

## RESCHEDULED HARLAN PARKS & RECREATION BOARD – January 18, 2022

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

The Harlan Parks & Recreation Board met on Tuesday, January 18, 2022, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Todd Berndt, \*Jeff Moser, EJ Leinen, Sara Poepsel

Absent: Ladonna Havick

Also, Present: Gene Gettys, Julie Erickson, Tim Miller, \*Mike Kolbe, HMU Liaison Jenney Kelley, Tony Kramer, \*Troy Schaben

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

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

It was moved by Moser and seconded by Leinen to approve the minutes of the December 14, 2021, meeting. The motion carried unanimously.

**Monthly Financials – Pool & Parks (Information Only)** – Miller provided an overview of the December Detail Ledger Report and December Comparison reports that were contained in the packet. These reports will become part of the meeting packet for informational purposes.

### **Superintendent Report**

**North Park** – Sign posts will be transported to Denison for some paint work and the actual signs are ready when weather permits.

**JJ Lighting** – Staff met with Musco Lighting and did some preliminary planning and evaluation of numbers. Miller advised that costs could decrease depending on how much of the work can be done in-house versus hired. Troy Schaben mentioned this could be a two-phase project completing Little League fields first and then High School fields later.

**Dream Playground** – Committee has met twice and it is anticipated that a site plan will be available by the next meeting. There is a shared folder that contains a lot of photos and information that may be interesting to look through. Gettys advised we would send the link out in an email for anyone interested in reviewing the files.

**2022 Pool Pass Pricing** -- Staff presented a comparison chart of pool pass prices in other cities similar in size to Harlan. Discussion was held. It was moved by Moser and seconded by Poepsel to offer discounted season passes for the month of April, 2022. Discount Family Pass rate \$155, Single Rate \$90. Motion carried unanimously.

**2022 Pool Opening and Closing Dates** – Miller reminded the committee there have been discussions with IDPH/DNR regarding hauling of water and that verbally they were told that would not be allowed again. We are still currently in a drought situation, and it is possible that we will go into water conservation mode again this spring/summer. Jenny Kelley, with HMU, advised there have been no decisions made, but it has been discussed.

It was moved by Leinen and seconded by Poepsel to set the opening and closing dates for May 28, 2022, through August 21, 2022. Motion carried unanimously.

**Parks Planning Document** – Gettys provided the current document which lists major and minor potential projects for the future.

### **GRANTS UPDATES**

- **SCCF Spring Grant – Due February 1<sup>st</sup>** –Sara Poepsel will again work on this grant for more fountains and signs in the parks.
- **Iowa Western Foundation – 3 cycles per year April, August, and December 15<sup>th</sup>; notice of inquiry period**
- **Monogram Grant – Due May 31, 2022**
- **Wellmark MATCH – Due May 2022 \$100,000**
- **SCCC Grant – Due August 31<sup>st</sup>**
- **Wellmark MATCH – Due August 2022 \$25,000**
- **SCCF Fall Grant – Due September 1st**
- **IPRA Mini Grant – Due end of January (\$1,000)**

**Other** – Gettys and Miller provided a spreadsheet showing gallons of water used at JJ Jensen complex. Staff has been reviewing the feasibility of constructing a private well at the facility for fields/grounds irrigation during the summer months. Shelby County Fairgrounds committee are going to be constructing a well for their use also. After discussion it was decided to table this idea and bring it up at a later date.

The next meeting will be Tuesday, February 8, 2021, at Noon. There being no further business, meeting adjourned.

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Julie Erickson, Recording Secretary

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

RESCHEDULED HARLAN PARKS & RECREATION BOARD – February 8, 2022

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

The Harlan Parks & Recreation Board met on Tuesday, February 8, 2022, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

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

Absent: None

Also, Present: Gene Gettys, Julie Erickson, Tim Miller, Mike Kolbe, HMU Liaison Jenney Kelley, \*Sharon Kroger, Jill Daeges

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

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

It was moved by Leinen and seconded by Moser to approve the minutes of the January 18, 2022, meeting. The motion carried unanimously.

