

HARLAN PARKS & RECREATION BOARD – JANUARY 16, 2024

The Harlan Parks & Recreation Board met on Tuesday, January 16th, 2024, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick, Todd Berndt

Absent: Jeff Moser, Sara Poepsel

Present Electronically: Nic Christensen, Troy Schaben, Ashley Schleis

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

The meeting was called to order by Berndt. It was moved by Havick 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 Havick and seconded by Christensen to approve the minutes of the December 12, 2023, meeting. Motion carried unanimously.

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

- Three trees were removed by the museum, well worth the cost as they did excellent work.
- Discuss the pool operation at a calendar level next month to get a better feel for actual numbers

Superintendent Report – updates provided by Tim Miller

- Due to the amount of snow received, removal has been slow. Only a few sidewalks left to clear
- 76 trees were removed in parks in 2023 – leaving 20 or so left to remove
- Trees are being looked at around JJ Jensen. With the trees coming out, may want to think about shade structures
- Some sludge removal at Pioneer Park is still needed

Parks Planning Document (Update & Discussion)

- Discussed adding Put-Put Golf to the Major project list – some movement being made on this front
- Adding Shade structures to the list for JJ Jensen - looking into prices at this time
- Discussed how long items need to remain on the list. A new tab for completed projects will be added to the document for tracking purposes

Pool Dates for 2024 –

- Pool dates for 2024 are as follows: Open: Sunday, May 26th & Close: Saturday, August 10th

It was moved by Havick and seconded by Christensen to approve these dates for the 2024 Pool Season.

Grants Overview & Update –

- a) Shelby County Community Foundation (SCCF Spring Grant – Due February 1, 2024
 - Ladonna will work on an application for new Basketball hoops, tennis nets and volleyball nets
- 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) IPRA Mini Grant – Due end of January (\$1,000)

Other Business:

The next meeting will be on Tuesday, February 13, 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.

HARLAN PARKS & RECREATION BOARD – FEBRUARY 15, 2024

The Harlan Parks & Recreation Board met on Tuesday, February 15th, 2024, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

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

Absent:

Present Electronically: Jeanna Rudolph

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

The meeting was called to order by Berndt. 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 Poepsel and seconded by Moser to approve the minutes of the January 16, 2024, meeting. Motion carried unanimously.

Superintendent Report – updates provided by Tim Miller

- Maintenance items are being worked on right now:
 - a light broken at JJ Jensen
 - removal of muck from Pioneer Park Pond
 - removal of trees

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

- Discussion was held regarding pool revenue and expenses for last season.
- Members looked at ways to increase revenue.

Lifeguard Wages, Pool Prices & Sale Dates –

- Wage analysis was shared with members about surrounding areas. It was moved by Moser and seconded by Poepsel; motion carried unanimously with the following recommendation for Council:
 - Increase of Lifeguard starting pay to \$10.00/hour and keep current incentive program
 - Pool Pass prices increased as follows: Family Pass \$195.00 Single Pass \$120.00 Punch Card \$50.00 and Daily Admission \$7.00
 - Pool Passes will still be on sale during April at reduced prices

New Pool Pass –

- The need for a pass for caregivers has been brought to our attention. It was moved by Havick and seconded by Poepsel; motion carried unanimously with the following recommendation for Council:
 - Caregiver Pass - \$60.00/pass This pass can be added to a season pass(family or single) to accommodate a caregiver(grand parent or sitter). The individual must be 16 or older and a maximum of 3 caregiver passes may be added to the season pass.

Swim Lessons –

- Feedback from parents and pool users recommend that swim lessons be changed. It was moved by Moser and seconded by Havick; motion carried unanimously with the following recommendation for Council:
 - Swim Lessons – \$75.00 per lesson
 - Lessons will be held for 1 hour per day for 1 week

River Access Project –

- Funds have been secured for this project and it will be moving forward with the bid process soon.

Parks Planning Document (Update & Discussion)

- Members discussed the new tab layout and agreed it cleans up the report

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)
- b) Monogram Grant – not announced for 2024
- c) Wellmark MATCH Grants – no offering for 2024

Other Business: - None

The next meeting will be on Tuesday, March 12th 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.

