

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

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

Roll call showed Michel Fransen, Brian Mickelson, Donovan Adson, Jordan Frakes present  
Corey Rutherford absent

Public attendees: Peggy Larson, Craig Larson, Austin Hayek, Matt Price, Barb Passow, Colby Seehusen

Motion by Brian Mickelson, second by Donovan Adson to approve the agenda for January 13th, 2025.  
Michel Fransen, Brian Mickelson, Donovan Adson, Jordan Frakes present. Corey Rutherford absent.  
All ayes, 0 nays, motion carried.

**Public Comments:**

- Webster County EMS Essential Service: Barb Passow and Matt Price; Ft Dodge Asst Fire Chief were present to give an overview of the Essential Service. They noted there will be a vote on this Essential Service on March 4, 2025 in Webster County.
- Craig Larson commented that the city property sale of lots and 6 & 7 was completed as of December 31, 2024. A check payment was given to the city clerk.

**Water / Sewer Report:**

Craig Larson for the month of December 2024: 632.0 thousand gallons were pumped through the pump house in the month of December. All water meters and endpoints are working. Haven't caught the pumps kicking out and no calls ; go figure. Will follow up with Bill Kahl about opening up the iron filter. 0.4044 million gallons were pushed out to the ponds in the month of December. The new autodialer is installed and now working on the settings: Hi & Lo level & power off. No issues with the generator, been running like a timex.

**Lift Station Auto Dialer:**

A new autodialer was ordered and received. CEC was contacted to connect the new autodialer to the new float system. The autodialer is working as it should.

**Job Review – W/WW Superintendent:**

Job performance was reviewed by Mayor Lyn Adson and Vincent City Council for Craig Larson. Recommendations were discussed for the upcoming calendar year. Evaluations will be placed in the personnel file

**Job Review – City Clerk:**

Job performance was reviewed by Mayor Lyn Adson and Vincent City Council for Sarah Geisinger. Recommendations were discussed for the upcoming calendar year. Evaluations will be placed in the personnel file.

**City Appointments:**

Motion by Brian Mickelson second by Michel Fransen to approve the appointee committee list with the changes as noted for the calendar year of 2025. Jordan Frakes will take lead on parks with Corey and Brian as backup, add Jordan Frakes as an alternate to water / wastewater, add Michel Fransen as an alternate to Fireboard and add Jordan Frakes to community hall committee.

**Roll Call Vote:**

Ayes: Jordan Frakes, Donovan Adson, Brian Mickelson, Michel Fransen

Nays:

Absent: Corey Rutherford

Parks Committee - 1. Jordan Frakes 2. Corey Rutherford 3. Brian Mickelson

Water and Sewer - 1. Donovan Adson 2. Brian Mickelson ; Alternate – Corey Rutherford | Jordan Frakes

Emergency Management – 1. Lyn Adson 2. Michel Fransen ; Alternate – Jordan Frakes

E911 - 1. Lyn Adson 2. Michel Fransen ; Alternate – Jordan Frakes

Fireboard – 1. Corey Rutherford 2. Brian Mickelson ; Alternate – Michel Fransen

Street Committee - 1. Donovan Adson 2. Brian Mickelson ; Alternate – Corey Rutherford

Webster County Conference Board – 1. Lyn Adson 2. Michel Fransen ; Alternate – Jordan Frakes

Community Hall Committee - 1. Jordan Frakes 2. Donovan Adson 3. Michel Fransen

Mayor Pro temp – Michel Fransen

City Attorney – Mark Crimmins – Crimmins & Kehm Law Firm

Water & Wastewater Superintendent – Craig Larson

City Clerk – Sarah Geisinger

Snowplow Operator – Donovan Adson ; Backup operator(s) – Myles Askvig | Kyle Anderson

Motion by Brian Mickelson, second by Donovan Adson to approve **RESOLUTION NO. 2025-01**

**A RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT FOR EMPLOYEES OF THE CITY OF VINCENT, IOWA.**

**WHEREAS**, the City of Vincent is reimbursing employees for miles driven in his/her personal vehicle while on City business at a rate equal to the current Internal Revenue Service standard allowable rate of .70 cents per mile for business miles driven at the time the expense is incurred by the employee;

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of Vincent, Iowa that with the passage of this resolution, the reimbursement rate will now be equal to the current 2025 Internal Revenue Service standard allowable rate of .70 cents per mile for business miles driven at the time the expense is incurred by the employee.

Roll Call vote:

Ayes: Michel Fransen, Brian Mickelson, Donovan Adson, Jordan Frakes

Nays: 0

Absent: Corey Rutherford

Adopted this 13th day of January, 2025.