**Lifeguard Recruiting, Staffing and Compensation (discussion only)** -- Jill Daeges was present for discussion. Miller and Gettys shared a report that was compiled showing pool employee rates of pay for various small towns around the area. Discussion was held around ways to try to recruit and retain pool employees due to employee shortages over the past several years. More discussion will be held next month.

**Monthly Financials – Pool & Parks (Information Only)** – Miller stated one item of note for this month was a deposit for \$12,491 which was an insurance payment for pool skylights that were damaged in a storm over two years ago. The money will be used for pool tables/chairs.

**Superintendent Report**

- **Signs** – Posts are set to be done this week and weather permitting, will be placed in the next few weeks. Miller will give a report on any grant funding still available after all costs have been paid.
- **JJ Lighting** – Project is moving along and fundraising will begin after the batting facility is complete.
- **Dream Playground** – Close to having a conceptual plan to look at. Next meeting Tues, Feb 15<sup>th</sup> at Noon.

**GRANTS UPDATES**

- **SCCF Spring Grant – Due February 1<sup>st</sup> - Sara Poepsel submitted for \$6,000 3 signs and drinking fountains.**
- **Iowa West Foundation – 3 cycles per year April, August, and December 15<sup>th</sup>; notice of inquiry period**
- **Monogram Grant – Due May 31, 2022**
- **Wellmark MATCH – Due May 2022 \$100,000**
- **SCCC Grant – Due August 31<sup>st</sup>**
- **Wellmark MATCH – Due August 2022 \$25,000**
- **SCCF Fall Grant – Due September 1st**
- **IPRA Mini Grant – Due end of January (\$1,000)**

**Other –**

- Conversations are still underway regarding a possible well at JJ Jensen park for field irrigation.
- Miller called the City of Walnut regarding their splash pad and the amount of water usage.
- Miller reported on a possibility of utilizing an abandoned well from Merrill Field for water for the pool. This is just a conceptual idea at this point and is still in research phase.

The next meeting will be Tuesday, March 8, 2021, at Noon. There being no further business, meeting adjourned.

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Julie Erickson, Recording Secretary

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

## HARLAN PARKS & RECREATION BOARD – March 8, 2022

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

The Harlan Parks & Recreation Board met on Tuesday, March 8, 2022, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Todd Berndt, EJ Leinen, Sara Poepsel, \*Jeff Moser joined at 12:15 pm,

Absent: Ladonna Havick

Also, Present: Jane Smith, Julie Erickson, Tim Miller, Tony Kramer, Mike Kolbe, \*Ken Weber, \*Troy Schaben, \*Donald Cote

The meeting was called to order by Berndt. It was moved by Leinen and seconded by 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 Poepsel and seconded by Leinen to approve the minutes of the February 8, 2022, meeting. Motion carried unanimously.

### **Monthly Financials – Pool & Parks (Information Only) – No discussion**

#### **Superintendent Report**

- **Signs** – The three new signs have been installed and look great! The next three signs will be for BeeBe, Little George and Spearing Parks. Miller advised the posts may be made in-house for these signs.
- **North Park** – Miller reported there is some Monogram grant funds still available after the signs were purchased and he will most likely purchase another drinking fountain. Sidewalk replacement is needed and will start in the spring.
- **JJ Lighting** – Committee has been meeting. Plan to kick off fundraising in May.
- **Dream Playground** – Next meeting is March 9<sup>th</sup> to review equipment pieces and prices.

**POOL** – Miller advised that the City submitted an appeal to question denial for using potable water to fill the pool and to request a reversal. Ken Weber, with HMU, stated that there is no problem filling the pool initially, the concern is the daily addition of water. The board discussed the possibility of partnering with the Wellness Center if the pool does not open this summer. Miller concurred.

**LIFEGUARD RECRUITING, STAFFING AND COMPENSATION** – Staff shared a proposed compensation plan for summer pool staff. Discussion was held and it was moved by Moser and seconded by Leinen to recommend the proposed pay schedule to council for approval. Motion Carried Unanimously.

