

HARLAN PARKS & RECREATION BOARD – January 10, 2023

* de-notes participating electronically via Zoom meeting.

The Harlan Parks & Recreation Board met on Tuesday, January 10, 2023, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Todd Berndt, Sara Poepsel, EJ Leinen

Absent: Ladonna Havick, Jeff Moser

Also Present: Tim Miller, Jennifer Malone, Julie Erickson, Jane Smith, Gene Gettys, Jenney Kelly, Ashley Schleis*

The meeting was called to order by Todd Berndt. It was moved by EJ Leinen and seconded by Sara Poepsel to approve the agenda as presented. Motion carried unanimously.

Any conflicts of interest are to be stated if and when applicable. None.

It was moved by Sara Poepsel and seconded by EJ Leinen to approve the minutes of the December 13, 2022, meeting. Motion carried unanimously.

Monthly Financials – Pool & Parks (Information Only) – None.

Superintendent Report

JJ Irrigation Well Update – Well tank has arrived and should be up and running by the end of April.

Warning Track Update – Final touches on softball fields. Baseball field work will startup in spring.

JJ Lighting Update – Staff still looking for replacement pole on Diamond #3.

Trash Receptacle Replacement - Discussion was held regarding the purchase of new trash receptacles for the parks. Grant funds will be researched to help pay for these items. Miller stated 11 new receptacles would be needed for the parks. Placement will begin at Pioneer Park and move out from there.

2023 Pool Pass Sales Price Timing - It was moved by EJ Leinen and seconded by Sara Poepsel to approve swim pass discounted rates for the month of April 2023. Motion carried unanimously.

Parks Planning – Little George Water Fountain – Discussion was held regarding installation of a fountain similar to the fountain currently at Pioneer Park. Miller estimated the cost to be between \$12,000 – \$15,000. The project will be added to the Parks Planning Document.

GRANTS UPDATES – Connie Claussen is taking the lead on working on grant applications for the Dream Playground project. This will be the focus of grants for the foreseeable future.

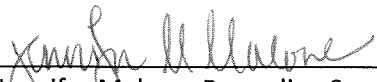
- a) Shelby County Community Foundation (SCCF) Fall Grant – Due February 1, 2023 (*NOTE: Sara Poepsel is submitting this grant for Dream Playground 8/2022*)
- b) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th)
- c) Monogram Grant – Due _____ 2023
- d) Wellmark MATCH Grants – February 15, 2023
- e) Shelby County Community Chest (SCCC) Grant – Due August 31st
- f) IPRA Mini Grant – Due end of January (\$1,000) – Note: EJ Leinen is submitting this grant for trash receptacles
- g) Keep/Paint Iowa Beautiful grant (February 10, 2023)

Grants Discussion – Dream Playground Committee will be applying for Shelby County Community Foundation (SCCF) Fall Grant and the Wellmark MATCH Grants to help funding efforts.

Other Business – Gettys updated the Commission on Dream Playground Committee status. The Dream Playground website should be live soon. Online donations can be made through the City of Harlan website.

The next meeting will be Tuesday, February 14, 2023.

There being no further business, the meeting adjourned.



Jennifer Malone, Recording Secretary

These minutes are subject to Board approval at the next regular meeting.

HARLAN PARKS & RECREATION BOARD – February 14, 2023

* **de-notes participating electronically via Zoom meeting.**

The Harlan Parks & Recreation Board met on Tuesday, February 14, 2023, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Todd Berndt, Sara Poepsel, EJ Leinen, Ladonna Havick, Debbie Davis, Joe Zaccone, Mike Kolbe

Absent: Jeff Moser, Connie Claussen, Jadhe Osborn, Tina Flores, Gervas Mgonja, Seth Piro, Tina Reischl

Also Present: Tim Miller, Jennifer Malone, Gene Gettys, Joe Rueschengerg, Ashley Schleis

The meeting was called to order by Todd Berndt. It was moved by Ladonna Havick and seconded by EJ Leinen to approve the agenda as presented. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by EJ Leinen and seconded by Sara Poepsel to approve the minutes of the January 10, 2023, meeting. Motion carried unanimously.

Monthly Financials – Pool & Parks (Information Only) – None.

Superintendent Report

Lost Permanent Part-Time employee Julie Armentrout. Has Permanent Part-time and Seasonal positions posted for Parks Department. Duties include mowing, litter pickup, maintenance, and JJ Jensen duties. Pool positions are also posted.

