

City of Vincent
Council Proceedings
Regular Meeting
May 12th, 2025

Mayor Michel Fransen called the regular council meeting to order at 6:00 pm.

Roll call showed Brian Mickelson, Donovan Adson, Jordon Frakes, Alexis Wiederin present.
Corey Rutherford absent

Public attendees: Craig Larson & Bob Moen

Motion by Brian Mickelson, second by Jordon Frakes to approve the agenda for May 12th, 2025.
Brian Mickelson, Donovan Adson, Jordon Frakes, Alexis Wiederin present. Corey Rutherford absent.
All ayes, 0 nays, motion carried.

Public Hearing to increase water rates: Mayor Michel Fransen proposed to open the public hearing.
Motion by Jordon Frakes, second by Brian Mickelson to open the public hearing for the amended city ordinances of water rates at 6:03 pm. There were no written or oral comments or questions about the city ordinance to increase FY '25 – '26 water rates. Mayor Michel Fransen proposed closing the public hearing. Motion by Brian Mickelson, second by Jordon Frakes to close the public hearing for the amended city ordinances at 6:05 pm. Jordon Frakes, Donovan Adson, Brian Mickelson, Alexis Wiederin present. Corey Rutherford absent. All Ayes, 0 Nays, motion carried.

Approve Amended City Ordinances:

2025-01 - Water Rates ; Read Amended Ordinance. Motion by Jordon Frakes second by Brian Mickelson to approve amended ordinance 2025-01. Waived second and third readings.

Roll Call Vote: Ayes: Jordon Frakes, Donovan Adson, Brian Mickelson, Alexis Wiederin

Nays: 0

Corey Rutherford absent

Passed and approved 5/12/2025

Public Comments:

Councilwoman Alexis Wiederin was asked by a resident about a city wide garage sale. Council is agreeable to the possibility of residents doing a garage sale at their private residence or organizing a group to use the community hall.

City Sewer System:

Bob Moen from Visu Sewer presented key points from the CCTV that was done in 2024. For the age of the sewer system it is in good shape. There are spots where there is ground water coming in, this is a fixable issue by lateral grouting the pipe where the ground water is coming in. No pipe lining is needed at this time. MH21 to LH2 need to consider installing a manhole for accessibility to do future service work on the service system. Will review cost and budget for this project. Possibly looking at November 2025 or putting off the project to 2026.

Water / Sewer Report:

547.7 thousand gallons were pumped through the pump house in the month of April. 12,000 Gallons were used this past month to back flush the iron filters. Did do the spring overflow on the water tower. All water meters and endpoints are working. Continuing to flush hydrants. Did locate water shut off for resident at 210 Lawrence St. The curb stop at 211 Arthur St. was replaced. Checking into a dehumidifier for the water plant ; wanting to be sure it is sized right & contact each with a phone call. Otherwise, been kind of a quiet month.

0.6603 million gallons were pushed out to the ponds in the month of April. Did do the pre dawn down sample and have started the drawn down on the ponds and the sampling that goes with it. Trimmed volunteer pine trees in the fence line and will work on painting signs this winter.

City Appointments:

After review of the list, motion by Jordon Frakes, second by Brian Mickelson to table this topic til the June 2025 council meeting. Jordon Frakes, Donovan Adson, Brian Mickelson, Alexis Wiederin present. Corey Rutherford absent. All ayes, 0 nays ; motion carried.

Motion by Brian Mickelson, second by Jordon Frakes to adopt **RESOLUTION 2025-05**

A RESOLUTION TO AUTHORIZE THE TRANSFER OF FUNDS FOR THE FISCAL YEAR 2025-2026.

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

Section 1. On July 1st the City Clerk is hereby authorized to transfer \$10,082.36 from the Local Option Sales Tax Fund to the General Fund to pay towards the \$150,000 loan for the water filter.

Section 2. On November 1st the City Clerk is hereby authorized to transfer \$10,703.23 from the Water Utility Fund (\$3,173.54), Sewer Utility Fund (\$3,049.09) and Road Use Tax Fund (\$4,480.60) to the General Fund to pay towards the \$159,237.00 loan for the School Street Addition.

Roll Call Vote:

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

Nays:0

Corey Rutherford absent

Passed and approved this 12th day of May, 2025.

Mayor

Attest:

City Clerk

Motion by Brian Mickelson, second by Jordon Frakes to adopt **RESOLUTION NO. 2025-06**

A RESOLUTION SETTING SALARIES/WAGES FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY FOR THE FISCAL YEAR 2025-2026; BEGINNING July 1, 2025 THROUGH JUNE 30, 2026.

