

City of Vincent
Council Proceedings
Regular Meeting
December 9th, 2024

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

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

Public attendees: Peggy Larson & Craig Larson

Motion by Brian Mickelson, second by Corey Rutherford to approve the agenda for December 9th, 2024. Michel Fransen, Brian Mickelson, Donovan Adson, Corey Rutherford, Jordan Frakes present. All ayes, 0 nays, motion carried.

Job Reviews:

City Clerk and W/WW superintendent compiled a list of job duties as requested since their annual performance reviews are coming up. Will complete the reviews at the January 2025 council meeting.

Public Comments:

Councilman Rutherford inquired about needing a building permit for a mobile building he just put on his property at 211 Brewster St. After discussion, Councilman Rutherford will get a building permit to present at the January 2025 council meeting.

Water / Sewer Report:

Craig Larson for the month of November 2024: 513.0 thousand gallons were pumped through the pump house in the month of November. On the leak detection, if it can't be handled from city hall the clerk notifies me. All water meters and endpoints are working. 13 Reverse flows, 4 no recent flows and 2 leaks. Water Salesman is shut off for the season. Haven't caught the pumps kicking out and no calls ; go figure. Talking with Bill Kahl about opening up the iron filter & seeing what we find. 0.3696 million gallons were pushed out to the ponds in the month of November. The autodialer is now calling out on the sound of the alarm, the key pad is no good. (new autodialer will be hooked up to the floats) Can replace with same style for \$400 – the next level up is \$1400.00 or go with EP. Purchased padlocks for the lift station and lagoons the keys are at the water plant generator box. The progress report concerning the lagoons has been sent to the DNR, been talking with the DNR and don't think it is necessary to hire an engineer for a 3rd cell. Will be gone Monday, Dec 16th. Will need someone to cover w/ww chores. The city will be issued a new water use permit since the city enrolled in the PFAS sampling program with the DNR. A water sample kit will be mailed within the coming weeks. Craig rec'vd a lead/copper sampling violation with the DNR. The water samples were taken too soon. Need to review when the samples need to be collected.

Lift Station Auto Dialer:

CEC was here to connect the autodialer to the new float system, it was discovered the current autodialer keypad is not working. Need to order a new autodialer. When the autodialer comes in, CEC will be contacted.

Motion by Brian Mickelson, second by Donovan Adson to adopt **RESOLUTION NO. 2024-13**

APPROVING CORPORATE AUTHORIZATION RESOLUTION

I, the undersigned, do hereby certify that the following is a complete, true and correct copy of certain resolutions of the City Council of the City of Vincent, a corporation whose principal business is located at 104 Arthur St, Vincent, IA (the "Corporation"), which resolutions were duly adopted at a regular called meeting of the City of Vincent City Council held on December 9, 2024, and are set forth in the minutes of the said meeting: that I am the keeper of the minutes and records of the City of Vincent; and that the said resolution has not been rescinded or modified:

THEREFORE, Be It Resolved, the Mayor, Mayor Pro-temp and City Clerk of the City of Vincent (any two of the three) are authorized to sign any and all checks, drafts, and orders, including orders or directions in informal or letter form, against any funds at any time standing to the credit of the City of Vincent with the Bank, and/or against any account of the City of Vincent with the Bank.

FURTHERMORE, be it resolved the agents for check signing are named in the corporate authorization resolution.

Approved and passed this 9th day of December 2024.

Roll Call Vote:

Ayes: Jordan Frakes, Corey Rutherford, Donovan Adson, Brian Mickelson, Michel Fransen

Nays:

Mayor

Clerk

Corporate Authorization Resolution

FIRST STATE BANK

By: CITY OF VINCENT
PO BOX 298
VINCENT IA 50594-0298

505 SECOND STREET PO BOX 70
WEBSTER CITY IA. 50595-0070

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, SARAH GEISINGER, certify that I am Secretary (clerk) of the above named corporation organized under the laws of IOWA, Federal Employer I.D. Number 42-1037135, engaged in business under the trade name of CITY OF VINCENT, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on 11/21/2024 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature <i>(if used)</i>
A. SARAH GEISINGER	X _____	X _____
B. LYN ADSON	X _____	X _____
C. MICHELE FRANSEN	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated _____ . If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on _____ (date).