Dream Playground Re-Imagined Project Update

Fundraising Overview & Update – given by Gene Gettys and Jennifer Malone for Jadhe Osborn

With warmer weather around the corner, the new banner at the current park will be hung as soon as ground conditions and weather allows. Ashley Bruck is working on private fundraising for the Crees family. It was mentioned of their intention to donate towards different areas of the park. Finally – she wanted committee members to be sure initial contact is completed by the deadline of March 10th. Handouts were passed around for reference points when meeting with donors.

Grants Overview & Update – given by Debbie Davis for Connie Claussen

- a) Shelby County Community Foundation (SCCF) Fall Grant – Due February 1, 2023 - Connie did get this submitted
- b) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th) – discussions regarding requirements for the application of this grant were discussed by members
- c) Monogram Grant – Due _____ 2023 – No update provided
- d) Wellmark MATCH Grants – February 15, 2023 - The Wellmark Grant application was submitted last week and needed some clarification on project timelines. Currently we are in the Fundraising & Donation phase. Demolition Phase will begin Spring 2024, immediately followed by Playground Installation Phase, to be completed by October 2024. Funding for the Wellmark Grant was also discussed, including timeline and amount requirements, as well as distribution dates.

- e) Shelby County Community Chest (SCCC) Grant – Due August 31st
- f) IPRA Mini Grant – Due end of January (\$1,000) – Note: EJ Leinen is submitting this grant for trash receptacles
- g) Others: Gene Gettys stated he had received a list of specific grants that are worth looking into. He will send out to the committee members for review.

Other Business – Havick mentioned the Harlan Lions Club would like to invite committee members to their March 23rd meeting at the Harlan Country Club. The Lions Club would be willing to assist with community fundraising efforts. Donations in the amount of \$5,300 and grants in the amount of \$8,573 have been received so far.

The next meeting will be Tuesday, March 14th, 2023.

There being no further business, the meeting adjourned.

Jennifer M. Malone

Jennifer Malone, Recording Secretary

These minutes are subject to Board approval at the next regular meeting.

HARLAN PARKS & RECREATION BOARD – April 11, 2023

* **de-notes participating electronically via Zoom meeting.**

The Harlan Parks & Recreation Board met on Tuesday, April 11, 2023, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Todd Berndt, Sara Poepsel, EJ Leinen, Ladonna Havick, Jeff Moser

Also Present: Tim Miller, Jennifer Malone, Gene Gettys, Jenney Kelly

The meeting was called to order by EJ Leinen. It was moved by Jeff Moser and seconded by Sara Poepsel to approve the agenda as presented. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Sara Poepsel and seconded by Jeff Moser to approve the minutes of the February 14, 2023, meeting. Motion carried unanimously.

Monthly Financials – Pool & Parks (Information Only) – None.

Superintendent Report – updates provided by Tim Miller

Well project at JJ Jensen Park is moving forward as expected.

Restrooms at the parks are expected to be open beginning May 1st, this should be past the threat of freezing temperatures. Little League restrooms are open now.

Pickleball nets will be up soon at the parks.

All park positions have been filled.

Parks Planning Update

The report will be updated and presented at the next meeting.

Pool Opening Day – Sunday May 28th?

Work at the pool will begin this week in preparation for the 2023 swim season.

The Pool Manager will not be available until Sunday, May 28th. It was moved by Sara Poepsel and seconded by Jeff Moser to move the Pool opening date to Sunday, May 28th. Motion carried unanimously.

Grants Overview & Update –

- a) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th) – discussions regarding requirements for the application of this grant were discussed by members
- b) Monogram Grant – Due May 31, 2023 – Connie will submit the grant application
- c) Shelby County Community Chest (SCCC) Grant – Due August 31st
- d) IEDA grant was mentioned by Ladonna Havick. This grant will be looked at by the group.

Other Business – None

The next meeting will be Tuesday, May 9th, 2023.

There being no further business, the meeting adjourned.

Jennifer M. Malone

Jennifer Malone, Recording Secretary

These minutes are subject to Board approval at the next regular meeting.

HARLAN PARKS & RECREATION BOARD – May 9, 2023

* **de-notes participating electronically via Zoom meeting.**

The Harlan Parks & Recreation Board met on Tuesday, May 9th, 2023, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Todd Berndt, EJ Leinen, Ladonna Havick

Absent: Sara Poepsel, Jeff Moser

Also Present: Tim Miller, Jennifer Malone, Gene Gettys, Jenney Kelly, Jane Smith

The meeting was called to order by Berndt. It was moved by Leinen and seconded by Havick to approve the agenda as presented. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Havick and seconded by Leinen to approve the minutes of the April 11, 2023, meeting. Motion carried unanimously.

