

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, JANUARY 3, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: <https://us02web.zoom.us/j/82666582194> Meeting ID: 826 6658 2194

To participate by phone: dial #1-312-626-6799 Meeting ID: 826 6658 2194

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 12/20/2022 Council meeting and Minutes of the 12/28/2022 Special Council Meeting
- B. Claims List No. 1281 in the amount of \$102,919.50
- C. Fire Department Officers and Members 2023

3. OTHER BUSINESS

- A. Ordinance 2022-07 – Amending Chapter 129 of the Code of Ordinances for the City of Harlan Pertaining to Hotel/Motel Tax by Amending Subsection 129.05, Titled Restriction on Use of Revenues - Third Reading (*Roll Call Vote*)
- B. Receive and File Minutes of the 12-21-2022 Streets, Alleys and Sidewalks Committee Meeting (*Roll Call Vote*)
 - 1. Ordinance No. 2023-01 An Ordinance Amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, Pertaining to Parking Zones – First Reading. (*Roll Call Vote*)
 - 2. Recommendation to add a “No U-Turn” Sign on Exchange Street across from the substation. (*Roll Call Vote*)
- C. Receive and File Harlan Historic Preservation Committee Meeting Minutes from 12-15-2022. (*Roll Call Vote*)
 - 1. Recommendation to revise committee membership as stated below, Maximum of two (2) terms. (*Roll Call Vote*)
 - a. City Administrator (standing)
 - b. Fire Chief/Building Inspector (standing)
 - c. City Council Member (2 year term, initial term through 12/31/23)
 - d. Downtown Parcel Owner within the District (3 year term, initial term through 12/31/24)
 - e. City of Harlan Resident (3 year term through 12/31/25)

4. OTHER REPORTS

- A. City Administrator’s Report
- B. Mayor’s Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Public Comments

5. ADJOURN

CITY OF HARLAN – HARLAN, IOWA – JANUARY 3, 2023

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 3rd day of January 2023. The meeting was called to order by Sharon Kroger, Mayor Pro-Tem in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, RJ Bielenberg, Richard Petersen, Kyle Lindberg.

ABSENT: None

The City Clerk presented the amended agenda. It was moved by Lindberg and seconded by Bielenberg to approve the amended agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor Pro-Tem asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects. It was moved by Rudolph and seconded by Petersen that the following items on the Consent Agenda be approved and adopted:

A. Minutes of the 12-20-2022 Council meeting and the 12-28-2022 Special Council meeting.

B. Claims List No. 1281 in the amount of \$102,919.50

Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Petersen introduced Ordinance No. 2022-07 - Amending Chapter 129 of the Code of Ordinances for the City of Harlan Pertaining to Hotel/Motel Tax by Amending Subsection 129.05, Titled Restriction on Use of Revenues - Third Reading. The three main changes include: 1) Reduce committee members from 7 to 5, 2) Change fiscal agent from Shelby County Auditor to Shelby County Chamber & Industry, 3) Change percentage of transferred funds to 50% going to new fiscal agent to continue supporting tourism and 50% remaining with City of Harlan to be used toward parks. Council Member Lindberg seconded the motion. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the third and final reading was adopted.

It was moved by Rudolph and seconded by Schaben to receive and file minutes of the 12-21-2022 Streets, Alleys, and Sidewalks Committee Meeting. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Bielenberg introduced Ordinance No. 2023-01 - an ordinance Amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, Pertaining to Parking Zones – First Reading. The changes include: 1) No parking on Exchange Street on the west side, commencing 200 feet south of Victoria Street and continuing 260 feet south. 2) No parking on Tarkington Street on the south side, from 12th Street extending 70 feet to the western driveway entrance for 1003 Tarkington Street. Council Member Petersen seconded the motion. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the first reading of Ordinance No. 2023-01 was passed.

It was moved by Lindberg and seconded by Petersen to add a “No U-Turn” Sign on Exchange Street across from the substation. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg, Rudolph. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Bielenberg to remove 9th Street and 11th Street from mapping at the Westridge Trailer Court at 3002 12th Street, remove 11th Street marker sign at Industrial, and add new street marker signs at Hunter Ridge and Industrial. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Petersen and seconded by Schaben to Receive and File Harlan Historic Preservation Committee Meeting Minutes from 12-15-2022. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion Carried.

It was moved by Petersen and seconded by Lindberg to revise committee membership as stated below, for a maximum of two (2) terms.

- City Administrator (standing)
- Fire Chief/Building Inspector (standing)
- City Council Member (2-year term, initial term through 12/31/23)
- Downtown Parcel Owner within the District (3-year term, initial term through 12/31/24)
- City of Harlan Resident (3-year term through 12/31/25)

Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, JANUARY 17, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: [https://us02web.zoom.us/j/Meeting ID: 857 1515 8878](https://us02web.zoom.us/j/MeetingID:85715158878)

To participate by phone: dial #1-312-626-6799 Meeting ID: 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 01/03/23 Council meeting
- B. Claims List No.1282 in the amount of \$89,495.31
- C. Expenditure & Revenue reports for the month of December 2022
- D. Police statistical report for the month of December 2022
- E. HMU Sewer & Landfill Reconciliation Report correction for October 2022, November 2022, and December 2022
- F. Salaries paid in 2022 and instruct Clerk to publish the same

3. PUBLIC HEARING

- A. Approving Plans, Specifications & Form of Contract for the 2023 Street Improvement Project
 - 1. Motion to Close Hearing (*Roll Call Vote*)
- B. Resolution No. 2520 Approving Plans, Specifications & Form of Contract for the 2023 Street Improvement Project (*Roll Call Vote*)
- C. Review Construction Bids – Bid Tabulation and Letter Recommending Award for the 2023 Street Improvement Project (*No Action*)
- D. Resolution No. 2521 Making Award of Contract for the 2023 Street Improvement Project (*Roll Call Vote*)

4. OTHER BUSINESS

- A. Ordinance No. 2023-01 An ordinance amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, Iowa pertaining to Parking Zones. The changes include: 1) No parking on Exchange Street on the west side, commencing 200 feet south of Victoria Street and continuing 260 feet south. 2) No parking on Tarkington Street on the south side, from 12th Street extending 70 feet to the western driveway entrance for 1003 Tarkington Street. Second Reading. (*Roll Call Vote*)
- B. Regarding Amended & Restated Ambulance Commission Joint Agreement (*Roll Call Vote*)
- C. Consider Roger Bissen as designee for EMS System Advisory Council (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Appointment to fill a vacancy on the Harlan Municipal Utilities Board. Term will expire November 30, 2025. (*Roll Call Vote*)
- C. Shelby County Chamber of Commerce & Industry Update
- D. Harlan Municipal Utilities Update
- E. Public Comments

6. ADJOURN

CITY OF HARLAN – HARLAN, IOWA – JANUARY 17, 2023

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 17th day of January 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, Richard Petersen, Kyle Lindberg

PRESENT ELECTRONICALLY: RJ Bielenberg

ABSENT: None

The City Clerk presented the agenda. It was moved by Petersen and seconded by Lindberg to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

It was moved by Rudolph and seconded by Kroger that the following items on the Consent Agenda be approved and adopted:

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time the Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

A. Minutes of the 1-03-2023 Council meeting

B. Claims List No. 1282 in the amount of \$89,495.31

C. Expenditure & Revenue reports for the month of December 2022

D. Police statistical report for the month of December 2022

E. HMU Sewer & Landfill Reconciliation Report correction for October 2022, November 2022, and December 2022

Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried, and the Consent Agenda items were approved and adopted.

The Mayor announced that this is the time and place for the public hearing regarding the Plans, Specifications & Form of Contract for the 2023 Street Improvement Project.

The public hearing was opened at 5:18 p.m. Seth Johannsen was present to voice his concern for drainage at 7th & Pine. There were no written objections.

It was moved by Kroger seconded by Lindberg to close the hearing. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Petersen introduced Resolution No. 2520 a Resolution Approving Plans, Specifications & Form of Contact for the 2023 Street Improvement Project. Council Member Kroger seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the resolution was duly adopted.

Review of the Construction Bids and Bid Tabulation for the 2023 Street Improvement Project and Alternate Bid 1 are as follows:

<u>Name</u>	<u>Address</u>	<u>Bid Amount</u>	<u>Alternate 1</u>
a. Omni Engineering	Omaha	\$1,222,187.10	\$174,661.85
b. Western Engineering	Harlan	\$1,286,100.02	\$203,669.05
c. Grimes Asphalt & Paving	Des Moines	\$1,412,668.00	\$208,568.50
d. Henningsen Construction	Atlantic	\$1,448,832.80	\$204,476.10

Council Member Lindberg introduced Resolution No. 2521 a Resolution Making Award of Contract for the 2023 Street Improvement Project to Oldcastle Materials Midwest Co., dba Omni Engineering with the Base Bid of \$1,222,187.10 and Bid Alternate 1 of \$174,661.85 for a total bid of \$1,396,848.95. Council Member Bielenberg seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the resolution was duly adopted.

Mayor Christensen introduced Ordinance No. 2023-01 – An Ordinance amending the Code of Ordinances for the City of Harlan, Iowa by amending Chapter 69.08 pertaining to Parking Zones. The changes include: 1) No parking on Exchange Street on the west side, commencing 200 feet south of Victoria Street and continuing 260 feet south, 2) No parking on Tarkington Street on the south side, from 12th Street extending 70 feet to the western driveway entrance for 1003 Tarkington Street. It was moved by Rudolph and seconded by Lindberg that Ordinance No. 2023-01 now be read for the second time. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the second reading of Ordinance No. 2023-01 was passed.

It was moved by Lindberg and seconded by Schaben to approve the Amended & Restated Ambulance Commission Joint Agreement. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Petersen and seconded by Bielenberg to appoint Roger Bissen as designee in the absence of City Administrator, Gene Gettys for EMS System Advisory Council. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Rudolph and seconded by Kroger to appoint Doug Hammer to fill a vacancy on the Harlan Municipal Utilities Board to expire 11/30/2025. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA

CITY COUNCIL BUDGET WORK SESSION

Harlan City Council Chambers, Harlan City Hall

JANUARY 17, 2023, Following Regular Council Meeting

Budget Review & Open Discussion

1. Determine maximum amount of taxes that the city will need to certify to be levied - "Total Maximum Property Tax Dollars".

NO FORMAL ACTION WILL BE TAKEN

Join Zoom Meeting

<https://us02web.zoom.us/j/85715158878>

Meeting ID: 857 1515 8878

CITY OF HARLAN – HARLAN, IOWA – JANUARY 17, 2023

The City Council met on Wednesday, January 17, 2023, immediately following the regular council meeting in the City Council Chambers, 711 Durant Street, Harlan, Iowa, for a budget work session and for the purpose of discussing the FY23/24 budget.

Present: Jay Christensen, Jeanna Rudolph, Troy Schaben, Sharon Kroger, Kyle Lindberg

Present Electronically: RJ Bielenberg

Absent: None

Also Present: City Administrator Gene Gettys and City Clerk Jane Smith

Mayor Christensen called the work session to order.

Discussion Items Included:

- Property Valuations
- Revenue and Expense Analysis
- Review of Budget Estimates
- Status of General Fund
- Property Valuation and Total Levy Comparisons by Fiscal Year
- General Fund Expense Percentages by Department

Projections of Tax Levies, Tax Rate Impact and G.O. Debt Capacity were reviewed.

The proposed FY23/24 Budget Certification page was presented and reviewed.