HARLAN PARKS & RECREATION BOARD – MARCH 12, 2024

The Harlan Parks & Recreation Board met on Tuesday, March 12th, 2024, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick, Nic Christensen, Todd Berndt, Sara Poepsel @ 12:10 and Jeff Moser @ 12:25

Absent: Gene Gettys

Present Electronically: Troy Schaben

Also Present: Tim Miller, Jennifer Malone, Jenney Kelly, Susan Brammann, Ashley Schleis

The meeting was called to order by Berndt. It was moved by Christensen 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 Christensen to approve the minutes of the February 15, 2024, meeting. Motion carried unanimously.

Superintendent Report –

- 79 trees have been removed thus far in Harlan parks. The Harlan Tree Committee is donating 12 trees- 8 will be planted at Little George Park and the other 4 will be placed in other parks. Work should begin on April 22nd.
- Working on JJ Jensen baseball diamond lights.
- Replacing pipes at pool.
- Seasonal workers are needed - must be 18 years or older. Apply at City Hall
- The Dream Playground Committee is planning a Fun Run during Art in the Park. More to come.
- Miniature Golf has been put on hold for now while Dream Playground gets completed.
- River access at Hwy 44 bridge is now fully funded and work will begin in the near future.

Monthly Financials – Pool & Parks (Information Only) – FY financials were provided for review. Nothing new.

Punch Pass Prices & Lesson Dates –

- Due to the increase in the daily rate, the punch pass rates were discussed again. It was moved by Havick and seconded by Poepsel to recommend to Council to increase the Punch Pass price to \$60.00. Motion carried unanimously.
- After discussion, lots of kids still need 30-minute swim lessons for two weeks. It was moved by Havick and seconded by Christensen to recommend to Council to offer both one hour and 30-minute sessions for this swim season. Motion carried unanimously.

Parks Planning Document (Update & Discussion) –

- Soccer Field Updates:
 - There is a need to keep people from driving on the soccer fields. Temporary parking barriers could potentially be placed for now.

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)
- b) Monogram Grant – now accepting applications – Deadline is May 31st @ 5 pm – Need to get with Connie, Troy, and Gene to get this completed.
- c) Wellmark MATCH Grants – no offering for 2024

Other Business: - None

The next meeting will be on Tuesday, April 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.

HARLAN PARKS & RECREATION BOARD – April 9, 2024

The Harlan Parks & Recreation Board met on Tuesday, April 9th, 2024, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick @ 12:10, Nic Christensen, Todd Berndt @ 12:08, Sara Poepsel

Absent: Jeff Moser

Also Present: Tim Miller, Gene Gettys, Susan Brammann, Ashley Schleis, Jenney Kelly

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

Any conflicts of interest are to be stated when applicable. Todd Berndt advised the Board he owns stock in the Fair Board.

It was moved by Poepsel and seconded by Christensen to approve the minutes of the March 12, 2024, meeting. Motion carried unanimously.

Superintendent Report – updates provided by Tim Miller

- Pool & JJ Staffing – Lifeguards are still needed at pool. JJ Staffing is still needed.
- ABIFORCE Machine – Demo model purchased at a discount. Only 5 hours on machine.
- JJ Parking & Material Bin – Material Bins are finished. Another row was added to hold the quantity of product to not have product outside. Telephone poles are being moved to soccer fields to prevent driving on fields and parking curbs are being placed at JJ.
- Dog Pound – There is still one Dog to be adopted.
- Restrooms at Parks will be having water turned on beginning today.
- Parks has hired 2 seasonal workers to be mowers. Toro is ready to mow.

Monthly Financials – Pool & Parks (Information Only) – FY financials were provided for review. Nothing New

Review Citizen consideration of Bocce and Pickleball courts (Information Only)

Reviewed Theulen letter concerning Bocce Ball and Pickleball courts. New Park currently has a Pickleball Court. Bocce Ball Court may be put into a future Grant and/or placed on Parks Planning Document.

