

## MINUTES- Regular Meeting of the Collins City Council

**1. CALL TO ORDER-** Collins City Council met on Thursday, April 13, 2023, at 7:02pm at the Collins Area Community Center, 219 Main St.

**2. ROLL CALL-** Mayor Pro-Tem Dawnell Kennedy asked for Roll Call. Council Members present: Stacy Howell, Dawnell Kennedy, Dawn Pasquariello, Andrew Coree. Mayor Brett Comegys arrived at 8:30pm. Absent- Council member Marissa Welch. Guests- Steve and Tonia Hopkin, Terry Kellogg, Ben and Brittney Bentil, Ross Naylor, Matt Cleverley, Nichole Sungren, Deputy Timothy Schroeder, Cliff Dalbey. City personnel present: Public Works Director Darren Kennedy, Library Director Sara Coree, City Clerk Katie Baldwin.

**3. APPROVAL OF POSTED AGENDA-** Motion by Howell to approve, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C

**4. CONSENT AGENDA:** March 9, 2023 Minutes, March Cash Report, March Revenue Report, March Expense Report, March Treasurer's Report, April Bills- Motion by Howell to approve, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C

**5. MARCH SHERIFF'S REPORT-** Written and Verbal. Speed trailer will be set up in town at the end of this month. Sheriff's Report now shows when deputies start their calls.

**6. PUBLIC FORUM:** Terry Kellogg asked about the Collins jake brake ordinance and how that is being enforced. Howell stated that this was talked about with the Story County Sheriff deputy at last month's council meeting and that ordinance has to be enforced by law enforcement. Ben and Brittney Bentil and Ross Naylor introduced themselves. They recently purchased a commercial business space on Main Street and are planning on opening a physical therapy office in the near future. They also own a construction company and it is located out of this building.

### MARCH 2023

#### CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ALLIANT ENERGY/IPL	GAS/ELECTRIC	3,743.27
SYNCBAMAZON	LIBRARY BOOK	7.99
AWWA REGION 5- IOWA SECTN	PWD TRAINING	55.00
BEELER LAWN & LANDSCAPE	COMM.CAT.GRANT-STATE REIMBURSE	60,000.00
CARDMEMBER SERVICE	CWC, LIBRARY, PWD PURCHASES	1,283.15
CENTRAL IOWA BROADBAND	FD, LIB, CWC, CACC, CH PHONE/INTERNET	737.33
CITY-CWC WATER	MARCH UTILITY BILL	150.67
COMFORT FOODS CATERING	COMMUNITY MEAL #10	4,050.00
EFTPS	FED/FICA TAXES	2,802.09
GIRARD'S CARPENTRY, LLC	PWD NEW SHOP DOOR	2,875.00
IMFOA	ANNUAL DUES	126.50
IPERS	IPERS	1,834.10
IOWA REGIONAL UTILITIES ASSN	MARCH 1 READ	2,504.32
JOHN DEERE FINANCIAL	TOOLS, LAWN MOWER AND LEASE PAYMENTS	1859.14
POSTMASTER	MARCH/APRIL UB POSTAGE, CERTIFIED MAIL	129.20
STAPLES	OFFICE SUPPLIES	93.19
TREASURER, STATE OF IOWA	STATE TAXES	1,587.36
SWEET OAKS BAKERY + BISTRO	COMMUNITY MEAL #11	4,050.00
U.S.CELLULAR	PWD INTERNET	64.49
WINDSTREAM	PHONE/INTERNET	44.36
PAYROLL	MARCH	8,853.19
<b>REPORT TOTAL</b>		<b>96,850.35</b>

FUND	REVENUES	EXPENSES
GENERAL	3,233.63	2,757.96
LIBRARY	6,989.82	2,751.63
WELLNESS CENTER	3,314.11	2,385.65
ROAD USE TAX	3,080.11	5,487.13
EMPLOYEE BENEFITS	231.27	0.00

