

City of Vincent
Council Proceedings
Regular Meeting
August 10th, 2020

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

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

Corey Rutherford & Karen Will absent

Public attendees: Barbara Martin, Aaron Martin, Angela King, Craig Larson & Representative from McClure Engineering.

Motion by Donovan Adson second by Heath Miller to approve the agenda for August 10th, 2020.

Heath Miller, John Fransen & Donovan Adson present.

Corey Rutherford & Karen Will, absent.

All ayes, 0 nays, motion carried.

Water / Sewer Report:

Craig Larson for the month of July 2020. 540.6 thousand gallons were pumped to the tower and .3466 million gallons were pumped to the ponds. Been doing regular back flushing. Ordered a new soft drive for the high service pump. Tried working on it but had to order a new one. All good at the water plant. The ponds are looking good, should be ok til drawdowns this fall. The sheep are at the ponds and will want to look into spraying for thistles next year. Ordered endpoint communicators for stock. The water fountain is back at the park and working properly. Will look into water meter repair at New Coop for their fire hydrant.

McClure Engineering: City Drainage

McClure Engineering presented options to council for funding and the steps they would do to do a drainage study of the area in question. Once the study is completed McClure would then present options to the city for the storm water. Then we would approve a plan and apply for funding and etc. To begin with, the city clerk will contact MIDAS to assist with putting together a survey to mail out, this will help in getting USDA funding for the project. The survey would be completely confidential. It was discussed the city does have a storm water utility fund established and this can also help with the engineer fees and project cost. The city clerk will also look into the current FY budget and see how we could pay for McClure to do the drainage study. The mayor will also reach out to the property owners on the NE side of town. If land is needed for this drainage project, the individuals would be okay in the city obtaining it for this project. Will look into annexation of land if need be. Will consult the city attorney for legal purposes as well. Will revisit this at the September council meeting.

Corey Rutherford entered the meeting at 6:41 PM.

Alleyway:

The alley located between 3rd and 4th Street is city owned and is currently all grass. Resident at 102 N 4th Street inquired on accessing their property using this alley. The mayor reached out to Nels Pederson Co for a quote to lay rock and put in a culvert for making the alley more user friendly. After discussion, concern for water drainage and damage to the abutting properties council was okay in leaving they alley 'as is' and allowing the resident to use the alley for access. Will let the resident know it is okay to drive on the grass.

105 N 1st Street:

The resident interested in purchasing the property did not get a chance to stake the property for where the potential commercial building would sit. Will revisit this next month. Council will decide if want to move forward in holding the public hearing / bidding or just keep the property.

Public Comments:

It was brought to the council's attention about extra cars sitting at resident's properties around town. Questioning if they fall under the junk vehicle ordinance. Reminding that we all take pride in the community and keeping the City of Vincent looking descent. The mayor will look into this and take action accordingly per council decision.

Nuisance Abatement:

300 Lawrence – mayor has been in contact with the owner / contract buyer of this property. Water utility will be shut off and eviction of the contract buyer is taking place. The owner is in contact with their lawyer for eviction and etc. The city will be following up on the progress for utilities owed and maintenance of the property.

Review / Update: The Disaster Recovery Plan, Acceptable Use Policy and Investment Policy need reviewed regularly. After looking them over it was decided the city clerk will update information as needed and will bring to next month's meeting for council approval.

Motion by Donovan Adson, second by Corey Rutherford to adopt resolution 2020-11

A RESOLUTION ACCEPTING THE PASSWORD POLICY FOR THE CITY OF VINCENT

Overview

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in a compromise of City of Vincent's entire network. As such, all City of Vincent employees are responsible for taking the appropriate steps, as outlined below, to select and secure their password.

Purpose

This policy is intended to establish guidelines for effectively creating, maintaining, and protecting passwords for the City of Vincent employees.

Scope

This policy shall apply to all employees of the City of Vincent, and shall govern acceptable password use on all systems that connect to the City of Vincent network or access or store City of Vincent data.

Policy**General**

- All systems-level passwords (e.g., root, enable, network administrator, application administration accounts, etc.) must be changed at least every 90 days.
- All production system-level passwords must be part of the Information Security administrated global password management database.
- All user-level passwords (e.g., email, web, desktop computer, etc.) must be changed at least every 90 days and cannot reuse the past 10 passwords.
- User accounts with access to LEIN/NCIC privileges must have a unique password from all other accounts held by that user.
- Passwords must not be inserted into email messages or other forms of electronic communication.

- All user-level, system-level, and LEIN/NCIC access level passwords must conform to the guidelines described below.

