

City of Vincent
Council Proceedings
Regular Meeting
July 14th, 2025

Mayor Pro Temp Jordon Frakes called the regular council meeting to order at 6:00 pm.

Roll call showed Corey Rutherford, Donovan Adson, Brian Mickelson, and Jordon Frakes present. Alexis Wiederin absent

Public attendees: Craig Larson, Jaden Armstead & Clayton Mackie

Motion by Brian Mickelson, second by Corey Rutherford to approve the agenda for July 14th, 2025. Corey Rutherford, Donovan Adson, Brian Mickelson and Jordon Frakes present. Alexis Wiederin absent. All ayes, 0 nays, motion carried.

Motion by Brian Mickelson, second by Donovan Adson to appoint Jordon Frakes as Mayor until end term of December 2025.

Roll Call Vote:

Ayes: Brian Mickelson, Donovan Adson, Corey Rutherford

Nays: 0

Alexis Wiederin absent

Jordon Frakes abstain

The city clerk administered the oath of office for Jordon Frakes as Mayor til term end December of 2025.

Corey Rutherford was appointed as Mayor Pro Temp.

Public Comments:

Mayor Frakes was let known of concerns for water run off at a location by Marshall Place. Councilman Adson was made aware of concerns for garbage being placed in the community recycle bin, which is located behind the city snow plow shed. The city clerk will put a notice in the August water bill and post on the city information page and website the 'DO's & DON'T's' for recycling. Clayton Mackie commented on the recycle box ; patrons not flattening the boxes in the cardboard bins and colored glass being mixed with clear glass.

Water / Sewer Report:

511.2 thousand gallons were pumped through the pump house in the month of June. 10,000 Gallons were used this past month to back flush the iron filters. All water meters and endpoints are working. Water Salesman usage is up due to swimming pool usage. Spare chlorine pump still out for repair. Am going to call & check on it. Continuing to flush hydrants. Did check into a dehumidifier for the water plant ; it did arrive. Did check into yellow baskets to put over intakes ; waiting on cost estimate. Addressing water leak at the snowplow shed. Otherwise, been kind of a quiet month.

1.5799 million gallons were pushed out to the ponds in the month of June. Infiltration water is up due to the rain. The drawn down of the ponds is completed. The discharge pit needs a little attention ; may need to order a plug. The sheep are at the ponds. Bob at Visu Sewer has gotten back with requested information. Will be gone July 21 for training.

City Sewer System:

Bob from Visu Sewer did send the city clerk a cost estimate for lateral grouting. After review / discussion of the information provided the city clerk will reach out to Bob and request a quote for the 2 worst streets that need the ground water infiltration addressed. Will revisit this topic at the August council meeting.

Motion by Brian Mickelson, second by Corey Rutherford to adopt Resolution 2025-08

RESOLUTION APPROVING EMPLOYEE ANNUAL REVIEW PROCESS

WHEREAS, the Vincent City Council wants to evaluate the job performance of city employees on an annual basis, and;

WHEREAS, the City of Vincent attorney and Vincent City Council have reviewed the employee annual review process and made the necessary changes, and;

NOW, THEREFORE, BE IT RESOLVED, by the Vincent City Council that they approve the employee annual review process for City of Vincent employees.

Passed and approved this 14th day of July 2025.

Roll Call Vote:

Ayes: Corey Rutherford, Donovan Adson, Brian Mickelson

Nays: 0

Alexis Wiederin absent

Mayor

ATTEST:

City Clerk

Procedure for Employee Annual Reviews

Purpose: The purpose of this procedure is to establish a structured process for conducting annual employee reviews, incorporating feedback from the city council and mayor, as applicable to municipal employees in the state of Iowa.

1. Review Preparation a. The Mayor will schedule annual reviews for all city employees, ensuring that all required documentation is prepared in advance. b. ~~Supervisors will gather performance data, including self-evaluations, peer feedback, and previous performance review records.~~ c. The Mayor will solicit feedback from the city council, ~~and the mayor~~ for department heads, city administrators, and other key personnel, as deemed necessary.

2. Soliciting Feedback from City Council and Mayor a. For applicable positions, the Mayor will distribute a standardized feedback form to the city council at least 30 days before the scheduled review. b. The feedback form will assess overall job performance. c. Responses will be compiled confidentially and provided to the employee’s direct supervisor for inclusion in the review process.

