

PUBLIC NOTICE IS HEREBY GIVEN that the following governing body will meet at the date, time, and place herein set out. The tentative agenda for said meeting is as follows:

TENTATIVE AGENDA
ATKINS CITY COUNCIL
CITY HALL – 480 3RD AVENUE
TUESDAY, DECEMBER 9, 2025
6:00 P.M.

1. Call to Order, Roll Call, and Pledge of Allegiance led by Mayor Bruce Visser.
2. Approval of the Agenda by City Council.
3. Citizens' Opportunity to address the Council on any items not on the agenda*:
 - In conformance with the Iowa Open Meetings law, no action or deliberation can occur on items presented during the Citizens' Forum
 - Please walk to the lectern and state your name and address so the Clerk can properly enter it into the record and the subject of your discussion
 - Speakers are encouraged to limit their comments to no more than three (3) minutes
4. Unfinished Business:
 - A. Ordinance #237, An Ordinance Amending the Code of Ordinances of the City of Atkins, 2005, as amended by adding a new Section 92.09 entitles "Establishing City Utility Accounts; Deposit Required" by City Council:
 - **Motion** to approve "**Ordinance #237**, An Ordinance Amending the Code of Ordinances of the City of Atkins, 2005, as amended by adding a new Section 92.09 entitles "Establishing City Utility Accounts; Deposit Required" by City Council" by City Council (final reading)
 - Discussion and consideration of Motion by City Council.
 - Roll Call Vote by Mayor Visser
5. New Business:
 - A. Resolution 2025-12-01 removing Bruce Visser and Samantha Petersen as authorized signatories on City banks accounts and depository services and authorizing and adding Mayor-elect Brian Cruise and providing for an effective date of January 2, 2026 (12:00 p.m.):
 - Review by Scott Flory, City Administrator

- **Motion** to approve **Resolution 2025-12-01** removing Bruce Visser and Samantha Petersen as authorized signatories on City banks accounts and depository services and authorizing and adding Mayor-elect Brian Cruise and providing for an effective date of January 2, 2026 (12:00 p.m.) by City Council.
- Discussion and consideration of Motion by City Council.
- Roll Call Vote by Mayor Visser

B. Resolution 2025-12-02 Establishing a Petty Cash Fund:

- Review of request by Scott Flory, City Administrator
- **Motion** to approve **Resolution #2025-12-02**, A “Resolution establishing a Petty Cash Policy” by City Council.
- Discussion and consideration of Motion by City Council
- Roll Call Vote by Mayor Visser

C. Request from Fremont Township regarding property located at 89 Main Ave:

- Review by Scott Flory, City Administrator
- **Motion** to approve **Resolution #2025-12-03**, A “Resolution authorizing a One-time Grant from the City to Fremont Township for funding a new back-up emergency generator for 89 Main Avenue” City Council.
- Discussion and consideration of Motion by City Council.
- Roll Call Vote by Mayor Visser

D. Approval of Agreement with Iowa Codification for Codification Services to update the City’s Code of Ordinances and re-codify the 2005 Atkins Code of Ordinances:

- Review by Scott Flory, City Administrator
- **Motion** to approve Agreement with Iowa Codification in the amount of \$5,800 by City Council.
- Discussion and consideration of Motion by City Council.
- Roll Call Vote by Mayor Visser

6. City Administrator’s Report:

- Update on FY 2025 Municipal Audit – Bohnsack & Frommelt
- City Employee Holiday Luncheon – December 18th
- Posting of position announcement for Water/Wastewater Superintendent/Public Works Director
- City Holiday hours: Christmas Eve 7:00 a.m. to 2:00 p.m.; closed Christmas Day; and Day-after Christmas 8:00 a.m. to 3:00 p.m
- Meeting for Office Furniture for Fire dept, City Hall and Library

7. Mayor's Report:

8. Consent Agenda:

- Approval of the abstract of the bills & claims as submitted
- Approval of Revenue & Expense Reports
- Approval of Treasurer's Report and Bank Reconciliation
- Approval of November 25, 2025, City Council meeting minutes
- Approve re-scheduling the December 23, 2025 Council meeting to December 18, 2025, at 6:00 p.m.
- **Resolution #2025-12-04**, A "Resolution authorizing the City Clerk/Treasurer to make transfers between funds for the City of Atkins, Iowa"
- Approval of Library Board of Trustees wage Resolution for Library staff

9. Other Business:

10. Motion to Adjourn

NEXT REGULAR MEETING – DECEMBER 18, 2025 at 6:00 P.M.

This notice is given pursuant to Chapter 21.4 (1) of the Code of Iowa and of the local Rules & Procedures of the Governing Body

**Written comments are welcome in advance of the meeting and may be received at the office of the City Clerk in-person, or by email at: cityclerk@cityofatkins.org at Atkins City Hall, 480 Third Avenue, Atkins, IA 52206. Contact the City Clerk's Office if you plan to speak before the Council on an agenda item and need any special assistance.*

Note: Some members may participate by telephone, per Section 21.8 of the Code of Iowa