

CITY OF HARLAN – HARLAN, IOWA – JANUARY 3, 2024

**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 5:45 o'clock P.M. the 3<sup>rd</sup> day of January 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

The City Clerk presented the agenda. It was moved by Rudolph and seconded by Schaben to approve the agenda. Roll call vote: AYES: Lindberg, Rudolph, 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 12/19/2023 Council meeting
- B. Claims List No. 1305 in the amount of \$308,352.64
- C. Council Committees and Liaisons for 2024/2025
- D. Fire Department Officers and Members 2024

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

It was moved by Kroger and seconded by Schaben to approve the first payment of \$5,775 to Performance Grading for Maple Road Improvements. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Lindberg to approve the Updated Agreement with Shelby County for GIS Services. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented RJ Bielenberg with a certificate of appreciation and thanked him for serving on the City Council.

It was moved by Kroger and seconded by Lindberg to appoint Troy Schaben as Mayor Pro-Tem through December 2025. Roll Call Vote: AYES: Lindberg, Rudolph, Kroger, Kelly. ABSTAIN: Schaben due to conflict of interest. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Schaben to approve the re-appointments of the following City officers for two-year terms to expire 12/31/2025: a.) City Health Officer, Luke Wolken b.) City Treasurer, Wava Bails c.) City Attorney, Todd Argotsinger. Roll Call Vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion Carried.

It was moved by Kroger and seconded by Lindberg to appoint Mike Burroughs to fill a vacancy on the Board of Adjustment Commission to expire on 7/1/2028. Roll Call Vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion Carried.

An update was presented by the Harlan Municipal Utilities.

There being no further business, the meeting was adjourned.

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Jane Smith, City Clerk

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Jay Christensen, Mayor

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

CITY OF HARLAN – HARLAN, IOWA – JANUARY 16, 2024

**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 16<sup>th</sup> day of January 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

PRESENT ELECTRONICALLY: Jennifer Kelly at 5:20

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: Lindberg, Rudolph, Schaben, Kroger, Petersen. 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 01/03/24 Council meeting
- B. Claims List No. 1306 in the amount of \$82,058.75
- C. Expenditure & Revenue reports for the month of December 2023
- D. Sheriff's Statistical Report for December 2023
- E. Salaries paid in 2023 and instruct Clerk to publish the same

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

Council Member Kelly joined at 5:20 p.m.

The City Administrator presented his report.

The Mayor presented his report.

An update was presented by the Shelby County Sheriff's Department.

There being no further business, the meeting was adjourned.

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Jane Smith, City Clerk

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Jay Christensen, Mayor

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CITY OF HARLAN – HARLAN, IOWA – JANUARY 18, 2024

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 5:15 o'clock P.M. the 18<sup>th</sup> day of January 2024. The meeting was called to order by Troy Schaben, Mayor Pro-Tem, and the following Council members were:

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

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

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

The purpose of the special session was to interview applicants for the City Clerk/Finance Director position. The Council were advised that the applicants had requested in writing, the Council enter into closed session under Iowa Code Section 21.5(i): To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

It was moved by Rudolph and seconded by Petersen to enter into closed session at this time, as per Iowa Code Section 21.5(i). Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Petersen. NAYS: None. Motion carried.

The Mayor Pro-Tem, Council members, City Administrator, and City Clerk/Finance Director entered into closed session with the applicants at 5:18 P.M.

No action was taken in closed session.

Special session re-opened at 6:54 P.M by motion from Lindberg and seconded by Kroger. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Petersen to make an offer for City Clerk/Finance Director to Ashley Schleis with a starting wage of \$60,000 per year (\$28.85 per hour). Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Petersen. NAYS: None. Motion carried.

There being no further business, the meeting was adjourned.

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Jane Smith, City Clerk

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Troy Schaben, Mayor Pro-Tem

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City Council of the City of Harlan, Iowa January 30, 2024

The City Council met at 12:00 p.m. for the purpose of discussing the FY24/25 Budget.

Present: Kyle Lindberg, Jeanna Rudolph, Troy Schaben, Sharon Kroger, Jenney Kelly

Present Electronically: Troy Schaben

Absent: Jay Christensen, Richard Petersen

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

Mayor Pro-Tem Schaben called the Budget discussion to order.

General discussion was held on budget items.

There being no further discussion, the budget discussion adjourned.

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Jane Smith, City Clerk

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Troy Schaben, Mayor Pro-Tem

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**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 6<sup>th</sup> day of February 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Jeanna Rudolph, Sharon Kroger, Jennifer Kelly, Richard Petersen.

PRESENT ELECTRONICALLY: Kyle Lindberg, Troy Schaben

ABSENT: None

The City Clerk presented the agenda. It was moved by Petersen and seconded by Kroger to approve the agenda. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. 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 01/16/24 Council meeting, 01/18/24 Special Council meeting and 01/30/24 Budget Work Session meeting
- B. Claims List No. 1307 in the amount of \$206,065.59
- C. HMU Sewer & Landfill Reconciliation Report for July, August, September, October, November & December 2023
- D. Renewal Application for DOLGENCORP, LLC dba Dollar General #2377, Class B Retail Alcohol License
- E. Renewal Application for The Knights of Columbus of Harlan, IA, Inc., Special Class C Retail Alcohol License

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

Todd Penisten with V & K Engineering was present to discuss the engineering agreement for the In-Town Lift Station Flood Mitigation Update. It was moved by Kroger and seconded by Petersen to approve the V & K Engineering Agreement for the In-Town Lift Station Flood Mitigation Update for an amount not to exceed \$8,500. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Rudolph to approve 2023 Street Improvement Project Change Order #1, decreasing the contract price by \$75,409.35. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Petersen and seconded by Rudolph to approve 2023 Street Improvement Project Pay App #5 Sub-Final in the amount of \$9,025. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to approve the street closing permits for Roar Into Harlan events for May through September 2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. 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.

There being no further business, the meeting was adjourned.

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Jane Smith, City Clerk

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Jay Christensen, Mayor

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**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 20<sup>th</sup> day of February 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Kyle Lindberg, Jeanna Rudolph, Troy Schaben, Sharon Kroger, Jennifer Kelly, Richard Petersen arrived at 5:22 p.m.

