

## MINUTES- Regular Meeting of the Collins City Council

**1. CALL TO ORDER-** Collins City Council met on Thursday, October 14, 2021, 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: Del Amsden, Staci Howell, Dawnell Kennedy, Greg Schlueter. Absent- Council Member Andrew Coree. Guests- Jared Warne. City personnel present: Public Works Director Darren Kennedy, Library Director Sara Coree, City Clerk Katie Baldwin.

**3. APPROVAL OF POSTED AGENDA-** Motion by Kennedy to approve, 2<sup>nd</sup> by Amsden, M/C

**4. CONSENT AGENDA:** September 9th Minutes, September 27<sup>th</sup> Minutes, September Cash Report, October Bills- Motion by Kennedy to approve, 2<sup>nd</sup> by Amsden, M/C

**5. SEPTEMBER SHERIFF'S REPORT-** Written and Verbal. No deputy in attendance. Concerns from council- people running stop signs at 3<sup>rd</sup> St/3<sup>rd</sup> Ave. Suspicious vehicle called in to police- at Trailside Park- was reportedly a meth deal- police did not show up or follow up with the caller.

### SEPTEMBER 2021

#### CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ADLAND ENGRAVING & SCREEN PRNT	MURAL PLAQUES	120.00
ALLIANT ENERGY/IPL	GAS/ELECTRIC	2,559.86
SYNCBAMAZON	LIBRARY BOOKS/MOVIES/SUPPLIES	277.26
ARNOLD MOTOR SUPPLY	SHOP SUPPLIES	161.62
KATIE BALDWIN	MILEAGE REIMBURSEMENT	200.68
BLAKE BUCHANAN	CWC REPAIRS	40.00
BRIGHT GREEN ROOF	SCHTF-OOR GRANT-33400 HWY 65	8,000.00
CADY MACHINE CO	MOWER CYLINDER MOUNT	144.00
CARDMEMBER SERVICE	LIBRARY SUPPLIES	200.10
CARDMEMBER SERVICE	CWC SECURITY, CH SUPPLIES	517.33
CITY-CWC WATER	SEPTEMBER	77.23
COLLECTION SERVICES CENTER	CHILD SUPPORT	39.54
IOWA DNR	NPDES PERMIT ANNUAL FEE	210.00
DORSEY & WHITNEY LLP	LEGAL FEES-2021 GO STR.IMPROV.	5,000.00
EAGLE ENGRAVING	FIRE DEPT.ID TAGS, SIGN	25.40
EFTPS	FED/FICA TAXES	2,521.41
GARBAGE GUYS	JUNE, JULY, AUGUST	6,213.00
GATEHOUSE-DB IOWA HOLDINGS	PUBLISHING	401.05
GIRARD'S CARPENTRY, LLC	CACC CAP.PROJ.ADDITION	4,401.25
GIRARD'S CARPENTRY, LLC	CACC CAP.PROJ.ADDITION	4,500.00
GIRARD'S CARPENTRY, LLC	CACC CAP.PROJ.ADDITION	6,818.26
IAMU	WW COLLECTION SYSTEM WS	70.00
IOWA ONE CALL	LOCATES	1.80
IPERS	IPERS	1,724.73
IOWA REGIONAL UTILITIES ASSN	AUGUST 2ND READ	3,063.33
IOWA REGIONAL UTILITIES ASSN	SEPTEMBER 1 READ	4,239.46
JKT CONSTRUCTION	CACC ADDITION SIDEWALK	4,336.00
JOHN DEERE FINANCIAL	EQUIPMENT LEASE	1,103.98
JOHN DEERE FINANCIAL	MOWER SUPPLIES	972.31
KEYSTONE LABORATORIES, INC.	WATER TESTING	135.20
LAWSON PRODUCTS	SHOP SUPPLIES	94.73

