

City of Vincent
Council Proceedings
Regular Meeting
November 14th, 2022

Mayor Lyn Adson called the regular council meeting to order at 6:00 pm.

Roll call showed Heath Miller, John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present.

Public attendees: N/A

Motion by Michel Fransen, second by Brian Mickelson to approve the agenda for November 14th, 2022. Heath Miller, John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. All ayes, 0 nays, motion carried.

Public Hearing Budget Amendment FY '22- '23:

Mayor Lyn Adson proposed to open the public hearing. Motion by John Fransen, second by Donovan Adson to open the public hearing for the budget amendment at 6:01 pm. There were no public comments or questions about the budget amendment. Mayor Lyn Adson proposed closing the public hearing. Motion by Brian Mickelson, second by Michel Fransen to close the public hearing for the budget amendment at 6:02 pm.

Heath Miller, Donovan Adson, John Fransen, Brian Mickelson and Michel Fransen present
0 nays; motion carried.

Motion by Brian Mickelson, second by Heath Miller to adopt **RESOLUTION 2022-17**

**A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR
ENDING JUNE 30, 2023**

Section 1. Following notice posted October 26, 2022 and the public hearing held, November 14th, 2022 the current budget is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

Roll Call Vote:

Ayes: Michel Fransen, Brian Mickelson, Donovan Adson, John Fransen and Heath Miller
Nays: 0

Passed this 14th day of November, 2022.

CITY OF VINCENT

Mayor

ATTEST:

City Clerk

Public Hearing: Disposal of City Lot (0422331008):

Mayor Lyn Adson proposed to open the public hearing. Motion by Donovan Adson second by Brian Mickelson to open the public hearing for the disposal of city parcel lot number 0422331008 at 6:03 pm. The City of Vincent received oral comments from the public to do an extension of the veteran memorial on the parcel lot, which is located east of the Vincent Meat Locker. The city clerk received a bid put in on the parcel lot from the meat locker owner who is interested in the purchase of the parcel lot. At this time no action was taken to dispose of or start a project on the parcel lot. Mayor Lyn Adson proposed closing the public hearing. Motion by John Fransen, second by Brian Mickelson to close the public hearing for the disposal of city property parcel number 0422331008 at 6:04 pm.

Public Comments:

The city clerk received notice from the post office we are no longer allowed to post city business on the bulletin board in the lobby. Afterward, questions were asked if the decision could be reconsidered. Right before council meeting the city clerk did hear back from the post office that she can continue to post minimal items that are only related to city business on the bulletin board in the lobby.

Water / Sewer Report:

Craig Larson did not attend the meeting. The city clerk will be getting a printed report from him to add to the minutes.

October 2022: 433.4 thousand gallons were pumped through the tower. Have 3 accounts left to put new endpoint communicators: old meat locker, Vincent bar and 105 N 1st St. Not sure where the water meter is in the bar. 0.3209 million gallons were pushed out to the ponds, the ponds are looking good. Not sure if will be doing draw downs or not due to the dry weather.

Nuisance Abatement:

No nuisances to report.

City Drainage:

Back in June Scott Pederson came and discussed the engineer's findings for the city drainage on the NE side of town. It was suggested to install a new intake by Lawrence St then run a tile by the homes on the edge of the farm field and connect that tile to an existing tile by the lift station. Past records indicated a tile that is about 111 years old located close to the city and another tile further out in the field that is connected to the old tile. It was suggested to wait until fall when the crops are out of the field to do more investigating on the tile and see if it will handle the extra amount of water to drain. Price for materials and labor was hoped to be about the same as listed in the Engineer report.

105 N 1st St:

Mayor Adson put together a proposed bid for electrical work on the new snow plow building. 3 estimates were received to do the work. After discussion of the received bids, motion by Brian Mickelson, second by John Fransen to accept Tjaden Electric's bid for the electrical work on the building. Heath Miller, John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. All ayes, 0 nays, motion carried.

Approve consent agenda:

Minutes of October 10th, 2022

Bill list(s)

Treasurer's Report

Motion by Brian Mickelson, second by Donovan Adson to approve the consent agenda.
Heath Miller, John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present.
All ayes, 0 Nays; motion carried.

Reports

Streets:

New second street signs were ordered from IPI and need to be hung up and the city xmas decorations need to hung up as well.

Parks:

The parks committee will be doing picnic table repairs.

Waste Management:

Will be having a full board meeting on 11/15/2022 and will be looking to approve the slope stability study, operations in the last 6 months: household hazardous waste materials collected compounded to 17,679 lbs, bought a new sander, recycling center will be starting to do a deep clean once a month, bought the sand for the wet area, cardboard is now at \$55/ton, plastic is at \$150/ton, looking at a real estate purchase west of the landfill, auditors are coming December 12 and 22 from the state.

Building Permit Committee:

permit #007 was submitted to the city clerk and was approved by the building permit committee.

Fire:

Will be having a soup supper some time in December.

Community Hall:

Hall committee replaced an outlet cover, will be changing out the batteries in the one thermostat, will need a new south screen door, the doors that fold down in the kitchen area; one of them is not closing right; will need to adjust it.