**JJ JENSEN WELL** – Miller advised he has a quote from a well company for construction of a well for no more than \$17,000 and could be completed in early spring. This will pay for itself within 3 years. Motion by Leinen and seconded by Moser to recommend to council to install a well at JJ Jensen Park at a cost of \$17,000. Motion Carried Unanimously.

**PARKS PLANNING** – Nothing new to report

#### **GRANTS UPDATES**

- **SCCF Spring Grant – Due February 1<sup>st</sup> - Sara Poepsel submitted for \$6,000 - 3 signs and drinking fountains.**
- **Iowa West Foundation – 3 cycles per year April, August, and December 15<sup>th</sup>; notice of inquiry period**
- **Monogram Grant – Due May 31, 2022**
- **Wellmark MATCH – Due May 2022 \$100,000**
- **SCCC Grant – Due August 31<sup>st</sup>**
- **Wellmark MATCH – Due August 2022 \$25,000**
- **SCCF Fall Grant – Due September 1st**
- **IPRA Mini Grant – Due end of January (\$1,000)**

#### **Other –**

- Todd Berndt shared that he was told about a COVID grant for behavioral health that may be an opportunity for us. He advised he would get back to us with further information.
- The first schedule for Little League is done.

The next meeting will be Tuesday, April 12, 2022, at Noon. There being no further business, meeting adjourned.

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Julie Erickson, Recording Secretary

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

HARLAN PARKS & RECREATION BOARD – April 12, 2022

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

The Harlan Parks & Recreation Board met on Tuesday, April 12, 2022, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Todd Berndt, LaDonna Havick, EJ Leinen, Jenney Kelly (HMU Liaison) ZOOM: Sara Poepfel, Jeff Moser, Troy Schaben

Absent: None

Also, Present: Tim Miller, Gene Gettys, Jane Smith, Julie Erickson

The meeting was called to order by Berndt. It was moved by Havick and seconded by Leinen 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 Leinen and seconded by Havick to approve the minutes of the March 8, 2022, meeting. Motion carried unanimously.

**Monthly Financials – Pool & Parks (Information Only)** – Miller noted the upcoming months will be showing a lot more activity due to grants that have been received.

**Superintendent Report**

**Pool Update** – Miller reported the pool was placed on the Tier 2 list at the last HMU meeting. The pool will be filled on May 2<sup>nd</sup>. No response yet from IDPH regarding hauling water. Currently accepting applications for lifeguards and pool staff.

**JJ Irrigation Well Update** – The well permit was approved and it is anticipated that the hole will be drilled in the next couple of weeks. They are looking at two possible locations near Field 1.

**JJ Lighting** – Next meeting is scheduled for April 13<sup>th</sup>. Fundraising will commence soon. Schaben reported a lot of advertising will be forthcoming in the near future.

**Dream Playground** – Next meeting is April 13<sup>th</sup>. Project moving along, but about a month behind due to delays in securing a good design for the playground. They plan to send out proposals to four playground companies.

It was moved by Leinen and seconded by Havick to utilize the \$7,000 Community Foundation grant to replace as many existing water fountains as possible at the discretion of the Parks Manager. The motion carried.

Gettys/Miller shared that there had been some interest voiced regarding setting up pickleball courts at one of the tennis courts. This sport is gaining in popularity. Staff will look into some options and report back at a future meeting. Also, Pickleball Courts will be added to the Parks Planning document for further consideration.

**Parks Planning (review)**

Pickleball will be added to the ongoing document.

**GRANTS UPDATES (General discussion to save big grants for JJ Jensen Lights and Dream Playground)**

- **SCCF Spring Grant** – Due February 1<sup>st</sup> -2022 Rec'd \$7,000 for drinking fountains only
- **Iowa West Foundation** – 3 cycles per year April, August, and December 15<sup>th</sup>; notice of inquiry period
- **Monogram Grant** – Due May 31, 2022
- **Wellmark MATCH** – Due April 2022 \$100,000
- **SCCC Grant** – Due August 31<sup>st</sup>
- **Wellmark MATCH** – Due September 2022 \$25,000
- **SCCF Fall Grant** – Due September 1<sup>st</sup> (Berndt - Received \$1,200 for a sign @ BB Park)
- **IPRA Mini Grant** – Due end of January (\$1,000)

**Other Business – None**

The next meeting will be Tuesday, May 10, 2022, at Noon. There being no further business, meeting adjourned.

