

Personnel & Finance Committee of the City of Harlan, Iowa April 11, 2024

The public was invited to participate in the public meeting via Internet Connection:

Meeting available electronically via ZOOM <https://us02web.zoom.us/j/87381931248>

Meeting available by telephone at 1-312 626 6799; Meeting ID: 873-8193-1248

The Personnel & Finance Committee met on Thursday, April 11, 2024, at 5:00 p.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

*De-notes participating electronically via Zoom meeting

Present: Jeanna Rudolph*, Jenney Kelly, Kyle Lindberg

Absent: None

Also Present: Mayor Jay Christensen, City Administrator Gene Gettys, City Clerk/Finance Director Ashley Schleis, Sharon Kroger, and Troy Schaben

Lindberg called the meeting to order.

It was moved by Rudolph and seconded by Kelly to approve the agenda. The motion carried unanimously.

No conflicts of interest were stated.

It was moved by Rudolph and seconded by Kelly to approve the minutes from the December 1, 2023, meeting. The motion carried unanimously.

Discussion was held on the employee handbook updates and proposed changes. Staff will perform additional review of non-exempt comp time policy prior to final recommendation.

It was moved by Kelly and seconded by Rudolph to require criminal background checks for all positions and this update will be included in a recommendation to Council with employee handbook updates. The motion carried unanimously.

The committee reviewed the HMU sewer re-audit letter from the Deputy State of Auditor and options were discussed on moving forward. This item will be included on the upcoming City Council agenda for formal action.

The MOU with Shelby County Plant Iowa for planting trees was reviewed. It was moved by Rudolph and seconded by Kelly to recommend to Council to approve the MOU with Shelby County Plant Iowa. The motion carried unanimously.

There being no further discussion, the Committee adjourned.

Ashley Schleis
City Clerk

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