Mayor:

Attended budget workshop hosted by the league of cities, attended E911 and EMA via zoom. Attended a second E911 meeting as the first meeting there was no quorum to take any action on items. Contacted the contract service regarding the progress on the project at 105 N 1st St. Contacted Pederson Sanitation multiple times regarding the full recycle receptacle, sent out bid request for the electrical service at 105 N 1st St. Fielded an inquiry on a building permit and provided the application.

Clerk:

Submitted building permit #006 to the county, posted the notice for disposal of city lot 0422331008, submitted the AFR, updated our quickbooks software for billing, typed and mailed a letter to residents on updating the endpoint communicators, registered for the budget workshop on November 22, 2022 via

zoom and attended the IMFOA Conference, my best takeaways:

IA Land Records is encouraging use of their online system for submitting paperwork instead of in person; fees do apply for this option,

LIWHAP AND LIHEAP are available for median households that are approved for water utilities and heat bills,

Economic Development encouraged grants funding for cities to do improvements and when issuing nuisance on a property; study IA code chapter 15A and seek advice from your attorney,

Best Practices: make sure to have the same policies across all city departments, have an open records policy up to date.

Competitive Bidding - make sure to review the IA DOT current bid thresholds each fiscal year for city projects, be mindful of ‘one way’ provisions in your contract. Have your attorney review sections of contract; specific areas include: dispute resolution, indemnification, insurance requirements, change order procedures, liquidated damages, termination and payment terms.

Posted the budget amendment notice, updated accounts in the water utility software for the new endpoint communicator numbers, completed the periodic exam (audit) that the city has every 8 years, the audit went well and I was informed I am doing the job correctly and we have policies and procedures in place that they specifically look for. They will follow up with their findings in the coming weeks. Worked with the mayor and black hills energy to relocate their AMI communication pole.

Motion by Donovan Adson, second by Michel Fransen to adjourn the meeting at 6:47 pm.
 Heath Miller, John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present.
 All Ayes, 0 Nays; motion carried.

 Mayor

 City Clerk

Posted: 11/18/2022

General Funds 10-01-2022	491,113.19
Oct receipts	52,511.64
Oct disbursements	28,428.50
General Funds 10-31-2022	515,196.33

Community Hall 10-01-2022	-37,667.75
Oct receipts	1,227.23
Oct disbursements	212.32
Community Hall 10-31-2022	-36,652.84

Local Option Sales Tax water and sewer 10-01-2022	28,215.46
Oct receipts	1,327.57
Oct disbursements	0.00
Local Option Sales Tax water and sewer 10-31-2022	29,543.03

Local Option Sales Tax parks 10-01-2022	20,493.10
Oct receipts	0.00
Oct disbursements	0.00
Local Option Sales Tax parks 10-31-2022	20,493.10

Road Use Tax Funds 10-01-2022	18,706.04
Oct receipts	1,083.75
Oct disbursements	305.20
Road Use Tax Funds 10-31-2022	19,484.59

Water Utility Fund 10-01-2022	14,021.16
Oct receipts	2,372.61
Oct disbursements	1,862.69
Water Utility Fund 10-31-2022	14,531.08

Sewer Utility Fund 10-01-2022	19,709.46
Oct receipts	1,706.22
Oct disbursements	1,305.50
Sewer Utility Fund 10-31-2022	20,110.18

Storm Utility Fund 10-01-2022	10,218.98
Oct receipts	234.00
Oct disbursements	0.00
Storm Utility Fund 10-31-2022	10,452.98

CD's

3547386 Purchase Date 12/11/2013 1.91% interest Maturity Date 12/12/2022 – 67,808.64

Total CD's for October 67,808.64

List of Disbursements paid for June:

Check No

“ 12501 Arends Quality Construction 11,870.00

List of disbursement paid for September:

Check No

“ 12563 IMFOA 125.00

List of disbursement paid for October:
Check No

“	12576 Lyn Adson Payroll (10/1/2022)	184.52
“	12577 Craig Larson Payroll (10/1/2022)	834.36
“	12578 Black Hills Energy	119.96
“	12579 Mid American Energy	510.21
“	12580 Sarah Geisinger Payroll (10/10/2022)	557.31
“	12581 Card Services	474.48
“	12582 Donovan Adson – Mowing	360.00
“	12583 Kaleb Adson – Mowing	320.00
“	12584 Ag Source	37.75
“	12585 Arends Quality Construction	5200.00
“	12586 Jaden Armstead – Mowing	180.00
“	12587 Armstrong Plumbing	614.55
“	12588 Badger Meter	5753.51
“	12589 Beisser Lumber Co	5549.10
“	12590 CEC Electric	240.00
“	12591 Crimmins & Kehm Law Firm	200.00
“	12592 IA DNR	115.00
“	12593 IA Prison Industries	193.16
“	12594 Mid American Energy (Streetlighting)	293.81
“	12595 Kris Miller – Mowing	140.00
“	12597 North Central IA Solid Waste Agency	146.90
“	12598 Pederson Sanitation	964.00
“	12599 Smitty’s Lawn & Landscape	173.94
“	12600 US Treasury	2257.81
“	12601 Webster Calhoun	267.14
“	12602 Sarah Geisinger Payroll (10/24/2022)	593.70
“	12603 IA League of Cities	100.00
“	12604 Somayoa Builders LLC	5000.00
“	Debit IPERS (Withholding)	453.58
“	Debit ACH Fee	11.80
“	Debit State Withholding	246.67