There being no further discussion, the Work Session adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

**AMENDED AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, FEBRUARY 7, 2023, 5:15 P.M**

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

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1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 01/17/2023 Council meeting and 01/17/23 Council Work Session
- B. Claims List No.1283 in the amount of \$129,326.64
- C. Renewal Application for The Knights of Columbus of Harlan, IA, Inc, Special Class C Retail Alcohol License (8-month term)
- D. Renewal Application for The Knights of Columbus of Harlan, IA, Inc, Class C Retail Alcohol License (5-day term)
- E. Renewal Application for Dollar General #2377, Class B Retail Alcohol License

3. OTHER BUSINESS

- A. Ordinance No. 2023-01 An ordinance amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, Iowa pertaining to Parking Zones. The changes include: 1) No parking on Exchange Street on the west side, commencing 200 feet south of Victoria Street and continuing 260 feet south. 2) No parking on Tarkington Street on the south side, from 12th Street extending 70 feet to the western driveway entrance for 1003 Tarkington Street. Third and Final Reading. (*Roll Call Vote*)
- B. Receive and file Streets, Alleys, and Sidewalks Committee Meeting Minutes from January 20, 2023. (*Roll Call Vote*)
 - 1. Consideration of drafting an ordinance pertaining to “No Parking on the east side of 19th Street, between Durant Street and Willow Street, between the hours of 12:30 p.m. to 4:00 p.m., Monday through Friday” (*Possible Action*)
- C. Resolution No. 2522 Setting Time and Place for a Public Hearing Date of 2-21-2023 for the Purpose of Considering the Maximum Tax Dollars from certain Levies for the City’s Proposed Fiscal Year 2023-2024 Budget. (*Roll Call Vote*)
- D. Review of Contracts and Bonds
 - 1. Resolution No. 2523 – Approving Contracts and Bonds executed by Oldcastle Materials Midwest Co. dba Omni Engineering of Omaha, Nebraska, for the construction of the “2023 Steet Improvements – Harlan, Iowa. (*Roll Call Vote*)

4. OTHER REPORTS

- A. City Administrator’s Report
- B. Mayor’s Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Public Comments

5. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 7th day of February 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, Kyle Lindberg
ABSENT: Richard Petersen, RJ Bielenberg

The City Clerk presented the amended agenda. It was moved by Lindberg and seconded by Rudolph to approve the amended agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

It was moved by Schaben and seconded by Kroger that the following items on the Consent Agenda be approved and adopted:

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 1/17/2023 Council Meeting and 1/17/23 Council Budget Work Session
- B. Claims List No. 1283 in the amount of \$128,000.64 (\$129,326.64 minus CAS Computer Invoice #11363 for \$1,326.00)
- C. Renewal Application for The Knights of Columbus of Harlan, IA, Inc, Special Class C Retail Alcohol License (8-month term)
- D. Renewal Application for The Knights of Columbus of Harlan, IA, Inc, Class C Retail Alcohol License (5-day term)
- E. Renewal Application for Dollar General #2377, Class B Retail Alcohol License

Roll call vote: AYES: Rudolph, Schaben, Kroger, Lindberg. NAYS: None. Motion carried, and the Consent Agenda items were approved and adopted.

Mayor Christensen introduced Ordinance No. 2023-01 – An Ordinance amending the Code of Ordinances for the City of Harlan, Iowa by amending Chapter 69.08 pertaining to Parking Zones. The changes include: 1) No parking on Exchange Street on the west side, commencing 200 feet south of Victoria Street and continuing 260 feet south, 2) No parking on Tarkington Street on the south side, from 12th Street extending 70 feet to the western driveway entrance for 1003 Tarkington Street. It was moved by Lindberg and seconded by Rudolph that Ordinance No. 2023-01 now be read for the third and final time. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Lindberg. NAYS: None. Motion carried and the third and final reading of Ordinance No. 2023-01 was adopted.

It was moved by Kroger and seconded by Rudolph to receive and file the Streets, Alleys, and Sidewalks Committee Meeting minutes from January 20, 2023. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Lindberg. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Kroger to direct staff to draft an ordinance pertaining to “No Parking on the east side of 19th Street, between Durant Street and Willow Street, between the hours of 12:30 p.m. to 4:00 p.m., Monday through Friday, during the school calendar year”. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Lindberg. NAYS: None. Motion carried.

Council Member Kroger introduced Resolution No. 2522 setting the time and place of February 21, 2023, at 5:15 p.m. in the City Council Chambers for a public hearing for the purpose of considering the maximum tax dollars from certain levies for the City’s proposed Fiscal Year 2023-2024 budget. Council Member Lindberg

seconded the motion. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Lindberg. NAYS: None. Motion carried and the resolution was adopted.

Review of Contracts and Bonds.

Council Member Lindberg introduced Resolution No. 2523 approving Contracts and Bonds executed by Oldcastle Materials Midwest Co. dba Omni Engineering of Omaha, Nebraska, for the construction of the “2023 Street Improvements – Harlan, IA. Council Member Rudolph seconded the motion. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Lindberg. NAYS: None. Motion carried and the resolution was adopted.

The City Administrator presented his report.

The Mayor presented his report.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, FEBRUARY 21, 2023, AT 5:15 PM

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

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1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 02/07/2023 Council meeting
- B. Claims List No.1284 in the amount of \$46,420.51
- C. Expenditure & Revenue reports for the month of January 2023
- D. Police statistical report for the month of January 2023
- E. Renewal Application for Hy-Vee, Inc, Class B Retail Alcohol License
- F. Renewal Application for Family Dollar Stores of Iowa, LLC, Class B Retail Alcohol License

3. PRESENT TO BE HEARD

- A. Quarterly Library Update – Amanda Brewer, Library Director

~~4. PUBLIC HEARING~~

- ~~A. Regarding Proposed FY 23/24 Annual Budget Total Maximum Property Tax Dollars **POSTPONED DUE TO LEGISLATIVE CHANGES – WILL BE HELD AT A LATER DATE**~~

5. OTHER BUSINESS

- A. Receive and File Minutes of the 2/15/2023 Public Health & Sanitation Committee Meeting (*Roll Call Vote*)
 - 1. Receive Request from Public Health regarding Wastewater Surveillance Testing (*Possible Action Item*)
 - 2. Receive Request to purchase Wastewater Treatment Plant Service Truck with Crane (*Roll Call Vote*)
- B. Ordinance No. 2023-02 An ordinance amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, pertaining to No Parking Zones. The changes include: 1) No Parking on the east side of 19th Street, between Durant Street and Willow Street, between the hours of 12:30 p.m. to 4:00 p.m., Monday through Friday, during the school calendar year. First Reading. (*Roll Call Vote*)
- C. Consideration of Holiday Lighting Replacement for Cyclone Avenue and Downtown. (*Roll Call Vote*)

6. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Public Comments

7. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 21st day of February 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Sharon Kroger, RJ Bielenberg, Richard Petersen, Kyle Lindberg

PRESENT ELECTRONICALLY: Troy Schaben

ABSENT: None

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Kroger to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects. It was moved by Rudolph and seconded by Bielenberg that the following items on the Consent Agenda be approved and adopted:

- A. Minutes of the 2/7/2023 Council Meeting
- B. Claims List No. 1284 in the amount of \$46,420.51
- C. Expenditure & Revenue reports for the month of January 2023
- D. Police statistical report for the month of January 2023
- E. Renewal Application for Hy-Vee, Inc., Class B Retail Alcohol License
- F. New Application for Family Dollar Stores of Iowa, LLC, Class B Retail Alcohol License

Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

Amanda Brewer, Library Director, was present to give a quarterly Library update.

The Public Hearing for the FY23/24 Annual Budget Total Maximum Property Tax Levy was postponed due to recent Legislative changes that will lower the residential roll back percentage. It will be held at a future Council meeting after the new valuations are released.

It was moved by Kroger and seconded by Rudolph to receive and file the minutes of the 2/15/2023 Public Health & Sanitation Committee Meeting. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Lori Hoch with Shelby County Public Health was present to speak on the Wastewater Surveillance Testing. It was moved by Lindberg and seconded by Rudolph to consider participating with the wastewater surveillance testing. Roll call vote: AYES: Rudolph, Lindberg. NAYS: Schaben, Kroger, Bielenberg, Petersen. Motion failed.

It was moved by Lindberg and seconded by Bielenberg to approve the request to purchase a Wastewater Treatment Plan service truck with crane. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Mayor Christensen introduced Ordinance No. 2023-02 – An Ordinance amending the Code of Ordinances for the City of Harlan, Iowa by amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, pertaining to No Parking Zones. The changes include: 1) No Parking on the east side of 19th Street, between Durant Street and Willow Street, between the hours of 12:30 p.m. to 4:00 p.m., Monday through Friday, during the school calendar year. It was moved by Petersen and seconded by Kroger that Ordinance No. 2023-02 now be read for the first time. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the first reading of Ordinance No. 2023-02 was passed.

It was moved by Petersen and seconded by Lindberg to approve the purchase of 23 Holiday Lighting Replacement fixtures for Cyclone Avenue and Downtown. Roll call vote: AYES: Rudolph, Schaben, Petersen, Lindberg. NAYS: Kroger, Bielenberg. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, MARCH 7, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: [https://us02web.zoom.us/j/857 1515 8878](https://us02web.zoom.us/j/85715158878)

To participate by phone: dial #1-312-626-6799 Meeting ID: 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Approval of agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 2/21/2023 Council meeting
- B. Claims List No.1285 in the amount of \$61,696.14

3. OTHER BUSINESS

- A. Receive and file the minutes of the 2/16/23 & 2/20/2023 Harlan Historical Preservation Commission (HHPC) Meeting.
 - 1. Approve the recommendation from the HHPC Committee for the approval of 4 applications for the Downtown Façade and Upper Story Grants (*Roll Call Vote*)
- B. Ordinance No. 2023-02 An ordinance amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, pertaining to No Parking Zones. The changes include: 1) No Parking on the east side of 19th Street, between Durant Street and Willow Street, between the hours of 12:30 p.m. to 4:00 p.m., Monday through Friday, during the school calendar year. Second Reading. (*Roll Call Vote*)

4. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Public Comments

5. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 7th day of March 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Sharon Kroger, Kyle Lindberg
PRESENT ELECTRONICALLY: Troy Schaben, RJ Bielenberg
ABSENT: Richard Petersen

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Kroger to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects. It was moved by Rudolph and seconded by Lindberg that the following items on the Consent Agenda be approved and adopted:

- A. Minutes of the 2/21/23 Council meeting
- B. Claims List No. 1285 in the amount of \$61,696.14

Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried, and the Consent Agenda items were approved and adopted.

It was moved by Lindberg and seconded by Kroger to receive and file the minutes of the 2/16/23 & 2/20/2023 Harlan Historical Preservation Commission meeting. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Schaben to approve the recommendation of four applications for the Downtown Façade and Upper Story Grant for FY23-24, for an amount totaling \$49,997.62. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

Mayor Christensen introduced Ordinance No. 2023-02 – Amending the Code of Ordinances for the City of Harlan, Iowa by amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, pertaining to No Parking Zones. The changes include: 1) No Parking on the east side of 19th Street, between Durant Street and Willow Street, between the hours of 12:30 p.m. to 4:00 p.m., Monday through Friday, during the school calendar year. It was moved by Kroger and seconded by Lindberg that Ordinance No. 2023-02 now be read for the second time. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried and the second reading of Ordinance No. 2023-02 was passed.

The City Administrator presented his report.

The Mayor presented his report.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA

CITY AND COUNTY PUBLIC FORUM

Therkildsen Activity Center, 706 Victoria St. Harlan, IA

MARCH 09, 2023, 6:00 P.M.

To participate by audio internet connection:

Join Zoom: Meeting ID: [https://us02web.zoom.us/j/868 8991 7775](https://us02web.zoom.us/j/86889917775)

To participate by phone: dial #1-312-626-6799 Meeting ID: 868 8991 7775

Unified Law Enforcement Review & Open Discussion

NO FORMAL ACTION WILL BE TAKEN

AGENDA

CITY COUNCIL BUDGET WORK SESSION

Harlan City Council Chambers, Harlan City Hall

WEDNESDAY, MARCH 15, 2023

12:00 NOON

Budget Review & Open Discussion

1. Review new Valuations and determine maximum amount of taxes that the city will need to certify to be levied - "Total Maximum Property Tax Dollars".