Monthly Financials – Pool & Parks (Information Only) – None.

Superintendent Report – updates provided by Tim Miller

JJ Jensen summer help will be starting over the next couple of weeks.

The well at JJ Jensen should be delivered and put in this week. The tank is full and ready to go.

Mowing is being maintained with additions to summer help.

Parks Planning Update

Schechinger is still working on putting up the 3 remaining signs at Beebe, Little George and Spearing Parks

Pool Opening Day – Sunday May 28th?

Pool has been painted. Water is being run through to finish cleaning out the pipes and will begin filling this week.

So far 128 Family and 17 single passes have been purchased. Also 117 swim lessons have been requested.

Grants Overview & Update –

- a) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th) – discussions regarding requirements for the application of this grant were discussed by members
- b) Monogram Grant – Due May 31, 2023 – Connie and Mike have completed and submitted this grant request.
- c) Shelby County Community Chest (SCCC) Grant – Due August 31st
- d) IEDA grant was mentioned by Ladonna Havick. This grant will be looked at by the group.

Other Business –

It was mentioned that an AED has been purchased for JJ Jensen.

The next meeting will be Tuesday, June 13, 2023.

There being no further business, the meeting adjourned.

Jennifer M. Malone

Jennifer Malone, Recording Secretary

These minutes are subject to Board approval at the next regular meeting.

HARLAN PARKS & RECREATION BOARD – June 13, 2023

*** de-notes participating electronically via Zoom meeting.**

The Harlan Parks & Recreation Board met on Tuesday, June 13th, 2023, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Todd Berndt, EJ Leinen, Ladonna Havick

Absent: Sara Poepsel, Jeff Moser

Also Present: Tim Miller, Jennifer Malone, Gene Gettys, Jenney Kelly, Jane Smith, Ashley Schleis

The meeting was called to order by Berndt. It was moved by Leinen and seconded by Havick to approve the agenda as presented. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Havick and seconded by Leinen to approve the minutes of the May 9, 2023, meeting. Motion carried unanimously.

Monthly Financials – Pool & Parks (Information Only) – Collecting End of Fiscal year invoices to be paid

Superintendent Report – updates provided by Tim Miller

Well - JJ Jensen Well is working better than anticipated. Run time on sprinklers is close to 3 hours.

Trees – Four ash trees have been removed at Pioneer Park. They will continue working to remove additional ash trees over the summer. Tim spoke with the local Boy Scouts group about planting trees this fall. It was also discussed that Memorial Trees can be planted in the park as well, but not until they know more about where new trees are needed.

Pickleball – Nets are up at New Park Tennis Court. Paddles/Balls are available for check-out at the Library.

Parks Planning Update

The remaining signposts are being made and will be put up as soon as possible.

Pool -

Main pump went out at the pool. A new retro fit has been ordered and will be installed as soon as possible once received. The pool will need to be circulated for a minimum of 24 hours once pump is installed to filter the water prior to re-opening. Pool Passes will be honored at the Petersen Family Wellness Center. Swimming Lessons will be re-scheduled once the pool is back open.

Grants Overview & Update –

- a) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th) – discussions regarding requirements for the application of this grant were discussed by members
- b) Shelby County Community Chest (SCCC) Grant – Due August 31st

Other Business –

The library expressed interest in giving out Day Passes for the pool as part of their prizes awarded at youth programs this summer. The group discussed having the Day Pass as an option available to anyone. It was agreed to discuss its availability prior to opening the pool next year. Leinen made a motion to approve the issuance of 20 Day Passes to the Library for summer program use. Havick seconded and the motion was carried unanimously.

Gene Getty's presented EJ Leinen with a Certificate of Service and a key to the City for her time on the Parks & Recreation Board. Everyone expressed gratitude for her input over the last 4 years.

The next meeting will be a joint meeting with the Dream Playground Committee on Tuesday, July 11, 2023.

There being no further business, the meeting adjourned.

Jennifer M. Malone

Jennifer Malone, Recording Secretary

These minutes are subject to Board approval at the next regular meeting.

HARLAN PARKS & RECREATION BOARD – July 11, 2023

* **de-notes participating electronically via Zoom meeting.**

The Harlan Parks & Recreation Board met on Tuesday, July 11th, 2023, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick, Sara Poepsel, Jeff Moser, Nic Christensen

Absent: Todd Berndt, Mike Kolbe, Elle Crees, Tina Flores, Tina Reischl, Gervas Mgonja, Debbie Davis and Seth Piro

Also Present: Tim Miller, Gene Gettys, Jenney Kelly, Jane Smith, Ashley Schleis, Connie Claussen, Jahde Osborn and Joe Zaccone

The meeting was called to order by Gene Gettys. It was moved by LaDonna Havick and seconded by Sara Poepsel to approve the agenda as presented. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

New Commission Member Welcome: Nic Christensen.