PRESENT ELECTRONICALLY:

ABSENT: None

The City Clerk presented the agenda. It was moved by Rudolph and seconded by Schaben to approve the agenda. Roll call vote: AYES: Lindberg, Rudolph, 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 02/06/24 Council meeting
- B. Claims List No. 1308 in the amount of \$153,676.83
- C. Expenditure & Revenue reports for the month of January 2024
- D. HMU Sewer & Landfill Reconciliation Report for January 2024
- E. Sheriff's Statistical Report for January 2024
- F. Renewal Application for The Knights of Columbus of Harlan, Iowa INC., Special Class C Retail Alcohol License – 8-month term
- G. Renewal Application for The Knights of Columbus of Harlan, Iowa INC., Class C Retail Alcohol License – 5-day term
- H. Renewal Application for Veterans Memorial Auditorium Commission of Harlan, Class C 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: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

Council Member Lindberg introduced Resolution No. 2553, Resolution of Appreciation, Years of Service, recognizing Linda Burger for 25 years of service. Council Member Kroger seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. ABSTAIN: Petersen due to arrival after discussion. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Petersen to receive and file the Public Property Committee minutes from 2/12/24. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Rudolph introduced Resolution No. 2554, a Resolution to Amend G.H. Christiansen Subdivision Declaration of Covenants, allowing "Modular Homes". Council Member Lindberg seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Lindberg introduced Resolution No. 2555, a Resolution to Set a Public Hearing date of Tuesday, March 5, 2024, Regarding the Proposed Sale of City owned Lots 40-44, 21-23 & 25 G.H. Christiansen Subdivision to S & R Baker Real Estate for single family market rate homes. Council Member Petersen seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Kelly introduced Resolution No. 2556, a Resolution Accepting the Engineers Statement of Completion and Final Pay App for the 2023 Street Improvement Project. Council Member Kroger seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Kroger introduced Resolution No. 2557, a Resolution to Set a Public Hearing date of Tuesday, April 2, 2024, at 5:00 PM in the City Hall Council Chambers for the consideration of FY24/25 Consolidated General Fund Tax Levy. Council Member Petersen seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Kroger to receive and file the Park & Recreation Commission minutes from 2/15/24. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Schaben to approve the following recommendations: a) increase lifeguard starting pay to \$10 per hour & keep current incentive program; b) increase pool pass prices - Family Pass \$195, Single Pass \$120, Daily Admission \$7; c) Pool Pass sale entire month of April. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Petersen and seconded by Schaben to approve the following recommendations: a) offer a Caregiver Pass at \$60 per pass; b) maximum of three (3) caregiver passes per season pass; c) must be added to a family or single season pass. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Kelly and seconded by Rudolph to approve recommendation to increase Swim Lesson price to \$75 and hold swim lessons for one hour per day, for one week. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. 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.

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Jane Smith, City Clerk

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Jay Christensen, Mayor

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CITY OF HARLAN – HARLAN, IOWA – MARCH 5, 2024

**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 5<sup>th</sup> day of March 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

ABSENT: None

The Deputy City Clerk presented the agenda. It was moved by Lindberg and seconded by Petersen to approve the agenda. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. 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 02/20/24 Council meeting
- B. Claims List No. 1309 in the amount of \$83,399.20
- C. Renewal Application for Family Dollar Stores of Iowa, LLC, Class B Retail Alcohol License

It was moved by Rudolph and seconded by Kroger that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. 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 Sale of City Owned Lots 40-44, 21-23 & 25, G.H. Christiansen Subdivision to S & R Baker Real Estate. The Public Hearing was opened at 5:17 p.m.

No oral or written objections were stated or filed.

It was moved by Kroger and seconded by Lindberg to close the hearing at 5:20 p.m. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Lindberg introduced Resolution No. 2558 – a Resolution Approving the Execution and Entering into a Real Estate Contract with S & R Baker Real Estate, for the Sale and Conveyance of City Owned Property Described as Lots 40-44, 21-23, 25 in G.H. Christiansen Subdivision in the City of Harlan, Iowa at \$1,000 per lot, per contract. Council Member Schaben seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Lindberg to approve the Water Trails Development Grant for River Access/Water Trail Project in the amount of \$218,500. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Petersen to approve submittal for DNR Request Letter for Grant Funds in the amount of \$218,500. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Lindberg to approve the LT Leon Engineering Agreement for River Access/Water Trail Project for an amount not to exceed \$32,000. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.



It was moved by Kroger and seconded by Rudolph to receive and file the Harlan Historical Preservation Committee (HHPC) minutes from 02/22/2024 meeting. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Petersen to approve the recommendation from HHPC for the approval of six (6) applications for the Downtown Façade and Upper Story Grants for an amount totaling \$33,262.10. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Kroger to receive and file Airport Commission minutes from 02/23/2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Schaben to approve the recommendation to accept the base bid from Hal & Cal Inc. DBA Leinen Construction in the amount of \$143,437.56 for Hangar #6 Project. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Lindberg to receive and file Insurance Committee minutes from 02/27/2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Petersen to review recommendation to renew Health, Dental and Short-Term Disability (STD) Insurance effective July 1, 2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Petersen. NAYS: None. ABSTAIN: Kelly, due to conflict of interest - HMU employment. 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.

It was moved by Rudolph and seconded by Petersen to enter into closed session at 6:03 p.m. pursuant to Iowa Code 21.5(1)(i) to evaluate the performance of the City Administrator in closed session as requested by that individual. Roll Call Vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Deputy City Clerk Schleis left the meeting at 6:10 p.m.

Council members Rudolph and Petersen left the meeting at 6:36 p.m.

It was moved by Lindberg and seconded by Kelly to re-enter into open session at 7:09 p.m. Roll Call Vote: AYES: Lindberg, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

No action was taken.

There being no further business, the meeting was adjourned.

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Ashley Schleis, Deputy City Clerk

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Jay Christensen, Mayor

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CITY OF HARLAN – HARLAN, IOWA – MARCH 19, 2024

**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 19<sup>th</sup> day of March 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members and staff were:

PRESENT: Kyle Lindberg, Jeanna Rudolph, Sharon Kroger, Jennifer Kelly, Richard Petersen, Jane Smith, City Clerk/Finance Director, Gene Gettys, City Administrator

PRESENT ELECTRONICALLY: Troy Schaben

ABSENT: None

The City Clerk presented the agenda. It was moved by Kroger and seconded by Lindberg to approve the agenda. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. 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 03/05/24 Council meeting
- B. Claims List No. 1310 in the amount of \$385,401.41
- C. Expenditure & Revenue reports for the month of February 2024
- D. HMU Sewer & Landfill Reconciliation Report for February 2024
- E. Sheriff's Statistical Report for February 2024

