

City of Vincent
Council Proceedings
Regular Meeting
February 13th, 2023

Mayor Lyn Adson called the regular council meeting to order at 6:05 pm.

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

Public attendees: Craig Larson

Motion by Brian Mickelson, second by Donovan Adson to approve the agenda for February 13th, 2023. John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. Heath Miller absent
All ayes, 0 nays, motion carried.

Public Hearing Property Tax Levy FY '23 -'24: Mayor Lyn Adson proposed to open the public hearing. Motion by John Fransen, second by Brian Mickelson to open the public hearing for the property tax levy at 6:09 pm. John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. Heath Miller absent. All Ayes, 0 Nays, motion carried.

There were no comments or questions about the property tax levy presented to the city clerk. The proposed property tax dollars for FY '23 -'24 are at 8.919 tax rate. Mayor Lyn Adson proposed closing the public hearing. Motion by Brian Mickelson second by Donovan Adson to close the public hearing at 6:10 pm for the property tax levy. John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. Heath Miller absent. All Ayes, 0 Nays, motion carried.

Public Comments:

Myles Askvig reported to council in regards to the snow plow truck and what items will be needed at the new snow plow building. The head lights on the truck seem to be working. There was an issue early on with the lights going off. He suggested putting LED lights or a light bar on the truck for better visibility when driving. Will need to get some fluids for the truck to have on hand, some tools will need to be purchased along with a workbench to put in the building at 105 N 1st St. Will get pricing on these items. There is not enough weight in the back of the snow plow truck. Can consider more rock or a concrete barrier for weight. The alley between 204 Johnson and 202 Johnson St. is too tight to get the blade and truck through to properly clear the alleyway. Due to liability concerns to the city and property owners to their property he does not feel comfortable in continuing to plow the alleyway. The city clerk will send out a letter to the residents letting them know of this update and they can come and address the council on the matter.

Water / Sewer Report:

Craig Larson for the month of January 2023: 378.3 thousand gallons were pumped through the tower. Contacted CEC to take a look at the soft start pump and also the pressure tank. The nicer weather has permitted to flush hydrants. The snow plow moved to the other building has permitted more work space at the water plant. 0.3074 million gallons were pushed out to the ponds. The ponds are looking good. The depth devices are ready to be placed in the ponds; waiting for spring to install. There are 2 coolers at the water plant that need to go, along with the old city tornado siren. Motion by John Fransen, second by Brian Mickelson to have the city clerk post the items on gov deals to sale. Setting reserve at \$25 for the pop coolers and reserve of \$75 for the tornado siren. Selling items "as is". John Fransen, Donovan

Adson, Brian Mickelson and Michel Fransen present. Heath Miller absent. All Ayes, 0 Nays, motion carried.

Myles Askvig entered the meeting at 6:18 pm.

Jumping back to public comments for Myles to report about snow removal.

City Drainage:

Scott Pederson took a look at the stormwater drainage on the NE side of town. He presented to council 2 options that will help alleviate water drainage at the January council meeting.

Option 1: Install an equalizer by the city lift station and install a 24” intake by Lawrence St ; this would be the least invasive option for field digging and digging by resident’s homes.

Option 2: Install an equalizer down by the city lift station, install a 24” intake by Lawrence St and trench a larger tile line to connect the equalizer and intake. This option would be digging up the driveway at 406 Lawrence St and also digging up resident’s yards and Schmalenberger’s field. Keeping in mind the county tiles are already at capacity so this option may make a difference or not.

Scott contacted Mayor Adson and said he spoke with Steve Schmalenberger. Steve is okay with the city moving forward with option 1. After review of the 2 options that were presented in January, motion by Michel Fransen, second by Brian Mickelson to approve going with option 1 to assist with the NE drainage problem.

Roll Call Vote:

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

Nays: 0

Heath Miller absent

Motion by Michel Fransen, second by Brian Mickelson to adopt **RESOLUTION NO. 2023-03**

Approval of FY 2023/2024 Maximum Property Tax Dollars (SF634)

WHEREAS, the City Council of the City of Vincent have considered the proposed FY 2023/2024 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 13, 2023 at 6:05pm.

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 2023/2024 shall not exceed the following total:

Total maximum levy for affected property tax levies - \$108,622

The Maximum Property Tax dollars requested in the total maximum levy for affected property tax levies for FY 2023/2024 does not represent an increase of greater than 2% from the Maximum Property Tax dollars requested for FY 2022/2023.

