

City of Vincent
Council Proceedings
Regular Meeting
November 11th, 2024

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

Roll call showed Michel Fransen, Donovan Adson, Corey Rutherford, Brian Mickelson present.
John Fransen absent

Public attendees: Leon Hawke, Stacy Lentsch, Shirley Helgevold, Mark Crimmins, Craig Larson, Peggy Larson, Jordan Frakes.

Motion by Brian Mickelson, second by Corey Rutherford to approve the agenda for November 11th, 2024. Michel Fransen, Donovan Adson, Corey Rutherford, Brian Mickelson present.
John Fransen absent. All ayes, 0 nays, motion carried.

Appoint Mayor Pro Temp:

Mayor Adson appointed Michel Fransen to be Mayor Pro Temp until December 31, 2025.

Council Vacancy:

There was interest from 2 residents to fill the open council seat until term end of December 31, 2025.

Motion by Donovan Adson, second by Michel Fransen to appoint Leon Hawke.

Roll Call Vote:

Ayes: Donovan Adson, Michel Fransen
Nays: Corey Rutherford, Brian Mickelson
Motion does not pass

Motion by Corey Rutherford, second by Brian Mickelson to appoint Jordan Frakes.

Roll Call Vote:

Ayes: Corey Rutherford, Brian Mickelson, Michel Fransen
Nays: Donovan Adson
Motion passes.

The city clerk administered the oath of office for Jordan Frakes.

City appointments list was briefly reviewed and will be further discussed at the December council meeting.

City Zoning:

Questions were asked and discussion was held with Stacy, Shirley and Mark about zoning in Vincent.

Nuisance Abatement:

The city clerk mailed letters to 104 N 2nd St, 206 S 2nd St, and the old meat locker owner (104 W Arthur St). Upon review of the nuisances being abated, the resident at 206 S 2nd St will be sent a citation for not complying.
The city clerk was requested to send a nuisance letter to 208 S 1st St.

Public Comments:

Councilman Adson mentioned the fire department changed out some light bulbs in the community hall.

Water / Sewer Report:

Craig Larson for the month of October 2024: 516.2 thousand gallons were pumped through the pump house in the month of October. Have had a few one calls. Been keeping up on the leaks detected with the city clerk. Further checking on the water curb stop at the Ritenour lot, it needs fill dirt and maybe a different top. Water Salesman is still in use, keeping an eye on it as temperatures are dropping. New water account for the Brensel Shed. All endpoints and water meters have been working properly. Any water leaks detected we are on top of.

0.2828 million gallons were pushed out to the ponds in the month of October. Did contact CEC & they showed up in regards to connecting up the autodialer to the new wastewater system; he gathered some information and took pictures. On follow up, he has handed it off to another employee and am waiting on a return phone call. The draw down & third day samples were collected & taken to Ellsworth. Retrieved the top half of the gate valve in the wet well, tore it apart, cleaned, lubricated parts and reinstalled it. Pictures of the gate valve are included with this report. Reminding again the orange float is working as cleaned the trash basket and it was not bad this time. Found some old degreaser that will be getting rid of.

Lift Station Auto Dialer:

CEC has been contacted, been waiting on a follow up phone call. Will contact this week to get an update on the project.

W/WW Superintendent City Email Acct:

After discussion, the city clerk will contact the city's email carrier and add a new email acct for the W/WW superintendent for future correspondence. Motion by Jordan Frakes, second by Corey Rutherford to approve opening a new email account for the W/WW superintendent. Michel Fransen, Donovan Adson, Corey Rutherford, Brian Mickelson, Jordan Frakes present. All ayes, 0 nays ; motion carried.

Snowplow Operator:

The city clerk posted the notice for the open seasonal position of snowplow operator for the city. The city clerk rec'vd no applications. Mayor Adson did rec'v an application from councilman Adson to fill the position. Motion by Corey Rutherford, second by Brian Mickelson to appoint Donovan Adson as snowplow operator for the 2024 to 2025 winter season. Jordan Frakes, Corey Rutherford, Donovan Adson, Brian Mickelson, Michel Fransen present. Donovan Adson abstain, All ayes, 0 nays ; motion carried.

