



CITY COUNCIL AGENDA ITEM STAFF REPORT

MEETING DATE:	OCTOBER 28, 2025
TITLE:	ORDINANCE AMENDING THE COLLINSVILLE MUNICIPAL CODE IN RELATION TO DOOR TO DOOR SOLICITATIONS ON PRIVATE PROPERTY
DEPARTMENT:	ADMINISTRATION, POLICE DEPARTMENT
PROJECT MANAGER:	KIM WASSER, CITY CLERK AND CHIEF OF POLICE BRETT BOERM
REQUESTED ACTION:	APPROVAL
STRATEGIC PLAN GOAL(s):	#6: KEEP COLLINSVILLE SAFE
ATTACHMENTS:	ORDINANCE

SUMMARY RECOMMENDATION

Staff recommends approval of the *Ordinance Amending Title 5 (Business License) of the Code of Ordinances of the City of Collinsville and add Chapter 5.46 (Door to Door Solicitations on Private Property)*. The proposed Ordinance would repeal Chapter 5.70 (*Transient Merchant*) in its entirety and add Chapter 5.46 (*Door to Door Solicitations on Private Property*).

EXECUTIVE SUMMARY

Currently, the City has a prohibition against Door-to-Door Solicitation. This prohibition has been challenged in various ways and ultimately does not prevent solicitors from operating in the City.

This amendment would regulate Door to Door Solicitation by addressing:

- Policy
- Definition
- Application Process
- Background Checks
- Licensing
- Restrictions
- Revocation of License and the Appeal Process

We previously discussed this topic at the August 12, 2025 Council meeting and asked Council for feedback. Council was in agreement with the proposed amendment to allow for and regulate door to door solicitation. Discussion was had regarding a fee structure and consensus was \$250 per application to offset operational costs to implement the program.

If approved, the Ordinance will be effective January 1, 2026. Title 4 (*Fees and Fines*) will be amended later this year to reflect the \$250 application fee.

RECOMMENDATION

Staff is recommending approval of the Ordinance Amending the Collinsville Municipal Code in Relation to Door to Door Solicitations on Private Property as presented.