It was moved by Sara Poepsel and seconded by Jeff Moser to nominate LaDonna Havick as vice-chair for the next year ending in June 2024. There were no other nominations. Motion carried unanimously. Vice Chair Havick took leadership of the meeting.

It was moved by Sara Poepsel and seconded by Jeff Moser to approve the minutes of the June 13th, 2023, meeting. Motion carried unanimously.

Monthly Financials – Pool & Parks (Information Only) – Include June and July for August meeting.

Superintendent Report – updates provided by Tim Miller

- Pool is up and going again and running smoothly with lessons.
- JJ Jensen is almost done – HS Baseball boys are still practicing.
- Review Parks Planning Project sheet in August with Commission.

Dream Playground Reimagined (Update & Discussion)

- Phase 1: Playground and fall protection.
- Phase 2: Parking lot and restroom.
- Connie Lehan presented the first check for three annual installments of \$10,000 from Shelby County State Bank.
- Tina Flores will donate \$5,000 over for the next three years.
- There are still quite a few businesses that need to be contacted about fundraising.

Grants Overview & Update –

- a) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th) – discussions regarding requirements for the application of this grant were discussed by members.
- b) Shelby County Community Chest (SCCC) Grant – Due August 31st

The next meeting will be on Tuesday, August 8, 2023.

There being no further business, the meeting adjourned.

Ashley Schleis

Ashley Schleis, Recording Secretary

These minutes are subject to Board approval at the next regular meeting.

HARLAN PARKS & RECREATION BOARD – August 8, 2023

*** de-notes participating electronically via Zoom meeting.**

The Harlan Parks & Recreation Board met on Tuesday, August 8th, 2023, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick, Sara Poepsel, Nic Christensen

Absent: Jeff Moser

Present Electronically: Todd Berndt, Jeanna Rudolph, Kyle Lindberg,

Also Present: Tim Miller, Gene Gettys, Jenney Kelly, Jane Smith, Mayor Jay Christensen

The meeting was called to order by Ladonna Havick. It was moved by Sara Poepsel and seconded by Nic Christensen to approve the agenda as presented. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Sara Poepsel and seconded by Nic Christensen to approve the minutes of the July 11th, 2023, meeting. Motion carried unanimously.

Monthly Financials – Pool & Parks (Information Only) – FY financials were provided for review

The Parks' budget for FY22-23 was within budget. A few questions were answered about specific costs.

The Pool budget for FY22-23 was also within budget. Questions were answered about specific costs.

Superintendent Report – updates provided by Tim Miller

1. Signs – Poles are set at BeeBee, Spearing and Little George and the signs will be installed soon. JC Park is the only park remaining missing a sign, which is still being worked on.
2. Trees – There are 96 Ash trees in the parks in Harlan that are being removed. Pioneer, JJ and Little George still have some remaining and crews are working on these as time allows. Firewood from the trees is available at the city yard waste lot.
3. Sidewalks – Sidewalks at North Park have been replaced. Crews have identified others and are working on them as time allows.
4. Dog Park – 4 trees were removed in July and new agility equipment was installed.
5. Vandalism at a couple of parks has led to sinks being unavailable. Steel sinks have been ordered and will be installed when received.
6. Pool – Sunday, August 13th is the last day for the season. Cleanup and draining will happen next week. Pumps and lines will be evaluated for maintenance during the off season. Pool numbers were up slightly this year over last year: 53 Single, 224 Family and 177 Swim Lessons were sold this year.
7. Tim mentioned there is a Boy Scout who is working on an Eagle Scout project for the parks and will provide additional information as the project progresses.
8. AYSO Soccer has reached out to Tim with regards to getting a lease agreement for the use of the soccer fields going forward. Discussions about parking are also in the works.
9. Seasonal workers for the parks department will be leaving over the next couple of weeks. Tim expressed thanks for their work and keeping up with the demands of the summer.

Dream Playground Reimagined (Update & Discussion)

Current donation numbers were discussed with parks members.

Ladonna Havick talked about the Disc Golf Tournament put on by the Harlan Lions Club as a fundraiser for the Dream Playground. Information will be shared on Facebook as it is available.

Grants Overview & Update –

- a) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th) – discussions regarding requirements for the application of this grant were discussed by members.
- b) Shelby County Community Chest (SCCC) Grant – Due August 31st

The next meeting will be on Tuesday, September 12, 2023, at noon in Council Chambers.