Mayor\_\_\_\_\_

Attest:

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

Motion by Donovan Adson second by Michel Fransen to approve RESOLUTION NO. 2025-02

RESOLUTION OFFICIALLY NAMING DEPOSITORIES FOR THE CITY OF VINCENT

WHEREAS, the City of Vincent is required by the State Code of Iowa to list financial institutions that will be depositories for the City.

THEREFORE, BE IT RESOLVED that the City Council of the City of Vincent approves the following list of financial institutions to be depositories of the City of Vincent funds in accordance with all applicable provisions of Chapters 452 and 453 of the State of Iowa Code.

BE IT FURTHER RESOLVED that the City Clerk, Mayor, or Mayor Pro temp are authorized to deposit City of Vincent funds in amount not to exceed the maximum approved for each respective financial institution as set out below

Depository Maximum Balance in effect under this resolution  
First State Bank \$1,000,000

BE IT FINALLY RESOLVED that all resolutions or parts of resolutions in conflict with this resolution are hereby repealed.

Roll Call vote:

AYES: Jordan Frakes, Donovan Adson, Brian Mickelson, Michel Fransen

Nays: 0

Absent: Corey Rutherford

Adopted this 13th day of January, 2025.

Mayor\_\_\_\_\_

Attest:

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

Resolution 2024-10 for the FY 24-25 budget amendment had a correction. The wrong end date was put on the resolution. Edited the resolution for proper recording of city records.

**RESOLUTION 2024-10**

**A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, ~~2024~~ 2025**

Section 1. Following notice posted August 27, 2024 and the public hearing held, September 9th, 2024 the current budget is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

Roll Call Vote:

Ayes: Corey Rutherford, Michel Fransen, Donovan Adson, Brian Mickelson

Nays: 0

Absent: John Fransen

Passed this 9<sup>th</sup> day of September, 2024

CITY OF VINCENT

\_\_\_\_\_  
Mayor

ATTEST:

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

**Set Budget Workshop (FY'25 -'26):**

After discussion for a date and time, the budget workshop for FY '25 -'26 was set for Monday, February 17, 2025 at 6:00 pm at City Hall ; 104 Arthur St.

**Restricted Residential City Ordinance:**

MIDAS sent the city clerk a copy of their current ordinance for restricted residence district. Will put this item on the February 2025 agenda to discuss. Will review the current Vincent city ordinance and the MIDAS ordinance to see if any updates are necessary.

Michel Fransen left the meeting at 8: 00 pm.

**Building Permits:**

Resident that owns property at 211 Brewster St submitted a permit to place 2 small mobile buildings on the property. After discussion, motion by Jordan Frakes, second by Donovan Adson to approve building

permit 017. Jordan Frakes, Donovan Adson, Brian Mickelson present. Michel Fransen and Corey Rutherford absent. All ayes, 0 nays ; motion carried.

Due to changes with the city no longer having a building permit committee the current building permit application needs updated. After discussion it was decided to put approval date and have no council signatures on the application at the bottom of page 1. All permits will be discussed and approved at all council meetings.

**CITY OF VINCENT -BUILDING PERMIT APPLICATION** Page 1 of 2  
**104 ARTHUR STREET PO. BOX 298 VINCENT, IOWA 50594 515-356-4365**

Name of Applicant: \_\_\_\_\_ Address: \_\_\_\_\_

Project Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Legal Description / Addition or Area \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_

Fence Permit Only  
Fence height: \_\_\_\_\_ Length: \_\_\_\_\_ Material: \_\_\_\_\_

Proposed work \_\_\_\_\_

Materials used \_\_\_\_\_

Dimensions \_\_\_\_\_ x \_\_\_\_\_ Height of building(s) \_\_\_\_\_ Square Footage \_\_\_\_\_

**NOTE:** Drain tile around basements must be piped into a storm sewer or into the yard area by means of a sump pump or outside sump connection to storm sewer.  
**Drainage altered yes/no**

Approximate Cost of project \$ \_\_\_\_\_

Project start date: \_\_\_\_\_ Project complete date: \_\_\_\_\_

**Statement by applicant:** I have legal right to make this application, the information given is correct. I agree that all work will be in accordance with the laws of Iowa, City Ordinances and Council approval. I will file plans and specifications, and written consent of adjacent owners on request.

