

City of Vincent
Council Proceedings
Regular Meeting
April 13th, 2020

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

Roll call showed John Fransen, Corey Rutherford, Heath Miller, Donovan Adson present.

Karen Will absent

Public attendees: Jim Lasiter.

Motion by Donovan Adson, second by Corey Rutherford to approve the agenda for April 13th, 2020.

Heath Miller, Donovan Adson, John Fransen, Corey Rutherford present.

Karen Will, absent.

All ayes, 0 nays, motion carried.

Karen Will entered the meeting at 6:10 pm.

Mowing Bids Submitted: After review of the mowing bids submitted to the City of Vincent it was agreed upon by the city council to award the properties for mowing to the same individuals as last year.

Motion by Corey Rutherford, second by Karen Will to approve the mowing bids as stated below

Ball Diamond and Monument - Kaleb Adson \$140

City Hall - Johnny Dencklau \$35

Water Tower and Property behind Water Tower - Katelyn Adson \$30

School property lots(SS Add't) - Johnny Dencklau \$125

Marshall Street ditch - Katelyn Adson \$15

Corner lot East of Locker - Kris Miller \$10

City Park and Community Hall - Kris Miller \$30

Swasand Addition Lot 6 - Katelyn Adson \$25

Lift Station, Arthur St. - Kris Miller \$10

Nuisance Lot properties (Methodist church) - Kris Miller \$20

105 N 1st Street – Katelyn Adson - \$20

Roll Call Vote:

Ayes:0

Nays: John Fransen, Corey Rutherford, Karen Will

Abstain: Donovan Adson & Heath Miller

Motion does not pass

Motion by Corey Rutherford, second by Donovan Adson to approve the mowing bids as stated below with the exception of reviewing John Dencklau's bid as the grass needs replanted at the old School lot.

Proposing he is paid \$80 to begin with and then up to \$125 once the grass is planted and established.

Ball Diamond and Monument - Kaleb Adson \$140

City Hall - Johnny Dencklau \$35

Water Tower and Property behind Water Tower - Katelyn Adson \$30

School property lots(SS Add't) - Johnny Dencklau \$80 (once grass is seeded/established is paid \$125 as requested)

Marshall Street ditch - Katelyn Adson \$15

Corner lot East of Locker - Kris Miller \$10

City Park and Community Hall - Kris Miller \$30

Swasand Addition Lot 6 - Katelyn Adson \$25

Lift Station, Arthur St. - Kris Miller \$10
 Nuisance Lot properties (Methodist church) - Kris Miller \$20
 105 N 1st Street – Katelyn Adson - \$20

Roll Call Vote:

Ayes: Karen Will, John Fransen, Corey Rutherford
 Abstain: Donovan Adson & Heath Miller
 Nays:0; motion carried

Public Comments:

A resident needs contacted to verify if they have moved out of town or not as the property could be considered abandoned and the water may need to be shut off.
 Drainage concerns were brought to the City's attention from the King Family and Miller Family.
 A concern was brought to the Mayor's attention about the location of a camper and where it is parked.
 A concern about a resident's dog for excessive barking was mentioned to the Mayor.
 The City received a concern about New Cooperative and their clean up after loading rail cars and etc. The wind carries the grain / grain dust throughout town. New Cooperative was contacted and it was recommended they be more proactive in cleaning it up more often.

Water / Sewer Report:

Craig Larson for the month of March 2020. 335.0 thousand gallons were pumped to the tower and 0.857 million gallons were pumped to the ponds. Did a pre - draw down sample, it came back good. Have begun doing the draw down. Finishing up fixing the aerator, replaced one encoder. Have had some drainage work and jetting of tiles completed around town. Clean outs were put in some tile, jetted all intakes along the main street and east of main street. Some may need repair. 16,500 gallons were used to back flush. Called Craig Larson at 6:55 pm and put on speaker phone to inquire about Chlorine Tank at water plant. The tank is leaking, have a new one on order and will install it soon. Ended called at 6:57 pm with Craig Larson.

