

City of Vincent
Council Proceedings
Regular Meeting
May 13th, 2024

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

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

Public attendees: Craig Larson, Kyle Miller and Leon Hawke

Motion by Michel Fransen, second by Donovan Adson to approve the agenda for May 13th, 2024, with the change of moving the Water/Sewer Report to the first item on the agenda.

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

Water / Sewer Report:

Craig Larson for the month of April 2024: 695.6 thousand gallons were pumped through the pump house in the month of April. The New Cooperative water well project is complete. We were receiving revenue which will be slowly decreasing til the bulk water usage is done. Continuing to work on the DNR Lead / Copper Survey. Will continue the door – to – door for the remainder of the surveys. Succession plan is still in progress. Continue working on cleaning the water plant. Still need to get some lighting from Menards (4ft shop lights) As required by the permit the lead/copper sample bottles were given to the homeowners. Samples were taken and the results have been recorded and filed. The CCR has been completed and posted as required. Raise water salesman rates?? Current: 0.25 per 50 Gal.

0.74 million gallons were pushed out to the ponds in the month of April. Orange Float 55 gal drum was ordered from CID, will be here in June. The metal pump was ordered from Amazon and received. Still looking into purchasing the heavy duty latex gloves. The pump that EP repaired is working. The pumps are working fine. Visu-Sewer came on 5/8/2024 and started to CCV the sewer lines and will be back in the coming days to finish. Started the draw down 4/30/2024. Completed the Sanitary Survey on 5/1/2024. The DNR will be emailing the results and recommendations from the sanitary survey in the coming weeks. Upon request we received the bid from EP for install of a transducer and a touchscreen panel, this will eliminate the floats and issues they cause.

Public Hearing for City Ordinances:

Mayor Lyn Adson proposed to open the public hearing. Motion by Brian Mickelson, second by John Fransen to open the public hearing for the amended city ordinances of water rates and tree ordinances at 6:11 pm. There were no written or oral comments or questions about the city ordinances. Mayor Lyn Adson proposed closing the public hearing. Motion by Donovan Adson, second by Brian Mickelson to close the public hearing for the amended city ordinances at 6:12 pm. John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. Heath Miller absent. All Ayes, 0 Nays, motion carried.

Public Hearing for Budget Amendment:

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 for the FY 23-24 at 6:13 pm. There were no written or oral comments or questions about the budget amendment. Mayor Lyn Adson proposed closing the public hearing. Motion by Donovan Adson, second by Brian Mickelson to close the public hearing for

the budget amendment for the city budget FY 23-24 at 6:14 pm. John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. Heath Miller absent. All Ayes, 0 Nays, motion carried.

Public Comments:

Craig Larson mentioned the city parcel lots 0422410007 / 0422410008 have been surveyed. Will discuss next steps for parcel lots sell at the June meeting.

Leon Hawke inquired about the amended city ordinances. Water rates increase each year to help with infrastructure costs. The tree list for planting within city limits was reviewed and edited.

City Cameras:

Kyle from Modern Sound Engineering is looking into camera system update options after attending the May 2023 meeting and discussing it with council. Upon discussion and review of the proposed estimate, the city will be adding more cameras for surveillance of city property. Will be adding 6 cameras instead of 4 and also a camera to read license plate numbers. Kyle will get the new estimate to the city clerk.

Motion by John Fransen, second by Brian Mickelson to approve the purchase of 6 cameras along with a camera to read license plate numbers and also to split the price of the project between FY 23-24 and FY 24-25. John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. Heath Miller absent. All Ayes, 0 Nays, motion carried.

Approve Amended City Ordinances:

2024-01 – Tree Planting Restrictions ; Read Amended Ordinance. Motion by Brian Mickelson second by Michel Fransen to approve amended ordinance 2024-01. Waived second and third readings.

Roll Call Vote: Ayes: Michel Fransen, Brian Mickelson, Donovan Adson, John Fransen, Heath Miller
Nays: 0

Heath Miller absent

Passed and approved 5/13/2024

2024-02 - Water Rates ; Read Amended Ordinance. Motion by John Fransen second by Brian Mickelson to approve amended ordinance 2024-02. Waived second and third readings.

Roll Call Vote: Ayes: Heath Miller, John Fransen, Donovan Adson, Brian Mickelson, Michel Fransen
Nays: 0

Heath Miller absent

Passed and approved 5/13/2024

City Tree Maintenance:

Mayor Adson had contacted Kvale Tree Service to look over some trees within the city ROW to cut down. Motion by Brian Mickelson, second by Michel Fransen to approve the estimate from Kvale Tree Service to remove the trees in the ROW. Donovan Adson, Brian Mickelson, John Fransen and Michel Fransen present. Heath Miller absent. All Ayes, 0 Nays, motion carried.