River access Hwy 44 (update only)

Moving forward work will likely begin Spring 2025.

AYSO/Fair Board/City use agreement (Information Only)

AYSO is a National Organization that currently has 250 soccer players. Looking at lease agreement to use fields. Per agreement AYSO willing to do maintenance and is wanting to place a permanent fence at an estimated cost of \$10,500.

5K & Gameday event at Pioneer Park – May 4th (Information Only)

Meeting was held on 4/8/24. Run is to begin at 9:00 a.m., Walk to begin at 10:00 a.m., Games will begin at 9:00 a.m. and continue through the event. The event will include Carnival games & prizes. SA's BBQ will be serving food. Fareway is donating meat. SA's will be charging the city \$50.00 and rest of proceeds will go to Dream Playground Reimagined. 26 registrants so far. Silent auction items are still needed.

Parks Planning Document (Update & Discussion)

Adding Bocce Ball to list

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)
- b) Monogram Grant - May 31, 2024 (Basketball Goals) – 2 Basketball hoops for North Park & Potter Park
- c) WellMark MATCH Grants – no offering for 2024

Other Business:

Shelby County Community Chest has disbanded due to no funding.

The next meeting will be on Tuesday May 14th, 2024, at noon in the Council Chambers.

There being no further business, the meeting adjourned.

Susan E. Brammann

Susan E. Brammann, Recording Secretary

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

HARLAN PARKS & RECREATION BOARD – June 11, 2024

The Harlan Parks & Recreation Board met on Tuesday, June 11, 2024, at 12:07 P.M. in the City Council Chambers

Present: LaDonna Havick @ 12:07, Nic Christensen, Todd Berndt

Absent: Jeff Moser, Sara Poepsel, Gene Gettys

Also Present: Tim Miller, Susan Brammann, Ashley Schleis, Jenney Kelly, Jennifer Malone

The meeting was called to order by Berndt. It was moved by Havick 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 Havik and seconded by Christensen to approve the minutes of the April 9, 2024, meeting. Motion carried unanimously.

Superintendent Report – updates provided by Tim Miller

- JJ Jensen is having a lot of baseball games
- JJ Jensen lights are being fixed
- JJ Jensen now has parking curbs
- Parks has been doing a lot of mowing, but it is now slowing down
- Having issues with the new mower
- ABI Force is working great
- Dream Playground:
 - 5K Fun Day was a great turn out despite weather, netted \$5000-\$7000 and will be planning on doing another one next year.
 - Dream Playground Committee is looking into purchasing a Projector and Screen.
 - Looking into getting more In-Kind donations from Contractors in the next week or two. Trying to reach the \$900,000.00 mark and then we can apply for grants. Looking at multiple grants.
 - Looking at doing more fund raisers. Examples: Concerts in the Park, Pizza-Beer-Puzzle.

Monthly Financials – Pool & Parks (Information Only) – FY financials were provided for review
We are in the last weeks of FY – trying to not go over budget

Parks Planning Document (Update & Discussion)

Basketball Goals – Grant was submitted to Monogram, should be hearing back sometime in the Fall.

Grants Overview & Update –

- a) ~~Shelby County Community Foundation (SCCF Spring Grant – Due February 1, 2024~~
- 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 – May 31, 2024 (Basketball Goals)~~
- d) Wellmark MATCH Grants – no offering for 2024
- e) ~~IPRA Mini Grant – Due end of January (\$1,000)~~

Other Business: None

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

There being no further business, the meeting adjourned.

Susan E. Brammann

Susan E. Brammann, Recording Secretary

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

HARLAN PARKS & RECREATION BOARD – July 9th, 2024

The Harlan Parks & Recreation Board met on Tuesday, July 9th, 2024, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick @12:20, Jeff Moser, Todd Berndt, Sara Poepsel

Absent: Nic Christensen

Present Electronically: Troy Schaben

Also Present: Tim Miller, Gene Gettys, Susan Brammann, Ashley Schleis

The meeting was called to order by Berndt. 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 when applicable. None.

It was moved by Poepsel and seconded by Moser to approve the minutes of the June 11th, 2024, meeting. Motion carried unanimously.

