**MINUTES- Regular Meeting of the Collins City Council**

# 1. CALL TO ORDER- Collins City Council met on Thursday, December 14, 2023, at 7:00pm at the Collins Area Community Center, 219 Main St.

# 2. ROLL CALL- Mayor Brett Comegys asked for Roll Call. Council Members present: Stacy Howell, Dawnell Kennedy, Dawn Pasquariello, Andrew Coree. Absent- Council Member Marissa Welch and City Clerk Katie Baldwin. Guests- Mallory Chiquito, Deputy Timothy Schroeder. City personnel present: Public Works Director Darren Kennedy, Library Director Sara Coree.

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

**4. CONSENT AGENDA:** November 9 & 29, 2023 Minutes, November Cash Report, November Revenue Report, November Expense Report, November Treasurer’s Report, December Bills- Motion by Howell to approve, 2nd by Pasquariello, All Ayes, M/C

**5. NOVEMBER SHERIFF’S REPORT-** Update snow ordinances. Deputy gave info on Roland’s snow ordinance that Collins could follow.

**6. PUBLIC FORUM:** None

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| **NOVEMBER CLAIMS REPORT** |  |  |
| **VENDOR** | **REFERENCE**  | **AMOUNT** |
| ACCUJET, LLC  | SANITARY MAINLINER, TELEVISING  | 47,880.00 |
| ALLIANT ENERGY/IPL  | GAS/ELECTRIC  | 2,149.14 |
| STORY COUNTY ANIMAL CONTROL  | 2 WELFARE CHECKS & 3 CATS  | 165.50 |
| ARNOLD MOTOR SUPPLY  | PWD TRUCK OIL  | 717.96 |
| BADGER METER, INC.  | 17830 SVC RENEW  | 43.38 |
| COLLINS-MAXWELL YEARBOOK  | DONATION FROM L.O.S.T. FUND  | 50.00 |
| CARDMEMBER SERVICE  | CH INK  | 1,999.44 |
| CENTRAL IOWA BROADBAND  | PHONE/INTERNET  | 439.68 |
| CITY-CWC WATER  | CITY UTILITY BILL  | 78.31 |
| CJ COOPER & ASSOC., INC.  | 2024 ADMIN FEES  | 270.00 |
| DAKOTA SUPPLY GROUP  | CURB BOX SUPPLIES  | 253.23 |
| DOOR AND FENCE STORE INC  | FIRE STATION DOOR  | 420.40 |
| EFTPS  | FED/FICA TAXES  | 2,636.18 |
| GARBAGE GUYS  | OCTOBER GARBAGE  | 2131.00 |
| GATEHOUSE MEDIA IA HOLDINGS  | PUBLISHING  | 1681.70 |
| GWORKS  | ANNUAL LICENSE FEE  | 6,875.50 |
| INT.INSTITUTE MUNICIPAL CLERKS | 2024 ANNUAL MEMBERSHIP FEE  | 185.00 |
| IMMENSE IMPACT LLC  | WEBSITE ANNUAL FEE  | 605.00 |
| IOWA ONE CALL  | LOCATES  | 18.00 |
| IPERS  | IPERS  | 1,739.48 |
| IOWA REGIONAL UTILITIES ASSN  | OCT.16TH METER READ  | 3,567.58 |
| IOWA RURAL WATER ASSOCIATION  | 2024 ANNUAL DUES  | 305.00 |
| IOWA STATE UNIVERSITY  | STORYCOMM SUBSCRIBER FEES  | 6,352.16 |
| JEAN BIENFANG  | REIMBURSE- CWC EXPENSE  | 29.86 |
| JOHN DEERE FINANCIAL  | LAWN MOWER PAYMENT  | 558.67 |
| JOHN DEERE FINANCIAL  | CHAINSAW, SHOP SUPPLIES  | 884.72 |
| JOHN DEERE FINANCIAL  | TRACTOR LEASE  | 1,767.72 |
| JOHN DEERE FINANCIAL  | SKID LOADER LEASE  | 1,210.48 |
| MICROBAC LABORATORIES, INC.  | WATER TESTING  | 71.00 |
| LAWNPRO L.C.  | FALL WEED AND FEED  | 997.50 |
| LAWSON PRODUCTS  | VEHICLE PARTS  | 80.27 |
| MID-AMERICAN RESEARCH CHEMICAL | LAGOON CHEMICALS  | 245.55 |
| MARSHALL COUNTY LANDFILL  | OCTOBER LANDFILL  | 1,174.50 |
| MITCH MYERS  | CWC KEY FOB BUY-BACK  | 5.00 |
| MSA PROFESSIONAL SERVICES INC  | 2ND AVE.ST.PROJ. CRS #5  | 2,572.50 |
| MIDWEST BREATHING AIR LLC  | QUARTERLY AIR TEST  | 195.00 |
| POSTMASTER  | CWC PO BOX & UB POSTAGE  | 122.35 |
| TREASURER - STATE OF IOWA  | OCTOBER WET TAXES  | 1,262.39 |
| TREASURER - STATE OF IOWA  | NOVEMBER WET TAXES  | 646.41 |
| U.S.CELLULAR  | PWD LAPTOP  | 79.49 |
| WALSH DOOR & SECURITY  | EAST PARK BATHROOM SECURITY  | 6,950.00 |
| WASTE MANAGEMENT  | OCTOBER RECYCLING  | 1,318.00 |
| PAYROLL | NOVEMBER  | 8,392.94 |
| **REPORT TOTAL** |  | **109,127.99** |
|  |  |  |
| **FUND** | **REVENUES** | **EXPENSES** |
| GENERAL  | 7,173.19 | 22,323.73 |
| LIBRARY  | 461.27 | 2,513.13 |
| WELLNESS CENTER  | 3,290.57 | 1,096.50 |
| ROAD USE TAX  | 5,139.30 | 6,211.24 |
| EMPLOYEE BENEFITS | 909.62 | 0.00 |
| EMERGENCY LEVY | 175.59 | 0.00 |
| LOCAL OPTION SALES TAX  | 9,134.24 | 50.00 |
| DEBT SERVICE | 2,431.67 | 0.00 |
| TIF  | 0.00 | 0.00 |
| 2019/20STREETIMPR.  | 0.00 | 2,572.50 |
| COMM.CTR.CAP. PROJ.  | 6,000.00 | 0 |
| SCHTF-OOR GRANTS  | 0.00 | 0.00 |
| FEMA/STATE DERECHO  | 0.00 | 0.00 |
| AMERICAN RESCUE PLAN ACT | 117105.60 | 47,880.00 |
| DETENTION POND | 0.00 | 0.00 |
| COMMUNITY CATALYST GRANT | 0.00 | 0.00 |
| WATER  | 11,537.88 | 10,770.47 |
| WATER SINKING | 0.00 | 0.00 |
| SEWER  | 15,928.79 | 10,491.07 |
| SEWER SINKING | 0.00 | 0.00 |
| LANDFILL/GARBAGE  | 4,971.39 | 5,219.35 |
| **TOTAL FUNDS**  | **184,259.11** | **109,127.99** |