There being no further business, the meeting adjourned.

Jennifer M. Malone

Jennifer M. Malone, Recording Secretary

These minutes are subject to Board approval at the next regular meeting.

HARLAN PARKS & RECREATION BOARD – October 10, 2023

*** de-notes participating electronically via Zoom meeting.**

The Harlan Parks & Recreation Board met on Tuesday, October 10th, 2023, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick, Nic Christensen, Jeff Moser

Absent: Sara Poepsel, Todd Berndt

Present Electronically: Troy Schaben, Ashley Schleis

Also Present: Tim Miller, Gene Gettys, Jennifer Malone, Jenney Kelly, Jane Smith

The meeting was called to order by Havick. It was moved by Moser and seconded by Christensen to approve the agenda as presented. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Christensen and seconded by Moser to approve the minutes of the August 8th, 2023, meeting. Motion carried unanimously.

Monthly Financials – Pool & Parks (Information Only) – FY financials were provided for review

- Pool expenses were discussed, including a few invoices for maintenance on pumps during the off season. There was also an invoice to change the backflow per HMU requirements.
- Year-end statements will be presented to give a yearly view of income and expenses in the December meeting.

Superintendent Report – updates provided by Tim Miller

- Seasonal cleanup has started. Trying to get stuff done before winterization is done at all parks.
- 30+ trees have been removed this year in the parks.
- Fall spraying for weeds will be completed this week.
- New signs are up in the parks, leaving only the park at the swimming pool.

Dream Playground Reimagined (Update & Discussion)

- Concerns were raised by citizens about the current conditions at the Dream Playground. Discussion about whether to spend money on some updates while waiting on the new playground was had.
- Clean-up at the playground will be done by the end of the week.
- Dream Playground Meeting will be held Thursday this week to discuss next steps and fundraising.

Grants Overview & Update –

- a) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th) – discussions regarding requirements for the application of this grant were discussed by members.
- b) IPRA Mini Grant – Due end of January (\$1,000)

The next meeting will be on Tuesday, November 14th, 2023, at noon in the Council Chambers.

There being no further business, the meeting adjourned.

Jennifer M. Malone

Jennifer M. Malone, Recording Secretary

These minutes are subject to Board approval at the next regular meeting.

HARLAN PARKS & RECREATION BOARD – December 12, 2023

*** de-notes participating electronically via Zoom meeting.**

The Harlan Parks & Recreation Board met on Tuesday, December 12th, 2023, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick, Nic Christensen, Jeff Moser, Todd Berndt, Jahde Osborn, Mike Kolbe, Connie Clausen, Gervas Mgonja

Absent: Sara Poepsel

Present Electronically: Jeanna Rudolph, Ashley Schleis

Also Present: Tim Miller, Gene Gettys, Jennifer Malone, Jenney Kelly, Tom Zaccone

The meeting was called to order by Berndt. It was moved by Moser and seconded by Havick to approve the agenda as presented. Motion carried unanimously.

Any conflicts of interest are to be stated when applicable. None.

It was moved by Christensen and seconded by Havick to approve the minutes of the October 10th, 2023, meeting. Motion carried unanimously.

Monthly Financials – Pool & Parks (Information Only) – FY financials were provided for review

- Calendar year numbers will be discussed for both at the January Meeting

Superintendent Report – updates provided by Tim Miller

- 65 of 98 trees have been removed at parks around the city & 14 stumps have been ground out at Pioneer Park so far
- Islands have been clear cut and cleaned up. The pond at Pioneer Park has also been dug out to help clear the water.
- Pioneer Park pond was shocked by DNR and is on the schedule to be restocked in April
- Master Gardener group will be taking over one of 5 projects around the city. More to come in January

Dream Playground Reimagined (Update & Discussion)

- Summary of donations received thus far was discussed, as well as fundraising efforts for major donors.
- Tom Zaccone was present to discuss memorial donations received.
- Upcoming grant opportunities were discussed and are in the works.
- Harlan Lions Club will have another donation and would like members present for the giving of the donation on Thursday evening.

Grants Overview & Update –

- a) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th) – discussions regarding requirements for the application of this grant were discussed by members.
- b) IPRA Mini Grant – Due end of January (\$1,000)

The next meeting will be on Tuesday, January 9th, 2024, at noon in the Council Chambers.

There being no further business, the meeting adjourned.

Jennifer M. Malone

Jennifer M. Malone, Recording Secretary

These minutes are subject to Board approval at the next regular meeting.