Request from Boy Scouts for tent camping at JJ Jensen – Bob Mahoney was present to discuss the Boy Scouts tent camping at JJ Jensen on Saturday, August 3rd on fields 2 and 3. The event will assist in recruiting new members and they are also looking to provide volunteer time at the racetrack on the same evening. The JJ restrooms will remain open and there will be adult supervision for the entire event. It was moved by Moser and seconded by Poepsel to recommend to council to allow the Boy Scouts use the two fields at JJ Jensen for tent camping. Motion carried unanimously.

Nominate Chair and Vice-Chairperson through 6/30/2026: Todd Berndt was nominated as Chair. It was moved by Moser and seconded by Poepsel. Motion carried unanimously. LaDonna Havick was nominated as Vice-Chairperson. It was moved by Moser and seconded by Poepsel. Motion carried unanimously.

Superintendent Report – updates provided by Tim Miller

- JJ Jensen is slowing down. Little League and softball are completed
- Varsity Baseball has a home game on 7/12/24 with 2nd round on 7/15/24 if they win– up to 4 more varsity games
- Upon completion of Baseball/Softball season, will be tearing up and leveling the fields
- Shelby County Fair is this week, getting all the parks cleaned up
- Pool is running smoothly
- Looking to start back up on taking down trees

Monthly Financials – Pool & Parks (Information Only) – FY financials were provided for review. Tim Miller brought up end of FY 23/24. Year looked good, did have to replace pump and had to rent a lift. Tim thanked Ashley Schleis, Jennifer Malone and Susan Brammann for all the hard work getting bills paid quickly.

Final plans for river access at Hwy 44 – Gene Gettys provided an update. Moving through DOT process, check plan date is 8/6/24. Site plan, layout & concept is same. There will be a tremendous amount of tree removal. Meeting with Engineer and HMU 7/15/24. Target date is December letting, with spring construction.

Movie in the Park Friday, August 16th – This was a project created by the Parks & Rec Board a few years ago, however grants have gone away and then the outbreak of COVID. With wanting to raise awareness of the Dream Playground we have purchased a 30' inflatable screen and projector that should be arriving next week. Currently, we have no speakers, but have a volunteer that is going to provide sound for this event. We are currently working with SWANK for Copyright – movies will be provided by them. This will be a free event, but concessions will be available for purchase with the funds going to the Dream Playground Project. Sponsors will help with the cost of the inflatable screen, projector and copyright rights.

Parks Planning Document (Update & Discussion) – Brief update that latest items done is parking curbs at JJ and submitted Grant for the Basketball Hoops.

Grants Overview & Update –

- a) Shelby County Community Foundation (SCCF Spring Grant – Due February 1, 2024
- 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 – May 31, 2024 (Basketball Goals)
- d) Wellmark MATCH Grants – no offering for 2024
- e) IPRA Mini Grant – Due end of January (\$1,000)

Other Business: Jeff Moser stated that the Booster Club is placing concrete by the High School concession stand at JJ Jensen to make it more handicap accessible to restrooms.

The next meeting will be on Tuesday, August 13th, 2024, at noon in the Council Chambers.

There being no further business, the meeting adjourned.

Susan E. Brammann

Susan E. Brammann, Recording Secretary

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

HARLAN PARKS & RECREATION BOARD – AUGUST 13, 2024

The Harlan Parks & Recreation Board met on Tuesday, August 13th, 2024, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick @ 12:06, Nic Christensen, Todd Berndt,

Absent: Jeff Moser

Present Electronically: Sara Poepfel

Also Present: Tim Miller, Gene Gettys, Susan Brammann, Jennifer Kelly

The meeting was called to order by Berndt. It was moved by Havick and seconded by Christensen to approve the agenda with the correction of removing item 4, Nominate Chair and Vice-Chairperson. Motion carried unanimously.

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

It was moved by Christensen and seconded by Poepfel to approve the minutes of the July 9, 2024, meeting. Motion carried unanimously.