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Julie Erickson, Recording Secretary

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

HARLAN PARKS & RECREATION BOARD – May 10, 2022

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

The Harlan Parks & Recreation Board met on Tuesday, May 10, 2022, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Sarah Poepsel, Ladonna Havick, EJ Leinen, Todd Berndt, \*Jeff Moser

Absent: None

Also, Present: Jenny Kelley, HMU, Richard Peterson, Council Liaison, Tim Miller, Gene Gettys, Jane Smith, Julie Erickson,  
\*Ashley Schleis

The meeting was called to order by Berndt. It was moved by Leinen and seconded by 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 Leinen and seconded by Moser to approve the minutes of the April 12, 2022 meeting. Motion carried unanimously.

**Monthly Financials – Pool & Parks (Information Only) – N/A**

**Superintendent Report**

**Pool Update** – Miller reported the pool is about 2/3<sup>rd</sup> full. Staff is doing some last minute painting which has to cure for a few days before final filling. Summer pool staff still being hired. Staff orientation to be held May 18<sup>th</sup>. More staff is always needed.

**JJ Irrigation Well Update** – Still a work in progress.

**JJ Lighting** – Moving forward and fundraising marketing materials should be out soon. Little League is taking the lead with this.

**Dream Playground** – Meetings scheduled for May 19<sup>th</sup> and May 25<sup>th</sup> for fundraising and to review bids from 4 different playground companies.

**Misc** – The parks restrooms are being opened. Some are needing repair work but the goal is to have all open this week. All drinking fountains are turned on for the summer.

**Parks Planning (review)** – Gettys advised this will be updated as projects are completed and new items will be added as needed.

**Pickleball Update** -- Discussion was held about the possibility of drawing pickleball lines on the tennis courts on Cyclone, as these are the least used courts for tennis. Staff will reach out to the pickleball players and determine costs to create two pickleball courts and move forward as time allows.

**GRANTS UPDATES (General discussion to save big grants for JJ Jensen Lights and Dream Playground)**

- a) Shelby County Community Foundation (SCCF) Fall Grant – Due September 1, 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 May 31, 2022
- d) Wellmark MATCH Grants – N/A 2022
- e) Shelby County Community Chest (SCCC) Grant – Due August 31st
- f) IPRA Mini Grant – Due end of January (\$1,000)

**Grants Discussion** – 5 water fountains are at the shop and ready to install when the time comes. No more drinking fountains are needed. Next sign will be for BeeBe Park. Shane Schechinger will continue to make the new signs as budget allows. Monogram grant is due end of May. It was decided that any upcoming grant opportunities go toward funding for Dream Playground.

**Other Business – None**

The next meeting will be Tuesday, June 14, 2022, at Noon. There being no further business, meeting adjourned.

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Julie Erickson, Recording Secretary

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

## HARLAN PARKS & RECREATION BOARD – July 12, 2022

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

The Harlan Parks & Recreation Board met on Tuesday, July 12, 2022, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

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

Absent: Todd Berndt

Also, Present: Jenny Kelley (HMU Liaison) Joe Rueschenberg, Tim Miller, Julie Erickson, Jane Smith & Quinn Mahoney

The meeting was called to order by Leinen. It was moved by Moser and seconded by 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 Poepsel and seconded by Havick to approve the minutes of the May 10, 2022 meeting. Motion carried unanimously.

Quinn Mahoney was present to share his Eagle Scout Project proposal to make and install 9 (nine) Tee pad signs for the disc golf course at Pioneer Park to include a map of the basket, par for the hole and distance to the hole. The approximate cost of the project is \$1,100 and sponsorships will be available. It was moved by Leinen and Seconded by Havick to recommend the Tee Pad Signs Project to the City Council. Motion carried unanimously.

It was moved by Leinen and seconded by Moser to nominate Todd Berndt as chair for the next year. There were no other nominations. Motion carried unanimously.