 Secretary
 SARAH GEISINGER

 Attest by One Other Officer
 LYN ADSON

For Financial Institution Use Only		
Acknowledged and received on	11/21/2024	(date) by _____ (initials)
<input type="checkbox"/> This resolution is superseded by resolution dated _____		
Comments:		

City Appointments:

Upon discussion, the clerk will make the following changes to the list for the January 2025 meeting: the county boards should have the mayor pro temp listed as the 2nd, add webster county conference board to the list, remove build permit committee as all building permits will be brought to council meetings for approval. Motion by Brian Mickelson second by Donovan Adson to approve the appointee committee list as printed for the remainder of 2024. Michel Fransen, Brian Mickelson, Donovan Adson, Corey Rutherford, Jordan Frakes present. All ayes, 0 nays, motion carried.

Parks Committee - 1. Brian Mickelson 2. Corey Rutherford 3. Jordan Frakes

Water and Sewer - 1. Donovan Adson 2. Corey Rutherford ; Alternate – Jordan Frakes

Emergency Management – 1. Lyn Adson 2. Jordan Frakes ; Alternate – Michel Fransen

E911 - 1. Lyn Adson 2. Corey Rutherford ; Alternate – Donovan Adson

Fireboard – 1. Corey Rutherford 2. Brian Mickelson

Street Committee - 1. Corey Rutherford 2. Brian Mickelson ; Alternate – Michel Fransen

Building Permit Committee –1. Jordan Frakes 2. Corey Rutherford 3. Brian Mickelson

Community Hall Committee - 1. Lyn Adson 2. Donovan Adson 3. Michel Fransen

Restricted Residential City Ordinance:

Mayor Adson spoke with Shirley at MIDAS. They have an updated restricted residential ordinance they are working on. They have sent the ordinance to their attorney for review and have not yet received a FINAL copy to publish. Will put this item on the January 2025 agenda to discuss. Will review the city's current ordinance and the MIDAS ordinance to see if any updates are needed for the city's ordinance.

Parking Trailer West Side of City Hall:

The owner of Mrs T's Mercantile asked if the trailer she uses to go to craft shows can be parked on the west side of city hall (in between the 2 buildings) for the winter months. Mayor Adson asked the city clerk to inquire with the city's insurance agent about liability & obstruction issues if an emergency situation occurred. The city clerk rec'vd an answer from the city's insurance agent and attached it to the council packet. After discussion no action was taken.

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 contacted the company to get an update on the project. His calls were never returned. Mayor Adson contacted the company and was made aware about a second option for the license plate camera. It was requested to have that estimate and information on the camera forwarded to the city email so can be discussed at the council meeting. Upon review of the original estimate and this new estimate it was decided to stay with the original motion made. No upgrade at this time. No action taken.

Nuisance Abatement:

The city clerk mailed a nuisance letter to 208 S 1st St. Nuisance was not abated. The city clerk will send a second notice.

The city clerk has mailed two nuisance letters to 206 S 2nd St. Nuisance has not been abated. Will review this nuisance at the next council meeting.

Approve consent agenda:

Minutes of November 11th, 2024

Bill list(s)

Treasurer's Report

The city clerk made the changes to the October treasures report as requested. Mayor Adson had a question on the typed minutes from the November meeting regarding the motion made to approve the consent agenda. Motion by Michel Fransen, second by Brian Mickelson to approve the consent agenda with the update of the minutes from November. Michel Fransen, Donovan Adson, Corey Rutherford, Brian Mickelson, Jordan Frakes present. All ayes, 0 nays ; motion carried.

