

## HARLAN PARKS & RECREATION BOARD – January 22, 2019

The Harlan Parks & Recreation Board met on Tuesday, January 22, 2019 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mike Wohlhutter and Richard Petersen

Absent: Tracy Rowedder and Todd Berndt

Also, Present: Ashley Schleis, Jane Smith, Steve Plumb, Jenney Kelly, Tim Miller, Mike Kolbe and Greg Bladt

The meeting was called to order by Connie Lehan at 12:03 P.M. Mike Wohlhutter made a motion, seconded by Richard Petersen to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Richard Petersen and seconded by Mike Wohlhutter to approve the minutes of the December 18, 2018 meeting. The motion carried unanimously.

### Assistant Superintendent's Report

- Snow removal and winter maintenance.

Tim Miller gave an update on JJ Jensen

- Will order netting soon.

### Discussion items:

- There was discussion about the pool for the 2019 season. It was moved by Connie Lehan and seconded by Mike Wohlhutter to have pool passes on sale for the month of April with opening date of May 25<sup>th</sup>, raise the price of private lessons to \$65 with a late fee of \$5 and to raise a few concessions prices. Motion carried unanimously.

### Grants:

- No new grants.

The next meeting is set for Tuesday, March 26, 2019 at 12:00 noon.

There being no further business, meeting adjourned at 12:24 P.M.

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Ashley Schleis, Recording Secretary

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

## HARLAN PARKS & RECREATION BOARD – March 26, 2019

The Harlan Parks & Recreation Board met on Tuesday, March 26, 2019 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan and Mike Wohlhutter

Absent: Tracy Rowedder, Todd Berndt and Richard Petersen

Also, Present: Ashley Schleis, Jane Smith, Gene Gettys, Steve Plumb, Jenney Kelly, Tim Miller, Mike Kolbe and Greg Bladt

The meeting could not be called to order due to lack of quorum.

Discussion items:

- Little George playground equipment update.
- Possibly move the gaga ball game from Jaycee Park.
- JJ Jensen nets should be going up tomorrow.
- Pool slide will be finished before pool opens.
- Looking for seasonal help.

The next meeting is set for Tuesday, April 23, 2019 at 12:00 noon.

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Notes by Ashley Schleis

## HARLAN PARKS & RECREATION BOARD – April 23, 2019

The Harlan Parks & Recreation Board met on Tuesday, April 23, 2019 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Richard Petersen, Tracy Rowedder and Todd Berndt

Absent: Mike Wohlhutter

Also, Present: Ashley Schleis, Jane Smith, Gene Gettys, Steve Plumb, Jenney Kelly, Tim Miller and Mike Kolbe

The meeting was called to order by Connie Lehan at 12:05 P.M. Todd Berndt made a motion, seconded by Tracy Rowedder to approve the amended agenda as presented. The motion carried unanimously.

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

It was moved by Todd Berndt and seconded by Tracy Rowedder to approve the minutes of the January 22, 2019 meeting. The motion carried unanimously.

### Superintendent and Assistant Superintendent's Report

- JJ Jensen is going good right now.
- Water should be turned on in all park restrooms by the end of the day today.

### Discussion items:

- Gene gave a brief update on the River Access/ Water Trail Designation
- We have sold 90 Family and 12 Single pool passes.
- The students helped lay mulch at the Dream Playground on Community Service Day, however we still need volunteers to finish.
- Movie in the Park will be held June 1<sup>st</sup>, 2019. Set up will be at 7:30 P.M. and the movie will start at dusk.
- Ellen Rosmann has agreed to do the popcorn again this year for Movie in the Park.
- Gene updated the board that the Shelby County Wellness Alliance is submitting a grant for 5 pieces of adult equipment for Pioneer Park.

### Other Business:

- Girl Scout, Andrea Ritveld, raised \$500 for the City of Harlan Dog Park Project, to earn her Silver Award.

### Grants:

- Connie Lehan applied for and received \$13,006.18 in grant proceeds from Community Foundations of SW Iowa for the JJ Jensen playground equipment.

The next meeting is set for Tuesday, May 21<sup>st</sup>, 2019 at 12:00 noon.

