councilwoman Kennedy for Discussion on the Proposed Four-Way Stop Sign at 29th and Palm Street (Ordinance 1052).

First Ward Councilwoman Emily Kennedy has requested a moment on the agenda for discussion regarding the proposed four-way stop sign at 29th and Palm Street.

She is one of at least two Councilmembers that have been contacted by individuals opposed to the proposed four-way stop. This discussion would relate to Ordinance 1052, which past its first reading during the May 7, 2025 City Council meeting. The second reading of that ordinance is the next item on the agenda.

10. Second Reading of Ordinance 1052 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Section 65.01 of Chapter 65 Entitled ‘Stop Required.’”

Ordinance #1052 passed its first reading during the May 7, 2025 City Council meeting. Ordinance 1052 could also be called "Adding a Four-Way Stop Sign at 29th Street and Palm Street."

The Community Protection Committee met on April 16, 2025 for a review and recommendation on speed control options at 29th and Palm Streets.

There was a lengthy discussion including the police chief, director of public works, and members of the audience. Primary concerns included the lack of sidewalks, the increase in pedestrian traffic since 22nd Street was paved; the increase of children living in the neighborhood; and the urgency about acting because of the work scheduled on 22nd Street, which will drive traffic to 29th.

Five of the following six traffic-related ordinances are products of that meeting intended to address safety in the area. Since the titles are all the same, I am including the meaning of each change in the notes.

The primary intent of this ordinance change is to slow traffic for public safety.

City Administrator Recommends Approval

11. Second Reading of Ordinance 1050 “Amending the Code of Ordinances of the City of Atlantic, Iowa, By Adding Section 69.08(107) of Chapter 69 Entitled ‘Parking Regulations.’”

Ordinance #1050 passed its first reading during the May 7, 2025 City Council meeting. Ordinance 1050 could also be called "No Parking on 10th Street from Locust Street to the East Alley to the North Side of the Road." This issue was discussed during April 16, 2025 of the Community Protection meeting and endorsed for approval.

The primary intent of this ordinance change is to slow traffic for public safety.

City Administrator Recommends Approval

12. Second Reading of Ordinance 1051 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code.”

Ordinance #1051 passed its first reading during the May 7, 2025 City Council meeting.

Ordinance 1051 could also be called “Reduce the Speed Limit from 35 Miles Per Hour to 25 Miles Per Hour on Chestnut Street from 29th Street to the Southern City Limits.”

The primary intent of this ordinance change is to slow traffic for public safety.

City Administrator Recommends Approval

13. Second Reading of Ordinance 1052 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Section 65.01 of Chapter 65 Entitled ‘Stop Required.’”

Ordinance #1051 passed its first reading during the May 7, 2025 City Council meeting.

Ordinance 1052 could also be called "Adding a Four-Way Stop Sign at 29th Street and Palm Street."

The primary intent of this ordinance change is to slow traffic for public safety.

City Administrator Recommends Approval

14. Second Reading of Ordinance 1053 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code.” (As Amended)

Ordinance #1053 passed its first reading during the May 7, 2025 City Council meeting.

In the process it was amended by striking the original words “700 block of West 29th” and replacing them with “Palm Street.” Ordinance 1053 as amended could also be called “Reducing the Speed Limit on 29th Street from 35 Miles Per Hour to 25 Miles Per Hour From Chestnut Street to Palm Street.”

The primary intent of this ordinance change is to slow traffic for public safety.

City Administrator Recommends Approval

15. Second Reading of Ordinance 1054 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code.” (As Amended)

Ordinance #1054 passed its first reading during the May 7, 2025 City Council meeting.

In the process it was amended by striking the original words “Sunnyside Lane” and replacing them with “the 700 block of West 29th Street.”

Ordinance 1054, as amended, could also be called "Reduction of the Speed Limit from 50 Miles Per Hour to 35 Miles Per Hour on 29th Street Between Palm Street and the 700 Block of West 29th Street.”

The primary intent of this ordinance change is to slow traffic for public safety.

City Administrator Recommends Approval

16. Second Reading of Ordinance 1055 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code.”

Ordinance 1055 could also be called "Reduction of the Speed Limit to 35 Miles Per Hour on 22nd Street Between Palm Street and Chestnut Street."

22nd Street is defined as a “Major Arterial” Street” according to the Comprehensive Plan. Streets like this are intended to keep traffic moving quickly, especially if there is traffic growth in the future.

The primary intent of this ordinance change is to slow traffic for public safety.

City Administrator Does Not Recommend Approval

17. Discussion and Recommendation on Fireworks Dates for 2025.

According to the Iowa League of Cities, Senate File 303 or “Consumer Firework Regulations” has passed both Chambers of the Legislature and has been sent to

Governor Reynolds for her signature. This bill prohibits local governments from restricting consumer fireworks on July 3, July 4, and December 31.

If signed, the bill will be effective July 1, 2025.

The following is from Chief Hogue:

“Good morning,

I won’t be around for the meeting on Wednesday, so I thought I would send a note about fireworks times.

My suggestion would be:

Thursday, July 3rd : Noon to 11:00PM

Friday, July 4th: Noon- Midnight

Saturday, July 5th: Noon – 11:00PM

This is the same 3 day schedule that we have had for multiple years prior to the last two.

The last two years have been different because of where the 4th landed in the week and we went for 4 days instead of 3. Every other year that fireworks have been legal we have done 3 days. 11PM has been a good ending time that has gotten people to comply fairly well. We tried 10PM the first couple of years and I wouldn’t support that at all. It doesn’t finally get dark until 9:45, so people just waited until they felt like it to do the fireworks and they went off at later times all through the night. When we have stopped at 11, the large majority of people have been done by then or just shortly after.

I don’t know if the governor is going to sign the bill that was presented this year to not allow cities to ban the use of fireworks on the 3rd/4th. However, If people are going to have family and friends over, it will likely happen on Friday or Saturday. So, I guess if the council wants to do less than three days, I would suggest the 4th/5th. If the Governor signs the bill, they can decide what they would like, but the 5th will be a lost cause. We will have two officers working. Officers and dispatchers will be ready to resign by the end of Saturday night if they would decide on just the 3rd/4th.

Thanks,

Chief Devin Hogue”

This is a political and practical decision for the City Council. My only advice would be to expect the Governor to sign this bill. Local control has not been a hallmark of the administration and I would not anticipate that to prevent the Governor from signing the legislation into law.

Whatever the Council consensus appears to be will show up in the form of a Resolution for the June 4, 2025 City Council.

18. Presentation of Final Plans & Specifications for the 2025 Concrete Street Improvements.

Now will be the time for Dave Sturm, the City Engineer, to present the final plans and specifications for the 2025 Concrete Street Improvement Project. Iowa Code 26.3(2) requires a licensed engineer, landscape architect, or architect to prepare the plans and specifications of a project that exceeds vertical and/or horizontal public improvement project limits established under Iowa Code 26.3(1).

The 2025 Concrete Street Improvement Project includes North Chestnut Street (State Street to Schildberg Parking Lot) and State Street (Locust Street to Chestnut Street) with Additions.

The Council should feel free to ask any questions of Mr. Sturm relating to this major project.

19. Resolution #42-25 “Authorizing Bid Letting and Setting Public Hearing.”

Iowa Code 26.3(1) requires competitive bids for horizontal infrastructure projects expected to exceed \$62,000.00.

Under the same subsection, we are required to solicit bids from a “relevant construction lead generating service with statewide circulation.” Iowa Code 26.7 outlines the nature of the notice provided to bidders, with 26.7(1)(b) specifying the time and place the sealed bids will be opened.

Iowa Code 26.12 requires that a public hearing be held before the Council enters a contract for a public improvement that exceeds the \$62,000 threshold.

City Administrator Recommends Approval

20. Order Regarding the Request by Rob Stamp to Vacate A Portion of the Alley on His Property.

Mr. Stamp has requested that a phantom alley be vacated near his property. He was informed the process begins with a letter to the Council and then is referred to the Planning & Zoning Commission for review and a recommendation to the City Council on action.

Since the format of the letter was not specified, Mr. Stamp, being very successful with his business and short on time, chose to submit his letter in the form of a napkin and it has been scanned for Council. A map of the property in question is below.



City Administrator Recommends the Napkin Request be Transmitted to the Planning & Zoning Commission

21. Order to Set the Date of Public Hearing for June 4, 2025 for the Passage of Ordinance No. 1056, "Amending the Code of Ordinances of the City of Atlantic, Iowa by Amending Chapter 6 Entitled 'City Election .'"

The Council passed Ordinance No. 1009 during the July 21, 2021, meeting of the City Council, changing from a Plurality-Takes-All system to a Runoff System.

At the time, interest in running for Mayor was great, and the intent of the change to the current system was to ensure the incoming Mayor had the support of the majority of the community.

However, following the election, the candidates relayed to me the process was not enjoyable to run two campaigns, it confused voters, and it also does come at a cost to the taxpayers to hold a second election and ballot exclusively for the Mayor.

Ordinance 1056 returns us to the more cost-effective, “plurality-takes-all” system. One only needs to get the most votes on the first and only ballot to win, so less than 50.01% of the vote is required to become the Mayor or member of the Council. Iowa allows for a few types of elections. The differences between our old and current systems can be seen below.

OLD SYSTEM, PROPOSING TO RETURN – CHAPTER 45

Plurality-Takes-All – Single Election

Candidate A	250	25%	Winner
Candidate B	240	24%	
Candidate C	190	19%	
Candidate D	165	17%	
Candidate E	155	16%	
	<u>1,000</u>	100%	

Current System – Runoff Election

True Majority/50.01% – One or Two Elections

Tuesday, November 2 nd			Tuesday, November 30 th		
Candidate A	250	25%	Candidate A	475	48%
Candidate B	240	24%	Candidate B	525	53%
Candidate C	190	19%			
Candidate D	165	17%			
Candidate E	155	16%			
	<u>1,000</u>	100%		<u>1,000</u>	100%

Key things to consider in changing to a Plurality-Takes-All system:

Benefits to Returning to Plurality-Takes-All

- Simplicity. The winner of the most votes in the general election becomes the next office holder.
- Shorter campaigning for the candidates.