**\*A PENALTY OF \$150.00 WILL BE CHARGED IF PERMIT IS NOT APPROVED BEFORE CONSTRUCTION STARTS.**

Date of Application: \_\_\_\_\_ Signature: \_\_\_\_\_

**THIS PERMIT EXPIRES ON:** \_\_\_\_\_

**NOTE:** The applicant understands that this permit is subject to any building restrictions provided by the plat and dedication or by contract in the addition in which said property is located. All sewer and water installations are to be inspected by a city official before the ditches are backfilled. All excavations in city streets to be gravel filled. This permit is void unless the work authorized herein is requested and granted by the city.

**IT'S FREE, IT'S THE LAW, WHEN YOU DIG CALL IOWA ONE CALL 1-800-282-8989 OR WWW.IOWAONECALL.COM**

\*All electrical work for new construction must be done by a licensed electrician and approved by a State Inspector.

ADMINISTRATIVE USE ONLY

Permit fee: \$ \_\_\_\_\_ Building Permit No. \_\_\_\_\_ Variance Needed: \_\_\_\_\_

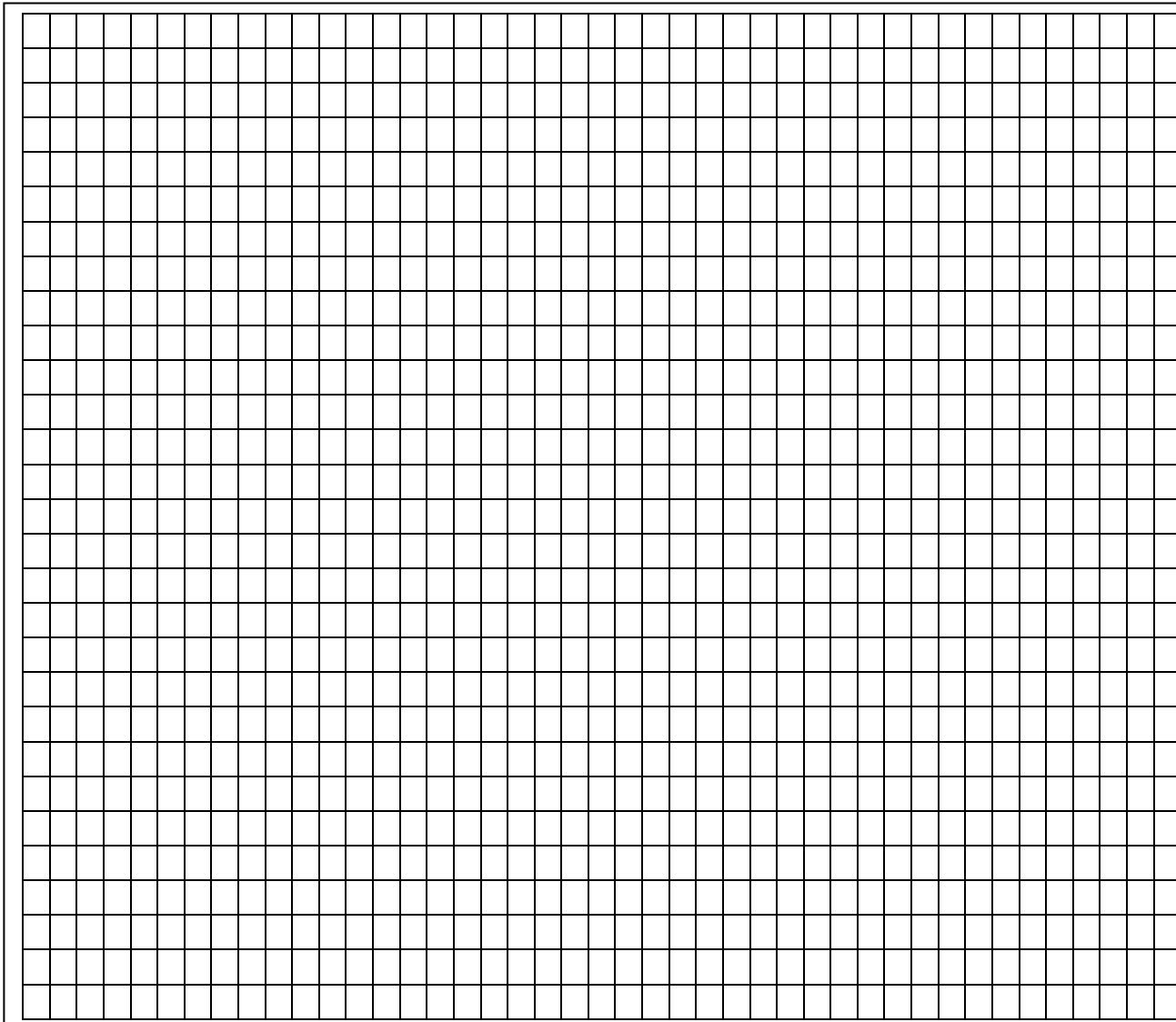
Application Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ TOTAL FEES: \$ \_\_\_\_\_