It was moved by Moser and seconded by Havick to nominate EJ Leinen as vice chair. There were no other nominations. Motion carried unanimously.

**Monthly Financials – Pool & Parks (Information Only) – N/A** Miller reported Parks budget came in a bit under and the pool budget came in right at budget for FY 21/22. With the cost savings and also with grant funding, the Parks Department was able to put down a down payment on a new mower. Delivery date is yet to be determined.

### **Superintendent Report**

**Pool Update** – Pool season is going well overall. Staff is doing well for the most part with just a few instances of rule reminders being discussed. It is believed that most of the guards will be available to work again next year as well. Some guards have even gone to Elk Horn to assist their pool with staffing as time allows.

**JJ Irrigation Well Update** – Work has stalled at this point and staff is waiting for the end of the year to start discussions again on the probability of this moving forward. Overall the park has been extensively used this summer and staff will focus on field maintenance before games begin again this fall.

**JJ Lighting** – Fundraising has kicked off and discussions are being held regarding the possibility of creating a policy for naming rights for this project as well as Dream Playground. This is in the beginning stages and someone from the Parks & Recreation Commission may be asked to join a team in the near future.

**Dream Playground** – The Dream Playground Steering Committee reviewed and interviewed 4 proposals from playground companies. Cunningham, out of Ankeny, Iowa, was selected to move forward with this project. Staff plans to meet with the representative from Cunningham on site later this week and fundraising for this project should begin very soon.

**Ash Trees** - Tremel Tree Service was hired to treat several trees throughout the parks in hopes that they will continue to provide wonderful shade for years to come. The committee discussed other options for planting more trees or installing other forms of shade structures for sun relief for patrons in the parks.

**Parks Planning** – New volleyball nets were purchased for installing in the parks, but they proved to be very poorly constructed and did not last long.

**Pickleball Update** -- Staff plans to paint lines on the two tennis courts on Cyclone. Pickleball nets will not be provided, however.

**GRANTS UPDATES (General discussion to save big grants for JJ Jensen Lights and Dream Playground)**

- a) Shelby County Community Foundation (SCCF) Fall Grant – Due September 1, 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 May 31, 2022
- d) Wellmark MATCH Grants – N/A 2022
- e) Shelby County Community Chest (SCCC) Grant – Due August 31st
- f) IPRA Mini Grant – Due end of January (\$1,000)

**Grants Discussion** – Water fountains will be installed in the next couple of weeks. Materials for three more Park Signs was purchased and will be constructed and erected at BeeBe Park, Spearing Park and Little George Park.

It was determined that any upcoming grant opportunities go toward Dream Playground first and then if opportunities arise that two basketball hoops are needing to be replaced at a cost of approximately \$5,000.

**Other Business – None**

The next meeting will be THURSDAY, August 4th, at Noon (NOTE DAY OF THE WEEK CHANGE). There being no further business, meeting adjourned.

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Julie Erickson, Recording Secretary

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

HARLAN PARKS & RECREATION BOARD – September 13, 2022

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

The Harlan Parks & Recreation Board met on Tuesday, September 13, 2022, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Todd Berndt, EJ Leinen, and Jeff Moser

Absent: Sara Poepsel and Ladonna Havick

Also, Present: Gene Gettys\*, Tim Miller, Jane Smith, Ashley Schleis, and Jenny Kelley (HMU Liaison)

The meeting was called to order by Berndt. It was moved by EJ Leinen and seconded by Jeff Moser 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 Jeff Moser and seconded by EJ Leinen to approve the minutes of the July 12, 2022 meeting. Motion carried unanimously.

**Monthly Financials – Pool & Parks (Information Only)** – There was discussion on how the pool season is split into two fiscal years.

**Superintendent Report**

**Pool Update** – Tim stated that it was a great year at the pool – everything went smoothly.

**JJ Irrigation Well Update** – The well is drilled; Tim is currently getting prices on storage tanks and shed.

**JJ Lighting** – The lighting project is on pause for the time being.

**Dream Playground** – Snyder & Associates is working on a master plan. Fundraising will most likely happen in phases.

**Eagle Scout Project** – The disc golf tee posts are installed. Quinn Mahoney will complete his project when the signs are ready.