- No risk of additional cost to the City by creating the potential for a runoff election.
- The convenience of not having to vote a second time, nor needing to understand you may need to vote again, at the end of November.

Costs

- The winner of the final vote may not necessarily claim a genuine mandate to lead Atlantic by the majority of the voters and that their leadership and priorities are what Atlantic wants.
- Allows for a scenario where the Mayor is the plurality winner not because they are a respected individual in the community, but because they have a devoted base of support and respected candidates divided the vote. In this scenario, someone could become Mayor for four years that half Atlantic or even a supermajority actively opposes.

During the City Council Budget Workshops, the issue of elections was reviewed and it was determined that a return to the Plurality-Takes-All System was desired, and that the majority, runoff-system be abandoned.

To adopt this change by the August 1st deadline, the Council will need to set the date of public hearing during the This Council meeting and pass each reading during the June 4th, June 18th, and July 2nd City Council meetings.

Due to the increased cost of holding a second election, knowing resources down the road will be tight, and that there is a reasonable expectation of voters to know the results of their election following the general election in November, I agree with the Council the Plurality-Takes-All system is the better method of elections.

City Administrator Recommends Approval

22. Administrator's Report.

- a. Assistant Swim Team Coach Pay – Correction for Next Meeting?

23. Mayor's Report.

24. City Council Reports.

25. Adjournment.

4

Minutes

&

Misc.

Atlantic City Council met in regular session in the Council Chambers at City Hall with Mayor Garrett presiding. Council members present were Kennedy (Ward 1), Behrens (Ward 2), McDermott (Ward 3), Sarsfield (Ward 4), Halder (Ward 5), Brink (At-Large), and Otte (At-Large). Absent: None.
Also present: City Administrator Lund.

Motion by McDermott; second by Sarsfield to approve agenda. All ayes: motion passed.

Council recited the Pledge of Allegiance.

Motion by Brink; second by Otte to approve consent agenda as follows:

Minutes of April 16, 2025, City Council Meeting

Bills: \$415,073.81

All ayes: motion passed.

Public Forum.

Tracee Knapp, Constituent Services Representative for US Congressman Zach Nunn. Knapp is based in Creston and helps residents of Nunn's district interact with the federal government. She said that her office can help find grants and get responses, even from the IRS.

Motion by Kennedy; second by Otte to approve Order to Appoint Alisha Wagner to the Board of Adjustment. All ayes: motion passed.

Motion by Brink; second by Sarsfield to approve Order to Appoint Steve Wallingford to the Planning & Zoning Commission. All ayes: motion passed.

Discussion and Order Regarding Request for Chickens at 201 East 6th Street. Brink said that the City has an ordinance prohibiting keeping fowl inside the city limits. Request was denied by Council consensus.

Motion by Behrens; second by Kennedy to approve Order to Close Selected Streets on Saturday, August 9, 2025, for AtlanticFest 2025 Starting at 5:00 A.M. and Ending at 6:00 P.M. All ayes: motion passed.

Motion by McDermott; second by Behrens to approve Resolution #36-25 "Setting Supplemental Pay and Benefit Schedules for Street and Wastewater Department Employees." There will be no change in wages. This resolution was reviewed by Personnel & Finance. Motion unanimously passed by roll call vote.

Motion by McDermott; second by Sarsfield to approve Resolution #37-25 "Setting Compensation and Review Authority for the Part-Time Police Secretary Dispatcher Position." This resolution was reviewed by Personnel & Finance. Motion unanimously passed by roll call vote.

Motion by Otte; second by Brink to approve Resolution #38-25 "Establishing Access and Signatory Authorization to City Financial Accounts." Motion unanimously passed by roll call vote.

Motion by Brink; second by Behrens to approve Resolution #39-25 "Resolution of Support for the Vision Atlantic WorkForce Housing Tax Credit Application." Motion unanimously passed by roll call vote.

Motion by McDermott; second by Sarsfield to approve Resolution #40-25 "Ratifying Bond Purchase Agreement, Providing for the Issuance of General Obligation Corporate Purpose Bonds, Series 2025B and Providing for the Levy of Taxes to Pay the Same." Motion unanimously passed by roll call vote.

Motion by Brink; second by Behrens to approve the First Reading of Ordinance 1050 "Amending the Code of Ordinances of the City of Atlantic, Iowa, By Adding Section 69.08(107) of Chapter 69 Entitled 'Parking Regulations: No Parking on 10th Street from Locust Street to the East Alley on the North side of the Road.'" Motion unanimously passed by roll call vote.

Motion by McDermott; second by Sarsfield to approve the First Reading of Ordinance 1051 "Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code: Reducing

the Speed Limit from 35 mph to 25 mph on Chestnut Street from 29th Street to the Southern City Limits.” Motion unanimously passed by roll call vote.

Motion by Behrens; second by Halder to approve the First Reading of Ordinance 1052 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Section 65.01 of Chapter 65 Entitled ‘Stop Required’: Adding a Four-Way Stop Sign at 29th Street and Palm Street.” Motion unanimously passed by roll call vote.

Presentation and Discussion by Atlantic Police Chief Devin Hogue on Strategies to Enhance Public Safety for Families on the South Side of Atlantic Utilizing Speed Controls.

In response to a citizen request, the Community Protection Committee/CPC, in consultation with Hogue and Public Works Director Knudsen, recommended these ordinance changes. The demographics around the Country Club have changed recently so there are around 30 elementary-aged children living in the neighborhood. There are no sidewalks south of 22nd Street and the roads are narrow and have elevated speed limits. But since then, Hogue has reconsidered and recommends slight changes to two of the ordinances. Otte would like to consider installing sidewalks in that area.

Motion by McDermott; second by Behrens to amend Ordinance 1053 by striking the words “700 block of West 29th” and replacing them with “Palm Street.” Motion unanimously passed by roll call vote. Motion by McDermott; second by Halder to approve the First Reading of Ordinance 1053 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code: Reducing the Speed Limit on 29th Street from 35 mph to 25 mph from Chestnut Street to ~~the 700 Block of West 29th Palm Street~~” as amended. Motion unanimously passed by roll call vote.

Motion by McDermott; second by Sarsfield to amend Ordinance 1054 by striking the words “Sunnyside Lane” and replacing them with “the 700 block of West 29th Street.” Motion unanimously passed by roll call vote. Motion by McDermott; second by Kennedy to approve the First Reading of Ordinance 1054 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code: Reducing the Speed Limit from 50 mph to 35 mph on 29th Street Between Palm Street and ~~Sunnyside Lane~~ the 700 block of West 29th Street” as amended. Motion unanimously passed by roll call vote.

Motion by Behrens; second by Kennedy to approve the First Reading of Ordinance 1055 “Amending the Code of Ordinances of the City of Atlantic, Iowa, by Amending Speed Regulations, Section 63.04 of the City Code: Reducing the Speed Limit to 35 mph on 22nd Street between Palm Street and Chestnut Street.” Motion unanimously passed by roll call vote.

Administrator’s Report.

Lund met with Speaker of the House Pat Grassley and others to discuss the proposals for property tax reform in Iowa. The Council received a thank you note from Vision Atlantic for supporting the project.

Mayor’s Report.

Bull Creek: ISU student team brought excellent suggestions. She recommended the City take advantage of their planning work and move forward with remediation. The mayor clarified that the public art mural project this summer is funded by ISU not the City. The city-wide cleanup went very well. Big thanks to those crews.

City Council Reports.

- Kennedy: Beautification Committee discussed the ISU mural project.
- Behrens: CPC. Personnel & Finance. Fire Dept: working to resolve problem with air masks cracking.
- McDermott: Community Protection Committee. Beautification.
- Halder: Landfill: 29 loads from citywide cleanup, then 27. YMCA: 16 contractors responded to RFQ for the Y renovation project. Facing decision of what to do with the row of houses: move or demolish?
- Otte: PFC: Approved Fire Dept purchasing pagers; donating 5 pool passes for Atlantic Adventure Pass; splitting cost of a field drag with Little League; met with the Parks & Rec Advisory Board to clarify policies.
- Brink: Landfill. PFC. CADCO: Casey’s bought Waspy’s in Audubon and Templeton and land at the interstate. Beautification: cleanup; flagpoles at entrances to the community; trim downtown trees this fall after the street project.

The next City Council meeting will be held on Wednesday, May 21st, 2025.

Motion by Sarsfield; second by Kennedy to adjourn at 6:17 pm. All ayes.

Grace N. Garrett, Mayor

ATTEST: _____
Laura McLean, City Clerk

**** ATLANTIC POLICE DEPARTMENT LIQUOR ESTABLISHMENT INVESTIGATION REPORT ****

NAME OF ESTABLISHMENT Atlantic Golf + Country Club
 STREET ADDRESS 102 W. 29th St.
 OWNER Gary Van Ent BARTENDER _____
 LIQUOR LICENSE # LC 0045536 STATE GAMBLING LICENSE # _____
 TIME 0804 DATE 5/12/25 OFFICER Wood