MANATT'S, INC.	2ND AVE.ST.PROJ.PAY REQST #1	315,823.22
MID-AMERICAN RESEARCH CHEMICAL	YELLOW STRIPING PAINT	466.45
MARSHALL COUNTY LANDFILL	JULY & AUGUST RECYCLING	2,069.95
MATTHEWS WHITE PLUMBING	METER PIT- 70633 315TH ST.	608.00
MENARDS - ALTOONA	PARK TOILET/SHOP SUPPLIES	352.75
MENARDS-AMES	SHOP SUPPLIES	828.19
MSA PROFESSIONAL SERVICES INC	2ND AVE.OVERSIGHT ENGINEERING	47,840.00
MIDWEST BREATHING AIR LLC	FIRE DEPARTMENT	659.43
NEW CENTURY FS	FUEL	1,020.70
OVERDRIVE, INC.	LIBRARY FY22 BRIDGES FEE	389.10
POSTMASTER	2 ROLLS OF STAMPS	116.00
POSTMASTER	OCT.UB POSTAGE, CERT.MAIL POSTAGE	71.23
QUALITY FLOW SYSTEMS, INC.	SEWER LAGOON PUMPS	18,955.00
RACOM CORPORATION	FIRE DEPARTMENT SERVICE LABOR	190.00
STAPLES	CWC & CH OFFICE SUPPLIES	83.96
TREASURER, STATE OF IOWA	STATE TAXES	1,494.00
STORY COUNTY TREASURER	GARNISHMENT	98.75
SUPERIOR WELDING SUPPLY CO.	WELDING GLASSES	43.29
U.S.CELLULAR	PWD LAPTOP	63.24
UNPLUGGED WIRELESS COMM. LLC	FD SIREN CONTROLLER	1,750.00
USABlueBook	WATER TESTING SUPPLIES	158.04
WASTE MANAGEMENT	JULY RECYCLING	1,113.70
WASTE MANAGEMENT	AUGUST RECYCLING	1,119.16
WINDSTREAM	CWC PHONE/INTERNET	118.60
WINDSTREAM	FD/CH PHONE/INTERNET	207.14
WINDSTREAM	LIBRARY PHONE/INTERNET	174.42
PAYROLL	SEPTEMBER	8,342.20
<b>REPORT TOTAL</b>		<b>462,326.05</b>

<b>FUND</b>	<b>REVENUES</b>	<b>EXPENSES</b>
GENERAL	5,996.11	8,411.73
LIBRARY	0.00	2,470.73
WELLNESS CENTER	2,105.23	1,756.02
EMPLOYEE BENEFIT	603.07	0.00
EMERGENCY LEVY	146.48	0.00
LOCAL OPTION SALES TAX	5,954.54	0.00
ROAD USE TAX	7,688.37	4,852.27
DEBT SERVICE	2,178.41	0.00
2019/20STREETIMP	101,231.14	368,663.22
COMM.CTR.CAP.PROJ	10,077.33	18,784.59
SCHTF-OOR GRANTS	0.00	8,000.00
FEMA/STATE DERECHO	21,939.02	0.00
ARP- FED	34,797.03	0.00
WATER	12,334.31	11,572.27
SEWER	16,266.05	27,200.66
LANDFILL/GARBAGE	4,775.56	10,515.81
<b>TOTAL FUNDS</b>	<b>226,092.65</b>	<b>462,227.30</b>

#### TRANSFERS

SEWER TO SEWER SINKING 5,935.00

**6. PUBLIC FORUM:** Jared Warne spoke with council about the contract he currently has with the City to allow him to use the burn pile for his commercial business. He will present council with an updated contract at the November meeting.

**7. Discussion of violations of open meeting law-** Mayor discussed concerns he has with open meeting laws being broken by council. In an email from Bill Goldy at the Iowa League of Cities, Bill states "Conversations at times bleed beyond what your initial intentions were. When a couple of council members meet outside of an open meeting to discuss a matter, it will become problematic and a violation of the open meeting law if those discussions then occur beyond the two council members that were conversing. Often whom you bring something up to may converse with another member even if they were not originally involved in that discussion. And, based on two other members talking, a fourth member may get looped in as well. When this happens, it essentially becomes a walking quorum and decisions tend to be made outside an open meeting which is a violation of the law." Bill stated that when he was a city administrator, he always advised his mayor and council to do their best not to discuss city business with another member outside of an open meeting, because that tends to extend to the full group, even when that is not the intention.

**8. Request to approve SCHTF OOR Grant- 410 2<sup>nd</sup> Ave. - Tabled**

**9. Motion by Amsden to approve building permit- 201 Main Street, 2<sup>nd</sup> by Schlueter, Roll Call- All Ayes, M/C**

**10. Motion by Kennedy to approve 5<sup>th</sup> Story County ARPA funds application grant request for additional wastewater grant, 2<sup>nd</sup> by Amsden, M/C**

**11. Motion by Kennedy to approve Resolution 2021-20. "Resolution approving an annual cost of living wage increase for full time city employees", 2<sup>nd</sup> by Howell, Roll Call- All Ayes, M/C**

**12. Motion by Kennedy to approve Resolution 2021-22. "Resolution directing City Clerk to publish notice of hearing on the adoption of the proposed Code of Ordinances of the City of Collins, Iowa", 2<sup>nd</sup> by Amsden, Roll Call- All Ayes, M/C. Motion by Amsden to form a Code Book Committee consisting of Dawnell Kennedy and Stacy Howell to go through the new code book draft and present findings to the council at the November meeting, 2<sup>nd</sup> by Schlueter, M/C. Motion by Kennedy to change the date of the public hearing to December 9, 2021 due to the formation of the Code Book Committee to review the changes, 2<sup>nd</sup> by Amsden, M/C**

