

OFFICIAL PUBLICATION

City of Hartford
Minutes of Regular Meeting
January 19, 2016

The regular meeting of the Hartford City Council was held in the Council Chambers of Hartford City Hall, 150 W. Elm Street, Tuesday, January 19, 2016. Mayor Mike Rodman called the meeting to order at 6:30 p.m. Members answering roll call included Joe Hammond, Mark Goldsberry, Mike Rodman and Stefanie Johnson. Members absent: Amanda Peterson and Kim Dingeman Crook. Voluntary Pledge of Allegiance was recited by meeting attendants.

Robert Benton of Stuyvesant & Benton and Nate Carhoff of Snyder & Associates were in attendance.

Staff members included Zack Prickett, Fire-Rescue Chief. Clerk Brad Herrold was ill and public works director Doug Peebler was attending streets due to snowstorm.

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

Motion by Goldsberry and seconded by Hammond TO APPROVE THE MINUTES OF THE DECEMBER 15, 2015 REGULAR MEETING AND JANUARY 5, 2016 SPECIAL MEETING AS WRITTEN. Voice vote: Motion carried unanimously.

Motion by Goldsberry and seconded by Johnson TO RECEIVE AND FILE THE DECEMBER 2015 CITY FINANCIAL REPORT AND DECEMBER 2015 FIRE-RESCUE REPORT. Voice vote: Motion carried unanimously.

Public Comment - Mayor Rodman welcomed visitors and guests and asked for public comment. Mary Fox was present relevant to the opening burning ordinance for consideration later in the meeting agenda.

Consent Agenda – The consent agenda included claims in the amount of \$13,908.72 and additional bills in the amount of \$2,806.35. Council member Hammond reviewed claims prior to the meeting. Hammond inquired as to purchase of work boots for public works personnel. Mayor Rodman stated work comp carrier representative advised the City provide this protection. Motion by Hammond and seconded by Johnson TO APPROVE PAYMENT OF CLAIMS AND ADDITIONAL BILLS AS PRESENTED. Roll call vote: Motion carried unanimously.

Public Comment revisit – Connie Goldsberry provided report to council members on grant applications being prepared. Council gave permission for Goldsberry to contact an electrician to obtain bid pricing for one of the grant applications.

Reports – Public Works – Mayor Rodman reported on behalf of Doug Peebler that 1 gate has been installed and the remaining gates have been ordered. Fire-Rescue – Chief Zack Prickett reported new door handles have been ordered, ladder testing is completed, issue with parking of vehicle(s) in alley by body shop and a “No Parking” sign should be replaced at the corner of West & Locust Streets. Prickett stated he has applied to have ISO rating re-evaluated. Hoses need to be tested and bids are being requested for a hose tester. Discussion about Warren Water District and responsibility for hydrant testing. Mayor Rodman will review the issue and set appointment with the District to discuss topic. Traction chains on the ambulance have been repaired. The SCBA compressor motor has been replaced at expense of the City. 4 members have been dismissed from department for lack of training requirements. Discussion regarding computer and internet service in three apparatus. Costs were presented inclusive of state bid contract through Verizon at \$160.00 per month. \$2,000.00 annual cost to acquire service verbally consented by council members. Bids for concrete repair in front of fire station are being acquired. Discussion about purchasing of EPI pens for adults and children. Council advised no action until mandated by State of Iowa.