YES	CHAPTER	NO	LICENSE PROHIBITIONS
<input checked="" type="checkbox"/>	123.49-1	<input checked="" type="checkbox"/>	SERVING INTOXICATED PERSONS
<input checked="" type="checkbox"/>	123.49-2(A)	<input checked="" type="checkbox"/>	GAMBLING VIOLATIONS (CHAPTER 725 & 99B)
<input checked="" type="checkbox"/>	123.49-2(B)	<input checked="" type="checkbox"/>	UNLAWFUL HOURS (CHAPTER 136.36)
<input checked="" type="checkbox"/>	123.49-2(C)	<input checked="" type="checkbox"/>	CHARGE SALES (EXCEPT BONA FIDE CREDIT CARD SALES)
<input checked="" type="checkbox"/>	123.49-2(D)	<input checked="" type="checkbox"/>	UNLAWFUL CONTAINERS (EXCEPT WINE OR PRE-MIXED DRINKS)
<input checked="" type="checkbox"/>	123.49-2(E)	<input checked="" type="checkbox"/>	REUSE OR REFILL OF ORIGINAL LIQUOR BOTTLES
<input checked="" type="checkbox"/>	123.49-2(F)	<input checked="" type="checkbox"/>	EMPLOYING MINORS TO SERVE ALCOHOLIC BEVERAGES
<input checked="" type="checkbox"/>	123.49-2(G)	<input checked="" type="checkbox"/>	PERSONAL LIQUOR ON LICENSED PREMISES
<input checked="" type="checkbox"/>	123.49-2(H)	<input checked="" type="checkbox"/>	SELLING OR SERVING MINORS ALCOHOLIC BEVERAGES OR BEER
<input checked="" type="checkbox"/>	123.49-2(I)	<input checked="" type="checkbox"/>	RETAIL BEER PERMITTEE ALLOWING MIXING OR ADDING OF ALCOHOL TO BEER OR OTHER BEVERAGE ON PREMISES
<input checked="" type="checkbox"/>	123.49-2(J)	<input checked="" type="checkbox"/>	KNOWING PERMIT OR ENGAGE IN ANY CRIMINAL ACTIVITY ON LICENSE PREMISES
<input checked="" type="checkbox"/>	123.141	<input checked="" type="checkbox"/>	KEEPING LIQUOR ON BEER PERMIT PREMISES
<input checked="" type="checkbox"/>	725.1/728.5	<input checked="" type="checkbox"/>	IMMORAL CONDUCT ON PREMISES
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	OTHER VIOLATIONS OR SAFETY/FIRE HAZARDS OBSERVED DURING INVESTIGATION

☒ 103 TWO (2) UNOBSTRUCTED EXITS WITH SWING OUT DOOR & LIGHTED EXIT SIGNS

☒ LICENSEE OR BARTENDER INFORMED OF INVESTIGATION

☒ CONFIRM PERMIT # (S) ON POKER/VIDEO MACHINES # _____

ENFORCEMENT ACTION TAKE, EVIDENCE SEIZED, OTHER COMMENTS: _____

RECOMMENDATION:

APPROVAL OF LICENSE

YES ☒

NO ☐

DATE 5-15-25

SIGNATURE OF CHIEF OF POLICE

Chief Det. Hogue

LIQUOR LICENSE - POLICE CHIEF'S REPORT

BUSINESS NAME: ATLANTIC GOLF & COUNTRY CLUB

CONTACT PERSON: GARY VAN ERT

CONTACT'S TELEPHONE: 712.243.3656, 712.250.1452

EVENT/PREMISE ADDRESS: 102 W 29TH STREET, ATLANTIC

TYPE: PECIAL CLASS C RETAIL ALCOHOL

PRIVILEGES: Outdoor Services

☐

PRIVILEGES: Living Quarters

☐

PRIVILEGES: Choose One

PRIVILEGES: Choose One

APPLICATION RECEIVED BY CITY CLERK'S OFFICE: 5/2/25

PLEASE FILE REPORT WITH CITY CLERK'S OFFICE BY: 5/16/25

APPLICATION WILL BE PRESENTED TO CITY COUNCIL: 5/21/25

APPLICANT'S CURRENT LICENSE EXPIRES: 6/26/25

POLICE CHIEF'S RECOMMENDATION:

☒ APPROVAL OF APPLICATION

☐ DENIAL OF APPLICATION



Police Chief's Signature

POLICE CHIEF'S REMARKS:

LIQUOR LICENSE - FIRE CHIEF'S REPORT

BUSINESS NAME: ATLANTIC GOLF AND COUNTRY CLUB

CONTACT PERSON: GARY VAN ERT

CONTACT'S TELEPHONE: 712.243.3656, 712.250.1452

EVENT/PREMISE ADDRESS: 102 W 29TH STREET, ATLANTIC

TYPE: SPECIAL CLASS C RETAIL ALCOHOL

PRIVILEGES: Outdoor Services



PRIVILEGES: Living Quarters



PRIVILEGES: Choose One

PRIVILEGES: Choose One

APPLICATION RECEIVED BY CITY CLERK'S OFFICE: 5/2/25

PLEASE FILE REPORT WITH CITY CLERK'S OFFICE BY: 5/16/25

APPLICATION WILL BE PRESENTED TO CITY COUNCIL: 5/21/25

APPLICANT'S CURRENT LICENSE EXPIRES: 6/26/25

FIRE CHIEF'S RECOMMENDATION:



APPROVAL OF APPLICATION



DENIAL OF APPLICATION


Fire Chief's Signature

FIRE CHIEF'S REMARKS:

NAME OF ESTABLISHMENT Wine time, LLC

STREET ADDRESS _____

OWNER _____ BARTENDER _____

LIQUOR LICENSE # _____ STATE GAMBLING LICENSE # _____

TIME _____ DATE _____ OFFICER _____

YES	CHAPTER	NO	LICENSE PROHIBITIONS
<input type="checkbox"/>	123.49-1	<input type="checkbox"/>	SERVING INTOXICATED PERSONS
<input type="checkbox"/>	123.49-2(A)	<input type="checkbox"/>	GAMBLING VIOLATIONS (CAHPTER 725 & 99B)
<input type="checkbox"/>	123.49-2(B)	<input type="checkbox"/>	UNLAWFUL HOURS (CHAPTER 136.36)
<input type="checkbox"/>	123.49-2(C)	<input type="checkbox"/>	CHARGE SALES (EXCEPT BONA FIDE CREDIT CARD SALES)
<input type="checkbox"/>	123.49-2(D)	<input type="checkbox"/>	UNLAWFUL CONTAINERS (EXCEPT WINE OR PRE-MIXED DRINKS)
<input type="checkbox"/>	123.49-2(E)	<input type="checkbox"/>	REUSE OR REFILL OF ORIGINAL LIQUOR BOTTLES
<input type="checkbox"/>	123.49-2(F)	<input type="checkbox"/>	EMPLOYING MINORS TO SERVE ALCOHOLIC BEVERAGES
<input type="checkbox"/>	123.49-2(G)	<input type="checkbox"/>	PERSONAL LIQUOR ON LICENSED PREMISES
<input type="checkbox"/>	123.49-2(H)	<input type="checkbox"/>	SELLING OR SERVING MINORS ALCOHOLIC BEVERAGES OR BEER
<input type="checkbox"/>	123.49-2(I)	<input type="checkbox"/>	RETAIL BEER PERMITTEE ALLOWING MISING OR ADDING OF ALCOHOL TO BEER OR OTHER BEVERAGE ON PREMISES
<input type="checkbox"/>	123.49-2(J)	<input type="checkbox"/>	KNOWING PERMIT OR ENGAGE IN ANY CRIMINAL ACTIVITY ON LICENSE PREMISES
<input type="checkbox"/>	123.141	<input type="checkbox"/>	KEEPING LIQUOR ON BEER PERMIT PREMISES
<input type="checkbox"/>	725.1/728.5	<input type="checkbox"/>	IMMORAL CONDUCT ON PREMISES
<input type="checkbox"/>		<input type="checkbox"/>	OTHER VIOLATIONS OR SEFETY/FIRE HAZARDS OBSERVED DURING INVESTIGATION

*pop UP
Has been
here several
times without
issue*

<input type="checkbox"/>	103	<input type="checkbox"/>	TWO (2) UNOBSTRUCTED EXITS WITH SWING OUT DOOR & LIGHTED EXIT SIGNS
<input type="checkbox"/>		<input type="checkbox"/>	LICENSEE OR BARTENDER INFORMED OF INVESTIGATION
<input type="checkbox"/>		<input type="checkbox"/>	CONFIRM PERMITT #(S) ON POKER/VIDEO MACHINES # _____

ENFORCEMENT ACTION TAKE, EVIDENCE SEIZED, OTHER COMMENTS: _____

RECOMMENDATION: APPROVAL OF LICENSE YES X NO _____

DATE 5-15-25 SIGNATURE OF CHIEF OF POLICE Chief Dan Moore

LIQUOR LICENSE - POLICE CHIEF'S REPORT

BUSINESS NAME: WINETIME LLC

CONTACT PERSON: LORI DAILEY

CONTACT'S TELEPHONE: 708.903.0076

EVENT/PREMISE ADDRESS: 10 WEST 7TH (PARKING ABUTTING CITY PARK)

TYPE: SPECIAL CLASS C RETAIL ALCOHOL

PRIVILEGES: Outdoor Services

PRIVILEGES: Choose One

PRIVILEGES: Choose One

PRIVILEGES: Choose One

APPLICATION RECEIVED BY CITY CLERK'S OFFICE: 5/15/25

PLEASE FILE REPORT WITH CITY CLERK'S OFFICE BY: 5/29/25

APPLICATION WILL BE PRESENTED TO CITY COUNCIL: 6/4/25

APPLICANT'S CURRENT LICENSE EXPIRES:

POLICE CHIEF'S RECOMMENDATION:



APPROVAL OF APPLICATION



DENIAL OF APPLICATION



Police Chief's Signature

POLICE CHIEF'S REMARKS:

LIQUOR LICENSE - FIRE CHIEF'S REPORT

BUSINESS NAME: WINETIME LLC

CONTACT PERSON: LORI DAILEY

CONTACT'S TELEPHONE: 708.903.0076

EVENT/PREMISE ADDRESS: 10 WEST 7TH (PARKING ABUTTING CITY PARK)

TYPE: SPECIAL CLASS C RETAIL ALCOHOL

PRIVILEGES: Outdoor Services



PRIVILEGES: Choose One

PRIVILEGES: Choose One

PRIVILEGES: Choose One

APPLICATION RECEIVED BY CITY CLERK'S OFFICE: 5/15/25

PLEASE FILE REPORT WITH CITY CLERK'S OFFICE BY: 5/29/25

APPLICATION WILL BE PRESENTED TO CITY COUNCIL: 6/4/25

APPLICANT'S CURRENT LICENSE EXPIRES:

FIRE CHIEF'S RECOMMENDATION:



APPROVAL OF APPLICATION



DENIAL OF APPLICATION

Fire Chief's Signature

FIRE CHIEF'S REMARKS:

NAME OF ESTABLISHMENT The Venue

STREET ADDRESS 307 Walnut Street

OWNER Michael Johnson BARTENDER _____

515-360-5875
LIQUOR LICENSE # LC004403 STATE GAMBLING LICENSE # _____

TIME 0836 DATE 5/16/25 OFFICER Wood

YES	CHAPTER	NO	LICENSE PROHIBITIONS
<input type="checkbox"/>	123.49-1	<input checked="" type="checkbox"/>	SERVING INTOXICATED PERSONS
<input type="checkbox"/>	123.49-2(A)	<input checked="" type="checkbox"/>	GAMBLING VIOLATIONS (CHAPTER 725 & 99B)
<input type="checkbox"/>	123.49-2(B)	<input checked="" type="checkbox"/>	UNLAWFUL HOURS (CHAPTER 136.36)
<input type="checkbox"/>	123.49-2(C)	<input checked="" type="checkbox"/>	CHARGE SALES (EXCEPT BONA FIDE CREDIT CARD SALES)
<input type="checkbox"/>	123.49-2(D)	<input checked="" type="checkbox"/>	UNLAWFUL CONTAINERS (EXCEPT WINE OR PRE-MIXED DRINKS)
<input type="checkbox"/>	123.49-2(E)	<input checked="" type="checkbox"/>	REUSE OR REFILL OF ORIGINAL LIQUOR BOTTLES
<input type="checkbox"/>	123.49-2(F)	<input checked="" type="checkbox"/>	EMPLOYING MINORS TO SERVE ALCOHOLIC BEVERAGES
<input type="checkbox"/>	123.49-2(G)	<input checked="" type="checkbox"/>	PERSONAL LIQUOR ON LICENSED PREMISES
<input type="checkbox"/>	123.49-2(H)	<input checked="" type="checkbox"/>	SELLING OR SERVING MINORS ALCOHOLIC BEVERAGES OR BEER
<input type="checkbox"/>	123.49-2(I)	<input checked="" type="checkbox"/>	RETAIL BEER PERMITTEE ALLOWING MIXING OR ADDING OF ALCOHOL TO BEER OR OTHER BEVERAGE ON PREMISES
<input type="checkbox"/>	123.49-2(J)	<input checked="" type="checkbox"/>	KNOWING PERMIT OR ENGAGE IN ANY CRIMINAL ACTIVITY ON LICENSE PREMISES
<input type="checkbox"/>	123.141	<input checked="" type="checkbox"/>	KEEPING LIQUOR ON BEER PERMIT PREMISES
<input type="checkbox"/>	725.1/728.5	<input checked="" type="checkbox"/>	IMMORAL CONDUCT ON PREMISES
<input type="checkbox"/>		<input checked="" type="checkbox"/>	OTHER VIOLATIONS OR SEFETY/FIRE HAZARDS OBSERVED DURING INVESTIGATION
<input checked="" type="checkbox"/>	103	<input type="checkbox"/>	TWO (2) UNOBSTRUCTED EXITS WITH SWING OUT DOOR & LIGHTED EXIT SIGNS
<input checked="" type="checkbox"/>		<input type="checkbox"/>	LICENSEE OR BARTENDER INFORMED OF INVESTIGATION
<input type="checkbox"/>		<input checked="" type="checkbox"/>	CONFIRM PERMIT # (S) ON POKER/VIDEO MACHINES # _____

ENFORCEMENT ACTION TAKE, EVIDENCE SEIZED, OTHER COMMENTS: _____

RECOMMENDATION: APPROVAL OF LICENSE YES ☒ NO ☐

DATE 5-16-25 SIGNATURE OF CHIEF OF POLICE Chief Det. Hogue

LIQUOR LICENSE - POLICE CHIEF'S REPORT

BUSINESS NAME: THE VENUE

CONTACT PERSON: MICHAEL J JOHNSON

CONTACT'S TELEPHONE: 515.360.5875

EVENT/PREMISE ADDRESS: 307 WALNUT ST, ATLANTIC

TYPE: CLASS C RETAIL ALCOHOL

PRIVILEGES: Choose One

PRIVILEGES: Choose One

PRIVILEGES: Choose One

PRIVILEGES: Choose One

APPLICATION RECEIVED BY CITY CLERK'S OFFICE: 5/9/25

PLEASE FILE REPORT WITH CITY CLERK'S OFFICE BY: 5/17/25

APPLICATION WILL BE PRESENTED TO CITY COUNCIL: 5/21/25

APPLICANT'S CURRENT LICENSE EXPIRES: 5/31/25

POLICE CHIEF'S RECOMMENDATION:



APPROVAL OF APPLICATION



DENIAL OF APPLICATION

Chiy Dai Hsu

Police Chief's Signature

POLICE CHIEF'S REMARKS:

LIQUOR LICENSE - FIRE CHIEF'S REPORT

BUSINESS NAME: THE VENUE

CONTACT PERSON: MICHAEL J JOHNSON

CONTACT'S TELEPHONE: 515.360.5875

EVENT/PREMISE ADDRESS: 307 WALNUT STREET, ATLANTIC

TYPE: CLASS C RETAIL ALCOHOL

PRIVILEGES: Choose One



PRIVILEGES: Choose One

PRIVILEGES: Choose One

PRIVILEGES: Choose One

APPLICATION RECEIVED BY CITY CLERK'S OFFICE: 5/9/25

PLEASE FILE REPORT WITH CITY CLERK'S OFFICE BY: 5/16/25

APPLICATION WILL BE PRESENTED TO CITY COUNCIL: 5/21/25

APPLICANT'S CURRENT LICENSE EXPIRES: 5/31/25


FIRE CHIEF'S RECOMMENDATION:



APPROVAL OF APPLICATION



DENIAL OF APPLICATION



Fire Chief's Signature

FIRE CHIEF'S REMARKS:

Bills

**CITY OF ATLANTIC
CLAIMS REPORT TOTALS**

ACCOUNTS PAYABLE 05/08/25-05/21/25

	\$	105,816.92
LESS AIRPORT BILLS:	\$	23,555.26
LESS LIBRARY BILLS:	\$	6,699.13
TOTAL CLAIMS FOR 05/21/25 CC APPROVAL	\$	75,562.53



Laura McLean, City Clerk/Treasurer

CLAIMS REPORT

Check Range: 5/08/2025- 5/21/2025

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL
LIABILITIES				
PR20250503	AFLAC	AFLAC PRE-TAX		208.17
PR20250509	COLLECTION SERVICES CENTER	GARNISHMENT		702.00
PR20250503	EFTPS	FED/FICA TAX	14,361.88	
PR20250509	EFTPS	FED/FICA TAX	6,506.38	20,868.26
PR20250503	MISSION SQUARE RETIREMENT	ICMA	281.78	
PR20250509	MISSION SQUARE RETIREMENT	ICMA	438.05	719.83
050 LIABILITIES TOTAL				22,498.26
POLICE				
MAY 2025 POL CHIEF	BANKERS BANK	BETTENDORF		467.84
2025 MAY 333870129	CENTURY LINK	MAY STMT	11.00	
2025 MAY CITY	CENTURY LINK	PHONE/INTERNET	97.33	108.33
ERROR ON 5/31 PR	COLLECTION SERVICES CENTER	PAID TOO MUCH		
12/3/21	MEDIACOM COMMUNICATIONS	INTERNET		
2025 MAY POLICE	MEDIACOM COMMUNICATIONS	PROMOTIONAL DISCOUNT OVER		229.95
JUNE 2025	SISCO			12,682.01
11282012	TELRITE CORPORATION	LONG DISTANCE		
110 POLICE TOTAL				13,488.13
CODE ENFORCEMENT				
MAY 2025 ANIMAL	BANKERS BANK	POSTAGE, PAWLYTICS		217.39
JUNE 2025	SISCO			3,088.47
115 CODE ENFORCEMENT TOTAL				3,305.86
FIRE				
MAY 2025 FIRE DEPT	BANKERS BANK	FIRE AND SAFETY		316.32
2025 MAY CITY	CENTURY LINK	PHONE/INTERNET		241.70
33316723	GREAT AMERICA FINANCIAL	COPIER CONTRACT		
JUNE 2025	SISCO			6,172.69
11282012	TELRITE CORPORATION	.82G DISTANCE		
150 FIRE TOTAL				6,730.71
ANIMAL CONTROL				
DEC 2023-ANIMAL	BANKERS BANK	SECURITY CAM SUBSCRIPTION		
MAY 2025 ANIMAL	BANKERS BANK	PAWLYTICS		29.00
JUNE 2025	SISCO			1,029.49
190 ANIMAL CONTROL TOTAL				1,058.49
ROADS, BRIDGES, SIDEWALKS				
2025 JUNE GARY RD	ALLIANT ENERGY			65.15
MAY 2025 CITY HALL	BANKERS BANK	C4		23.00
JUNE 2025	SISCO	STREETS		9,121.32
11282012	TELRITE CORPORATION	LONG DISTANCE		
210 ROADS, BRIDGES, SIDEWALKS TOTAL				9,209.47