City Credit Card Contact Update:

The contacts / administrator information needs updated for the city credit card account. Mayor Adson wanted to discuss with council aware about the city clerk and mayor being co-administrators on the account to be able to make any necessary changes when needed. Motion by Corey Rutherford, second by Michel Fransen to approve adding the city clerk as an administrator on the account. . Michel Fransen, Donovan Adson, Corey Rutherford, Brian Mickelson, Jordan Frakes present. All ayes, 0 nays ; motion carried.

City Invoicing:

Due to the update of the city billing software, a new invoicing template is going to be mailed out to residents and businesses for the monthly water utility billing. After review and discussion of the samples presented, Motion by Corey Rutherford, second by Brian Mickelson to approve the 'classic' invoice template for the city's new utility billing invoice. Michel Fransen, Donovan Adson, Corey Rutherford, Brian Mickelson, Jordan Frakes present. All ayes, 0 nays ; motion carried.

City Cameras:

The city approved an estimate with Modern Sound Engineering to update the city camera system. The city paid a down payment for the system in the FY '23 – '24. The city is still waiting for the camera system to be installed. Councilman Mickelson will contact the company and get an update on the project. Will put on the agenda for the December 2024 meeting.

Approve consent agenda:

Minutes of October 14th, 2024

Bill list(s)

Treasurer's Report

Mayor Adson had a question on the treasure report for the month of October. After discussion to make the following changes to the monthly cost sheet to be reviewed at the December council meeting; heading name & take out columns titled budget & remaining. Motion by Brian Mickelson, second by Michel Fransen to approve the consent agenda with recommendations to change, make adjustments on the treasurers report. Michel Fransen, Donovan Adson, Corey Rutherford, Brian Mickelson, Jordan Frakes present. All ayes, 0 nays ; motion carried.

Reports

Streets:

N/A

Parks:

Councilman Rutherford inquired about putting a fence around the city park.

Fire Board:

Next meeting is in January 2025.

Building Permit Committee:

Permit #016 was submitted to the committee. Was approved.

Community Hall:

Have some rentals coming up.

Mayor:

Requested job duties outlined for city employees for council review for employee reviews, provided restricted residential ordinance to council via email for review, contacted city attorney and requested to attend the November meeting, inquired on the standard operation procedure for receiving files for the City of Vincent, verbally followed up with a written request on an inquiry, informed the city clerk the cameras were not working correctly via email, contacted Modern Sound and spoke to Kyle regarding the issue, reviewed nuisance letters prior to being sent out, also inquired on the process of the appointment of the open council seat, requested all postings be sent out to the council members for review 24 hrs to posting based on request, fielded request from councilman Rutherford that council members have the opportunity to review all documents for the city, requested city clerk financial officer handbook that is updated every 2 years by the League of Cities be updated if it is not current, purchase if needed and review posting requirements, transparency and city owned properties. Requested open council seat update to adhere to the Code of IA guidelines, sent out reminder for payment of lot 6 & 7, rec'vd voicemail regarding mailed legal request for lot 6 & 7 on 10/18/2024, office was closed that day, noted at October meeting. Forwarded documents regarding lots 6 & 7 to the attorney for review. Notified council members of action, followed up with legal consultation and signed response. Notified of more than one interest for the open council seat, referred every inquiry to the posting for guidelines, fielded a report that the door was open at the water plant twice. Reviewed minutes, requested update, reviewed treasurers report, requested email being used for w/ww superintendent and credit card administrators be added to the agenda for council review. Followed up on voicemail recording regarding the school street addition, provided information on the utilities that were actually brought to the curbside, forwarded the request to the city clerk, mailed out copies of the covenant and utilities verification. Fielded a response from one of the nuisance abatement property items requested, the issue got addressed. Inquired on an email regarding an electronic funds transfer, it was noted to be spam. Planted trees that councilman Mickelson ordered. Requested the restricted residence and building permit ordinances be readily available for the council meeting.

