

## MINUTES- Regular Meeting of the Collins City Council

**1. CALL TO ORDER-** Collins City Council met on Thursday, January 9, 2025, at 7:00pm 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, Marissa Welch, Stephanie Smith. Absent- Mayor Brett Comegys, Council Member Dawn Pasquariello, Library Director Sara Coree. Guests- Deputy Tim Schroeder, Ben Bentil. City personnel present: Public Works Director Darren Kennedy, City Clerk Katie Baldwin.

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

**4. CONSENT AGENDA:** December 12, 2024 Minutes, December Cash Report, December Revenue Report, December Expense Report, December Treasurer's Report, January Bills- Motion by Howell to approve, 2<sup>nd</sup> by Smith, All Ayes, M/C

**5. DECEMBER SHERIFF'S REPORT-** Deputy Schroeder says it's been a pretty calm month and he doesn't have anything to report. Council also didn't have anything to report or ask him about.

**6. PUBLIC FORUM:** Ben Bentil gave an update on the city business sign that he will be building for the City. He is ready to purchase materials and start building it. The expenditures were approved at the August 2024 council meeting.

### DECEMBER 2024

#### CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ALLIANT ENERGY/IPL	GAS/ELECTRIC	2,417.12
STORY COUNTY ANIMAL CONTROL	WELFARE CHECKS	50.00
BADGER METER, INC.	GSVC RENEW	43.92
KATIE BALDWIN	MILEAGE REIMBURSEMENT	123.28
BYTESPEED, LLC	SECURITY CAMERA INJECTOR	138.00
CARDMEMBER SERVICE	PWD, LIB, CWC, CH PURCHASES	1,347.55
CENTRAL IOWA SEEDS	GRASS SEED FOR WATERWAY	390.00
CITY-CWC WATER	CITY UTILITY BILL	80.86
CJ COOPER & ASSOC., INC.	ANNUAL CLEARINGHOUSE FEES	350.00
COLLINS FIRE & RESCUE	FIRE SAFETY USA REIMBURSEMENT	847.90
CENTRAL STATE BANK	LOAN #66716 GOB INTEREST	8,270.70
CENTRAL STATE BANK	LOAN #65801 GOB INTEREST	623.11
CENTRAL STATE BANK	LOAN #64649 GOB INTEREST	2,698.43
DOOR AND FENCE STORE INC	FIRE DEPT. OVERHEAD DOORS	3,231.00
EFTPS	FED/FICA TAXES	4,103.97
GARBAGE GUYS	OCT/NOV GARBAGE	4,366.00
GANNETT IOWA LOCALIQ	PUBLISHING	545.19
GWORCS	2025 ANNUAL SUBSCRIPTION FEES	9,600.00
IOWA FINANCE AUTHORITY	SRF LOAN C0508R SWR	15,345.00
IOWA FINANCE AUTHORITY	SRF LOAN MD0549R WTR MAINS	586.25
INT.INSTITUTE MUNICIPAL CLERKS	2025 MEMBERSHIP DUES	195.00
IOWA ONE CALL	LOCATES	4.50
IPERS	IPERS	2,556.02
IPI - IOWA PRISON INDUSTRIES	STREET SIGNS	756.14
IOWA REGIONAL UTILITIES ASSN	DEC.3RD METER READ	3,666.00
IOWA RURAL WATER ASSOCIATION	2025 MEMBERSHIP DUES	305.00
JOHN DEERE FINANCIAL	LAWN MOWER PAYMENT	558.67
JOHN DEERE FINANCIAL	VAN-WALL- SAW CHAINS	117.96
JOHN DEERE FINANCIAL	TRACTOR LEASE PAYMENT	589.24
JOHN DEERE FINANCIAL	SKID LOADER LEASE	1,210.48
MICROBAC LABORATORIES, INC.	WATER TESTING	233.50

LAWSON PRODUCTS	SHOP SUPPLIES	113.01
MARSHALL COUNTY LANDFILL	OCT/NOV LANDFILL	2,559.55
MAXWELL FOOD PANTRY	CWC SOUP SUPPER DONATIONS	551.00
MENARDS - ALTOONA	PWD ADDITION SUPPLIES	79.42
MENARDS-AMES	PWD NEW ADDITION	23,103.79
MIDWEST BREATHING AIR LLC	FIRE DEPT.QUARTERLY AIR TEST	199.75
POSTMASTER	2 ROLLS OF STAMPS	146.00
POSTMASTER	JANUARY UB POSTAGE	34.65
QUALITY FLOW SYSTEMS, INC.	LAGOON LIFT STATION PIPES	2,300.00
RACOM CORPORATION	FIRE DEPT. QUAD BELT CLIP	59.69
STORY COUNTY HOUSING TRUST	FY26 MATCHING FUNDS	391.00
TREASURER, STATE OF IOWA	STATE TAXES	1,632.88
SUPERIOR WELDING SUPPLY CO.	SHOP SUPPLIES	6.75
TREASURER - STATE OF IOWA	2024 SALES/USE TAX	1,123.37
TREASURER - STATE OF IOWA	DEC.WET TAXES	587.57
U.S.CELLULAR	PWD LAPTOP	64.49
WALSH DOOR & SECURITY	TRAILSIDE PARK BATHRM SECURITY	840.00
WASTE MANAGEMENT	RECYCLING	1,458.00
YOUTH & SHELTER SERVICES, INC	FY25 DONATION	500.00
PAYROLL		14,203.33
<b>REPORT TOTAL</b>		<b>115,305.04</b>