Superintendent Report – updates provided by Tim Miller

- Boy scout camping August 3rd at JJ Jensen was cancelled
- JJ is all wrapped up for the season except for fixing nets and misc. maintenance
- There have been reported vandalisms at various park locations.
- Replaced volleyball nets and doing swimming pool maintenance
- Repaired tennis court nets at New Park
- Will be starting back up on trees in the next few weeks

Monthly Financials – Pool & Parks (Information Only) – FY financials were provided for review Tim Miller presented that there was quite a bit of carryover from last FY for the Pool.

Update on Swimming Pool (Information Only)

- Pool is currently 2/3 drained and everything is locked up
- Painter will be here next week
- “Splash Bash” was a success

Update Movie in the Park, Friday August 16th (Information Only)

Movie in the Park is this Friday, movie is “Migration”. Weather is looking up. Event starts at 7:00 PM with a live band “Mostly Mayhem”, Boy Scouts will be there to provide games. Tropical Sno will be there and there will be popcorn and water to sell. Volunteers are needed at 6:00 PM to box up popcorn. Banner ads are out there for this event.

Parks Planning Document (Update & Discussion)

JJ Jensen parking barriers are completed and will be moved to the completed list. We currently have fruit trees located at Pioneer Park and JJ Jensen. Will be posting on Facebook about fruit trees.

Grants Overview & Update –

- a) ~~Shelby County Community Foundation (SCCF Spring Grant – Due February 1, 2024~~
- b) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th) Connie Lehan is applying for Dream Playground for fall.
- c) ~~Monogram Grant – May 31, 2024 (Basketball Goals)~~ Announcement to be made October 2024
- d) Wellmark MATCH Grants – no offering for 2024
- e) ~~IPRA Mini Grant – Due end of January (\$1,000)~~

Other Business:

There was a River Access meeting with Engineers and HMU. Some changes occurred moving the letting date back a month from December to January. There needs to be tree removal and grubbing by March.

The next meeting will be on **Tuesday, September 10, 2024**, at noon in the Council Chambers.

There being no further business, the meeting adjourned.

Susan E. Brammann

Susan E. Brammann, Recording Secretary

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

HARLAN PARKS & RECREATION BOARD – SEPTEMBER 10, 2024

The Harlan Parks & Recreation Board met on Tuesday, September 10th, 2024, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick @ 12:08, Nic Christensen, Todd Berndt,

Absent: Jeff Moser

Present Electronically: Sara Poepel @ 12:08

Also Present: Tim Miller, Gene Gettys, Ashley Schleis, Jennifer Kelly, Troy Schaben

The meeting was called to order by Todd Berndt. It was moved by Ladonna Havick and seconded by Nic Christensen to approve the agenda. Motion carried unanimously.

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

It was moved by Nic Christensen and seconded by Ladonna Havick to approve the minutes of the August 13, 2024, meeting. Motion carried unanimously.

Superintendent Report – updates provided by Tim Miller

- Still mowing, planting trees and stump grinding.

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

Update on Swimming Pool (Information Only)

- Pool painters are in town and will be done tomorrow. Caulk was coming off during power washing, so the pool was recalked to avoid issues in the future.
- Pool inspection was done and there were no violations.

Update Movie in the Park, Friday August 16th (Information Only)

- 250-300 people attended.
- All entertainment was great, and fun was had by all.

River Access (Information Only)

- Letting date could be moved back to February at this time.

Dream Playground (Information Only)

- Committee met last week to discuss fundraising and setting dates for events.
- Have roughly \$580,000-\$590,000 raised including in kind work and need to get to \$900,000.

Parks Planning Document (Update & Discussion)

Grants Overview & Update –

- a) ~~Shelby County Community Foundation (SCCF Spring Grant – Due February 1, 2024~~
- b) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th) Connie Lehan is applying for Dream Playground for fall.
- c) ~~Monogram Grant – May 31, 2024 (Basketball Goals)~~ Announcement to be made October 2024
- d) Wellmark MATCH Grants – no offering for 2024
- e) ~~IPRA Mini Grant – Due end of January (\$1,000)~~

Other Business:

The Parks and Pool saw quite a bit of damage in the June 25, 2024 Hailstorm and we are currently in the process of reviewing the estimates.