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	.65/hr increase (21.70 + .65) = \$22.35/hr	20/wk
Water Superintendent	Craig Larson	38.39/mth increase (1,279.59 + 38.39) = \$1,317.98/mth	

Roll Call Vote:

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

Nays: 0

Corey Rutherford absent

Passed and approved this 12th day of May, 2025.

Mayor

ATTESTS:

City Clerk

Motion by Jordon Frakes, second by Brian Mickelson to adopt **Resolution 2025-07**

RESOLUTION TO ADOPT THE RECORDS RETENTION MANUAL FOR IOWA CITIES:

WHEREAS, this manual was developed as a record retention and record disposal schedule as a statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for the said records, and;

WHEREAS, the recommended retention periods take into account requirements of the *Code of Iowa*, the *Iowa Administrative Code*, and federal law, and;

WHEREAS, the City of Vincent accumulates records of official business as it is transacted, and the accumulation of records of transacted business can overwhelm available storage space and hamper retrieval of both active and inactive business records, and;

WHEREAS, the Vincent City Council adopts the Records Retention Manual for Iowa Cities as a guide to determine the length of time records need to be retained for audit, legal, administrative and historical use; and shall be the responsibility of the City Clerk to dispose of said records as the schedule states.

PASSED AND APPROVED THIS 12TH DAY OF MAY, 2025.

ROLL CALL VOTE	AYE	NAY	ABSENT	ABSTAIN
Donovan Adson	X			
Corey Rutherford			X	
Jordon Frakes	X			
Brian Mickelson	X			
Alexis Wiederin	X			

MAYOR

ATTEST:

CITY CLERK

Resolution(s) 2025-08 to 2025-11:

Motion by Jordon Frakes, second by Alexis Wiederin to table the resolutions til the June 2025 council meeting. Jordon Frakes, Donovan Adson, Brian Mickelson, Alexis Wiederin present. Corey Rutherford absent. All ayes, 0 nays ; motion carried.

School Street Addition Covenant:

After discussion and review of the covenant, motion by Jordon Frakes, second by Brian Mickelson to decrease the square footage of finished living area in section 8 of the covenant. 1400 to 1120 ; 1800 to 1440 ; 2100 to 1680 & 3600 to 2880. Jordon Frakes, Donovan Adson, Brian Mickelson, Alexis Wiederin present. Corey Rutherford absent. All ayes, 0 nays ; motion carried.

The city clerk will update and get the document recorded. Will discuss about ways to market the lots at the June council meeting.

City Donation Library:

The city attorney is looking into funding for the library. Councilman Frakes has some library books ready for when the city is going to start the library.

Nuisance Abatement:

206 S 2nd St - the city clerk is working with the city attorney to file a citation with the clerk of court.

Vegetation Control Bids:

After review and discussion of the estimates provided. Motion by Brian Mickelson, second by Jordon Frakes to award North Central Turf & Landscaping the spraying of city properties for the 2025 summer season. Jordon Frakes, Donovan Adson, Brian Mickelson, Alexis Wiederin present. Corey Rutherford absent. All ayes, 0 nays ; motion carried.

Motion by Brian Mickelson, second by Jordon Frakes to move the Mayor's Report so Mayor Fransen can leave the meeting. Jordon Frakes, Donovan Adson, Brian Mickelson, Alexis Wiederin present. Corey Rutherford absent. All ayes, 0 nays ; motion carried.

Mayor:

Mayor Michel Fransen is resigning her position as Mayor of Vincent due to moving out of town. She submitted her letter of resignation and turned in her key. The city clerk will post the position for the June meeting to appoint to fill the position.

Michel Fransen left the meeting at 7:10 pm.

Mayor Pro Temp Frakes took over as chair of the meeting.

Lighting in city hall / veteran memorial lights:

The city clerk reached out to contractors for estimates on updating city hall lights to LED and installing lights for the veterans memorial. After review and discussion, motion by Jordon Frakes, second by Brian Mickelson to approve CEC for the work order of replacing city hall lights and install of veteran memorial lights. Jordon Frakes, Donovan Adson, Brian Mickelson, Alexis Wiederin present. Corey Rutherford absent. All ayes, 0 nays ; motion carried.

Community Hall Rental Process(s):

After review / discussion of the current rental paperwork and procedures, the community hall committee will make changes to discuss for consideration at the June council meeting.

Building Permits:

Permit 018 was submitted for approval.

After review of the permit submitted, motion by Jordon Frakes, second by Brian Mickelson to approve building permit 018. Jordon Frakes, Donovan Adson, Brian Mickelson, Alexis Wiederin present. Corey Rutherford absent. All ayes, 0 nays ; motion carried.