It was moved by Rudolph and seconded by Petersen that the items on the Consent Agenda be approved and adopted. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. 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 Standard DOT Title VI Assurances for River Access/Water Trail Project. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Petersen and seconded by Kroger to approve the Title VI Agreement for the River Access/Water Trail Project. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Rudolph introduced Resolution 2559 – Appointing Gene Gettys as Title VI coordinator. Council Member Lindberg seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Lindberg introduced Resolution 2560 - Approving Budgeted Transfers for FY23/24. Council Member Kroger seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Rudolph to receive and file the Insurance Committee minutes from 03/06/2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Kroger to approve the recommendation to renew the Property/Casualty & Workers Compensation Insurance with EMC. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Lindberg to receive and file the Park and Recreation Committee minutes from 03/12/2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Petersen to approve the recommendation to increase the Swimming Pool Punch Pass price to \$60.00. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Petersen to approve the recommendation to offer both one hour and 30-minute swim lesson sessions for this season. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

The Council reviewed the quote of \$182,350 from Murphy Heavy Contracting for replacing the 4<sup>th</sup> Street Bridge. It was moved by Lindberg and seconded by Petersen to approve the quote and move forward with the 4<sup>th</sup> Street Bridge Project. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

The City Administrator presented his report.

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

The Mayor presented his report. He thanked retiring City Clerk/Finance Director, Jane Smith for her years of service to the City of Harlan.

There being no further business, the meeting was adjourned.

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Jane Smith, City Clerk

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Jay Christensen, Mayor

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**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 2<sup>nd</sup> day of April 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

ABSENT: None

The City Clerk presented the amended agenda. It was moved by Kroger and seconded by Petersen to approve the agenda. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. 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 03/19/24 Council meeting
- B. Claims List No. 1311 in the amount of \$478,048.31
- C. Renewal Application for Hy-Vee, Inc. DBA Hy-Vee Wine & Spirits, Class E Retail Alcohol License
- D. Renewal Application for Gussied Up Cocktail Lounge, Class C Retail Alcohol License
- E. Renewal Application for BW Gas & Convenience Retail, LLC dba Yesway #1009, Class E Retail Alcohol License
- F. Renewal Application for Highbanks Promotions, LLC dba Shelby County Speedway, Class C Retail Alcohol License, 8-month term – Pending Dramshop Review

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

It was moved by Kroger and seconded by Schaben to Set a Public Hearing Date of April 16, 2024, 5:15 PM for the Proposed FY24/25 Annual Budget.

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

Council Member Lindberg introduced Resolution 2561 - Resolution of Local Support for the Community Garden Program. Council Member Petersen seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Petersen and seconded by Rudolph to approve the EMS Membership Update in Fire Department Constitution. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Schaben to approve the purchase of ABIFORCE Zero Turn Work Machine for Parks. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to receive and file the Streets, Alleys, and Sidewalks Committee minutes from 03/25/2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Mayor Christensen introduced Ordinance No. 2024-01 An ordinance amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, pertaining to No Parking Zones. The changes include: a) 11<sup>th</sup> Street on the west side, from Tarkington Street to Main Street and on the east side, from Main Street to Broadway Street; b) Victoria Street on both sides, from 3<sup>rd</sup> Street to Exchange Street; c) Pine Street on the north side, from 6<sup>th</sup> Street extending 30 feet west. It was moved by Kroger and seconded by Lindberg that Ordinance No. 2024-01 now be read for the first time. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the first reading of Ordinance No. 2024-01 was passed.

It was moved by Kroger and seconded by Petersen to approve the Street Closing permit for Relay For Life of Shelby County date change to June 1<sup>st</sup>, 2024 from 5-10 P.M from June 10<sup>th</sup>, 2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Rudolph and seconded by Lindberg to re-appoint Scott McLaughlin to the Airport Commission for a 6-year term to expire on 04/01/2030. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. 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.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

CITY OF HARLAN – HARLAN, IOWA – APRIL 2, 2024

**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 Special Session, in the Council Chambers at 5:00 o'clock P.M. the 2<sup>nd</sup> day of April 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

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: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

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

The Mayor announced that this is the time and place for the public hearing regarding the consideration of the FY24/25 Consolidated General Fund Tax Levy. It was moved by Kroger and seconded by Petersen to open the public hearing. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried. The Public Hearing was opened at 5:02 p.m.

No oral or written objections were stated or filed.

It was moved by Rudolph and seconded by Lindberg to close the hearing at 5:12 p.m. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

No action was taken.

There being no further business, the meeting was adjourned.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

**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 16<sup>th</sup> day of April 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Kyle Lindberg, Jeanna Rudolph, Troy Schaben, Sharon Kroger, Jennifer Kelly.

ABSENT: Richard Petersen

The City Clerk presented the amended agenda. It was moved by Kroger and seconded by Lindberg to approve the agenda. Roll call vote: AYES: Lindberg, Rudolph, 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 04/02/24 Special Council meeting and 04/02/24 Regular Council meeting
- B. Claims List No. 1312 in the amount of \$63,438.57
- C. Expenditure & Revenue reports for the month of March 2024
- D. HMU Sewer & Landfill Reconciliation Report for March 2024
- E. Sheriff's Statistical Report for March 2024
- F. Renewal Application for Hy-Vee Inc. DBA Hy-Vee, Class B Retail Alcohol License
- G. Renewal Application for Old West Side Lounge, LTD. DBA Old Westside Lounge, Class C Retail Alcohol License
- H. Renewal Application for Rocking Chair, Class C Retail Alcohol License.
- I. Automatic Renewal Application for Fareway Stores, Inc. #790, Class E Retail Alcohol License.
- J. Renewal Application for Vizmart, Inc., DBA Mi Casa, 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: Lindberg, Rudolph, Schaben, Kroger, Kelly. 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 Proposed FY 24/25 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 Lindberg to close the hearing at 5:23 p.m. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

Council Member Lindberg introduced Resolution No. 2562 – Adopting the Annual Budget for Fiscal Year Ending June 30, 2025. Council Member Schaben seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

Council Member Rudolph introduced Resolution No. 2563 – Resolution to Authorized the Signing of Warrants. Council Member Schaben seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to Approve I.D.O.T. Federal-Aid Agreement for a Transportation Alternatives Program for River Access Project (TAP) Project. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

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

It was moved by Rudolph and seconded by Kroger to receive and file Personnel & Finance Committee Meeting minute from 04/11/2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

There was discussion on the sewer billing and collection re-audit. It was moved by Lindberg and seconded by Schaben to move forward with the procedures we are doing and cancel the re-audit. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger. NAYS: None. ABSTAIN: Kelly, due to conflict of interest - HMU employment. Motion carried.