Prickett stated the department yearend report totaled 154 calls for service. Wastewater – Discussion on right-of-ways and East Street trees. Clerk – Absent Clerk Brad Herrold provided written report stating a municipal advisor has been contacted for a meeting on January 26th regarding the lift station project. Nathan Summers of D.A. Davidson will be the advisor. Information regarding the Planning & Zoning new members' duties is available at city hall and an application for new members is on city website. Herrold advised department managers should have budget information for Fiscal 2017 available for discussion and consideration at the 1st budget workshop meeting to be established this evening. Mayor – Mayor Rodman reported the 1st leadership training meeting went well. Working hours for public works personnel is 8-4:30 p.m. Monday thru Thursday with ½ hour lunch period and 8-1:00 p.m. on Friday. Discussion was held regarding maximum drive time behind wheel during snow events. Rodman stated maintenance wording has been added to copier/computer lease documents and the laptop has been dropped from original contract. The City will obtain the laptop through the wastewater fund. The Mayor advised some cosmetic updating at city hall should be done and is seeking volunteers to establish work dates. Dates are to be established for community spring clean-up and disposal of hazardous wastes. Discussion was held regarding the City's responsibility to plow cemetery. Mayor Rodman advised a written agreement be established between the cemetery trustees and the City if we want to take on the duties.

Presentation – Nate Carhoff of Snyder & Associates stated the easement acquisition at the lift station property has been finalized. Carhoff provided an overview and timeline of the Hartford 2015 Lift Station and wastewater system improvement project for the remainder of the calendar year. This schedule may conflict with the city budget process but an attempt will be made to stay on schedule. A target date of late fall 2016 to complete the improvements is the intended goal.

Council Business - Attorney Robert Benton presented a report on his conversation(s) with the new owners of the mobile home park. The owners and their respective legal staff have reviewed the zoning and ordinance information provided by the City and are fine with the zoning. The group will hire and train a manager for the park to adhere to their management profile. The report prepared by Snyder & Associates regarding the ditch/right-of-way improvements and mowing requirements have been acknowledged by the new owners. Benton stated he was told by the new owners that open burning and dumping is not allowed in any of the company's mobile home parks. Council member Hammond advised establishing a meeting date with the new owners/managers and provide report back to the council. Benton reported the fine/fee committee met again last week. The snow emergency ordinance was located today. Still having discussion on golf carts and the committee will meet again. Mayor Rodman advised the council that a steering committee should be developed to pursue plans for improvements of the city hall building. A letter will be drafted and mailed to local citizens explaining the concept and seeking input from the citizens. Discussion was held regarding draft of Ordinance No. 102 (Open Burning). Mary Fox inquired about stipulation on dimensional lumber and non-treated lumber. Questions arose about controlling size of burn. Council member Goldsberry stated that would have to be the discretion of the fire chief. Attorney Robert Benton advised consideration of 1st reading only at this time. Motion by Hammond and seconded by Goldsberry TO APPROVE 1ST READING OF ORDINANCE NO. 102, AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HARTFORD, IOWA, REGARDING OPEN BURNING. Roll call vote: Motion carried unanimously. Two (2) administrative policy drafts as prepared by the Clerk were reviewed and discussed. Motion by Goldsberry and seconded by Hammond TO APPROVE THE SEATBELT/RESTRAINT POLICY NO. 2016-01 VERSION 1-13-2016. Voice vote: Motion carried unanimously Motion by Goldsberry and seconded by Hammond TO APPROVE THE FUNCTIONAL CAPACITY EVALUATION POLICY NO. 2016-02 VERSION 1-13-2016. Voice vote: Motion carried unanimously. Goldsberry requested reply letter from Git-n-Go regarding storm water culvert flushing be completed after ground thaw. The budget schedule as prepared by the Clerk for fiscal 2016-2017 was reviewed and discussed. Motion by Hammond and seconded by Johnson TO HOLD BUDGET WORKSHOP SPECIAL COUNCIL MEETING ON FEBRUARY 2, 2016 AT 6:30 P.M. Voice vote: Motion carried unanimously. Discussion was held regarding accounts and/or funds to be shown on line item budget forms. Discussion on properties at 130 N. Reynolds and garage located on Walnut Drive adjacent to Git-N-Go store.

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Motion by Hammond and seconded by Johnson to adjourn meeting at 8:22 P.M. Voice vote: Motion carried unanimously. Mayor Rodman adjourned the meeting.

Brad Herrold, Clerk/Treasurer

Attest: Michael Rodman, Mayor