There being no further business, meeting adjourned at 12:40 P.M.

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Ashley Schleis, Recording Secretary

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

## HARLAN PARKS & RECREATION BOARD – May 21, 2019

The Harlan Parks & Recreation Board met on Tuesday, May 21, 2019 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Richard Petersen, Tracy Rowedder, Mike Wohlhutter and Todd Berndt

Absent: None

Also, Present: Ashley Schleis, Jane Smith, Gene Gettys, Steve Plumb, Jenney Kelly, Tim Miller, Greg Bladt and Mike Kolbe

The meeting was called to order by Connie Lehan at 12:03 P.M. Tracy Rowedder made a motion, seconded by Todd Berndt to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Mike Wohlhutter and seconded by Tracy Rowedder to approve the minutes of the April 23, 2019 meeting. The motion carried unanimously.

### Superintendent and Assistant Superintendent's Report

- Finally, full staffed in the Parks Dept.
- Mulch is completely down at the Dream Playground.
- Spearing shelter roof will be fixed soon.
- Flower boxes need volunteers to keep them maintained.
- Multiple lights out at JJ Jensen Park facility
- Pool opens on Saturday, May 25<sup>th</sup>; Pool slide will be completed soon.

### Discussion items:

- Over 200 family pool passes have been sold and over 40 single pool passes have been sold.
- Movie in the Park is June 1<sup>st</sup>. Volunteers are needed to show up around 7:30 P.M.
- Reviewed Dog Park plans; Donations for dog park features will be requested and greatly appreciated.
- JJ Jensen Softball Press Box and Maintenance Shed are included in the FY19/20 budget.
- It was moved by Connie Lehan and seconded by Mike Wohlhutter to make a recommendation to the City Council to support the grant applications being made by the Shelby County Wellness Alliance for adult fitness equipment in Pioneer Park. Motion carried unanimously.

### Grants:

- Connie Lehan applied for a Monogram Loves Kids Grant for \$10,000.

The next meeting is set for Tuesday, June 18, 2019 at 12:00 noon.

There being no further business, meeting adjourned at 12:40 P.M.

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Ashley Schleis, Recording Secretary

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

## HARLAN PARKS & RECREATION BOARD – June 18, 2019

The Harlan Parks & Recreation Board met on Tuesday, June 18, 2019 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Richard Petersen, Tracy Rowedder and Todd Berndt

Absent: Mike Wohlhutter

Also, Present: Jane Smith, Gene Gettys, Jeanna Rudolph, Jenney Kelly, Tim Miller, Greg Bladt and Mike Kolbe

The meeting was called to order by Connie Lehan at 12:05 P.M. Todd Berndt made a motion, seconded by Tracy Rowedder to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Tracy Rowedder and seconded by Richard Petersen to approve the minutes of the May 21, 2019 meeting. The motion carried unanimously.

### Superintendent and Assistant Superintendent's Report

- Staff continues to keep up with mowing.
- Park mower is being fixed.
- Spearling Park shelter roof has been replaced.
- JJ Jensen Park lights problem has been fixed. The wiring may need to be replaced at some point. Thanks to HMU for their assistance.

### General Report Discussion items:

- Little George Park equipment has been laid out, staked and installation will begin soon.
- Movie in the Park went well. Discussed the possibility of purchasing our own system.
- Dog Park status was discussed. Final changes have been received from Snyder & Associates. Next steps are grubbing and cleaning, fencing and constructing a parking lot.
- Bids will be due July 11, 2019 for the JJ Jensen Softball Press Box, Maintenance Shed and Concrete work
- Bids will be taken for purchasing and removing existing softball press box

### Grants:

- Connie Lehan has submitted a grant application to Monogram Loves Kids for \$10,000.

The next meeting is set for Tuesday, July 16, 2019 at 12:00 noon.

There being no further business, meeting adjourned at 12:40 P.M.

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Jane Smith, Recording Secretary

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

## HARLAN PARKS & RECREATION BOARD – July 18, 2019

The Harlan Parks & Recreation Board met on Thursday, July 18, 2019 at 12:00 Noon, in the Council Chambers at City Hall.