Reviewed Memorandum of Understanding (MOU) with Shelby County Plant Iowa for tree planting. It was moved by Rudolph and seconded by Lindberg to approve the MOU with Shelby County Plant Iowa. Tree planting will take place on April 22<sup>nd</sup>, 2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

Mayor Christensen introduced Ordinance No. 2024-01 An ordinance amending Chapter 69.08 of the Code of Ordinances for the City of Harlan, pertaining to No Parking Zones. The changes include: a) 11<sup>th</sup> Street on the west side, from Tarkington Street to Main Street and on the east side, from Main Street to Broadway Street; b) Victoria Street on both sides, from 3<sup>rd</sup> Street to Exchange Street; c) Pine Street on the north side, from 6<sup>th</sup> Street extending 30 feet west. It was moved by Lindberg and seconded by Kroger that Ordinance No. 2024-01 now be read for the second time and dispense the third reading. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried and the second reading of Ordinance No. 2024-01 was passed.

The City Administrator presented his report.

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

It was moved by Lindberg and seconded by Rudolph to re-appoint Reid Mosher to the Veteran's Memorial Auditorium Commission for a 3-year term to expire on 04/19/2027. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to appoint Russ Chamberlain to the Veteran's Memorial Auditorium Commission for a 3-year term to expire on 04/19/2027. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

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

There being no further business, the meeting was adjourned.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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



**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 7<sup>th</sup> day of May 2024. The meeting was called to order by Troy Schaben, Mayor Pro-Tem, and the following Council members were:

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

ABSENT: None

The City Clerk presented the agenda. It was moved by Kroger and seconded by Lindberg to approve the agenda. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. 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 04-16-2024 Council meeting
- B. Claims List No. 1313 in the amount of \$251,560.81
- C. Renewal Application for Shelby County Fair Corporation for Special Class C Retail Alcohol License
- D. Renewal Application for The Lounge LLC Class C Retail Alcohol License
- E. Approval of FY 2023-2024 Cigarette/Tobacco/Nicotine/Vapor Permit for Harlan Golf and Country Club

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

It was moved by Kroger and seconded by Lindberg to approve Administrative Assistance Contract #24-WS-013 with SWIPCO not to exceed \$20,000.00. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Rudolph to approve Iowa Economic Development Authority (CDBG) Program Contract #24-WS-013 in the amount not to exceed \$500,000.00. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Kroger introduced Resolution No. 2564 – a resolution of the City of Harlan adopting certain policies, rules, and regulations during the performance of the Community Development Block Grant Program for sanitary sewer improvements within Harlan. Council Member Petersen seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Rudolph and seconded by Kroger to acknowledge and accept IEDA/CDBG Procurement Standards Certification of Compliance and agree to follow 2 CFR 200 for Contract #24-WS-013. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Petersen to authorize publication and set public hearing date of May 21, 2024, for FY23/24 budget amendment. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Rudolph introduced Resolution No. 2565 – a resolution authorizing the submission of DOT Agreement (24-TAP-115) for Transportation Alternative Program (TAP-R-3275(606)-8T-83) and certifying eligibility requirements for an amount of \$273,000.00 for the River Access Project. Council Member Lindberg seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Lindberg and seconded by Petersen to approve City of Harlan employee handbook changes and updates. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Rudolph and seconded by Kroger to receive and file Airport Commission Minutes from 04/24/2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Lindberg introduced Resolution No. 2566 – a resolution authorizing the submission of application for General Aviation Vertical Infrastructure (GAVI) Program and certifying eligibility requirements for hangar #3. Council Member Kroger seconded the motion. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Rudolph and seconded by Kroger to approve the street closing permit for Log Cabin Day event on June 2, 2024. Roll call vote: AYES: Lindberg, Rudolph, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

The City Administrator 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.

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Ashley Schleis, City Clerk

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Troy Schaben, Mayor Pro-Tem

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

**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 21<sup>ST</sup> day of May 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Kyle Lindberg, Troy Schaben, Jennifer Kelly, Richard Petersen.

PRESENT ELECTRONICALLY: Sharon Kroger

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: Lindberg, Schaben, Kroger, Kelly, Petersen. 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 05-07-2024 Council meeting
- B. Claims List No. 1314 in the amount of \$101,569.08
- C. Expenditure & Revenue reports for the month of April 2024
- D. Sheriff's Statistical Report for April 2024
- E. Renewal Application for Landon Xavier Trent, LLC, DBA Buck Snort for Class C Retail Alcohol License

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

Council Member Lindberg introduced Resolution 2567 – a Resolution amending the FY 23-24 Annual Budget by Adopting Budget Amendment #1. Council Member Schaben seconded the motion. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Lindberg introduced Resolution 2568 – a Resolution approving unbudgeted transfers stated in the FY23-24 Amendment #1. Council Member Schaben seconded the motion. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Petersen to approve the two-year fuel bid for fiscal years 24/25 & 25/26 with Agriland FS. The City discount off the pump price will be \$.151 and the Bulk LP locked in price will be \$1.25. Roll call vote: AYES: Lindberg, Schaben, Kelly, Petersen. NAYS: None. ABSTAIN: Kroger, due to conflict of interest - FSC employment. Motion carried.

It was moved by Lindberg and seconded by Schaben to receive and file the Streets, Alleys, and Sidewalks Committee meeting minutes from 5/14/2024. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Mayor Christensen introduced Ordinance No. 2024-02 – An Ordinance amending Chapter 65.01 of the Code of Ordinances for the City of Harlan, pertaining to Stop Signs. The changes include: 1) McKinley Avenue. Vehicles traveling North on McKinley Avenue shall stop at Garfield Avenue. 2) Franklin Avenue. Vehicles traveling South on Franklin Avenue shall stop at Garfield Avenue. 3) Morse Avenue. Vehicles traveling South on Morse Avenue shall stop at Garfield Avenue. It was moved by Kelly and seconded by Lindberg that Ordinance No. 2024-2 now be read for the first time. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Schaben and seconded by Lindberg to approve the Fireworks Display from American Legion Post #150, J&M Displays, and street closing permit for 07/04/2024. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Schaben to approve the appointment of Aaron Nippert for Ward 3. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Petersen and seconded by Kelly to appoint Alison Manz to the Tree Advisory Environmental Commission for a term to expire on 05/16/2027. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

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.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

**CITY OF HARLAN – HARLAN, IOWA**  
**SPECIAL WORK SESSION**  
**MAY 21, 2024**

The City Council of the City of Harlan, Iowa met for a special work session in the Council Chambers in City Hall at 4:30 p.m. on the 21<sup>st</sup> day of May 2024. The following Council members were:

PRESENT: Troy Schaben, Kyle Lindberg, Jenney Kelly

PRESENT ELECTRONICALLY: Sharon Kroger

ABSENT: Richard Petersen

Mayor Christensen called the work session to order.

