

**OFFICIAL PUBLICATION  
CITY OF HARTFORD  
REGULAR COUNCIL MEETING MINUTES  
Tuesday, April 16, 2019, 6:30 P.M.  
Hartford City Hall, 150 W. Elm St**

Special Electronic Meeting–pursuant to Iowa Code section 21.8, “where such a meeting in person is impossible or impractical” due to the unavailability, in person, of several members.

Elected officials present were Mayor Kandi S. Petry and council members Sophia Eckert, Dana Smith, Amanda Peterson, Lindsey Clark, and Mark Goldsberry via phone, constituting a quorum. Also present were City Clerk Travis Goldsberry, Public Works Steve Eckert, Fire Chief Zack Prickett, and City Attorney Jim Nervig. In attendance were Board of Adjustments members Steve Eckert, Don Van Ekeren, and Donovan Dingman, and Snyder and Associates engineer Jordan Stoermer. Mayor Petry called the meeting to order at 6:29 P.M. The Pledge of Allegiance was recited.

Motion by Peterson, seconded by Clark to approve agenda items for regular meeting on Tuesday, April 16, 2019; motion carried unanimously by voice vote. Motion by Eckert, seconded by Peterson to approve March 12, 2019 meeting minutes; motion carried unanimously by voice vote. Motion by Peterson, seconded by Clark to receive and file Sheriff’s Report; motion carried unanimously by voice vote. Motion by Eckert, seconded by Smith to approve expenditures; motion carried unanimously by voice vote.

**PRESENTATION**

Janie Norton, Branch Manager, and Jake Schilling, Accounts Manager, from Peoples Bank proposed a basic business checking account along with a sweep account for the City of Hartford. Peoples bank would provide fully functional ACH, accessible on the bank website, with no fees or minimum balances. Total of \$10,000 would be kept in regular account with balance in the sweep account. On average, the city could make \$900 per month in interest, an increase of \$700 per month from the current bank. Peoples Bank partners with TCM for credit cards at no additional cost. Laser printed checks are approximately \$90 for 300.

**MAYOR REPORT**

Met with representative from the Census Bureau 2020. They asked assistance from our citizens; we currently have four volunteers from the community. An informational meeting with training will be held in May. Flyers for job opportunities are posted at city hall, post office, and Git-N-Go.

**PUBLIC WORKS REPORT**

Multiple items including one of the blowers, exhaust fan, and composite sampler are not functioning at the lagoon. Taking a class with Iowa One Call to learn about marking sewer. Repaired, cleaned, and organized multiple items at maintenance shop, lagoon, and lift station. Wet well at lift station overflowed causing dry well to flood; reported to DNR – no further action needed. Need to consider Omni site at lift station with float added to sump pump. JetCo calibrated the Omni site at lagoon. Council members to tour lagoon and lift station.

### **FIRE/RESCUE REPORT**

Getting state bids on truck #522 for new wheels and tires. Advertised and took sealed bids for unused vehicles. Winning bid for Jeep was \$2800 while the Suburban was \$1279.

### **COMMITTEE REPORTS**

Pet and urban chicken licenses due May 1, 2019. Consider mailing reminders and city ordinances to citizens. Some city ordinances have been updated and need to be advertised to community.

### **CLERK REPORT**

Updated accounting software and received training from gWorks, created new passwords for online registrations, finalized distracted driver and life insurance policies for employee handbook, reviewed retention policy and started to clean and organize files, solved most of the problems concerning the outstanding transaction register. Working with Warren Water on specialized reports. Working with MidAmerican Energy on street light removal and itemized billing. Discussed suspending portable toilet during the winter. Spring cleanup is May 11, 2019. Cross walks need repainted.

### **IT REPORT**

The backup software, Anti-Malware, and Anti-Virus are installed. Working on cables to maintenance building for wireless to the park. Started the transfer of domain name and should have emails complete in the next few weeks.

### **SNYDER & ASSOCIATES REPORT**

In regards to the new sewer lagoon, DNR made requests, Snyder provided and DNR to review. Will have a meeting next month. Project will not be completed on schedule. Will have another meeting before the final design.

### **ISG REPORT**

No concerns to report.

### **OLD/UNFINISHED BUSINESS**

Motion by Eckert, seconded by Peterson to move forward with drafting new job description for two part time employees for Public Works department, one being a senior position, with a combined total of 40 hours per week, and notifying current applicants of change; motion carried unanimously by roll call vote.