4.2 Guidelines Password Construction Requirements i. Be a minimum length of eight (8) characters on all systems. ii. Not be a dictionary word or proper name. iii. Not be the same as the User ID. iv. Expire within a maximum of 90 calendar days. v. Not be identical to the previous ten (10) passwords. vi. Not be transmitted in the clear or plaintext outside the secure location. vii. Not be displayed when entered. viii. Ensure passwords are only reset for authorized user.

4.3 Password Deletion All passwords that are no longer needed must be deleted or disabled immediately. This includes, but is not limited to, the following: 1 • When a user retires, quits, is reassigned, released, dismissed, etc. • Default passwords shall be changed immediately on all equipment. • Contractor accounts, when no longer needed to perform their duties. When a password is no longer needed, the following procedures should be followed (See User Account Access Validation Policy for additional information/requirements): • Employee should notify his or her immediate supervisor. • Contractor should inform his or her point-of-contact (POC). • Supervisor or POC should fill out a password deletion form and send it to [agency's POC]. • [Agency's POC] will then delete the user's password and delete or suspend the user's account. • A second individual from that department will check to ensure that the password has been deleted and user account was deleted or suspended. • The password deletion form will be filed in a secure filing system.

4.4 Password Protection Standards Do not use your User ID as your password. Do not share [agency name] passwords with anyone, including administrative assistants or secretaries. All passwords are to be treated as sensitive, Confidential [agency name] information. Here is a list of "do not's" • Don't reveal a password over the phone to anyone • Don't reveal a password in an mail message • Don't reveal a password to the boss • Don't talk about a password in front of others • Don't hint at the format of a password (e.g., "my family name") • Don't reveal a password on questionnaires or security forms • Don't share a password with family members • Don't reveal a password to a co-worker while on vacation • Don't use the "Remember Password" feature of applications • Don't write passwords down and store them anywhere in your office. • Don't store passwords in a file on ANY computer system unencrypted. If someone demands a password, refer them to this document or have them call [list name of Information Security Officer (ISO) or Agency POC]. If an account or password is suspected to have been compromised, report the incident to [name of ISO or POC] and change all passwords. Password cracking or guessing may be performed on a periodic or random basis by the MSP/FBI or [agency Security Department or POC]. If a password is guessed or cracked during one of these scans, the user will be required to change it.

4.5 Application Development Standards Application developers must ensure their programs contain the following security precautions: • Should support authentication of individual users, not groups. • Should not store passwords in clear text or in any easily reversible form. 2 • Should provide some sort of role management, such that one user can take over the function of another without having to know the other's password. • Should support Terminal Access Controller Access Control System+ (TACACS+), Remote Authentication Dial-In User Service (RADIUS), and/or X.509 with Lightweight Directory Access Protocol (LDAP) security retrieval, wherever possible.

4.6 Remote Access Users Access to the [agency name] networks via remote access is to be controlled by using either a Virtual Private Network (in which a password and user id are required) or a form of advanced authentication (i.e., Biometrics, Tokens, Public Key Infrastructure (PKI), Certificates, etc.).

5.0 Penalties Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Roll Call Vote:

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

Nays: 0

Absent: Karen Will

Approved and adopted this day 10th day of August 2020

Mayor

ATTEST:

City Clerk

SWP Plan: Per Iowa DNR Sanitary Water Survey that was completed in 2018. Recommendation was given to the City Clerk to implement a SWP Plan. Upon contacting IRWA the City Clerk is working with them to compile information in case of a water source emergency (boil water advisory, leaking contaminant into main water source). The Source Water Protection Plan will help the City of Vincent in case a water emergency ever occurred. Upon submission of contacts, the next steps will be contacting the farm ground owner to the SW of the city's active well and also making sure all underground tanks from past businesses are not an issue for future contamination for the city's live well. The city clerk will keep council updated as needed and will contact IRWA to get this information for plan.

Approve consent agenda:

Minutes of July 13th, 2020

Bill list(s)

Treasurer's Report

Motion by Heath Miller, second by Donovan Adson to approve the consent agenda

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

Karen Will absent.

All ayes, 0 Nays; motion carried.

Reports

Streets: The manhole on Marshall Street is sinking, the mayor contacted Nels Pederson Co for repairing it. He said it would need milled out and redone. Will be taking the snow plow to T&D for service / annual inspection.

Parks: The water fountain is back at the park and working.

Waste Management: looking to fill a supervisor position.

Fire: Will be having radio training on the new radios that are on order. 6 radios will be installed in the trucks. Fixed a light bar, got rid of old jaws of life, pumper truck pump was tested and all is good.

Community Hall: Upon discussion by council it will remain closed. Will revisit reopening for rentals at the September council meeting.

Mayor: Contacted Nels Pederson Co for bid on the alley between 3rd and 4th Street and also a solution to the sinking manhole at the intersection of Marshall & 3rd Street. Contacted the owners of 300 Lawrence for nuisance abatement and the contract buyer for maintenance on the property.

