

City of Vincent

(Unapproved)  
Council Proceedings Minutes  
REGULAR MEETING  
April 13th, 2026, 6:00 p.m.  
104 Arthur St (City Hall)

**\*Call to Order**

Mayor Frakes called the meeting to order at 6:00pm.

**\*Roll Call**

Mayor Frakes did Roll Call, Heather Weiner, Donovan Adson, Brian Mickelson, and Alexis Wiederin were present. Also, present was Sharon Woodley and Mike Johnson.

**\*Motion to Approve Agenda for April 13<sup>th</sup>, 2026**

Mayor Frakes asked for a motion to Approve the Agenda and it was approved by Brian Mickelson, seconded by Donovan Adson.

**\*ICAP Insurance; insurance agent**

Mike Johnson of Kingsgate Insurance was here to discuss the Renewal Comparison of our Insurance from 2025/2026 to 2026/2027

**\*Mowing Bids; review bids submitted / award properties**

There were four different Mowing Bids from, Kaleb Adson, Donovan Adson, Jaden Armstead, and Michael Hendren.

**Ball Diamond & Monument:** K Adson \$150.00, **City Park & Community Hall:** J Armstead \$40.00, **Marshall Street Ditch:** D Adson \$25.00, **Water Tower & Behind Tower:** J Armstead \$40.00, **Swasand Addition Lot 6:** M Hendren \$20.00, **City Hall 104 Arthur Street:** M Hendren \$15.00, **School Building Lots:** D Adson \$125.00, **Lift Station:** M Hendren \$20.00, **Corner Lot south of Post Office:** J Armstead \$20.00, **Nuisance Lot Properties:** D Adson \$30.00. Heather Weiner made a motion to award contracts for mowing, seconded by Brian Mickelson. Roll Call vote was taken, Heather Wiener yes, Donovan Adson yes, Brian Mickleison yes, Alexis Wiederin yes, Motion carried.

**\*Public Comments**

Sharron Woodley said that there is a tree that needs to be taken out and she is concerned about a neighbor of hers. Mayor Frakes and Councilman Adson agreed to go speak with the gentleman.

**\*Water / Sewer Report**

305.2 thousand gallons were pumped through the pumphouse in the month of March. I have flushed about a third of the hydrants, I will continue doing that. Have been exercising the water main valves. Still looking for water main shut-offs, as well as residential curb stops. Still haven't located city's water main maps.

0.6827 million gallons were pushed out to the ponds in the month of March. I still need to pick up a 4-inch cap for service water clean-up line. Did a pre draw down samples last week, will start doing the drawdowns tomorrow. They are full also! Talked to Mark about ordering orange float for lift station. Got a quote from 3E on a fuel primer pump replacement. They were going to send me a email.

**\*Consider Disposal –of 75.81 ft x 34.5 ft of parcel 0422410013, 0422331009; Swasand Lot 6)**

Matter was pushed to May Council Meeting.

**\*Parcel lot 0422331005 - consider purchase**

Deed work was done; no action.

**\*Locksmith**

Motion to approve rekeying two City Buildings which will cost \$424.00 by Heather Weiner, Donovan Adson, Brian Mickelson and Alexis Wiederin.

**\*RESOLUTION NO. 2026-05 - Corporate bank resolution**

Motion to approve by Brian Mickelson, seconded by Donovan Adson. A Roll Call vote was taken for this Heather Wiener yes, Donovan Adson yes, Brian Mickelson yes, Alexis Wiederin yes.

**\*Municipal Software**

This will be paid for out of General funds. The Fund Accounting (billing capabilities, reports) is \$2,396.00, The Iowa budget Reporting is \$495.00, the UB Light Software is \$1,295.00, the total software is \$4,186.00. This amount is just buying the software. Annual Support Services is \$865.00 and the UB Light is \$465.00 for a total of \$1,330.00(approximately \$111.00 a month). There is a one-time training fee \$1,000.00. The initial amount will be \$6,516.00. Motion to Approved Banyon was made by Brian Mickelson and seconded by Heather Weiner. Roll Call Vote was taken Heather Wiener yes, Donovan Adson yes, Brian Mickelson yes, and Alexis Wienderin yes. Motion passed.

**\*City Hall Posted Hours**

New City Hall hours are 12:30-4:30. Motion to approve by Heather Weiner and Seconded by Brian Mickelson.

**\*Council Vacancy – declare appointment or election**

Post Notice to Appoint, motion to approve by Heather Weiner and seconded by Donovan Adson.