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 April 14th, 2025**Bill list(s)**Treasurer's Report*

Motion by Brian Mickelson, second by Alexis Wiederin to approve the consent agenda.

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

All ayes, 0 nays ; motion carried.

Reports

Streets:

Councilman Frakes has not heard back from the company he contacted to come and look at city streets for repair / maintenance. Councilman Mickelson will reach out to companies for estimates. Will review estimates at the June council meeting.

Parks:

Nothing to report

Fire Board:

Rescue truck purchase got approved, will be delivered within the next week or so.

Community Hall:

Rental on June 14th. The city clerk will contact vendors to get estimates to replace the plumbing under the kitchen sink(s) to review at the June council meeting. Councilman Adson has a valve to repair the leaking toilet. Supplies will need to be ordered for the community hall.

Clerk:

Contacted Stone Creek Nursery and Stumps Snow and Mow for redo of estimates for vegetation control, contacted the auditor's office for council appointment information, submitted the annual SLFRF report, submitted the city 2025 – 2026 city budget, contacted electrical contractors for estimates on city hall light replacement and veteran memorial light installation, contacted the city attorney for resolutions / citation information / donation library information, posted public hearing notice for the amended water ordinance, got supplies at Menards, contacted Bob at Visu Sewer about attending the council meeting, disconnect notice was mailed with payment received on time – no water shut off, will be taking day off 5/23/25 and ICAP insurance safety grant will need to be used by 12/31/2025.

Councilman Adson noted that we will need to be monitoring properties in town for mowing (300 Lawrence / 107 N 3rd St / 107 N 2nd St / 304 Marshall St) – city clerk may need to send letters to the owners.

Motion by Donovan Adson, second by Brian Mickelson to adjourn the meeting at 7:55 pm.

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

All ayes, 0 nays ; motion carried.

 Mayor

 City Clerk
Posted: 5/19/2025

General Funds 4-01-2025	473,151.00
Apr receipts	51,878.12
Apr disbursements	18,826.14
General Funds 4-30-2025	506,202.98

Community Hall 4-01-2025	-33,266.11
Apr receipts	0.00
Apr disbursements	321.76
Community Hall 4-30-2025	-33,587.87

Local Option Sales Tax water and sewer 4-01-2025	80,109.42
Apr receipts	2,252.29
Apr disbursements	0.00
Local Option Sales Tax water and sewer 4-30-2025	82,361.71

Local Option Sales Tax parks 4-01-2025	18,850.10
Apr receipts	0.00
Apr disbursements	0.00
Local Option Sales Tax parks 4-30-2025	18,850.10

Road Use Tax Funds 4-01-2025	17,321.10
Apr receipts	1,108.14
Apr disbursements	1,266.66
Road Use Tax Funds 4-30-2025	17,162.58

Water Utility Fund 4-01-2025	24,527.19
Apr receipts	2,294.25
Apr disbursements	2,531.32
Water Utility Fund 4-30-2025	24,290.12

Sewer Utility Fund 4-01-2025	24,244.04
Apr receipts	1,631.22
Apr disbursements	2,378.71
Sewer Utility Fund 4-30-2025	23,496.55

Storm Utility Fund 4-01-2025	16,743.98
Apr receipts	234.00
Apr disbursements	175.00
Storm Utility Fund 4-30-2025	16,977.98

CD's

3574251: Purchase Date 9/18/2024 : 3.67% interest ; Maturity Date 9/18/2029 – \$70,574.96

Total CD's for April \$70,574.96

List of disbursement paid for April:

Check No

“	13297 Michel Fransen Payroll (4/1/2025)	184.52
“	13298 Craig Larson Payroll (4/1/2025)	949.37
“	13299 Black Hills Energy	1225.92
“	13300 Mid American Energy	361.51
“	13301 Sarah Geisinger Payroll (4/7/2025)	651.71
“	13302 Donovan Adson Payroll (4/15/2025)	375.18
“	13303 Ag Source	14.50
“	13304 Badger Meter	86.45
“	13305 C & D Truck & Trailer Repair	150.00
“	13306 Crimmins & Kehm Law Firm	172.50
“	13307 Electric Pump	995.00
“	13308 Hach Company	604.38
“	13310 Craig Larson Mileage	35.70
“	13311 Craig Larson Payroll (4/15/2025)	289.73
“	13312 Mid American (Streetlighting)	289.42
“	13314 US Treasury	2447.06
“	13315 Pederson Sanitation	1214.00
“	13316 W&H Cooperative	73.20
“	13317 Webster Calhoun	269.04
“	13318 Sarah Geisinger Payroll (4/21/2025)	728.73
“	Debit IPERS Withholding	516.05
“	Debit ACH Fee	22.00
“	Debit State Withholding	221.67