**TRANSFERS**

SEWER TO SEWER SINKING- 5,990.84

WATER TO WATER SINKING- 2,831.67

GENERAL TO LIBRARY- 9,750.00

L.O.S.T. TO GENERAL- 17,763.23

L.O.S.T. TO GENERAL- 22,800.00

RETENTION POND TO T.I.F.- 8,000.00

SEWER TO RETENTION POND- 15,000.00

T.I.F. TO DEBT SERVICE- 86,240.03

**7. Motion by Kennedy to approve FY23 Street Finance Report, 2nd by Howell, All Ayes, M/C**

**8. Motion by Pasquariello to approve the request from Saylorville Dam Snowmobile Club to mark and groom snowmobile trail, 2nd by Coree, All Ayes, M/C. Clerk will notify the Club that council would like the chance to approve their request prior to them marking the trail each year.**

**9. Motion by Howell to approve quote for CACC flooring replacement, (Strand’s quote- $13,994.88- paid with CACC capital project funds and L.O.S.T. funds if needed), and to adjust the position of the kitchen island, 2nd by Pasquariello, All Ayes, M/C. Council requested the mayor get a quote for new baseboards for CACC also.**

**10. Discussed sidewalks that need repaired or replaced. Discussion will be continued at the January meeting.**

**11. Motion by Howell to set Public Hearing date for Amendment #1 for the 2023-2024 Budget- January 11, 2024 at 7pm at the Collins Community Center, 2nd by Kennedy, All Ayes, M/C**

**12. Discussed Rising Star program- council asked mayor to get additional info and report back**

**13. REPORTS- Mayor-** Has a meeting scheduled with County and land owners regarding bike trail improvements in early January. Will inform the council when the meeting is so they may attend. **Kennedy**- Council checks to be issued after budget meeting on the 18th. Will discuss Front Desk option of agendas and minutes with Clerk. **Coree-** None. **Howell-** Asked to adjust February meeting to the 15th instead of the 8th. Council had no objections to this. Asked about business signs. Mayor has been in contact with Nagle Signs and they are putting together ideas and a bid. Stated she has noticed Snyder & Associates on the bike trail starting their engineering documentation. **Pasquariello-** None. **PWD**- Written and verbal. One camera license may need updated- it may have been missed. Kennedy motioned to approve camera license ($1,325 for 10 years), 2nd by Howell, All Ayes, M/C. **Library**- Written and verbal. Director is looking for a part time/temporary employee to assist with programming. Will create job description and report back. **CWC**- Written.

**14. ADJOURNMENT- 8:30pm Motion by Coree, 2nd by Kennedy, All Ayes, M/C**