Attorney Nervig informed and explained the Outlot Y Development Plan with members of the Board of Adjustments and representatives from Iowa Realty. The estate needs to file an application to the BOA to develop land based on 2005 preliminary approval by city council. The BOA will set a hearing.

### **COUNCIL BUSINESS**

The Auditor Report has been examined and some procedures have been updated. Discussed the need for a full audit done in regards to staff changes.

Motion by Peterson, seconded by Clark to approve tax abatement applications for 310 Fremont St and 220 N View Court; motion carried by roll call vote; Eckert abstained.

ICAP Grant and report was discussed. Drivers licenses for firefighters and employees to be done annually, fire extinguishers to be checked monthly by employee and annually by third party. Playground equipment needs to be checked monthly. Discussed utilizing the full \$1000 grant with each department submitting current needs for council to vote. \$934 has been submitted and received for current year 2019. We can still utilize remaining balance of \$66 by December 31, 2019.

Motion by Eckert, seconded by Clark to move line item L. FIRE DEPT PRINTER to above line item D. Motion carried unanimously by voice vote. Cyber Solutions provided quotes for new printer/scanner and toner. Current scanner is 8 years old and no longer works. Current color printer is 6 years old and only prints three pages before shutting down. Fire department prints textbooks and scans all documents to the computer. Motion by Smith, seconded by Peterson to purchase new printer/scanner and toner from Cyber Solutions for \$1299.16; motion carried unanimously by roll call vote.

Ken Ellison asked that the city buy back the alleys he owns on the north side of 550 W Elm Street. Attorney Nervig advises that city cannot buy without a public purpose.

Randy Peterson emailed and called in a complaint about storm water on his land from a concrete curb next door preventing the sale of the land. The council deems the curb has not changed the flow of water and instructed the city clerk to call and locate property lines. Possible removal of small section at the end of curb may be possible. Tabled to next meeting for further information.

The small community workshop provided by IAWEA will be Tuesday, April 23, 2019. Steve Eckert is registered currently. Mark Goldsberry and Sophia Eckert will register. Cost is \$25 per person. Motion by Smith, seconded by Peterson to approve cost of \$75 for attendance by Eckert, Goldsberry, and Eckert; motion carried unanimously by voice vote.

A lighting proposal was provided by Ecologix about changing bulbs to LED in city hall and fire department. Council discussed including maintenance building, lift station, and lagoon. Advised city clerk to call Ecologix and have a new proposal done at next council meeting.

JetCo certified the calibration of the Omni site at the lagoon and suggested installing one at the lift station to notify of any pump issues, eliminating the need for a phone line. It will be set up with antenna and live website. Also suggests adding a float to the sump pump in the dry well. JetCo provided contract for installation at \$4300. Council discussed moving current Omni site from lagoon to lift station. New lagoon could possibly eliminate need for Omni site at lagoon. Jordan from Snyder and Associates will work on quotes from other companies.

Iowa Pump Works contract for pump services at the lift station is \$500 per year, including confined space areas. Currently need to either purchase new blower or rebuild old blower at the lagoon. Motion by Eckert, seconded by Clark to proceed with the rebuild of the blower by Iowa Pump, unless the warranty on a new pump is significantly better, not in excess of \$6494; motion carried unanimously by

roll call vote. Motion by Eckert, seconded by Clark to execute Iowa Pump maintenance agreement for one year; motion carried unanimously by roll call vote. The old unused blower will be donated to DNR.

The transfer switch at the lift station is not working properly and the generator needs reviewed to make sure it is working properly. A new panel from Cummins is \$945 if it needs replaced; a total of \$1800 including labor. Public works will assess if generator kicks on when main breaker is shut off. Tabled until next meeting for further information.

Public works building currently doesn't have any insulation in the walls or ceiling. The heater runs non-stop during the winter. Received quotes from Iowa Foam and Weiler Products on spray foam, and L&L Insulation on regular roll insulation. The plan for the building in the future is to be torn down and built new at the lagoon. Tabled until October council meeting.

The brakes on the dump truck need fixed. Quote from O'Halloran is \$1900 if all four brakes and rotors need replaced. Tabled until more quotes are provided by Public Works.

