

City of Vincent
Council Proceedings
Regular Meeting
May 10th, 2021

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

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

Corey Rutherford absent

Public attendees: Craig Larson, Ed Woodley & Sharon Woodley

Motion by Brian Mickelson second by Donovan Adson to approve the agenda for May 10th, 2021.

Heath Miller, John Fransen, Donovan Adson and Brian Mickelson present.

Corey Rutherford absent.

All ayes, 0 nays, motion carried.

Public Comments:

Alleyway between 204 Johnson St & 302 W 2nd St.

The owner of 302 W 2nd St erected a fence along the alleyway and the owner of 204 Johnson St feels they may hit the fence. Requesting the resident of 302 W 2nd St move the fence back. Questions were made about the fence being on the property line or on city property and the alley being vacated. The mayor will look into this matter and address the concern of the owner of 204 Johnson St.

Corey Rutherford entered the meeting at 6:05 pm.

Annexation of Parcel number 0422251009:

Mayor Adson is still working on this. Has been answering questions from their legal counsel and contact person on this matter for filling out the paperwork. Actively trying to get this completed as soon as possible.

Nuisance Abatement:

107 N 2nd Street (Methodist Church)

The city clerk reached out to a contractor in regards to the repairs of the church and received an estimate. After discussion, will wait til next month as council decided to get another quote for needed repairs only.
201 Arthur Street

A complaint was made about the resident not mowing the property, the city clerk will mail a letter to the owner and resident of the property requesting it to be mowed.

300 Lawrence Street

Resident of 304 Lawrence St noticed a hole in the roof allowing critters access. The outside condition of the home / property needs addressed. The mayor will discuss clean up with the owners and will go from there.

Craig Larson entered the meeting at 6:15 pm.

Water / Sewer Report:

Craig Larson for the month of April 2021. 622.1 thousand gallons were pumped to the tower and .379.2 million gallons were pumped to the ponds. Been a pretty quiet month, another endpoint quit working, reset it and it is working fine. Started the draw downs on Saturday, took samples to Ellsworth today. Did a bunch of tree cutting around the ponds. The Consumer Confidence Report is done and the city clerk

helped me with the requirements response from the Wastewater Inspection. Have not heard from Dave about the sheep being out at the lagoons again. 20,000 gallons were used for backflushing, need posts to put up the water source protection plan signs and got estimates from MTS and Brown Supply for getting a replacement water meter for the water plant. Council decided to have Craig order the parts / meter from MTS. Per requirement from the wastewater inspection the DNR is requesting measuring devices at the ponds put in by November 2021. Will start working on getting them done.

Radar Speed Sign:

The city clerk reached out to vendors for quotes / information on getting radar speed sign(s). After review and discussion it was decided for the city clerk to get more information from Duncombe and Eagle Grove and will revisit this topic next month.

Motion by Brian Mickelson, second by John Fransen to approve **RESOLUTION NO. 2021-07**

RESOLUTION TO ADOPT THE RECORDS RETENTION MANUAL FOR IOWA CITIES:

WHEREAS, this manual was developed as a record retention and record disposal schedule as a statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for the said records, and;

WHEREAS, the recommended retention periods take into account requirements of the *Code of Iowa*, the *Iowa Administrative Code*, and federal law, and;

WHEREAS, the City of Vincent accumulates records of official business as it is transacted, and the accumulation of records of transacted business can overwhelm available storage space and hamper retrieval of both active and inactive business records, and;

WHEREAS, the Vincent City Council adopts the Records Retention Manual for Iowa Cities as a guide to determine the length of time records need to be retained for audit, legal, administrative and historical use; and shall be the responsibility of the City Clerk to dispose of said records as the schedule states.

PASSED AND APPROVED THIS 10TH DAY OF MAY, 2021.

ROLL CALL VOTE	AYE	NAY	ABSENT	ABSTAIN
Donovan Adson	X			
Corey Rutherford	X			
Heath Miller	X			
John Fransen	X			
Brian Mickelson	X			

MAYOR

ATTEST:

CITY CLERK

School Street Addition Lots:

Mayor Lyn Adson is working on finding a realtor to aid in selling the lots for the city. Upon pulling the property up on the county website, the property is still not marked as 4 city lots but a large open lot. Upon reaching out to MER Engineering and the city attorney, there was a miscommunication for what should have been filed with webster county. The city attorney will work on getting the paperwork sent to the county auditor's office. Once this is completed then can move forward in looking for a realtor and advertising the lots.

Approve consent agenda:

Minutes of April 12th, 2021

Bill list(s)

Treasurer's Report

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

Reports

Streets: Have started looking at which streets need repaired first and making a list. Lawrence Street has a milled out spot that needs filled in with dirt /rock, creating parking spots along main street for the community hall and city park. When contact Black Top Services will get pricing on these items and decide what to do. 300 and 304 Lawrence St, have raked and planted grass seed around the water shut off(s).

Parks: Will request the water superintendent turn on the water, the city clerk will contact Dencklau Electric about the lights at the Veterans Memorial Monument and need to get a first base for the ball diamond as the surround community is using the ball diamond.

Waste Management: Still looking for management and recycling positions to fill at the facility.

Fire: Fireman's ball has been pushed back to August 7th 2021, planning on a drive thru meal. Long term goal of purchasing a new ambulance.