Aaron Nippert was present to be considered for the open seat as Council Member, Ward 3. The appointed position was discussed with each of them.

No formal action was taken.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

**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 4<sup>TH</sup> day of June 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

ABSENT: None

The City Clerk administered Aaron Nippert his Oath of Office.

The City Clerk presented the agenda. It was moved by Kroger and seconded by Lindberg to approve the agenda. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. 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 05-21-2024 Special Work Session and 05-21-2024 Council meeting
- B. Claims List No. 1315 in the amount of \$1,183,499.74
- C. HMU Sewer & Landfill Reconciliation Report for April 2024
- D. New Fire Department Members Jack Gubbels and Ethan Lytle

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

Mayor Christensen introduced Ordinance No. 2024-02 – An Ordinance amending Chapter 65.01 of the Code of Ordinances for the City of Harlan, pertaining to Stop Signs. The changes include: 1) McKinley Avenue. Vehicles traveling North on McKinley Avenue shall stop at Garfield Avenue. 2) Franklin Avenue. Vehicles traveling South on Franklin Avenue shall stop at Garfield Avenue. 3) Morse Avenue. Vehicles traveling South on Morse Avenue shall stop at Garfield Avenue. It was moved by Lindberg and seconded by Petersen that Ordinance No. 2024-02 now be read for the second time and dispense the third reading. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Lindberg introduced Resolution No. 2569 – Resolution regarding the rules of procedure for investment practices (Investment Policy) for the City of Harlan, Iowa. Council Member Kroger seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Kroger and seconded by Petersen to re-appoint Todd Berndt to Parks & Recreation Board for a term to expire 7/1/2028. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to appoint Al Ickes to fulfill the remaining term of Nella Seivert on the HMU Board of Trustees expiring 11/20/2024. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Petersen. NAYS: None. ABSTAIN: Kelly, due to conflict of interest - HMU employment. Motion carried.

Update was presented by Harlan Municipal Utilities.

There being no further business, the meeting was adjourned.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

**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 18<sup>th</sup> day of June, 2024. The meeting was called to order by Troy Schaben, Mayor Pro-Tem and the following Council members were:

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

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: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. 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 06/04/2024 Council meeting
- B. Claims List No. 1316 in the amount of \$246,418.63
- C. Expenditure & Revenue reports for the month of May 2024
- D. HMU Sewer & Landfill Reconciliation Report for May 2024
- E. Sheriff's Statistical Report for May 2024
- F. Renewal Application for Harlan Golf And Country Club, Class C Retail Alcohol License
- G. Approval of FY 2024/2025 Cigarette-Tobacco-Nicotine-Vapor Permits
- H. Review Updated Council Committees and Liaisons for 2024/2025

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

It was moved by Kroger and seconded by Kelly to approve the Joint Participation Agreement between the City of Harlan and SWIPCO for SWITA Service 07/01/2024 through 06/30/2025. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to approve the parade permit from Shelby County Fair Corp. for Thursday, July 11, 2024. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor Pro-Tem presented his report.

It was moved by Petersen and seconded by Kroger to appoint Julie Olson to the Board of Adjustment for a 5-year term to expire 07/01/2029. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Nippert to appoint Paul Simpson to the Library Board for a 4-year term to expire 07/01/2028. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

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.

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Ashley Schleis, City Clerk

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Troy Schaben, Mayor Pro-Tem



**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 2<sup>ND</sup> day of July 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

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: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. 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 06-18-2024 Council meeting
- B. Claims List No. 1317 in the amount of \$549,792.42
- C. New Fire Department Member Mitchell Leinen

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

Council Member Lindberg introduced Resolution No 2570 – Resolution ordering construction of certain public improvements, approving preliminary plans, and fixing a date for hearing thereon and taking of bids therefor. Council Member Nippert seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Kroger and seconded by Lindberg to approve the Streets, Alleys, Sidewalks Committee minutes from 06/25/2024. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Petersen and seconded by Lindberg to allow curb cutting and a drive entrance request of 16' at 1122 6<sup>th</sup> Street. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to approve the HHPC Downtown Upper Story & Façade grant completion and award request of \$16,277.65 to Good Growing Enterprises LLC at 919 7<sup>th</sup> Street. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

Update was presented by the Shelby County Chamber of Commerce & Industry.

There being no further business, the meeting was adjourned.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

**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 16<sup>th</sup> day of July 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Kyle Lindberg, Aaron Nippert, Troy Schaben, Jennifer Kelly

PRESENT ELECTRONICALLY: Sharon Kroger

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: 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 07-02-2024 Council meeting
- B. Claims List No. 1318 in the amount of \$138,026.35
- C. Renewal Application for Dollar General Store #25409, Class B Retail Alcohol License.
- D. Expenditure & Revenue reports for the month of June 2024
- E. Sheriff's Statistical Report for June 2024

It was moved by Nippert 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 Schaben and seconded by Kelly to approve the map of crosswalks to be painted per the request of Harlan Community Schools to assist with pedestrian safety in the affected areas that are losing a in town bus stop. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

Council Member Kelly introduced Resolution 2571 – Resolution setting salaries for appointed officers and employees of the City of Harlan for the Fiscal Year 2024-25. Council Member Lindberg seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

Council reviewed the Order of Local Housing Official and Petition for Title to Abandoned Property at 506 Pine Street. It was moved by Lindberg and seconded by Schaben to proceed with Order of Local Housing Official and Petition for Title to Abandoned Property at 506 Pine Street. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Kelly and seconded by Lindberg to receive and file the Park and Recreation minutes from 07/09/2024. 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 Boy Scouts request to camp at JJ Jensen on fields 2 and 3 on Saturday, August 3<sup>rd</sup>. 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 Noise Variance Permit from Shelby County Speedway for the Kosiski 53 Lucas Oil Late Model Race on 07/16/2024. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report. A Harlan Ride Transit Proclamation was read.

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.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

**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 6<sup>TH</sup> day of August 2024. The meeting was called to order by Troy Schaben, Mayor Pro-Tem, and the following Council members were:

PRESENT: Aaron Nippert, Troy Schaben, Jennifer Kelly.

