

City of Vincent  
Council Proceedings  
Regular Meeting  
February 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: Dan Wiedmeier entered the meeting at 6:15 pm.

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

**Public Hearing Property Tax Levy FY '22-'23:** Mayor Lyn Adson proposed to open the public hearing. Motion by Donovan Adson, second by Brian Mickelson to open the public hearing for the property tax levy at 6:01 pm. There were no comments or questions about the property tax levy presented to the city clerk. The proposed property tax dollars for FY '22 -'23 are at 8.918 tax rate. Mayor Lyn Adson proposed closing the public hearing. Motion by Brian Mickelson second by Heath Miller to close the public hearing at 6:02 pm for the property tax levy. Heath Miller, John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. All Ayes, 0 Nays, motion carried.

Motion by Heath Miller, second by Brian Mickelson to adopt **RESOLUTION 2022-03**

**Approval of FY 2022/2023 Maximum Property Tax Dollars (SF634)**

**WHEREAS**, the City Council of the City of Vincent have considered the proposed FY 2022/2023 city maximum property tax dollars for the affected levy total and

**WHEREAS**, a notice concerning the proposed city maximum property tax dollars was published as required and posted on the city web site.

**WHEREAS**, a public hearing concerning the proposed city maximum property tax dollars was held on February 14, 2022 at 6:00 pm.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Vincent that the maximum property tax dollars for the affected tax levies for FY 2022/2023 shall not exceed the following total:

**Total maximum levy for affected property tax levies - \$109,077**

The Maximum Property Tax dollars requested in the total maximum levy for affected property tax levies for FY 2022/2023 does not represent an increase of greater than 2% from the Maximum Property Tax dollars requested for FY 2021/2022.

Roll Call Vote:

Aye: Heath Miller, Donovan Adson, John Fransen, Brian Mickelson, Michel Fransen

Nay: 0

Passed and approved this 14<sup>th</sup> day of February, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**Public Comments:** no comments from the public

**City Budget:** Motion by John Fransen, second by Brian Mickelson to set the public hearing for March 14<sup>th</sup> at 6:00 pm to approve the city budget. Heath Miller, John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. All ayes, 0 nays ; motion carried.

Motion by Brian Mickelson, second by Michel Fransen to adopt **Resolution 2022-04**

## City of Vincent, Iowa

### **Policies and Procedures for Examination of Open Records**

1. Persons seeking public records within the control of the City of Vincent may examine such record under the supervision of the City Clerk. Examination of public records shall take place at City Hall during regular office hours. The City Clerk shall make available a suitable space in the City Clerk’s office for this purpose. There shall be no charge for supervising the examination of public record.
2. It shall be the policy of the City of Vincent to respond promptly to requests for access to public records. However, responses to such requests shall not interfere with the performance of essential services and may be delayed as reasonably necessary depending on the scope of the request and personnel activity.
3. Charges for record retrieval service shall be \$18.58. Records retrieval service is limited to identifying and producing records that include or may include information being sought. This service does not include research or preparation of any written reports, summaries, or analysis of such information/data. This service also does not include analysis or extraction of information/data.
4. After examination, person seeking public records copies shall specifically and clearly indicate which records they wish to have. A Public Records Request Form must be filled out and signed by the requester.
5. City staff will make copies at the rate of \$.25 per page for 8-1/2 x 11”. Records need to be picked up at City Hall unless other arrangements have been made. If records have to be mailed out, shipping and handling charge will be applied according to necessary packaging and shipping costs for the records, and must be paid prior to shipping.
6. Exceptions: The foregoing policies and procedures shall not be applicable to public records access requests by officers, employees or agents of the City, or of any other governmental entity, to records requested by subpoena, or to records required by law to be kept confidential.

Roll Call Vote:

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

Nays:

Passed and approved this 14<sup>th</sup> day of February, 2022

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**Water / Sewer Report:**

Craig Larson is gone on vacation so no report was submitted for this council meeting. Donovan Adson, Craigs’ fill in while he is gone, reported the city generator was having some issues but 3E was contacted and got it fixed. A water leak was reported at the Vincent Locker, been trying to find the shut off valve for it. Was able to get the leak under control by turning the gate valve. No other issues to report. Will have a more detailed report the for the month of January at the March council meeting.