Community Hall Rental Fees: As there has been a flat fee for all community hall rentals it was decided to review and update the list of events and costs for holding events at the community hall. Upon discussion the council approved the rates below.

- *All non profits including Vincent fire department are free of charge*
- *Funeral luncheons – non residents \$100 ; residents of Vincent are free of charge*
- *Baby Shower - \$100*
- *Birthday parties - \$100; if serving alcohol add'l \$50 and liability certificate from insurance company must be obtained.*
- *Company/Business Meetings - \$100*
- *Community Garage Sales - \$100*
- *Wedding Receptions - \$200; if serving alcohol add'l \$50 and liability certificate from insurance company must be obtained.*
- *Auctions - \$125*
- *Other - \$100*
- *A deposit fee of \$250 must be received to reserve the date and it will be refunded upon a walkthrough of the Community Hall and the key being returned.*

Motion by Donovan Adson, second by John Fransen to adopt **RESOLUTION 2020-07**

A resolution establishing rental fees and deposits for the City of Vincent Community Hall

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

THEREFORE BE IT RESOLVED the Vincent Council approves the following list of rental fees / deposits for the Vincent Community Hall.

**All non profits including Vincent fire department are free of charge*

**Funeral luncheons – non residents \$100 ; residents of Vincent are free of charge*

**Baby Shower - \$100*

**Birthday parties - \$100; if serving alcohol add'l \$50 and liability certificate from insurance company must be obtained.*

**Company/Business Meetings - \$100*

**Community Garage Sales - \$100*

**Wedding Receptions - \$200; if serving alcohol add'l \$50 and liability certificate from insurance company must be obtained.*

**Auctions - \$125*

**Other - \$100*

**A deposit fee of \$250 must be received to reserve the date and it will be refunded upon a walkthrough of the Community Hall and the key being returned.*

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

Passed and approved this 13th day of April, 2020

Roll Call Vote:

Ayes: Heath Miller, Corey Rutherford, Donovan Adson, Karen Will, John Fransen

Nays:

Absent:

Mayor

ATTEST:

City Clerk

Wage Review / Increase for City Clerk & Water Superintendent: Upon review and discussion by the council they elected to raise wages for the City Clerk and Water Superintendent effective July 1, 2020.

Motion by Heath Miller, second by John Fransen to adopt **RESOLUTION NO. 2020-08**

A RESOLUTION SETTING SALARIES/WAGES FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY FOR THE FISCAL YEAR 2020-2021; BEGINNING JULY 1, 2020 THROUGH JUNE 30, 2021.

Be it Resolved by the Council of the City of Vincent, Iowa:

Section I. The following person(s) and position(s) shall be paid the salaries or wages as indicated below. The City Clerk is authorized to issue warrant/checks, unless legally required or authorized deductions from the amounts set out below each month (or bi-weekly) and make such contributions to IPERS, Social Security, Medicare and other purposes as required by law or authorization of the Council; all subject to audit and review by the Council:

Position	Name	Monthly \$ or Hourly Rate	Basic Hours
City Clerk	Sarah Geisinger	.53/hr increase (17.51 x 0.53) = \$18.04/hr	20/wk
Water Superintendent	Craig Larson	30.98/mth increase (1,032.63 x 30.98) = \$1,063.61/mth	

Ayes: Heath Miller, Corey Rutherford, Donovan Adson, John Fransen, Karen Will

Nays: 0

Passed and approved this 13th day of April, 2020.

Lyn Adson, Mayor

ATTESTS:

Sarah Geisinger, City Clerk

Bids for Sidewalk Repair at City Hall & Park Shelter Repair: The City Clerk reached out to local contractors to get bidding on the sidewalk repair in front of City Hall and also needed repairs for the City Park Shelter. Upon review the council awarded the sidewalk repair to Russ's Construction.

Motion by Corey Rutherford, second by Heath Miller to accept the bid as quoted from Russ's Construction for the sidewalk repair at City Hall.

Corey Rutherford, John Fransen, Donovan Adson, Heath Miller and Karen Will present.

All ayes, 0 nays; motion carried.

Per discussion and review of the bids submitted for the park shelter the bid was awarded to Russ's Construction. Metal roof replacement and post replacement.