3. Performance Review Meeting a. The Mayor will conduct the review meeting with the employee, discussing strengths, areas for improvement, and goal-setting for the upcoming year. b. Feedback from the city council and mayor (if applicable) will be shared constructively, emphasizing professional growth and

development. c. Employees will be given an opportunity to provide their own feedback and discuss career development plans.

4. Documentation and Follow-up a. The completed review document will be signed by the employee and Mayor. b. Copies of the review will be maintained in the employee’s personnel file. c. A follow-up plan may be established to address performance improvement areas and professional development goals.

5. Appeals Process a. Employees who wish to contest their review may submit a written appeal to the Mayor within 10 business days of the review meeting. b. The Mayor will facilitate a meeting with the employee and City Council to review concerns and determine any necessary adjustments.

6. Compliance and Review a. This procedure will be reviewed annually by the Mayor to ensure compliance with Iowa employment laws and municipal governance requirements. b. Adjustments will be made as necessary to align with city policies and best practices.

****Effective Date: 7/14/2025 Approved By: Vincent City Council****

This procedure ensures transparency, accountability, and constructive feedback for municipal employees, promoting professional growth and operational efficiency within the city government.

Motion by Corey Rutherford, second by Brian Mickelson to adopt Resolution 2025-09

RESOLUTION APPROVING EMPLOYEE INVESTIGATION & PERFORMANCE REVIEW POLICY

WHEREAS, the Vincent City Council wants to evaluate all city employee job performance & misconduct issues in a fair & lawful manner, and;

WHEREAS, employee issues with performance of job duties or misconduct may arise in between annual job reviews, and;

WHEREAS, the City of Vincent attorney and Vincent city council have reviewed the employee investigation & performance review policy and made the necessary changes, and;

NOW, THEREFORE, BE IT RESOLVED, by the Vincent City Council that they approve the employee investigation & performance review policy for City of Vincent employees.

Passed and approved this 14th day of July 2025.

Roll Call Vote:

Ayes: Corey Rutherford, Donovan Adson, Brian Mickelson

Nays: 0

Alexis Wiederin absent

Mayor

ATTEST:

City Clerk

City of Vincent, Iowa

Employee Investigation and Performance Review Policy

Section 1: Purpose

The purpose of this policy is to establish a clear and ~~consistent~~ **convincing** process for the Mayor and City Council of Vincent to investigate employee performance ~~concerns~~ issues **that may arise between annual performance reviews along with** and allegations of misconduct. This policy ensures that all employees are treated fairly and in accordance with applicable laws, city ordinances, and job descriptions.

Section 2: Scope

This policy applies to all employees of the City of Vincent, except where superseded by collective bargaining agreements or other applicable laws.

Section 3: Notification of Substandard Work

When an employee's performance falls below the standards established by the city's Code of Ordinances, job description, or departmental policies, the following process will be followed:

1. Initial Notification

- The employee will receive a written notice from their immediate supervisor detailing the specific deficiencies in performance or conduct.
- The notice will reference the applicable job description, city ordinance, or policy that defines the expected standard.
- The employee will be given an opportunity to meet with their supervisor to discuss the concerns and provide any relevant explanations.

2. Performance Improvement Plan (PIP)

- If deficiencies persist, the employee will be placed on a formal Performance Improvement Plan (PIP) outlining measurable goals and a timeframe for improvement.
- The PIP will include periodic progress reviews and documented feedback sessions.
- Failure to meet the expectations set forth in the PIP may result in further disciplinary action.

Section 4: Investigation Process

If an employee is suspected of misconduct, violation of city policy, or failure to meet performance standards, the following steps will be taken:

1. Initiation of Investigation

- The Mayor or designated investigator will initiate an investigation into the alleged misconduct.
- The employee will be notified in writing of the investigation, including the nature of the concerns and relevant ordinances or job duties involved.

2. Gathering of Evidence

- Interviews may be conducted with the employee, coworkers, supervisors, and other relevant parties.
- Documents, emails, performance records, and any other relevant materials will be reviewed.

3. **Employee Response**

- The employee will be given an opportunity to respond to the allegations in writing and/or in a formal meeting.

4. **Findings and Conclusion**

- A report summarizing the findings will be prepared and reviewed by the Mayor and City Council (or designated authority).
- If violations are substantiated, appropriate disciplinary action will be determined in accordance with city policies, up to and including termination.