Roll Call Vote:

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

Nay: 0

Heath Miller absent

Passed and approved this 13th day of February, 2023.

Mayor

ATTEST:

City Clerk

Motion by Donovan Adson, second by Brian Mickelson to adopt **RESOLUTION NO. 2023-04**

CITY OF VINCENT INCLEMENT WEATHER POLICY

Leave Due to Inclement Weather

Employees are to use their best judgment when it comes to traveling to and from work during inclement weather events. If, in the employee’s judgment, the employee cannot attend work due to inclement weather but the City department for which the employee works is open, the employee must use personal time or vacation time for any missed work. If no travel is advised by the National Weather Service and the employee’s department is still open, the employee will be allowed to use any available personal time or vacation time. If a City department is closed due to an inclement weather event, then the employees of that department will be paid regular pay. This policy will not apply to employees (including, but not limited to, public works employees) who are required to respond to, or work during, inclement weather events, except by express approval of the City Manager or their Department Director.

Passed and approved this 13th day of February 2023

Roll Call Vote:

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

Nays: 0

Heath Miller absent

Mayor

ATTEST:

City Clerk

Motion by Brian Mickelson, second by John Fransen to adopt **RESOLUTION NO. 2023- 05**

A RESOLUTION SETTING SALARIES/WAGES FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY FOR THE FISCAL YEAR 2023-2024; BEGINNING July 1, 2023 THROUGH JUNE 30, 2024.

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	1.53/hr increase (19.14 + 1.53) = \$20.67/hr	20/wk
Water Superintendent	Craig Larson	90.27/mth increase (1,128.39 + 90.27) = \$1,218.66/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 February, 2023.

Mayor

ATTESTS:

City Clerk

City Budget Public Hearing FY '23 – '24: Motion by Brian Mickelson, second by John Fransen to set the public hearing for April 10th 2023 at 6:05 pm to approve the city budget for FY '23 – '24. John Fransen, Donovan Adson, Brian Mickelson and Michel Fransen present. Heath Miller absent. All ayes, 0 nays ; motion carried.

Review City Ordinances:

Private Well Maintenance Ordinance needs updated per recommendation from IRWA after completing our Water Source Protection Plan, Grass Height needs added to the nuisance ordinance in the section of weeds and dense growth, Water Rates Ordinance needs updated. Will be raising rates and this will be a topic that will revisit each budget season to adjust or keep the rates the same. After discussion of these ordinances, the city clerk will make the needed corrections and will revisit at the March council meeting and will set the public hearing for April.

City CD# 3547386:

This CD has matured as of December 2022. The city clerk contacted the financial institution we have our depository with to check on current CD rates. After discussion, motion by Michel Fransen, second by Brian Mickelson to renew the CD at 4.25% for 15mths.

Nuisance Abatement:

No nuisances to report.

105 N 1st St:

Mayor Adson, Councilmen Fransen, Councilmen Adson and the snowplow operator did a walk through of the building and got pictures of things that were not quite completed. Mayor Adson set a meeting with the contractor to go over the pictures and the payment schedule. It was specified his services were no longer required and his final payment was given after that meeting. There were some ridge cap pieces leftover that will need to inquire if can return them. Will need to consider what to do around the building in the spring (rock or seed grass).

Approve consent agenda:

Minutes of January 16th, 2023

Minutes of January 23rd, 2023

Bill list(s)

Treasurer's Report

Motion by Brian Mickelson, second by John 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:

Fire hydrant by South Enes Church is really low. Need to get pricing on fixing / replacing. Will need to contact Blacktop Services to fix cracks in the streets.

Parks:

The parks committee will be doing picnic table repairs.

Waste Management:

Have a regular board meeting next month. Will be raising the gate fee by \$1.50/ton this next FY, been getting a lot of block and brick from the mall area to use as fill for their driveways, cardboard is \$35/ton, newspaper is \$15/ton, been having ongoing training, DNR inspection went well.

Building Permit Committee:

No permits were submitted.

Fire:

Mayor Adson is resigning from being fireboard secretary. Due to limited space at the fire station it was asked to use the spare office in city hall for the secretary to have the files and etc. Per legal advice there will be a document signed by both entities (Vincent City Council and Newark Colfax Twsp Fire Board) allowing this.

