

HARLAN PARKS & RECREATION BOARD –January 20, 2015

The Harlan Parks & Recreation Board met on Tuesday, January 20, 2015 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mick Soll, Tracy Rowedder, and Kristen Van Baale  
Absent: Laurel Klitgaard  
Also Present: Steve Plumb, Dave Pedersen, Mike Kolbe, Jenney Kelly (HMU) and Terry L. Cox

The meeting was called to order. Connie Lehan made a motion seconded by Kristen Van Baale 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 Mick Soll and seconded by Kristen Van Baale to approve the minutes of the December 16, 2014 meeting. The motion carried unanimously.

Superintendent's Report: (See attached)

Assistant Superintendent's Report (see attached)

City Administrator's Report

- It will cost \$4,600 to have Gilbert Ahrenholtz of Total Contracting put a steel roof on the shelter at Potters Park.
- The Mayor/Council had no questions about the new budget.
- The pool will be sandblasted and painted after the season is over.
- The 3 ladies on the Park and Recreation Board are working on a couple grants for JC Park and J.J. Jensen for playground equipment.
- Hoss and Terry are working on a grant for Pioneer Park for the new black iron fencing. All three grants are the Shelby County Community Foundation Grant which is due February 1<sup>st</sup>, 2015.

Next meeting is set for February 24, 2015 at Noon.

There being no further business, meeting adjourned.

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Terry L. Cox, City Administrator

*These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.*

HARLAN PARKS & RECREATION BOARD –February 24, 2015

The Harlan Parks & Recreation Board met on Tuesday, February 24, 2015 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mick Soll, Laurel Klitgaard and Kristen Van Baale  
Absent: Tracy Rowedder  
Also Present: Dave Pedersen, Kevin (Hoss) Krohn, Jenney Kelly (HMU), Mayor Gene Gettys, Erin Herzberg and Alexis Mark from Mrs. Spangenberg's 2<sup>nd</sup> grade, Mr. Frohlich, and Ashley Kloewer

The meeting was called to order. Connie Lehan made a motion seconded by Mick Soll 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 Mick Soll and seconded by Connie Lehan to approve the minutes of the January 20, 2015 meeting. The motion carried unanimously.

Erin Herzberg and Alexis Mark were present from Mrs. Spangenberg's 2<sup>nd</sup> grade class to read a letter regarding their want for playground equipment at Little George due to there not being a park around Westridge Acres. They would like to see some monkey bars, a slide and, maybe a teeter-tauter. Some disadvantages of putting playground equipment at Little George would be more to mow around, pulling kids closer to the pond and the possibility for flooding. The Board thanked the girls for coming and will look into possible options for funds for playground equipment.

Laurel asked that Little George and the Pioneer Park Trail ribbon cutting be discussed at the March 31, 2015 meeting.

Superintendent's Report: (See attached)

- Little George is now deeper due to the Shelby County Secondary Roads Department and the City of Harlan Street Department removing approximately 400 tons of sludge.
- Hoss talked about the two proposals from Fischer Bros. and the board suggested finding out how much a new slide would cost.
- Hoss let the board know that Terry Cox and he submitted a grant to the Shelby County Community Foundation to assist with the purchase of fencing for the pond, bridge, and culverts along the walking trail at Pioneer Park.
- Tom Ouren has no problem with playground equipment at J.J. Jensen ball diamonds as long as it is safe and up to code.

Assistant Superintendent's Report (see attached)

Next meeting is set for March 31, 2015 at Noon.

There being no further business, meeting adjourned.

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Ashley Kloewer, Receptionist

*These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.*

## HARLAN PARKS & RECREATION BOARD – March 31, 2015

The Harlan Parks & Recreation Board met on Tuesday, March 31, 2015 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mick Soll, Laurel Klitgaard, Tracy Rowedder and Kristen Van Baale  
Absent: Mayor Gene Gettys, Terry Cox  
Also Present: Dave Pedersen, Kevin (Hoss) Krohn, Steve Plumb, and Jenney Kelly (HMU)

The meeting was called to order. Tracy Rowedder made a motion seconded by Kristen Van Baale 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 Mick Soll and seconded by Tracy Rowedder to approve the minutes of the February 24<sup>th</sup>, 2015 meeting. The motion carried unanimously.