**\*Budget 2026-2027 Review**

April 20, 2026 Budget Meeting

**\*Snowplow Operator Job Description**

No action at this time.

**\*Mid-American Energy – décor / flag agreement**

Michelle to ask Badger City Hall about this. Mayor Frakes to reach out to MidAmerican.

**\*City Banners / Flags – consider purchase from Display Sale**

No Action taken at this time.

**\*City Donation Library**

Fee was paid.

**\*Building Permits**

No building permits at this time.

**\*Approve Consent Agenda**

*Minutes of March 9<sup>th</sup>, 2026 Adjustment was made.*

*Minutes of February 23<sup>th</sup>, 2026*

*Bill lists*

*Treasurer's Report – March, 2026*

*Treasurer's Report – February, 2026*

Brian Mickelson motioned to approve adjustments, seconded by Heather Weiner

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**\*Reports\***

**\*Streets/Décor Schedule – snowplow blade**

Put flags before Memorial Day, push to May 11, 2026.

**\*Parks**

Brian to put a new flag up.

**\*Fire Board**

They hired a Grant Writer.

**\*Community Hall**

No action taken at this time

**\*Mayor**

Mayor Frakes worked with Sara on End of Month, Treasurer Report, AR, AP, communicated with bank for the Resolution was signed, \$3 discrepancy on the billings, talked with First State Bank about the Banyon, wrote checks, made deposit, assisted with the Water Billing.

**\*Clerk Report**

Michelle completed the Open Meetings and Public records training on 4/13/2026, also she viewed a webinar stating that cities with 50,000 and less must have a ADA Compliant website by April 26, 2027, She reached out to Municipal Impact who have done Duncombe and Bader's City's Website, working on updating the city website, updated the cities Hours in Spanish and English, updated the Community Hall forms, added water bills to QuickBooks, worked with Glenda to fine the form for Notice of Intent to fill Council person, Glenda also helped find the Record Retention Manual I also asked if there was an update for the Code of Ordinances.

Adjourn time @7:52

\*Next Council Meeting May 11<sup>th</sup>, 2026\*

Submitted by  
Michelle Hendren  
City Clerk

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General Funds 03-01-2026	478,063.37
MAR receipts	1,231.02
MAR disbursements	27,996.63
General Funds 03-31-2026	451,297.76
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Community Hall 03-01-2026	-35,479.76
MAR receipts	0.00
MAR disbursements	499.65
Community Hall 03-31-2026	-35,979.41
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Local Option Sales Tax water and sewer 03-01-2026	98,148.68
MAR receipts	2,266.27
MAR disbursements	25,591.05
Local Option Sales Tax water and sewer 03-31-2026	74,823.90
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Local Option Sales Tax parks 03-01-2026	18,850.10
MAR receipts	0.00
MAR disbursements	0.00
Local Option Sales Tax parks 03-31-2026	18,850.10
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Road Use Tax Funds 03-01-2026	18,469.51
MAR receipts	898.93
MAR disbursements	871.91
Road Use Tax Funds 03-31-2026	18,496.53
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Water Utility Fund 03-01-2026	25,313.87
MAR receipts	2,333.42

MAR disbursements	2,135.38
Water Utility Fund 03-31-2026	25,511.91
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Sewer Utility Fund 03-01-2026	25,478.92
MAR receipts	1,334.25
MAR disbursements	745.75
Sewer Utility Fund 03-31-2026	26,067.42
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Storm Utility Fund 03-01-2026	19,115.98
MAR receipts	210.00
MAR disbursements	0.00
Storm Utility Fund 03-31-2026	19,325.98
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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 December \$70,574.96

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List of disbursement paid for February:  
Check

“ 13551 Modern Sound	20.95
“ 13552 North Central Iowa Regional Solid Waste	146.90
“ 13558 Crimmins & Kehm Law Firm	607.00
“ 13571 Black Hills Energy	908.03
“ 13572 Mid American Energy	354.31
“ 13573 Craig Larson Payroll	987.57
“ 13574 Jordon Frakes Payroll	184.52
“ 13576 Donovan Adson Payroll	159.33
“ 13577 Card Services	15.00
“ 13578 Ag Source	35.25
“ 13579 Badger Meter	87.40
“ 13581 USPS	312.00
“ 13582 Iowa Association of Municipal Utilities	675.00
“ 13583 Mid American Energy	291.32
“ 13585 Pederson Sanitation	1089.00
“ 13586 Sara Geisinger Payroll	616.73
“ 13587 Visu Sewer	25,591.05
“ 13588 Webster Calhoun	256.35
“ 13590 Mid American Energy	338.73