

**COLLINS CITY COUNCIL MEETING**

**CALL TO ORDER:** Collins City Council met Thursday, April 4, 2019, at 7:00 p.m. in City Hall. Mayor Brett Comegys asked for **Roll Call**. Council Members present: Del Amsden; Jay Christie (7:18pm); Staci Corbitt; Dawnell Kennedy; Greg Schlueter. Guests: Mark Atwood; Tom Bennett; Greg Black; Dustin Ingram; Cindy Kendall; Gayle Lawton; Deputy Adam Luke; Supervisor Linda Murken; Winston Reitan; Dina Smith. City personnel: PWD Darren Kennedy; Fire Chief Daryl Kennedy; City Clerk Theresa Findlay.

**AGENDA:** Motion by Corbitt to approve Posted Agenda; 2<sup>nd</sup> by Kennedy - M/C

**REGULAR BUSINESS**

A. Motion by Kennedy to approve Previous Month’s Minutes/Expenses & Revenues; 2<sup>nd</sup> by Corbitt – M/C w/Jay abstaining due to late arrival.

<u>MARCH 2019</u>	<u>REV – BY FUND</u>	<u>MARCH 2019</u>	<u>EXP – BY FUND</u>
GENERAL	\$ 15,844.73	GENERAL	\$ 15,577.16
LIBRARY	39.20	LIBRARY	1,545.81
ROAD USE TAX	4,069.49	ROAD USE TAX	2,146.51
WATER	8,971.03	WATER	5,360.34
SEWER	16,279.22	SEWER	11,525.80
GARB/RECYC	4,357.62	GARB/RECYC	8,609.67
<b>REVENUES TOTAL</b>	<b>\$ 49,561.29</b>	<b>EXPENSES TOTAL</b>	<b>\$ 44,765.29</b>

<u>MARCH 2019</u>		<u>CLAIMS REPORT</u>
ALLIANT	\$ 5,007.65	Gas & Elec.
ARNOLD MOTOR	98.25	Dump Truck
BENNETT SANITATION	1,864.00	Trash
BIENFANG, J	188.37	CWC Supplies
BLUETARP CREDIT	310.98	Shop Supplies
BROWN SPLY	259.00	Grates
BUCHANAN, B	100.00	Treadmill Repair
CENTRAL IA SHORTLINE	154.76	Hydraulic Hoses
CKENDALL CONSULT	500.00	Training
C-M BOOSTERS	335.00	State Champ Sign
CWC WATER BILL	76.60	Wellness Center
CENTRAL PARTS WH	353.29	Dump Guards
COLLINS FIRE & RESCUE	13.88	Active 911 Subsc
COREE, S	153.15	Lbry Mtg & Supplies
DOOR & FENCE STORE	1,602.00	Shop O-H Door
EFTPS	2,780.50	Fed. Withholdings
FIRE SAFETY USA	155.00	Boots
FLAHERTY, DEBORAH	460.00	C.A.S.H. Tax Prep
GATEHOUSE PUBL	236.20	Legals
IDOT	761.09	Truck; Stormwater
IPERS	1,631.97	Benefit/Withheld
IOWA REG UTIL ASSN	4,092.12	Rural Water
KEYSTONE LABS	12.60	Water Tests
LAWSON PRODUCTS	187.40	Shop
MARSHALL CO LNDPFL	860.20	Landfill
MARTIN MARIETTA	521.77	Rock

MENARDS	815.77	Shop
MID-AMER. RESEARCH	249.76	Patch Material
MIDWEST WHEEL	161.58	Dump Truck
NEW CENTURY FS	1,153.27	Fuel
PAYROLL	8,380.54	
POSTMASTER	273.07	Stamps
SCHNEIDER, F	155.40	Deposit & CR
STAPLES	509.25	Ink; Paper Prod.
STAR EQUIP	174.20	Air Comp. Rent
SUPERIOR WELDING	108.25	Wire
TREAS., STATE	1,485.00	Sales Tax
USA BLUEBOOK	176.70	Shop
U.S. CELLULAR	70.28	PWD Laptop
WASTE MGMT	533.42	Recycling
WASTEZERO	5,344.65	Collins Bags
WAUKEE LIBRARY	10.55	Promo Item
WINDSTREAM	389.68	Phones
ZIEGLAR CAT	<u>2,058.14</u>	Backhoe
	<b>\$ 44,765.29</b>	

- B. Previous Month's Sheriff's Report – a lot of activity around town
- C. Bennett Sanitation – Tom Bennett: Retiring at end of year. Bennett plans to sell the business and asked for assurance from council that the last year of his current contract would be honored with the new owners.