Section 5: Disciplinary Actions

Based on the investigation's findings, disciplinary actions may include, but are not limited to:

- Verbal or written warnings
- Termination
- Other remedial actions deemed appropriate

Section 6: Appeal Process

Employees have the right to appeal disciplinary actions through the following process:

- A written appeal must be submitted to the Mayor within ten (10) business days of receiving notice of disciplinary action.
- The City Council or a designated review panel will consider the appeal and issue a final determination.

Section 7: Confidentiality and Non-Retaliation

- All investigations will be conducted with confidentiality to the extent possible.
- Retaliation against employees who participate in an investigation or report misconduct in good faith is strictly prohibited.

Section 8: Compliance with State and Federal Laws

This policy will be implemented in accordance with Iowa state law, federal employment regulations, and any applicable municipal ordinances.

****Adoption ; 7/14/2025 ****

This policy is adopted by the City of Vincent and may be amended by a majority vote of the City Council.

Motion by Corey Rutherford, second by Brian Mickelson to adopt Resolution 2025-10

RESOLUTION APPROVING W/WW SUPERINTENDENT JOB DESCRIPTION

WHEREAS, the Vincent City Council has reviewed the role of the w/ww superintendent and determined the duties for the position within the job description; and

WHEREAS, the City of Vincent attorney and Vincent City Council have made the necessary changes to the w/ww job description, and;

NOW, THEREFORE, BE IT RESOLVED, by the Vincent City Council that they approve the job description for the w/ww superintendent position with the City of Vincent, IA.

Passed and approved this 14th day of July 2025.

Roll Call Vote:

Ayes: Corey Rutherford, Donovan Adson, Brian Mickelson

Nays: 0

Alexis Wiederin absent

Mayor

ATTEST:

City Clerk

Job Summary:

The Water and Wastewater Management Superintendent is responsible for overseeing the operations, maintenance, and management of the water and wastewater systems in [City/Organization Name]. This leadership position ensures the delivery of high-quality water services to the community while maintaining compliance with all environmental regulations and safety standards. The Superintendent will supervise **plan and implement** a team of technical staff, plan and implement system improvements, and manage operational budgets. This position reports directly to the Town Mayor and serves as a key figure in the town's environmental and public health initiatives.

Key Responsibilities:

1. Supervision & Team Leadership:

- Manage, train, and supervise ~~a team of operators, technicians, and support staff involved in the maintenance and operation of the water and wastewater systems.~~ **when necessary, any temporary replacement employee in the maintenance and operation of the systems to insure smooth operation in the absence of the superintendent.**
- Develop work schedules, prioritize tasks, and ensure ~~all team members~~ **Superintendent and any replacement employee** adhere to safety protocols and performance standards.

2. Operational Management:

- Oversee the daily operations of the water treatment plant, wastewater treatment facilities, pumping stations, and distribution systems.
- Ensure that the water supply and wastewater treatment processes meet all regulatory standards and are efficiently maintained.
- Monitor and evaluate system performance, troubleshooting issues as necessary.

3. Compliance & Regulatory Oversight:

- Ensure that all water and wastewater systems comply with federal, state, and local environmental regulations, including water quality standards, discharge limits, and safety regulations.
- Prepare and submit required reports to regulatory agencies, ensuring accuracy and timeliness.

4. **Budgeting & Resource Management:**

- Develop and manage budgets for water and wastewater operations, ensuring cost-effective use of resources and adherence to financial guidelines.
- Oversee procurement of necessary equipment, supplies, and materials to maintain system operations.

5. **System Planning & Improvements:**

- Plan and implement maintenance schedules and capital improvement projects to enhance system capacity and reliability.
- Lead and participate in system upgrades, repairs, and replacements to ensure long-term sustainability.

6. **Emergency Response & Incident Management:**

- Lead emergency response efforts in the event of water or wastewater system failures or environmental incidents, minimizing service disruptions and environmental impact.
- Maintain readiness for natural disasters or unforeseen events that may affect water supply or wastewater treatment services.

7. **Customer Service & Public Relations:**

- Address public inquiries and complaints regarding water and wastewater services, providing timely and accurate information.
- Work closely with local government agencies and stakeholders to ensure community needs are met.

8. **Collaboration with the Town Mayor:**

- Provide regular updates to the Town Mayor on the status of water and wastewater operations, challenges, and project progress.
- Assist the Mayor with developing policies, reports, and recommendations related to the town's water and wastewater systems.
- Ensure alignment of water and wastewater goals with the broader priorities of the town government.