Approval Date: \_\_\_\_\_

Sight Plan & Sketch

1. Indicate north point and all abutting roads.
2. Show location of all structures and driveways. Indicate if "new" or "existing".
3. Show dimensions of proposed structures and other development, expressed in feet.
4. The property owner is responsible and liable for exact measurements from all lot lines and road right-of-way lines. Check with the City Clerk for setbacks.
5. Show shape and dimensions of your lot.
6. Show any public utility (water, sewer, gas, cable, telephone, electric, etc.) in red.
7. On moving, show present location in black and proposed location in red.
8. On remodeling, show existing walls in black and changes in red.
9. Be specific and detailed in your sketch and in your narrative statement, so the application furnishes a complete picture, in words and drawing, of what you propose to do.
10. Application and drawing must be complete in its entirety and returned with the building permit fee of \$25 before it will be processed and approved.

ONE SQUARE EQUALS 5 FEET



**City Cameras:**

Mayor Adson spoke with Kyle at Modern Sound Engineering. There are 7 cameras that have been installed. 4 are on the community hall, 2 are on the snow plow building and 1 on city hall. The license plate camera is still not installed. Upon discussion, the camera on city hall will be moved to the water plant building. The license plate camera will be installed on the front of the community hall.

**Nuisance Abatement:**

The city clerk mailed a second notice nuisance letter to 208 S 1<sup>st</sup> St. Nuisance was abated. The city clerk has mailed two nuisance letters to 206 S 2<sup>nd</sup> St. Nuisance has not been abated. The city clerk contacted the city attorney for a sample template of a citation / infraction. The city clerk will type the citation, review with council / mayor and then send to the city attorney to assist with the next steps.

**Approve consent agenda:**

*Minutes of December 9<sup>th</sup>, 2024*  
*Bill list(s)*  
*Treasurer's Report*

Councilman Adson requested update of minutes to include the purchase a new cylinder for the snowplow truck. Motion by Brian Mickelson, second by Donovan Adson to approve the consent agenda with the update of the minutes from December as requested by Councilman Adson. Jordan Frakes, Donovan Adson, Brian Mickelson present. Michel Fransen and Corey Rutherford absent. All ayes, 0 nays ; motion carried.

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**\*Reports\***

**Streets:**

Mayor Adson recommended we start looking for a new snowplow blade. There are 2 alleyway areas in town that are very tight for the snowplow to drive through. It was recommended to contract snow removal of the alleys until the city purchases another snowblade.

**Parks:**

Councilman Rutherford was not present to give an update on flag pole light options for city hall. The Veteran Memorial lights are not staked in the ground.

**Fire Board:**

Meeting was on January 9, 2025. It was discussed to purchase a vehicle to go on rescue calls.

**Community Hall:**

Councilman Adson took the frame of the storm window for the west screen door in to Webster Glass for repair. Installed plexi glass. No upcoming rentals.

**Mayor:**

Contacted Modern Sound regarding the cameras, requested posting information on 2024-10, provided example of updated resolution from resolution book, requested city website update, attended conference board meeting in December ; no meeting as there was no quorum, attended emergency management board

meeting ; no meeting as there was no quorum – did have both meetings; held discussions but no action. Reviewed city records for job performance prep, reviewed minutes from previous meeting – listened to recording and provided motion statement update request per recording, emergency management meeting is this week and responded to inquiry regarding x’mas decorations, requested and reviewed report mentioned by W/WW superintendent in December meeting.

**Clerk:**

Emailed Kyle at Modern Sound Engineering to let him know the council decided to not upgrade the license plate camera, mailed nuisance letter to 208 S 1<sup>st</sup> St, submitted building permit 016 to the county, sent First State Bank the updated Bank resolution ; updating signatures for the checking account, updated the 2025 appointee list, contacted the city attorney office for a citation template, sent Bomgaars the updated contact list & tax exempt form for the city, completed the city W2’s & 1099’s, been working on the 2026 budget numbers, sent the DNR the renewed water supply permit for the city, sent the census bureau the boundary & annexation survey for 2025 and forgot to add in my last report that I attended the 2024 budget workshop via zoom on December 9, 2024. FYI, MER Engineering is merging with Evergreen Engineers and IA Gaming Association sent the city some general information.

