

OFFICIAL PUBLICATION
City of Hartford
Minutes of Regular Meeting/Public Hearings
March 14, 2017

The regular meeting with public hearings of the Hartford City Council was held in the Council Chambers of Hartford City Hall, 150 W. Elm Street, Tuesday, March 14, 2017. Mayor Caroline McNamar called the meeting to order at 6:30 p.m. Members answering roll call included Caroline McNamar, Mark Goldsberry, Kim Crook, Joe Hammond and Stefanie Johnson. Member absent: Amanda Peterson Voluntary Pledge of Allegiance was recited by meeting attendants.

Nate Carhoff of Snyder & Associates was present.

Staff members included Zack Prickett, Fire-Rescue Chief, Doug Peebler, Public Works Director and Clerk/Treasurer Brad Herrold.

Motion by Goldsberry and seconded by Hammond TO APPROVE MEETING AGENDA AS WRITTEN. Voice vote: Motion carried unanimously.

Motion by Johnson and seconded by Crook TO APPROVE THE MINUTES OF THE FEBRUARY 10, 2017 SPECIAL MEETING AND FEBRUARY 21, 2017 REGULAR MEETING AS WRITTEN. Voice vote: Motion carried unanimously.

Motion by Johnson and seconded by Goldsberry TO RECEIVE AND FILE THE FEBRUARY 2017 CITY FINANCIAL REPORTS. Voice vote: Motion carried unanimously. Motion by Johnson and seconded by Hammond TO RECEIVE AND FILE THE FEBRUARY 2017 FIRE-RESCUE REPORTS. Voice vote: Motion carried unanimously.

Consent Agenda – The consent agenda included claims in the amount of \$5,962.68 and additional bills in the amount of \$3,880.93. Council member Goldsberry reviewed claims prior to the meeting. Motion by Goldsberry and seconded by Johnson TO APPROVE CONSENT AGENDA FOR PAYMENT OF CLAIMS AND ADDITIONAL CLAIMS. Voice vote: Motion carried unanimously.

Public Comment – Mayor McNamar welcomed visitors and guests and asked for public comment. No public comment was presented.

Reports – Mayor – No report. Public Works/No report at this time. Fire/Rescue/Fire-Rescue Chief Zack Prickett reported the storm siren was ordered and installation is scheduled to commence on April 15th. Some residents expressed concern the siren was not operational at the time of recent storm. 1 department member assisted the City of Seymour with the same storm. Council/committee reports – None. City Clerk – Brad Herrold reported the county attorney will do the filing for the vacant council seat; the property/casualty loss control agent will visit tomorrow and notice of change of venue letter for elections from the Warren County Auditor was brought to the attention of council members.

Presentation – Nate Carhoff of Snyder & Associates gave a progress report on the 2015 Lift Station Project. Only seeding and small punch list of items remain. No pay application scheduled for this meeting. Council member Goldsberry inquired about electrical issues observed at site. Nate talked about Wellmark “Match” grant application for sidewalks already completed and ready for submission. Local match would be \$128 thousand dollars. Council members opted to defer application until next offering. The project initiation meeting with the IDNR for treatment plant upgrades will be held on March 22nd at the Wallace Building. The flow and load work has been completed by Snyder. The community building study meeting held at city hall last week was informative. A revised draft of the building plans will be completed by end of month. Nate discussed the R2-A zoning district and brief discussion was held.

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Presentation – Denny Bernholtz of “Safe Building Compliance” addressed the Council regarding the results of the meeting with city officials regarding open permits and violations. Discussion was held regarding change in occupancy/use of buildings and the process required with new permits. A sample letter to be sent to the property owner was provided to council members. The property at 221 W. Walnut Drive needs to submit a site plan indicating property lot lines and proposed building setbacks. Council member Crook advised notice to property owner with 30 day compliance or issue municipal infraction. The property at 305 W. Walnut has been finished for occupancy without final inspection. The interior improvements cannot be properly inspected for code compliance as spray foam insulation is covering construction and electrical components. Safe Building will provide sample letter draft to Clerk for review and forward to council members. The IDOT is working on completing the jurisdiction transfer of the old highway 5 which should resolve the right-of-way issue for the proposed flagpoles. A nuisance procedure policy prepared by Safe Building was given to the council to describe the process and responsibilities of the City and building official. A proposal for zoning compliance observation at the mobile home park was presented and approved by the Council on an hourly/monthly basis.

