

City of Vincent  
Council Proceedings  
Regular Meeting  
April 14th, 2025

Mayor Michel Fransen was absent.

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

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

Public attendees: Peggy Larson, Craig Larson, Mark Crimmins, Alexis Wiederin

Motion by Brian Mickelson, second by Corey Rutherford to approve the agenda for April 14th, 2025. Brian Mickelson, Donovan Adson, Jordon Frakes, Corey Rutherford present. All ayes, 0 nays, motion carried.

Motion by Corey Rutherford, second by Brian Mickelson to appoint Alexis Wiederin as a council member until end term of December 2025.

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

The city clerk administered the oath of office for Alexis Wiederin.

**Public Hearing FY 2025/2026 Budget:** Mayor Pro Temp Jordon Frakes proposed to open the public hearing. Motion by Corey Rutherford, second by Donovan Adson to open the public hearing for the FY 25-26 city budget at 6:03 pm. Brian Mickelson, Donovan Adson, Jordon Frakes, Corey Rutherford Alexis Wiederin present. All ayes, 0 nays, motion carried.

There were no written or oral comments or questions about the city budget. Mayor Pro Temp Jordon Frakes closed the public hearing at 6:05 pm.

Motion by Brian Mickelson, second by Corey Rutherford to adopt **RESOLUTION 2025-03**

**A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2026.**

**Be it resolved** by the Council of the City of Vincent, Iowa:

The Annual Budget for the fiscal year ending June 30, 2026 as set forth in the Budget Summary Certification and in the detailed Budget in support thereof showing the revenue estimates and appropriation expenditures and allocations to programs and activities for said fiscal year is adopted.

**The Clerk** is directed to make the filing required by law and to set up the books in accordance with the summary and details as adopted.

**Roll Call Vote:**

Ayes: Jordon Frakes, Corey Rutherford, Donovan Adson, Brian Mickelson, Alexis Wiederin

Nays: 0

Passed and approved this 14<sup>th</sup> day of April, 2025

**CITY OF VINCENT**

\_\_\_\_\_  
Mayor

ATTEST:

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

Motion by Brian Mickelson, second by Donovan Adson to adopt **RESOLUTION NO. 2025-04**

**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 April 14, 2025, 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 14<sup>th</sup> day of April 2025.

**Roll Call Vote:**

**Ayes:** Jordon Frakes, Corey Rutherford, Donovan Adson, Brian Mickelson, Alexis Wiederin

**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 3/25/2025 (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. JORDON FRAKES _____	X _____	X _____
C. MICHEL FRANSEN _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

**Powers Granted.** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>1A,B,C</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other:	_____

**Limitations on Powers.** The following are the Corporation's express limitations on the powers granted under this resolution.

**Resolutions**

**The Corporation named on this resolution resolves that,**

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (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

**For Financial Institution Use Only**

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials)

This resolution is superseded by resolution dated \_\_\_\_\_

**Comments:**

**Nuisance Abatement:**

206 S 2<sup>nd</sup> St - after discussion and review, the city clerk will get the information from the city attorney to file a citation with the clerk of court.

306 Arthur St – a complaint was filed with the city about noise and smell from the fowl located in the backyard of the residence. After review and discussion with the city attorney it was determined to be a civil matter as the city does have an ordinance in place allowing chickens within the city limits.

**FY 23-24 interfund loan resolution:**

Upon asking the state and city attorney, it was recommended to put a note in the resolution book for audit purposes as the money was transferred. The resolution got missed on an agenda to pass for the FY.

**City Hall Hours:**

The city attorney reviewed the office agreements with the fireboard and Newark township. The city council can terminate, change at will and make a new agreement at any time. Must give 30 days notice to the fireboard before any changes are made. Must make sure the hours worked do not coincide with the other: City Clerk is 9 – 1 and 2 – 6. Fireboard secretary is only before or after city clerk duties. No action taken, leaving all processes the same as when the agreements were signed in April 2023

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

After discussion, the council will review the job descriptions to review / approve at the next council meeting via resolution. The city clerk will send a copy to the attorney for review & corrections prior to the next council meeting. Motion by Jordon Frakes, second by Brian Mickelson to implement job descriptions for the City Clerk and W/WW superintendent, the descriptions will be finalized by further action of the city council. Brian Mickelson, Donovan Adson, Jordon Frakes, Corey Rutherford, Alexis Wiederin present. All ayes, 0 nays, motion carried.

**Investigation process for concerns of substandard employee work:**

No action ; the city attorney will review & make adjustments for council approval. Council will review / approve by resolution at the next council meeting.

**Employee Review Process:**

No action ; the city attorney will review & make adjustments for council approval. Council will review / approve by resolution at the next council meeting.

**Review of the 2024 annual reviews and warnings completed in January of 2025:**= **W / WW SUPERINTENDENT**

Offered Craig Larson a closed session to discuss job review completed in January 2025. No closed session was warranted for job review. Warnings issued on the job review were investigated. Motion by Jordon Frakes, second by Corey Rutherford to strike the warnings issued in January 2025 from the employee HR file.