EMERGENCY LEVY	46.04	0.00
LOCAL OPTION SALES TAX	6,517.00	0.00
DEBT SERVICE	647.43	0.00
TIF	0.00	0.00
2019/20STREETIMPR.	0.00	0.00
COMM.CTR.CAP. PROJ.	1,448.00	0.00
SCHTF-OOR GRANTS	0.00	0.00
FEMA/STATE DERECHO	0.00	0.00
AMERICAN RESCUE PLAN ACT	0.00	8,100.00
DETENTION POND	0.00	0.00
COMMUNITY CATALYST GRANT	60,000.00	60,000.00
WATER	13,393.41	6,775.35
WATER SINKING	0.00	0.00
SEWER	16,339.20	8,551.53
SEWER SINKING	0.00	0.00
LANDFILL/GARBAGE	5,110.38	41.10
<b>TOTAL FUNDS</b>	<b>120,350.40</b>	<b>96,850.35</b>

#### TRANSFERS

SEWER TO SEWER SINKING- 5,919.25

WATER TO WATER SINKING- 3,021.50

7. Motion by Howell to open the public hearing for 2<sup>nd</sup> Avenue Street Project at 7:10pm, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C. Nichole Sungren from MSA presented the project details. Motion by Howell to close the public hearing for 2<sup>nd</sup> Avenue Street Project at 7:26pm, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C
8. Motion by Howell to approve resolution 2023-6. "Resolution adopting plans, specifications, form of contract, and estimate of cost for the 2<sup>nd</sup> Avenue Street Project", 2<sup>nd</sup> by Pasquariello, Roll Call- Kennedy- Abstained, Howell- Aye, Pasquariello- Aye, Coree- Aye, M/C
9. Motion by Howell to table until the May meeting resolution 2023-7. "Resolution approving construction contract and bond for the 2<sup>nd</sup> Avenue Street Project", 2<sup>nd</sup> by Pasquariello, Roll Call- Kennedy- Abstained, Howell- Aye, Pasquariello- Aye, Coree- Aye, M/C
10. Motion by Howell to table until the May meeting construction services contract and fees for the 2<sup>nd</sup> Avenue Street Project, 2<sup>nd</sup> by Pasquariello, Roll Call- Kennedy- Abstained, Howell- Aye, Pasquariello- Aye, Coree- Aye, M/C
11. Motion by Howell to open the public hearing for Watermain Replacement Project at 7:37pm, 2<sup>nd</sup> by Coree, All Ayes, M/C. Nichole Sungren from MSA presented the project details. Motion by Howell to close the public hearing for Watermain Replacement Project at 7:39pm, 2<sup>nd</sup> by Coree, All Ayes, M/C
12. Motion by Pasquariello to approve resolution 2023-8. "Resolution adopting plans, specifications, form of contract, and estimate of cost for the Watermain Replacement Project", 2<sup>nd</sup> by Coree, Roll Call- Kennedy- Abstained, Howell- Aye, Pasquariello- Aye, Coree- Aye, M/C
13. Motion by Coree to approve resolution 2023-9. "Resolution approving construction contract and bond for the Watermain Replacement Project", 2<sup>nd</sup> by Howell, Roll Call- Kennedy- Abstained, Howell- Aye, Pasquariello- Aye, Coree- Aye, M/C
14. Motion by Pasquariello to approve construction services contract and fees for the Watermain Replacement Project, with a cost of no more than \$23,000, 2<sup>nd</sup> by Howell, Roll Call- Kennedy- Abstained, Howell- Aye, Pasquariello- Aye, Coree- Aye, M/C
15. Motion by Coree to approve the purchase of a solar light to be placed on Main Street between 3<sup>rd</sup> Street and 4<sup>th</sup> Street, Luminaries SCL Series, at a cost not to exceed \$3,000 plus freight, paid for with LOST funds, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C
16. Motion by Coree to table until the May meeting- City-owned land on SE end of town- proposal by Cliff and Claudia Dalbey, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C
17. Motion by Howell to approve variance to City Code 165.40.1 to allow up to 10 RV's to utilize three of Matt Cleverley's properties, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C

