

COMING EVENTS

MONDAY, FEBRUARY 17

FIRE DEPT MEETING
7:00 PM Fire Department

TUESDAY, FEBRUARY 18

AIRPORT COMMISSION MEETING
7:00 AM Harlan Airport

TUESDAY, FEBRUARY 18

CITY COUNCIL MEETING
5:15 PM Council Chambers

THURSDAY, FEBRUARY 27

HMU BOARD MEETING
4:00 PM HMU

MONDAY, MARCH 3

FIRE DEPT TRAINING
7:00 PM Fire Department

TUESDAY, MARCH 4

CITY COUNCIL MEETING
5:15 PM Council Chambers

MONDAY, MARCH 10

LIBRARY BOARD MEETING
5:00 PM Library Meeting Room

TUESDAY, MARCH 11

PARK & REC MEETING
12:00 PM Council Chambers

THURSDAY, MARCH 13

HMU ELECTRONIC BOARD MEETING
4:00 PM HMU



AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS, FEBRUARY 18, 2025, 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 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

3. OTHER BUSINESS

- A. Approval of Fire Chief and Code Enforcement Officer Job Descriptions (*Roll Call Vote*)
- B. Approval of Street Department Job Descriptions (*Roll Call Vote*)
- C. Approval of C.G. Therkildsen Activity Center and Veteran's Auditorium Job Descriptions (*Roll Call Vote*)
- D. Approval of Library Job Descriptions (*Roll Call Vote*)
- E. Approval of Wastewater Treatment Plant Job Descriptions (*Roll Call Vote*)
- F. Approval of City Facilities/Animal Control/Parks Department Job Descriptions (*Roll Call Vote*)
- G. Approval of City Clerk/Finance Director, Deputy City Clerk, Full-time Administrative Assistant, and Part-time Administrative Assistant Job Descriptions (*Roll Call Vote*)
- H. Resolution No. 2591 – A Resolution to Set Public Hearing for 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. (*Roll Call Vote*)
- I. Resolution No. 2592 – City of Harlan, Iowa Credit Card Policy (*Roll Call Vote*)
- J. Resolution No. 2593 – City of Harlan, Iowa Petty Cash Fund and Change Fund Policy (*Roll Call Vote*)

5. OTHER REPORTS

- A. City Administrator's Report
- B. Mayor's Report
- C. Shelby County Chamber of Commerce & Industry Update
- D. Harlan Municipal Utilities Update
- E. Shelby County Sheriff's Update
- F. 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 February 2025. The meeting was called to order by Troy Schaben, Mayor Pro-Tem in the Chair, and the following Council members were:

PRESENT: Richard Petersen, Kyle Lindberg, Aaron Nippert, Troy Schaben, Sharon Kroger, Jennifer Kelly.

ABSENT: None

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Petersen to approve the agenda with items 3A-F being tabled until the February 18th, 2025 Council Meeting. Roll call vote: AYES: Petersen, Lindberg, Nippert, Schaben, Kroger, Kelly. 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 01-21-2025 Council meeting
- B. Claims List No. 1331 in the amount of \$73,904.37
- C. Renewal Application for Hy-Vee, Inc. Class B Alcohol License
- D. Renewal Application for Hy-Vee Wine & Spirits Class E Alcohol License

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

It was moved by Lindberg and seconded by Nippert to approve sewer work for 1006 15th Street per Code of Ordinances – Chapter 96.08: Abatement of Violations. Roll call vote: AYES: Petersen, Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor Pro-Tem 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.

Ashley Schleis, City Clerk

Troy Schaben, Mayor Pro-Tem

“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 – February 11, 2025

The City Council of the City of Harlan, Iowa met for a special work session in the Council Chambers in City Hall at 5:15 p.m. on the 11th day of February 2025. The following Council members were:

Present: Aaron Nippert, Troy Schaben, Sharon Kroger, Jenney Kelly

Present Electronically: Kyle Lindberg

Absent: Richard Petersen

Also Present: Mayor Jay Christensen, City Clerk Ashley Schleis, Deputy City Clerk Jennifer Malone, City Administrator Gervas Mgonja

Mayor Jay Christensen called the work session to order.