Present: EJ Leinen, Richard Petersen and Todd Berndt by phone

Absent: Tracy Rowedder and Ladonna Havick

Also, Present: Jane Smith, Gene Gettys, Ashley Schleis, Jenney Kelly, Tim Miller, Steve Plumb, Amanda Brewer, Kristen Bieret, Greg Bladt and Mike Kolbe

The meeting was called to order by Richard Petersen at 12:05 P.M.

The election of chairperson and vice-chairperson was discussed. Richard Petersen nominated himself for chairperson. EJ Leinen declared nominations closed. It was moved by Todd Berndt and seconded by EJ Leinen to elect Richard Petersen as chairperson. The motion carried unanimously. Todd Berndt nominated himself for vice-chairperson. Richard Petersen declared nominations closed. It was moved by Richard Petersen and seconded by EJ Leinen to elect Todd Berndt as vice-chairperson. The motion carried unanimously.

EJ Leinen made a motion, seconded by Todd Berndt to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Todd Berndt and seconded by Richard Petersen to approve the minutes of the June 18, 2019 meeting. The motion carried unanimously.

### Superintendent and Assistant Superintendent's Report

- Staff continues to keep up with mowing.
- Working on JJ Jensen projects.
- Working on installing playground equipment at Little George Park.
- Pool is running well with only a few minor problems.

### General Report Discussion items:

- Kristen Bieret, Adult Services Librarian and Amanda Brewer, Library Director were present to discuss the Storybook Walk Display Grant they received from AARP for \$7,000. Twenty displays will be placed along the Pioneer Park trail. Following discussion, Kristen was directed to get information on installation costs and bring to the August 13<sup>th</sup> Parks & Rec meeting. AARP will present the check to the Harlan Community Library on July 30<sup>th</sup>, 2019 at 9:30 A.M. by the Pine Street shelter of Pioneer Park.
- The swimming pool will close for the season on Sunday, August 25<sup>th</sup>.
- Dog Park status was discussed. Concerns about not having separate areas fenced off for small and large dogs was evaluated and discussed by the board. No action was taken.
- Only one bid for \$163 was received from the Manilla Rough Riders for the sale and removal of the old softball press box.
- Six local contractors were notified of the opportunity to submit a bid for a new softball press box, concrete work and a new maintenance shed. Only one bid was received from Leinen Construction for \$97,963.

### Grants:

- Richard will check into Shelby County Community Chest Grant.

The next meeting is set for Tuesday, August 13, 2019 at 12:00 noon.

There being no further business, meeting adjourned at 1:02 P.M.

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Ashley Schleis, Recording Secretary

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

## HARLAN PARKS & RECREATION BOARD – August 13, 2019

The Harlan Parks & Recreation Board met on Tuesday, August 13, 2019 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Richard Petersen, Todd Berndt, Tracy Rowedder and Ladonna Havick

Absent: EJ Leinen

Also, Present: Jane Smith, Gene Gettys, Ashley Schleis, Jenney Kelly, Tim Miller, Steve Plumb, Amanda Brewer, Greg Bladt, Sharon Kroger and Mike Kolbe

The meeting was called to order by Richard Petersen at 12:09 P.M.

Tracy Rowedder made a motion, seconded by Todd Berndt to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Todd Berndt and seconded by Tracy Rowedder to approve the minutes of the July 18, 2019 meeting. The motion carried unanimously.

### Superintendent and Assistant Superintendent's Report

- JJ Jensen project is coming along great.
- Little George playground will hopefully be open next week.
- Pool going good – 12 days left.
- We are invited to Niall Mahoney's Eagle Scout ceremony.

### General Report Discussion items:

- Amanda Brewer, Library Director was present to discuss the Storybook Walk Display Grant they received from AARP for \$7,000. Amanda handed out a cost breakdown and map of where the displays would be located. It was moved by Todd Berndt and seconded by Richard Petersen to recommend to the City Council to approve the displays with the installation to be completed by November 4<sup>th</sup>, 2019. Motion carried unanimously.
- Dog Park status was discussed. It was moved by Todd Berndt and seconded by Ladonna Havick to recommend that the City Council looks at Dye Street and JJ Jensen for possible new locations. Motion carried unanimously.

