

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 February 2025. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Aaron Nippert, Troy Schaben, Sharon Kroger, Jennifer Kelly.

PRESENT ELECTRONICALLY: Kyle Lindberg

ABSENT: Richard Petersen

The City Clerk presented the agenda. It was moved by Nippert and seconded by Schaben to approve the agenda. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. 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 02-04-2025 Council meeting and 02-11-2025 Council Work Session
- B. Claims List No. 1332 in the amount of \$67,413.56
- C. Expenditure & Revenue reports for the month of January 2025
- D. HMU Sewer & Landfill Reconciliation Report for January 2025
- E. Sheriff's Statistical Report for January 2025
- F. Amended Application for Veteran's Memorial Auditorium Class C Alcohol License
- G. Renewal Application for Veteran's Memorial Auditorium Class C Alcohol License
- H. Renewal Application for Vizmart, Inc. DBA Mi Casa Class C Alcohol License

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

It was moved by Nippert and seconded by Schaben to approve the Fire Chief and Code Enforcement Officer Job Descriptions. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Lindberg to approve the Street Department Job Descriptions. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Schaben to approve the C.G. Therkildsen Activity Center and Veteran's Auditorium Job Descriptions. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Nippert to approve the Library Job Descriptions. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to approve Wastewater Treatment Plant Job Descriptions. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Nippert and seconded by Lindberg to approve City Facilities/Animal Control/Parks Department Job Descriptions. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to approve City Clerk/Finance Director, Deputy City Clerk, Full-time Administrative Assistant, and Part-time Administrative Assistant Job Descriptions. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

Council Member Kroger introduced Resolution No. 2591 – a Resolution to Set a Public Hearing date of Tuesday, April 1, 2025, at 5:00 PM in the City Hall Council Chambers for the consideration of FY25/26 Consolidated General Fund Tax Levy. Council Member Schaben seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

Council Member Lindberg introduced Resolution No. 2592 – a Resolution approving the City of Harlan, Iowa Credit Card Policy. Council Member Kroger seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

Council Member Nippert introduced Resolution No. 2593 – a Resolution approving the City of Harlan, Iowa Petty Cash Fund and Change Fund Policy. Council Member Kelly seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

Update was presented by the Shelby County Sheriff's Department.

There being no further business, the meeting was adjourned.

Ashley Schleis, City Clerk

Jay Christensen, Mayor

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