Motion by John Fransen, second by Brian Mickelson to adopt **RESOLUTION NO. 2024- 04**

A RESOLUTION SETTING SALARIES/WAGES FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY FOR THE FISCAL YEAR 2024-2025; BEGINNING July 1, 2024 THROUGH JUNE 30, 2025.

Be it Resolved by the Council of the City of Vincent, Iowa:

Section I. The following person(s) and position(s) shall be paid the salaries or wages as indicated below. The City Clerk is authorized to issue warrant/checks, unless legally required or authorized deductions from the amounts set out below each month (or bi-weekly) and make such contributions to IPERS, Social Security, Medicare and other purposes as required by law or authorization of the Council; all subject to audit and review by the Council:

Position	Name	Monthly \$ or Hourly Rate	Basic Hours
City Clerk	Sarah Geisinger	1.03/hr increase (20.67 + 1.03) = \$21.70/hr	20/wk
Water Superintendent	Craig Larson	60.93/mth increase (1,218.66 + 60.93) = \$1,279.59/mth	

Roll Call Vote:

Ayes: Michel Fransen, Donovan Adson, John Fransen, Brian Mickelson

Nays: 0

Heath Miller Absent

Passed and approved this 13th day of May, 2024.

Mayor

ATTESTS:

City Clerk

Motion by John Fransen, second by Brian Mickelson to adopt **RESOLUTION 2024-05**

A RESOLUTION TO AUTHORIZE THE TRANSFER OF FUNDS FOR THE FISCAL YEAR 2024-2025.

Be it resolved by the Council of the City of Vincent, Iowa:

Section 1. On July 1st the City Clerk is hereby authorized to transfer \$10,082.36 from the Local Option Sales Tax Fund to the General Fund to pay towards the \$150,000 loan for the water filter.

Section 2. On November 1st the City Clerk is hereby authorized to transfer \$10,703.23 from the Water Utility Fund (\$3,173.54), Sewer Utility Fund (\$3,049.09) and Road Use Tax Fund (\$4,480.60) to the General Fund to pay towards the \$159,237.00 loan for the School Street Addition.

Roll Call Vote:

Ayes: Donovan Adson, Brian Mickelson, John Fransen, Michel Fransen

Nays:0

Heath Miller absent

Passed and approved this 13th day of May, 2024.

Mayor

Attest:

City Clerk

Motion by Donovan Adson, second by Michel Fransen to adopt **RESOLUTION 2024-06**

**A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR
ENDING JUNE 30, 2024**

Section 1. Following notice posted April 24, 2024 and the public hearing held, May 13th, 2024 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, Donovan Adson, Brian Mickelson, John Fransen

Nays: 0

Heath Miller absent

Passed this 13th day of May, 2024.

CITY OF VINCENT

Mayor

ATTEST:

City Clerk

City Hall / Veteran Memorial Landscaping:

The city clerk did meet with a representative from smittys lawn & landscape to discuss landscape options for city hall and also to see what could be done to move the Veteran Memorial NW from its current location. Will review estimate(s) at the June council meeting.

Nuisance Abatement:

The city clerk will need to mail a nuisance letter to residents in regards to lawn mowing

Approve consent agenda:

Minutes of April 8th, 2024

Bill list(s)

Treasurer's Report

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

Reports

Streets:

Blacktop Services was contacted and an estimate was rec'vd for street repairs. After review / discussion no action was taken on approving repairs. Will revisit estimate of repairs at the June council meeting.

Parks:

N/A

Building Permit Committee:

Permit 015 was submitted for review. After discussion, no action was taken to approve the permit. Council is requesting the property owner come to the June council meeting.

Fire Board:

N/A

Community Hall:

Have rentals coming up. Needing to purchase a south screen door. Reviewed rental procedures, have had issues with patrons not properly cleaning the hall after their event.

Mayor:

Contacted Kvale Tree service regarding tree bids. Met with Jake and went over the trees on the schedule for removal including stump grinding. Fielded an inquiry regarding having a hog in city limits, responded

with livestock is not permitted according to the ordinances. Reviewed Nuisance Letters. Contacted owner of the bar regarding items behind the building, scheduled a cleanup. Signed off on employee reviews. Spoke to owner regarding nuisance abatement letter on vehicle.