Clerk:

Attended the IMFOA Conference, sent the information to an individual that called and inquired about information on the School Street Lots for sale, sent nuisance letters to 104 N 2nd St, 206 S 2nd St, and the Vincent Locker owner, Mayor Adson requested the location of my logins and basic processes related to the city clerk job, let her know where to find the information. Reached out to MIDAS Council of Governments to come and discuss about zoning, posted the open council seat and snowplow operator positions, compiled list of job duties, reviewed the clerk handbook and IA League of Cities information on transparency, publication requirements and sell of city property. Learning the updated version of the city utility bill software.

Motion by Donovan Adson, second by Michel Fransen to adjourn the meeting at 8:32 pm.
Michel Fransen, Donovan Adson, Corey Rutherford, Brian Mickelson, Jordan Frakes present.
All ayes, 0 nays ; motion carried.

Mayor

City Clerk

General Funds 10-01-2024	444,701.21
Oct receipts	57,628.87
Oct disbursements	23,522.17
General Funds 10-31-2024	478,807.91
Community Hall 10-01-2024	-33,081.26
Oct receipts	0.00
Oct disbursements	160.20
Community Hall 10-31-2024	-33,241.46
Local Option Sales Tax water and sewer 10-01-2024	65,307.99
Oct receipts	2908.96
Oct disbursements	0.00
Local Option Sales Tax water and sewer 10-31-2024	68,216.95
Local Option Sales Tax parks 10-01-2024	18,850.10
Oct receipts	0.00
Oct disbursements	0.00
Local Option Sales Tax parks 10-31-2024	18,850.10
Road Use Tax Funds 10-01-2024	20,401.33
Oct receipts	1060.86
Oct disbursements	330.94
Road Use Tax Funds 10-31-2024	21,131.25
Water Utility Fund 10-01-2024	24,577.62
Oct receipts	2,637.20
Oct disbursements	1,640.94
Water Utility Fund 10-31-2024	25,573.88
Sewer Utility Fund 10-01-2024	24,116.67
Oct receipts	1,830.88
Oct disbursements	1,370.64
Sewer Utility Fund 10-31-2024	24,576.91
Storm Utility Fund 10-01-2024	15,493.98
Oct receipts	237.00
Oct disbursements	0.00
Storm Utility Fund 10-31-2024	15,730.98

CD's

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

Total CD's for October \$70,574.96

List of disbursement paid for September:

Check No

“	13132 Badger Meter	81.90
“	13148 Petty Cash	9.68

List of disbursement paid for October:

Check No

“	13149 Lyn Adson Payroll (10/1/2024)	184.52
“	13150 Craig Larson Payroll (10/1/2024)	949.37
“	13151 Black Hills Energy	130.72
“	13152 Mid American Energy	498.54
“	13153 Sarah Geisinger Payroll (10/7/2024)	635.19
“	13154 Ryan Ziems	800.00
“	13155 Jaden Armstead – Mowing	375.00
“	13156 Donovan Adson – General	12.00
“	13157 Donovan Adson - Mowing	540.00
“	13158 Kaleb Adson - Mowing	450.00
“	13159 Lyn Adson – General	12.00
“	13160 Ag Source	86.25
“	13162 Electric Pump	7660.00
“	13164 IA DNR	115.00
“	13165 Kvale Tree Service	3050.00
“	13166 Craig Larson - Mileage	66.81
“	13167 Craig Larson - Mowing	45.00
“	13168 Mid American Energy (Streetlighting)	291.53
“	13170 North Central IA Regional Solid Waste Agency	146.90
“	13171 Pederson Sanitation	1089.00
“	13172 Stone Creek Landscape & Nursery	3800.00
“	13173 US Treasury	2600.81
“	13174 Webster Calhoun	265.09
“	13175 Sarah Geisinger Payroll (10/21/2024)	672.35
“	Debit IPERS Withholding	515.20
“	Debit ACH Fee	11.70
“	Debit 1 st State Bank Visa	84.80
“	Debit State Withholding	246.67