Reports

Streets:

The snowplow truck was taken in for service. Councilman Adson reported damage to the city snowplow due to hitting a pole last year. As a result of this incident, one of the hydraulic cylinders for the snow plow was leaking. Myles Askvig to the cylinder in for repair. The repair shop could not fix the cylinder, a new cylinder was ordered. Councilman Adson picked up the new cylinder to put on the snowplow.

Parks:

There is no light to shine on the flag pole at city hall. After discussion, councilman Rutherford is going to look at what light options there are available to stake in the ground.

Fire Board:

There are 2 new members on the fire department. The next meeting is January 9, 2025. The chili/oyster dinner went well.

Building Permit Committee:

Will no longer be having a committee to review permits, per city attorney all building permits should be brought to all council meetings for approval. Citizens can have their permit approved prior to a council meeting by holding a special meeting the citizen will be charged for.

Community Hall:

A call was fielded for a broken storm window on the west screen door, law enforcement was contacted and a report was filed. The womens' restroom toilet was reported to not be working correctly. The toilet was checked later and seemed to be working properly. The front furnace unit was reported by a renter to not be working correctly. The furnace unit was checked and appeared to be working properly. Will need to keep an eye on the toilet and furnace as may need repairs down the line. Will look into a replacement storm window for the west screen door. The fire department replaced the rest of the bulbs with LED lights in the main area of the hall.

Mayor:

Followed up with Crimmins Law after last meeting, checked in several times after via phone on the status of lot 6 & 7 transaction. Invoice 18951 has not been reported as paid, it is still outstanding. Fielded a call of a robbery, fielded a report of broken glass window of a Saturday evening rental, referred to council member Mickelson as I was out of town. Was reported to the sheriff's dept. Renter reported a toilet not working correctly either. Suggested hanging 'out of order' sign on the door. Council member Adson checked on the toilet the following week and it seemed to be working. Contacted MIDAS council of governments regarding their restricted residential ordinance and it is being reviewed by their attorney. Once completed, final draft will be shared. Spoke to council member Mickelson as he volunteered at the last meeting to contact Modern Sound, he tried multiple times with no luck in response. Contacted Modern Sound, had discussion regarding payment for the cameras being made in June and at this point they have not been done and it was a topic of conversation at the last meeting. She stated, it is not common practice for them to request payment in advance but had been requested by the city clerk so the invoice had been sent out. I told her I appreciate her sharing that information and it was probably due to fiscal year end budget scenario. Informed them of the meeting on the following week on the 9th and suggested any course of action prior to the meeting would be a move in the right direction and greatly appreciated. Received a call from Kyle from Modern Sound as he is on his way out to the project site inquiring about a license plate camera and there was a different one he felt may be a better fit under the consideration of being able to detect at various rates of speed. Concern shared from council member Mickelson. I told him that would need a change order and that would require council review and approval. He said he would send out the specs via email. Notified city clerk to keep an eye out for the information and have it available for the council. Webster County Conference Board Meeting is this Thursday, a preliminary budget workshop, the following Thursday is the EMA budget workshop. Provided League of Cities Resources to council member Frakes. Checked in with property owners regarding their tree project via text, clean up work projected to continue as time allows. Fielded multiple calls regarding a vehicle parked by the lift station and then relocated to private property. Fielded update on city snowplow work being done from council member Adson. Fielded request along with council members for a trailer parking on city property. Requested city clerk follow up with insurance agent on any liability concerns regarding request, add to agenda for discussion with info provided. Received request for signature on corporate authorization with bank resolution from city clerk, requested all resolutions to be followed in the same process which would include council approval.