Public Hearing (Fiscal 2017-2018 Budget) – Mayor McNamar opened the public hearing regarding consideration of the fiscal 2017-2018 operating budget and asked for public input. No public comment was provided. The Mayor and Clerk reported they have had no oral or written comments received at City Hall. Motion by Hammond and seconded by Johnson TO CLOSE PUBLIC HEARING AND RESUME REGULAR SESSION. Roll call vote: Motion carried unanimously.

Public Hearing (Ordinance No. 108; Amending Chapter 165 establishing R-2A regulations) – Mayor McNamar opened the public hearing regarding consideration of properly establishing the R-2A zoning district and regulations. No public comment was presented. The Mayor and Clerk reported they have had no oral or written comments received at City Hall. Taylor Smothers of Smothers Properties requested council consideration of changing front setbacks in the district to 22'. Taylor stated not all buildings would be 22' but would help define uniformity of the structures. Concept drawings of the properties and proposed construction plans were provided to council members. Nate Carhoff advised council to consider decision of board of adjustment regarding the setback change. Council has to make final decision regarding the request. Council member Goldsberry advised adhering to the board of adjustment decision rendered. Motion by Hammond and seconded by Johnson TO CLOSE PUBLIC HEARING AND RESUME REGULAR SESSION. Roll call vote: Motion carried unanimously.

Public Hearing (Not to exceed \$750,000 Sewer Revenue Capital Loan Notes/Authorization of a loan & disbursement agreement and the issuance of notes to evidence the obligation of the City) - Mayor McNamar announced this was time and place for public hearing and meeting on the matter of the authorization of a loan and disbursement agreement by and between the City and the Iowa Finance Authority, and the issuance to the Iowa Finance Authority of not to exceed \$750,000 Sewer Revenue Capital Loan Notes to evidence the obligations of the City under said loan and disbursement agreement. The Mayor asked for public comment. No public comment was presented. The Mayor inquired of the council and Clerk as to whether any oral or written comments have been received. None was reported by Council or Clerk. Motion by Hammond and seconded by Goldsberry TO CLOSE PUBLIC HEARING AND RESUME REGULAR SESSION. Roll call vote: Motion carried unanimously.

Council Business – Motion by Hammond and seconded by Crook TO APPROVE THE 2017-2018 GENERAL FUND REVENUE AND EXPENSE BUDGETS. Roll call vote: Motion carried unanimously. Motion by Hammond and seconded by Johnson TO APPROVE THE 2017-2018 SPECIAL REVENUE FUNDS REVENUE AND EXPENSE BUDGETS. Roll call vote: Motion carried unanimously. Motion by Goldsberry and seconded by Hammond TO APPROVE THE 2017-2108 ENTERPRISE FUNDS REVENUE AND EXPENSE BUDGETS. Roll call vote: Motion carried unanimously. Motion by Hammond and seconded by Crook TO APPROVE RESOLUTION 031417-1, A RESOLUTION ADOPTING THE 2017-2018 OPERATING BUDGET AND CERTIFICATION OF TAXES TO THE WARREN COUNTY TREASURER. Roll call vote: Motion carried unanimously. Motion by Hammond and seconded by Goldsberry TO APPROVE 1ST READING OF ORDINANCE NO. 108, AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE CITY OF HARTFORD, IOWA, BY AMENDING CHAPTER 165 – ZONING REGULATIONS, TO ESTABLISH R-2A DISTRICT REGULATIONS (ONE AND TWO FAMILY DWELLING DISTRICT). Roll call vote: Motion carried unanimously.

