

MINUTES- Regular Meeting of the Collins City Council

1. **CALL TO ORDER-** Collins City Council met on Thursday, February 10, 2022, at 7:00pm at the Wright Learning Center, 208 Main St.

2. **ROLL CALL-** Mayor Brett Comegys asked for Roll Call. Council Members present: Andrew Coree, Stacy Howell, Dawnell Kennedy, Dawn Pasquariello, Marissa Welch. Absent- None. Guests- Deputy Carson Linkenmeyer, Shelby Smith, Willie Beeler, Cliff Dalbey, Steve Shipton, Lisa Leonard. City personnel present: Public Works Director Darren Kennedy, Library Director Sara Coree, Wellness Center Director, Jean Bienfang, Fire Chief Daryl Kennedy, City Clerk Katie Baldwin.

3. **APPROVAL OF POSTED AGENDA-** Motion by Howell to approve, 2nd by Kennedy, M/C

4. **CONSENT AGENDA:** January 6, 13, 20 2021 Minutes, January Cash Report, February Bills- Motion by Howell to approve, 2nd by Kennedy, M/C

5. **JANUARY SHERIFF'S REPORT-** Written and Verbal. Welch let deputy know that kids were caught on the school cameras last night knocking on doors of homes across the street from the school and then running away. Deputy hopes the school administrators will speak with the kids. Deputies will keep a watch for kids doing this.

JANUARY 2022

CLAIMS REPORT

VENDOR

VENDOR	REFERENCE	AMOUNT
ACCESS - ASSAULT CARE CENTER	BUDGET ALLOCATION FY22	500.00
SETH & KATIE AKERS	CWC SOUP SUPPER DONATION	662.80
ALLIANT ENERGY/IPL	GAS/ELECTRIC	4,458.15
SYNCBAMAZON	LIBRARY SUPPLIES	379.31
AMERICAN LEGION POST #81	FY22 BUDGET ALLOCATION	1,000.00
STORY COUNTY ANIMAL CONTROL	DLH SEAL POINT PERSIAN	38.50
BADGER METER, INC.	WATER METERS	600.00
KATIE BALDWIN	MILEAGE	74.24
BIBLIONIX	ANNUAL FEES	800.00
CARDMEMBER SERVICE	PWD,LIB,CWC,CH PURCHASES	1,356.80
CITY-CWC WATER	CWC WATER/SEWER	77.23
COLLINS-MAXWELL PARKS&REC CLUB	DONATION FROM CWC	100.00
COLLINS-MAXWELL PARKS&REC CLUB	BUDGET ALLOCATION FY22	1,000.00
COINCO DESIGN & PRODUCTION	CACC WALL PLAQUE,TRAIN MURAL	2,800.00
COMMUNITY & FAMILY RESOURCES	BUDGET ALLOCATION FY22	500.00
EFTPS	FED/FICA TAXES	3,191.28
FIRE SAFETY U.S.A., INC.	FD GLOVES/HOODS	575.00
GARBAGE GUYS	DECEMBER	2,160.00
GATEHOUSE-DB IOWA HOLDINGS	PUBLISHING	368.19
HEARTLAND SENIOR SERVICES	BUDGET ALLOCATION FY22	1,000.00
IOWA CODIFICATION	ORDINANCE SUPPLEMENT	32.00
IPERS	IPERS	2,181.20
IPI - IOWA PRISON INDUSTRIES	ATV/UTV REGISTRATION STICKERS	48.16
IOWA REGIONAL UTILITIES ASSN	DECEMBER 30 READ	5,007.82
JOHN DEERE FINANCIAL	EQUIPMENT LEASE JAN/FEB	2,232.96
KEYSTONE LABORATORIES, INC.	WATER TESTING	26.35
LAWSON PRODUCTS	DUMPTRUCK PARTS	705.32
IOWA LEAGUE OF CITIES	MUNICIPAL POLICY HANDBOOKS	240.00
LEGAL AID SOCIETY OF STORY CO	BUDGET ALLOCATION FY22	1,000.00
MARSHALL COUNTY LANDFILL	DECEMBER	1,238.25
MENARDS - ALTOONA	FD SUPPLIES	426.32
MID-IOWA COMMUNITY ACTION, INC	BUDGET ALLOCATION FY22	1,000.00