General discussion was held on the 2025/2026 budget.

There being no further discussion, the budget discussion 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.”

Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
AGRILAND FS							
11030683	SPECTRA LUBE RED 30/14 OZ - STREET	110-5-214-6310	190.20	.00			
12025	FUEL/JAN - STREET	110-5-214-6331	1,269.57	.00			
12025	FUEL/JAN - FIRE	001-5-150-6331	212.24	.00			
12025	FUEL/JAN - WWTP	610-5-815-6331	500.61	.00			
12025	FUEL/JAN - PARKS	001-5-430-6331	47.21	.00			
12025	FUEL/JAN - CODE ENFORCEMENT	001-5-110-6331	57.16	.00			
30602786	#2 ULTRA LS DYED/DIESELEX GOLD/SUREFLO IV - PARKS	001-5-430-6332	713.37	.00			
62004530	FS LP GAS - AIRPORT	001-5-280-6374	212.16	.00			
Total AGRILAND FS:			3,202.52	.00			
ALPHA & OMEGA							
11264	ASSESS A/C IN BILLIARDS ROOM & REPAIR - ACT. CTR.	001-5-455-6310	120.00	.00			
11290	INSTALL HEAT EXCHANGER IN NW UNIT - VET'S	001-5-470-6310	8,584.98	.00			
11290	INSTALL HEAT EXCHANGER IN NW UNIT - VET'S	810-5-470-6708	5,000.00	.00			
Total ALPHA & OMEGA:			13,704.98	.00			
AMAZON CAPITAL SERVICES							
1MTD-LHF6-N	BOOKS - LIBRARY	001-5-410-6505	200.48	.00			
1MTD-LHF6-N	AUDIO BOOKS - LIBRARY	001-5-410-6507	37.65	.00			
1MTD-LHF6-N	PROGRAMS - LIBRARY	001-5-410-6491	33.97	.00			
1MTD-LHF6-N	PROGRAMS - LIBRARY	001-5-410-6490	159.56	.00			
1MTD-LHF6-N	HEAVY DUTY STORAGE SHELVING UNIT - LIBRARY	001-5-410-6310	63.74	.00			
1MTD-LHF6-N	OFFICE SUPPLIES - LIBRARY	001-5-410-6501	92.89	.00			
Total AMAZON CAPITAL SERVICES:			588.29	.00			
BAKER & TAYLOR							
2038846757	BOOKS - LIBRARY	001-5-410-6505	60.40	.00			
2038849248	BOOKS - LIBRARY	001-5-410-6505	29.06	.00			
2038856894	DIGITAL BOOKS - LIBRARY	170-5-410-6502	163.50	.00			
2038856894	BOOKS - LIBRARY	001-5-410-6505	73.25	.00			
Total BAKER & TAYLOR:			326.21	.00			
BOUND TREE MEDICAL							
85646090	STAT PADZ II PEDIATRIC FOR ZOLL AED - LIBRARY	001-5-410-6310	167.99	.00			
Total BOUND TREE MEDICAL:			167.99	.00			
BOYSEN LAUNDRY SERVICES LLC							
3583	CLEAN MATS 3X5 - FIRE	001-5-150-6310	24.00	.00			
Total BOYSEN LAUNDRY SERVICES LLC:			24.00	.00			
CENGAGE GALE GROUP							
86506173	BOOKS - LIBRARY	001-5-410-6505	42.73	.00			
Total CENGAGE GALE GROUP:			42.73	.00			

Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
CENTER POINT LARGE PRINT							
2146021	BOOKS - LIBRARY	001-5-410-6505	147.42	.00			
Total CENTER POINT LARGE PRINT:			147.42	.00			
CENTRAL IOWA DISTRIBUTING INC.							
01017561	NITRILE GLOVES - WWTP	610-5-815-6310	262.00	.00			
01017562	SUPPLIES - VET'S	001-5-470-6310	211.00	.00			
01017563	SUPPLIES - ACT. CTR	001-5-455-6310	79.00	.00			
Total CENTRAL IOWA DISTRIBUTING INC.:			552.00	.00			
DEMCO							
7598735	LABEL PROTECTORS/COLOR CODED PAPER - LIBRARY	001-5-410-6501	282.44	.00			
Total DEMCO:			282.44	.00			
EMPLOYEE BENEFIT SYSTEMS							
22025-1	UNREIMBURSED EXPENSES	004-5-930-6185	689.44	.00			
22025-2	UNREIMBURSED EXPENSES	004-5-930-6185	5.61	.00			
Total EMPLOYEE BENEFIT SYSTEMS:			695.05	.00			
EXPRESS LUBE & TIRE LLC							
101235	TIRE REPAIR - STREET	110-5-214-6332	23.36	.00			
Total EXPRESS LUBE & TIRE LLC:			23.36	.00			
FAREWAY STORES							
00099147	DBL ZIP QUART BAGS/DBL ZIP SANDWICH BAGS/ICE - LIBRAR	001-5-410-6310	11.96	.00			
00174668	ADULT PROGRAM SUPPLIES - LIBRARY	001-5-410-6491	10.56	.00			
00243425	PROGRAM SUPPLIES - LIBRARY	001-5-410-6490	44.96	.00			
006-00175544	PROGRAM SUPPLIES - LIBRARY	001-5-410-6490	37.27	.00			
007-00097688	BAR SUPPLIES - VET'S	001-5-470-6548	12.90	.00			
Total FAREWAY STORES:			117.65	.00			
FARM SERVICE CO-OP.							
3826901	FUEL/JAN - STREET	110-5-214-6331	11.70	.00			
Total FARM SERVICE CO-OP.:			11.70	.00			
FARMERS MUTUAL TELEPHONE							
22025	PHONE & CABLE BUNDLE/FEB - AIRPORT	001-5-280-6374	300.54	.00			
Total FARMERS MUTUAL TELEPHONE:			300.54	.00			
FIRE SERVICE TRAINING BUREAU							
251301	INSTR1 FOR M. YATES - FIRE	001-5-150-6230	50.00	.00			
Total FIRE SERVICE TRAINING BUREAU:			50.00	.00			

Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
HARLAN COMMUNITY LIBRARY FOUNDATION							
22025	REIMBURSEMENT OF GRANTS/DONATIONS OUTDOOR COURT	170-5-410-6502	3,255.00	.00			
Total HARLAN COMMUNITY LIBRARY FOUNDATION:			3,255.00	.00			
HARLAN PUBLISHING, LLC							
135754	LEGAL NOTICES - CITY HALL	001-5-699-6402	147.06	.00			
136036	LEGAL NOTICES - CITY HALL	001-5-699-6402	19.35	.00			
137911	LEGAL NOTICES - CITY HALL	001-5-699-6402	221.88	.00			
137912	LEGAL NOTICES - CITY HALL	001-5-699-6402	147.06	.00			
137913	2025 SNOW NOTICE	001-5-699-6402	248.00	.00			
138025	ADVERTISING - LIBRARY	001-5-410-6402	45.00	.00			
138261	VINYL BANNER - LIBRARY	001-5-410-6501	86.90	.00			
Total HARLAN PUBLISHING, LLC:			915.25	.00			
HY-VEE FOOD STORE							
4883786563	PROGRAMS - LIBRARY	001-5-410-6491	15.00	.00			
48846016363	CLEANING SUPPLIES - CITY HALL	001-5-699-6506	5.68	.00			
Total HY-VEE FOOD STORE:			20.68	.00			
IA DEPT. OF REVENUE-SALES/USE							
12025	QUARTERLY SALES/USE TAX JAN - WWTP	610-5-815-6435	14.41	.00			
12025	RECREATION FEES/JAN - VETS	001-5-470-6551	59.50	.00			
Total IA DEPT. OF REVENUE-SALES/USE:			73.91	.00			
INTERNATIONAL ASSOCIATION OF FIRE CHIEFS							
000273730	FULL MEMBERSHIP, MV DIVISION DUES, VOLUNTEER & COMBI	001-5-150-6220	245.00	.00			
Total INTERNATIONAL ASSOCIATION OF FIRE CHIEFS:			245.00	.00			
IOWA ALCOHOLIC BEVERAGES DIV							
22025	VET'S LIQUOR LICENSE RENEWAL - ACH	001-5-470-6428	1,170.00	.00			
Total IOWA ALCOHOLIC BEVERAGES DIV:			1,170.00	.00			
IOWA CHAPTER OF IAPMO							
22025	MEMBERSHIP DUES/IAPMO - R. BISSEN	001-5-150-6231	30.00	.00			
Total IOWA CHAPTER OF IAPMO:			30.00	.00			
KIRKHAM MICHAEL							
97284	ENG FEES/AIP PROJECT - AIRPORT	369-5-280-6407	11,981.55	.00			
97360	CITY OF HARLAN BRIDGE INSPECTIONS	110-5-210-6763	1,600.00	.00			
97372	FY2023 AIRPORT LAYOUT PLAN	368-5-280-6407	14,566.72	.00			
Total KIRKHAM MICHAEL:			28,148.27	.00			
KROGER & SONS HAULING LLC							
7387	GARBAGE HAULING/NOV - FIRE	001-5-150-6310	50.00	.00			
7519	GARBAGE HAULING/JAN - ACTIVITY CTR.	001-5-455-6310	87.50	.00			

Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
7537	GARBAGE HAULING/JAN - FIRE	001-5-150-6310	50.00	.00			
7545	GARBAGE HAULING/FEB - CITY HALL	001-5-650-6310	40.00	.00			
7549	GARBAGE HAULING/JAN - LIBRARY	001-5-410-6310	40.00	.00			
7570	GARBAGE HAULING/JAN - PARKS	001-5-430-6310	72.00	.00			
7584	GARBAGE HAULING/JAN - VET'S	001-5-470-6310	50.00	.00			
Total KROGER & SONS HAULING LLC:			389.50	.00			
MACQUEEN EQUIPMENT							
P14657	NITROGEN CANISTER CREDIT - WWTP	610-5-818-6332	147.86-	.00			
P14658	NITROGEN CANISTER - WWTP	610-5-818-6332	147.86	.00			
Total MACQUEEN EQUIPMENT:			.00	.00			
MES - MIDAM							
IN2200703	CUSTOM BULLARD FRONT/GUBBELS/BUTLER/IRLMEIER - FIRE	001-5-150-6181	244.54	.00			
Total MES - MIDAM:			244.54	.00			
MICROBAC LABORATORIES INC							
NT2500802	WASTEWATER TESTING/JAN - MONOGRAM	610-5-815-6458	1,048.50	.00			
NT2500803	WASTEWATER TESTING/JAN - WWTP	610-5-815-6458	3,317.50	.00			
Total MICROBAC LABORATORIES INC:			4,366.00	.00			
MIDWEST SAFETY CONSULTING							
22025	CPR TRAINING - FIRE	001-5-150-6230	360.00	.00			
Total MIDWEST SAFETY CONSULTING:			360.00	.00			
MIDWEST TAPE							
506692046	DIGITAL BOOKS - LIBRARY	001-5-410-6502	47.86	.00			
Total MIDWEST TAPE:			47.86	.00			
NAPA - HARLAN PARTS INC.							
774333	SWITCH/WINDSHIELD WASH - WWTP	610-5-815-6350	59.93	.00			
774363	SOLENOID - WWTP	610-5-815-6350	32.99	.00			
774393	REEL/HYD HOSE FITTINGS - STREETS	110-5-214-6332	48.35	.00			
774480	NON-CHLOR BRAKE CLEANER - STREET	110-5-214-6310	5.98	.00			
774518	AIR CYLDR CRPER SEAT - STREETS	110-5-214-6310	56.99	.00			
774551	AIRFIL/HAND NAIL BRUSH - STREETS	110-5-214-6310	18.48	.00			
774570	BACKING PAD/CUT-OFF WHEEL - PARKS	001-5-430-6310	30.98	.00			
774572	EXTEND RUST CNTR AERO/SAND PAD - PARKS	001-5-430-6310	12.07	.00			
774585	CARTRIDG/CORE DEPOSIT - FIRE	001-5-150-6332	71.99	.00			
774605	CORE DEP. RETURNED - FIRE	001-5-150-6332	37.00-	.00			
774697	HYD HOSE FTNGS/HOSE/ADAPTERS/MAGNET - FIRE	001-5-150-6332	82.10	.00			
774828	OILFIL/NAPA GOLD AIR FILTER/NAPA 5W30/SYN OIL - CITY FAC	001-5-650-6332	73.97	.00			
774834	COUPLER/A-STYLE COUPLER - FIRE	001-5-150-6332	34.19	.00			
774939	DIAPHRAGM REG W/GAUGE/FMALE AD - FIRE	001-5-150-6310	13.61	.00			
774950	SAE 5W30 QT CANS OIL - FIRE	001-5-150-6332	19.74	.00			
774964	OIL STABILIZER/HIGH MILE STAB/SAE 5W30 QT CANS - CODE E	001-5-110-6332	38.64	.00			
775023	5-30 GALLON/SAE SW30 QT CANS - CITY FAC.	001-5-650-6332	21.78	.00			

Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
775024	SAE 10W30 QT CANS - FIRE	001-5-150-6332	9.87	.00			
775026	6 12 - 1.5A CHARGER - FIRE	001-5-150-6332	25.19	.00			
775103	1A MAINTAINER CHARGER - STREETS	110-5-214-6332	17.99	.00			
775271	BATTERY CABLE LUG - WWTP	610-5-815-6332	2.49	.00			
775498	SPARK PLUG - STREET	110-5-214-6332	5.99	.00			
775527	WHEEL CHOCK - WWTP	610-5-815-6519	49.98	.00			
775531	SPARK PLUG/AIRFIL - STREETS	110-5-214-6332	19.98	.00			
775645	BRAKE PADS/SOCKET - STREETS	110-5-214-6332	62.48	.00			
775736	OIL FILTER - STREET	110-5-214-6332	7.99	.00			
Total NAPA - HARLAN PARTS INC.:			786.75	.00			
NISHNABOTNA R.E.C.							
22025	ELECTRICITY/FEB - CUST #437500 OFFICE/AIRPORT	001-5-280-6374	447.24	.00			
22025-1	ELECTRICITY/FEB - CUST #479800 BEACON & HANGERS/AIRP	001-5-280-6374	121.76	.00			
Total NISHNABOTNA R.E.C.:			569.00	.00			
O'REILLY AUTOMOTIVE INC.							
0388-454707	SWAY BARS LNK - FIRE	001-5-150-6332	61.36	.00			
0388-455768	BATTERY & CORE CHARGE - FIRE	001-5-150-6332	203.06	.00			
0388-456397	BRACKTED CAL/CORE CHARGE/BRK CLN - CODE ENFORCEME	001-5-110-6332	176.95	.00			
0388-456426	20 AMP BLADE/AT0 10 PRO-P - PARKS	001-5-430-6332	14.29	.00			
0388-456427	CORE CHARGE RETURN - CODE ENFORCEMENT	001-5-110-6332	70.00	.00			
Total O'REILLY AUTOMOTIVE INC.:			385.66	.00			
OTIS ELEVATOR COMPANY							
CO15561001	ANNUAL SAFETY & PRESSURE RELIEF TESTING - LIBRARY	001-5-410-6450	1,087.50	.00			
Total OTIS ELEVATOR COMPANY:			1,087.50	.00			
PIGSLEY, SCOTT							
22025-2	FBO CONTRACT - FEB. 2025 PYMT #2 - AIRPORT	001-5-280-6420	2,412.50	.00			
Total PIGSLEY, SCOTT:			2,412.50	.00			
PROFESSIONAL COMPUTER SOLUTIONS LLC							
11418	CYLANCE ANTI-VIRUS SOFTWARE & MANAGED WORKPLACE -	001-5-410-6419	125.42	.00			
11453	PCS CLOUD BACKUP - LIBRARY	001-5-410-6419	97.00	.00			
Total PROFESSIONAL COMPUTER SOLUTIONS LLC:			222.42	.00			
R & S WASTE SYSTEMS INC							
1933631	TRASH REMOVAL/JAN - AIRPORT	001-5-280-6374	57.15	.00			
Total R & S WASTE SYSTEMS INC:			57.15	.00			
RED OAK WELDING SUPPLIES INC.							
RENT13390	CO2 RENTAL/JAN - CITY FAC./DOG POUND	001-5-190-6370	34.20	.00			
Total RED OAK WELDING SUPPLIES INC.:			34.20	.00			

Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
SCHLEIS, ASHLEY							
22025	TRAVEL EXP. - IGHCP INS MTG - A. SCHLEIS	001-5-610-6230	140.00	.00			
Total SCHLEIS, ASHLEY:			140.00	.00			
SHELBY COUNTY STATE BANK							
22025	DIRECT DEP ACH ORIG. FEE/PAYROLL - FEB	001-5-699-6370	18.30	.00			
Total SHELBY COUNTY STATE BANK:			18.30	.00			
STOWE RED-E-MIX							
1	M-4, ACCELERATOR, HAUL CHARGE - PARKS	001-5-430-6310	222.10	.00			
Total STOWE RED-E-MIX:			222.10	.00			
STUDER HARLAN DO IT BEST HDWR							
A450520	40 GAL ELEC WATER HTR/PIPE THREAD COMPOUND - STREET	110-5-214-6310	520.48	.00			
A450526	PVC BUSHING/ADAPTER/MIP PLUG - WWTP	610-5-815-6310	5.67	.00			
A450736	2 PK 3" GP KNIT RLR COVR/MINI ROLLER TRAY - STREETS	110-5-214-6310	10.27	.00			
A451134	60" METAL BROOM HANDLE - FIRE	001-5-150-6310	17.58	.00			
B492264	CLEANING SUPPLIES - WWTP	610-5-815-6310	5.58	.00			
B492419	AQUA GASKET BOX/FREEZER CONTAINER - DOG POUND	001-5-190-6370	18.87	.00			
B492422	MALEXFEM LEADR HSE - LIBRARY	001-5-410-6310	9.99	.00			
B492484	NUTS/BOLTS/SCREWS/CONNECTORS/ELEC TAPE/CONDUIT - V	001-5-470-6310	43.90	.00			
B492532	CONNECTORS/STRAP/COVER/OCT BOX CREDIT - VET'S	001-5-470-6310	12.65	.00			
B493566	RIP HAMMER/INDR DIGITAL TIMER - LIBRARY	001-5-410-6310	28.48	.00			
Total STUDER HARLAN DO IT BEST HDWR:			648.17	.00			
UNITYPOINT CLINIC							
253776	DRUG SCREEN - GENERAL	001-5-699-6186	84.00	.00			
Total UNITYPOINT CLINIC:			84.00	.00			
VERIZON WIRELESS							
6104370312	BROADBAND/HOTSPOT SERVICE - LIBRARY	001-5-410-6419	124.50	.00			
Total VERIZON WIRELESS:			124.50	.00			
VETERAN'S AUDITORIUM							
22025	BAGS LEAGUE PAYOUT - VETS	001-5-470-6551	425.00	.00			
Total VETERAN'S AUDITORIUM:			425.00	.00			
VISUAL EDGE IT, INC.							
24AR2420980	COPIER CONTRACT MAINT. - CITY CLERK	001-5-699-6415	299.44	.00			
24AR2424668	COPIER CONTRACT MAINT. - FIRE	001-5-150-6507	83.51	.00			
Total VISUAL EDGE IT, INC.:			382.95	.00			
WELLS FARGO FINANCIAL LEASING INC							
5033053977	LEASE PAYMENT & OVERAGE - LIBRARY	001-5-410-6419	310.47	.00			

Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Peri
	Total WELLS FARGO FINANCIAL LEASING INC:		310.47	.00			
	Grand Totals:		67,413.56	.00			

Report Criteria:

- Detail report.
 - Invoices with totals above \$0 included.
 - Paid and unpaid invoices included.
-

Amount Paid

Total LAW/CODE ENFORCEMENT:
202.75
Total FIRE:
1,850.98
Total ANIMAL CONTROL:
53.07
Total AIRPORT:
3,551.35
Total LIBRARY:
3,514.45
Total PARKS/RECREATION:
1,112.02
Total ACTIVITY CENTER:
286.50
Total VETERAN'S MEMORIAL AUDITORIUM:
10,544.63
Total MAYOR/CITY COUNCIL:
140.00
Total CITY FACILITIES:
135.75
Total GENERAL GOVERNMENT:
1,190.77
Total STREET CONSTRUCTION:
22,582.27
Total FLEXIBLE BENEFITS FUND:
695.05
Total FLEXIBLE BENEFITS FUND:
695.05
Total STREET/SIDEWALK CONSTRUCTION:
1,600.00
Total STREET OPS/EQUIPMENT:
2,269.81
Total ROAD USE TAX FUND:
3,869.81
Total LIBRARY TRUST:
3,418.50
Total LIBRARY TRUST FUND:
3,418.50
Total AIRPORT LAYOUT PLAN:
14,566.72
Total AIRPORT LAYOUT PLAN:
14,566.72
Total AIRPORT APRON EXPANSION:
11,981.55
Total :
11,981.55
Total WWTP:
5,299.66
Total WWTP LINES:
.00
Total SEWER FUND:
5,299.66
Total VETERANS AUD - CAPITAL:
5,000.00
Total CAPITAL SAVINGS FUND:
5,000.00

Amount Paid

Grand Totals:
67,413.56

Report Criteria:

Invoices with totals above \$0 included.
Paid and unpaid invoices included.

RESOLUTION NO. 2591

RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE CONSOLIDATED GENERAL FUND TAX LEVY FOR THE CITY'S FISCAL YEAR 2025-2026 BUDGET

WHEREAS, the City Council of Harlan, Iowa is preparing the annual budget for the Fiscal Year 2025-2026; and

WHEREAS, Iowa HF 718 requires a public hearing on the consolidated general fund tax levy where any resident or taxpayer of the City may present to the City Council objections or arguments in favor of the tax dollars before the budget is adopted and certified to the county auditor; and

WHEREAS, interested residents or taxpayers having comments for or against the proposed property tax rate may appear and be heard at the public hearing at the city council meeting on April 1st at 5:00 PM at the Harlan City Hall, at 711 Durant St., Harlan, Iowa.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Harlan, Iowa, that this confirms that the city council order the publication of a notice of public hearing pertaining to the consolidated general fund tax levy not less than ten (10) days nor more than twenty (20) days prior to the date set for the hearing.

BE IT FURTHER RESOLVED, by the Harlan City Council, that the Mayor and City Clerk are hereby authorized and directed to execute said resolution.

Passed and approved this 18th day of February 2025.

Jay Christensen, Mayor

ATTEST:

Ashley Schleis, City Clerk

RESOLUTION NO. 2592

City of Harlan, Iowa Credit Card Policy

The City has assigned the following cards:

9 issued / credit limits per card listed below

1. Fire Chief	\$8,000
2. City Administrator	\$5,000
3. City Clerk	\$5,000
4. WWTP Supt.	\$5,000
5. Facilities Supt.	\$2,500
6. Vets/Turks Supt.	\$4,000
7. Librarian	\$4,000
8. Street Supt.	\$4,000

The Credit Cards will only be used for the following purposes unless otherwise approved by the City Council.

- a. Purchases requiring immediate payment where the City is unable to issue a check for the purchase. Purchases require prior approval for non-budgeted items.
- b. Meal expenses when on City business (no alcohol expenses can be included).
- c. Employee training/travel accommodation includes lodging when applicable.
- d. Online purchases require a credit card, and no other payment or billing option is available. Online purchases require prior approval for non-budgeted items.
- e. Emergency vehicle maintenance.