#### **PUBLIC FORUM:**

- County Supervisor Linda Murken: Mayor gave her a tour of the town prior to meeting. The county is running the Grants to Communities program again this year.
- Dina Smith: Inquired about surface flooding mitigation plans.

#### **ACTION ITEMS/MOTIONS:**

1. Motion by Corbitt to approve Request for Variance – 208 1<sup>st</sup> Ave., Greg Black (GKB Properties LLC) contingent upon neighbors, Dille and Hill, signing off on a minimal side yard variance; 2<sup>nd</sup> by Kennedy – M/C
2. Motion by Christie to approve Amendment of FY2018-2019 City Budget – Set Public Hearing Date for May 2, 2019; 2<sup>nd</sup> by Amsden – M/C
3. Motion by Amsden to approve Resolution Setting Date for a Public Hearing on Designation of the Collins Urban Renewal Area and on Urban Renewal Plan and Project for May 2, 2019; 2<sup>nd</sup> by Christie – M/C
4. Motion by Corbitt to approve Resolution to Tax Lien Delinquent Utilities – 308 3<sup>rd</sup> Ave, Kellogg; 2<sup>nd</sup> by Amsden - M/C
5. Motion by Corbitt to approve Temporary Change of City Hall Office Hours (2:00 p.m. – 6:00 p.m.) effective April 8, 2019; 2<sup>nd</sup> by Kennedy - M/C

#### **DEPARTMENT REPORT(S): PUBLIC WORKS; LIBRARY (written); WELLNESS (written)**

- PWD Kennedy – utility customer had a broken water line while out of town on business. Upon gaining access to property, PWD discovered the water meter had

been removed, a fact that homeowner acknowledged. Customer will be invoiced for water loss, sewer fee, and new meter.

- Described how retention ponds in park work and how a larger one east of town could tie into them.
- Wash-out areas next to Seversike's driveway need to be repaired with a concrete section that would include street and alley entrance.

#### **COUNCIL DISCUSSION ITEMS:**

- Redefine City Clerk's role/position – Clerk Findlay resigned full-time position with Collins to accept a part-time role with the City of Ankeny, effective Monday, April 8<sup>th</sup>. Findlay offered to stay on in a part-time role through the end of the fiscal year. Cindy Kendall will write a job description for the Collins Clerk job posting. Options for council to consider during interview process are whether to keep the position full-time, make it part-time, combine with another role, i.e. economic development, grant writer, "city admin-type," etc.
- Amsden: (1) Sump Pump Ordinance; (2) Purchase Cliff Dalbey's hayfield in SW corner of town to develop a storm water retention area; (3) Emergency Mgmt. has a new online self-reporting program for storm damages.
- Corbitt: (1) New Collins Watch Facebook Group; (2) Park hours; (3) Trash in park and on the trail; (4) Community Center utilities – do routine users kick in anything toward utilities and what groups pay rent and who don't?
- Schlueter: (1) Wants to discuss annexing ground; (2) Do we need a committee for mural decision? (3) Who is responsible for fixing community center damage – PWD stated that insurance adjustors have the process started.
- Fire Chief Kennedy asked for a letter to be sent to Kooiker regarding open burning of trash.

#### **MAYOR'S REPORT:**

- There is a lot of graffiti in trail tunnel. Robbie Erickson may be interested in volunteering his time to paint something over the graffiti.
- Mayor will attend April 12<sup>th</sup> Story County TIF meeting to qualify for application. Any funds awarded are to be spent by the end of FY20. Council needs to be thinking about project ideas that can spark economic development.
- An idea Mayor floated is to utilize Hair Hut's vacant space to create a mini-mart of a few grocery and household items.

**Motion to Adjourn** by Schlueter; 2<sup>nd</sup> by Christie - M/C

Mayor Brett Comegys

City Clerk Theresa L. Findlay