**Drinking Fountains** - Currently working on installing drinking fountains at Beebe Park and Pioneer Park.

**Parks Planning – Things are good for now.**

**Pool Hours** -- Harlan currently has the latest pool season closing date in the area and results in not having enough staff operate the pool full hours. Tim proposed closing a week early; this will be discussed further at the October meeting.

**Semi/Tractor Trailer Parking** – There have been complaints of semi/tractor trailer parking in City Parks. There's concern of doing damage to the property. It was moved by EJ Leinen and seconded by Jeff Moser to make a recommendation to the City Council to prohibit semi parking in city parks. Motion carried unanimously.

**Softball/Baseball Warning Tracks** – Davis Pattee reached out to Tim Miller and the school wants to add a warning track at the softball field and update the baseball field warning track. Due to lack of quorum with Jeff Moser abstaining, and due to safety issues, a consensus of the Park Board was to recommend to City Council a contribution of \$1,250 towards the warning tracks and provide installation.



**GRANTS UPDATES (General discussion to save big grants for JJ Jensen Lights and Dream Playground)**

- a) Shelby County Community Foundation (SCCF) Fall Grant – Due September 1, 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 May 31, 2022
- d) Wellmark MATCH Grants – N/A 2022
- e) Shelby County Community Chest (SCCC) Grant – Due August 31st
- f) IPRA Mini Grant – Due end of January (\$1,000)

**Grants Discussion – NA**

The next meeting will be Tuesday, October 11th, at Noon. There being no further business, meeting adjourned.

**Other Business – None**

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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 11, 2022

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

The Harlan Parks & Recreation Board met on Tuesday, October 11, 2022, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

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

Absent: None

Also, Present: Gene Gettys, Tim Miller, Jane Smith, Julie Erickson, Jenny Kelley (HMU Liaison) and \*Ashley Schleis

The meeting was called to order by Todd Berndt. It was moved by EJ Leinen and seconded by Jeff Moser 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 Jeff Moser and seconded by Sara Poepsel to approve the minutes of the September 13, 2022 meeting. Motion carried unanimously.

**Monthly Financials – Pool & Parks (Information Only) – N/A**

**Superintendent Report**

**Pool Update/Pool Hours** – After some discussion, it was moved by Ladonna Havick and seconded by EJ Leinen to set the 2023 pool dates to open the Saturday after school lets out and close the weekend before school starts. Motion Carried Unanimously.

**JJ Irrigation Well Update** – Miller advised a shed is being built and they are looking for water tank(s) to store water.

**JJ Lighting** – Moving forward with fundraising to start soon.

**Dream Playground** – Final designs/renderings have been obtained. Two grants have been received so far for a total of \$7250. Big thank you to Connie Claussen and Sara Poepsel for submitting for these grants!

**Softball/Baseball Warning Track** - Sod has been cut and some was relocated to City Hall. Gravel will be laid soon and was purchased at a discounted rate. It is looking good.

**Restrooms** - Restrooms will be closed by October 31<sup>st</sup>.

**Semi/Tractor Trailer Parking** – First reading of the new ordinance was held. Second reading to occur in October, with possible third reading being waived. Signs are ready to be posted on site after the Ordinance is passed.

**Parks Planning –**

**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 September 1, 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 May 31, 2022
- d) Wellmark MATCH Grants – N/A 2022
- e) Shelby County Community Chest (SCCC) Grant – Due August 31st
- f) IPRA Mini Grant – Due end of January (\$1,000)

**Grants Discussion – NA**

The next meeting will be Tuesday, November 8, 2022.

**Other Business – Pickleball courts are up and ready to use. New drinking fountains have all been installed except at BeBee park, as there was an issue with the cement pad. The new building at JJ Jensen is up and enclosed.**

There being no further business, meeting adjourned.

