

**MINUTES
(Unapproved)
REGULAR COUNCIL MEETING
AUGUST 10TH, 2026
104 ARTHUR ST (CITY HALL)**

***Call To Order**

Meeting was called to order at 6:00pm.

*** Roll Call**

Corey Rutherford(present), Heather Weiner(present), Brian Mickelson(present) and Alexis Wiederin (absent)

***Motion To Approve Agenda for August 10th, 2026**

Corey made a motion to approve; Brian seconded the motion.

***Public Comments –**

Liz Christiansen was present. She wanted to look at the cameras to see what or who caused damage to her front door.

***Council Vacancy –**

Corey made a motion to approve, Brian seconded it. Roll Call was taken, Corey Yes, Heather Yes, Brian Yes, and Alexis Absent.

Michelle to post a “Notice of Intent to Fill Vacany by Appointment” Roll Call was taken, Corey Yes, Heather Yes, Brian Yes, Alexis Absent

***Water / Sewer Report –**

The painters used 80,000 gallons of water last month before painting the elevator. 0.41921 million gallons were pushed out to the ponds in the month of July.

***VisuSewer Proposal –**

We need more information for a loan through FEMA or Bank.

***Contract for Dog Catcher –**

Brian will get more information regarding the contract.

***Webster County Mitigation Plan**

Jordon is working on this and there is another meeting in September.

***Information from Sheriff regarding camera's**

The latest information regarding cameras was shared with the council.

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

No action.

***Public Library-**

Letter was sent to Eagle Grove to cancel contract.

***Snowplow Operator Job Description –**

Michelle will work on finishing the Snowplow Operator Job description and send it to our insurance agent for approval.

***Nuisance Properties –**

Michelle will send letter to 206 S 2nd.

***Black Top Services –**

Resolution 2026 – 10 – *Petty Cash

Brian made a motion to approve Resolution 2026-10, Heather seconded it. Roll call was done, Corey Yes, Heather Yes, Brian Yes and Alexis Absent.

RESOLUTION #2026-10

A RESOLUTION TO ESTABLISH A PETTY CASH FUND AND POLICIES ON USE THEREOF

WHEREAS, the City of Vincent intends by this Resolution to adopt a system for the authorization, control, implementation and the administration of a petty cash fund by City Hall Employees; and

WHEREAS, the City Council of the City of Vincent desires to approve and adopt the policy and procedures for a petty cash fund as being in the best interest of the City of Vincent;

NOW, THEREFORE BE IT RESOLVED that the City Council shall implement the following policies and procedures for the authorization, control, implementation and administration of a petty cash fund by City Hall Employees as follows:

ESTABLISH AND ADMINISTER PETTY CASH AND CHANGE FUNDS

Purpose:

To establish official procedures and guidelines for petty cash and change fund for City Hall employees.

Definitions:

1. Petty Cash – A sum of money set aside for the purpose of paying small obligations for which the issuance of a payment request and warrant would not be cost-effective.
2. Change Fund – A sum of money set aside for the purpose of making change where cash is collected.
3. Petty Cash Income – A sum of money paid to the city for the services of faxes, copies, and laminating, stamps occasionally, etc.
4. Custodian – Person in charge of balancing said fund; this being the City Clerk for City Hall.

Policies:

1. The Petty Cash and Change Fund will be one in the same further known as Petty Cash.
2. Petty cash funds shall be balanced once a month, by the custodian, then verified and signed by the Mayor. All copies of the balanced monthly sheet shall be kept for yearly audit review.
3. At the end of each month, the petty cash fund for the City Hall shall not exceed \$100.00.
4. Petty Cash shall be used for legitimate City purchases only.
5. Petty Cash shall not be used for personal cash advances or to cash personal checks.
6. Petty cash that is advanced for approved purchases must have a receipt for purchase and any change returned to the petty cash fund by the custodian and signed by the custodian.
7. The custodian shall ensure that the following represents the authorized petty cash amount:
 - a. Cash on Hand
 - b. Cash disbursements represented by receipts
 - c. Cash income represented by income register form.
8. Receipts shall be deposited to the depository bank account intact monthly leaving the fund constant.

Fines & Penalties:

Any employee or elected official who insures unauthorized costs shall be held personally liable for all said costs.

Passed and approved this 8th day of May, 2017.

Motion made by Heather Weiner Council, seconded by Alexis Wiederin

Roll Call Vote: Cory Rutherford yes, Heather Weiner yes, Donovan Adson yes, Brian Mickelson yes Alexis Wiederin yes

Ayes: 5 Nays: 0 Abstain: 0 Absent: 0

Jordon Frakes, Mayor

ATTEST:

Michelle Hendren, City Clerk

Resolution 2026 – 11 – *Tree ordinance

Brian Made a motion to approve Resolution 2026 – 11, Heather seconded it. Roll call was done, Corey Yes, Heather Yes, Brian Yes, Alexis Absent.

RESOLUTION NO. 2026 – 11

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF VINCENT, IOWA, BY AMENDING PROVISIONS PERTAINING TO MUNICIPAL TREE PLANTING RESTRICTIONS.

151.01 DEFINITION. For use in this chapter, “parking” means that part of the street, avenue, or highway in the City not covered by sidewalk and lying between the lot line and the curb line or, on unpaved streets, that part of the street, avenue, or highway lying between the lot line and that portion of the street usually traveled by vehicular traffic.

BE IT ENACTED by the City Council of the City of Vincent, Iowa:

SECTION 1. SECTION MODIFIED. Section 151.02 of the Code of Ordinances of the City of Vincent, Iowa, is repealed and the following adopted in lieu thereof:

151.02 PLANTING RESTRICTIONS. No tree shall be planted in any parking or street except in accordance with the following:

SECTION 1. ALIGNMENT. All trees planted in any street shall be planted in the parking midway between the outer line of the sidewalk and the curb. In the event a curb line is not established, trees shall be planted on a line 10 feet from the property line.

SECTION 2. SPACING. Trees shall not be planted on any parking that is less than nine feet in width, or contains less than 81 square feet of exposed soil surface per tree. Trees shall not be planted closer than 20 feet from street intersections (property lines extended) and 10 feet from driveways. If it is at all possible, trees should be planted inside the property lines and not between the sidewalk and the curb.

SECTION 3. PROHIBITED SPECIES. No person shall plant or maintain Cottonwood, Poplar, Box Elder, Chinese Elm, Ash, Willow, or Black Walnut within city limits due to infrastructure risks.

SECTION 4. STREET BERM PLANTINGS. No trees or large shrubs may be planted in the street berm (right-of-way) without formal approval by the City Council requiring a request to be placed on the council agenda. You must also call 811.

Passed by the Council the ____ day of _____, 20____, and approved this
____ day of _____, 20____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the ____ day
of _____, 20____.

City Clerk

***City Hall Equipment- computer**

New computer equipment was approved for City Hall and will be ordered.

***Building Permits –**

No building permits submitted.

***Approve Consent Agenda**

Minutes of July 13th, 2026

Bill lists July 2026

Treasurer's Report July 2026

Brian made a motion to approve Consent Agenda, Heather seconded it.

Reports

*Streets/Décor Schedule – *We need a new Iowa, POW and United States of America Flag.*

*Parks –

*Fire Board – No Action

*Community Hall – No action

*Mayor -

*Clerk – Michelle is working on IMWCA Audit.

Adjourn time @ 6:58 PM *Next Council Meeting September 14th, 2026 Posted: 8/04/26