NO FORMAL ACTION WILL BE TAKEN

Join Zoom Meeting

<https://us02web.zoom.us/j/88693052498>

Meeting ID: 886 9305 2498

CITY OF HARLAN – HARLAN, IOWA – MARCH 15, 2023

The City Council of the City of Harlan, Iowa met at 12:00 Noon the 15th day of March 2023, in the City Council Chambers, 711 Durant Street, Harlan, Iowa, for a budget work session and for the purpose of discussing the FY23/24 Proposed Maximum Property Tax Dollars and Budget.

Present: Jay Christensen, Jeanna Rudolph, Sharon Kroger, Kyle Lindberg

Present Electronically: Troy Schaben

Absent: RJ Bielenberg, Richard Petersen

Also Present: City Administrator Gene Gettys, City Clerk Jane Smith and Deputy City Clerk Ashley Schleis

Mayor Christensen called the work session to order.

Discussion Items Included:

- Review of Updated Property Valuations
- Review of Proposed Total Maximum Property Tax Dollars that the City will need to Certify to be Levied
- Property Valuation and Total Levy Comparisons by Fiscal Year

Projections of Tax Levies and Tax Rate Impact were reviewed.

The proposed FY23/24 Budget Certification page was presented and reviewed.

There being no further discussion, the Work Session adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, MARCH 21, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 3/07/2023 Council meeting and 3/9/2023 Public Forum
- B. Claims List No.1286 in the amount of \$98,029.65
- C. Expenditure & Revenue reports for the month of February 2023
- D. Police statistical report for the month of February 2023
- E. HMU Sewer & Landfill Reconciliation Report for January & February 2023
- F. Renewal Application for Hy-Vee Inc, dba Hy-Vee Wine & Spirits, Class E Retail Alcohol License
- G. Renewal Application for BW Gas & Convenience Retail, LLC dba Yesway #1009, Class E Retail Alcohol License
- H. Renewal Application for Veterans Memorial Auditorium Commission of Harlan, Class C Retail Alcohol License

3. OTHER BUSINESS

- A. Review Proposal for North 4th Street Bridge Evaluation, Structure Study and Replacement Options (*Roll Call Vote*)
- B. Review of Library's Collection Librarian job description (*Roll Call Vote*)
- C. Discussion and possible action to approve 28E agreement to share law enforcement services with Shelby County Sheriff (*Possible Action*)
- D. Resolution No. 2522 Setting Time and Place for a Public Hearing Date of 4-04-2023 for the Purpose of Considering the Maximum Tax Dollars from certain Levies for the City's Proposed Fiscal Year 2023-2024 Budget (*Roll Call Vote*)
- E. Ordinance No. 2023-02 An ordinance amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, pertaining to No Parking Zones. The changes include: 1) No Parking on the east side of 19th Street, between Durant Street and Willow Street, between the hours of 12:30 p.m. to 4:00 p.m., Monday through Friday, during the school calendar year. Third and Final Reading (*Roll Call Vote*)
- F. Receive and file Insurance Committee minutes from 3/08/2023 (*Roll Call Vote*)
 - 1. Review recommendation to renew Property/Casualty & Workers Compensation Insurance with EMC (*Roll Call Vote*)

4. OTHER REPORTS

A. City Administrator's Report

B. Mayor's Report

1. Mayor Appointments

a. Reappoint Al Hazelton to the Veteran's Memorial Auditorium Commission for a 3-year term to expire 4/19/26 (*Roll Call Vote*)

b. Appoint Matt Worthey to the Veteran's Memorial Auditorium Commission for a 3-year term to expire 4/19/26 (*Roll Call Vote*)

2. Shelby County Chamber of Commerce & Industry Update

3. Harlan Municipal Utilities Update

4. Public Comments

5. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 21st day of March 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, RJ Bielenberg, Richard Petersen, Kyle Lindberg.

ABSENT: None

The City Clerk presented the agenda. It was moved by Kroger and seconded by Petersen to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable. Lindberg and Bielenberg stated they will abstain from Agenda Item 3. C., due to a conflict of interest.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 03/07/23 Council meeting and 3/9/2023 Public Forum
- B. Claims List No.1286 in the amount of \$98,029.65
- C. Expenditure & Revenue reports for the month of February 2023.
- D. Police statistical report for the month of February 2023.
- E. HMU Sewer & Landfill Reconciliation Report for January 2023 and February 2023.
- F. Renewal Application for Hy-Vee Inc, dba Hy-Vee Wine & Spirits, Class E Retail Alcohol License
- G. Renewal Application for BW Gas & Convenience Retail, LLC dba Yesway #1009, Class E Retail Alcohol License
- H. Renewal Application for Veterans Memorial Auditorium Commission of Harlan, Class C Retail Alcohol License

It was moved by Lindberg and seconded by Rudolph that all items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried, and the Consent Agenda items were approved and adopted.

Dave Sturm with Snyder & Associates joined via Zoom to review the proposal for the North 4th Street Bridge Evaluation, Hydraulic Analysis, Structure Study and Replacement Options. It was moved by Petersen and seconded by Kroger to approve the proposal for the North 4th Street Bridge Evaluation, Structure Study and Replacement Options. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion Carried.

It was moved by Bielenberg and seconded by Lindberg to approve the new Library's Collection Librarian job description. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion Carried.

Discussion was held regarding a 28E Agreement to share law enforcement services with the Shelby County Sheriff. The City of Harlan and Shelby County held a Public Forum on Thursday, March 9, 2023, at the Therkildsen Center. It was moved by Petersen and seconded by Kroger to approve the 28E Agreement to share law enforcement services with the Shelby County Sheriff. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Petersen. NAYS: None. ABSTAIN: Bielenberg, Lindberg. Motion Carried.

Council Member Kroger introduced Resolution No. 2522 setting the time and place of April 4, 2023, at 5:15 p.m. in the City Council Chambers for a public hearing for the purpose of considering the maximum tax dollars from certain levies for the City's proposed Fiscal Year 2023-2024 budget. Council Member Rudolph seconded the motion. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the resolution was adopted.

Mayor Christensen introduced Ordinance No. 2023-02 – An Ordinance amending the Code of Ordinances for the City of Harlan, Iowa by amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, pertaining to No Parking Zones. The changes include: 1) No Parking on the east side of 19th Street, between Durant Street and Willow Street, between the hours of 12:30 p.m. to 4:00 p.m., Monday through Friday, during the school calendar year. It was moved by Lindberg and seconded by Schaben that Ordinance No. 2023-02 now be read for the third and final time. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the third and final reading of Ordinance No. 2023-02 was adopted.

It was moved by Kroger and seconded by Bielenberg to receive and file the Insurance Committee minutes from 3/08/2023. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Schaben to renew the Property, Casualty and Workers Compensation Insurance with EMC Insurance, effective April 1, 2023. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Bielenberg and seconded by Lindberg to reappoint Al Hazelton to the Veteran's Memorial Auditorium Commission for a 3-year term to expire 4/19/26. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Schaben and seconded by Petersen to appoint Matt Worthey to the Veteran's Memorial Auditorium Commission for a 3-year term to expire 4/19/26. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

**AMENDED AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, APRIL 4, 2023, 5:15 P.M**

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 3/21/2023 Council meeting
- B. Claims List No.1287 in the amount of \$120,197.96
- C. Renewal Application for Gussied Up Cocktail Lounge LLC, Class C Retail Alcohol License
- D. Renewal Application for Highbanks Promotions, LLC, Class C Retail Alcohol License – Pending Dramshop Approval

3. PUBLIC HEARING

- A. Regarding the Proposed FY23/24 City Maximum Property Tax Dollars for the affected Levy Total.
 - 1. Motion to close hearing (*Roll Call Vote*)
- B. Resolution 2524 – Adopting the Maximum Property Tax Dollars from Certain Levies for the City’s Proposed FY 23/24 Budget (*Roll Call Vote*)

4. OTHER BUSINESS

- A. Set Public Hearing Date of April 18, 2023, 5:15 PM for the Proposed FY23/24 Annual Budget (*Roll Call Vote*)
- B. Resolution 2525 - Approving Budgeted Transfers for FY22/23 (*Roll Call Vote*)
- C. Receive and file Insurance Committee minutes from 3/31/2023 (*Roll Call Vote*)
 - 1. Review recommendation to renew Health, Dental and Short-Term Disability (STD) Insurance effective July 1, 2023 (*Roll Call Vote*)
- D. Review Letter of Support for application to IEDA for a Community Catalyst Building Remediation Program Grant for Ellen & Daniel Walsh-Rosmann, owners of Milk & Honey (*Possible Action*)

- E. Review Application for street closing for Shelby County Historical Museum for June 4, 2023, for Log Cabin Day *(Roll Call Vote)*
- F. Review Application for street closing for Relay for Life of Shelby County for June 9, 2023, for Relay for Life event *(Roll Call Vote)*
- G. Resolution 2526 – Resolution of Local Support for the Community Garden Program *(Roll Call Vote)*

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Public Comments

6. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 4th day of April 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, Richard Petersen, Kyle Lindberg

ABSENT: RJ Bielenberg

The City Clerk presented the amended agenda. It was moved by Lindberg and seconded by Schaben to approve the amended agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 3/21/2023 Council meeting
- B. Claims List No. 1287 in the amount of \$120,197.96
- C. Renewal Application for Gussied Up Cocktail Lounge LLC, Class C Retail Alcohol License
- D. Renewal Application for Highbanks Promotions, LLC, Class C Retail Alcohol License – Pending Dramshop Approval

It was moved by Petersen and seconded by Rudolph that all items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

The Mayor announced this is the time and place for the public hearing regarding the Proposed FY23/24 City Maximum Property Tax Dollars for the affected Levy Total. The Public Hearing was opened at 5:20 p.m.

No oral or written objections were stated or filed.

It was moved by Kroger and seconded by Petersen to close the hearing. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Lindberg introduced Resolution 2524 – Approving the Maximum Property Tax Dollars from Certain Levies for the City's Proposed FY23/24 Budget and Council Member Rudolph seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was adopted.

It was moved by Kroger and seconded by Lindberg to Set a Public Hearing Date of April 18, 2023, 5:15 PM for the Proposed FY23/24 Annual Budget. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to approve Resolution 2525 Approving Budgeted Transfers for FY22/23. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Kroger to receive and file the Insurance Committee minutes from 3/31/23. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Petersen to renew the City of Harlan's Health Insurance at a 2.47% increase, the Dental Insurance at a 0% increase, and Short-Term Disability at a 2.00% increase, as presented, effective July 1, 2023. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Kroger to submit a letter of support for application to IEDA for a Community Catalyst Building Remediation Program Grant for Ellen & Daniel Walsh-Rosmann, owners of Milk & Honey. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Petersen to approve the street closing application for the Shelby County Historical Museum event on Sunday, June 4th, 2023, from 8:00 AM to 5:00 PM for Log Cabin Day. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Lindberg to approve the street closing application for the Relay for Life of Shelby County event on Saturday, June 9th, 2023, from 5:00 PM to 10:00 PM. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Kroger introduced Resolution 2526 – Resolution of Local Support for the Community Garden program. Eighteen plots are available. Council Member Schaben seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was adopted.

The City Administrator presented his report.