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL
AIRPORT				
120602	ATLANTIC MOTOR SUPPLY	SPARK PLUG		23.52
022364345	AV FUEL CORP	JET FUEL	20,722.72	
17623917	AV FUEL CORP	JET FUEL		20,722.72
166221 ACCT# 33	CAPPEL'S ACE HARDWARE	ICE MELT	19.98	
166786 ACCT# 33	CAPPEL'S ACE HARDWARE	WIRE CONN 25PK	9.98	
175347 ACCT# 33	CAPPEL'S ACE HARDWARE	CABLE/CLAMP/THIMBL WIRE	11.26	
175699 ACCT# 33	CAPPEL'S ACE HARDWARE	.095 STRING	16.39	
175778 ACCT# 33	CAPPEL'S ACE HARDWARE	LED CYL E26 100W NAT LT	284.97	
176135 ACCT# 33	CAPPEL'S ACE HARDWARE	KEY SCHLAGE	7.18	
190042 ACCT# 33	CAPPEL'S ACE HARDWARE	SWIVEL MNT LIGHT	14.99	
190687 ACCT#33	CAPPEL'S ACE HARDWARE	GAS CAN/TEMPO ULTRA 240 ML	206.94	571.69
01020722	CENTRAL IOWA DISTRIBUTING	BLACK BAGS		57.00
2025 MAY CITY	CENTURY LINK	PHONE/INTERNET		112.35
FY 2025 LICENSE	IOWA DEPARTMENT OF AGRICULTURE	FUEL METER LICENSE		9.00
AIRPORT NPDES 2023	IA DEPT NATURAL RESOURCES	AIRPORT STORM WATER DISCHARGE		
JUNE 2025	SISCO			2,058.98
11282012	TELRITE CORPORATION	LONG DISTANCE		
		280 AIRPORT TOTAL		23,555.26
LIBRARY				
2025 JUNE LIBRARY	ALLIANT ENERGY			118.37
MAY 2025 LIBRARY	BANKERS BANK	DRUMS ALIVE		363.76
2025 MAY LIBRARY	CENTURY LINK	OVERPAID LAST MONTH		5.00
LIBRARY MAY 2025	DES MOINES REGISTER MEDIA	NEWS PAPER SUBSCRIPTION		884.02
11222625	DOLLYWOOD FOUNDATION	NOVEMBER BOOKS		
2025 APR LIBRARY	MEDIACOM COMMUNICATIONS	PHONE AND INTERNET SVCS		356.28
JUNE 2025	SISCO			4,971.70
11282012	TELRITE CORPORATION	LONG DISTANCE		
34AR493599	VISUAL EDGE IT, INC.	COPIER CONTRACT		
		410 LIBRARY TOTAL		6,699.13
RECREATION				
MAY 2025 CITY HALL	BANKERS BANK	C4		154.00
2025 MAY CITY	CENTURY LINK	PHONE/INTERNET		113.35
JUNE 2025	SISCO			2,058.98
		440 RECREATION TOTAL		2,326.33
POOL				
MAY 2025 PARKS	BANKERS BANK	INSPECTIONS & LIC 421893		70.00
2025 MAY CITY	CENTURY LINK	PHONE/INTERNET		97.35
		445 POOL TOTAL		167.35
MAYOR/COUNCIL/CITY MGR				
MAY 2025 CITY HALL	BANKERS BANK	IOWA RURAL DEVT CONF		1,424.92
		610 MAYOR/COUNCIL/CITY MGR TOTAL		1,424.92

CLAIMS REPORT

Check Range: 5/08/2025- 5/21/2025

INVOICE#	VENDOR NAME	INVOICE DESCRIPTION	INVOICE AMT	VENDOR TOTAL
MAY 2025 CITY HALL	CLERK/TREASURER/ADM			
MAY/JUNE 2022-CH	BANKERS BANK	VISTAPRINT	42.97	
JUNE 2025	FIRST NATIONAL BANK OMAHA	WWTP SUPPLIES/OFFICE SUPPLIES		
	SISCO		7,030.68	

	620	CLERK/TREASURER/ADM TOTAL	7,073.65	
2025 MAY CITY	CITY HALL/GENERAL BLDGS			
11282012	CENTURY LINK	PHONE/INTERNET	306.70	
	TELRITE CORPORATION	LONG DISTANCE		

	650	CITY HALL/GENERAL BLDGS TOTAL	306.70	
2025 JUNE 304 SUNNY	SEWER/SEWAGE DISPOSAL			
2025 JUNE 309 SUNNY	ALLIANT ENERGY		46.33	
MAY 2025 WWTP	ALLIANT ENERGY		102.81	149.14
2025 MAY CITY	BANKERS BANK	SEWER EQPT CO RUBBER SLEEVE		529.49
2025 MAY WTP	CENTURY LINK	PHONE/INTERNET	97.35	
2025 MAY WWTP	CENTURY LINK		82.00	
JUNE 2025	CENTURY LINK		84.00	263.35
11282012	SISCO			7,030.68
	TELRITE CORPORATION	LONG DISTANCE		

	815	SEWER/SEWAGE DISPOSAL TOTAL	7,972.66	
		Accounts Payable Total	105,816.92	

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND NAME		AMOUNT
001	GENERAL	40,821.35
003	T&A FIRE GIFTS FUND	316.32
004	LIBRARY GIFTS FUND	363.76
025	POLICE CERTIFICATION	31.57
026	POLICE FEDERAL GRANTS	275.37
029	SCHOOL RESOURCE OFFICER	33.74
110	ROAD USE TAX	4,547.18
112	EMPLOYEE BENEFITS	48,257.31
610	SEWER	11,170.32

TOTAL FUNDS		105,816.92

6



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: Produce in the Park - Ciara Hoegh

ADDRESS: 102 Chestnut St. Atlantic, IA 50022

PHONE: 712-249-5870 CELL: 712-249-5870

EMAIL ADDRESS: produceintheparkatlanticiowa@gmail.com

CONTACT NAME (IF DIFFERENT THAN APPLICANT) Ciara Hoegh

CONTACT PHONE: _____ CELL: _____

CONTACT EMAIL: _____

PURPOSE OF STREET CLOSURE: Weekly farmers market June 5 - Sept. 25

AREA TO BE CLOSED: 6th Street between Chestnut and Poplar

DATE & TIME OF CLOSURE: 3:30-7:00

NUMBER OF CONES NEEDED: 10 (\$15 EACH) TOTAL PRICE: requesting donation from city

NUMBER OF BARRICADES NEEDED: 0 (\$75 EACH) TOTAL PRICE: 0

ADDRESS WHERE CONES/BARRICADES SHOULD BE DROPPED OFF: City Park (10 W. 7th St. Atlantic) next to lightpole in middle of 6th street.

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: Ciara Hoegh DATE: 5-3-25

FOR OFFICE USE ONLY

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

City Council Approval/Denial: _____ Date: _____

CC Police/Streets/Fire/County Dispatch

7



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: Produce in the Park - Ciara Hoegh

ADDRESS: 102 Chestnut St. Atlantic, IA 50022

PHONE: 712-249-5870 CELL: 712-249-5870

EMAIL ADDRESS: produceintheparkatlanticiowa@gmail.com

CONTACT NAME (IF DIFFERENT THAN APPLICANT) Ciara Hoegh

CONTACT PHONE: _____ CELL: _____

CONTACT EMAIL: _____

PURPOSE OF STREET CLOSURE: Firetruck doing water games at Produce in the Park

AREA TO BE CLOSED: Chestnut between 6th and 7th

DATE & TIME OF CLOSURE: 4:00-6:45

NUMBER OF CONES NEEDED: 10?? (\$15 EACH) TOTAL PRICE: requesting donation from city

NUMBER OF BARRICADES NEEDED: 4?? (\$75 EACH) TOTAL PRICE: 0

ADDRESS WHERE CONES/BARRICADES SHOULD BE DROPPED OFF: City Park (10 W. 7th St. Atlantic) next to lightpole in middle of 6th street.

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: Ciara Hoegh DATE: 5-7-25

FOR OFFICE USE ONLY

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

City Council Approval/Denial: _____ Date: _____

CC Police/Streets/Fire/County Dispatch

8

Resolution #41-25

**EXTENDING AND CORRECTING THE PERIOD OF COMPENSATION FOR
EXTENDED DUTIES NOT FOUND IN THE JOB DESCRIPTION FOR SPECIFIED
NON-EXEMPT POSITIONS**

WHEREAS, the Finance & Administration Department is the only department of the City that exists to support all other departments, the Mayor and City Council; and;

WHEREAS, with the loss of the City Clerk, duties of this 2,080 hour, full-time position have been reapportioned amongst the remaining three staff members; and;

WHEREAS, two members of this department, the Acting City Clerk/Deputy City Clerk and the City Coordinator are handling all payables, receivables, and payroll for the entire City; and;

WHEREAS, these positions are doing duties and carrying the workload of a position of a notably higher pay-grade than their current compensation; and

WHEREAS, the Mayor, Personnel & Finance Committee, City Council, and City Administrator recognize the needs of the Finance & Administration Department and seek to address the discrepancy between job descriptions, compensation, and actual duties being done and;

WHEREAS, the Personnel & Finance Committee met on April 26, 2024, and reviewed the proposed compensation adjustments and unanimously endorsed the following proposal; and;

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

Section 1. 66.98% of the FY 2024 weekly pay for the position of City Clerk shall be reallocated to the Deputy City Clerk/Acting City Clerk in the form of direct compensation.

Section 2. Of the reallocated amount mentioned in Section 1, 60% shall be dedicated to the Deputy City Clerk and 40% shall be dedicated to the City Coordinator.

Section 3. The compensation outlined in Sections 1 and 2 shall be paid out through the City's payroll system as supplemental pay on a bi-weekly basis.

Section 4. The compensation outlined in Sections 1, 2, and 3 shall remain in effect until January 1, 2025. This date overrules the prior Section 4 Found in Resolution #33-24.

Passed and approved this 21st day of May 2025.

Grace N. Garrett, Mayor

ATTEST: _____

Laura McLean, City Clerk

10

ORDINANCE NO. 1052

**AN ORDINANCE AMENDING THE CODE OF
ORDINANCES OF THE CITY OF ATLANTIC, IOWA, BY
AMENDING SECTION 65.01 OF CHAPTER 65 ENTITLED
“STOP REQUIRED”**

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

SECTION 1. AMENDED SECTION. Section 65.01 entitled “STOP REQUIRED” of the Code of Ordinances of the City of Atlantic, Iowa, is hereby amended subparagraph 65.01 as follows:

148. 29th Street. Vehicles traveling on 29th Street shall stop at Palm Street.”

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.

Grace N. Garrett, Mayor

Attest:

Laura McLean, City Clerk

11

ORDINANCE NO. 1050

**AN ORDINANCE AMENDING THE CODE OF
ORDINANCES OF THE CITY OF ATLANTIC, IOWA, BY
ADDING SECTION 69.08(107) OF CHAPTER 69 ENTITLED
“PARKING REGULATIONS.”**

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

SECTION 1. AMENDED SECTION. Section 69.08 entitled “NO PARKING ZONES” of the Code of Ordinances of the City of Atlantic, Iowa, is hereby amended as follows:

69.08. NO PARKING ZONES.

107. 10th Street from Locust Street to the East Alley to the North Side of the Road.

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.

Grace N. Garrett, Mayor

Attest:

Laura McLean, City Clerk

12

ORDINANCE No. 1051

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ATLANTIC, IOWA, BY AMENDING SPEED REGULATIONS, SECTION 63.04 OF THE CITY CODE.