**13. Motion by Kennedy to approve Resolution 2021- 23. "Resolution approving definition of community betterment in relation to the expenditure of L.O.S.T. funds", 2<sup>nd</sup> by Amsden, Roll Call- All Ayes, M/C**

**14. Resolution 2021- 24. "Resolution stating what projects the ARP allocated money will be used for"- Clerk will ask consultant Cindy Kendall to help draft this resolution.**

**15. Motion by Kennedy to approve Resolution 2021- 25. "Resolution to approve Community Center key fob check-out procedures", 2<sup>nd</sup> by Amsden, Roll Call- All Ayes, M/C**

**16. Motion by Kennedy to complete the third reading and passage- Ordinance 2021-1. "An Ordinance amending the code of ordinances of the city of Collins, Iowa, 2006, by amending provisions pertaining to chapter 165, section 165.32, BC- Central Business Commercial District", 2<sup>nd</sup> by Amsden, Roll Call- All Ayes, M/C**

**17. Motion by Amsden to approve tree removal services using EMC dollars (\$8,400), and keep the FEMA/State dollars (\$3,606.85) in the FEMA fund for now, 2<sup>nd</sup> by Schlueter, M/C**

**18. South city sign designs- Howell will email pictures of options. City will ask public to submit design ideas- due by Dec. 1<sup>st</sup>.**

**19. Business signs to be installed at Fast Stop and at Trailside Park- No discussion**

**20. Motion by Amsden to approve CACC gas line replacement, payable with L.O.S.T. funds, 2<sup>nd</sup> by Schlueter, M/C**

**21. Motion by Howell to table Walsh Door price quote for cylinder lock on CACC addition, 2<sup>nd</sup> by Kennedy, M/C**

**22. Adjourning all city council meetings at 9pm and scheduling a 2<sup>nd</sup> monthly meeting if there are agenda items that still need to be addressed- Everyone agreed to stay on task at meetings and try to be done by 9pm. Whether to end the meeting at a certain time and schedule a 2<sup>nd</sup> meeting will be on a meeting-to-meeting basis.**

**23. Waxing the Community Center floor and deep cleaning the Community Center- Schlueter will get quotes for both of these. Mayor will get a quote for painting the front part of the Community Center. Quotes will be presented at November meeting.**

**24. Motion by Schlueter to table 4<sup>th</sup> Ave. culvert project quote from either Denco or Midstates Precast, 2<sup>nd</sup> by Howell, M/C**

25. Motion by Schlueter to move \$13,539.02 Derecho reimbursement for PWD labor/equipment usage from FEMA/State Derecho fund to Water fund, Clerk will add to transfer resolution, 2<sup>nd</sup> by Kennedy, M/C

26. ISU retention pond engineering- No discussion

27. 700 1<sup>st</sup> Ave Lot #4 water bill- PWD confirmed that there was a software issue because wires to the water meter had been accidentally cut, which resulted in the software showing 12,000+ gallons of usage while the water was turned off at that location. PWD confirmed that no water was actually used. Motion by Howell to forgive the bill, 2<sup>nd</sup> by Kennedy, Roll Call- All Ayes, Schlueter abstained, M/C

28. Water loss update- Leak detection equipment is still being used by Melbourne. Collins is next in line to use the equipment. The water loss % did go down again last month.

#### 29. REPORTS-

**Library-** Written and verbal. Motion by Kennedy to approve purchases up to \$476.57, 2<sup>nd</sup> by Amsden, M/C. **CWC-** Written. **City Clerk-** None. **Treasurer-** Written. **PWD-** Written and Verbal. Updated council that the water meter software that was previously approved by council for purchase (\$12,500) is no longer being sold due to software issues. The new software that is needed will cost \$15,300. Motion by Schlueter to purchase the water meter software at a cost of \$15,300, 2<sup>nd</sup> by Amsden, M/C. **Amsden-** Would like to offer a city-wide spring clean-up in the spring of 2022. He will contact Marshall County Landfill and Garbage Guys regarding this. **Kennedy-** None. **Schlueter-** Asked mayor about possible grants for a new siren at the fire station. Alliant- Mayor has already applied for this one. Landus and New Century FS- Mayor stated they do not currently have grants for this. **Howell-** Would like nuisance abatement letters to state why they are being sent. Discussed the campaign letter that the Mayor sent out. **Mayor-** Asked for clarification on the amount of SCEDG funding we are allotted. He will email SCEDG.

30. ADJOURNMENT- 9:32PM Motion by Howell, 2<sup>nd</sup> by Schlueter, M/C