Qualifications:

- ~~Bachelor's degree in Environmental Engineering, Civil Engineering, Water Resources, or a related field (preferred).~~
- Minimum of **2** years of experience in water and wastewater operations, with at least **3** years in a leadership or supervisory role.
- Strong knowledge of water and wastewater treatment processes, maintenance practices, and industry regulations.
- Certifications related to water/wastewater operations (e.g., Class A/B/C Water/Wastewater Operator License) preferred.

- Proven ability to manage budgets, teams, and projects effectively.
- Excellent communication, problem-solving, and decision-making skills.
- Ability to work under pressure and handle emergency situations with calmness and efficiency.
- Strong interpersonal skills, including the ability to communicate effectively with local government officials and the public.

Physical Requirements:

- Ability to work in both office and field environments, including exposure to outdoor conditions.
- Ability to lift and carry up to 50 lbs. as required for maintenance tasks.
- Ability to perform on-call duties as necessary.

Additional Information:

- The Water and Wastewater Management Superintendent may, at their discretion, engage in voluntary activities or events within the town. However, any voluntary work performed by the employee outside of the scope of their job duties with the town will not be compensated, and the City will not be liable for any compensation, benefits, or liability arising from such voluntary activities. This provision applies regardless of the employee's residence in the town.

Motion by Brian Mickelson, second by Corey Rutherford to adopt Resolution 2025-11

RESOLUTION APPROVING CITY CLERK JOB DESCRIPTION

WHEREAS, the Vincent City Council has reviewed the role of the city clerk and determined the duties for the position within the job description; and

WHEREAS, the City of Vincent attorney and Vincent city council have made the necessary changes to the city clerk job description, and;

NOW, THEREFORE, BE IT RESOLVED, by the Vincent City Council that they approve the job description for the city clerk position with the City of Vincent, IA.

Passed and approved this 14th day of July 2025.

Roll Call Vote:

Ayes: Corey Rutherford, Donovan Adson, Brian Mickelson

Nays: 0

Alexis Wiederin absent

Mayor

ATTEST:

City Clerk

Job Title: City Clerk
Department: City Administration
Reports To: ~~City Manager or Mayor~~
FLSA Status: Exempt

Position Overview

The City Clerk is a key administrative officer responsible for maintaining official city records, managing public communications, ensuring compliance with local and state laws, and providing organizational support to the city council. This position is critical to ensuring transparency, accountability, and efficient city governance.

Essential Duties and Responsibilities

- **Records Management:**
 - Serve as the official custodian of city records, including ordinances, resolutions, contracts, and meeting minutes.
 - Develop and maintain record retention and archiving systems in compliance with legal requirements.
 - Issue public notices and maintain accurate public records.
- **Meeting Administration:**
 - Prepare agendas, distribute materials, and manage logistics for city council and committee meetings.
 - Record and transcribe meeting minutes, ensuring accuracy and timely publication.
 - Advise the council on procedural rules and ensure compliance with open meeting laws.
- **Licensing and Permits:**
 - Oversee the issuance of business licenses, permits, and other regulatory documents.
 - Maintain accurate records of licenses, permits, and applications.
- **Elections Oversight:**
 - ~~Coordinate municipal elections in compliance with state and local election laws.~~ **with Webster County Auditor to ensure all city elections are in compliance with State and Federal Laws.**
 - ~~Manage voter registration records and ensure accurate reporting of election results.~~
- **Public Relations and Communications:**
 - Serve as a liaison between the city council, staff, and the public.
 - Respond to inquiries and provide information on city policies, ordinances, and records.
 - Foster transparent and accessible communication between the city and its residents.
- **Compliance:**

- **Ensure adherence to local, state, and federal regulations, including the Freedom of Information Act (FOIA).**
 - **Track and report on compliance with government regulations and deadlines.**
 - **Supervision (if applicable):**
 - **Oversee administrative staff, including clerks and assistants, delegating tasks and providing training.**
 - **Other Duties as Assigned:**
 - **Perform additional tasks and responsibilities as directed by the city manager, mayor, or city council to meet the operational needs of the municipality.**
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Additional Policy

