

City of Vincent  
Council Proceedings  
Regular Meeting  
October 14th, 2024

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

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

Public attendees: Myles Askvig, Todd Swalin, Carlos and Lillian

Motion by Donovan Adson, second by Michel Fransen to approve the agenda for October 14th, 2024. Michel Fransen, Donovan Adson, Corey Rutherford present. Brian Mickelson present by speaker phone John Fransen absent. All ayes, 0 nays, motion carried.

**Water / Sewer Report:**

Craig Larson was not in attendance at the meeting. The report was ready by Mayor Adson. Craig Larson for the month of September 2024: 568.60 thousand gallons were pumped through the pump house in the month of September. Have started flushing hydrants again. Have had a few one calls and the clerk made mention of a few water leaks that were checked & addressed. City park water has been checked and is off for the winter. The water salesman will be shut off soon as there is still a little bit of usage. Just a reminder, the water curb stop at the Ritenour lot needs to be looked at and go from there on which action to take (new curb stop installed?) 0.34 million gallons were pushed out to the ponds in the month of September. Did contact CEC in regards to connecting up the autodialer to the new wastewater system. The draw down & third day samples were collected & taken to Ellsworth. Have also been trying to oil and free up the valve.

**Lift Station Auto Dialer:**

CEC has been contacted. Will give further update at the next council meeting.

**Public Comments:**

*Property at 107 N 2<sup>nd</sup> St* – Todd with Ryerson Realty is selling the old church property to a couple. They presented questions to the city council about what building codes and permits the City of Vincent has in place as they are wanting to convert the property into 2 apartments.

Myles Askvig let the council know he will not be able to be the snowplow operator for the city this winter season. He asked to do the pre-season maintenance on the snowplow. Council is okay with him doing the pre-season maintenance. Kyle Anderson was mentioned for the position and Myles is willing to be the backup operator. The city clerk will post the position per posting guidelines.

**Plant Trees on city lot South of Post Office:**

Councilman Mickelson did some checking and will be looking at planting trees next spring.

**Snowplow Shed:**

The rock was delivered and spread around the building and recycle bin area.

**City Credit Card:**

The city clerk requested to up the credit card limit for the city credit card.

Motion by Brian Mickelson, second by Corey Rutherford to adopt resolution 2024-11.

**CITY OF VINCENT  
Procurement Card Program  
Resolution 2024-11**

This policy is intended to govern the issuance, usage and required documentation of City Issued Credit Cards. It is the intent of the procurement card program to provide users with an effective and efficient way to purchase low-dollar routine maintenance and supply items, and to simplify and expedite the process of paying numerous vendors for these purchases while insuring compliance with City purchasing and financial management policies.

City Employees that are issued a City Credit Card acknowledge and accept all policies governing expenditures.

The City has assigned the following cards:

VISA BUSINESS CREDIT CARD – 2 issued/credit with a credit line of \$1500:

1. Sarah Geisinger, City Clerk
2. Lyn Adson, Mayor

The Credit Cards will only be used for the following purposes unless otherwise approved by the City Council.

1. City Website / Domain
2. Quickbooks Software
3. Hotel Room Reservation
4. Office Supplies
5. AVG Antivirus

Original, itemized receipts are required to validate expenses on City Issued Credit Cards. All receipts must be signed, identified and brought into the City Clerk's office upon charging any item.

Misuse of City Credit Cards, failure to secure or failure to report stolen or missing Credit Cards immediately upon discovering could result in disciplinary action toward employee and possible employment termination. Employees may be held responsible for any unauthorized purchases on their card while the card is in their possession. Employees would not be held responsible for any charges to the credit card after it has been reported missing or stolen.

The City may revoke the Credit Card privileges of any employee at any time.

Passed and approved this 14th day of October, 2024 by the following vote:

<b>Roll Call Vote</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
D. Adson	X			
M. Fransen	X			
B. Mickelson	X			
J. Fransen				X
C. Rutherford	X			

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**ACKNOWLEDGEMENT OF RECEIPT OF CREDIT CARD POLICY:**

I acknowledge that I have received and reviewed the credit card policy for the City of Vincent, Iowa, adopted by City Council on October 14<sup>th</sup>, 2024. I understand the terms of the agreement and will abide by what is set forth.