The next meeting will be on **Tuesday, October 8, 2024**, at noon in the Council Chambers.

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 – OCTOBER 8, 2024

The Harlan Parks & Recreation Board met on Tuesday, October 8th, 2024, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick @ 12:06, Nic Christensen, Jeff Moser, Todd Berndt, Sara Poepsel

Also Present: Tim Miller, Gene Gettys, Susan Brammann, Ashley Schleis, Jennifer Kelly

The meeting was called to order by Berndt. It was moved by Poepsel 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 Moser and seconded by Christensen to approve the minutes of the September 10, 2024, meeting. Motion carried unanimously.

Superintendent Report – updates provided by Tim Miller

- a.) Pool Painting Update – Painting has been completed. Painted different line colors in shallow and deep end for safety. Umbrella is yellow again.
- b.) Wooden Pole Assessment – HMU has a company that is coming in to assess the condition of wooden poles. We have requested a bid from them to look at wooden poles at JJ and Tennis Courts.
- c.) Winterizing – Working on getting all water turned off, should be completed by Oct 31st.
- d.) Shelter Roof Damage Update – Park shelters with shingles had hail damage. We currently have a blanket policy and will be covered. Looking at metal roofs at parks and shingles at pool. Roofs need to be completed at parks May 30th, 2025, and at pool by April 20th, 2025.

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

YTD Pool Financials - YTD report was available to review. The following was discussed:

- Total passes (Family & Single) went up by 1.
- Guard hours went up.
- Incentive pay was down from 2023.
- Guards made \$1.53 more per hour (including incentive pay).
- Concessions revenue was stable however due to better management of supplies and increased purchase prices, the margin was much better.
- Overall, the pool performed better financially than previous years.

Dream Playground – Meeting was held Wednesday, October 2nd. Focus is now on fundraising. We are receiving a donation from Van Diest Supply. Check is in the mail; amount of donation is unknown at this time.

Parks Planning Document (Update & Discussion) – Signs at parks were damaged due to hail, turning into insurance for replacement costs.

Grants Overview & Update –

- a) ~~Shelby County Community Foundation (SCCF Spring Grant – Due February 1, 2024~~
- 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 – May 31, 2024 (Basketball Goals)~~ Basketball Goals were denied funding as was Dream Playground for the year 2024.
- d) Wellmark MATCH Grants – no offering for 2024
- e) ~~IPRA Mini Grant – Due end of January (\$1,000)~~

Other Business: Jeff Moser brought construction update on School playground. They are ahead of schedule; playground will be ready June-July 2025 for playground equipment. Due to construction costs being higher than bond proceeds, there will likely be some fundraising for the playground at the school.

The next meeting will be on Tuesday November 12, 2024, at noon in the Council Chambers.

There being no further business, the meeting adjourned.

Susan E. Brammann

Susan E. Brammann, Recording Secretary

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

HARLAN PARKS & RECREATION BOARD – NOVEMBER 13, 2024

The Harlan Parks & Recreation Board met on Wednesday, November 13th, 2024, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: Nic Christensen, Todd Berndt, Sara Poepsel

Absent: LaDonna Havick, Jeff Moser

Present Electronically: Troy Schaben

Also Present: Tim Miller, Gene Gettys, Susan Brammann, Ashley Schleis

The meeting was called to order by Berndt. It was moved by Poepsel 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 Poepsel to approve the minutes of the October 8th, 2024, meeting. Motion carried unanimously.

Superintendent Report – updates provided by Tim Miller

- **Wooden Pole Assessment:** We have entered into a contract with EXO for woodpole inspections. They should be here next week or Thanksgiving week.
- **Shelter Roof Damage Update:** Awarded contracts to Ahrenholtz Steel It Roofing for Parks and Pool and Leinen Construction for JJ Jensen Dugouts.
- **Winterizing:** All parks' restrooms are closed, and everything has been winterized.
- **Budget 25/26:** In the middle of budget time, meeting with council tonight 11/13/24.

