

City of Hartford
Regular Council Meeting Minutes
Tuesday, March 12, 2019; 6:30 pm
Hartford city hall, 150 W. Elm St.

Elected officials present were Mayor Pro-tem and city council member Sophia Eckert, council members Dana Smith, Lindsey Clark, and Mark Goldsberry via phone. Absent was council member Amanda Peterson. Also present was city clerk Travis Goldsberry and lawyer Matt Brick. Mayor pro-tem Eckert called the meeting to order at 6:33 pm. Pledge of allegiance was recited.

Approval of Agenda – motion to approve by Smith, seconded by Clark. Motion carried unanimously.

Receive and File – none

Consent Agenda – approval of expenditures and additional expenditures reviewed by Eckert. Motion by Smith, seconded by Clark. Motion carried unanimously.

Guests and Public Comment – Jesse Bales inquired about ordinances/enforcement of barking dogs. Ordinances currently being updated. Council suggested filing a complaint at city hall to engage Warren County Sheriff.

Appointment of Mayor seat – approval of Kandi Petry as mayor motioned by Clark, seconded by Eckert. Motion carried unanimously. Kandi Petry recited oath of office.

Presentations – Jordan from Snyder & Associates

The January 1, 2018 facility plan submitted and reviewed by DNR. February 2019, received and responded to second round of comments from DNR. Will coordinate schedule to meet with DNR. Assuming the plan will be accepted and have additional future changes. Will get an extension and revised schedule.

Reports- Mayor – Rhonda and Alan POM currently managing WWT. Will hand over duties to Kelly at ISG. ISG will submit compliance plan to DNR effective April 1, 2019. IMWCA and ICAP canceled and rescheduled on site meetings. IT changes done by Lynn Schattner from Cyber Solutions. Taking suggestions from public to build a better website. We currently have unused equipment that Lynn is willing to purchase.

Public Works – Doug Baber repair sander and fix manhole cover. Many loops need repaired and locks replaced. Repaired flap on city truck snowplow. Tractor and pickup need oil and filter changers. New pin ordered and replaced on tractor bucket arm. Continue to monitor alarms at the lift station. Adjusted belts on pumps at the lagoon. Pump two is leaking oil. Jordan from Snyder and Kelly from ISG willing to look at pump and help if they can. No objection for them to look and help. Purchasing ten key locks at approximately \$100 to comply with DNR. No objection to purchase. Cell tower employees locked the lagoon gate incorrectly and had to cut their padlock so they no longer have access. City truck is going to Karl Chevrolet for warranty repairs on gas gauge.

Fire/Rescue – got extradition tools back from company; no cost to repair. Not yet in service; needs testing. Applied and approved for grant for tanker lights. Need approval to pay invoice prior to next month's meeting; grant will cover reimbursement.

Council Committees – none

Clerk – new logins and passwords for IPERS, IA League of Cities, and GWorks/Summit accounting program. February IPERS report completed. Employee handbook to include distracted driver policy and acknowledgement page.

Council Business –

Brick Gentry Law Firm –

Alley Dispute - confirms 2007 sale of north half of alley to Spence and south half to Munsell in 2008 at 230 W. Elm St. John Jensen to follow up with county auditor.

Employee Handbook – recommended not having policies that won't be followed. Suggests keeping comp time in case of future use; recommends overtime only. No health insurance will be provided by the city. Suggests keeping bereavement of 40 hours to immediate family members. Removed substance abuse policy as there is no clear law that allows government to test. Overtime to start after 40 hours worked.

Clerk Employment Contract – will have ready for April council meeting

Waste Water Treatment – takes twelve months for employee to get licensed. Current contract with Professional Operations Management. New contract with Kelly Evans at ISG to start April 1, 2019 at \$940/month and \$65/hour as needed for additional services. A monthly summary will be sent to the city. Possible change from Keystone to Agsource for lab services. Motion to execute contract to ISG on April 1, 2019 by Eckert, seconded by Clark. Motion carried unanimously.

FY19/20 Budget - deadline extended to April 15, 2019. Schedule special council meeting for budget hearing on Monday, March 18, 2019 at 5:30 pm. Motion by Eckert to allow overtime not to exceed four hours to the city clerk on Saturday, March 16, 2019 to work on budget; seconded by Smith. Motion carried unanimously.

Employment Items –

Public Works Position – each council member will review applications and compile a top five list. Combine lists for top five interviews. No need for a quorum; no special council meeting necessary.

City Clerk - Request IMFOA membership for \$100 and GWorks/Summit training at \$95/hour as needed. Call Aspen about hosting a shred day during spring clean up day. Motion by Eckert to purchase new office equipment and supplies, buy IMFOA membership and receive GWorks/Summit training as needed; seconded by Clark. Motion carried unanimously.

Resigned Officers – pro-rate Mayor Buzzard pay for February. Last day February 15.

Health Insurance Premium Refund – have left messages but received no responses. Need to follow up with a written letter.

Bank Changes – Motion by Eckert to add city clerk and mayor to the bank account and issue them both credit cards for small purchase; seconded by Smith. Motion carried unanimously.

Outlot Y Development Plan – original plan was not properly filed. The new plan has half as many lots as the original plan causing difficulty for developers. Approve plan as is and receive legal

counsel for change on set back ordinances and lot sizes to revert back to original plan. Development is zoned R3. Utility infrastructure needs to be confirmed. Steve Eckert to call Iowa One Call for locates to be done.

Approval of Minutes – February 19, 2019 regular meeting, February 25, 2019 special meeting, and March 5, 2019 special meeting all motioned to approve by Eckert, seconded by Smith. Motion carried unanimously.

Adjournment – motion by Clark; seconded by Eckert. Motion carried unanimously. Mayor Petry adjourned council meeting at 8:57 pm.

Minutes prepared by: city clerk Travis Goldsberry

Attested by: Council Member Sophia Eckert and Mayor Kandy Petry