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

SECTION 1. NEW SUBSECTION. The Code of Ordinances of the City of Atlantic, Iowa, is hereby amended by amending Speed Regulations, Section 63.04(1) as follows:

E. On Chestnut Street from 29th Street to the Southern City Limits.

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 _____, 2018, and approved this ____ day of _____, 2025.

Grace N. Garrett, Mayor

Attest:

Laura McLean, City Clerk

13

ORDINANCE No. 1053

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ATLANTIC, IOWA, BY AMENDING SPEED REGULATIONS, SECTION 63.04 OF THE CITY CODE.

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

SECTION 1. NEW SUBSECTION. The Code of Ordinances of the City of Atlantic, Iowa, is hereby amended by amending Speed Regulations, Section 63.04(1) as follows:

F. On 29th Street from Chestnut Street to the Palm Street.

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 _____, 2025, and approved this ____ day of _____, 2025.

Grace N. Garrett, Mayor

Attest:

Laura McLean, City Clerk

14

ORDINANCE No. 1054

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ATLANTIC, IOWA, BY AMENDING SPEED REGULATIONS, SECTION 63.04 OF THE CITY CODE.

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

SECTION 1. NEW SUBSECTION. The Code of Ordinances of the City of Atlantic, Iowa, is hereby amended by amending Speed Regulations, Section 63.04(3) as follows:

M. On 29th Street between Palm Street and the 700 block of West 29th Street.

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 _____, 2025, and approved this ____ day of _____, 2025.

Grace N. Garrett, Mayor

Attest:

Laura McLean, City Clerk

15

ORDINANCE No. 1055

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ATLANTIC, IOWA, BY AMENDING SPEED REGULATIONS, SECTION 63.04 OF THE CITY CODE.

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

SECTION 1. NEW SUBSECTION. The Code of Ordinances of the City of Atlantic, Iowa, is hereby amended by amending Speed Regulations, Section 63.04(3) as follows:

N. On 22nd Street between Palm Street and Chestnut Street.

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 _____, 2025, and approved this ____ day of _____, 2025.

Grace N. Garrett, Mayor

Attest:

Laura McLean, City Clerk

18

RESOLUTION No.42-25

**RESOLUTION AUTHORIZING BIDS FOR
2025 CONCRETE STREET IMPROVEMENTS – ATLANTIC, IA**

WHEREAS, the City of Atlantic, Iowa now desires to construct certain street improvements in the City of Atlantic, Iowa; and

WHEREAS, the City Council of the City of Atlantic, Iowa, has heretofore authorized the preparation of plans, specifications and bid documents for the construction of the **"2025 CONCRETE STREET IMPROVEMENTS – ATLANTIC, IA"**, said plans having been filed with the City Clerk on or about Wednesday, May 14, 2025 and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Atlantic, Iowa, that said improvements are hereby ordered constructed, and that the notice of date of letting shall be published as required by law for Thursday, June 12, 2025 at which time the City Clerk and Engineer will receive bids for said work up until 2:00 P.M., at which time all bids will be opened and publicly read with action to be taken on said bids at a City Council meeting at 5:30 P.M. on Wednesday, June 18, 2025 said notice to be posted once at least 13, but not more than 45 clear days prior to the date set for letting.

BE IT FURTHER RESOLVED, that a public hearing be held, on Wednesday, June 18, 2025 at 5:30 P.M. for consideration of the adoption by the City Council of the proposed plans, specifications and proposed form of contract for said improvements. The City Clerk shall publish notice of said hearing once at least 4, but not more than 20 days prior to the date set for hearing.

PASSED AND APPROVED THIS 21st day of MAY, 2025.

Mayor

ATTEST: _____
City Clerk

19

Would You Plz vacate
the Alley Behind my
property!

THANKS

Rob

STAMP

LOL - LOL

21



Atlantic Police Department

23 East 4th Street, Atlantic, Iowa 50022
Ph. (712) 243-3512 Fax. (712) 243-3514



The Atlantic Police Department were engaged in the following activities between the March 13th and May 15th, 2025.

Calls for service – 1032

Traffic Stops - 241

Citations issued – 81

Written Warnings issued – 86

Arrest made – 49

Charges filed – 79

Incident reports completed – 72

Accidents covered – 21



Chief Devin Hogue

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





LIBRARY STAFF

Director

Michelle Andersen (FT)

Adult Services Librarians

Diane McFadden (PT)

Jody Allumbaugh (FT)

Youth Services Librarian

Sue Petersen (FT)

Youth Services Assistants

Sondra Marnin (PT)

Tia Johnson (PT)

Public Services Clerk

Crista Wiskus (PT)

LIBRARY HOURS

Monday & Tuesday

9 am to 7 pm

Wednesday, Thursday, & Friday

9 am to 6 pm

Saturday

9 am to 2 pm

Next closures:

Staff Work Day May 16

Memorial Day May 26

LIBRARY DIRECTOR'S REPORT

APRIL 2025

GENERAL INFORMATION

The library is hiring a new permanent part time youth services assistant. Interviews are scheduled for May 8 & 9. I'm hopeful we'll have somebody in place shortly after Memorial Day. June and July are super, super busy and it will be very hard to cover everything if we're short staffed.

The library now offers color printing and copying. We are leasing new copiers from Access Systems that allow us to better manage color printing for the public. We have already received positive feedback for this update. Black and white pages are 10-cents per page and color pages are \$1 per page.

Atlantic was selected to host a traveling exhibit about notable Iowa author Ruth Suckow. The exhibit was set up on April 25 and will be here until May 24. I was also able to secure a presentation about the author from Dr. Paul Theobald, a member of the Ruth Suckow Memorial Association, for VIP Connections and Atlantic Rotary on April 29. We have multiple copies of one of her books to share while the exhibit is here.

On Friday, May 16th the library will be closed for a staff work day so that Momentum Exterior Services can clean the exterior of the library. We still have debris from the roof work hanging on to window ledges and you can see (especially on the east side of the building) where the brick was constantly wet from poor water shed off the roof. Momentum requested that we not be open for public safety in case of dripping or overspray of the solution used to clean the bricks. If the work can't be completed in one day, they will finish on Saturday after we close.

(con'd next page)

In early 2022, we approved a strategic plan that focused on three big goals: marketing and publicity, community information, and physical space. You can find our strategic plan on the website (on the Library Policies and Reports page). The board and I are reviewing a building wish list about what we want to prioritize to continue to improve our physical space. This year we received a bequest of about \$62,000 from LeAnn Fry and we have been notified that we were named in another will. We also have \$6,000-8,000 annually from the endowment fund and grant possibilities to help make more changes happen. Some of the suggested improvements include new furniture upstairs, installing electric fireplace inserts into the original Carnegie fireplaces, a new service desk for upstairs, and replacing the computer network servers. The board already approved replacing the lighting in the meeting room.

The library board is considering selling some or all of the art donated by Richard (Dick) Hellman in the 1990s. This would reduce insurance costs for the city and may also create revenue for the library to use or invest in our endowment. The donor had ties to Atlantic but none of the artists do (as far as I know). I have been piecing together information about the donation (there's not much!) and am waiting to get an itemized list of art pieces with insured value from the insurance broker.

I received an extension on the Libraries Transform Communities: Accessibility in Libraries grant from ALA. Originally the \$10,000 grant was to be spent by March 30. I still have some items for Drums Alive on backorder and I had only spent about half the grant (totally my fault). I now have until August 30. I purchased more supplies for Library for All events and plan to attend an in-person workshop in Phoenix in June. The grant will cover expenses for the weekend workshop.

What I'm doing beyond the normal day-to-day work:

- I attended the webinar from Iowa Small Library Association on understanding burnout. It was excellent and had a good resource list if we want to add books to our collection. The main take-away for me was that true burnout is more than exhaustion and there must be a change in job responsibility (or perhaps new employment) in order for someone to "recover" from burnout.
- I purchased a ticket to attend three webinars from Nonprofit Tech for Good for a certificate in digital marketing and fundraising. While I have read many books and follow one excellent library marketer, I am excited to see what ideas I can glean from a new source. Each two-hour session has a different focus: website design and e-mail marketing, fundraising, and social media marketing. I will do my best to attend the live webinars but I will also have access to the recording if I can't.
- OrangeBoy Savannah, the email marketing platform we use, offered a free workshop on ideas to increase communication and data collection during summer reading. I am in the process of implementing some of the ideas, including use of an automated e-mail subscription form.
- Coordinated book sale needs with Friends of the Library. Greg and Deb Williams are the new chairs of the event and they, along with other Friends members, put together a well-organized sale. They sold over 3100 books and raised about \$3800.

PROGRAMMING NOTES

I'm creating a plan for the library to be represented every week at Produce in the Park. Between library staff, Friends of the Library, VIP Connections, and promoting Library for All, I think we can make it happen.

Sue and I will also represent the library at public health's Community Baby Shower in June. We will be promoting the importance of reading with children (including babies) as well as offering registration for Dolly Parton's Imagination Library.

