

City of Vincent
Council Proceedings
Regular Meeting
October 13th, 2025

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

Roll call showed Corey Rutherford, Donovan Adson, Brian Mickelson & Alexis Wiederin present.
Justin Brensel absent

Public attendees: Craig Larson & Elizabeth Christiansen

Motion by Brian Mickelson, second by Corey Rutherford to approve the agenda for October 13th, 2025.
Corey Rutherford, Donovan Adson, Brian Mickelson & Alexis Wiederin present. Justin Brensel absent.
All ayes, 0 nays, motion carried.

Water / Sewer Report:

299.8 thousand gallons were pumped through the pump house in the month of September. 8,000 Gallons were used this past month to back flush the iron filters. All water meters and endpoints are working. Will be ending the flush of hydrants. The water salesman is being used, a gentleman has been getting water for his trees. May be ordering more trash baskets for intakes. Have talked with Scott P about getting chunks of tile for Arthur & third St & 1st St & Marshall St tiles as they need to be built up. Working on putting up signs at the water tower area. It was mentioned that an individual could bring in a load of dirt if the city had a place for it. The dirt would be for residential use. Otherwise, been kind of a quiet month. Will be gone Oct 21-24.

0.453 million gallons were pushed out to the ponds in the month of September. Did get signs up at the lift station. Drain plug worked with the discharge. Finished draw down in September; so the levels will be good til spring. Dave has his sheep at the ponds.

Mayor Frakes inquired about the update for city maps on the city water / sewer lines. Tom Ford will be invited to attend the next council meeting to discuss being a fill – in for water / wastewater & also taking over in the event the current water superintendent wishes to retire.

Public Comments:

- Parcel lot 0422331009 owned by the city sits next to the building of 108 N 1st St. The current owner is possibly going to sell the building and the potential buyer is interested in purchasing the city lot. Will discuss the possible disposal at the November council meeting.
- Mayor Frakes had been approached about a truck parked in the ROW at 201 Arthur St. Requesting the city clerk mail a nuisance abatement letter to the resident.
- Councilman Mickelson requested the city clerk put a note in the water bill about not blocking the city alleyways.

City Property ; Consider Disposal:

Swasand Lot 6 – last council meeting it was requested to get mowing cost for the last 5 years ; total cost \$2,570. Nobody was present at the council meeting to discuss potential purchase. Will put the parcel lot on the November council meeting for potential disposal.

Property north of city hall – There is interest from Craig Larson to purchase more property north of city hall. After discussion, will revisit this at the November council meeting. Mayor Frakes will visit with the city attorney about this potential sale.

Parcel lot 0422331005 – the owner of the old meat locker has mentioned about giving or selling the city part of this parcel to allow for the expansion of the city owned lot next to it. Mayor Frakes is in the process of reaching out to the owner to discuss the potential purchase. Will revisit this at the November council meeting.

City Trees:

Mayor Frakes reached out to Kvale Tree Service for an estimate on the trimming of the tree at 203 Johnson St. The estimate was not received. Will revisit this at the November council meeting.

Councilman Rutherford spoke with Rasmussen Lawn Care for planting trees at the ball diamond, school addition, NE side of town & city park. The company will reach out to Councilman Rutherford a week ahead of time for planting the trees in late fall & watering them in.

Snowplow Operator / Backup Operator:

The city clerk received no applications.

Donovan Adson submitted an application.

After review / discussion, motion by Corey Rutherford, second by Brian Mickelson to approve Donovan Adson as the '25 -'26 snowplow operator.

Roll Call Vote:

Ayes: Corey Rutherford, Brian Mickelson, Alexis Wiederin

Nays: 0

Justin Brensel absent

Donovan Adson abstain

Council members will look into a smaller plow blade to put on the city snowplow truck, will visit about options at the November council meeting.

Councilman Rutherford mentioned about a pay rate increase. Will discuss the snowplow operator pay rate increase at the November council meeting.

Motion by Brian Mickelson, second by Donovan Adson to approve Resolution 2025-15

ACCEPT AND APPROVE 2025 FINANCIAL REPORT FOR FISCAL YEAR ENDING JUNE 30, 2025

WHEREAS, the city clerk has prepared the 2025 Financial Report as required by the State of Iowa; and,

WHEREAS, the City Council has reviewed the 2025 Financial Report; and,

WHEREAS, it is recommended by the State of Iowa that the City Council approve the Financial Report before it is submitted to the State of Iowa

NOW, THEREFORE, BE IT RESOLVED, that the City of Vincent Council hereby accepts and approves the 2025 Financial Report which the city clerk has published as required.