All receipts must be signed, identified and brought into the City Clerk's office upon charging any item.

Misuse of City Credit Cards, failure to secure or failure to report stolen or missing Credit Cards immediately upon discovering could result in disciplinary action toward employees and possible employment termination. Employees may be held responsible for any unauthorized purchases on their card while the card is in their possession. Employees would not be held responsible for any charges to the credit card after it has been reported missing or stolen.

Passed and approved by City Council on this 18th day of February 2025.

Jay Christensen, Mayor

ATTEST: _____
Ashley Schleis, City Clerk

ACKNOWLEDGEMENT OF RECEIPT OF CREDIT CARD POLICY:

I acknowledge that I have received and reviewed the credit card policy for the City of Harlan, Iowa, adopted by City Council on February 18th, 2025. I understand the terms of the agreement and will abide by what is set forth. If my employment is terminated in any way, the cards will be turned in to the City Clerk or City Administrator immediately.

Employee Signature

Ashley Schleis, City Clerk/Finance Director

Gervas Mgonja, City Administrator

RESOLUTION NO. 2593**CITY OF HARLAN, IOWA
PETTY CASH FUND AND CHANGE FUND POLICY
UPDATED 02/18/2025**

1. A petty cash fund is defined as a sum of money set aside for paying small obligations for which the issuance of a payment request and warrant would not be cost-effective.
2. A change fund is defined as a sum of money set aside for making change where cash is collected. City Hall maintains a change fund of **\$100.00** which is counted and reconciled by the City Clerk.

The petty cash fund enables city employees to pay cash for minor business expenditures and the change fund enables city employees to make change when collecting payments. Petty Cash shall be used for legitimate City purchases only, for non-recurring and unexpected expenditures.

Each transaction must have adequate support which substantiates (1) a detailed listing of what was purchased, (2) a signature on the receipt/invoice of the person making the purchase and (3) verification that payment was made by attaching the original signed paid invoice/receipts to the Petty Cash Log, which reflects the balance of the account. Acceptable as paid receipts are cash register receipts, cancelled checks, formal cash receipts issued by vendor, original charge card slips, or original invoices which indicate the method of payment. It is the responsibility of the person submitting the petty cash reimbursement request to provide the custodian with all required information.

Items **ineligible** for reimbursement via petty cash:

- Payment for services performed by employees or non-employees
- Personal loans, personal expenses or cashing of personal checks
- Purchase of materials, supplies or services which could be paid for more efficiently by a city check
- Purchases made from vendors that have issued the City a charge account
- Travel expenses

Reimbursement from petty cash must match the exact amount of the expense.

The City of Harlan has 1 department that uses Petty Cash – Harlan Community Library. This department has the following procedures in place.

Harlan Community Library – The custodian of the petty cash fund will be the Library Director. In the absence of the Library Director, the custodian will be the Library Technician. A signed receipt is returned to the custodian. The petty cash fund of \$300.00 is counted and reconciled by the custodian monthly.

Proper accounting for petty cash requires that custodians make payments for authorized expenditures only, obtain receipts and record expenditures. There **MUST** be a sales slip, cash register tape or other receipt for each expenditure. The receipts should be attached to the Petty Cash Log and signed by the person being reimbursed.

At any time, the total cash on hand plus the total receipts and reimbursement requests in process should equal the original amount of the petty cash fund.

For replenishment of the petty cash fund, the custodian delivers the signed receipts, supporting documentation charged to the proper funds and accounts, along with a copy of their petty cash log to the Deputy City Clerk. The amount is included on the monthly claims list, which is approved by the Council. A check is made out to the appropriate City of Harlan Department, which is cashed, and the amount returned to the appropriate petty cash fund.

The City Mayor must be notified if there's an unexplained discrepancy as soon as the loss is discovered.

APPROVED AND ADOPTED this 18th day of February 2025.

By: _____
Jay Christensen, Mayor

ATTEST:

Ashley Schleis, City Clerk/Finance Director