**Office 365 Licensing:** The city clerk contacted Microsoft to check on the pricing for office 365. There is a basic, standard and premium plan. Can pay monthly or yearly ; pricing is based on per user. The licensing for the city clerk computer is good at this time. The mayor’s computer at city hall does not have licensing for Microsoft outlook, excel or word. In the future will need to look at updating the city clerk’s licensing and adding the current mayor as well. After discussion, no action was taken. Will keep this information for future need.

**McClure Engineering:** Dan Wiedmeier from McClure Engineering presented the completed stormwater report. He looked into funding options for the city. ARP monies, grants or GO Bonds and our own storm utility revenues are all possible funding options the city could use to help offset costs for this project. There are 3 options the city could go with for helping with this issue.

- A) Install a 72 inch storm sewer pipe directed toward the southwest end of town (drain district 4). This would handle a 5 year storm event and would need a possible ROW purchase. Cost: \$4,280,000.
- B) Build a pond that would be large enough to retain a 5 year storm event, install an 18 inch drain line directed toward the southeast end of town (drain district 43 & 258) then connect to the existing drain tile heading south of town (drain district 4). The pond would be 6.5 acres in size and a ROW purchase would be needed.  
Cost: \$816,000
- C) Follows the same criteria as option B but reduces the pond to 4 acres. This drainage petition would include a caveat that a detention pond is needed to reduce the downstream impact to the district.

This option would be funded through the drainage district assessment. Citizens of Vincent and its neighbors would cover the cost of the pond and approximately 2,500 feet of pipe through the drainage district. The 180 acres of land owned around Vincent, those landowners would have \$920,000 direct cost for this project. The cost would be paid over a 10 year drainage assessment and a ROW purchase would be needed.

Two more options were presented to council that would be alternatives to aid in faster drainage of the water and would utilize the current city drainage system.

- A) Ad a 15 inch surface water intake and tile line south of the lift station which would connect to the drain district 43 and 258. Cost: \$40, 850 with possible ROW purchase.
- B) A 24 inch intake and 18 inch line would be installed in the unused 4<sup>th</sup> St ROW (between Elm and Lawrence) which would connect to the tile at the east end of Arthur St. Cost: \$148,800 with possible ROW purchase and would require bid letting.

The next steps will be to hold a special meeting or discuss at a regular council meeting the farmland owners whose land this would impact and what drainage tiles would be best utilized for this project, what funding is our best option and which budget year to begin this. Invite Dan from McClure, Webster County Supervisor(s) and farmland owners to discuss this project.

**Nuisance Abatement:** no properties to report nuisances.

**City Snowplow Truck:** Mayor Adson spoke with HiWay Truck last week. They are watching the weather so have a better time line of when they can transfer equipment from our old truck to the new one.

**City Clean Up Days:** After discussion for the dates between April / May. Motion by John Fransen, second by Brian Mickelson to set the dates for April 21, 2022 to May 5, 2022. Heath Miller, John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. All ayes, 0 nays, motion carried.

**Approve consent agenda:**

*Minutes of January 10<sup>th</sup>, 2022*

*Minutes of January 18<sup>th</sup>, 2022*

*Bill list(s)*

*Treasurer's Report*

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

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**\*Reports\***

**Streets:** Streets are in good shape, no issues to report.

**Parks:** nothing to report.

**Waste Management:** Assessment fee for Vincent will be going down due to population census count, have started to work thru the budget. Looking at getting a new concover machine, working on getting new software for the scale house, been working on the handbook, there will be a slope stability study done by terracom, continue to look for workers to fill open positions, full board meeting will be March 15, 2022.

**Building Permit Committee:** no permits were submitted.

**Fire:** Will be having the annual chili / oyster dinner on February 26<sup>th</sup>, 2022. Will be getting a new ambulance in the near future and will also be getting a power cot with the ambulance.

**Community Hall:** No rentals the month of February. The Hall Committee continues to check the kitchen / bathroom area to make sure the heat is working.

**Mayor:** Fielded an inquiry on a permit to place a freezer on the street; made the inquiry to the city attorney – no permit is available to support that request. Fielded a report of a broken line at a location of a former site – Vincent Lockers. Followed up with W/WW superintendent. Attended the budget workshop for the Webster County Conference Board, attended meeting via zoom for Webster County Emergency Management / E911, gave contact information for the city hall for community hall rental inquiry, contacted Brian for an update on the city snowplow progress.