Motion by Donovan Adson, second by Brian Mickelson to adjourn the meeting at 8:31 pm.  
 Jordan Frakes, Donovan Adson, Brian Mickelson present. Michel Fransen & Corey Rutherford absent.  
 All ayes, 0 nays ; motion carried.

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Mayor

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City Clerk

**Posted: 1/17/2025**

|   |            |
|---|------------|
| General Funds 12-01-2024                          | 495,387.93 |
| Dec receipts                                      | 3,715.90   |
| Dec disbursements                                 | 8,828.95   |
| General Funds 12-31-2024                          | 490,274.88 |
| -----   |            |
| Community Hall 12-01-2024                         | -32,975.21 |
| Dec receipts                                      | 250.00     |
| Dec disbursements                                 | 123.42     |
| Community Hall 12-31-2024                         | -32,848.63 |
| -----   |            |
| Local Option Sales Tax water and sewer 12-01-2024 | 70,467.34  |
| Dec receipts                                      | 2,223.91   |
| Dec disbursements                                 | 0.00       |
| Local Option Sales Tax water and sewer 12-31-2024 | 72,691.25  |
| -----   |            |
| Local Option Sales Tax parks 12-01-2024           | 18,850.10  |
| Dec receipts                                      | 0.00       |
| Dec disbursements                                 | 0.00       |



|   |           |
|---|-----------|
| Local Option Sales Tax parks 12-31-2024 | 18,850.10 |
| -----                                   |           |
| Road Use Tax Funds 12-01-2024           | 17,453.58 |
| Dec receipts                            | 1,086.72  |
| Dec disbursements                       | 1,282.56  |
| Road Use Tax Funds 12-31-2024           | 17,257.74 |
| -----                                   |           |
| Water Utility Fund 12-01-2024           | 23,315.46 |
| Dec receipts                            | 2,336.75  |
| Dec disbursements                       | 946.11    |
| Water Utility Fund 12-31-2024           | 24,706.10 |
| -----                                   |           |
| Sewer Utility Fund 12-01-2024           | 22,200.85 |
| Dec receipts                            | 1,909.91  |
| Dec disbursements                       | 767.90    |
| Sewer Utility Fund 12-31-2024           | 23,342.86 |
| -----                                   |           |
| Storm Utility Fund 12-01-2024           | 15,943.98 |
| Dec receipts                            | 315.00    |
| Dec disbursements                       | 0.00      |
| Storm Utility Fund 12-31-2024           | 16,258.98 |
| -----                                   |           |

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 November:

Check No

|                    |      |
|--------------------|------|
| “ 13197 Petty Cash | 9.68 |
|--------------------|------|

List of disbursement paid for December:

Check No

|  |        |
|--|--------|
| “ 13198 Lyn Adson Payroll (12/1/2024)                | 184.52 |
| “ 13199 Craig Larson Payroll (12/1/2024)             | 949.37 |
| “ 13200 Black Hills Energy                           | 204.99 |
| “ 13201 Mid American Energy                          | 305.95 |
| “ 13202 Sarah Geisinger Payroll (12/2/2024)          | 635.19 |
| “ 13203 Donovan Adson Council Payroll (12/9/2024)    | 517.16 |
| “ 13204 John Fransen Council Payroll (12/9/2024)     | 387.49 |
| “ 13205 Michel Fransen Council Payroll (12/9/2024)   | 516.66 |
| “ 13207 Brian Mickelson Council Payroll (12/9/2024)  | 484.37 |
| “ 13209 Corey Rutherford Council Payroll (12/9/2024) | 129.16 |
| “ 13210 Ames Hydraulics                              | 518.46 |
| “ 13211 Donovan Adson – Payroll (12/10/2024)         | 36.94  |
| “ 13212 Ag Source                                    | 97.75  |

|   |  |         |
|---|--|---------|
| “ | 13213 Badger Meter                         | 85.50   |
| “ | 13214 C & D Truck & Trailer                | 436.24  |
| “ | 13215 Crimmins & Kehm Law Firm             | 700.00  |
| “ | 13216 Craig Larson - General               | 28.88   |
| “ | 13217 Mid American Energy (Streetlighting) | 290.00  |
| “ | 13218 Modern Sound Engineering             | 20.95   |
| “ | 13219 ODP Office Solutions                 | 513.21  |
| “ | 13220 Pederson Sanitation                  | 1264.00 |
| “ | 13221 Webster County Sheriff               | 1300.00 |
| “ | 13222 Webster Calhoun                      | 267.29  |
| “ | 13223 Sarah Geisinger Payroll (12/16/2024) | 739.73  |
| “ | Debit IPERS Withholding                    | 516.91  |
| “ | Debit ACH Fee                              | 11.80   |