### Grants:

- Shelby County Community Chest Grant is due at the end of the month.

The next meeting is set for Tuesday, September 17, 2019 at 12:00 noon.

There being no further business, meeting adjourned at 1:26 P.M.

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Ashley Schleis, Recording Secretary

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

## HARLAN PARKS & RECREATION BOARD – September 17, 2019

The Harlan Parks & Recreation Board met on Tuesday, September 17, 2019 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Richard Petersen, Todd Berndt, EJ Leinen and Ladonna Havick

Absent: Tracy Rowedder

Also, Present: Jane Smith, Gene Gettys, Ashley Schleis, Jenney Kelly, Tim Miller, Lori Hoch, Karen Buman, Jeanna Rudolph, Mandy Chadwick, Kelli Miller, Nicki Ranney, Amanda Brewer, Greg Bladt and Mike Kolbe

The meeting was called to order by Richard Petersen at 12:02 P.M.

Todd Berndt made a motion, seconded by EJ Leinen to approve the agenda as presented. The motion carried unanimously.

Any conflicts of interest are to be stated if and when applicable. Todd Berndt disclosed he is on the Swim Team Board. EJ disclosed she is on the Booster Club.

It was moved by Todd Berndt and seconded by EJ Leinen to approve the minutes of the August 13, 2019 meeting. The motion carried unanimously.

### Superintendent Report

- JJ Jensen project is going well and is nearing completion.

Mandy Chadwick was present to discuss the basketball court at Jaycee Park. Tim Miller will look into what can be done to fix the problem of weeds and cracks in the court. There is not presently any funding for new court surfaces.

Kelli Miller was present to discuss Swim Team purchasing and placing an equipment storage shed south of the pool pump house. The Swim Team will be responsible for maintenance and repair of the shed. It was moved by EJ Leinen and seconded by Ladonna Havick to make a recommendation to City Council to approve the Swim Team purchasing an equipment storage shed to be located on the south side of the pool pump house. Motion carried unanimously with Todd Berndt abstaining.

Karen Buman and Lori Hoch were present to give an update on the Free Fitness 4 All grant.

### General Report Discussion items:

- Grass is coming in good at Little George Park. We will plan for the Grand Opening to be held October 2<sup>nd</sup>, 2019 at 4:00 P.M.
- Amanda Brewer, Library Director was present to discuss the Storybook Walk Display. Installation needs to be complete by November 1.
- Dog Park status was discussed; the board members are going to look at 2 locations (north of swimming pool and northeast corner of Potter Park), get feedback and come back in October with this information.
- River Access is still being discussed; looking into locations around Harlan and Shelby County.

### Grants:

- Shelby County Community Chest Grant was submitted.

The next meeting is set for Thursday, October 17, 2019 at 12:00 noon.

There being no further business, meeting adjourned at 1:42 P.M.

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Ashley Schleis, Recording Secretary

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



## HARLAN PARKS & RECREATION BOARD – October 17, 2019

The Harlan Parks & Recreation Board met on Thursday, October 17, 2019 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Tracy Rowedder, Todd Berndt, EJ Leinen and Ladonna Havick

Absent: Richard Petersen

Also, Present: Jane Smith, Gene Gettys, Ashley Schleis, Jenney Kelly, Tim Miller, Jeanna Rudolph, Troy Schaben, Greg Bladt and Mike Kolbe

The meeting was called to order by Todd Berndt at 12:00 P.M.

Tracy Rowedder made a motion, seconded by Ladonna Havick to approve the agenda as presented. The motion carried unanimously.

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

It was moved by EJ Leinen and seconded by Tracy Rowedder to approve the minutes of the September 17, 2019 meeting. The motion carried unanimously.

### General Report Discussion items:

- JJ Jensen Project Phase II is complete.
- Working on the Story Walk right now; Should be completed by next week.
- Dog Park status was discussed; It was moved by Ladonna Havick and seconded by Tracy Rowedder to recommend to City Council that Potter Park be the location for the Dog Park. Motion carried unanimously.
- River Access is still being discussed; looking into locations around Harlan and Shelby County. We will be getting some high-level designs and cost.