Motion by Corey Rutherford second by John Fransen to replace the roof and single rotted post of the park shelter per quote submitted.

Corey Rutherford, John Fransen, Donovan Adson, Heath Miller, Karen Will present

0 Ayes; All Nay; Motion did not pass.

Motion by John Fransen second by Corey Rutherford to award the park shelter repairs to Russ's Construction. New metal roof install and replacement of all 8 posts.

Corey Rutherford, John Fransen, Donovan Adson, Heath Miller, Karen Will present

4 Ayes; 1 Nay; Motion carried

Weed Control Bids: The City Clerk reached out to contractors for the 2020 season for vegetation control. After discussion and review of the bids it was decided to award the bid to Stump's Snow & Mow.

Motion by John Fransen, second by Heath Miller to award Stump's the City of Vincent vegetation control for the 2020 season as quoted per bid submitted.

Corey Rutherford, John Fransen, Donovan Adson, Heath Miller, Karen Will present

All Nay; 0 Ayes; motion did not pass.

Motion by John Fransen, second by Corey Rutherford to award Smitty's the City of Vincent vegetation control for the 2020 season. Stipulating to not spray the fence line at the lagoon but to spray the rock around the lagoon as needed and to make sure to spray the hard surface of the ball diamond.

Roll Call Vote:

Ayes: Corey Rutherford, John Fransen, Donovan Adson, Heath Miller, Karen Will

0 Nay; motion carried.

Drainage NW/NE sides of town - The Mayor spoke with Craig, Water Superintendent, and it was decided to go forward with general maintenance of jetting / cleaning out the drain tiles / intakes in town to help with the flow of storm water. Al Price and Gudmonson's were contacted to do this and also Nels Pederson Co was contacted to complete tile repairs, grade and excavate problem areas that had standing storm water.

The Mayor contacted Nels Pederson Co to get an estimate for the drainage issue on the NE side of town to take the water to the county tile located East of Vincent.

Water Tower Antenna Install Update - The City Clerk reached out to Verizon to inquire on the status of the antenna install. The City Clerk received the paperwork and will be mailing it out this month, should see the install start in May.

Approve consent agenda:

Minutes of March 9th, 2020

Bill list(s)

Treasurer's Report

Motion by Donovan Adson, second by John Fransen to approve the consent agenda.

Heath Miller, Donovan Adson, John Fransen, Karen Will, Corey Rutherford, present

All ayes, 0 Nays; motion carried.

Reports

Streets – Corner of 3rd Street and Marshall; needs looked at and possibly fixed. Will be looking into recoating streets.

Parks – The City Clerk received bids for the park shelter repair, will be putting in fill dirt for the low lying areas and also planting grass seed.

Waste Management – The COO and manages decided to close the landfill for residential dumping. This is to keep all employees safe during the COVID-19 Virus and also abiding by the CDC recommendations.

Fire – Fire Chief Miller is in contact with the Webster County EMA team each Wednesday for updates on COVID-19. Ordering and getting the needed PPE for EMS and following recommended protocols when called out.

Community Hall – The west door got replaced and all rentals are on hold til Governor Reynolds lifts the ban on gatherings. Updated rental fees.

Mayor – Worked with Nels Pederson Co for water drainage maintenance, sent out e-mails to council regarding drain tiles and approval to clean them out and update on progress. Contacted Craig Larson to contact contractors to bid on cleaning out tiles professionally. Contacted Scott with Nels Pederson Co to work on excavating and grading to help with water flow in town, contacted affected residents before Scott began this project. Spoke with city attorney in regards to drainage maintenance, COVID-19 and also update on letter mailed to the railroad in regards to the ditch that was trenched out on the North side of the tracks. Contacted the City Clerk on March 16, 2020 to close the City Hall to the public and also to type a COVID-19 response to the community and post it accordingly. Emailed in response to utility billing to continue on as per City Ordinance states and also Governor Reynold's recommendation from 3/20/2020 and sent out a Confidential Covid 19 email.