In the event that my employment is terminated in any way, the card will be turned in to the City Clerk or Mayor immediately.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sarah Geisinger, City Clerk

\_\_\_\_\_  
Lyn Adson, Mayor

Motion by Michel Fransen, second by Donovan Adson to adopt **RESOLUTION 2024-12**

**A Resolution of the City Council of the City of Vincent, Iowa authorizing the purchase of a certificate of deposit with First State Bank in a principal amount of \$70,574.96.**

**WHEREAS**, the City Council of the City of Vincent, Iowa voted on September 9<sup>th</sup>, 2024 authorizing the city clerk to renew CD #3570717 for 60 mths at 3.67% interest and

**WHEREAS**, the City Council of the City of Vincent, Iowa desires to maximize the rate of return of its investments as eligible under the Authorized Securities Chapter 636.23 of the Iowa Code; and .

**WHEREAS**, the City Council of the City of Vincent, makes this investment with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. And further, such investment of funds are governed by the investment objectives, in order of priority, of (1) preservation and safety of principal; (2) liquidity; and (3) yield.

**WHEREAS**, the City of Vincent has received notification from First State Bank offering an interest rate of 3.70% APY on a Certificate of Deposit with a Principal of \$70.574.96.

**NOW THEREFORE**, be it resolved by the City Council of the City of Vincent, Iowa that: The City Clerk is hereby authorized to execute the required Banking Resolution for the purchase of a Certificate of Deposit with a principal balance of \$70,574.96 respectively.

**Roll Call Vote:**

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

Nays: 0

Absent: John Fransen

Passed and approved this 14<sup>th</sup> day of October, 2024.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**Fireboard Committee:**

John Fransen stepped down from his position on the committee. Motion by Donovan Adson, second by Michel Fransen for Corey Rutherford to be on the fireboard committee.

Michel Fransen, Donovan Adson, Corey Rutherford present. Brian Mickelson present by speaker phone John Fransen absent. All ayes, 0 nays, motion carried.

**City Zoning:**

There is question about the actual zoning in Vincent. Vincent has no committee or board or administrator for zoning. There is a restricted resident ordinance in place. The mayor and city clerk will reach out to MIDAS and the city attorney to ask if someone can come to the next council meeting to answer questions.

**Nuisance Abatement:**

- The city clerk was asked to send the resident at 104 N 2<sup>nd</sup> St a letter regarding junk vehicles and open storage of junk.
- Resident at 206 S 2<sup>nd</sup> St has not cleaned up the junk in front of the garage. Council gave direction to ask the city attorney our next steps to handle this matter.
- Owner of the old meat locker (104 W Arthur St) has an unlicensed vehicle. The city clerk will mail the owner a notice to update the registration.

**Approve consent agenda:**

- Minutes of September 9<sup>th</sup>, 2024*
- Bill list(s)*
- Treasurer's Report*

Motion by Brian Mickelson, second by Michel Fransen to approve the consent agenda.  
Michel Fransen, Donovan Adson, Corey Rutherford present. Brian Mickelson present by speaker phone  
John Fransen absent. All ayes, O nays, motion carried.

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**\*Reports\***

**Streets:**

N/A

**Parks:**

N/A

**Fire Board:**

The ambulance did get sold, new turn out gear is on order, a new member needs to fill out the paperwork, looking into a rescue utility vehicle to replace the ambulance, chili/oyster dinner is December 7<sup>th</sup>, 2024.

**Building Permit Committee:**

N/A

**Community Hall:**

Have some rentals coming up.

**Mayor:**

Drafted the quit claim deed for lot 6 & 7, recorded it, contacted the auditors office regarding quit claim deed, updated the deed to include the verbiage of the easement for all utilities, requested councilman Donovan Adson refile the original copy. Provided a copy of information as receipt to the buyers of lot 6

& 7, no payment has been made up to this point. Employee reviews are coming up. Will be requesting the city clerk and W/WW supt. write down their daily work tasks to include in review. Mayor Adson followed up with the city attorney about the sale of city lots 6 &7 in regards to readdressing the cost of the survey that was done but the city has to rec'v payment for the land sale first. This would be at the council's discretion.