<b>FUND</b>	<b>REVENUES</b>	<b>EXPENSES</b>
GENERAL	7,400.87	13,457.98
LIBRARY	486.05	3,591.54
WELLNESS CENTER	2,153.36	2,540.15
ROAD USE TAX	5,327.51	6,328.84
EMPLOYEE BENEFITS	681.55	0.00
EMERGENCY LEVY	0.00	0.00
LOCAL OPTION SALES TAX	6,573.97	1,029.00
DEBT SERVICE	1,668.54	11,592.24
TIF	139.95	0.00
2019/20STREETIMPR.	0.00	0.00
COMM.CTR.CAP. PROJ.	0.00	0.00
SCHTF-OOR GRANTS	0.00	0.00
FEMA/STATE DERECHO	0.00	0.00
AMERICAN RESCUE PLAN ACT	0.00	0.00
DETENTION POND	0.00	0.00
214 MAIN STREET PROJECT	0.00	0.00
WATER	11,070.85	12,334.73
WATER SINKING	0.00	586.25
SEWER	15,254.64	32,279.82
SEWER SINKING	0.00	15,345.00
LANDFILL/GARBAGE	5,311.70	16,219.49
<b>TOTAL FUNDS</b>	<b>56,068.99</b>	<b>115,305.04</b>

**TRANSFERS**

SEWER TO SEWER SINKING- 5,974.25  
WATER TO WATER SINKING- 2,861.75

**7. Motion by Smith to approve Story County Emergency Management Commission 2025 Membership Appointments, 2<sup>nd</sup> by Welch, All Ayes, M/C**

**8. Motion by Howell to approve FY26 Story County Sheriff's Contract, 2<sup>nd</sup> by Welch, All Ayes, M/C**

**9. Motion by Howell to approve Resolution 2025-1. "A resolution adopting the Story County 2024-2029 Hazard Mitigation Plan", 2<sup>nd</sup> by Smith, Roll Call- All Ayes, M/C**

**10. Motion by Welch to approve Resolution 2025-2. "A resolution directing City Clerk to file lien on 513 2<sup>nd</sup> Avenue for collection of unpaid municipal infraction fee", 2<sup>nd</sup> by Howell, Roll Call- All Ayes, M/C**

**11. Motion by Howell to approve updating City Hall/Library HVAC system, 2<sup>nd</sup> by Welch, All Ayes, M/C**

**12. Motion by Howell to table to the February meeting- updating city pickup, 2<sup>nd</sup> by Welch, All Ayes, M/C**

**13. Motion by Howell to Set Public Hearing Date for Amendment #1 for the 2024-2025 Budget- February 13<sup>th</sup>, 7pm, Collins Area Community Center, 2<sup>nd</sup> by Smith, All Ayes, M/C**

**14. REPORTS- Kennedy-** Asked about the vacant property at 703 Main Street- Clerk will send a letter to the new Executor of the Estate because the City Council would like to have more available housing options in town and that house has been vacant for almost 6 years. Clerk will also send a letter to the owner of 11 4<sup>th</sup> Street, as that house has been sitting vacant for at least 6 years. Asked when the building permit at 427 2<sup>nd</sup> Street was approved by council- it was approved July 20, 2023 so the building construction must be complete by July 20, 2025. Gave an update on the City Hall generator- Ryan Jones with RJ Electric needs to reorder the generator so it's taking longer than expected. **Smith-** Asked Clerk to send an email to Greg Pıklapp with Story County Economic Development to ask where we are at in the process of possibly purchasing property from Landus in city limits. Asked about an update regarding the school possibly returning a portion of the gifted city land for the bus barn. **Howell-** Asked Ben Bentil to contact City Hall when his business will be opening so we can advertise it. Spoke about the cover structure project at PWD shop. The project was approved at the October 2024 council meeting, and the minutes state- "Motion by Howell to approve Amsden Contract Consulting labor quote for cover structure at Public Works shop, with the project being complete by December 15, 2024, 2<sup>nd</sup> by Smith, All Ayes, M/C". The last of the material was delivered on November 16, 2024 so therefore council was ok with Mr. Amsden completing the work within 60 days of that date (January 15<sup>th</sup>), which was communicated to him by the Public Works Director. As of this meeting date, the project is not anywhere near completion. Mr. Amsden says that since he was not notified via certified mail, he is not in breach of contract. Council advised City Clerk to send him a letter via certified mail stating that the work must be complete within 60 days of this meeting, which is March 10, 2025. If the work is not complete by March 10, 2025, a daily fine of \$100 every day will be instituted, to be deducted off the final payment to Amsden Contract Consulting. Also gave an update that the state code was recently updated regarding snow removal on sidewalks, so the city code will be updated to follow the new state code. This code addition will be added to the February agenda. Regarding building permits, she would like either the PWD or a council member to physically go to the location of the permit to see the lot pins, rather than just rely on the applicant stating they know where their pins are. **Welch-** None. **Library-** Written. **CWC-** Written. **City Clerk-** None. **PWD-** Verbal and Written.

**15. ADJOURNMENT- 8:17pm Motion by Howell, 2<sup>nd</sup> by Smith All Ayes, M/C**