Clerk – Mailed nuisance abatement letters, Contacted Mike Johnson regarding the city insurance policy, Contacted contractors for vegetation control 2020 bidding, contacted ISG for city capital improvement plan, contacted Verizon for antenna install update on the water tower, contacted Tony Axtell for repair of community hall west door, contacted MSE for water plant camera install, contacted contractors for sidewalk repair at city hall and park shelter repair, reviewed city petty cash policy, working on recommendations from the last city audit that was completed, submitted FY '20-'21 budget, rec'd ICAP grant monies, reached out to begin process for water source protection plan per DNR recommendation, received building permits from residents and working on updating the city website.

Public Comments - It was mentioned to post signs at the city park for closures and etc. instead of only at the 3 designated posting sites in town.

Motion by Donovan Adson, second by John Fransen to adjourn meeting at 8:48 pm.
Heath Miller, Donovan Adson, Karen Will, John Fransen, Corey Rutherford present.
All Ayes, 0 Nays; motion carried.

Lyn Adson, Mayor

Sarah Geisinger, City Clerk

Posted: 4/20/2020

General Funds 3-01-2020	461,400.02
Mar receipts	1,478.35
Mar disbursements	19,838.23
General Funds 3-31-2020	443,040.14
<hr/>	
Community Hall 3-01-2020	-36,849.32
Mar receipts	103.74
Mar disbursements	161.91
Community Hall 3-31-2020	-36,907.49
<hr/>	
Local Option Sales Tax water and sewer 3-01-2020	10,376.80
Mar receipts	2,057.09
Mar disbursements	0.00
Local Option Sales Tax water and sewer 3-31-2020	12,433.89
<hr/>	
Local Option Sales Tax parks 3-01-2020	24,793.10
Mar receipts	0.00
Mar disbursements	0.00
Local Option Sales Tax parks 3-31-2020	24,793.10
<hr/>	
Road Use Tax Funds 3-01-2020	-2,290.62
Mar receipts	699.28
Mar disbursements	397.33
Road Use Tax Funds 3-31-2020	-1,988.67
<hr/>	
Water Utility Fund 3-01-2020	23,845.17
Mar receipts	1,339.11
Mar disbursements	1,947.21
Water Utility Fund 3-31-2020	23,237.07
<hr/>	
Sewer Utility Fund 3-01-2020	16,780.24
Mar receipts	1,100.77
Mar disbursements	940.74
Sewer Utility Fund 3-31-2020	16,940.27
<hr/>	
Storm Utility Fund 3-01-2020	7,340.09
Mar receipts	210.00
Mar disbursements	0.00
Storm Utility Fund 3-31-2020	7,550.09
<hr/>	

CD's

3547386 Purchase Date 12/11/2013 1.91% interest Maturity Date 12/12/2022 - 62,898.03

Total CD's for March 62,898.03

List of disbursements paid for January:

Check No

“ 11771 US Treasury – VOID

3314.53

List of disbursements paid for March:

Check No

“	11801 Lyn Adson Payroll (3/1/2020)	184.52
“	11802 Sarah Geisinger Payroll (3/2/2020)	507.72
“	11803 Craig Larson Payroll (3/1/2020)	830.87
“	11804 Black Hills Energy	355.05
“	11805 Mid American Energy	292.71
“	11806 Donovan Adson Payroll (3/10/2020)	129.29
“	11808 Badger Meter	87.22
“	11809 Bomgaars	18.81
“	11810 Calvert & Johnson	5329.02
“	11811 IAMU	545.00
“	11812 IMFOA	50.00
“	11813 IA League of Cities	160.00
“	11814 Mid American – Streetlights	282.33
“	11815 Modern Sound Engineering	20.95
“	11816 Newark Township	7592.75
“	11817 Pederson Sanitation	972.00
“	11818 Storey Kenworthy	615.85
“	11819 W & H Cooperative	36.24
“	11820 Webster Calhoun	298.14
“	11821 Sarah Geisinger Payroll (3/16/2020)	534.36
“	Debit IPERS (Withholding)	424.56
“	Debit ACH Monthly Fee	20.90
“	Debit Stop payment on check fee	25.00