PASSED, APPROVED AND ADOPTED this 13th day of October, 2025, by the Vincent City Council.

Roll Call Vote:

Ayes: Corey Rutherford, Donovan Adson, Brian Mickelson & Alexis Wiederin

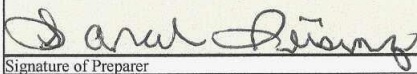
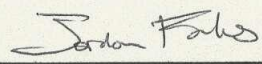
Nays: 0

Justin Brensel absent

MAYOR

ATTEST:

CITY CLERK

STATE OF IOWA 2025 FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2025 CITY OF VINCENT, IOWA DUE: December 1, 2025		16209401300000 CITY OF VINCENT 104 Arthur Street VINCENT IA 50594 POPULATION: 130		
NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.				
ALL FUNDS				
	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes Levied on Property	120,350		120,350	112,044
Less: Uncollected Property Taxes-Levy Year	0		0	0
Net Current Property Taxes	120,350		120,350	112,044
Delinquent Property Taxes	0		0	0
TIF Revenues	0		0	0
Other City Taxes	28,724	0	28,724	26,272
Licenses and Permits	54	0	54	600
Use of Money and Property	17,086	0	17,086	7,300
Intergovernmental	14,236	0	14,236	21,846
Charges for Fees and Service	12,150	51,894	64,044	70,093
Special Assessments	0	0	0	600
Miscellaneous	2,999	0	2,999	1,200
Other Financing Sources	0	0	0	0
Transfers In	20,786	0	20,786	20,786
Total Revenues and Other Sources	216,385	51,894	268,279	260,741
Expenditures and Other Financing Uses				
Public Safety	11,788		11,788	23,785
Public Works	38,794		38,794	44,293
Health and Social Services	0		0	2,000
Culture and Recreation	11,046		11,046	24,496
Community and Economic Development	1,993		1,993	2,500
General Government	113,586		113,586	117,715
Debt Service	0		0	0
Capital Projects	0		0	0
Total Governmental Activities Expenditures	177,207	0	177,207	214,789
BUSINESS TYPE ACTIVITIES		37,785	37,785	56,650
Total All Expenditures	177,207	37,785	214,992	271,439
Other Financing Uses	0	0	0	
Transfers Out	20,786	0	20,786	20,786
Total All Expenditures/and Other Financing Uses	197,993	37,785	235,778	292,225
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	18,392	14,109	32,501	-31,484
Beginning Fund Balance July 1, 2024	603,425	0	603,425	569,432
Ending Fund Balance June 30, 2025	621,817	14,109	635,926	537,948
NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:				
Non-budgeted Internal Service Funds		Pension Trust Funds		
Private Purpose Trust Funds		Agency Funds		
Indebtedness at June 30, 2025	Amount	Indebtedness at June 30, 2025	Amount	
General Obligation Debt	0	Other Long-Term Debt	0	
Revenue Debt	0	Short-Term Debt	0	
TIF Revenue Debt	0			
		General Obligation Debt Limit	907,170	
CERTIFICATION				
The forgoing report is correct to the best of my knowledge and belief				
 Signature of Preparer Printed name of Preparer Sarah Geisinger			Posted 9/24/2025 Phone Number 515-356-4365	
 Signature of Mayor or Mayor Pro Tem (Name and Title)			Date Signed 9/22/25	
PLEASE PUBLISH THIS PAGE ONLY				

City Locks / Keys:

The city clerk and mayor researched city key policies. Upon review / discussion motion by Corey Rutherford, second by Alexis Wiederin to approve Resolution 2025-16, city key policy, with the changes to the key policy as discussed.

A RESOLUTION TO ADOPT A KEY POLICY

WHEREAS, the City of Vincent Council acknowledges the need to implement a policy to promote and manage security for all city buildings and property; and

WHEREAS, the City of Vincent Council authorizes the issuance of city keys to employees per the policy and request form; and

NOW, THEREFORE BE IT RESOLVED, the City of Vincent Council adopts this Key Policy.