**Roll Call Vote:**

Ayes: Brian Mickelson, Corey Rutherford, Jordon Frakes

Nays: Donovan Adson

Abstain: Alexis Wiederin

= CITY CLERK:

Offered Sarah Geisinger a closed session to discuss job review completed in January 2025. No closed session was warranted for job review. Warnings issued on the job review were investigated. Motion by Brian Mickelson, second by Corey Rutherford to strike the warnings issued in January 2025 from the employee HR file.

**Roll Call Vote:**

Ayes: Brian Mickelson, Corey Rutherford, Jordon Frakes

Nays: Donovan Adson

Abstain: Alexis Wiederin

**City Code of Ordinances:**

Water Rates Increase – the city clerk reached out to the area cities to find out what rate increases are for the upcoming FY. Upon review of the information, motion by Brian Mickelson, second by Jordon Frakes to increase water rates 5% (0.91).

**Roll Call Vote:**

Nays: Alexis Wiederin, Corey Rutherford, Donovan Adson, Brian Mickelson, Jordon Frakes.

Ayes: 0

Motion does not pass.

After further discussion, motion by Corey Rutherford, second by Donovan Adson to increase water rates by \$1.00 effective July 1, 2025.

**Roll Call Vote:**

Ayes: Brian Mickelson, Donovan Adson, Jordon Frakes, Corey Rutherford, Alexis Wiederin

Nays: 0

Jaden Armstead entered the meeting at 7:19 pm to submit his mowing bid.

**Mowing Bids Submitted:**

After review and discussion of the mowing bids submitted to the City of Vincent, motion by Brian Mickelson, second by Corey Rutherford to approve the mowing of the properties as listed below.

Ball Diamond and Monument - Kaleb Adson \$150

City Hall – Craig Larson \$20

Water Tower and Property behind Water Tower – Jaden Armstead \$35

School property lots (SS Add't) – Donovan Adson \$125

Marshall Street ditch - Donovan Adson \$25

Corner lot East of Locker – Jaden Armstead \$15

City Park and Community Hall – Jaden Armstead \$35

Swasand Addition Lot 6 – Craig Larson \$30

Lift Station, Arthur St. – Craig Larson \$20

Nuisance Lot properties – Donovan Adson \$30

Alexis Wiederin, Brian Mickelson, Jordon Frakes, Corey Rutherford present. Donovan Adson, abstain. All ayes, 0 nays, motion carried.

**Vegetation Control Bids Submitted:**

After discussion and review of the estimates submitted. Will reach out to the vendors for new estimates and will revisit at the May council meeting. Motion by Donovan Adson, second by Corey Rutherford to table the items til the next council meeting.

Alexis Wiederin, Brian Mickelson, Donovan Adson, Jordon Frakes, Corey Rutherford present.

All ayes, O nays, motion carried.

**Public Comments:**

No comments

**Water / Sewer Report:**

534,500 thousand gallons were pumped through the pump house in the month of March. 15,000 Gallons were used this past month to back flush the iron filters. Completed the water sanitary survey. Posted the CCR. Tore apart and cleaned the iron filter. All water meters and endpoints are working. Have started using the water salesman for the year. Will do the spring overflow on the water tower this month and have started flushing hydrants.

0.5825 million gallons were pushed out to the ponds in the month of March. 3E did annual inspection of the generator. All is good, may need a new battery next year. Updated the phone numbers on the autodialer. Electric pump was here, pulled pumps / transducer for annual inspection. Pond levels are full, will be doing a pre dawn down sample and then will be starting the drawn down this month as the permit allows. Contacted Bob from Visu Sewer, he is willing to attend the May council meeting in person regarding the city sewer system.

**Lighting in city hall:**

The lights in the work area for the city clerk are flickering. The city clerk will reach out to electrical contractors for an estimate on new lights installed and will review at the may council meeting.

**Bank ACH Agreement:**

The ACH agreement with the first state bank needs renewed ; this agreement allows the residents to have their water utility bill auto deducted from their accounts. Motion by Donovan Adson, second by Jordon Frakes to approve the ACH agreement with first state bank. Alexis Wiederin, 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. Will reach out to check on a timeline for completion.

**Approve consent agenda:**

*Minutes of March 6<sup>th</sup>, 2025*

*Minutes of March 31<sup>st</sup>, 2025 – tax levy hearing*

*Minutes of March 31<sup>st</sup>, 2025 – set budget hearing*

*Bill list(s)*

*Treasurer's Report*

Motion by Brian Mickelson, second by Corey Rutherford to approve the consent agenda. Jordon Frakes, Corey Rutherford, Donovan Adson, Brian Mickelson, Alexis Wiederin present. All ayes, 0 nays ; motion carried.

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**\*Reports\***

**Streets:**

Will be calling area businesses for estimates on repair of streets.

**Parks:**

Councilman Frakes installed the light for the city hall flag pole. Will be reaching out to electrical contractors for an estimate on putting the lights back in the ground at the veteran memorial. Will be replacing the flag at the park shelter.