Clerk:

Contacted WCCTA to add W/WW email account, updated the city website, updated the city appointee list, sent the city credit card request to update the contacts and increase the credit card limit, downloaded the 2024 IA League of Cities Clerk/Finance Officer Handbook, emailed the county auditor the council vacancy appt information, contacted FSB to update the mayor pro temp contact on the checking acct (corporate resolution), reached out the water accts on the leak list from the beacon website, renewed the ACH agreement with FSB, ordered office supplies, contacted IPERS regarding payroll ; added 2 members, mailed nuisance letter to 208 S. 1st St, working on the ICAP insurance renewal , reached out to Mike about insurance liability in regards to parking a trailer on the west side of city hall, completed council payroll , have began work on W2's and 1099's, began work on the city budget, rec'vd call from Jespersen Insurance about coming to the January council meeting to present insurance options to council, reached out to Stacy at MIDAS about the restricted residential ordinance, she hopes to have a copy to forward to us for the January council meeting and rec'vd the updated water supply operation permit from the DNR, I forwarded it onto Ag Source so they have a copy for their records.

Motion by Donovan Adson, second by Brian Mickelson to adjourn the meeting at 7:39 pm.
 Michel Fransen, Donovan Adson, Corey Rutherford, Brian Mickelson, Jordan Frakes present.
 All ayes, 0 nays ; motion carried.

 Mayor

 City Clerk
Posted: 12/16/2024

General Funds 11-01-2024	478,807.91
Nov receipts	20,797.08
Nov disbursements	4,217.06
General Funds 11-30-2024	495,387.93

Community Hall 11-01-2024	-33,241.46
Nov receipts	396.40
Nov disbursements	130.15
Community Hall 11-30-2024	-32,975.21

Local Option Sales Tax water and sewer 11-01-2024	68,216.95
Nov receipts	2,250.39
Nov disbursements	0.00
Local Option Sales Tax water and sewer 11-30-2024	70,467.34

Local Option Sales Tax parks 11-01-2024	18,850.10
Nov receipts	0.00
Nov disbursements	0.00
Local Option Sales Tax parks 11-30-2024	18,850.10

Road Use Tax Funds 11-01-2024	21,131.25
Nov receipts	1,129.19
Nov disbursements	4,806.86
Road Use Tax Funds 11-30-2024	17,453.58

Water Utility Fund 11-01-2024	25,573.88
Nov receipts	2,149.50
Nov disbursements	4,407.92
Water Utility Fund 11-30-2024	23,315.46

Sewer Utility Fund 11-01-2024	24,576.91
Nov receipts	1,573.83
Nov disbursements	3,949.89
Sewer Utility Fund 11-30-2024	22,200.85

Storm Utility Fund 11-01-2024	15,730.98
Nov receipts	213.00
Nov disbursements	0.00
Storm Utility Fund 11-30-2024	15,943.98

CD's

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

Total CD's for November \$70,574.96

List of disbursement paid for October:

Check No

“	13161 Badger Meter	85.50
“	13163 Go Gutters	1534.00
“	13169 Modern Sound Engineering	41.90
“	13176 Petty Cash	29.04

List of disbursement paid for November:

Check No

“	13177 Lyn Adson Payroll (11/1/2024)	184.52
“	13178 Craig Larson Payroll (11/1/2024)	949.37
“	13179 Black Hills Energy	142.31
“	13180 Mid American Energy	322.91
“	13181 Sarah Geisinger Payroll (11/4/2024)	635.19
“	13182 Card Services	646.29
“	13183 Donovan Adson – Payroll (11/12/2024)	36.94
“	13184 Lyn Adson – Mileage	78.60
“	13185 Ag Source	215.50
“	13186 Badger Meter	86.40
“	13187 Sarah Geisinger - Mileage	125.76
“	13188 IMWCA	91.00
“	13189 IRWA	305.00
“	13190 IA League of Cities	50.00
“	13191 Craig Larson - Mileage	33.41
“	13192 Mid American Energy (Streetlighting)	289.38
“	13193 Modern Sound Engineering	20.95
“	13194 Pederson Sanitation	1089.00
“	13195 Webster Calhoun	271.99
“	13196 Sarah Geisinger Payroll (11/18/2024)	688.85
“	Debit IPERS Withholding	513.50
“	Debit ACH Fee	22.10