Passed and approved this 13th day of October, 2025.

Roll Call Vote:

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

Nays:

Justin Brensel absent

Mayor

ATTEST:

City Clerk

VINCENT KEY POLICY

Purpose:

The City of Vincent key policy is established for the purpose of promoting a secure environment and for maintaining a comprehensive system to efficiently manage the dissemination of keys for City facilities. Individuals may be authorized to receive keys to conduct their work while limiting access where appropriate so as not to compromise security. It is necessary to maintain key control to uphold the integrity of office and building security. This policy describes the procedures by which control, dissemination, use, possession, and collection of keys to City facilities will be managed.

General Procedures:

- 1) Keys to City of Vincent facilities are City property and may be recovered at any time. Unauthorized fabrication, duplication, possession, or use of keys to City of Vincent facilities is a violation of this policy and employees found in violation of the policy may be subject to disciplinary action up to and including termination from employment.
- 2) Those seeking a key to a City building must complete a Key Request Form, a sample of which is included at the end of this policy. The form shall indicate which keys were signed out and when and where they should be returned. A copy of the signed form shall be given to individuals checking out keys.
- 3) The City Council shall authorize who will receive master keys to City Hall, Water Plant & Community Hall. All keys must be returned to the appropriate Department Head or the employee's Supervisor. Keys from terminated employees will be re-issued to a new employee upon hire and completion of a Key Request Form.
- 4) City employees must personally sign for their keys.

Inventory:

- 1) Keys for distribution should be stored in a secure cabinet or container.
- 2) Outside of the Key Request Forms and a list of all doors showing which key opens each door, inventory records must be readily available for auditing purposes or to determine who has access to specific buildings, etc.

Lost, Stolen or Worn Keys:

- 1) Lost, stolen, or worn physical keys should be reported immediately to the appropriate Department Head/Supervisor. Worn or damaged keys should be turned in to the department head / Supervisor.
- 2) If a key is worn out through normal wear, no charge will be incurred.
- 3) If a key is damaged through negligent use, the cost to replace will be applied.
- 5) The following progressive discipline steps shall be followed when keys are not returned for more than one week:
 - a) 1st offense: verbal warning (documented)
 - b) 2nd offense: written warning
 - c) 3rd offense: disciplinary action to be at the discretion of the employee's Department Head / Supervisor up to and including termination

- d) If keys are found after disciplinary actions have been taken but before facilities have been rekeyed, disciplinary actions shall be reversed and removed from the employee's record. If keys are found after disciplinary actions have been taken and facilities have been re-keyed, disciplinary actions may be removed from the employee's record; however, the employee will be responsible for paying the full amount of any re-keying costs incurred.
- 6) A Key Request Form must be completed for a replacement key.
- 7) When employment with the City of Vincent is terminated for any reason, employees must return any keys to their Department Head or Supervisor. Failure to do so will result in rekeying costs deducted from the employee's final paycheck.
If the cost of re-keying exceeds the net amount of the employee's paycheck, any additional costs of rekeying will be invoiced.

Key & Building Security:

- 1) The individual to whom keys are issued is personally responsible for the use of those keys until returned.
- 2) Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason for access, or is known to have a legitimate need for access to the room or building.

Vincent Key Request Form

City Key Policy

- ☐ I understand key(s) issued are the responsibility of the employee and not subject for loan to a third party.
- ☐ I understand an administrative fee will be assessed for any lost or stolen keys to cover rekeying expense. Fee is payable to the city.
- ☐ I understand I am required to return all keys to the office and sign the key return portion of this agreement form prior to receiving my last paycheck.
- ☐ I understand that if I do not return my key before getting my last paycheck, that I am responsible for the cost to replace the lock and all keys necessary. I hereby consent to have this amount deducted from my last paycheck.

Key check out

Key Type: _____

Date: _____

Reason: _____

Last: _____ First: _____

Phone : (____) ____ - ____ E-mail Address: _____

Supervisor: _____

I acknowledge that I am aware of and understand the above key policy and agree to its contents.