Superintendent's Report: (See attached)

- Hoss reported the grant monies received from Shelby County Community Chest in the amount of \$5,000 and will be picked up on April 1<sup>st</sup>, 2015. The grant was applied for by the Friends of Harlan Parks and is to be used for projects at JJ Jensen or JC Park.
- Another \$10,000 grant is to be awarded from the Community Foundations of Southwest Iowa. Also applied for by Friends of Harlan Parks and is to be used for projects at JJ Jensen or JC Park. The check is scheduled to be distributed on Wednesday, April 22<sup>nd</sup> at the Shelby County Courthouse in Harlan.
- A \$10,000 grant is to be awarded from the Community Foundations of Southwest Iowa to be used for the purpose of installing fencing at Pioneer Park. The grant was applied for by the City of Harlan Parks Department. The check is scheduled to be distributed on Wednesday, April 22<sup>nd</sup> at the Shelby County Courthouse in Harlan.
- Hoss provided two fencing quotes to install the new fencing in Pioneer Park. Quotes were received from Klein Fencing of Earling, IA and Elkhorn Fence Company of Elkhorn, NE. Klein Fencing came in with the lower quote/bid. It was moved by Kristen Van Baale and seconded by Connie Lehan to accept the quote/bid from Klein Fencing in the amount of \$16,653.77. Motion carried unanimously. The Board has decided to wait until Hoss meets with Klein Fencing to discuss placement of ornamental fencing vs. black chain link fencing.

A question was raised by Jenney Kelly regarding JJ Jenson ball field usage by Little Cyclones teams. Hoss told Jenney that Harlan Little League has priority over the fields due to repairs and updates they do at the diamonds. Additionally, Hoss informed Jenney that Little Cyclones teams are welcome to use the fields as long as it doesn't create a conflict with Little League team's schedules.

Laurel Klitgaard was asked if her scout troop was planning on planting flowers in the flower beds in Pioneer Park. Laurel was going to contact the group that took care of the flower box at North Park to get plans for this season.

Discussion was had regarding the yellow fence protector on the chain link fence. Tracy Rowedder feels all the fence protector should be replaced to keep up with the repairs the Little League has been performing including new dugouts and renovating the fields. The existing protector has been on the fencing for many years and has become very brittle in many spots.

Hoss reported that Mick Soll and Chris Johannsen have been working on cleaning up the parks after winter in preparation of the upcoming mowing season. He reported that Steve Plumb and Mick Soll have been repairing/replacing lumber at the Dream Playground. Chris Johannsen has been named Head Groundskeeper at the ball field this summer and will be joined by Jake Daeges in May when he comes home from college for the summer. In addition, Marvin Schramm will be operating one of the park's mowers for the 2015 season.

Assistant Superintendent's Report (see attached)

- Steve reported he has been assembling the plumbing at the park. The water will be turned on in the parks later this week.

In final business, Hoss asked the Park Board if they had discussed what type of playground equipment they were considering for Lake George. Klitgaard, Van Baale and Lehan were thinking about installing a teeter-totter, swings and a merry-go-round as requested by Erin Herzberg and Alexis mark at the February 24<sup>th</sup>, 2015 Park Board Meeting. A location was discussed for the placement of the equipment at Lake George. The area inside of the circle drive area in the NE corner of the park was discussed.

A date for the Pioneer Park Walking Trail ribbon cutting was discussed. The board felt it would be a good idea to wait until the cracked area of the trail, south of the pond, were repaired. And they also would like to see the new fencing installed before the ribbon cutting ceremony. A proposed date of June 3<sup>rd</sup> from 4-6pm and a rain date of June 10<sup>th</sup> was chosen. The board discussed possible speakers at the ribbon cutting ceremony to be Laurel Klitgaard – Board President, Mayor Gene Gettys, and Margie Schenck (Blue Zone Representative). The menu to include hotdogs, chips and cold drinks were chosen.

Next meeting is set for April 21<sup>st</sup>, 2015 at Noon.

There being no further business, meeting adjourned.

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Kevin Krohn, Park Superintendent

*These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.*

## HARLAN PARKS & RECREATION BOARD - April 21, 2015

The Harlan Parks & Recreation Board met on Tuesday, April 21, 2015 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mick Soll, Tracy Rowedder and Kristen Van Baale.

Absent: Mayor Gene Gettys, Parks Superintendent Kevin (Hoss) Krohn, City Administrator Terry Cox.

Also Present: Dave Pedersen, Mike Kolbe, Steve Plumb and Jenny Kelly (HMU).

The meeting was called to order. Connie Lehan made a motion, seconded by Kristen Van Baale 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 Kristin Van Baale and seconded by Tracy Rowedder to approve the minutes of the March 31, 2015 meeting. The motion carried unanimously.

Superintendent's Report (presented by Steve Plumb)

- Kline Fence was awarded the contract for new fencing in Pioneer Park. Two sample photos were shown, which will be used in different areas of the park.
- Howrey Construction has repaired cracks on the south side of the new Pioneer Park trail.
- Park staff is busy with mowing and spring clean-up of all parks. The new mower is working well.
- The slide and bridge are nearly repaired and ready for use in the Dream Playground.
- Little League ball fields at J.J. Jensen have been top dressed.
- Chris Johannsen will be in charge of field maintenance at J.J. Jensen this summer.