O'HALLORAN INTERNATIONAL	DUMPTRUCK HEATER/FAN/LIGHTS	238.68
POSTMASTER	CERTIFIED MAIL POSTAGE	7.58
POSTMASTER	FEB.BILLS POSTAGE	75.98
QUALITY FLOW SYSTEMS, INC.	LAGOON PUMP CONVERSION	4,560.00
ROD BIENFANG	CWC REPAIRS	2,800.00
THE SALVATION ARMY	FY22 BUDGET ALLOCATION	500.00
STAPLES	OFFICE SUPPLIES	2.28
STORY COUNTY TREASURER	SHERIFF FEE- FY22 QUTR 3	7,868.02
SUPERIOR WELDING SUPPLY CO.	PWD SUPPLIES	45.40
TREASURER - STATE OF IOWA	SALES/WET TAX 2021 QTR 4	2,194.00
TRUCK EQUIPMENT, INC	DUMPTRUCK REPAIRS	89.64
U.S.CELLULAR	CACC PEPLINK	39.52
U.S.CELLULAR	PWD LAPTOP	127.73
WALSH DOOR & SECURITY	CACC HIST.SOCIETY DOOR REKEY	495.00
WASTE MANAGEMENT	DECEMBER & JANUARY SERVICES	2,287.30
WINDSTREAM	CWC PHONE/INTERNET	236.44
WINDSTREAM	FD/CH PHONE/INTERNET	412.19
WINDSTREAM	LIBRARY PHONE/INTERNET	345.98
YOUTH & SHELTER SERVICES, INC	FY22 BUDGET ALLOCATION	2,000.00
PAYROLL	JANUARY	10,587.73
REPORT TOTAL		70,693.35

FUND	REVENUES	EXPENSES
GENERAL	1,463.38	14,749.97
LIBRARY	0.00	3,699.50
WELLNESS CENTER	2,861.18	5,684.46
ROAD USE TAX	5,237.51	3,678.63
EMPLOYEE BENEFITS	147.94	0.00
EMERGENCY LEVY	35.94	0.00
LOCAL OPTION SALES TAX	6,507.77	8,995.00
DEBT SERVICE	534.41	0.00
TIF	0.00	0.00
2019/20STREETIMPR.	0.00	0.00
COMM.CTR.CAP. PROJ.	0.00	2,800.00
SCHTF-OOR GRANTS	0.00	0.00
FEMA/STATE DERECHO	0.00	0.00
ARP-FED	0.00	600.00
WATER	10,357.63	10,095.46
WATER SINKING	0.00	0.00
SEWER	14,741.80	14,676.18
SEWER SINKING	0.00	0.00
LANDFILL/GARBAGE	4,582.25	5,714.15
TOTAL FUNDS	46,469.81	70,693.35

TRANSFERS

SEWER TO SEWER SINKING 5,935.00

6. PUBLIC FORUM: None

7. Motion by Kennedy to approve the first reading of Ordinance 2022-2. "An ordinance amending the Code of Ordinances of the City of Collins, Iowa, by adding a new section defining skirting requirements on manufactured and mobile homes", 2nd by Howell, Roll Call- All Ayes, M/C. Motion by Howell to suspend the statutory rule requiring an ordinance to be considered and voted on for passage at two council meetings prior to the meeting at which it is to be finally passed, 2nd by Kennedy, Roll Call- All Ayes, M/C. Motion by Howell to adopt the ordinance entitled "An ordinance amending the Code of Ordinances of the City of Collins,

Iowa, by adding a new section defining skirting requirements on manufactured and mobile homes”, 2nd by Kennedy, Roll Call- All Ayes, M/C.

8. Motion by Welch to approve extension of variance at 712 1st Ave. Lot #4, allowing the RV that is currently parked there to stay until April 30th, 2022, as-is without adding proper skirting, 2nd by Pasquariello, M/C. Clerk will continue to assist this resident with finding services to assist her. The owners of the mobile home park stated that they do not currently intend to ask for another variance that would allow RV’s to be lived in at the mobile home park, but that could be a possibility in the future, following certain specific criteria.

9. Motion by Howell to approve the request from Collins Historical Society to go through old archives at City Hall, with the understanding that any sensitive info would stay in City Hall, 2nd by Welch, M/C.