**Clerk:** Sent 201 Arthur St owner a letter uncondemning the property. Updated the city’s open record policy, posted the 2022 appointees, submitted the 1099’s & W2’s, sent the insurance information to ICAP for the VFD at the water plant – did rec’v the funds from ICAP for insurance reimbursement. Submitted our annual water usage report to the DNR, sent the contact information for the EMA /E911 attendees to the EMA Coordinator. Posted the Max Levy Notice for the city budget, ordered frost plates and water meters for stock, completed a site visit via Zoom with Scott from IMWCA, continuing to work on an information book so the council / mayor will have it in case something happens to the city clerk and MSE downloaded the video software on the city clerk and mayor’s computers at city hall.

Motion by Donovan Adson, second by Heath Miller to adjourn the meeting at 7:10 pm.  
John Fransen, Donovan Adson, Brian Mickelson, Heath Miller and Michel Fransen present.  
All Ayes, 0 Nays; motion carried.

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Mayor

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City Clerk

**Posted: 2/18/2022**

General Funds 1-01-2022	515,128.05
Jan receipts	1,296.22
Jan disbursements	13,369.28
General Funds 1-31-2022	503,054.99
Community Hall 1-01-2022	-37,208.57
Jan receipts	.24
Jan disbursements	376.21
Community Hall 1-31-2022	-37,584.54
Local Option Sales Tax water and sewer 1-01-2022	27,312.17
Jan receipts	2,226.15
Jan disbursements	0.00
Local Option Sales Tax water and sewer 1-31-2022	29,538.32
Local Option Sales Tax parks 1-01-2022	20,493.10
Jan receipts	0.00
Jan disbursements	0.00
Local Option Sales Tax parks 1-31-2022	20,493.10
Road Use Tax Funds 1-01-2022	12,093.44
Jan receipts	1,168.23
Jan disbursements	664.81
Road Use Tax Funds 1-31-2022	12,596.86
Water Utility Fund 1-01-2022	28,872.76
Jan receipts	3,335.52
Jan disbursements	6,197.53
Water Utility Fund 1-31-2022	26,010.75
Sewer Utility Fund 1-01-2022	19,618.88
Jan receipts	1,503.68
Jan disbursements	956.94
Sewer Utility Fund 1-31-2022	20,165.62
Storm Utility Fund 1-01-2022	8,245.98
Jan receipts	258.00
Jan disbursements	0.00
Storm Utility Fund 1-31-2022	8,503.98

CD's

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

Total CD's for January 67,808.64

List of Disbursements paid for December:  
Check No

“	12347 Crimmins & Kehm Law	254.00
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List of Disbursements paid for January:  
Check No

“	12360 Lyn Adson Payroll (1/1/2022)	184.52
“	12361 Craig Larson Payroll (1/1/2022)	879.91
“	12362 Black Hills Energy	596.15
“	12363 Mid American Energy	346.84
“	12364 Sarah Geisinger Payroll (1/3/2022)	523.85
“	12365 Card Services	216.00
“	12366 Lyn Adson Mileage	67.20
“	12367 Ag Source	49.00
“	12368 Axtell Construction	59.25
“	12369 Badger Meter	76.54
“	12370 Bemrich Electric	1875.85
“	12371 Bomgaars	28.45
“	12373 Maguire Iron	4545.00
“	12374 Aaron Martin Payroll (1/11/2022)	152.38
“	12375 McClure Engineering	2000.00
“	12376 Mid American Energy (Streetlighting)	288.72
“	12377 Modern Sound Engineering	20.95
“	12378 Pederson Sanitation	1039.00
“	12379 Secretary of State	30.00
“	12380 US Treasury	2147.00
“	12381 W&H Cooperative	110.00
“	12382 Webster Calhoun	262.34
“	12383 Webster County Sheriff	1218.00
“	12385 USPS (City Stamps)	299.86
“	12386 Sarah Geisinger – Payroll (1/17/2022)	568.54
“	Debit IPERS (Withholding)	580.27
“	Debit ACH Monthly Fee	11.40
“	Debit State of IA Sales Tax	62.04
“	Debit State of IA Water Excise Tax	320.28
“	Debit State of IA Withholding	232.00