The Mayor presented his report.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

**AMENDED AGENDA
SPECIAL CITY COUNCIL MEETING
COUNCIL CHAMBERS
MONDAY, APRIL 10, 2023, 12:00 NOON**

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: **857 1515 8878**

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents amended agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. OTHER BUSINESS

- A. Discussion and possible action to amend effective date of 28E Agreement with Shelby County Sheriff to April 15, 2023 (*Roll Call Vote*)
- B. Resolution 2527 – Approving Temporary Transfer of Funds from the Harlan Municipal Electric Utility to the Harlan Municipal Water Utility (*Roll Call Vote*)

3. ADJOURN

CITY OF HARLAN – HARLAN, IOWA – APRIL 10, 2023

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in special session, in the Council Chambers at 12:00 Noon, the 10th day of April 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Richard Petersen, Kyle Lindberg
PRESENT ELECTRONICALLY: Troy Schaben, Sharon Kroger
ABSENT: RJ Bielenberg

The City Clerk presented the amended agenda. It was moved by Lindberg and seconded by Petersen to approve the amended agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable. Lindberg stated he will abstain from Agenda Item 2. A., due to a conflict of interest.

It was moved by Rudolph and seconded by Petersen to amend the effective date of the 28E Agreement with Shelby County Sheriff to April 15, 2023. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Petersen. ABSTAIN: Lindberg. NAYS: None. Motion carried.

Council Member Petersen introduced Resolution No. 2527, Approving Temporary Transfer of Funds from the Harlan Municipal Electric Utility to the Harlan Municipal Water Utility in an amount not to exceed \$1,536,000. Council Member Schaben seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the resolution was adopted.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the City Clerk and are subject to Council approval at the next regular meeting.”

**AMENDED AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, APRIL 18, 2023, 5:15 P.M**

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents amended agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 04-04-2023 Council meeting and the 04-10-23 Special Council meeting
- B. Claims List No.1288 in the amount of \$553,617.48
- C. Expenditure & Revenue reports for the month of March 2023
- D. HMU Sewer & Landfill Reconciliation Report for March 2023
- E. Renewal Application for Karla Rae Lemon dba Rocking Chair, Class C Retail Alcohol License
- F. Renewal Application for Shelby County Fair Corporation, Special Class C Retail Alcohol License
- G. Renewal Application for Old West Side Lounge, LTD, Special Class C Retail Alcohol License
- H. Renewal Application for Fareway Stores, Inc #790, Class E Retail Alcohol License
- I. Renewal Application for The Lounge, LLC, Class C Retail Alcohol License

3. PUBLIC HEARING

- A. Regarding Proposed FY 23/24 Annual Budget
 1. Motion to Close Hearing (*Roll Call Vote*)
- B. Resolution 2528 - Adopting the Annual Budget for Fiscal Year Ending June 30, 2024 (*Roll Call Vote*)

4. OTHER BUSINESS

- A. Resolution 2529 – Authorizing the Execution of An Engineering Services Agreement and to make Application for an Airport Improvement Program (AIP) Project Funding (*Roll Call Vote*)
- B. Receive and file Streets, Alleys, and Sidewalks Committee minutes from 4/13/23 (*Roll Call Vote*)
 1. Review request to allow parallel parking at 722 Market Street – east side of 8th Street (*Roll Call Vote*)
 2. Review request to add angle parking - add four stalls and remove one stall at 714 Market Street – north side of Market Street (*Roll Call Vote*)
 3. Review request to add Right of Way use for private storm sewer per easement agreement (*Roll Call Vote*)
- C. Review Preliminary Engineering Services Agreement with Veenstra & Kimm (V & K) for the Sanitary Sewer Collection System Rehabilitation, for an amount not to exceed \$6,500 (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 1. Arbor Day Proclamation (*No Action*)
 2. Shelby County Chamber of Commerce & Industry Update
 3. Harlan Municipal Utilities Update
 4. Public Comments

6. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 18th day of April 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, RJ Bielenberg, Richard Petersen, Kyle Lindberg.

ABSENT: None

The City Clerk presented the amended agenda. It was moved by Petersen and seconded by Bielenberg to approve the amended agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time the Council votes on the motion. Consent Agenda items may include any non-controversial subjects. It was moved by Lindberg and seconded by Rudolph that the following items on the Consent Agenda be approved and adopted:

- A. Minutes of the 04-04-2023 Council meeting and the 04-10-23 Special Council meeting
- B. Claims List No. 1288 in the amount of \$553,617.48
- C. Expenditure & Revenue reports for the month of March 2022.
- D. HMU Sewer & Landfill Reconciliation Report for March 2022
- E. Renewal Application for Karla Rae Lemon dba Rocking Chair, Class C Retail Alcohol License
- F. Renewal Application for Shelby County Fair Corporation, Special Class C Retail Alcohol License
- G. Renewal Application for Old West Side Lounge, LTD, Special Class C Retail Alcohol License
- H. Renewal Application for Fareway Stores, Inc #790, Class E Retail Alcohol License
- I. Renewal Application for The Lounge, LLC, Class C Retail Alcohol License

Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

The Mayor announced this is the time and place for the public hearing regarding the Proposed FY23/24 Annual Budget. The Public Hearing was opened at 5:20 p.m.

No oral or written objections were stated or filed.

It was moved by Kroger and seconded by Petersen to close the hearing. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Kroger introduced Resolution 2528 – Adopting the Annual Budget for Fiscal Year Ending June 30, 2024. Council Member Schaben seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was duly adopted.

Council Member Kroger introduced Resolution 2529 – Authorizing the Execution of An Engineering Services Agreement and make Application for an Airport Improvement Program (AIP) Project Funding. Council Member Lindberg seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Rudolph and seconded by Kroger to receive and file the Streets, Alleys, and Sidewalks Committee minutes from 4/13/23. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Bielenberg and seconded by Petersen to allow parallel parking at 722 Market Street, on the east side of 8th Street. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to add angle parking (adding four stalls and removing one stall) at 714 Market Street on the north side of Market. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Bielenberg and seconded by Petersen to add Right of Way use for private storm sewer per easement agreements. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Schaben to approve the Preliminary Engineering Services Agreement with Veenstra & Kimm (V & K) for the Sanitary Sewer Collection System Rehabilitation, for an amount not to exceed \$6,500. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report. An Arbor Day Proclamation was read.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, MAY 2, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 04-18-23 Council meeting
- B. Claims List No.1289 in the amount of \$194,326.93
- C. Renewal Application for Vizmart, Inc dba Mi Casa, Class C Retail Alcohol License
- D. Renewal Application for Landon Xavier Trent, LLC dba Buck Snort, Class C Retail Alcohol License

3. PRESENT TO BE HEARD

- A. Make My Move Presentation– via Zoom
- B. Quarterly Library Update – Amanda Brewer, Library Director

4. OTHER BUSINESS

- A. Review Permit for Fire Works Display from American Legion Post #150 J&M Displays for July 4, 2023 (*Roll Call Vote*)
- B. Authorize Publication and Set Public Hearing Date of May 16, 2023, for FY22/23 Budget Amendment (*Roll Call Vote*)
- C. Review Airport Manager Contract (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Public Comments

6. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 2nd day of May 2023. The meeting was called to order by Sharon Kroger, Mayor Pro Tem in the Chair, and the following Council members were:

PRESENT: Troy Schaben, Sharon Kroger, RJ Bielenberg, Richard Petersen, Kyle Lindberg.

PRESENT ELECTRONICALLY: Jeanna Rudolph

ABSENT: None

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Schaben to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor Pro Tem asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time the Council votes on the motion. Consent Agenda items may include any non-controversial subjects. It was moved by Bielenberg and seconded by Rudolph that the following items on the Consent Agenda be approved and adopted:

- A. Minutes of the 04/18/23 Council meeting
- B. Claims List No. 1289 in the amount of \$194,326.93
- C. Renewal Application for Vizmart, Inc dba Mi Casa, Class C Retail Alcohol License
- D. Renewal Application for Landon Xavier Trent, LLC dba Buck Snort, Class C Retail Alcohol License

Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Amanda Brewer, Library Director, was present to give a quarterly Library update.

It was moved by Lindberg and seconded by Schaben to approve the permit for Fire Works Display from American Legion Post #150, J&M Displays for July 4, 2023. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Petersen and seconded by Bielenberg to authorize Publication and Set Public Hearing Date of May 16, 2023, at 5:15 PM for FY 22/23 Budget Amendment #1. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Bielenberg to approve the Airport Manager Contract of \$57,900 for Scott Pigsley, from July 1, 2023, through June 30, 2024. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Cody Eckles, Chief Deputy with the Shelby County Sheriff's Office was present to give an update on unified law enforcement. Six deputies have been hired; the vehicles now have sheriff stripes; during the first week of unification, the City received 244 hours of service and 361 hours of service during the second week of unification; Deputy Lee Whyte is the new K-9 handler of Enzo.

Ryan Pike, Senior Sales Consultant with Make My Move, was present via zoom to give an overview of their online marketplace that connects move-ready people wanting to work remotely from their home to communities that want to recruit them.

The City Administrator presented his report.

The Mayor presented his report.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Sharon Kroger, Mayor Pro Tem

"These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting."

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, MAY 16, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 05/02/23 Council meeting
- B. Claims List No.1290 in the amount of \$158,918.44
- C. Expenditure & Revenue reports for the month of April 2023
- D. HMU Sewer & Landfill Reconciliation Report for April 2023

3. PRESENT TO BE HEARD

- A. Harlan Animal Rescue League – Tricia Reitveld

4. OTHER BUSINESS

- A. Receive and File the 2022/2023 Fiscal Year Audit (*Roll Call Vote*)
- B. Resolution 2530 – Amending the FY22-23 Annual Budget by Adopting Budget Amendment #1 (*Roll Call Vote*)
- C. Resolution 2531 – Approving Unbudgeted Transfers stated in the FY22-23 Amendment #1 (*Roll Call Vote*)
- D. Resolution 2532 – Authorizing the Submission of Application for General Aviation Vertical Infrastructure (GAVI) Program and Certifying Eligibility Requirements to Install New Powered Doors for Existing Hangar #3 (*Roll Call Vote*)
- E. Ordinance 2023-03 An ordinance Amending Chapter 155 of the Code of Ordinances for the City of Harlan, Iowa pertaining to Adoption of Construction & Maintenance Codes – First Reading (*Roll Call Vote*)
- F. Discuss moving July 4th, 2023, Council meeting to July 5th, 2023, due to the federal holiday. (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator’s Report
- B. Mayor’s Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Public Comments

6. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 16th day of May 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, Richard Petersen, Kyle Lindberg.

ABSENT: RJ Bielenberg

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Petersen to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time the Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 05/02/23 Council meeting
- B. Claims List No. 1290 in the amount of \$158,918.44
- C. Expenditure & Revenue reports for the month of April 2023
- D. HMU Sewer & Landfill Reconciliation Report for April 2023

It was moved by Kroger and seconded by Schaben that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

Tricia Reitveld was present to discuss the Harlan Animal Rescue League.

It was moved by Rudolph and seconded by Schaben to receive and file the 2022/2023 Fiscal Year Audit. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Lindberg introduced Resolution 2530 – Amending the FY22/23 Annual Budget by Adopting Budget Amendment #1. Council Member Kroger seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the resolution was duly adopted.

Council Member Rudolph introduced Resolution 2531 – Approving Unbudgeted Transfers stated in FY22/23 Amendment #1. Council Member Kroger seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the resolution was duly adopted.

Council Member Petersen introduced Resolution 2532 – Authorizing the Submission of Application for General Aviation Vertical Infrastructure (GAVI) Program and Certifying Eligibility Requirements to Install New Powered Doors for Existing Hangar #3. Council Member Schaben seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the resolution was duly adopted.

Mayor Christensen introduced Ordinance No. 2023-03 – an Ordinance Amending Chapter 155 of the Code of Ordinances for the City of Harlan, Iowa pertaining to Adoption of Construction & Maintenance Codes – First Reading. The changes include: 1) Replacement of Chapter 155.01 to bring current to the 2018 Edition. It was moved by Lindberg and seconded by Rudolph that Ordinance 2023-03 now be read for the first time. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the first reading of Ordinance No. 2023-03 was passed.