**Fire Board:**

Rescue truck purchase got approved.

**Community Hall:**

Upcoming rentals on May 3<sup>rd</sup>, May 10<sup>th</sup> & June 14<sup>th</sup>, June 28<sup>th</sup>. Need to address a leaking toilet and fix plumbing under the kitchen sink.

**Mayor:**

No report from Mayor Fransen.

Mayor Pro Temp Frakes had a conversation with the council about chairing the council meeting, installed the flag pole light and signed bank paperwork

**Clerk:**

Contacted Pederson Sanitation for dumpster rental for city clean up days, drafted letter and mailed to a resident regarding a chicken / fowl complaint, sent email to the city attorney regarding the process for a 501(c)3, submitted the city '25 – '26 IMWCA payroll estimate for workman's comp insurance renewal, reached out to the credit card company to update the mayor contact information, contacted first state bank to update the signatures on the account, posted the property tax levy notice for 3/31/2025 hearing, completed the water sanitary survey with the water superintendent, contacted WCCTA to update the mayor information, emailed the city attorney the information packet prior to the meeting, signed the city insurance renewal paperwork for '25 – '26, posted the mowing bids notice for the 2025 mowing season, posted the council vacancy notice, posted the city budget hearing notice for 4/14/25, contacted vendors for an estimate on vegetation control, attended the IMFOA conference in Des Moines ; 4/10/25 to 4/11/25, submitted the CCR to the DNR and posted accordingly online, contacted the county auditor to update about the filled mayor vacancy and the council vacancy and disconnect notices were mailed with payment received on time – no water shut offs.

Motion by Corey Rutherford, second by Donovan Adson to adjourn the meeting at 8:03 pm.  
Jordon Frakes, Corey Rutherford, Donovan Adson, Brian Mickelson, Alexi Wiederin present.  
All ayes, 0 nays ; motion carried.

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City Clerk
**Posted: 4/21/2025**

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General Funds 3-01-2025	483,707.19
Mar receipts	1,835.24
Mar disbursements	12,391.43
General Funds 3-31-2025	473,151.00
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Community Hall 3-01-2025	-33,355.63
Mar receipts	300.00
Mar disbursements	210.48
Community Hall 3-31-2025	-33,266.11
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Local Option Sales Tax water and sewer 3-01-2025	77,975.52
Mar receipts	2,133.90
Mar disbursements	0.00
Local Option Sales Tax water and sewer 3-31-2025	80,109.42
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Local Option Sales Tax parks 3-01-2025	18,850.10
Mar receipts	0.00
Mar disbursements	0.00
Local Option Sales Tax parks 3-31-2025	18,850.10
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Road Use Tax Funds 3-01-2025	17,952.18
Mar receipts	860.25
Mar disbursements	1,491.33
Road Use Tax Funds 3-31-2025	17,321.10
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Water Utility Fund 3-01-2025	24,280.30
Mar receipts	2,084.75
Mar disbursements	1,837.86
Water Utility Fund 3-31-2025	24,527.19
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Sewer Utility Fund 3-01-2025	23,845.95
Mar receipts	1,119.72
Mar disbursements	721.63
Sewer Utility Fund 3-31-2025	24,244.04
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Storm Utility Fund 3-01-2025	16,560.98
Mar receipts	183.00
Mar disbursements	0.00
Storm Utility Fund 3-31-2025	16,743.98
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CD's
3574251: Purchase Date 9/18/2024 : 3.67% interest ; Maturity Date 9/18/2029 – \$70,574.96

Total CD's for March

\$70,574.96

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 List of disbursement paid for February:

## Check No

“	13242 Eagle Grove Memorial Library	1674.00
“	13262 Badger Meter	85.50
“	13267 Modern Sound Engineering	41.90

## List of disbursement paid for March:

## Check No

“	13274 Craig Larson Payroll (3/1/2025)	949.37
“	13275 Michel Fransen Payroll (3/1/2025)	184.52
“	13276 Black Hills Energy	679.73
“	13277 Mid American Energy	387.24
“	13278 Donovan Adson Payroll (3/7/2025)	73.88
“	13279 Donovan Adson Payroll (3/7/2025)	282.83
“	13280 Ag Source	14.50
“	13281 Office of Auditor of State	800.00
“	13282 Badger Meter	86.45
“	13283 HiWay Truck Equipment	701.80
“	13284 IAMU	656.00
“	13285 IMFOA	200.00
“	13286 Craig Larson Mileage	35.70
“	13287 Modern Sound Engineering	20.95
“	13288 Newark Township Trustees	8423.63
“	13289 ODP Office Solutions	292.55
“	13290 W&H Cooperative	29.68
“	13291 Webster Calhoun	264.94
“	13292 Sarah Geisinger Payroll (3/10/2025)	684.72
“	13293 Card Services	0.50
“	13294 Mid American Energy (Streetlighting)	289.62
“	13295 Pederson Sanitation	425.00
“	13296 Sarah Geisinger Payroll (3/24/2025)	635.19
“	Debit IPERS Withholding	522.03
“	Debit ACH Fee	11.90