- **Residency and Volunteer Opportunities:**
 - **If the employee resides within the city, they may volunteer to participate in city-sponsored events and activities.**
 - **Participation in such volunteer activities is entirely optional and would not be eligible for compensation. The city will not be liable for any compensation, benefits, or claims arising from volunteer work.**
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Qualifications and Skills

- **Education:**
 - **Bachelor's degree in public administration, business administration, or a related field (preferred).**
 - **Certification as a Municipal Clerk (CMC) or Master Municipal Clerk (MMC) is an asset.**
 - **Experience:**
 - **3–5 years of administrative or municipal experience, preferably in a city clerk or similar role.**
 - **Skills:**
 - **Exceptional organizational and time-management abilities.**
 - **Strong written and verbal communication skills.**
 - **Proficiency in records management systems and Microsoft Office Suite.**
 - **Knowledge of municipal laws, parliamentary procedures, and election processes.**
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Work Environment

- **Typical office environment with occasional evening or weekend work for council meetings or events.**
 - **May require sitting for extended periods and using standard office equipment.**
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Salary and Benefits

- **Competitive salary based on experience and qualifications.**
- **Benefits package including ~~health insurance~~ retirement plans, paid time off, and professional development opportunities.**

Motion by Corey Rutherford, second by Brian Mickelson to adopt Resolution 2025-12

A resolution establishing rental fees, deposit fees, clean up procedures and rental paperwork for the City of Vincent Community Hall

WHEREAS, the Vincent Council has elected to review and establish the rental fees, deposit fees, clean up procedures and rental paperwork for the Vincent Community Hall.

THEREFORE, BE IT RESOLVED the Vincent Council approves the rental fees, deposit fees, clean up procedures and rental paperwork for the Vincent Community Hall.

Rental / Deposit Fees:

- *All local non - profits including Vincent fire department are free of charge*
- *Funeral luncheons – non-residents \$100 ; Residents of Vincent are free of charge*
- *Non - residents ; including businesses - \$400*
- *Residents ; including businesses - \$100*
- *A **CASH** deposit fee of \$400 must be received to reserve the date.*
- *A Certificate of Liability Insurance must be provided to the city for all rentals.*
- *The full cash deposit will be refunded upon a walkthrough of the Community Hall and the key being returned.*

Clean Up Procedures:

- _____ All garbage must be taken with you; we do not provide garbage service. You may rent a dumpster at your expense and then have the dumpster emptied.
- _____ The entire Hall & kitchen are to be cleaned after your rental ; mops & buckets are available to mop the floor & a vacuum is provided to clean entry rugs.
- _____ Tables and Chairs are to be cleaned and stacked back on the racks.
- _____ (3) Bathrooms must be cleaned and mopped. *Check and verify changing table is working.*
- _____ During winter months, serving window is to be down and the doors under sink are to be left open.
- _____ When decorating, the heat OR A/C is not to be left on overnight or the rent will be doubled.
- _____ All windows are to be closed and doors locked after cleaning.
- _____ All hall renters are asked to be careful in parking their vehicles. Do not block driveways or park in the yards of homeowners close to the hall.
- _____ Do not park in front of or block any of the Fire Station Doors or park around the building ; Fire / EMS need access to the building at all times.
- _____ Do not drive through the park.

_____ Reservations are not taken for the City Park adjacent to the south of the Hall. Hall renters may use the park Facilities.

_____ No decorations are to be attached to ceiling or ceiling fans, no tape is to be used on the walls to hang decorations and all decorations must be removed.

_____ The Hall does not provide roasters, serving dishes, ice or coolers.

_____ There is a large refrigerator and a chest type freezer available for use.

_____ Renters receive one key.

_____ If deliveries are made to the hall, it is the responsibility of the renter to have someone there to receive those deliveries.

_____ After your rental, you have until noon the next day to have the Hall cleaned up ; otherwise add'tl fees will apply.

_____ Vincent does not provide insurance on items left in the Hall.

_____ All appliances need to be cleaned.

_____ Make sure the outside perimeter of the community hall is clean of garbage and debris, including the street / sidewalk out front.

_____ Make sure both screen doors are closed and locked, if not, a portion or all of the deposit payment will be withheld to replace the door or make the needed repairs .

_____ There are tulle hooks installed if you would want tulle draped on the ceiling for your event. The City of Vincent asks you go through an approved vendor as they are bonded and insured for this type of service to install and take down the tulle.

