

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."*

Personnel & Finance Committee of the City of Harlan, Iowa – August 28, 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 Wednesday, August 28, 2024, at 4:00 p.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

\*De-notes participating electronically via Zoom meeting

Present: Chairperson Kyle Lindberg, Jenney Kelly, Aaron Nippert  
Absent: None

Also Present: City Administrator Gene Gettys, City Clerk/Finance Director Ashley Schleis, and Troy Schaben

Lindberg called the meeting to order.

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

No conflicts of interest were stated.

It was moved by Kelly and seconded by Nippert to approve the minutes from the April 11, 2024, meeting. The motion carried unanimously.

Discussion was held on the agreement for IT services with Harlan Municipal Utilities.

The Travel Reimbursement Policy was reviewed. It was moved by Nippert and seconded by Kelly to recommend to Council to approve the meal allowances changes for breakfast from \$10.00 to \$14.00 and lunch from \$14.00 to \$18.00. 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.”*

Personnel & Finance Committee of the City of Harlan, Iowa – October 21, 2024

The Personnel & Finance Committee met on Monday, October 21, 2024, at 4:45 p.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

\*De-notes participating electronically via Zoom meeting

Present: Chairperson Kyle Lindberg, Jenney Kelly, Aaron Nippert  
Absent: None

Also Present: City Administrator Gene Gettys, City Clerk/Finance Director Ashley Schleis, Deputy City Clerk Jennifer Malone, Mayor Jay Christensen, Sharon Kroger, Troy Schaben, Tim Miller, Roger Bissen and Alex Londo

Lindberg called the meeting to order.

It was moved by Nippert and seconded by Lindberg to approve the agenda. The motion carried unanimously.

No conflicts of interest were stated.

It was moved by Nippert and seconded by Kelly to approve the minutes from the August 28, 2024, meeting. The motion carried unanimously.

Discussion was held on the agreement for IT services with Harlan Municipal Utilities. It was moved by Nippert and second by Lindberg to recommend to Council to approve the IT Agreement with Harlan Municipal Utilities to begin January 1<sup>st</sup>, 2025. ABSTAIN: Kelly, due to conflict of interest - HMU employment. The motion carried.

Discussion was held on Cash Management Investing.

Reviewed the Urban Renewal Joint Agreement with Shelby County. It was moved by Nippert and seconded by Kelly to recommend to Council to approve the Urban Renewal Joint Agreement with Shelby County. The motion carried unanimously.

Reviewed Wood Pole Agreement with EXO for JJ Jensen complex and tennis courts. The range of cost will be \$2,000-4,000 and if needed it may necessitate a budget amendment. It was moved by Nippert and seconded by Kelly to recommend to Council to approve the Wood Pole Agreement with EXO. The motion carried unanimously.

There are currently 7 decorative Downtown Street Lights out of order. Border States will be coming to look at these and diagnose the problem.

The North 7<sup>th</sup> Street Purchase Agreement has been finalized and is being reviewed by the City Attorney.

There was discussion on the City Administrator transition. There will be a work session next Tuesday, October 29<sup>th</sup>, 2024 at 5:15 p.m. in the City Council Chambers at City Hall.

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."*

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

The Personnel & Finance Committee met on Wednesday, December 11, 2024, at 4:30 p.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

\*De-notes participating electronically via Zoom meeting

Present: Chairperson Kyle Lindberg, Aaron Nippert

Absent: Jenney Kelly

Also Present: City Clerk/Finance Director Ashley Schleis, Troy Schaben, Roger Bissen

Lindberg called the meeting to order.

It was moved by Nippert and seconded by Lindberg to approve the agenda. The motion carried unanimously.

No conflicts of interest were stated.

It was moved by Nippert and seconded by Lindberg to approve the minutes from the October 21, 2024, meeting. The motion carried unanimously.

Discussion was held on the replacement of the Harlan Fire Department Ladder truck.

It was moved by Lindberg and seconded by Nippert to recommend to council to move forward with contacting a bidding consortium regarding the bidding process for the new ladder truck. The motion carried unanimously.

Budget discussion was held. No action was taken.

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.”*