Clerk:

Contacted CID to order a 55 gal drum orange float, submitted 24-25 budget to the state and county auditor, contacted Kyle at Modern Sound requesting he come to the May council meeting, mailed nuisance letters to the owner of the apts, 104 N 2nd st and 201 S 2nd St. Contacted Mid American to relocate the power pole on the lot where the veteran memorial is being moved ; waiting to hear back. Ordered a metal pump for the 55 gal drum on order ; rec’vd the metal pump, visited with Jaime from Smitty’s about landscaping city hall and the veteran memorial, reached out to the DNR to send the minutes and permit copies in regards to new coop drilling their well south of town, submitted the annual ARP report to the US Treasury, attended the IMFOA conf April 18-19, posted the 2023 water quality report online and sent it to the DNR, posted the public hearings for the budget amendment and city ordinance amendments, Black Hills Energy changed out the gas meter at city hall, the county engineers office changed the signage on the radar speed sign, it no longer flashes slow down or too fast, just shows your speed limit. Black hills energy also is going to be raising rates by \$7.56 in the coming months. The Webster County Assessor Office is having appraisals done on all residential and rural properties in Webster County. This project was started April 2024 and will end December 2025.

Motion by John Fransen, second by Donovan Adson to adjourn the meeting at 7:45 pm.
 John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. Heath Miller absent.
 All ayes, 0 nays, motion carried.

Mayor

City Clerk

Posted: 5/20/2024

General Funds 4-01-2024	471,465.74
Apr receipts	46,995.84
Apr disbursements	9,513.92
General Funds 4-30-2024	508,947.66

Community Hall 4-01-2024	-34,920.24
Apr receipts	967.83
Apr disbursements	149.23
Community Hall 4-30-2024	-34,101.64

Local Option Sales Tax water and sewer 4-01-2024	61,403.03
Apr receipts	2,238.40

Apr disbursements	0.00
Local Option Sales Tax water and sewer 4-30-2024	63,641.43

Local Option Sales Tax parks 4-01-2024	18,850.10
Apr receipts	0.00
Apr disbursements	0.00
Local Option Sales Tax parks 4-30-2024	18,850.10

Road Use Tax Funds 4-01-2024	18,391.96
Apr receipts	1,083.41
Apr disbursements	574.42
Road Use Tax Funds 4-30-2024	18,900.95

Water Utility Fund 4-01-2024	20,632.62
Apr receipts	2,342.16
Apr disbursements	2,730.54
Water Utility Fund 4-30-2024	20,244.24

Sewer Utility Fund 4-01-2024	20,790.87
Apr receipts	1,896.64
Apr disbursements	2,203.85
Sewer Utility Fund 4-30-2024	20,483.66

Storm Utility Fund 4-01-2024	14,098.98
Apr receipts	234.00
Apr disbursements	0.00
Storm Utility Fund 4-30-2024	14,332.98

CD's

3570717: Purchase Date 3/17/2023 ; 2.00% interest ; Maturity Date 9/17/2024 – \$68,490.07

Total CD's for April \$68,490.07

List of disbursement paid for March:

Check No

“	12979 Donovan Adson Payroll (3/12/2024)	100.23
“	12982 Myles Askvig Payroll (3/12/2024)	314.10
“	12983 Auditor of State	800.00
“	12985 CEC Electric	890.00
“	12989 IMFOA	150.00
“	12992 Newark Twsp Trustees	8616.76

List of disbursement paid for April:

Check No

“	12998 Lyn Adson Payroll (4/1/2024)	184.52
“	12999 Craig Larson Payroll (4/1/2024)	903.02
“	13000 Black Hills Energy	314.08

“	13001 Mid American Energy	347.17
“	13002 Sarah Geisinger Payroll (4/8/2024)	619.58
“	13003 Ag Source	14.50
“	13004 Electric Pump	4544.70
“	13005 Electrical Advantage	865.26
“	13006 HiWay Truck Equipment	121.96
“	13007 IAMU	639.00
“	13008 IMFOA	50.00
“	13009 Craig Larson - Mileage	56.33
“	13010 Metering & Technology Solutions	320.92
“	13011 Mid American Energy (Streetlighting)	287.16
“	13012 Modern Sound Engineering	20.95
“	13013 North Central IA Regional Solid Waste Agency	146.90
“	13014 Pederson Sanitation	964.00
“	13015 Tjaden Electric	80.00
“	13016 US Treasury	2564.04
“	13017 USPS	299.20
“	13018 Webster Calhoun	261.29
“	13020 Sarah Geisinger Payroll (4/22/2024)	678.54
“	13021 Petty Cash	26.19
“	Debit IPERS Withholding	488.95
“	Debit ACH Fee	21.80
“	Debit State Withholding	251.67