Employee Signature: _____

Supervisor Initials: _____

Key Return

Date: _____

Employee Signature: _____

Supervisor Signature: _____

Councilman Rutherford made a motion to change the locks on city hall, community hall and the water municipal building. Motion died for lack of second. Mayor Frakes will reach out to area vendors to get cost on replacing locks. Will discuss changing the locks on city buildings at the November council meeting.

City Credit Card:

The current yearly subscriptions and charges on the city credit card are gradually going up. The current credit limit is \$1500. After discussion, motion by Brian Mickelson, second by Corey Rutherford to approve Resolution 2025-17.

**CITY OF VINCENT
Procurement Card Program
Resolution 2025-17**

This policy is intended to govern the issuance, usage and required documentation of City Issued Credit Cards. It is the intent of the procurement card program to provide users with an effective and efficient way to purchase low-dollar routine maintenance and supply items, and to simplify and expedite the process of paying numerous vendors for these purchases while insuring compliance with City purchasing and financial management policies.

City Employees that are issued a City Credit Card acknowledge and accept all policies and governing expenditures.

The City has assigned the following cards:

VISA BUSINESS CREDIT CARD – 1 issued/credit with a credit line of \$4,000:

1. Sarah Geisinger, City Clerk

The Credit Card will only be used for the following purposes unless otherwise approved by the City Council.

1. City Website / Domain
2. Quickbooks Software
3. Hotel Room Reservation
4. Office Supplies
5. AVG Antivirus
6. Training Registration Fees (Clerk / Council / Mayor)

Original, itemized receipts are required to validate expenses on City Issued Credit Card. All receipts must be signed, identified and brought into the City Clerk's office upon charging any item.

Misuse of the City Credit Card, failure to secure or failure to report stolen or missing Credit Card immediately upon discovering could result in disciplinary action toward employee and possible employment termination. Employees may be held responsible for any unauthorized purchases on their card while the card is in their possession. Employees would not be held responsible for any charges to the credit card after it has been reported missing or stolen.

The City may revoke the Credit Card privileges of any employee at any time.

Passed and approved this 13th day of October, 2025 by the following vote:

Roll Call Vote	Aye	Nay	Abstain	Absent
D. Adson	X			
J. Brensel				X
B. Mickelson	X			
A. Wiederin	X			
C. Rutherford	X			

Mayor

ATTEST:

City Clerk

ACKNOWLEDGEMENT OF RECEIPT OF CREDIT CARD POLICY:

I acknowledge that I have received and reviewed the credit card policy for the City of Vincent, Iowa, adopted by City Council on October 13th, 2025. I understand the terms of the agreement and will abide by what is set forth.
In the event that my employment is terminated in any way, the card will be turned in to the City Clerk or Mayor immediately.

Employee Signature

Date

Sarah Geisinger, City Clerk

Jordon Frakes, Mayor

Nuisance Abatement:

206 S 2nd St - Mayor Frakes attended the hearing for the citation. The defendant was a 'No Show'. The judge decided to charge the resident the full amount of the fine as requested by the city. It was decided to suspend the fine as the resident is making progress on cleaning up the property.

City Donation Library:

The city attorney is working on filing paperwork.

SS Add't:

The city attorney will get the updated covenant recorded.

Building Permits:

No building permits were received for review.

Approve consent agenda:

Minutes of September 8th, 2025

Bill list(s)

Treasurer's Report

Motion by Brian Mickelson, second by Corey Rutherford to approve the consent agenda.

Corey Rutherford, Donovan Adson, Brian Mickelson & Alexis Wiederin present. Justin Brensel absent.

All ayes, 0 nays, motion carried.

Reports

Streets:

Mid American Energy did contact the city to schedule a time to visit about city décor on the utility poles down main street. Mayor Frakes will reach out to schedule a time.

The city clerk reached out to other cities about Display Sales for warranty and service. There has been positive feedback about the product and service from the company.

Councilman Adson will check into maintenance for the snowplow truck.

Parks:

N/A

Fire Board:

Next meeting will be October 23, 2025.

Community Hall:

The city clerk reached out to Bianchi Heating & Cooling to install WiFi thermostats at the community hall. After review / discussion motion by Corey Rutherford, second by Brian Mickelson to install 2 thermostats for \$620.

Corey Rutherford, Donovan Adson, Brian Mickelson & Alexis Wiederin present. Justin Brensel absent.

All ayes, 0 nays, motion carried.