Rental Paperwork:

City of Vincent
104 Arthur Street
P.O. Box 298
Vincent, Iowa 50594
Phone:(515)356-4365 Fax:(515)356-2199
Email: cityofvincent@wccta.net



RELEASE
(SINGLE / MULTIPLE RELEASOR)

FOR THE SOLE CONSIDERATION OF a payment in the amount of (\$ _____)Dollars.

The receipt and sufficiency of which is hereby acknowledged, the undersigned, (will need a copy of your driver's license)

Name: _____

Address: _____

Phone Number: _____

Do hereby release, acquit and forever discharge CITY OF VINCENT together with, as appropriate, his/her/its/their past and present officers, directors, employees, related and affiliated entities, successors, agents, heirs, assigns, and insurers, and all other persons, firms and corporations, from any and all liability whatsoever, including all claims, demands, and causes of action of every nature affecting me, jointly or severally, which I have, may have, or ever claim to have by reason of Rental of Community Hall for:

As further consideration of said payment, we, and each of us, jointly and severally, hereby represent, warrant, agree:

1. That this Release covers all injuries and damages, whether known or not, and which may hereafter appear or develop arising from or in any way connected with the matter(s) above referred to and the claims, demands, and causes of action hereby released and discharged.
2. That the above sum is all that I will receive for my claim(s), and no promise for any other or further consideration has been made by anyone.
3. That this Release is executed as a compromise settlement of a disputed claim, liability for which is expressly denied by the parties released, and the payment of the above sum does not constitute an admission of liability-on the part of any person or entity.
4. That I have paid or will pay, or will fully provide for and satisfy. all subrogation interests, liens, and claims of third parties for medical expenses or otherwise arising on account of my injuries, damages, or claims; and that I will defend, indemnify, and hold the released parties, and each of them, fully harmless with respect thereto.
5. That I am executing this Release solely in reliance upon my own knowledge, belief, and judgment and not upon any representations made by any party released or others on their behalf.

I HAVE READ THE FOREGOING RELEASE, UNDERSTAND ITS TERMS, AND FREELY AND VOLUNTARILY SIGN THE SAME.

DATED: _____

CAUTION: THIS IS A RELEASE - READ BEFORE SIGNING

Witness: _____

Releasing Party(s): _____

Hall Item check list:

Please initial in all the boxes and sign and date at the bottom.

- (3) 44 Gal Brute Trash Cans with lids
- (1) Bowl Brush Plunger Set
- (1) Blue Blend Mop Head and Wavebrake mop bucket
- (1) 24" Dust mop
- (2) 24" Cotton Mops

Will Alcohol be served? Yes No

- (1) Copy of Liability insurance provided
- (1) Signed hold harmless agreement
- (9) Racks of Chairs (288 Chairs)

- (3) Racks of Tables (36 Tables)
- (2) High Chairs
- (1) \$400 deposit (cash only)

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The Deposit is \$400. A deposit is collected to reserve the date.

Deposits will not be returned if:

- Hall is not clean
- Garbage/debris is left in & around the building or the street / sidewalk out front
- Any damage to Hall or tables or other contents
- Any of the above items listed are missing
- The key is not returned

Additional cleaning and damage charges:

The renter agrees to a \$20/per hour additional fee for any extra cleaning. Furthermore, at the discretion of the of City of Vincent an itemized statement will be provided to the renter for the repair or replacement of any items that are damaged, lost or broken during the rental period.

Excessively loud music (after 10:00 p.m.) that disturbs the peace of the residents in the community is not permitted.

Signature of Renter:

Date: _____

Key returned to Hall committee member, city clerk or left in deposit box at city hall building

WE ACCEPT CASH ONLY for deposit fee.

We accept cash or check for rental fee.

Total Rental \$ _____
 Deposit Paid \$ _____

Date Payment Received _____ Ck _____ Cash _____
 Deposit Returned _____ Deposit Retained for Clean up _____

BE IT FURTHER RESOLVED that all resolutions or parts of resolutions in conflict with this resolution are hereby repealed.

Passed and approved this 14th day of July, 2025

Roll Call Vote:

Ayes: Corey Rutherford, Donovan Adson, Brian Mickelson

Nays: 0

Alexis Wiederin absent

Mayor

ATTEST:

City Clerk

City Appointments:

No update to the list of city committee members. Will revisit at the August council meeting.