18. Motion by Howell to approve fence permit- 612 3<sup>rd</sup> Avenue, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C
19. Motion by Howell to deny request by property owner to not replace sidewalk that was removed- 410 3<sup>rd</sup> Avenue, 2<sup>nd</sup> by Coree, All Ayes, M/C
20. Motion by Howell to approve adding Juneteenth as paid holiday, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C
21. Moved to end of meeting- Reviewed city janitor applications due to current city janitor MW submitting her resignation effective May 1, 2023
22. Moved to end of meeting- Motion by Coree to approve hiring city janitor candidate #7, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C
23. Motion by Pasquariello to set Public Hearing Date for Amendment #2 for the 2022-2023 Budget- May 11 at 7pm at Collins Area Community Center, 2<sup>nd</sup> by Howell, All Ayes, M/C
24. Motion by Howell to do the first reading of Ordinance 2023-1. "An ordinance amending the Code of Ordinances of the City of Collins, Iowa, 2022, by amending provisions pertaining to requested discontinuance of service", 2<sup>nd</sup> by Coree, Roll Call- All Ayes, M/C. Motion by Howell to suspend the statutory rule requiring an ordinance be considered and voted on for passage at two Council meetings prior to the meeting at which it is to be finally passed, 2<sup>nd</sup> by Pasquariello, Roll Call- All Ayes, M/C. Motion by Howell to put Ordinance 2023-1 upon its final consideration and to adopt Ordinance 2023-1, 2<sup>nd</sup> by Pasquariello, Roll Call- All Ayes, M/C, Ordinance passed.
25. Motion by Howell to approve Resolution 2023-10. "Resolution authorizing the transfer of cash between funds for FYE 2023", 2<sup>nd</sup> by Coree, Roll Call- All Ayes, M/C
26. Moved to end of meeting- Reviewed/discussed 28E agreement between the Collins-Maxwell CSD and the City of Collins- Mayor gave an update- School Board will review this at their next school board meeting. Motion by Coree to table this discussion until the May council meeting, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C
27. Moved to end of meeting- Request to approve for the school district to assume responsibility for insurance coverage of baseball and softball fields and removing said coverage from the City's insurance coverage- Mayor gave an update- School Board will review this at their next school board meeting. Motion by Coree to table this discussion until the May council meeting, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C
28. Discussed CACC improvements- PWD discussed his vision for the kitchen renovations. Council approved for him to move the serving window portion of the east wall out 4 feet.
29. Motion by Pasquariello to approve fence permit- 205 Railway Street, 2<sup>nd</sup> by Coree, All Ayes, M/C
30. Motion by Kennedy to approve building permit- 212 1<sup>st</sup> Avenue, 2<sup>nd</sup> by Coree, All Ayes, M/C
31. Motion by Howell to approve bid- SCHTF- OOR grant- 307 3<sup>rd</sup> Avenue- Custom Contractor's bid (Josh Chevalier), in the amount of \$11,573.74, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C
32. Motion by Howell to approve Story County Housing Trust Fund's donation request in the amount of \$684.00, paid with LOST funds, 2<sup>nd</sup> by Coree, All Ayes, M/C
33. Motion by Howell to approve applying for \$25,000 additional funding from the Story County Housing Trust Fund, 2<sup>nd</sup> by Pasquariello, All Ayes, M/C
34. **REPORTS- Mayor-** Is on the agenda for the Board of Supervisors meeting on May 2<sup>nd</sup> to discuss the property on the SE area of town that we purchased with a grant from the county, to see what we can and can't do with the property. Is meeting with Story County Conservation at the beginning of May to discuss the Heart of Iowa Trail. **Coree-** None. **Kennedy-** None. **Howell-** Potholes at the end of the alleyway on 4<sup>th</sup> Street between 3<sup>rd</sup> Avenue and Main Street- PWD stated he will put rock in alley to fill the potholes. Noticed the school discarded two rolls of sod and wondered if the city could use it. **Pasquariello-** None. **PWD-** Written and verbal. Presented information on city cameras and will get financing options to present at the May council meeting. Cameras to be paid out of the LOST fund. **Library-** Written and verbal. In need of Library Board members and Friends of the Library members. **CWC-** Written. **Clerk-** Will be purchasing a new printer/copier/scanner/fax machine, which was approved by council at the November 2022 council meeting.
35. **ADJOURNMENT-** 9:14pm Motion by Coree, 2<sup>nd</sup> by Howell, All Ayes, M/C