Had a good turn out for the chili / oyster dinner. The fireman's will be July 29th, 2023.

Community Hall:

Councilman Adson changed the thermostat batteries. There have been rentals.

Mayor:

Met with councilman Fransen and Adson to review the project at 105 N 1st St and took photos for city records. Scheduled a meeting with councilman Fransen and Jose for payment disbursement on project and to go over the final findings of building, receipts and payment. Attending the conference board meeting budget workshop via phone. Contacted the city attorney Mark Crimmins to utilize the office space at the city building.

Clerk:

Contacted Mike Johnson to insure the building at 105 N 1st St, contacted Bianchi Heating and Cooling to turn on the heater at 105 N 1st St, updated the disaster recovery plan, typed up the inclement weather policy for approval, checked with FSB for current CD rates, updated the FSB corporate resolution for city officials, working with IA Codification to amend city ordinances, submitted ICAP insurance renewal paperwork, posted the tax levy notice, submitted W2's and 1099's for 2022 tax year, rec'vd city audit results and will be implementing the recommendations, put together the final ppwk for the contractor meeting regarding 105 N 1st St.

Motion by John Fransen second by Donovan Adson to adjourn the meeting at 7:26 pm.

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

All Ayes, 0 Nays; motion carried.

Mayor

City Clerk

General Funds 1-01-2023	497,271.17
Jan receipts	2448.34
Jan disbursements	38,094.92
General Funds 1-31-2023	461,624.59
Community Hall 1-01-2023	-36,461.87
Jan receipts	158.29
Jan disbursements	298.20
Community Hall 1-31-2023	-36,601.78
Local Option Sales Tax water and sewer 1-01-2023	34,306.01
Jan receipts	2,355.85
Jan disbursements	0.00
Local Option Sales Tax water and sewer 1-31-2023	36,661.86
Local Option Sales Tax parks 1-01-2023	20,493.10
Jan receipts	0.00
Jan disbursements	0.00
Local Option Sales Tax parks 1-31-2023	20,493.10
Road Use Tax Funds 1-01-2023	15,656.61
Jan receipts	931.88
Jan disbursements	1,666.96
Road Use Tax Funds 1-31-2023	14,921.53
Water Utility Fund 1-01-2023	13,248.75
Jan receipts	2,103.10
Jan disbursements	2,536.11
Water Utility Fund 1-31-2023	12,815.74
Sewer Utility Fund 1-01-2023	18,023.61
Jan receipts	1,628.93
Jan disbursements	1,075.16
Sewer Utility Fund 1-31-2023	18,577.38
Storm Utility Fund 1-01-2023	10,887.98
Jan receipts	249.00
Jan disbursements	0.00
Storm Utility Fund 1-31-2023	11,136.98

CD's

3547386 Purchase Date 12/11/2013 1.91% interest Maturity Date 12/12/2022 – 67,843.79

Total CD's for January 67,843.79

List of disbursement paid for January:
Check No

“	12652 Sarah Geisinger Payroll (1/2/2023)	VOID
“	12653 Lyn Adson Payroll (1/1/2023)	184.52
“	12654 Craig Larson Payroll (1/1/2023)	834.36
“	12655 Black Hills Energy	720.00
“	12656 Mid American Energy	371.78
“	12657 Sarah Geisinger Payroll (1/2/2023)	557.31
“	12658 Sarah Geisinger Payroll (1/16/2023)	557.31
“	12659 Card Services	264.00
“	12660 Lyn Adson – General (Reimbursement)	270.56
“	12661 Ag Source	26.75
“	12664 Beisser Lumber Co	5113.20
“	12665 Bianchi Heating & Cooling	2865.00
“	12666 Bomgaars	104.95
“	12668 Hawkins Inc	65.69
“	12670 Mid American Energy (Streetlighting)	296.22
“	12671 Modern Sound Engineering	20.95
“	12672 Pederson Sanitation	964.00
“	12673 Tjaden Electric	11555.00
“	12674 Uline	966.89
“	12675 US Treasury	2359.13
“	12676 W & H Cooperative	321.55
“	12677 Webster Calhoun	268.09
“	12678 Webster County Sheriff	1300.00
“	Debit IPERS (Withholding)	668.06
“	Debit ACH Fee	11.60
“	Debit State Withholding	226.67
“	Debit Water Excise Tax	684.02
“	Debit State Sales Tax	187.40