North Radar Speed Sign:

Councilman Adson noticed the radar speed sign is not working. The city clerk contacted radar sign for a cost estimate on a replacement battery. Upon discussion, motion by Corey Rutherford, second by Donovan Adson to order a replacement battery. Corey Rutherford, Donovan Adson, Brian Mickelson present. Alexis Wiederin absent. All ayes, 0 nays, motion carried.

Main Street Décor Schedule:

Mayor Frakes mentioned about discussing date/ time at future council meetings for putting up décor on main street (flags / x'mas decorations)

Councilman Mickelson mentioned about lowering the flag holders to make it easier for putting up and taking down.

The city clerk will look into pricing banners to hang down main street.

Will need to make sure outlets are installed on the utility poles for hanging xmas decorations.

Nuisance Abatement:

206 S 2nd St - the city clerk is working with the city attorney to file a citation.

City Donation Library:

The city attorney is working on filing paperwork with the IA Secretary of State Office.

City Trees:

Residents let the city clerk know of tree maintenance on trees located in the ROW on their property (203 Johnson St / 106 S 3rd St / 107 S 3rd St).

Upon discussion of the estimate provided by Kvale Tree Service for tree maintenance at the above listed properties motion by Brian Mickelson second by.....motion dies for lack of second.

Will reach out to Kvale Tree Service to review the estimate and will revisit the proposed work at the August council meeting.

Councilman Rutherford got a verbal estimate of \$220.00 per tree for planting in town at the ball diamond, NE corner of town & city park. Will reach out to Rasmussen Lawn Care for a written estimate to discuss at the August council meeting.

Building Permits:

Permit 020 was submitted. After review of the building permit, motion by Donovan Adson, second by Brian Mickelson to approve the permit for resident at 102 3rd St.

City Cameras:

The vendor contracted to do the city camera system install will be coming within the week to work continuing the installation.

Approve consent agenda:

- Minutes of June 9th, 2025*
- Bill list(s)*
- Treasurer's Report*

Motion by Brian Mickelson, second by Corey Rutherford to approve the consent agenda.
Corey Rutherford, Donovan Adson and Brian Mickelson present. Alexis Wiederin absent. All ayes, 0 nays ; motion carried.

Reports

Streets:

Councilman Mickelson reached out to fort dodge asphalt and blacktop service companies for estimates. The city clerk received an estimate from Blacktop Services for street maintenance. Will table the topic til the August council meeting.

Parks:

Fire Board:

The new rescue truck is getting used. Looking into a new pumper tanker and checking into grants / donations to help with the purchase. Did have a good fireman's ball in June.

Community Hall:

The city clerk will reach out to contractors to get an estimate on sealing the SE furnace and hot water heater vent pipes as they leak when it rains. Will review estimates at the August council meeting. Next rental is August 9, 2025. Mayor Frakes will work on installing the thermostat lock boxes.

Mayor:

Signed checks, reviewed debits / credits, hung new flags at the veteran's memorial, located the lock boxes to install and spoke with the resident at 104 N 2nd regarding their building permit.

Clerk:

Contacted Sadler Construction regarding plumbing repair at the community hall. Contacted North Central Turf & Landscape for timeline on spraying for vegetation control. Sent email to Kyle at Modern Sound Engineering for timeline on the city camera project, sent the city attorney information on getting the library paperwork filed and the SS Add't Covenant recorded and inquired on the status of filing the citation for the owner of 206 S 2nd St, updated the city committee list, assisted with the order of the water plant dehumidifier, submitted build permit 019 to the county, contacted radar sign to get estimate for a new battery for the north radar speed sign, updated the community hall rental paperwork for approval, submitted the city debt report for 2024 to the state, contacted main street design for a cost estimate on banners for main street, submitted annual work comp audit to IMWCA for 24-25 FY, contacted webster county engineer office to reinstall the south radar speed sign that was knocked down, rec'vd cost estimate from blacktop services & visu sewer. Created the city facebook news feed page. Will be taking off Friday July 25 & Monday July 28.

Motion by Corey Rutherford, second by Donovan Adson to adjourn the meeting at 7:29 pm.
Corey Rutherford, Donovan Adson and Brian Mickelson present. Alexis Wiederin absent.
All ayes, 0 nays ; motion carried.