PRESENT ELECTRONICALLY: Kyle Lindberg.

ABSENT: Sharon Kroger, Richard Petersen.

The City Clerk presented the agenda. It was moved by Kelly and seconded by Lindberg to approve the agenda. Roll call vote: AYES: Lindberg, Nippert, Schaben, 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 07-16-2024 Council meeting
- B. Claims List No. 1319 in the amount of \$371,618.82

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

The Mayor Pro-Tem announced that this is the time and place for the public hearing regarding the Plans, Specifications & Form of Contract for the 2024 Sanitary Sewer Rehabilitation Project.

The Public Hearing was opened at 5:16 P.M.

It was moved by Nippert and seconded by Kelly to close the hearing at 5:19 P.M. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kelly. NAYS: None. Motion carried.

Council Member Kelly introduced Resolution No 2572 – Resolution Approving Plans, Specifications and Form of Contract for 2024 Sanitary Sewer Rehabilitation Project. Council Member Nippert seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kelly. NAYS: None. Motion carried and the Resolution was duly adopted.

Review of the Construction Bids and Bid Tabulation for the 2024 Sanitary Sewer Rehabilitation Project are as follows:

<u>Name</u>	<u>Address</u>	<u>Bid Amount</u>
1. Municipal Pipe Tool Co. LLC	Hudson, IA	\$1,058,106.05
2. Visu-Sewer, LLC	Pewaukee, WI	\$1,065,591.50
3. Sak Construction, LLC	O'Fallon, MO	\$1,071,124.00
4. Insituform Technologies USA, LLC	Chesterfield, MO	\$1,115,477.23
5. Hydro-Klean, LLC	Des Moines, IA	\$1,302,142.33

Council Member Kelly introduced Resolution No 2573 – Resolution Making Award of Construction Contract to Municipal Pipe Tool Co., LLC of Hudson, Iowa in the Amount of \$1,058,106.05 for the 2024 Sanitary Sewer Rehabilitation Project. Council Member Lindberg seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kelly. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Kelly and seconded by Nippert to approve the amendment to Agreement No. 1- Agreement for Professional Services 2024 Sanitary Sewer Collection System with V&K. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kelly. NAYS: None. Motion carried.

Council Member Nippert introduced Resolution No 2574 – Resolution in Support of the Grant Application for the State of Iowa Disaster New Housing Grant Program. Council Member Kelly seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kelly. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Lindberg and seconded by Nippert to approve the permit for the street closing for a block party at Baldwin Street between 19<sup>th</sup> Street and Victoria Street. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kelly. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor Pro-Tem presented his report.

It was moved by Lindberg and seconded by Kelly to appoint Shane Pitts to the Planning & Zoning Commission for a 4-year term to expire 07-01-2028. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kelly. NAYS: None. Motion carried.

Update was presented by Harlan Municipal Utilities.

There being no further business, the meeting was adjourned.

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Ashley Schleis, City Clerk

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Troy Schaben, Mayor Pro-Tem

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**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 20<sup>TH</sup> day of August 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

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: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. 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 08-06-2024 Council meeting
- B. Claims List No. 1320 in the amount of \$176,501.86
- C. Expenditure & Revenue reports for the month of July 2024
- D. HMU Sewer & Landfill Reconciliation Report for June 2024 and July 2024
- E. Sheriff's Statistical Report for July 2024

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

Shelby County Wellness Alliance members were present to discuss the painting of the crosswalks. It was moved by Schaben and seconded by Lindberg to approve the permit for street closing for installation/painting of crosswalk art at 4 crosswalks downtown at 6<sup>th</sup> Street & Court Street and 7<sup>th</sup> Street & Market Street on Monday, September 9<sup>th</sup>, 2024 with a rain date of Monday, September 16<sup>th</sup>, 2024. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. 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.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

**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 3<sup>RD</sup> day of September 2024. The meeting was called to order by Troy Schaben, Mayor Pro-Tem, and the following Council members were:

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

ABSENT: Kyle Lindberg

The City Clerk presented the agenda. It was moved by Kroger and seconded by Petersen to approve the agenda. Roll call vote: AYES: Nippert, Schaben, Kroger, Kelly, Petersen. 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 08-20-2024 Council meeting
- B. Claims List No. 1321 in the amount of \$282,341.83
- C. Renewal Application for Casey's General Store #2914, Class E Retail Alcohol License
- D. New Application for GIPH Restaurants, LLC (Pizza Hut), DBA Staab Management Company, Class C Retail Alcohol License

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

**Review of Contract and Bonds.**

Council Member Kroger introduced Resolution No 2575 – A Resolution Approving Contract and Bonds executed by Municipal Pipe Tool Co. of Hudson, IA for the construction of the “2024 Sanitary Sewer Rehabilitation Project – Harlan, Iowa.” Council Member Petersen seconded the motion. Roll call vote: AYES: Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Kelly and seconded by Kroger to approve HHPC Downtown Upper Story & Façade grant completion and award request for 622 Market Street in the amount of \$5,500.00. Roll call vote: AYES: Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Kelly to receive and file Planning & Zoning Commission Minutes from 08/28/2024. Roll call vote: AYES: Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Kelly introduced Resolution No 2576 – A Resolution setting date for public hearing regarding the proposal to vacate and sell Parcel 833102004001 platted North St. and Plum St., Block 4, Lot 6, 7, and platted alley all West of 7<sup>th</sup> St. in the City of Harlan, Iowa to Debra Dinesen Moore. Council Member Kroger seconded the motion. Roll call vote: AYES: Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Kroger and seconded by Petersen to receive and file Personnel & Finance Committee Meeting Minutes from 08/28/2024. Roll call vote: AYES: Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Nippert introduced Resolution No 2577 – A Resolution establishing a Travel Reimbursement Policy. Council Member Kroger seconded the motion. Roll call vote: AYES: Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Kroger and seconded by Nippert to approve permit for street closing for Shelby County Historical Museum – Morse Ave. from Pine St. to Grand Ave. for a Show & Shine Car Show during Sock Hop event. Roll call vote: AYES: Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor Pro-Tem presented his report.

Update was presented by the Shelby County Chamber of Commerce & Industry.

There being no further business, the meeting was adjourned.