CALENDAR HIGHLIGHTS

April 4	Hosted Cass County Library Association meeting
April 5	Worked at the CCLA table at Healthy Kids event at the YMCA
April 8	Attended ISLA webinar on Burnout (1hour CE)
April 9	Attended Rotary board meeting Led ILA Communications Committee meeting (virtual)
April 12	Assisted at Pizza, Puzzle, & Pub night fundraiser
April 14	Recorded radio interview for KJAN Attended library board of trustees meeting
April 16	Led library staff meeting
April 22	Installation of new copiers from Access Systems
April 23	Attended webinar #1 for Digital Marketing and Fundraising certificate Attended webinar about communication strategies for summer programs
April 30	Attended webinar #2 for Digital Marketing and Fundraising certificate

Monthly Report for April 2025

TOTAL CIRCULATION			4856
CIRCS BY MATERIAL			
PRINT	Adult	Teen	Juvenile
Books	1271	222	1473
Magazines	37		11
Kit/Other			3
TOTAL	1308	222	1487

NON-PRINT	Adult	Teen	Juvenile
Videos	173		102
Audios	60	24	245
TOTAL	233	24	347
Total Physical Circ:			3621

DIGITAL LIBRARY	read	A/V
OverDrive books	249	373
OverDrive Magazine	166	
Hoopla	127	320
TOTAL	542	693
Total Digital Circ:		1235

LIBRARY PROGRAMS		
	Programs	Total Attendees
General Interest		
Outreach	1	52
Adult	11	114
Outreach		
Teen		
Outreach		
Child (6-11)	1	4
Outreach		
Young Child (0-5)	4	74
Outreach	3	63
TOTAL	20	307

CIRCS BY MEMBER	3567
Atlantic	2402
Cass Co. Rural	530
Marne	36
Wiota	3
Open Access	538
Libraries	58
Out of State	

OPEN ACCESS	538
Adair	80
Anita	52
Audubon	15
Avoca	11
Casey	6
Corning	11
Cumberland	11
Elk Horn	28
Elliott	21
Exira	31
Greenfield	1
Griswold	52
Harlan	1
Lewis	18
Massena	12
Oakland	19
Walnut	82
Kimballton	75
Brayton	12

INTERLIBRARY LOAN	
Received	61
Sent	55

LIBRARY INCOME			
General Fund	\$659.80	Gifts Fund	\$473.33
Copier/Printer	\$269.80	Donations	\$68.23
Fax	\$82.00	Sales	\$20.10
Fees	\$251.00	Memorials	
Sale	\$57.00	Grants	
Other		Other	\$225.00
State			
County/Contract			
Non-Res. Fees		VIP CONNECTIONS	\$160.00

ONLINE LIBRARY	
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DATABASE USAGE	39
Ancestry.com	0
HelpNow	1
JobNow/VetNow	19
Niche Academy	13
Rocket Languages	6
Syndetics (quarterly)	

Website Views	2110
Unique Visits	1063
Archives Users	
Archives sessions	

Facebook Reach	3041
Instagram Reach	54

Computer Usage	237
Tablet Usage	

Wi-Fi Usage	1060
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AWE Usage	180
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VOLUNTEERS	
Amount	7
Hours worked	34

New cards	20
Renewed cards	38

Door Count	3778
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COMMUNITY SPACE	
Meeting Room A/B	5
Community Room	2
Other	

Atlantic Park & Rec April 2025

Healthy cass meeting
embassadors meeting
trails meeting
atlantic gots talent meeting
trash and bathroom
Tourish meeting
Cleaned pool
Picked up sticks
Scrubbed waterless bathroom
Cleaned up and trimmed plants around shop
Trash
Cleaned up around stumps at east ridge
Opened tennis court bathrooms
Put new trash cans together
Installed and build new bullcreek sign
Started mowing parks
Put up shade at pool
Got license for pool and food stand
Dug holes for trees
Fundraised for swim team shirts

Clerk's Office Activities & Goals

May 2025

ACTIVITIES

- Finance Functions
 - Three CPAs from GBK were here to conduct the Fiscal Year 2024 audit. They sent us a 50+ item list to assemble before they arrived on May 12. Once they were in the office, they asked us for a lot more documents and reports. It was more consuming than I thought it would be, especially since I wasn't here in FY24. We are still catching up from that.
 - I completed a grant report to request repayment of expenditures for the Splashpad project.
- HR Functions
 - Preparation for health insurance open enrollment. We just received our new rates last week, which will go into effect on July 1.
 - We have more staff turnover than I thought--every month at least one person is enrolled or removed for retirement. Cottingham & Butler, our brokers, help a lot but it still takes time from this office to process each change.
- Record Keeping and Reporting
 - I've been looking into the requirements for Council committees, boards, and commissions regarding their own agenda posting and minute publishing—I plan to prepare a memo to make sure everyone is in compliance in the new fiscal year.
- Learning
 - IMFOA conference in April focused on legal aspects of closed sessions and certain personnel issues; state licensing for tobacco and liquor sales; and
 - I attended an online webinar on preparing for an audit, and another lengthy one on preparing the Annual Financial Report.

GOALS

- Laura's main goal is to complete year-end activities including budget amendment, AMU allocations and reconciliation, and bank reconciliations.
- Rich's main goals are to get the rest of our fuel tax turned into the state and get employee files from this year and last year organized.
- This month the Mayor did some clean-up work in the office garage, and Rich and Laura did more in preparation for the audit. It will soon be time to pack up FY25 so before then we will be organizing and rearranging our "filing room," including getting old boxes of files that are due for destroying, out and ready for the shredder.



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

CITY OF ATLANTIC STAFF ANALYSIS

Topic: City Administrator's Office Activity Report.
Prepared For: Mayor, City Council
Date: May 16, 2025
Staff Contact: John Lund (712-243-4810) johnlund@cityofatlantic.com

Executive Summary

Staffing

The City Administrator's Office consists of two employees, the City Administrator and the City Coordinator.

City Administrator Activities April 11, 2025 – May 16, 2025

The City Administrator's position consists of 18 responsibilities, with one responsibility (Floodplain Management) now outsourced to Snyder & Associates, so 17 active duties.

Those exercised during the period of April 11, 2025 through May 16, 2025 are listed below with specific activity briefly summarized.

- City Administrator took vacation between April 17th and returned on April 25th. This time did yield some productivity.
 - Spoke with staff regarding union status and benefits.
 - Contracted the Iowa Employment Appeals Board and clarified with Melissa that the agreement remains in effect until full decertification occurs.
 - Had a 4-hour dinner with Speaker of the House, Pat Grassley, Speaker of the House Chief of Staff, Cord Overton, and another Representative from Western Iowa. Did gather that long-term financial planning based on any one property tax reform bill introduced this session would be a waste of time, a new bill could easily be introduced the next session, if one is not adopted this session.
 - Devised four tiers of strategies to address different levels of financial distress to the City, should those events occur due to "property tax reform."
- Spoke with the Attorney at the Iowa Employee Appeals Board, Chritine A. Louis. She fully explained the certification process and true termination for the union. I included the International Union Operating Engineers Union Representative, Trevor Bindel and our Union Steward, Travis Hanson. This occurred on May 13th and I have not received further communication between the parties. Attorney Louis stated:

“We received the completed petition for decertification. It is a good start, but it will require more work to actually decertify the union.

You can look at our web page under and rules/regulations on our website, but I will also summarize it for you. The petition will need to be filed by one of the employees in our EDMS system (<https://perb.iowa.gov/efiling>). Then the employer (you) will need to file an employee list, in EDMS and the employee will need to mail us proof that at least 30 percent of the members of the bargaining unit wish to decertify the union (can just be written statements stating the same). Then the EAB would issue an order for an election and would conduct a mail ballot election asking the members if they wish to decertify the union. Or if the union decides it wants to throw in the towel, it could also choose to not pay the election fee which would result in automatic decertification without the election.”

- Was present for the Annual Audit and answered many of the debt issuance and tax increment financing (TIF) questions by the Auditors.
- Submitted the Wage Agreement to the SuPERB (Online portal for the Public Employees Relations Board) with the American Federation of State, County, & Municipal Employees (AFSCME) for our Police Union and notified Ben Ingersoll, the Police Department’s Representative from AFSCME of the submission.
- Worked with John Danos and Vision Atlantic on the various drafts of the LOST Allocation Resolution.
- Prepared and mailed notices to the abutters and sent the notice to the paper for the Conditional Use Permit addressed by the Board of Adjustment during their meeting on May 12, 2025.
- Approved the City’s FY 2024 Annual Operating Data Document for D.A. Davidson’s submission to the Electronic Municipal Market Access (EMMA)/Municipal Securities Rulemaking Board (MSRB).
- Met with Chief Devin Hogue, Atlantic Community School District Superintendent Beth Johnsen, and Director of Finance, Lisa Jones to discuss the outline of the bill arrangements between the City and the School District for the Student Resource Officer (SRO).
 - Typed out broad terms from the meeting for Chief Hogue to edit, and prepared a spreadsheet of costs during the two-year period the SRO will be under the current collective bargaining agreement. Utilized wages organized by Chief Hogue, who has some ideas to improve my spreadsheet. We will meet on Monday, May 19th to make these changes.
- Completed two separate zoning assessments for 1005 East 7th Street for non-local realtors, collecting \$150.00 in the process for the labor. Answered yet a third realtor’s simple question, also about 1005 East 7th Street, free of charge.

- Addressed an internal staff issue with City Attorney David Wiederstein and have executed his recommendations on effective management of the situation.
- Sent City Attorney David Wiederstein all the information regarding the Council's desire to return to a "Plurality-Takes-All" system. David had the necessary Ordinance to me within 24 hours.
- Investigating the wireless tower at the Cass County Agricultural Grounds on behalf of a citizen who has filed a complaint. Now I'm trying to find a contact for US Cellular.
- Processed nine building permits, updated the Red Book, my Master Excel Sheet and sent copies of the Excel Sheet to the Cass County Assessor's Office and Buildzoom.com (just a private sector data-collection parasite that abuses the Freedom of Information Act to make work for me and profit for them).
- Completed the tedious process of updating/re-registering the City of Atlantic and the Atlantic Volunteer Fire Department with the SAM.GOV system prior to the account loss deadline of June 17, 20205.

Council and Committee Meetings

Developed, posted, distributed, prepared agenda notes or other informational materials, attended and followed up on business items for the following meetings:

- April 16, 2025 – Community Protection Committee Meeting.
- April 16, 2025 – City Council Meeting.
- April 30, 2025 – Beautification Committee Meeting.
- April 30, 2025 – Personnel & Finance Committee Meeting.
- May 7, 2025 – City Council Meeting
- May 12, 2025 – Board of Adjustment Meeting.
- May 13, 2025 – Planning & Zoning Commission Meeting.