Mayor:

Reviewed key policies from neighboring communities, completed financial transactions including debits, credits & payroll processing. Represented the City of Vincent at a court proceeding, communicated with an individual expressing interest in succession for the water superintendent position, received a complaint regarding a truck parked in the ROW at 201 Arthur St, discussed city tree planting with Councilman Rutherford, completed required training for newly elected officials, reached out to Kvale Tree Service.

Clerk:

Contacted Bianchi Heating & Cooling to do furnace checks on city buildings and get an estimate on the install of WiFi thermostats, contacted Zehner's Safety to check city fire extinguishers, obtained mowing cost information for Swasand Lot 6, ordered safety items from Uline as requested, submitted the ICAP safety grant ; the grant was approved and the check is in the mail, typed up a city key policy for review, reached out to display sales about warranty information and reached out to cities about service and product reviews about display sales, posted the 2025 AFR, posted the open snowplow operator and backup operator positions, posted the beggars nite and no burn notice, checked with the city attorney on the status of the school addition covenant recording and donation library paperwork, will be taking off October 24, 2025 and will be attending the IMFOA conference in Des Moines on October 16, 2025 - October 17, 2025.

Motion by Corey Rutherford, second by Donovan Adson to adjourn the meeting at 7:30 pm.
Corey Rutherford, Donovan Adson, Brian Mickelson & Alexis Wiederin present. Justin Brensel absent.
All ayes, 0 nays, motion carried.

Mayor

City Clerk

Posted: 10/23/2025

General Funds 9-01-2025	491,773.53
Sep receipts	4,966.35
Sep disbursements	11,159.22
General Funds 9-30-2025	485,580.66

Community Hall 9-01-2025	-33,365.76
Sep receipts	200.00
Sep disbursements	1,833.64
Community Hall 9-30-2025	-34,999.40

Local Option Sales Tax water and sewer 9-01-2025	82,278.12
Sep receipts	2,692.64

Sep disbursements	0.00
Local Option Sales Tax water and sewer 9-30-2025	84,970.76
Local Option Sales Tax parks 9-01-2025	18,850.10
Sep receipts	0.00
Sep disbursements	0.00
Local Option Sales Tax parks 9-30-2025	18,850.10
Road Use Tax Funds 9-01-2025	20,205.97
Sep receipts	1,457.39
Sep disbursements	310.03
Road Use Tax Funds 9-30-2025	21,353.33
Water Utility Fund 9-01-2025	26,097.53
Sep receipts	2,335.33
Sep disbursements	1,755.75
Water Utility Fund 9-30-2025	26,677.11
Sewer Utility Fund 9-01-2025	25,550.66
Sep receipts	1,708.26
Sep disbursements	1,002.97
Sewer Utility Fund 9-30-2025	26,255.95
Storm Utility Fund 9-01-2025	17,883.98
Sep receipts	234.00
Sep disbursements	0.00
Storm Utility Fund 9-30-2025	18,117.98

CD's

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

Total CD's for September	\$70,574.96
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List of disbursement paid for September:
Check

“ 13427 Jordon Frakes Payroll 9/1/2025)	184.52
“ 13428 Craig Larson Payroll (9/1/2025)	978.57
“ 13429 Black Hills Energy	129.76
“ 13430 Mid American Energy	555.15
“ 13431 Sarah Geisinger Payroll (9/8/2025)	654.98
“ 13432 Donovan Adson Payroll (9/9/2025)	36.94
“ 13433 Donovan Adson Mowing	600.00
“ 13434 Kaleb Adson Mowing	600.00
“ 13435 Ag Source	262.25
“ 13436 Jaden Armstead Mowing	290.00
“ 13437 Badger Meter	86.45
“ 13438 Central IA Distributing	1712.00

“	13439 Bomgaars	55.73
“	13441 Elosmandimc,LLC	1650.00
“	13442 Hawkins Inc	502.31
“	13444 Craig Larson Mowing	280.00
“	13445 Mid American (Streetlighting)	289.55
“	13448 North Central Turf & Landscape	550.00
“	13449 Pederson Sanitation	1089.00
“	13450 Webster Calhoun	269.74
“	13451 Sarah Geisinger Payroll (9/22/25)	697.48
“	Debit IPERS Withholding	547.09
“	Debit ACH Fee	11.90