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Ashley Schleis, City Clerk

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Troy Schaben, Mayor Pro-Tem

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



**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 17<sup>th</sup> day of September 2024. 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 amended agenda. It was moved by Lindberg and seconded by Kroger to approve the amended agenda with a change to item 5.B.1 changing term date to 11-20-2025. 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 09-03-2024 Council meeting
- B. Claims List No. 1322 in the amount of \$92,572.99
- C. Expenditure & Revenue reports for the month of August 2024
- D. Sheriff's Statistical Report for August 2024
- E. Renewal Application for Good Growing Enterprises, LLC DBA Milk & Honey, Class C Retail Alcohol License

It was moved by Nippert and seconded by Schaben 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.

The Mayor announced that this is the time and place for the public hearing regarding the proposal to vacate and sell Parcel 833102004001 platted North St. and Plum St., Block 4, Lot 6, 7, and platted alley all West of 7<sup>th</sup> St. in the City of Harlan, Iowa to Debra Dinesen Moore.

The Public Hearing was opened at 5:18 P.M.

It was moved by Kroger and seconded by Nippert to close the hearing at 5:22 P.M. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Schaben to vacate and sell Parcel 833102004001 platted North St. and Plum St., Block 4, Lot 6, 7, and platted alley all West of 7<sup>th</sup> St. in the City of Harlan, Iowa to Debra Dinesen Moore for the amount determined in this public hearing, to be formalized by the passing of a Resolution at a later date once a Plat of Survey is obtained establishing legal descriptions for the aforementioned properties. Motion carried.

It was moved by Lindberg and seconded by Nippert to consider recommendation from Planning & Zoning to re-zone the aforementioned property from the public hearing from A-1 to R-2. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Schaben and seconded by Kroger to receive and file Harlan Fire Department minutes from 08-19-2024. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Schaben to approve changing the minimum age for membership from 19 years of age to 18 years of age. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

Council Member Nippert introduced Resolution No. 2578 – A Resolution Approving Iowa Department of Transportation (IDOT) 2024 Street Finance Report and Authorizing the City Clerk to Sign Same. Council Member Lindberg seconded the motion. Roll Call Vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried and the resolution was duly adopted.

It was moved by Kroger and seconded by Schaben to approve the noise variance permit from Shelby County Speedway for Tiny Lund Night at the Speedway starting on 09-20-2024 and ending 09-22-2024 at 2:00 a.m. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Schaben and seconded by Kroger to approve the 2024 Homecoming Parade Permit for Friday, September 27<sup>th</sup> at 2:00 p.m. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Kroger and seconded by Schaben to appoint Jenny Barnett to fulfill remaining term of Doug Hammer on the HMU Board of Trustees expiring 11-20-2025. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger. NAYS: None. ABSTAIN: Kelly, due to conflict of interest - HMU employment. Motion carried.

It was moved by Nippert and seconded by Lindberg to appoint Rick Schaben to the Planning & Zoning Commission for a term of 4 years to expire 07-01-2028. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

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.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

**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 1<sup>ST</sup> day of October 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Aaron Nippert, Troy Schaben, and Sharon Kroger

PRESENT ELECTRONICALLY: Kyle Lindberg and Richard Petersen (Left at 5:45)

ABSENT: Jennifer Kelly

The City Clerk presented the agenda. It was moved by Schaben and seconded by Nippert to approve the agenda. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Petersen. 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 09-17-2024 Council meeting
- B. Claims List No. 1323 in the amount of \$94,979.48
- C. Renewal Application for Monse, Inc. DBA The Purple Door Class C Alcohol License.
- D. Renewal Application for Taylor Oil Enterprises, Limited DBA Taylor Quik Pik Class E Alcohol License.

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

It was moved by Kroger and seconded by Schaben to approve the Street Closing Permit for Downtown Harvest Fest Celebration, Saturday, October 26, 2024, 8:00 AM - 2:00 PM. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Petersen. NAYS: None. Motion carried.

Council Member Nippert introduced Resolution No. 2579 – Resolution of the City of Harlan, Iowa Establishing the Official Date and Time for Trick-or-Treat Activities (Beggars' Night) for Halloween 2024. Council Member Schaben seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

Council Member Kroger introduced Resolution No. 2580 – Resolution of the City of Harlan, Iowa to Submit a Project for Apron Expansion and Authorize the City Administrator to Sign Required Documents. Council Member Lindberg seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

Council Member Kroger introduced Resolution No. 2581 – Resolution to Accept and Approve FY2024 Annual Urban Renewal Report (AURR) for Fiscal Year Ending June 30, 2024. Council Member Lindberg seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

Council Member Petersen introduced Resolution No. 2582 – Resolution Naming Depositories. Council Member Kroger seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

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.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

**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 15<sup>th</sup> day of October 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

The City Clerk presented the agenda. It was moved by Kroger and seconded by Lindberg to approve the agenda. Roll call vote: AYES: Lindberg, 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 10-01-2024 Council meeting
- B. Claims List No. 1324 in the amount of \$120,163.99
- C. Expenditure & Revenue reports for the month of September 2024
- D. HMU Sewer & Landfill Reconciliation Report for August 2024 and September 2024
- E. Sheriff's Statistical Report for September 2024
- F. Renewal Application for The Knights of Columbus of Harlan, IA Class C Alcohol License

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

It was moved by Lindberg and seconded by Kroger to accept and approve the 2024 Annual Tax Increment Financing (TIF) Indebtedness Certification. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

Council reviewed the Order of Local Housing Official and Petition for Title to Abandoned Property at 1310 Willow Street. It was moved by Lindberg and seconded by Schaben to proceed with Order of Local Housing Official and Petition for Title to Abandoned Property at 1310 Willow Street. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly. 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 Kristine Travis to Library Board for a term to expire 07/01/2028. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

Updates were presented by Harlan Municipal Utilities and the Shelby County Sheriff's Department.

It was moved by Kroger and seconded by Schaben to enter into closed session at 5:45 p.m. pursuant to Iowa Code 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Roll Call Vote: AYES: Lindberg, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Schaben and seconded by Kroger to re-enter into open session at 6:07 p.m. Roll Call Vote: AYES: Lindberg, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Lindberg to accept the resignation of the City Administrator, Gene Gettys, effective November 30<sup>th</sup>, 2024. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

There being no further business, the meeting was adjourned.

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Ashley Schleis, City Clerk

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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 – October 29, 2024

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 29<sup>th</sup> day of October 2024. The following Council members were:

Present: Kyle Lindberg, Aaron Nippert, Troy Schaben, Sharon Kroger, Jenney Kelly, Richard Petersen

Absent: None

Also Present: Mayor Jay Christensen, City Administrator Gene Gettys, City Clerk Ashley Schleis, Deputy City Clerk Jennifer Malone

Mayor Jay Christensen called the work session to order.