 Mayor

 City Clerk
Posted: 7/22/2025

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|--|------------|
| General Funds 6-01-2025 | 507,393.18 |
| Jun receipts | 2,199.82 |
| Jun disbursements | 14,341.84 |
| General Funds 6-30-2025 | 495,251.16 |
| ----- | |
| Community Hall 6-01-2025 | -33,138.96 |
| Jun receipts | 400.00 |
| Jun disbursements | 77.69 |
| Community Hall 6-30-2025 | -32,816.65 |
| ----- | |
| Local Option Sales Tax water and sewer 6-01-2025 | 84,843.04 |
| Jun receipts | 1,994.40 |
| Jun disbursements | 0.00 |
| Local Option Sales Tax water and sewer 6-30-2025 | 86,837.44 |
| ----- | |
| Local Option Sales Tax parks 6-01-2025 | 18,850.10 |
| Jun receipts | 0.00 |
| Jun disbursements | 0.00 |
| Local Option Sales Tax parks 6-30-2025 | 18,850.10 |
| ----- | |
| Road Use Tax Funds 6-01-2025 | 17,653.23 |
| Jun receipts | 1,481.15 |
| Jun disbursements | 306.48 |
| Road Use Tax Funds 6-30-2025 | 18,827.90 |
| ----- | |
| Water Utility Fund 6-01-2025 | 24,419.05 |
| Jun receipts | 2,266.42 |
| Jun disbursements | 1,275.83 |
| Water Utility Fund 6-30-2025 | 25,409.64 |
| ----- | |
| Sewer Utility Fund 6-01-2025 | 23,989.19 |
| Jun receipts | 1,708.26 |
| Jun disbursements | 879.71 |
| Sewer Utility Fund 6-30-2025 | 24,817.74 |
| ----- | |
| Storm Utility Fund 6-01-2025 | 17,205.98 |
| Jun receipts | 225.00 |
| Jun disbursements | 0.00 |
| Storm Utility Fund 6-30-2025 | 17,430.98 |
| ----- | |

CD's

3574251: Purchase Date 9/18/2024 : 3.67% interest ; Maturity Date 9/18/2029 – \$70,574.96

Total CD's for June \$70,574.96

List of disbursement paid for May:

Check No

| | | |
|---|--|--------|
| “ | 13320 Michel Fransen Payroll | 184.52 |
| “ | 13324 Card Services | 92.02 |
| “ | 13331 Badger Meter | 86.45 |
| “ | 13338 Modern Sound Engineering | 20.95 |
| “ | 13339 North Central IA Regional Solid Waste Agency | 379.62 |
| “ | 13206 VOID | 0.00 |
| “ | 13344 Jordon Frakes Council Payroll | 64.58 |

List of disbursement paid for June:

Check

| | | |
|---|---|---------|
| “ | 13346 Michel Fransen Payroll (6/1/2025) | 184.52 |
| “ | 13347 Craig Larson Payroll (6/1/2025) | 949.37 |
| “ | 13348 Black Hills Energy | 2.77 |
| “ | 13349 Mid American Energy | 302.22 |
| “ | 13350 Sarah Geisinger Payroll (6/2/2025) | 635.19 |
| “ | 13351 Donovan Adson Payroll (6/10/2025) | 55.41 |
| “ | 13352 Donovan Adson Mowing | 600.00 |
| “ | 13353 Kaleb Adson Mowing | 600.00 |
| “ | 13354 Ag Source | 125.75 |
| “ | 13355 Badger Meter | 86.45 |
| “ | 13356 CEC Electric | 1975.00 |
| “ | 13357 Crimmins & Kehm Law Firm | 862.50 |
| “ | 13358 IMWCA | 760.00 |
| “ | 13359 IA League of Cities | 100.00 |
| “ | 13360 Craig Larson Mileage | 71.40 |
| “ | 13361 Craig Larson General Reimbursement | 60.00 |
| “ | 13362 Craig Larson Mowing | 210.00 |
| “ | 13363 Mid American (Streetlighting) | 289.14 |
| “ | 13364 Nels Pederson Co Inc | 1311.74 |
| “ | 13365 Pederson Sanitation | 1089.00 |
| “ | 13366 USPS (Po Box Renewal) | 120.00 |
| “ | 13368 Webster Calhoun | 276.64 |
| “ | 13369 Jaden Armstead Mowing | 375.00 |
| “ | 13370 Sylvane | 3699.95 |
| “ | 13371 Sarah Geisinger Payroll (6/16/2025) | 672.35 |
| “ | Debit IPERS Withholding | 517.76 |
| “ | Debit ACH Fee | 22.20 |