It was moved by Lindberg and seconded by Petersen to move the July 4th Council Meeting to July 5th, 2023, due to the federal holiday. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

The Shelby County Sheriff's Office presented the Council with a written report. The City of Harlan community policing coverage included 285 hours for the week of May 5th and 285 hours for the week of May 12th.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, JUNE 6, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: **857 1515 8878**

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 05/16/23 Council meeting
- B. Claims List No. 1291 in the amount of \$1,070,406.52
- C. Renewal Application for Harlan Golf and Country Club, Inc.,
Class C Retail Alcohol License

3. OTHER BUSINESS

- A. Ordinance 2023-03 An Ordinance Amending Chapter 155 of the Code of Ordinances for the City of Harlan, Iowa pertaining to Adoption of Construction & Maintenance Codes – First Reading (*Roll Call Vote*)
- B. Review of changes to the Constitution of the Harlan Fire Department in Article VIII, Section 2 (*Roll Call Vote*)
- C. Review Joint Participation Agreement between the City of Harlan and SWIPCO for SWITA Service 7/01/2023 through 6/30/2024 (*Roll Call Vote*)
- D. Resolution 2533 – Setting Public Hearing date of 06-20-23 at 5:15 p.m., on proposed sale of City Property, Lots 41-44 of G.H. Christiansen Subdivision (*Roll Call Vote*)
- E. Resolution 2534 – Authorizing Competitive Bids for Welcome Signs in City of Harlan, Iowa (*Roll Call Vote*)

4. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Public Comments

5. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 6TH day of June 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Troy Schaben, Sharon Kroger, Kyle Lindberg.

PRESENT ELECTRONICALLY: Jeanna Rudolph, Richard Petersen joined at 5:19

ABSENT: RJ Bielenberg

The City Clerk presented the agenda. It was moved by Kroger and seconded by Schaben to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Lindberg. NAYS: None. Motion carried.

Council Member Petersen joined at 5:19 p.m.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time the Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 05/16/23 Council meeting
- B. Claims List No. 1291 in the amount of \$1,070,406.52
- C. Renewal Application for Harlan Golf and Country Club, Inc., Class C Retail Alcohol License

It was moved by Lindberg and seconded by Kroger that the following items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

Mayor Christensen introduced Ordinance No. 2023-03 – an Ordinance Amending Chapter 155 of the Code of Ordinances for the City of Harlan, Iowa pertaining to Adoption of Construction & Maintenance Codes – First Reading. The changes include: 1) Replacement of Chapter 155.01 to bring current to 2018 Edition. It was moved by Rudolph and seconded by Kroger that Ordinance 2023-03 now be read for the first time. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the first reading of Ordinance No. 2023-03 was passed.

It was moved by Lindberg and seconded by Kroger to approve changes to the Constitution of the Harlan Fire Department in Article VIII, Section 2. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Lindberg to approve the Joint Participation Agreement between the City of Harlan and SWIPCO for SWITA Service 7/01/2023 through 6/30/2024. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Kroger introduced Resolution No 2533 setting a Public Hearing date of 6-20-23 at 5:15 p.m., on proposed sale of City Property, Lots 41-44 of G.H. Christiansen Subdivision. Council Member Lindberg seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was duly adopted.

Council Member Rudolph introduced Resolution No 2534 Authorizing Competitive Bids for two Welcome Signs in the City of Harlan, Iowa. Council Member Schaben seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was duly adopted.

The City Administrator presented his report.

The Mayor presented his report.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, JUNE 20, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 06/06/23 Council meeting
- B. Claims List No.1292 in the amount of \$379,792.70
- C. Expenditure & Revenue reports for the month of May 2023
- D. Shelby County Sheriff Statistical Report for May 2023
- E. Approval of new Fire Department President, Zach Jensen
- F. Approval of FY 2023-2024 Cigarette / Tobacco / Nicotine / Vapor Permits

3. PRESENT TO BE HEARD

- a. Dan Murray - Animal Control

4. PUBLIC HEARING

- A. Regarding proposed sale of city-owned property, Lots 41-44 in G.H. Christiansen Subdivision in Harlan, Iowa to Michelle Vargas (*Roll Call Vote*)
 - 1. Motion to close hearing (*Roll Call Vote*)
 - 2. Resolution 2535 – Resolution for the sale and conveyance of city owned property described as Lots 41-44 in G.H. Christiansen Subdivision to Michelle Vargas for the price of \$4,000.00 (*Roll Call Vote*)

5. OTHER BUSINESS

- A. Ordinance 2023-03 An ordinance Amending Chapter 155 of the Code of Ordinances for the City of Harlan, Iowa pertaining to Adoption of Construction & Maintenance Codes – Second Reading with possible dispensing of Third Reading (*Roll Call Vote*)
- B. Resolution 2536 – Resolution Setting the Salaries for Appointed Officers and Employees of the City of Harlan for the Fiscal Year 2023-24 (*Roll Call Vote*)
- C. Review HHPC Downtown Upper Story & Façade Grant Completion and Award Request for 1016 6th Street. \$3,735.98. (*Roll Call Vote*)

- D. Receive and file Streets, Alleys, and Sidewalks Committee minutes from 6/13/23 *(Roll Call Vote)*
 - 1. Review request to allow for one handicap parking space at 7th & Market Street *(Roll Call Vote)*
- E. Review Permit for Parade from Shelby County Fair Corporation *(Roll Call Vote)*

6. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Reappoint Phil Perkins & Debbie Davis to the Planning & Zoning Commission for a 4-year term to expire 7/1/2027. *(Roll Call Vote)*
 - 2. Reappoint LaDonna Havick to the Parks & Recreation Board for a 4-year term to expire 7/1/2027. *(Roll Call Vote)*
 - 3. Reappoint Hope Chipman, Susan Finn and Connie Claussen to the Library Board for a 4-year term to expire 7/1/2027. *(Roll Call Vote)*
- C. Shelby County Sheriff's Update
- D. Shelby County Chamber of Commerce & Industry Update
- E. Harlan Municipal Utilities Update
- F. Public Comments

7. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 20th day of June 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, Kyle Lindberg. Richard Petersen arrived at 5:18.

PRESENT ELECTRONICALLY: RJ Bielenberg

ABSENT: None

The City Clerk presented the agenda. It was moved by Kroger and seconded by Lindberg to approve the agenda, removing agenda item #3. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 06/06/23 Council meeting
- B. Claims List No. 1292 in the amount of \$379,792.70
- C. Expenditure & Revenue reports for the month of May 2023
- D. Shelby County Sheriff Statistical Report for May 2023
- E. Approval of new Fire Department President, Zach Jensen
- F. Approval of FY 23/24 Cigarette / Tobacco / Nicotine / Vapor Permits

It was moved by Rudolph and seconded by Kroger that the following items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

Council Member Petersen arrived at 5:18.

The Mayor announced that this was the time, date, and place for a public hearing regarding the proposed sale of city-owned property, Lots 41-44 in G.H. Christiansen Subdivision to Michelle Vargas for the price of \$4,000.00. The public hearing was opened at 5:19 p.m.

No oral or written objections were filed.

It was moved by Petersen and seconded by Bielenberg to close the hearing. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Kroger introduced Resolution 2535 – a resolution for the sale of city-owned property, Lots 41-44 in G.H. Christiansen Subdivision to Michelle Vargas for the price of \$4,000.00. Council Member Lindberg seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the resolution was adopted.

Mayor Christensen introduced Ordinance No. 2023-03 – an ordinance Amending Chapter 155 of the Code of Ordinances for the City of Harlan, Iowa pertaining to Adoption of Construction & Maintenance Codes – Second Reading. The changes include: 1) Replacement of Chapter 155.01 to bring current to 2018 Edition. It was moved by Rudolph and seconded by Petersen that Ordinance 2023-03 now be read for the second time and dispense of the third reading, to be placed on its final adoption. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the second, third and final reading of Ordinance 2023-03 was adopted.

Council Member Kroger introduced Resolution 2536 – a resolution Setting Salaries for Appointed Officers and Employees of the City of Harlan for the Fiscal Year 2023-24. Council Member Petersen seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the resolution was adopted.

It was moved by Lindberg and seconded by Bielenberg to approve the HHPC Downtown Upper Story & Façade Grant Completion & Award Request of Kevin Osborn for 1016 6th Street in the amount of \$3,735.98. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Rudolph to receive and file the Streets, Alleys, and Sidewalks Committee minutes from 6/13/23. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Petersen to allow one handicap parking space at 7th & Market Street, on the east side of Milk & Honey. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Bielenberg and seconded by Schaben to approve the parade permit from Shelby County Fair Corporation. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Lindberg and seconded by Schaben to reappoint Phil Perkins and Debbie Davis to the Planning & Zoning Commission for a 4-year term to expire on 7/1/2027. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Petersen and seconded by Kroger to reappoint LaDonna Havick to the Parks & Recreation Board for a 4-year term to expire on 7/1/2027. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Bielenberg and seconded by Rudolph to reappoint Hope Chipman, Susan Finn and Connie Claussen to the Library Board for a 4-year term to expire on 7/1/2027. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Captain Butler with the Shelby County Sheriff's Office presented an update on law enforcement. The Sheriff's Office is now fully staffed.

Todd Valline with the Shelby Co. Chamber of Commerce & Industry presented an update. Hotel/Motel applications will be accepted through June 30, 2023.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

**AMENDED AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, JULY 5TH, 2023, 5:15 P.M**

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: **857 1515 8878**

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents amended agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 06/20/23 Council meeting
- B. Claims List No. 1293 in the amount of \$489,437.85
- C. **HMU Sewer & Landfill Reconciliation Report for May 2023**

3. OTHER BUSINESS

- A. Review Agreement for Professional Services 2024 Sanitary Sewer Collection System Rehabilitation Project (*Roll Call Vote*)
- B. Review DNR Permit for Sanitary Sewer Collection System Rehabilitation Project (*Roll Call Vote*)
- C. Review Agreement for Private Improvement of Granular Road (*Roll Call Vote*)
- D. **Review HHPC Downtown Upper Story & Façade Grant Completion and Award Request for 401 Market Street. \$8,269.91. (*Roll Call Vote*)**

4. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Appoint Nic Christensen to the Park & Recreation Board for a 4-year term to expire 7/1/2027. (*Roll Call Vote*)
- C. Shelby County Chamber of Commerce & Industry Update
- D. Harlan Municipal Utilities Update
- E. Public Comments

5. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 5TH day of July 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, RJ Bielenberg, Kyle Lindberg.
ABSENT: Richard Petersen

The City Clerk presented the amended agenda. It was moved by Kroger and seconded by Lindberg to approve the amended agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 06/20/23 Council meeting
- B. Claims List No. 1293 in the amount of \$489,437.85
- C. HMU Sewer & Landfill Reconciliation Report for May 2023

It was moved by Rudolph and seconded by Bielenberg that the following items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

It was moved by Bielenberg and seconded by Lindberg to approve the agreement for Professional Services for the 2024 Sanitary Sewer Collection System Rehabilitation Project in Harlan, Iowa. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Kroger to approve the DNR Permit for the Sanitary Sewer Collection System Rehabilitation Project in Harlan, Iowa. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Schaben to approve the agreement for a private improvement of Maple Road by Gary Hopp, for approximately one mile from Hwy. 44 to 900th Street. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Bielenberg to approve the Harlan Historical Preservation Committee Downtown Upper Story & Façade Grant Completion and award request for 401 Market Street, in the amount of \$8,269.91. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Kroger and seconded by Lindberg to appoint Nic Christensen to the Park & Recreation Board for a 4-year term to expire on 7/1/2027. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

Joe Rueschenberg with HMU presented an update.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, JULY 18, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 07/05/23 Council meeting
- B. Claims List No. 1294 in the amount of \$92,654.17
- C. Expenditure & Revenue reports for the month of June 2023
- D. HMU Sewer & Landfill Reconciliation Report for June 2023
- E. Shelby County Sheriff Statistical Report for June 2023
- F. Renewal Application for Buman Family Enterprises, Inc., Class C Retail Alcohol License
- G. New Application for Dollar General Store #25409, Class B Retail Alcohol License

3. PRESENT TO BE HEARD

- A. Update on EMS and Essential Services – Tim Plumb and Alex Londo

4. OTHER BUSINESS

- A. Review Harlan Entrance Sign Bids – Letter Recommending Award (*No Action*)
- B. Resolution No. 2537 Making Award of Contract for the Harlan Entrance Signs Project (*Roll Call Vote*)

5. OTHER REPORTS

- C. City Administrator's Report
- D. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Shelby County Sheriff's Update
 - 4. Public Comments

6. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 1st day of August 2023. The meeting was called to order by Sharon Kroger, Mayor Pro-Tem in the Chair, and the following Council members were:

PRESENT: Troy Schaben, Sharon Kroger, RJ Bielenberg, Kyle Lindberg.