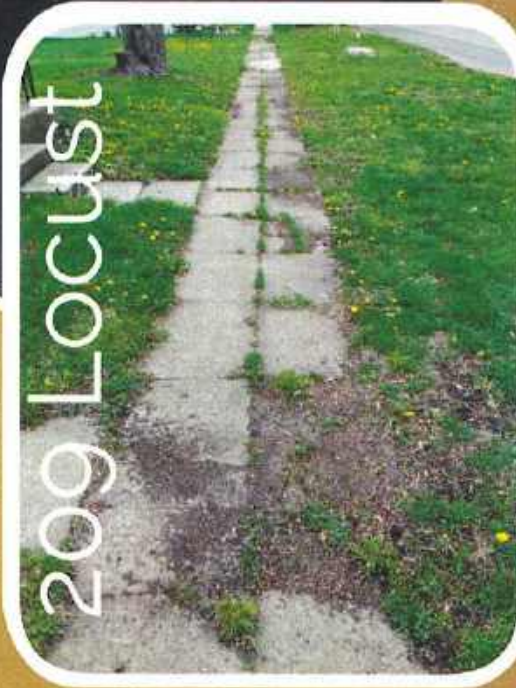
Zoning Administrator

- Acting as coordinator, advisor, and secretary to the Board of Adjustment during their May 12, 2025 Board Meeting.
- Acting as coordinator, advisor, and secretary to the Planning & Zoning Commission during their May 13, 2025 Commission Meeting.
- Worked with Mitch Burg and City Attorney David Wiederstein regarding a building permit mystery for Atlantic Municipal Utilities (AMU). AMU was pleased with the outcome.

Small Goal for City Administrator

~~Still working on the ever-growing “things that need to be shredded” box. Yeah...still working on this one. Expected to be completed over the weekend.~~

This small task was completed with assistance from Atlantic Public Library’s “Shred Day.” A great event! A second small task, cleaning the filing cabinets behind my desk and filing papers away was also completed. Next task will be the identification of a new small task to accomplish.





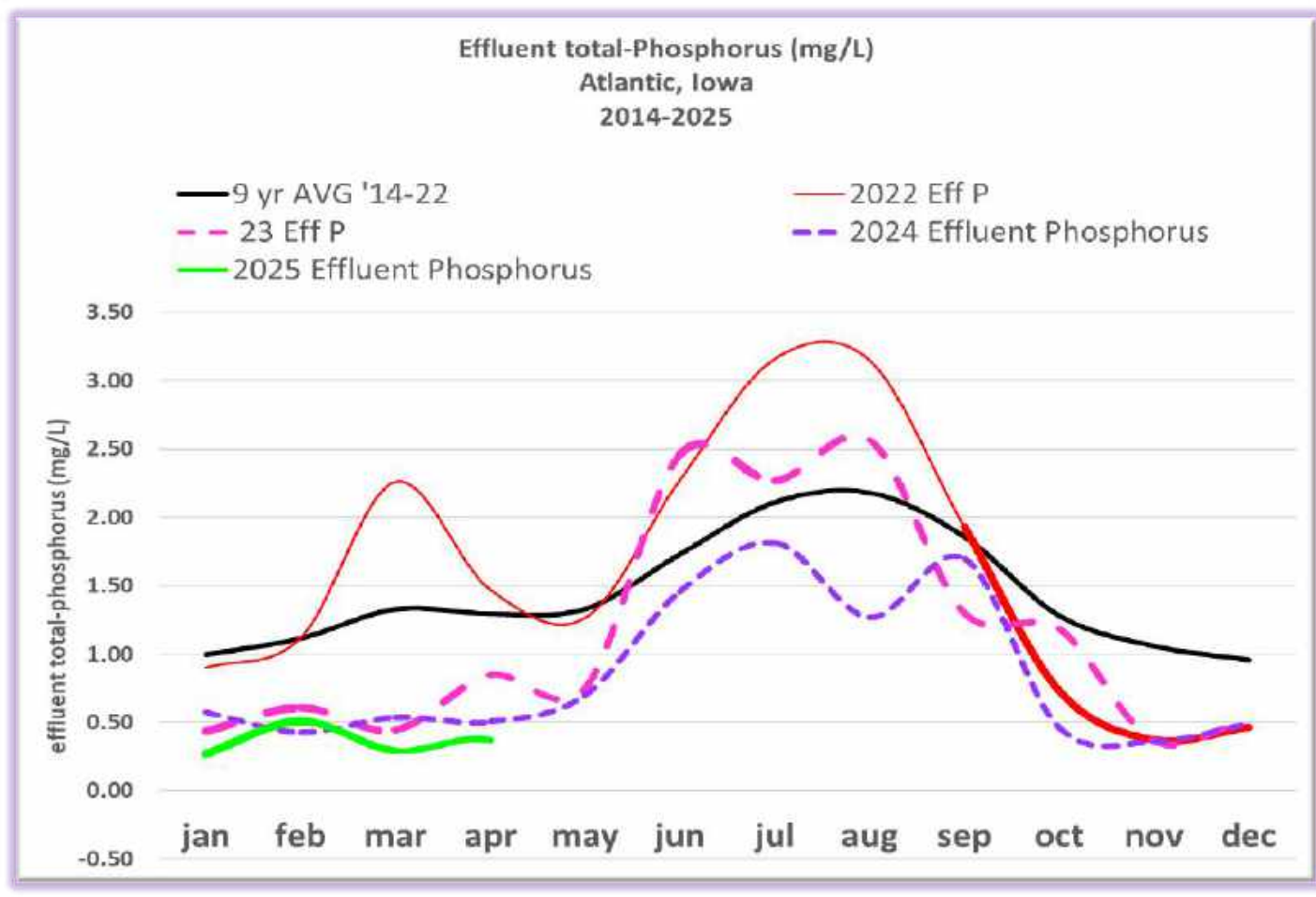
CITY OF
Atlantic

Water Pollution Control Dept.

STATS

May 16, 2025

Wastewater		Apr-25	Mar-25	2025 AVG	Apr-24	2024 AVG
INF FLOW TOTAL	Million Gallons	22.21	21.01	19.74	20.94	22.02
EFF FLOW TOTAL	Million Gallons	8.74	6.16	6.61	8.31	8.38
ELITE OCTANE TOTAL FLOW	Million Gallons	13.08	16.25	13.33	33.24	15.38
INF FLOW AVG	MGD	0.74	0.68	0.66	0.70	0.72
INF FLOW MAX	MGD	1.15	0.81	0.84	0.85	1.11
INF FLOW MIN	MGD	0.54	0.57	0.47	0.58	0.40
EFF FLOW AVG	MGD	0.29	0.20	0.22	0.28	0.27
EFF FLOW MAX	MGD	0.78	0.89	1.01	0.71	1.42
EFF FLOW MIN	MGD	0	0.00	0.00	0.00	0.00
INF BOD5 AVG	mg/L	217	218	233	290	230
EFF CBOD5 AVG	mg/L	2.78	2.06	3.32	4.38	3.17
INF TOTAL NITROGEN AVG	mg/L	32.8	32.1	36.3	31.4	33.8
EFF TOTAL NITROGEN AVG	mg/L	3.3	2.4	3.2	2.1	2.5
EFF TSS AVG	mg/L	3.8	3.5	5.3	7.0	7.5
EFF NH3N AVG	mg/L	0.0	0.0	0.0	0.0	0.3
INF PHOSPHORUS AVG	mg/L	4.6	9.8	5.8	4.0	4.2
EFF PHOSPHORUS AVG	mg/L	0.37	0.29	0.36	0.50	0.86
MLSS COMBINED AVG	mg/L	6,363	5,201	5,856	7,532	5,668
30 MIN COMBINED AVG	ml/l	629.3	578.3	220.4	538.8	397.2
SBR Blower Hours	Ttl Hrs	457.6	0.0	229.4	295.6	328.8



Plant Operation & Maintenance

- **Ethanol Pump Operations:** The rebuilt ethanol pump is now back in service while we continue to await the new pump's arrival. Running two pumps is certainly an improvement over one, and all associated costs remain the responsibility of **Elite Octane**, as they own the equipment.
- **SBR Blower #2 Issues:** Blower #2 has experienced repeated fuse failures, prompting **Electric Pump** to perform troubleshooting efforts to determine the root cause.
- **Solids Hauling:** Initial hauling took place in April, with additional hauling taking place now in mid-May. This should ensure we remain in good shape until the Fall Harvest.
- **Mowing Season:** The mowing season has officially begun, with all areas typically completed within a full day's work.
- **Laboratory Testing Revenue:** April saw a record-breaking month for laboratory testing, billing out an impressive **\$5,970**, the highest monthly total to date.

Incident Responses:

- **Manhole Overflow:** We responded to an overflow south of 22nd and Chestnut, where two large asphalt chunks were obstructing the main line. Using the Jet system and camera in tandem, we successfully removed the debris and cleared the line. The required IDNR bypass report was submitted promptly the following day.
- **Buck Creek Road Complaint:** IDNR conducted a joint inspection following an anonymous complaint alleging raw sewage spraying along 2nd north to the burn pile. Their findings indicated only minimal dried solids near the field exit; this is from the hose dripping as the unit turns out of the field. We voluntarily arranged for the street sweeper to clean the area. No further action was required.

Staff Activities and Training:

- **City-Wide Cleanup:** Mike contributed his efforts alongside **Public Works** for the annual **City-Wide Cleanup** initiative.
- **Certification Milestones:**
 - Lane successfully passed his **Grade II certification**, though Mike did not pass this time.
 - Travis achieved **Grade IV certification** on his first attempt! This marks the first time Atlantic has had **two Grade IV certified operators** simultaneously. Additionally, Clint (now in Red Oak) recently passed his Grade IV—what an exciting milestone.
 - **Massena Operator Transition:** The newest operator in **Massena** successfully achieved **Grade II certification** in April and assumed Operator in Charge responsibilities in May. As a result, we are no longer serving as their affidavit operator.
- **Internship Program:**

“The Water in Progress environmental internship program is intended to create a mutually beneficial learning opportunity in the water and wastewater industry for small communities and high school students within the state of Iowa. This program will enhance the state of Iowa’s ability to grow and retain water and wastewater operators while expanding the availability of learning to locations and people that currently are unable to access or support such a program.”

 - Through the **Water in Progress** initiative, high school students can explore careers in the **water/wastewater** sector. We have an interested student from **Lewis**, and **Atlantic** has been officially accepted into the program. The program will **reimburse** the city for up to **20 hours per week over 12 weeks**, with a funding cap of **\$5,000**, per intern.
 - The program coordinator reached out to ask if we would consider hosting another intern from **Elk Horn**. There is a possibility we may have **two interns** this season.
- **Lane's Family Milestone:** Lane will be taking some well-earned vacation time in **June** to celebrate the arrival of his newest child.
- **Tim:** Tim will be attending the **IAWEA Annual Meeting** in June and taking a week of vacation also in June.