Clerk: Rec'd a building permit, submitted to assessors office. Sent payment to Russ's Construction for work completed after reviewing submitted bid. Contacted Danielson Services for bid being accepted and requesting certificate of liability insurance. They did sweep main street on 8/3/2020. Mailed nuisance letter to the owner of 300 Lawrence Street. Completed clerk certification classes, completed street finance report training, heard back from the USDA for the city hall grant and we do not qualify for funding. Will be taking days off in September and will post out of office notice on door. Been working on updating the city website and rec'd the ICAP Annual Report and their overview of services booklets. Rec'd pipeline training pamphlet; all training is virtual if any council is interested.

Public Comments -

Motion by Donovan Adson, second by John Fransen to adjourn meeting at 7:52 pm.

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

Karen Will absent.

All Ayes, 0 Nays; motion carried.

Mayor

City Clerk

Posted: 8/14/2020

General Funds 7-01-2020	473,627.83
Jul receipts	13,633.61
Jul disbursements	21,417.13
General Funds 7-31-2020	465,844.31

Community Hall 7-01-2020	-37,997.82
Jul receipts	8.73
Jul disbursements	148.43
Community Hall 7-31-2020	-38,137.52

Local Option Sales Tax water and sewer 7-01-2020	19,323.88
Jul receipts	2,416.46
Jul disbursements	10,082.36
Local Option Sales Tax water and sewer 7-31-2020	11,657.98

Local Option Sales Tax parks 7-01-2020	24,793.10
Jul receipts	0.00
Jul disbursements	4,300.00
Local Option Sales Tax parks 7-31-2020	20,493.10
Road Use Tax Funds 7-01-2020	686.38
Jul receipts	2,319.37
Jul disbursements	320.28
Road Use Tax Funds 7-31-2020	2,685.47
Water Utility Fund 7-01-2020	24,788.17
Jul receipts	4,307.61
Jul disbursements	3,644.43
Water Utility Fund 7-31-2020	25,451.35
Sewer Utility Fund 7-01-2020	17,893.55
Jul receipts	1,687.72
Jul disbursements	2,458.75
Sewer Utility Fund 7-31-2020	17,122.52
Storm Utility Fund 7-01-2020	6,190.98
Jul receipts	240.00
Jul disbursements	960.00
Storm Utility Fund 7-31-2020	5,470.98

CD's

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

Total CD's for July 62,898.03

List of disbursements paid for June:

Check No

“ 11878 Katelyn Adson	270.00
“ 11892 Steve Ostercamp (Snow Removal)	1000.00

List of Disbursements paid for July:

Check No

“ 11897 Lyn Adson Payroll (7/1/2020)	184.52
“ 11898 Craig Larson Payroll (7/1/2020)	852.46
“ 11899 Black Hills Energy	53.40
“ 11900 Mid American Energy	492.37
“ 11901 Sarah Geisinger Payroll (7/6/2020)	512.55

“	11902 Donovan Adson Payroll (7/14/2020)	55.41
“	11903 Kaleb Adson (Mowing)	560.00
“	11904 Katelyn Adson (Mowing)	380.00
“	11905 Ag Source	49.00
“	11906 Badger Meter	161.98
“	11907 Bemrich Electric	1687.95
“	11908 John Dencklau (Mowing)	460.00
“	11909 Gudmonson Service	395.00
“	11910 IA DNR	25.00
“	11911 IA League of Cities	357.00
“	11912 IA One Call	24.30
“	11913 Larsen Electric Motor	99.00
“	11914 Maguire Iron	1750.00
“	11915 Martin’s Flag	102.17
“	11916 Mid American Energy – Streetlights	287.17
“	11917 Kris Miller (Mowing)	320.00
“	11918 Kris Miller (Mowing)	80.00
“	11919 Modern Sound Engineering	20.95
“	11920 Nels Pederson Co	11,675.98
“	11921 North Central IA Regional Solid Waste Agency	48.80
“	11922 Pederson Sanitation	972.00
“	11923 Smitty’s Lawn & Landscape	149.95
“	11924 US Treasury	1911.53
“	11925 Webster Calhoun	261.59
“	11926 Webster County Emergency Management	466.00
“	11927 Webster County Sheriff	1218.00
“	11928 Webster County Telecommunications	677.25
“	11929 Office Max	322.50
“	11930 Russ’s Construction	5000.00
“	11932 Sarah Geisinger Payroll (7/20/2020)	553.58
“	Debit IPERS (Withholding)	419.51
“	Debit ACH Monthly Fee	21.20
“	Debit State Withholding	150.00
“	Debit Water Excise Tax	352.00
“	Debit Sales Tax	51.00