General discussion was held on the City Administrator Transition.

There being no further discussion, the budget discussion adjourned.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

**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 5<sup>TH</sup> day of November 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

ABSENT: Aaron Nippert and Jennifer Kelly

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Petersen to approve the agenda. Roll call vote: AYES: Lindberg, Schaben, Kroger, Kelly, Petersen. 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 10-15-2024 Council meeting and 10-29-2024 Council Work Session
- B. Claims List No. 1325 in the amount of \$165,620.67

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

Alex Londo was present to discuss the value of the StratOP Process for Shelby County Emergency Management Agency (EMA).

It was moved by Lindberg and seconded by Kroger to approve the Engagement Letter with Ahlers & Cooney, P.C. regarding Amended and Restated Urban Revitalization Plan. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Schaben to receive and file the Personnel & Finance Committee Meeting minutes from 10-21-2024. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Petersen to approve the Agreement for IT services with Harlan Municipal Utilities beginning January 1<sup>st</sup>, 2025. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. NAYS: None.

Council Member Kroger introduced Resolution No. 2583 – Urban Renewal Joint Agreement to allow TIF/Urban Renewal Projects to occur within two miles of the Harlan City Limits. Council Member Lindberg seconded the motion. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Lindberg and seconded by Schaben to approve the Wood Pole Inspection Agreement with EXO. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. NAYS: None. Motion carried.

Council Member Petersen introduced Resolution No. 2584 – Approving the Revised Job Description of the City Administrator for the City of Harlan, Iowa. Council Member Lindberg seconded the motion. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Petersen and seconded by Kroger to approve the job posting for the City Administrator. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. 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 Re-Appoint Al Ickes to the Harlan Municipal Utilities Board of Trustees for a 6-year term expiring 11/20/2030. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. 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.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

**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 19<sup>th</sup> day of November 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

ABSENT: None

The City Clerk presented the amended agenda. It was moved by Petersen and seconded by Lindberg to approve the amended agenda. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. 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 11-05-2024 Council meeting
- B. Claims List No. 1326 in the amount of \$87,630.75
- C. Expenditure & Revenue reports for the month of October 2024
- D. HMU Sewer & Landfill Reconciliation Report for October 2024
- E. Sheriff's Statistical Report for October 2024
- F. New Fire Department Members Keaton Jones, Daniel Tovar, and Troy Renter

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

Council Member Lindberg introduced Resolution No 2585 – Resolution Determining the Necessity and Fixing a Date for a Public Hearing on the Matter of the Adoption of a Proposed Amended and Restated Urban Revitalization Plan for the Harlan Urban Revitalization Area. Council Member Kroger seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

Council Member Nippert introduced Resolution No. 2586 – Resolution to Vacate and Dispose of City owned real property contained within the block 4 in the original Town of Harlan, Iowa. Council Member Kroger seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Kroger and seconded by Schaben to approve the purchase agreement between the City of Harlan and Debra Dinesen Moore. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to approve HHPC Downtown Upper Story & Façade grant completion and award request for 1122 6th Street. \$6,429.00. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried.

Council Member Lindberg introduced Resolution No. 2587 – Accept and Approve FY23/24 Annual Financial Report. Council Member Kroger seconded the motion. Roll call vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

There was discussion on the City Administrator recruiting and hiring.

Amanda Brewer was present to give a Library update on the Books & Beyond Project.

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.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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City Council of the City of Harlan, Iowa - November 25, 2024

The City Council met at 11:30 A.M. for the purpose of discussing the FY25/26 Budget, Capital, and Project planning.

Present: Jay Christensen, Kyle Lindberg, Troy Schaben, Sharon Kroger, Jenney Kelly, Richard Petersen

Absent: Aaron Nippert

Also Present: City Administrator Gene Gettys, City Clerk Ashley Schleis, Deputy City Clerk Jennifer Malone, Jon Burmeister with PFM

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.

Council Member Petersen arrived at 1:00 P.M.

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

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

**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 special session, in the Council Chambers at 12:00 o'clock P.M. the 27<sup>th</sup> day of November 2024. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

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

ABSENT: Aaron Nippert, Jennifer Kelly

The City Clerk presented the agenda. It was moved by Lindberg and seconded by Kroger to approve the agenda. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. 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 11-13-2024 Council Work Session

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, Schaben, Kroger, Petersen. NAYS: None. Motion carried and the Consent Agenda items were approved and adopted.

It was moved by Kroger and seconded by Petersen to receive and file the Airport Commission minutes from 11-26-2024. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. NAYS: None. Motion carried.

It was moved by Schaben and seconded by Lindberg to review and approve Kirkham Michael Professional Services Engineering Agreement for Airport Apron Expansion Improvement Project, AIP Project #3-19-0042-019-2025. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. NAYS: None. Motion carried.

Council Member Kroger introduced Resolution No. 2588 – Resolution approving Professional Engineering Services for the Airport Apron Expansion Improvement Project (HNR-3-19-0042-0019-2025). Council Member Schaben seconded the motion. Roll call vote: AYES: Lindberg, Schaben, Kroger, Petersen. NAYS: None. Motion carried and the Resolution was duly adopted.

There being no further business, the meeting was adjourned.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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

CITY OF HARLAN – HARLAN, IOWA – DECEMBER 9, 2024

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 5:15 o'clock P.M. the 9<sup>th</sup> day of December 2024. The meeting was called to order by Jay Christensen, Mayor, and the following Council members were:

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

The City Clerk presented the agenda. It was moved by Kroger and seconded by Lindberg 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.

It was moved by Schaben and seconded by Lindberg to enter into closed session at 5:19 p.m. pursuant to Iowa Code 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Roll Call Vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to re-enter into open session at 6:30 p.m. Roll Call Vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Kelly to enter into exempt session at 6:35 p.m. pursuant to Iowa Code 21.9: A governmental body to discuss strategy in matters relating to employment conditions of employees of the governmental body who are not covered by a collective bargaining agreement under chapter 20 is exempt from this chapter. For the purpose of this section, "employment conditions" means areas included in the scope of negotiations listed in section 20.9. Roll Call Vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to re-enter into open session at 7:02 p.m. Roll Call Vote: AYES: Lindberg, Nippert, Schaben, Kroger, Kelly. NAYS: None. Motion carried.

There being no further business, the meeting was adjourned.

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Ashley Schleis, City Clerk

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Jay Christensen, Mayor

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