Received report from IMWCA. City needs to update Designated Physician Policy and Functional Capacity Exam. Discussion to use DoctorsNow as designated physician. Fire department currently uses and receives functional capacity exam. City clerk will complete report and send to IMWCA.

Liquor license application for Hartford Sportsman's Club is pending dram shop insurance. Tabled for May 2<sup>nd</sup> special council meeting.

Metro Waste Authority can provide receptacle for residential scrap tires. Discussed having it the same day as clean up on Saturday, May 11<sup>th</sup>. City clerk to call Betterment Committee to provide onsite workers.

Richland Township fire/ems contract renewal tabled for May 2<sup>nd</sup> special council meeting.

Employee Agreement, Life Insurance Policy, and Distracted Driver's Policy are complete. Employee Handbook finalization tabled for May 2<sup>nd</sup> special council meeting.

Motion by Clark, seconded by Eckert to adjourn; motion carried unanimously by voice vote. Mayor Petry adjourned regular city council meeting at 9:46 p.m.

Travis Goldsberry, Clerk

Attest: Kandi S. Petry, Mayor

NOTE: Minutes are unofficial until approved by council-final approval my include corrections.

**CITY OF HARTFORD**

### COUNCIL CLAIMS 4-16-19

ASPEN WASTE SYSTEMS	GARBAGE PICKUP	\$2,923.94
AT&T	LONG DISTANCE	\$38.04
CENTURYLINK	PHONE/INTERNET	\$348.20
CYBER SOLUTIONS	IT SERVICES	\$299.00
GREAT WESTERN BANK	LOANS/CREDIT CARD	\$2,104.63
IA DEPT OF REVENUE	SEWER SALES/EXCISE TAX	\$666.00
MEDIACOM	INTERNET SERVICE	\$136.04
METRO WASTE AUTHORITY	CURB IT	\$2,194.92
MIDAMERICAN ENERGY	GAS/ELECTRIC	\$2,211.13
US CELLULAR	CELL PHONES	\$201.28
VERIZON WIRELESS	FIRE DEPT	\$160.06
WARREN WATER DISTRICT	WATER UTILITIES	\$103.28
WASTE SOLUTIONS OF IOWA	PARK PORTABLE TOILET	\$80.00
TRAVIS GOLDSBERRY	CELL PHONE	\$40.00
ACCESS SYSTEMS	COPIER LEASE	\$340.64
BRICK GENTRY	ATTORNEY	\$6,532.00
CARLISLE CITIZEN	PUBLISHING	\$350.83
CARLISLE TRUE VALUE	MAINT BLDG SUPPLIES	\$127.76
DOUG BABER	REPAIRS	\$500.00
EDJE	WEBSITE & DOMAIN NAME	\$205.00
EMS BILLING SERVICE	EMS BILLING	\$449.95
FELD FIRE	FIRE BOOTS	\$325.00
GIT-N-GO	FUEL	\$722.10
gWORKS	ACCT TRAINING	\$1,050.00
IOWA PUMP WORKS	LAGOON BLOWER REPAIR	\$631.25
JETCO	CONTROL SERVICE	\$965.00
KEYSTONE LABS	WASTEWATER TESTING	\$626.20
MENARDS	SUPPLIES	\$949.40
MERCY MEDICAL CENTER	PARAMEDIC RIDE ALONG	\$480.00
NAPA AUTO PARTS	DUMP TRUCK PARTS	\$121.63
OPTOMETRIC ASSOCIATES	SCBA MASK LENS KIT	\$64.00
O'REILLY AUTO PARTS	HITCH/BALL/RETURN	\$24.50
PROFESSIONAL OPERATIONS	WATER SAMPLES	\$900.00
SAFE BUILDING	MECHANICAL PERMIT	\$75.00
SANDRY FIRE SUPPLY	FIRE SUPPLIES	\$193.07
SNYDER & ASSOCIATES	ENGINEER SERVICES	\$596.32
STEVE ECKERT	MILEAGE	\$112.42
TOTAL TOOL SUPPLY	FLOOD LIGHTS	\$934.00
VRY ENTERPRISE	DELIVERY TO KEYSTONE	\$240.00
WARREN CO HEALTH SERVICES	TB TESTING	\$260.08
WARREN COUNTY SHERIFF	JULY-DEC 2018	\$5,720.00

\$35,002.67