10. Discussed the formal complaint from Sara Craft regarding a dog residing at 506 3rd Avenue. Council provided guidance to clerk to turn over any formal, verifiable complaints regarding the dog(s) residing at 506 3rd Avenue to Story County Animal Control.

11. Motion by Howell to approve tax abatement- 512 Main Street, 2nd by Pasquariello, M/C.

12. Discussed with Collins Township Trustees regarding Fire Department- Steve Shipton

13. Motion by Howell to approve Resolution 2022-3. “Resolution authorizing a change in compensation for Jean Bienfang, Collins Wellness Center Director”, 2nd by Coree, Roll Call- All Ayes, M/C

14. Motion by Howell to approve Resolution 2022-4. “Resolution authorizing a change in compensation for Lisa Fisher, Collins Wellness Center Janitor”, 2nd by Welch, Roll Call- All Ayes, M/C

15. Motion by Welch to approve portions of the CACC to be deep-cleaned by Jean Bienfang, 2nd by Howell, M/C

16. No motions- CACC repairs quote from Rodney Bienfang- will readdress this after the kitchen remodel is complete

17. Discussed SCHTF project at 105 Railway Street- the contractor fixed the problems with the tub and sink so they drain now, there are still a couple of minor things that need fixed. Clerk will contact the SCHTF Director to ask if they have a contract we can use to have contractors sign prior to any work beginning, that states they have a warranty for their work for a certain amount of time. Also going forward, council will need to sign off on any invoices (after the work is complete) before the contractors are paid. Homeowner and contractor will also need to sign statements saying the work is complete, before an invoice is paid.

18. Motion by Kennedy to approve that clerk will provide a resolution with wording changes for the March meeting regarding the Downtown Revitalization Incentive Program (DRIP), 2nd by Howell, M/C

19. Discussed Capital Improvement Plan

20. Discussed Comprehensive Plan

21. Motion by Kennedy to open the public hearing on maximum property tax dollars to certify for levy for FY 2022-2023 at 9:32pm, 2nd by Coree, M/C. No questions or comments from the public. Motion by Howell to close the public hearing at 9:33pm, 2nd by Pasquariello, M/C

22. Motion by Howell to approve Resolution 2022-5. “Resolution approving FY 2022-2023 Maximum Property Tax Dollars.”, 2nd by Pasquariello, Roll Call- All Ayes, M/C

23. Motion by Kennedy to set public hearing for March 10, 2022, on adoption of final budget for FY 2022-2023, 2nd by Welch, M/C

24. Motion by Howell to approve Resolution 2022-6. “Resolution fixing date for a public hearing on the proposal to convey real property to the Collins-Maxwell Community School District, and providing for publication of notice thereof”, 2nd by Coree, Roll Call- All Ayes, M/C

25. Motion by Howell to approve new GWorks meter reading interface for new Badger Beacon software, 2nd by Coree, M/C

26. Tabled due to not having any paperwork- agreement with Colo Telephone and Huxley Communications

27. Motion by Kennedy to approve Contract Law Enforcement Services contract for fiscal year 2023, 2nd by Howell, Roll Call- All Ayes, M/C

28. Volunteer help- Motion by Kennedy to approve the wording of the Liability Waiver, 2nd by Howell, M/C.

29. Motion by Welch to approve the color-enhanced version of city sign design, not adding the words Home of the Spartans to the water tower, 2nd by Pasquariello, M/C

30. Discussed department heads monthly spending stipend- Clerk will prepare a resolution for the March council meeting.

31. Motion by Howell to table SHTF FY23 matching commitment request, 2nd by Kennedy, M/C.

32. Discussed Iowa Codification procedures for updating code book on an ongoing basis- council advised clerk to research what the fee structure is for submitting quarterly, bi-annually, annually, and as needed, and report back at March council meeting.

33. REPORTS- Mayor- None. Welch- None. Pasquariello- None. Kennedy- Water line EPA regulations needs to start sooner rather than later. Coree- None. Howell- Asked if PWD will need help logging EPA info- Dawnell said she will help. PWD- Written and verbal. Library- Written and Verbal. Motion by Coree to approve expenditures of \$192.86, 2nd by Howell, M/C. CWC- Written and Verbal. Clerk- None.

34. ADJOURNMENT- 10:10pm Motion by Welch, 2nd by Howell, M/C