**Clerk:**

Submitted the annual financial report and street finance report, mailed nuisance letter to resident at 204 Arthur St, registered Vincent for PFAS monitoring program with the DNR, submitted the mineral rights lease with McDonald Land Svcs, updated the city website, reviewed the cities open record policy, contacted AVG antivirus for refund of sales tax, contacted Go Gutters regarding approval of the estimate for install of gutters on city hall, submitted the Service Line Inventory to the DNR, renewed the Menards tax exempt number, rec'vd letter from the Larson's for the sale of city property, renewed the city CD, reached out to MIDAS regarding zoning, contacted WCCTA to let them know of our beggar's nite, will be attending the IMFOA conference 10/17/2024 to 10/18/2024 and will be taking off 10/21/2024.

Motion by Donovan Adson, second by Michel Fransen to adjourn the meeting at 7:08 pm. Michel Fransen, Donovan Adson, Corey Rutherford present. Brian Mickelson present by speaker phone John Fransen absent. All ayes, O nays, motion carried.

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Mayor

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City Clerk

**Posted: 10/23/2024**

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General Funds 9-01-2024	464,908.69
Sep receipts	4,967.11
Sep disbursements	25,174.59
General Funds 9-30-2024	444,701.21
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Community Hall 9-01-2024	-33,253.01
Sep receipts	250.00
Sep disbursements	78.25
Community Hall 9-30-2024	-33,081.26
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Local Option Sales Tax water and sewer 9-01-2024	63,157.77
Sep receipts	2,150.22
Sep disbursements	0.00
Local Option Sales Tax water and sewer 9-30-2024	65,307.99
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Local Option Sales Tax parks 9-01-2024	18,850.10
Sep receipts	0.00
Sep disbursements	0.00

Local Option Sales Tax parks 9-30-2024	18,850.10
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Road Use Tax Funds 9-01-2024	19,205.87
Sep receipts	1504.55
Sep disbursements	309.09
Road Use Tax Funds 9-30-2024	20,401.33
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Water Utility Fund 9-01-2024	25,086.77
Sep receipts	2,283.67
Sep disbursements	2,792.82
Water Utility Fund 9-30-2024	24,577.62
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Sewer Utility Fund 9-01-2024	23,333.29
Sep receipts	1,730.99
Sep disbursements	947.61
Sewer Utility Fund 9-30-2024	24,116.67
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Storm Utility Fund 9-01-2024	15,268.98
Sep receipts	225.00
Sep disbursements	0.00
Storm Utility Fund 9-30-2024	15,493.98

CD's

3570717: Purchase Date 3/17/2023 ; 2.00% interest ; Maturity Date 9/17/2024 – \$68,490.07 (rolled this CD to the new one)  
3574251: Purchase Date 9/18/2024 ; 3.67% interest ; Maturity Date 9/18/2029 – \$70,574.96

Total CD's for September	\$70,574.96
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List of disbursement paid for August:

Check No

“ 13119 Webster County Emergency Management	669.63
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List of disbursement paid for September:

Check No

“ 13122 Lyn Adson Payroll (9/1/2024)	184.52
“ 13123 Craig Larson Payroll (9/1/2024)	949.37
“ 13124 Black Hills Energy	131.03
“ 13126 Menards	65.92
“ 13127 Sarah Geisinger Payroll (9/9/2024)	635.19
“ 13128 Donovan Adson Payroll (9/10/2024)	36.94
“ 13129 Donovan Adson Mowing	540.00
“ 13130 Kaleb Adson Mowing	450.00
“ 13131 Ag Source	1153.00
“ 13133 Blacktop Services Co	16520.00
“ 13134 Hawkins Inc	815.00
“ 13135 IA DNR	210.00
“ 13136 IMFOA	150.00

“	13137 Craig Larson - Mileage	66.81
“	13138 Craig Larson - Mowing	90.00
“	13139 Mid American Energy (Streetlighting)	290.74
“	13140 ODP Business Solutions	245.98
“	13141 Pederson Sanitation	550.00
“	13142 Smitty's Lawn & Landscape	4226.15
“	13143 USPS	292.00
“	13144 Webster Calhoun	249.85
“	13145 Webster County Treasurer	100.17
“	13146 Webster County Sheriff	52.32
“	13147 Sarah Geisinger Payroll (9/23/2024)	680.59
“	Debit IPERS Withholding	513.50
“	Debit ACH Fee	11.70