

City of Vincent
Council Proceedings
Regular Meeting
February 10th, 2025

Mayor Lyn Adson was absent.

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

Roll call showed Michel Fransen, Brian Mickelson, Donovan Adson, Corey Rutherford, Jordon Frakes present

Public attendees: Stacy Nelson, Kim Brensel, Justin Brensel, Craig Larson

Motion by Brian Mickelson, second by Corey Rutherford to approve the agenda for February 10th, 2025 with the changes of striking out the agenda items: appoint a new mayor, administering the oath of office and appointing a mayor pro temp. Will put these action items on the March meeting agenda. Michel Fransen, Brian Mickelson, Donovan Adson, Jordon Frakes, Corey Rutherford present. All ayes, 0 nays, motion carried.

Motion by Corey Rutherford, second by Brian Mickelson to accept the resignation of Mayor Lyn Adson. Jordon Frakes, Corey Rutherford, Donovan Adson, Brian Mickelson, Michel Fransen present. All ayes, 0 nays ; motion carried.

Public Comments:

- *Sale of S.S. Add't Lots* ; the public was not present to address questions on the sale of the school street addition lots. Will discuss the covenant in place at the next council meeting.
- *Chickens within city limits* ; Stacy Nelson, Kim Brensel and Justin Brensel were present to discuss the concern of their neighbor at 300 Arthur St in regards to the chickens in the backyard. After discussion with council, the city will mail a letter to the resident addressing the concerns about the chickens in the backyard.

Implementation of Job Descriptions for City Clerk & W/WW Superintendent:

Information from the IA League of Cities and job duty lists that were submitted from the employees for their job reviews helped Councilman Frakes create job descriptions to be considered for approval. Will need to revisit this topic at the next meeting and have the city attorney review. The goal is to have clear expectations for the employee to complete their job set by the employer. Motion by Corey Rutherford, second by Brian Mickelson to look into implementing job descriptions for the city clerk and w/ww superintendent.

Michel Fransen, Brian Mickelson, Donovan Adson, Jordon Frakes, Corey Rutherford present. All ayes, 0 nays, motion carried.

Investigation process for concerns of substandard employee work:

Councilman Frakes has proposed an employee investigation process to be considered for approval. Verbal & written warnings for employee work quality need documented so can be reviewed properly by all supervisor authority and these warnings need placed in the employee personnel files. The city attorney will need to review the proposed process. This topic will be revisited at the next council meeting.

Employee Review Process:

Councilman Frakes is proposing for consideration a process to follow for annual employee reviews. Giving the mayor and council time to fill out evaluation forms to address their concerns regarding employee job performance. The city attorney will need to review the proposed process. Will revisit this topic at the next meeting.

Motion by Corey Rutherford, second by Jordon Frakes to discard the employee reviews that were completed in January 2025 and to put employee reviews on the agenda in March to restart the process. Councilman Adson mentioned to ask the city attorney about this as wasn't sure that you could undo something that was already completed.

Roll Call Vote:

Ayes: Brian Mickelson, Corey Rutherford, Jordon Frakes

Nays: Donovan Adson, Michel Fransen

Review of the 2024 annual reviews and warnings completed in January 2025:

Councilman Frakes did a review of the warnings given to the city clerk and w/ww superintendent. No specifics were discussed as need to offer the employees the opportunity for closed session to review their job performance. Will put this item on the agenda for the March council meeting.

FY 23-24 Interfund loan resolution:

This resolution did not get passed. The city clerk inquired about correcting this error. It was suggested to put a note in the city resolution book that the resolution did not get passed. The city needs to check with their attorney and ask if could pass a resolution this late or if the note in the resolution book would be ok. Will put on the agenda for the March council meeting.

City Hall Hours:

Upon discussion to consider adjusting hours or dissolution of the fireboard office space use agreement, motion by Corey Rutherford, second by Jordon Frakes to make no adjustment to city hall hours and to check with the city attorney on making any changes.

Roll Call Vote:

Ayes: Brian Mickelson, Corey Rutherford, Jordon Frakes, Michel Fransen

Nays: Donovan Adson

Will put this item on the agenda for the March meeting.

It was requested by Councilman Frakes to submit a chain of email correspondence between council and mayor for public record. The printed emails were given to the city clerk to file with city records.

Nuisance Abatement:

The city clerk typed up the citation, provided the city ordinances and pictures for 206 S 2nd St. to the council for review. After discussion, will be checking with the city attorney on the next steps for issuing a citation to the resident for the nuisance. Will revisit at the March council meeting.