Assistant Superintendent's Report by Steve Plumb

- Maintenance equipment is ready for summer jobs.
- Most, but not all restrooms are open in the parks.
- Spring maintenance has begun to prepare the pool for opening.
- Staff will coordinate with HMU for installation of the last three lights in Pioneer Park.

Other Business

- Kristin Van Baale and Connie Lehan led a discussion of fundraising for park playground equipment:
  - Pizza Ranch will host an event June 1, 5-8 pm, with proceeds toward Little George Lake Park equipment.
  - Discussion is ongoing with Hy-Vee regarding a fundraiser.
  - Grant opportunity with Monogram Prepared Meats in final stages. Additional details will be filled in soon.
- A meeting is scheduled for April 22 with Miracle to discuss park equipment for JayCee Park. Any remaining funds will be earmarked for Little George Lake Park.
- A question was raised about previous discussions of dog walking signs and baggie posts for Pioneer Park.

Next meeting is set for May 19, 2015.

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

Respectfully submitted by Mike Kolbe, acting secretary.

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

## HARLAN PARKS & RECREATION BOARD – May 19, 2015

The Harlan Parks & Recreation Board met on Tuesday, May 19, 2015 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mick Soll, Tracy Rowedder and Kristen Van Baale Laurel Klitgaard  
Also Present: Parks Superintendent Kevin (Hoss) Krohn, City Administrator Terry Cox, Dave Pedersen, Mike Kolbe, Steve Plumb, Todd Valline, Rob Robertson and Mr. and Mrs. Bob Mortenson.

The meeting was called to order. Tracy made a motion, seconded by Connie 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 Connie and seconded by Kristen to approve the minutes of the April 21, 2015 meeting with one change noted from April 21, 2015 meeting. The motion carried unanimously.

Superintendent's Report (See attached)

Assistant Superintendent's Report (See attached)

City Administrator

- gave an update on the June 3<sup>rd</sup> 2015 pioneer park dedication of the new trail

Other Business

- Shelby County trails chairman Bob Mortenson reported on plans of trails in Shelby County also, to keep city of Harlan updated and asked for Harlan's continued support and the support more bicycle trails in Harlan.
- City Administrator shared that Harlan does have a sidewalk project that will connect around town on at least one side of the street so little children can ride their cycles on them along with Pioneer Park project that will allow bicycles as well.
- City administrator also told of the Blue Zone for Harlan Community that will be certified in the next upcoming weeks which asks that when Harlan does street projects that we will look for new ways to add additional bike lanes, etc.
- City Administrator and the Parks and Recreation Board shared their appreciation for the Shelby County Trails Chairman attending the meeting and sharing.
- Terry shared that the family pool passes for this season were at 50 before this meeting date.
- Also other cities have inquired as to what Harlan charges for a pass. See attachment for more information.
- Kristen and Connie and Laurel discussed the JC Park playground equipment proposal and different ideas. They have a rough cost of approximately \$50,000 upon completion and have so far raised \$25,000 approximately. The City clerk will email the committee the exact totals.

Next meeting is set for June 16, 2015.

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

These minutes are as recorded by the Secretary and are subject to Board approval at the next regular meeting.

## HARLAN PARKS & RECREATION BOARD – June 16, 2015

The Harlan Parks & Recreation Board met on Tuesday, June 16, 2015 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mick Soll, Tracy Rowedder, Kristen Van Baale and Laurel Klitgaard

Also Present: Parks Superintendent Kevin (Hoss) Krohn, City Administrator Terry Cox, Mike Kolbe, Mayor Gene Gettys, Steve Plumb, Jenney Kelly (HMU), Steven Olson, Joey Fields and Fidel Martinez-Greer (Boy Scouts)

The meeting was called to order. Lehan made a motion, seconded by Soll 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 Lehan and seconded by Soll to approve the minutes of the May 19, 2015 meeting. The motion carried unanimously.

### Superintendent's Report (See attached)

- Felt that the 25% off pool passes in May did great for the revenue for the pool and would like to do the same for next year and possibly a special around Christmas.
- Talked with Brian Ernest about the Merry-Go-Round at Beebe Park and that will be taken out due to someone getting hurt.
- Kristen brought up a splash pad and Hoss told her that they run about \$100,000, but we can always look around.
- Hoss has talked to a company about fixing the tennis court at Potter's Park and they will also be getting a new net.

### Assistant Superintendent's Report (See attached)

#### City Administrator

- JC Park Project has about \$30,000 and Terry expressed that Thank you letters need to be sent out to everyone that donated. Rand Petersen donated \$5,000. Terry will work with Mike Kolbe with the P&F Committee to see if there is any help. The budget for this project is approximately \$50,000.
- Another big project coming up is sand blasting and painting the pool and that will be around \$50,000.