PRESENT ELECTRONICALLY: Jeanna Rudolph

ABSENT: Richard Petersen

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Schaben to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

The Mayor Pro-Tem asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 07/18/23 Council meeting
- B. Claims List No. 1295 in the amount of \$1,120,008.16

It was moved by Rudolph and seconded by Lindberg that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

It was moved by Bielenberg and seconded by Schaben to receive and file the Public Health & Sanitation Committee minutes from 7/25/23. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Schaben to move forward with the HomeServe Service Line Program, pending HMU Board review and marketing agreement to be reviewed at the September 19th City Council meeting. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Schaben and seconded by Lindberg to appoint Paul Bruck to the Tree Advisory Committee for a 3-year term to expire on 5/16/2026. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

Updates were presented by the Shelby County Chamber of Commerce & Industry and Harlan Municipal Utilities.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, AUGUST 1, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 07/18/23 Council meeting
- B. Claims List No. 1295 in the amount of \$1,120,008.16

3. OTHER BUSINESS

- A. Receive and file the Public Health & Sanitation Committee minutes from 7/25/23 (*Roll Call Vote*)
 - 1. Review recommendation to move forward with the HomeServe Service Line Program pending HMU Board review and marketing agreement (Roll Call Vote)

4. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Appoint Paul Bruck to the Tree Advisory Commission for a 3-year term to expire 05/16/2026
 - 2. Shelby County Chamber of Commerce & Industry Update
 - 3. Harlan Municipal Utilities Update
 - 4. Public Comments

5. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 1st day of August 2023. The meeting was called to order by Sharon Kroger, Mayor Pro-Tem in the Chair, and the following Council members were:

PRESENT: Troy Schaben, Sharon Kroger, RJ Bielenberg, Kyle Lindberg.

PRESENT ELECTRONICALLY: Jeanna Rudolph

ABSENT: Richard Petersen

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Schaben to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

The Mayor Pro-Tem asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 07/18/23 Council meeting
- B. Claims List No. 1295 in the amount of \$1,120,008.16

It was moved by Rudolph and seconded by Lindberg that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

It was moved by Bielenberg and seconded by Schaben to receive and file the Public Health & Sanitation Committee minutes from 7/25/23. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Schaben to move forward with the HomeServe Service Line Program, pending HMU Board review and marketing agreement to be reviewed at the September 19th City Council meeting. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Schaben and seconded by Lindberg to appoint Paul Bruck to the Tree Advisory Committee for a 3-year term to expire on 5/16/2026. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

Updates were presented by the Shelby County Chamber of Commerce & Industry and Harlan Municipal Utilities.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, AUGUST 15, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 08/01/23 Council meeting
- B. Claims List No.1296 in the amount of \$116,984.88
- C. Expenditure & Revenue reports for the month of July 2023
- D. Sheriff's Statistical Report for July 2023
- E. Renewal Application for Taylor Oil Enterprises, Limited dba Taylor Quik Pik, Class E Retail Alcohol License

3. OTHER BUSINESS

- A. Resolution No. 2538 – Approving Iowa Department of Transportation (IDOT) 2023 Street Finance Report and Authorizing the City Clerk to Sign Same (*Roll Call Vote*)
- B. Resolution No. 2539 – Approve the Harlan Entrance Sign Contract (*Roll Call Vote*)
- C. Resolution No. 2540 – Resolution approving purchase agreement concept for conveying city-owned property in G.H. Christiansen subdivision per lot, effective until September 30, 2024 (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Shelby County Sheriff's Update
 - 4. Public Comments

6. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 15TH day of August 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Sharon Kroger, RJ Bielenberg, Kyle Lindberg.

PRESENT ELECTRONICALLY: Troy Schaben

ABSENT: Jeanna Rudolph, Richard Petersen

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Kroger to approve the agenda. Roll call vote: AYES: Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 08/01/23 Council meeting
- B. Claims List No.1296 in the amount of \$116,984.8
- C. Expenditure & Revenue reports for the month of July 2023
- D. Sheriff's Statistical Report for July 2023
- E. Renewal Application for Taylor Oil Enterprises, Limited dba Taylor Quik Pik, Class E Retail Alcohol License

It was moved by Kroger and seconded by Bielenberg that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

Council Member Bielenberg introduced Resolution No. 2538 – Approving Iowa Department of Transportation (IDOT) 2023 Street Finance Report and authorizing the City Clerk to sign same. Council Member Lindberg seconded the motion. Roll Call Vote: AYES: Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried and the resolution was duly adopted.

Council Member Kroger introduced Resolution No. 2539 - Approving a Contract for the Harlan Entrance Signs Project to Prairie Rose Sign & Canopy in the sum of \$144,150.00. Council Member Lindberg seconded the motion. Roll call vote: AYES: Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried and the resolution was duly adopted.

Council Member Lindberg introduced Resolution No. 2540 - Approving a purchase agreement concept for conveying city-owned property in G.H. Christensen Subdivision, for \$1,000 per lot (9 lots are still available), effective through September 30, 2024. Council Member Bielenberg seconded the motion. Roll call vote: AYES: Schaben, Kroger, Bielenberg, Lindberg. NAYS: None. Motion carried and the resolution was duly adopted.

The City Administrator presented his report.

The Mayor presented his report.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, SEPTEMBER 5, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: **857 1515 8878**

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 08/15/23 Council meeting
- B. Claims List No. 1297 in the amount of \$127,321.02
- C. New Application for Milk and Honey, Class C Retail Alcohol License
- D. Renewal Application for Casey's General Store #2914, Class E Retail Alcohol License
- E. Renewal Application for El Mercadito, Class B Retail Alcohol License

3. PRESENT TO BE HEARD

4. OTHER BUSINESS

- A. Accept and Approve the 2023 Annual Tax Increment Financing (TIF) Indebtedness Certification (*Roll Call Vote*)
- B. Resolution No. 2541 – Accept and Approve FY2023 Annual Urban Renewal Report (AURR) for Fiscal Year Ending June 30, 2023 (*Roll Call Vote*)
- C. Receive and File Airport Commission minutes from August 22, 2023 (*Roll Call Vote*)
 - 1. Review Amendment for Memorandum of Understanding (MOU) for IGNITE Pathways for use of hangars 2A & 2B (*Roll Call Vote*)
 - 2. Review Fixed Base Operators Lease with SNP Aviation, LLC to be effective through June 30, 2024 (*Roll Call Vote*)
 - 3. Review Lease Agreement for Jump Omaha Skydiving Event to be held October 6, 7, 8, 2023 (*Roll Call Vote*)
- D. Receive and File Personnel & Finance Committee minutes from August 23, 2023 (*Roll Call Vote*)
 - 1. Review recommendation to approve new Code Enforcement Officer Position and begin advertising (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Suicide Prevention Proclamation (*No Action*)
 - 2. Shelby County Chamber of Commerce & Industry Update
 - 3. Harlan Municipal Utilities Update
 - 4. Public Comments

6. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 5th day of September 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Troy Schaben, Sharon Kroger, Richard Petersen arrived at 5:21

PRESENT ELECTRONICALLY: Kyle Lindberg

ABSENT: Jeanna Rudolph, RJ Bielenberg

The City Clerk presented the amended agenda. It was moved by Kroger and seconded by Schaben to approve the amended agenda, removing item 4. C. 3. Roll call vote: AYES: Schaben, Kroger, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 08/15/23 Council meeting
- B. Claims List No. 1297 in the amount of \$127,321.02
- C. New Application for Milk and Honey, Class C Retail Alcohol License
- D. Renewal Application for Casey's General Store #2914, Class E Retail Alcohol License
- E. New Application for El Mercadito, Class B Retail Alcohol License

It was moved by Lindberg and seconded by Kroger that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Schaben, Kroger, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

An update was presented by Harlan Municipal Utilities.

Council member Petersen arrived at 5:21 p.m.

It was moved by Petersen and seconded by Kroger to approve the 2023 Annual Tax Increment Financing (TIF) Indebtedness Certification. Roll call vote: AYES: Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

Council member Lindberg introduced Resolution No. 2541, to accept and approve the 2023 Annual Urban Renewal Report for fiscal year ending June 30, 2023. Council member Kroger seconded the motion. Roll Call Vote: AYES: Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Kroger and seconded by Schaben to receive and file the Airport Commission minutes from 8/22/23. Roll call vote: AYES: Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Petersen to approve the Amendment for Memorandum of Understanding for IGNITE Pathways. Roll call vote: AYES: Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Schaben to approve the Fixed Base Operators Lease with SNP Aviation, LLC. Roll call vote: AYES: Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Petersen to receive and file the Personnel & Finance Committee minutes from 8/23/23. Roll call vote: AYES: Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Petersen and seconded by Lindberg to approve the recommendation of P & F to advertise and hire a new Code Enforcement Officer. Roll call vote: AYES: Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report and read a suicide prevention proclamation.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, SEPTEMBER 19, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 09/05/23 Council meeting
- B. Claims List No.1298 in the amount of \$86,339.63
- C. Expenditure & Revenue reports for the month of August 2023
- D. Sheriff's Statistical Report for August 2023
- E. Approval of New FY2023-2024 Cigarette/Tobacco/Nicotine/Vapor Permit for Twisted Smoke

3. OTHER BUSINESS

- A. Receive and File Planning & Zoning Commission minutes from August 29, 2023 (*Roll Call Vote*)
 - 1. Resolution No. 2542 to approve 2023 Comprehensive Plan for the City of Harlan (*Roll Call Vote*)
- B. Review Noise Variance Permit from Shelby County Speedway, Tiny Lund Night at the Speedway on 9/23/23 (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Shelby County Sheriff's Update
 - 4. Public Comments

6. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 19th day of September 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, RJ Bielenberg, Richard Petersen, Kyle Lindberg.

ABSENT: None

The City Clerk presented the agenda. It was moved by Bielenberg and seconded by Lindberg to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

Because Aaron Sands of Twisted Smoke was present to answer questions, the Mayor requested Consent Agenda item E be removed and enacted upon a separate motion following the Consent Agenda approval.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 09/05/23 Council meeting
- B. Claims List No. 1298 in the amount of \$86,339.63
- C. Expenditure & Revenue reports for the month of August 2023
- D. Sheriff's Statistical Report for August 2023
- E. ~~Approval of New FY2023-2024 Cigarette/Tobacco/Nicotine/Vapor Permit for Twisted Smoke~~

It was moved by Kroger and seconded by Rudolph that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

It was moved by Petersen and seconded by Lindberg to approve the New FY2023-2024 Cigarette/Tobacco/Nicotine/Vapor Permit for Twisted Smoke. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Petersen to receive and file the Planning & Zoning Commission minutes from 8/29/23. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Rudolph introduced Resolution No. 2542, a Resolution approving 2023 Comprehensive Plan for City of Harlan. Council Member Schaben seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the resolution was duly adopted.

It was moved by Lindberg and seconded by Petersen to approve the application for a Noise Variance Permit for Shelby County Speedway, Tiny Lund Night at the Speedway until 2:00 a.m. 9/23/23. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

Updates were presented by the Shelby County Chamber of Commerce & Industry, Harlan Municipal Utilities, and the Shelby County Sheriff's Department.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

"These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting."