Monthly Financials – Pool & Parks (Information Only)

Proposed 2025 Pool Opening: Opening date Sunday May 25th and closing date Saturday August 9th. These dates have worked for the last 2 years. Motion to approve these dates was moved by Poepsel, seconded by Christensen. Motion was carried.

Dream Playground Construction Plans: A master plan has been completed and need to get construction plans. If a company was to donate time and service, it would be beneficial to have construction plans already done. It was moved to recommend to Council to enter into Engineering Services with Snyder by Poepsel and seconded by Christensen. Motion was carried.

River Access Project: We may need to make adjustments on slope due to flood plain and this may push back letting.

Parks Planning Document (Update & Discussion) – No updates

Grants Overview & Update –

- a) ~~Shelby County Community Foundation (SCCF Spring Grant – Due February 1, 2024~~
- b) Iowa West Foundation – 3 cycles per year; Letter of inquiry period January, May, and Sept 1st; Application Due January, May, and Sept 15th)
- e) ~~Monogram Grant – May 31, 2024 (Basketball Goals)~~
- d) Wellmark MATCH Grants – no offering for 2024
- e) IPRA Mini Grant – Due end of January (\$1,000) This grant is currently available and Gettys is going to resubmit for trashcans.

Other Business:

- There have been no further updates from Jeff Moser on School Playground Project
- 2nd Annual 5K and Game Day has been set for the 1st Saturday in May 2025
- Possible Winter fundraiser is in the works with Milk and Honey
- Gene Gettys wanted to thank all committee members for their passion and all the work they have done. The people on this committee will be the most missed.

The next meeting will be on **Tuesday, December 10, 2024**, at noon in the Council Chambers.

There being no further business, the meeting adjourned.

Susan E. Brammann

Susan E. Brammann, Recording Secretary

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

HARLAN PARKS & RECREATION BOARD – DECEMBER 10, 2024

The Harlan Parks & Recreation Board met on Tuesday, December 10th, 2024, at 12:00 P.M. in the City Council Chambers and electronically via Zoom.

Present: LaDonna Havick, Nic Christensen, Todd Berndt

Absent: Jeff Moser, Sara Poepsel

Present Electronically:

Also Present: Tim Miller, Ashley Schleis, Laurel Burger, Deb Morgan

The meeting was called to order by Berndt. It was moved by Havick and seconded by Christensen to approve the agenda with the change of moving item #9 to item #5. 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 November 13, 2024, meeting. Motion carried unanimously.

Superintendent Report – updates provided by Tim Miller

- Review Agreement with Snyder & Associates – City Council approved this agreement with Snyder & Associates at the December 3, 2024 Council meeting. This is for Grandma B's Dream Playground construction plans.
- EXO Pole Evaluation – EXO has been in town and evaluated all our wooden poles. We are still waiting for their report.
- Watching the weather and preparing for winter.

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

River Access Project – Final plans should be submitted on Friday. We are on track of a March letting, which means we may be able to break ground in April.

Signs for River Access Project – There was a grant for panels for locations in Shelby County and we received a panel for the West Nishnabotna River.

Dog Park Shelter – Laurel Burger and Deb Morgan were present to discuss adding a shelter at the dog park for a windbreaker from the North wind. We will add this item to our Minor Projects list and do more research.

Pool Hours – There was discussion on changing the pool hours for Saturday from 12:00 P.M. – 8:00 P.M. to 12:00 P.M. – 7:00 P.M.

Parks Planning Document (Update & Discussion) – We will add the Dog Park Shelter to the Parks Planning Minor Projects list.

Grants Overview & Update –

- a) ~~Shelby County Community Foundation (SCCF Spring Grant – Due February 1, 2024~~
- 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 – May 31, 2024 (Basketball Goals)~~
- d) Wellmark MATCH Grants – no offering for 2024
- e) IPRA Mini Grant – Due end of January (\$1,000)

Other Business: There was a Grandma B's Dream Playground meeting last night.

The next meeting will be on **Tuesday, January 14th, 2025**, at noon in the Council Chambers.

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.