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Council member Goldsberry presented motion TO WAIVE 2ND AND 3RD READINGS OF ORDINANCE NO. 108 AND APPROVE ORDINANCE EFFECTIVE MARCH 14, 2017. Motion did not receive second by Council members. Subsequent readings of Ordinance No. 108 will be scheduled for the April 2017 regular council meeting. Motion by Goldsberry and seconded by Crook TO APPROVE RESOLUTION 031417-3, A RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE AUTHORIZATION OF A LOAN AND DISBURSEMENT AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$750,000 SEWER REVENUE CAPITAL LOAN NOTES. Roll call vote: Hammond; aye, Johnson; aye, Goldsberry; aye, Crook; aye. Motion carried unanimously by all council members. Mayor McNamar declared the measure duly adopted. Motion by Hammond and seconded by Johnson TO APPROVE RESOLUTION 031417-4, A RESOLUTION APPROVING AND AUTHORIZING A FORM OF INTERIM LOAN AND DISBURSEMENT AGREEMENT BY AND BETWEEN THE CITY OF HARTFORD AND THE IOWA FINANCE AUTHORITY, AND AUTHORIZING AND PROVIDING FOR THE ISSUANCE AND SECURING THE PAYMENT OF \$669,000 SEWER REVENUE CAPITAL LOAN NOTES ANTICIPATION PROJECT NOTE, SERIES 2017, OF THE CITY OF HARTFORD, IOWA, UNDER THE PROVISIONS OF THE CODE OF IOWA, AND PROVIDING FOR A METHOD OF PAYMENT OF SAID NOTE. Roll call vote: Crook; aye, Johnson; aye, Goldsberry; aye, Hammond; aye. Motion carried unanimously by all council members. Mayor McNamar declared the Resolution duly adopted. Motion by Goldsberry and seconded by Crook TO APPROVE PROPOSAL QUOTE FROM JETCO ELECTRIC INC. OF ALTOONA FOR MATERIALS AND LABOR TO INSTALL OMNI-SITE CRYSTAL BALL UNIT IN THE AMOUNT OF \$3,410.00 PLUS APPLICABLE SERVICE CONTRACT. Roll call vote: Motion carried unanimously. Discussion was held regarding a proposed resolution to direct local option sales tax as an annual means to assist with purchase of a vehicle for the public works department. Changes were made to the resolution by removing specific vendor for the proposed purchase. Motion by Goldsberry and seconded by Hammond TO APPROVE RESOLUTION 031417-2, A RESOLUTION AUTHORIZING LOCAL OPTION SALES TAX PROCEEDS TO FINANCE VEHICLE ACQUISITION PENDING THE REMOVAL OF SECTION 1 OF THE PROPOSED RESOLUTION. Roll call vote: Motion carried unanimously. A proposal from “The Electric Company” in the amount of \$1030 for removal of storm siren in city park was discussed. Council members and Clerk felt quotation should be obtained for removal of both sirens in the community. Council member Goldsberry felt additional bids should be obtained from area electricians. Fire Chief Prickett will obtain additional service quotes. No action taken on service proposal presented. Due to the absence of attorney Robert Benton, the legal report agenda item will be deferred to the next regular council meeting. Council member Johnson requested additional time to submit information for her agenda topic “personnel hiring process policy”. This item will be discussed at April 2017 regular meeting. Fire Chief Prickett discussed application process for the fire/rescue department personnel. Brief discussion regarding council packets and zoning ordinances.

Agenda topics next regular meeting/Public-Council - Ordinance No. 108/2nd, 3rd readings, electrical quotations, legal report, Council member vacancy/removal

Motion by Goldsberry and seconded by Hammond to adjourn meeting at 8:30 P.M. Voice vote: Motion carried unanimously. Mayor McNamar adjourned the meeting.

Brad Herrold, Clerk/Treasurer

Attest: Caroline McNamar, Mayor