AGENDA
SPECIAL CITY COUNCIL MEETING
COUNCIL CHAMBERS
WEDNESDAY, SEPTEMBER 27, 2023, 12:00 NOON

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/83649288369>

To participate by phone: dial #1-312-626-6799 Meeting ID: **836 4928 8369**

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. OTHER BUSINESS

- A. Review 2023 Homecoming Parade Permit for Friday, September 29th at 2:00 p.m. (*Roll Call Vote*)

3. ADJOURN

CITY OF HARLAN – HARLAN, IOWA – SEPTEMBER 27, 2023

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in special session, in the Council Chambers at 12:00 Noon, the 27th day of September 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Richard Petersen, Kyle Lindberg

PRESENT ELECTRONICALLY: Mayor Jay Christensen, Jeanna Rudolph, Troy Schaben, Sharon Kroger

ABSENT: RJ Bielenberg

The City Clerk presented the agenda. It was moved by Rudolph and seconded by Petersen to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

It was moved by Lindberg and seconded by Petersen to approve the 2023 Homecoming Parade Permit for Friday, September 29th at 2:00 p.m. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the City Clerk and are subject to Council approval at the next regular meeting.”

AMENDA AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, OCTOBER 3, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda to approve (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 9/19/23 Council meeting & 9/27/23 Special Council meeting
- B. Claims List No. 1299 in the amount of \$143,961.47

3. OTHER BUSINESS

- A. Review Street Closing Permit for the Shelby County Chamber Harvest Fest on the Harlan Downtown Square 10/28/23 from 8:00 a.m. to 2:00 p.m. (*Roll Call Vote*)
- B. Receive and file the Airport Commission minutes from 9/27/23 (*Roll Call Vote*)
 - 1. Airport Terminal Apron Rehabilitation Project
 - a. Resolution 2543 - Accepting Completion of the Airport Rehabilitation Terminal Apron Project (*Roll Call Vote*)
 - 2. Airport Hangar #3 Door Replacement Project
 - a. Resolution 2544 - IDOT Funding Agreement for General Aviation Vertical Infrastructure Program (GAVI) for installation of Hangar #3 Door Replacement (*Roll Call Vote*)
 - b. Resolution 2545 - Kirkham & Michael Engineering Services Agreement for Hangar #3 Door Replacement (*Roll Call Vote*)

4. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Proclamation Recognizing October 15th as a Day of Remembrance and Awareness of Pregnancy and Infant Loss
 - 2. Shelby County Chamber of Commerce & Industry Update
 - 3. Harlan Municipal Utilities Update
 - 4. Public Comments

5. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 3rd day of October 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, Richard Petersen, Kyle Lindberg.
ABSENT: RJ Bielenberg

The City Clerk presented the amended agenda. It was moved by Petersen and seconded by Kroger to approve the amended agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 9/19/23 Council meeting & 9/27/23 Special Council meeting
- B. Claims List No. 1299 in the amount of \$143,961.47

It was moved by Lindberg and seconded by Schaben that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

It was moved by Rudolph and seconded by Petersen to approve the Street Closing Permit for the Shelby County Chamber Harvest Fest on the Harlan Downtown Square 10/28/23 from 8:00 a.m. to 2:00 p.m. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Schaben to receive and file the Airport Commission minutes from 9/27/23. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Rudolph introduced Resolution No. 2543 accepting completion of the Airport Rehabilitation Terminal Apron Project. Council Member Lindberg seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was duly adopted.

Council Member Kroger introduced Resolution No. 2544 IDOT Funding Agreement for General Aviation Vertical Infrastructure Program (GAVI) for installation of Hangar #3 Doors Replacement, with IDOT reimbursing the city 83% of the eligible project costs, not to exceed \$125,000. Council Member Petersen seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was duly adopted.

Council Member Lindberg introduced Resolution No. 2545 Kirkham & Michael Engineering Services Agreement for Hangar #3 Doors Replacement for a fee of \$9,350. Council Member Kroger seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was duly adopted.

The City Administrator presented his report.

The Mayor presented his report and read a Proclamation recognizing the month of October as Pregnancy & Infant Loss Awareness Month and the 15th day of October as Pregnancy & Infant Loss Awareness/Remembrance day in the City of Harlan. A Wave of Light Ceremony will be held at 7:00 pm on the 15th at Potters Park.

Updates were presented by the Shelby County Chamber of Commerce & Industry and Harlan Municipal Utilities.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, OCTOBER 17, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 10/03/2023 Council meeting
- B. Claims List No.1300 in the amount of \$307,614.45
- C. Expenditure & Revenue reports for the month of September 2023
- D. Sheriff's Statistical Report for September 2023
- E. New Application for Your Private Bartender, LLC dba Your Private Bar, Class C Retail Alcohol License (5-day License)

3. OTHER BUSINESS

- A. Review Marketing Agreement with Utility Service Partners Private Label, Inc d/b/a Service Line Warranties of America, a subsidiary of HomeServe USA Corp (*Roll Call Vote*)
- B. Review Parking Spot Closing Permit for the Shelby County Chamber of Harvest Fest on the Harlan Downtown Square 10/27/23 from 8:00 a.m. to 10/28/23 at 8:00 a.m. (*Roll Call Vote*)
- C. Resolution No. 2546 City of Harlan Credit Card Policy Update (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Shelby County Sheriff's Update
 - 4. Public Comments

6. ADJOURN

CITY OF HARLAN – HARLAN, IOWA – OCTOBER 17, 2023

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 17th day of October 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Richard Petersen

PRESENT ELECTRONICALLY: Kyle Lindberg

ABSENT: Sharon Kroger, RJ Bielenberg

The City Clerk presented the agenda. It was moved by Petersen and seconded by Schaben to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 10/03/23 Council meeting
- B. Claims List No. 1300 in the amount of \$307,614.45
- C. Expenditure & Revenue reports for the month of September 2023
- D. Sheriff's Statistical Report for September 2023
- E. New Application for Your Private Bartender, LLC dba Your Private Bar, Class C Retail Alcohol License (5-day License)

It was moved by Rudolph and seconded by Petersen that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Petersen, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

It was moved by Petersen and seconded by Schaben to approve the Marketing Agreement with Utility Service Partners Private Label, Inc d/b/a Service Line Warranties of America, a subsidiary of HomeServe USA Corp. Roll call vote: AYES: Rudolph, Schaben, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Rudolph to approve the Parking Spot Closing Permit for the Shelby County Chamber Harvest Fest on the Harlan Downtown Square 10/27/23 from 8:00 a.m. to 10/28/23 at 8:00 a.m. Roll call vote: AYES: Rudolph, Schaben, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Petersen introduced Resolution No. 2546 a Resolution Updating the City of Harlan Credit Card Policy. Council Member Schaben seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

Updates were presented by the Shelby County Chamber of Commerce & Industry, Harlan Municipal Utilities, and the Shelby County Sheriff's Department.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

"These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting."

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, NOVEMBER 7, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: **857 1515 8878**

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.

Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 10/17/23 Council meeting
- B. Claims List No. 1301 in the amount of \$101,927.55
- C. Renewal Application for MONSE, INC. dba The Purple Door, Class C Retail Alcohol License

3. OTHER BUSINESS

- A. Resolution No. 2547 – Accept and Approve FY22/23 Annual Financial Report (*Roll Call Vote*)
- B. Review Three Flood Insurance Policies (*Roll Call Vote*)
- C. Review Settlement Agreement between City of Harlan and Windstream (*Roll Call Vote*)
- D. Review Dream Playground Naming (*Roll Call Vote*)

4. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Appoint Michael Maass to the Harlan Municipal Utilities Board of Trustees for a 6-year term expiring 11/21/2029. (*Roll Call Vote*)
- C. Shelby County Chamber of Commerce & Industry Update
- D. Harlan Municipal Utilities Update
- E. Public Comments

5. CLOSED SESSION

- A. Enter into Closed Session pursuant to Iowa Code 21.5(1)(c) - to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. *(Roll Call Vote)*
- B. Motion to end Closed Session and return to Open Session *(Roll Call Vote)*

6. RESUME OPEN SESSION

- A. Possible Action from Closed Session

7. ADJOURN

CITY OF HARLAN – HARLAN, IOWA – NOVEMBER 7, 2023

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 7th day of November 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Troy Schaben, Sharon Kroger, RJ Bielenberg, Richard Petersen, Kyle Lindberg

PRESENT ELECTRONICALLY: Jeanna Rudolph

ABSENT: None

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Petersen to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 10/17/23 Council meeting
- B. Claims List No. 1301 in the amount of \$101,927.55
- C. Renewal Application for MONSE, INC. dba The Purple Door, Class C Retail Alcohol License

It was moved by Kroger and seconded by Bielenberg that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

Council Member Petersen introduced Resolution No 2547 to Accept and Approve the 2022/2023 Annual Financial Report for Fiscal Year Ending June 30, 2023. Council Member Rudolph seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Lindberg and seconded by Schaben to approve the dismissal of the three Flood Insurance Policies. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Schaben and seconded by Petersen to approve the Settlement Agreement between City of Harlan and Windstream. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen. ABSTAIN: Lindberg due to stepping out of the room during that discussion. NAYS: None. Motion carried.

It was moved by Bielenberg and seconded by Lindberg to approve the naming of Dream Playground, following receipt of a \$250,000 monetary gift and mutual agreement of the final name. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Kroger and seconded by Petersen to appoint Michael Maass to the Harlan Municipal Utilities Board of Trustees for a 6-year term expiring 11/21/2029. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Updates were presented by the Shelby County Chamber of Commerce & Industry and Harlan Municipal Utilities.

It was moved by Kroger and seconded by Schaben to enter a closed session at 6:03 p.m. pursuant to Iowa Code 21.5(1)(c) - to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Roll call vote: AYES: Rudolph, Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Rudolph had to leave the meeting at 6:48 p.m.

It was moved by Lindberg and seconded by Petersen to end the closed session and return to open session at 6:52 p.m. Roll call vote: AYES: Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, NOVEMBER 21, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 11/7/23 Council meeting
- B. Claims List No.1302 in the amount of \$60,133.72
- C. Expenditure & Revenue reports for the month of October 2023
- D. Sheriff's Statistical Report for October 2023

3. OTHER BUSINESS

- A. Resolution No. 2548 – A Resolution to Set Public Hearing for Tuesday, December 5, 2023, at 5:15 PM in the City Hall Council Chambers for Application with Community Development Block Grant (CDBG) program for financial assistance for Wastewater System Improvement Project (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Shelby County Sheriff's Update
 - 4. Public Comments

6. ADJOURN

CITY OF HARLAN – HARLAN, IOWA – NOVEMBER 21, 2023

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 21st day of November 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, Richard Petersen

PRESENT ELECTRONICALLY: Kyle Lindberg

ABSENT: RJ Bielenberg

The City Clerk presented the agenda. It was moved by Kroger and seconded by Petersen to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 11/7/23 Council meeting
- B. Claims List No. 1302 in the amount of \$60,133.72
- C. Expenditure & Revenue reports for the month of October 2023
- D. Sheriff's Statistical Report for October 2023

It was moved by Rudolph and seconded by Schaben that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

Council Member Lindberg introduced Resolution No. 2548 – to Set Public Hearing for Tuesday, December 5, 2023, at 5:15 PM in the City Hall Council Chambers for the application with the Community Development Block Grant (CDBG) program for financial assistance for the Wastewater System Improvement Project. Council Member Petersen seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

Updates were presented by the Shelby County Chamber of Commerce & Industry, Harlan Municipal Utilities, and the Shelby County Sheriff's Department.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA

CITY COUNCIL BUDGET WORK SESSION

*HARLAN CITY COUNCIL CHAMBERS
CITY HALL*

November 29, 2023, 12:05 PM – 1:00 PM

Budget Discussion

NO FORMAL ACTION WILL BE TAKEN

Join Zoom Meeting

<https://us02web.zoom.us/j/85715158878>

Meeting ID: **857 1515 8878**

City Council of the City of Harlan, Iowa November 29, 2023

The City Council met at 12:05 p.m. for the purpose of discussing the FY24/25 Budget, Capital, and Project planning.