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Julie Erickson, Recording Secretary

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

HARLAN PARKS & RECREATION BOARD – November 8, 2022

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

The Harlan Parks & Recreation Board met on Tuesday, October 11, 2022, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

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

Absent: None

Also, Present: Tim Miller, Ashley Schleis, Julie Erickson, Kyle Lindberg, Jenney Kelley (HMU Liaison) and \*Jeanna Rudolph

The meeting was called to order by Todd Berndt. It was moved by EJ Leinen and seconded by Jeff Moser 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 Jeff Moser and seconded by EJ Leinen to approve the minutes of the October 11, 2022, meeting. Motion carried unanimously.

**Monthly Financials – Pool & Parks (Information Only) – N/A**

**Superintendent Report**

**JJ Irrigation Well Update** – Miller advised that the shed is built and just waiting on a tank.

**JJ Lighting** – Moving forward with fundraising to start soon.

**Softball/Baseball Warning Track** – Some product has been put down, working on this as they get time.

**Restrooms** – Closed for the season.

**Dream Playground** – Miller discussed the master plans and cost opinion with the board. Total cost will be around \$1.655 million. It was moved by EJ Leinen and seconded by Sara Poepsel to make a recommendation to the City Council to approve the master plan and cost opinion. Motion carried unanimously.

**Parks Planning –**

**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 September 1, 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 May 31, 2022
- d) Wellmark MATCH Grants – N/A 2022
- e) Shelby County Community Chest (SCCC) Grant – Due August 31st
- f) IPRA Mini Grant – Due end of January (\$1,000)

**Grants Discussion – NA**

The next meeting will be Tuesday, December 13, 2022.

**Other Business** – Pickleball courts are up and ready to use, there may be a donation for nets and supplies and the library has offered to be the check in and check out location.

There being no further business, meeting adjourned.

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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 13, 2022

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

The Harlan Parks & Recreation Board met on Tuesday, December 13, 2022, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Todd Berndt, \*Jeff Moser, Ladonna Havick, Sara Poepsel

Absent: EJ Leinen

Also, Present: Tim Miller, Ashley Schleis, Julie Erickson, Jane Smith

The meeting was called to order by Todd Berndt. It was moved by Sara Poepsel and seconded by Ladonna Havick 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 Jeff Moser and seconded by Sara Poepsel to approve the minutes of the November 8, 2022, meeting. Motion carried unanimously.

**Monthly Financials – Pool & Parks (Information Only) – N/A**

**Superintendent Report**

**JJ Irrigation Well Update** – A 5,000 gallon tank was purchased for \$3,000 and is ready to be installed soon.

**Warning Track Update** – 95 Percent completed.

**JJ Lighting Update** – Removed a pole on Diamond #3 and will need to be replaced in the spring.

**Water Trail – Memorandum of Agreement** – It was moved by Ladonna Havick and Seconded by Sara Poepsel to recommend to council to approve the Water Trail Memorandum of Agreement for the West Nishnabotna River Water Trail in Shelby County for a period of 5 years. Motion Carried Unanimously.

**Parks Planning – N/A**

**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 September 1, 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 May 31, 2022
- d) Wellmark MATCH Grants – N/A 2022
- e) Shelby County Community Chest (SCCC) Grant – Due August 31st
- f) IPRA Mini Grant – Due end of January (\$1,000)
- g) Keep/Paint Iowa Beautiful grant (February 10, 2023)

**Grants Discussion** – IPRA Grant in January – Garbage Cans to complete the parks projects we have done in the past couple of years. More discussion will be held on this for the January meeting. It was noted that the Paint Iowa Beautiful grant could be used to purchase paint for shelters. Miller will check into this as the grant is due February 10.

**Other Business** – Miller suggested the possibility of purchasing more parking curbs for the main parking lot at JJ Jensen and removing the old phone poles.

Miller shared that a grant for \$250 from the Shelby County Health Foundation was used to purchase pickleball net/equipment and that the Library has agreed to hold the equipment for check-outs next season.

Gettys shared the new Dream Playground website that will be launched in a couple of weeks.

The next meeting will be Tuesday, January 10, 2023.

There being no further business, meeting adjourned.

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Julie Erickson, Recording Secretary

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