Community Hall: It was decided to lift the covid restriction of sanitizing between events and occupancy restriction. Spelling out that the city recommends social distancing and mask wearing but we leave it up the patrons for what they decide to do. Motion by Brian Mickelson, second by Corey Rutherford to lift the restrictions leaving the decision up to the renters / attendees for mask wearing and social distancing. Donovan Adson, Corey Rutherford, Heath Miller, Brian Mickelson and John Fransen present.
All ayes, 0 nays ; motion carried.
The city clerk updated the rental paperwork for individuals to sign that rent the community hall. Still receiving the deposit and rental fees(s) but having the individuals give their phone number, address and a

copy of their driver's license in case of unforeseen circumstances.

Motion by John Fransen, second by Brian Mickelson to approve the changes to the rental paperwork.

Donovan Adson, Corey Rutherford, Heath Miller, Brian Mickelson & John Fransen present.

All ayes, 0 nays ; motion carried.

Mayor: Took care of concerns at the City Apartments for a car parked illegally, car not licensed and a dog nuisance situation. Reviewed previous records on 300 Lawrence Street, corresponded with MER Engineering & Webster County Assessor regarding School Street Lots ; updates are being recorded by the City Attorney. Corresponded on questions from Winfield representative regarding annexation. Have Iowa's Mayor Association & EMA Budget Amendment meetings this month. Per lifting covid restrictions ; it was asked to have the council meeting held at city hall starting next month. Council was okay with this.

Clerk: Ordered Trees from the IA DNR Tree nursery ; will be delivered the week of May 24-28 ; contacted Pagel Repair to replace the windows at city hall (north side), the windows got put in. Contacted Jaime at Smitty's to let her know their vegetation control bid was accepted, sent her the paperwork. Contacted Dan from McClure Engineering ; he will come to the June 14th, 2021 meeting to give an update on the stormwater drainage study. Sent the updated 28E agreement with NCIRSWA to the attorney, attended an IPERS training class via Zoom, have an upcoming IPERS compliance review this month, contacted Tony Axtell for the Methodist Church repairs, mailed a letter to the owner of the apartments and tenant of Apt 4 regarding a dog nuisance, looked into a tree program through Mid American energy for the city, attended American Rescue Plan webinar thru the IA League, contacted companies for Radar Speed Sign quotes / information. Updated rental paperwork for the community hall, completed the city record retention policy, a new recorder for meetings is on order. Rec'vd an updated letter listing the new fees from the landfill. Will contact Danielson Service to sweep main street this month or next , per council no action will be taken on this.

Public Comments - N/A

Motion by John Fransen, second by Donovan Adson to adjourn the meeting at 7:29 pm.

John Fransen, Donovan Adson, Brian Mickelson, Heath Miller, Corey Rutherford present.

All Ayes, 0 Nays; motion carried.

Mayor

City Clerk

Posted: 5/14/2021

General Funds 4-01-2021	485,107.90
Apr receipts	49,847.52
Apr disbursements	8,145.56
General Funds 4-30-20201	526,809.86
Community Hall 4-01-2021	-38,493.80
Apr receipts	923.42
Apr disbursements	438.47
Community Hall 4-30-2021	-38,008.85
Local Option Sales Tax water and sewer 4-01-2021	22,653.72
Apr receipts	2,083.45
Apr disbursements	0.00
Local Option Sales Tax water and sewer 4-30-2021	24,737.17
Local Option Sales Tax parks 4-01-2021	20,493.10
Apr receipts	0.00
Apr disbursements	0.00
Local Option Sales Tax parks 4-30-2021	20,493.10
Road Use Tax Funds 4-01-2021	5,239.28
Apr receipts	3,707.31
Apr disbursements	614.74
Road Use Tax Funds 4-30-2021	8,331.85
Water Utility Fund 4-01-2021	23,338.55
Apr receipts	1,707.45
Apr disbursements	1,613.40
Water Utility Fund 4-30-2021	23,432.60
Sewer Utility Fund 4-01-2021	18,769.77
Apr receipts	1,201.46
Apr disbursements	945.76
Sewer Utility Fund 4-30-2021	19,025.47
Storm Utility Fund 4-01-2021	7,149.98
Apr receipts	234.00
Apr disbursements	0.00
Storm Utility Fund 4-30-2021	7,383.98

CD's

3547386 Purchase Date 12/11/2013 1.91% interest Maturity Date 12/12/2022 – 66,549.67

Total CD's for April 66,549.67

List of Disbursements paid for March:

Check No		
“	12109 Crimmins & Kehm Law Firm	175.00
“	12114 Modern Sound Engineering	20.95

List of Disbursements paid for April:

Check No		
“	12121 Menards	333.21
“	12122 Lyn Adson Payroll (4/1/2021)	184.52
“	12123 Craig Larson Payroll (4/1/2021)	852.46
“	12124 Black Hills Energy	332.26
“	12125 Mid American Energy	319.15
“	12126 Sarah Geisinger Payroll(4/12/2021)	523.85
“	12127 Ag Source	49.00
“	12128 Axtell Construction	2156.12
“	12129 Badger Meter	74.76
“	12132 Mid American Energy (Streetlighting)	288.34
“	12133 Modern Sound Engineering	20.95
“	12134 Pederson Sanitation	964.00
“	12135 US Treasury	2112.99
“	12136 Webster Calhoun	255.64
“	12138 McClure Engineering	500.00
“	12139 NCIRSWA	195.75
“	12140 Aaron Martin Payroll (4/15/2021)	77.35
“	12141 Sarah Geisinger Payroll (4/26/2021)	558.14
“	Debit Petty Cash	14.00
“	Debit IPERS (Withholding)	544.25
“	Debit ACH Monthly Fee	11.30
“	Debit State Sales Tax	57.00
“	Debit Water Excise Tax	272.00
“	Debit State Withholding	267.00