Present: Jay Christensen, Jeanna Rudolph, Troy Schaben, Sharon Kroger, Richard Petersen, Kyle Lindberg

Present Electronically:

Absent: RJ Bielenberg

Also Present: City Administrator Gene Gettys, City Clerk Jane Smith, Deputy City Clerk Ashley Schleis

Mayor Christensen called the Budget, Capital & Project discussion to order.

General discussion was held on budget items as well as essential and future Capital and Project planning.

There being no further discussion, the Capital and Project discussion adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
SPECIAL CITY COUNCIL MEETING
COUNCIL CHAMBERS
WEDNESDAY, NOVEMBER 29, 2023, 12:00 NOON

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: 857 1515 8878

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. OTHER BUSINESS

- A. Review Addendum to Joint 28E Agreement with the Ambulance Commission. (*Roll Call Vote*)
- B. Review Harlan Fire & Rescue as a transport service. (*Roll Call Vote*)

3. ADJOURN

CITY OF HARLAN – HARLAN, IOWA – NOVEMBER 29, 2023

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in special session, in the Council Chambers at 12:00 Noon, the 29th day of November 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Mayor Jay Christensen, Jeanna Rudolph, Troy Schaben, Sharon Kroger, Richard Petersen, Kyle Lindberg
ABSENT: RJ Bielenberg

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Schaben to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

It was moved by Rudolph and seconded by Petersen to approve the Addendum to Joint 28E Agreement with the Ambulance Commission. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to approve Harlan Fire & Rescue as a transport service. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the City Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, DECEMBER 5, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 Meeting ID: **857 1515 8878**

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 11/21/23 Council meeting, 11/29/23 Special Council meeting & 11/29/23 Budget Work Session
- B. Claims List No. 1303 in the amount of \$142,170.32
- C. Harlan Fire Department Payroll 2023

3. PUBLIC HEARING

- A. Regarding the application with the Community Development Block Grant (CDBG) program for financial assistance for the Wastewater System Improvement Project
 - 1. Motion to Close hearing (*Roll Call Vote*)
- B. Resolution No. 2549 – A Resolution to Apply for Financial Assistance with Community Development Block Grant (CDBG) program for the Wastewater System Improvement Project (*Roll Call Vote*)

4. OTHER BUSINESS

- A. Resolution No. 2550 Resolution of Appreciation, Years of Service (*Roll Call Vote*)
- B. Receive and File Airport Commission Meeting Minutes from November 22, 2023 (*Roll Call Vote*)
 - 1. Review Federal Airport Improvement Program (AIP) (*Roll Call Vote*)
 - 2. Resolution No. 2551 – A Resolution Accepting Completion of the Airport Reconstruction T-Hangar Taxilanes Project (*Roll Call Vote*)
- C. Review Memorandum of Understanding (MOU) for use of County Ambulance (*Roll Call Vote*)
- D. Receive and File Personnel & Finance Committee Meeting Minutes from December 1, 2023 (*Roll Call Vote*)
 - 1. Review recommendation to accept retirement of City Clerk/Finance Director, approve job description, and advertise for the position (*Roll Call Vote*)
 - 2. Review recommendation to update the holiday benefits effective December 6, 2023, to include an additional half day on Christmas Eve and an additional half day on New Years Eve and a new vacation schedule, effective January 1, 2024 (*Roll Call Vote*)
 - 3. Review recommendation to change city hall hours to 8:00 a.m. – 4:30 p.m., effective December 6, 2023 (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Public Comments

6. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 5th day of December 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, Richard Petersen, Kyle Lindberg.

PRESENT ELECTRONICALLY:

ABSENT: RJ Bielenberg

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Petersen to approve the agenda. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 11/21/23 Council meeting, 11/29/23 Special Council meeting & 11/29/23 Budget Work Session
- B. Claims List No. 1303 in the amount of \$142,170.32
- C. Harlan Fire Department Payroll 2023

It was moved by Rudolph and seconded by Kroger that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Lindberg. ABSTAIN: Petersen, due to conflict of interest. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

The Mayor announced this is the time and place for the public hearing regarding application with the Community Development Block Grant (CDBG) program for financial assistance for the Wastewater System Improvement Project for up to \$500,000. The total project will be approximately 1.3 million. The Public Hearing was opened at 5:17 p.m. Danielle Briggs with SWIPCO was present via Zoom to discuss the grant process and answer any questions.

No oral or written objections were stated or filed.

It was moved by Petersen and seconded by Schaben to close the hearing at 5:27 p.m. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Kroger introduced Resolution No. 2549 – A Resolution to Apply for Financial Assistance with Community Development Block Grant (CDBG) program for the Wastewater System Lining Improvement Project. Council Member Schaben seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Rudolph introduced Resolution No. 2550 Resolution of Appreciation, Years of Service. Council Member Petersen seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Petersen to receive and file the Airport Commission Meeting minutes from November 22, 2023. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to approve the Federal Airport Improvement Program (AIP). Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Rudolph introduced Resolution No. 2551 Resolution Accepting Completion of the Airport Reconstruction T-Hangar Taxilanes Project. Council Member Kroger seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Petersen to approve the Memorandum of Understanding (MOU) for use of County Ambulance. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Kroger to receive and file the Personnel & Finance Committee Meeting minutes from December 1, 2023. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Lindberg to accept the retirement of the City Clerk/Finance Director Jane Smith, approve the job description, and advertise for the position. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Lindberg to update the holiday benefits, effective December 6, 2023, to include an additional half day on Christmas Eve and an additional half day on New Years Eve, and adjust the vacation hours effective January 1, 2024, crediting the differential between the current vacation schedule and the future vacation schedule, with future vacation hours taking effect on the employees' anniversary date in 2024. The employee handbook will be updated to reflect these changes. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Rudolph to approve the change of City Hall office hours to 8:00 a.m. – 4:30 p.m. effective December 6, 2023. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

Updates were presented by the Shelby County Chamber of Commerce & Industry and Harlan Municipal Utilities.

There being no further business, the meeting was adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

City Council of the City of Harlan, Iowa December 6, 2023

The City Council met on Wednesday, December 6, 2023, at 5:00 PM, in the City Council Chambers, 711 Durant Street, Harlan, Iowa, for a budget work session and for the purpose of hearing budget requests from department heads for FY24/25.

Present: Jay Christensen, Jeanna Rudolph, Troy Schaben, Sharon Kroger,
Richard Petersen, Kyle Lindberg

Absent: RJ Bielenberg

Also Present: City Administrator Gene Gettys, City Clerk/Finance Director
Jane Smith & Deputy City Clerk Ashley Schleis

Mayor Christensen called the Budget Work Session to order.

Budget requests were made by:

- Wastewater Treatment Plant Superintendent Tim Gessert for the WWTP Plant
- Street Superintendent Jeff Musich, for the Street Department and Road Use Tax
- Library Director Amanda Brewer, for the Library
- Fire Chief Roger Bissen, for the Fire Department
- Superintendent Tim Miller for the City Facilities, Parks and Recreation, Pool, and Animal Control
- Superintendent Kelli Miller, for Veteran's Memorial Auditorium and C.G. Therkildsen Activity Center

There being no further discussion, the Work Session adjourned.

Jane Smith, City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, DECEMBER 19, 2023, 5:15 P.M

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: Meeting ID: <https://us02web.zoom.us/j/85715158878>

To participate by phone: dial #1-312-626-6799 **857 1515 8878**

1. OPENING BUSINESS

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

2. CONSENT AGENDA

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 12/5/23 Council meeting & 12/6/23 Budget Work Session
- B. Claims List No.1304 in the amount of \$72,582.48
- C. Expenditure & Revenue reports for the month of November 2023
- D. Sheriff's Statistical Report for November 2023
- E. Renewal Application for Cyclone Lanes, Inc, Class C Retail Alcohol License

3. PUBLIC HEARING

- A. Regarding the application with the Community Development Block Grant (CDBG) program for financial assistance for the Wastewater System Improvement Project
 - 1. Motion to Close hearing (*Roll Call Vote*)
- B. Resolution No. 2552 – A Resolution Authorizing City of Harlan to Dedicate City Funds towards Sanitary Sewer Improvements (*Roll Call Vote*)

4. PRESENT TO BE HEARD

- A. Harlan Airport Review – Scott McLaughlin & Scott Pigsley

5. OTHER BUSINESS

- A. Review amended 28E Agreement for Law Enforcement Services (*Roll Call Vote*)
- B. Review 2024 Solid Waste and Recyclables Hauler Licenses (*Roll Call Vote*)
- C. Move January 2nd Council Meeting to January 3rd due to New Years Holiday (*Roll Call Vote*)
- D. Review and File Airport Commission Meeting Minutes from December 15, 2023 (*Roll Call Vote*)
 - 1. Review FAA Airport Improvement Program (AIP) Preapplication (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
 - 1. Shelby County Chamber of Commerce & Industry Update
 - 2. Harlan Municipal Utilities Update
 - 3. Shelby County Sheriff's Update
 - 4. Public Comments

6. ADJOURN

The public was offered to participate by Zoom audio internet connection or by phone.

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 19th day of December 2023. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Troy Schaben, Sharon Kroger, Richard Petersen, Kyle Lindberg.

ABSENT: RJ Bielenberg

The Deputy City Clerk presented the agenda. It was moved by Lindberg and seconded by Petersen to approve the agenda with the letter change under item 5. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable. Lindberg stated he will abstain from Agenda Item 5. A. and Kroger stated she will abstain from Agenda Items 5. B., due to a conflict of interest.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 12/5/23 Council meeting & 12/6/23 Budget Work Session
- B. Claims List No. 1304 in the amount of \$72,582.48
- C. Expenditure & Revenue reports for the month of November 2023
- D. Sheriff's Statistical Report for November 2023
- E. Renewal Application for Cyclone Lanes, Inc, Class C Retail Alcohol License

It was moved by Rudolph and seconded by Lindberg that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

The Mayor announced this is the time and place for the public hearing regarding application with the Community Development Block Grant (CDBG) program for financial assistance for the Wastewater System Improvement Project. The Public Hearing was opened at 5:17 p.m.

No oral or written objections were stated or filed.

It was moved by Lindberg and seconded by Schaben to close the hearing at 5:23 p.m. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

Council Member Kroger introduced Resolution No. 2552 – A Resolution Authorizing the City of Harlan to Dedicate City Funds towards Sanitary Sewer Improvements. Council Member Schaben seconded the motion. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

Scott Pigsley was present to be heard and discussed the Harlan Airport updates.

It was moved by Rudolph and seconded by Petersen to approve the Amended 28E Agreement for Law Enforcement Services. Roll Call Vote: AYES: Rudolph, Schaben, Kroger, Petersen. ABSTAIN: Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Petersen to approve the 2024 Solid Waste and Recyclables Haulers Licenses. Roll call vote: AYES: Rudolph, Schaben, Petersen, Lindberg. ABSTAIN: Kroger. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Lindberg to move the January 2nd Council Meeting to January 3rd due to the New Years holiday. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Rudolph to receive and file the Airport Commission Meeting Minutes from December 15, 2023. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Schaben to approve the FAA Airport Improvement Program (AIP) Preapplication. Roll call vote: AYES: Rudolph, Schaben, Kroger, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

Updates were presented by the Shelby County Chamber of Commerce & Industry and the Shelby County Sheriff's Department.

There being no further business, the meeting was adjourned.

Ashley Schleis, Deputy City Clerk

Jay Christensen, Mayor

“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”