### Other Business:

- There was a pole that came down on Cyclone Avenue by the tennis courts. We need to decide what our plans are with this court.
- Potter Park, Pioneer Park and soccer fields are the only restrooms left open at this time.

### Grants:

- No new grants.

The next meeting is set for Thursday, November 21, 2019 at 12:00 noon.

There being no further business, meeting adjourned at 12:38 P.M.

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Ashley Schleis, Recording Secretary

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

## HARLAN PARKS & RECREATION BOARD – November 21, 2019

The Harlan Parks & Recreation Board met on Thursday, November 21, 2019 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Richard Petersen, Todd Berndt, EJ Leinen and Ladonna Havick

Absent: Tracy Rowedder

Also, Present: Gene Gettys, Ashley Schleis, Jenney Kelly, Tim Miller, Steve Plumb, Sharon Kroger, Greg Bladt and Mike Kolbe

The meeting was called to order by Richard Petersen at 12:07 P.M.

Todd Berndt made a motion, seconded by EJ Leinen to approve the agenda as presented. The motion carried unanimously.

Any conflicts of interest are to be stated if and when applicable. Richard Petersen stated that he will be a council member as of January 1<sup>st</sup>, 2020.

It was moved by Todd Berndt and seconded by EJ Leinen to approve the minutes of the October 17, 2019 meeting. The motion carried unanimously.

### Superintendent & Assistant Superintendent Report:

- Story Walk is complete.
- All parks are winterized for the year.
- Swim Team's shed arrived at the pool.
- JJ Jensen restroom was painted.

### General Report Discussion items:

- There will be bank repair (mitigation) at Little George.
- Discussed playground equipment, fall protection and miscellaneous expenses for the JJ Jensen playground equipment. Chairman Petersen indicated he is awaiting response from Mark Boland/Boland Recreation regarding Miracle structure model #718-S187J.
- All funds were raised by Shelby County Wellness Alliance for the Adult Fitness Equipment.
- Gave update and reviewed possible layout & plans for the Dog Park at Potter Park.
- Discussed New Park Tennis Court and possible ideas.
- Budget 2020/21 is in the works; will have budget worksheets next month.

### Grants:

- No new grants.

The next meeting is set for Thursday, December 19, 2019 at 12:00 noon.

There being no further business, meeting adjourned at 1:07 P.M.

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Ashley Schleis, Recording Secretary

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

## HARLAN PARKS & RECREATION BOARD – December 19, 2019

The Harlan Parks & Recreation Board met on Thursday, December 19, 2019 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Richard Petersen, Todd Berndt, EJ Leinen and Tracy Rowedder

Absent: Ladonna Havick

Also, Present: Gene Gettys, Ashley Schleis, Jane Smith, Jenney Kelly, Tim Miller, Sara Poepsel-Miller and Greg Bladt

The meeting was called to order by Richard Petersen at 12:02 P.M.

Todd Berndt made a motion, seconded by Tracy Rowedder to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Tracy Rowedder and seconded by EJ Leinen to approve the minutes of the November 21, 2019 meeting. The motion carried unanimously.

### General Report Discussion items:

- Discussed 2020/2021 for Parks and Pool. It was moved by Todd Berndt and seconded by EJ Leinen to make a recommendation to Council to approve the Park & Rec and Pool budget. Motion carried unanimously.
- Discussed JJ Jensen Playground equipment. It was moved by Richard Petersen and seconded by EJ Leinen to request staff explore payment options with Boland Recreation for JJ Jensen Playground equipment. Motion carried unanimously.
- Dog Park is well on its way; the tree, grills and most of the sidewalk has been removed. Fencing will be the next step in this project.
- Mitigation was done on the embankment at Little George using riprap.
- The last will and testament for Elva Beebe clarifies that the money left to the City of Harlan can be used for parks as said Commission sees fit.

### Grants:

- No new grants.

The next meeting is set for Thursday, January 23, 2020 at 12:00 noon.

There being no further business, meeting adjourned at 1:05 P.M.

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Ashley Schleis, Recording Secretary

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