Water / Sewer Report:

Craig Larson for the month of January 2025: 518.7 thousand gallons were pumped through the pump house in the month of January ; down some from December. All water meters and endpoints are working. I don't get it with the pumps ; still haven't caught them kicking out ; go figure. Still trying to get a time to

open up the iron filter. The first set of PFAS samples were taken. Checked the community hall for water usage as the endpoint was reporting water usage. No leaks were found. Had a leak at 210 Arthur St . Had to turn off water at the curb stop which consisted of picking thru rock and ice. Really need our own weed burner torch, ended up borrowing the firestation's.

0.3182 million gallons were pushed out to the ponds in the month of January. The autodialer numbers need changed. Let me know who I should add. I addressed the email about the sewer issues. I visited with the residents that were affected, all is good with them. It was brought to my attention there were kids at the pump station. Something to think about, constructing a small enclosure / building for the pump station electrical controls and fencing the area off. Have been going thru the Visu Sewer CCTV and the city maps. No issues have been noticed on the city side. I want to flush 2nd St from Williams St north 1 block but too much loose stuff in the tile that needs cleaned out. There are a few manholes in town that need some attention. Should I call Visu Sewer?

Will need someone to cover the W/WW February 23 – 26.

Will be leaving the afternoon of February 22nd.

Restricted Residential City Ordinance:

After discussion and review of the current city ordinance and updated MIDAS sample ordinance. There are no changes that will be made at this time to the Restricted Residential City Ordinance.

City Code of Ordinances:

The city is due to update their city code of ordinances. Will be looking into updating / amending ordinances and getting pricing. Will budget this for the '26 -'27 FY.

Change March Meeting Date:

Due to city officials being out of town, the March 10th, 2025 meeting date was rescheduled to March 5th, 2025.

Set Property Tax Levy Hearing:

After discussion, motion by Corey Rutherford, second by Donovan Adson to hold the property tax levy hearing on March 31st, 2025 at 6:00 pm. Michel Fransen, Brian Mickelson, Donovan Adson, Jordon Frakes, Corey Rutherford present. All ayes, O nays, motion carried.

Building Permits:

No permits were submitted for approval.

City Cameras:

Still waiting on the license plate camera and other parts that were ordered for the camera system to be installed.

Approve consent agenda:

Minutes of January 13th, 2025

Bill list(s)

Treasurer's Report

Motion by Corey Rutherford, second by Jordon Frakes to approve the consent agenda with the correction of an unpaid bill for mileage (2 trips not 3 trips) Jordon Frakes, Corey Rutherford, Donovan Adson, Brian Mickelson, Michel Fransen present. All ayes, 0 nays ; motion carried.

Reports

Streets:

Councilman Adson suggested to get 2 estimates on street repairs / maintenance this year. Myles A. did install a new skid on the snowplow.

Parks:

Councilman Rutherford will look into a flag pole light for city hall.

Fire Board:

Still working on locating a vehicle to go on rescue calls.

Community Hall:

No upcoming rentals

Mayor:

Mayor Pro Temp Michel Fransen read Mayor Adson's report for the month of January 2025. Inquired on the resolution for the FY 23 – 24 loan payment transfer funds, rec'vd notification the transfer of funds was done without the resolution of council approval by the city clerk. Requested to add to the agenda for council discussion. Requested city clerk begin using 3-part handwritten receipt book for any and all cash payments made to the City of Vincent so there are booklets with one copy remaining in it for record keeping purposes effective on verbal request 1/13/2025. Do not continue to use the two copy receipts. Contacted City Attorney Mark Crimmins regarding processes needed for an exit plan from the elected seat as Mayor. Contacted Modern Sound regarding council action on camera placement. Attended the Emergency Management and E911 budget meetings. Fielded a report of a chicken at large. Fielded a request from council member Frakes to meet outside of the council meeting regarding topics discussed in January meeting. Respectfully declined, suggested waiting for the meeting, it's better for everyone to go over the information together at the same time in a meeting. Followed by the request to have the city attorney at the February meeting. Contacted Crimmins and Kehm via e-mail, forwarded the written material sent by councilman Frakes, followed up with phone calls requesting confirmation of attendance. Respectfully requested council members to not use the reply all when corresponding through e-mail. Inquiry was made by councilman Frakes, gave suggested resources to review including the Sunshine Law. Fielded a request for a copy of the city setback from a resident in the county. Suggested contacting the city clerk for the information, provided posted hours available to the public. Informed Mayor Pro Temp Fransen that I would be stepping down from the elected seat at the end of January. Sent letters of request for the Mayor contact updates for the Conference Board and Emergency Management & E911. Sent e-mail request to the city clerk requesting all Mayor contacts, passwords, signature forms to be updated and to confirm with the attorney the day of the meeting with a reminder call. Removed 2 personal items from the office. Wooden sign and Longaberger file rack off desk. Turned in letter of resignation effective February 1, 2025.

Mayor Pro Temp Fransen will be attending the Conference Board Meeting on February 13, 2025 via zoom.

Clerk:

Sent approved permit 017 to the county assessor office, forwarded the citation information to the city council for review, took update pics for the citation, updated the city labor law posters, submitted the 1099 and W2 for tax year 2024 to the state and IRS, working on the budget, signed up for a zoom class on Feb 26, 2025 to review the SLFRF report that will be due in April, 3 disconnect notices were sent out ; accounts are paid up.

Motion by Donovan Adson, second by Brian Mickelson to adjourn the meeting at 8:18 pm.
 Jordon Frakes, Corey Rutherford, Donovan Adson, Brian Mickelson, Michel Fransen present.
 All ayes, 0 nays ; motion carried.

Mayor

City Clerk

Posted: 2/18/2025

General Funds 1-01-2025	490,274.88
Jan receipts	4,692.88
Jan disbursements	8,394.73
General Funds 1-31-2025	486,573.03

Community Hall 1-01-2025	-32,848.63
Jan receipts	0.00
Jan disbursements	291.04
Community Hall 1-31-2025	-33,139.67

Local Option Sales Tax water and sewer 1-01-2025	72,691.25
Jan receipts	3,055.16
Jan disbursements	0.00
Local Option Sales Tax water and sewer 1-31-2025	75,746.41

Local Option Sales Tax parks 1-01-2025	18,850.10
Jan receipts	0.00
Jan disbursements	0.00
Local Option Sales Tax parks 1-31-2025	18,850.10

Road Use Tax Funds 1-01-2025	17,257.74
Jan receipts	1,125.32
Jan disbursements	882.58
Road Use Tax Funds 1-31-2025	17,500.48

Water Utility Fund 1-01-2025	24,706.10
Jan receipts	2,012.00
Jan disbursements	3,664.33

Water Utility Fund 1-31-2025	23,053.77

Sewer Utility Fund 1-01-2025	23,342.86
Jan receipts	1,503.68
Jan disbursements	2,088.26
Sewer Utility Fund 1-31-2025	22,758.28

Storm Utility Fund 1-01-2025	16,258.98
Jan receipts	231.00
Jan disbursements	0.00
Storm Utility Fund 1-31-2025	16,489.98

CD's

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

Total CD's for January \$70,574.96

List of disbursement paid for December:

Check No

“ 13208 Heath Miller Council Payroll	96.97
“ 13224 Sarah Geisinger Payroll (12/30/2024)	635.19
“ 13225 Petty Cash	9.68

List of disbursement paid for January:

Check No

“ 13226 Lyn Adson Payroll (1/1/2025)	184.52
“ 13227 Craig Larson Payroll (1/1/2025)	949.37
“ 13228 Black Hills Energy	522.32
“ 13229 Mid American Energy	423.94
“ 13230 Webster Glass	63.21
“ 13231 Sarah Geisinger Payroll (1/13/2025)	635.19
“ 13232 Card Services	25.00
“ 13233 Donovan Adson Mileage	84.50
“ 13234 Donovan Adson Payroll (1/14/2025)	18.47
“ 13235 Donovan Adson Snow Removal Payroll	71.19
“ 13236 Lyn Adson Mileage	38.00
“ 13237 Ag Source	14.50
“ 13239 Bomgaars	108.94
“ 13240 CEC Electric	810.00
“ 13243 HiWay Truck & Equipment	238.77
“ 13244 Mid American Energy (Streetlighting)	290.80
“ 13245 Pederson Sanitation	1328.00
“ 13246 Sensaphone Inc	277.26
“ 13247 Secretary of State	30.00
“ 13248 US Treasury	2754.52
“ 13249 W & H Cooperative	82.81

“	13250 Webster Calhoun	263.74
“	13251 Sarah Geisinger Payroll (1/27/2025)	692.97
“	Debit IPERS Withholding	933.74
“	Debit ACH Fee	11.80
“	Debit State Withholding	246.67
“	Debit WET Tax	1583.46
“	Debit Sales Tax	477.75