#### Other Business

- Laurel stated that she and Connie are working on signage for donations.
- Laurel brought up that there is a need for new swim team ropes that will cost around \$4,500 and there was a lot of discussion on who will pay for those and different fundraisers.
- Mike Kolbe updated everyone on the trails with Blue Zone and it looks like the bike trails could be on Cyclone from Hwy 59 to 5<sup>th</sup> or 6<sup>th</sup> Street and on 12<sup>th</sup> Street from Cyclone Ave to Hwy 44.
- Harlan is now a designated Blue Zone Community and a possible location for the celebration would be a movie night at Pioneer Park. Terry will call Aaron to let him know the possible dates of August 13<sup>th</sup> with the rain date of August 14<sup>th</sup> or August 20<sup>th</sup> with the rain date of August 21<sup>st</sup> ,

Next meeting is set for July 21<sup>st</sup>, 2015.

There being no further business, meeting adjourned.

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Terry L. Cox, City Administrator

*These minutes are as recorded by the City Administrator and are subject to Board approval at the next regular meeting.*

## HARLAN PARKS & RECREATION BOARD – July 21, 2015

The Harlan Parks & Recreation Board met on Tuesday, July 21, 2015 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mick Soll and Steven Olson

Absent: Tracy Rowedder and Kristen Van Baale

Also Present: Parks Superintendent Kevin (Hoss) Krohn, City Administrator Terry Cox, Mike Kolbe, Mayor Gene Gettys, Steve Plumb, Jenney Kelly (HMU), Sharon Kroger, David H. Pedersen and Mike Wohlhutter

The meeting was called to order. Steven Olson made a motion, seconded by Connie Lehan 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 Mick Soll and seconded by Connie Lehan to approve the minutes of the June 16, 2015 meeting. The motion carried unanimously.

Superintendent's Report (See attached)

- Pool numbers are looking good at this time.

Assistant Superintendent's Report (See attached)

City Administrator

- JC Park Project has about \$30,000 from grants and donations. Terry will go to the P&F Committee to see if they can help as this is a \$50,000-\$60,000 project.
- Terry stated that there is a meeting tomorrow to discuss the Movie in Pioneer Park for Blue Zone.
- Terry stated that he and Hoss are working on getting a proposal for sand blasting and painting the pool from the same company that did it 7-8 years ago. They will be coming for a visit to do a review. There has been \$40,000 budgeted for this in the new budget.
- Looking at the pool to close on Labor Day.

Other Business

- There are scoreboard lights out and Hoss will talk to the school staff.
- Steven Olson brought up that the Disc Golf needs some maintenance and we will look into that and also options for where the grass has been killed.
- The new Merry-Go-Round at Beebe Park is going to be around a \$3,000 project.
- At this next meeting there will be a vote on Chairperson and Assistant Chairperson.

Next meeting is set for August 18<sup>th</sup>, 2015.

There being no further business, meeting adjourned.

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Terry L. Cox, City Administrator

*These minutes are as recorded by the City Administrator and are subject to Board approval at the next regular meeting.*

HARLAN PARKS & RECREATION BOARD – August 18, 2015

The Harlan Parks & Recreation Board met on Tuesday, August 18, 2015 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mick Soll, Kristen Van Baale and Steven Olson

Absent: Tracy Rowedder

Also Present: Parks Superintendent Kevin (Hoss) Krohn, City Administrator Terry Cox, Mike Kolbe, Steve Plumb, Jenney Kelly (HMU), Sharon Kroger and David H. Pedersen

The meeting was called to order. Connie Lehan made a motion, seconded by Kristen Van Baale 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 Connie Lehan and seconded by Kristen Van Baale to approve the minutes of the July 21, 2015 meeting. The motion carried unanimously.

Superintendent's Report (See attached)

- It was moved by Connie Lehan and seconded by Steven Olson to purchase a Merry-Go-Round (Ten Spin) for the amount of \$2,480 for Bee Bee Park. Motion Carried unanimously.
- Steven Olson volunteered to plant some grasses and possibly some flowers. Steven will do the labor and the City of Harlan will purchase the materials.
- The pool will be open until September 7, 2015.

Assistant Superintendent's Report (See attached)

City Administrator

- There was an example for JC Playground Equipment. It was moved by Kristen Van Baale and seconded by Steven Olson to approve J.C. Park #1 for \$34,800. Motion carried unanimously.
- Blue Zone/ Movie Night in the Park was great and looking for other options to do.
- J.J. Jensen/Dog Park was tabled until budget time.
- It was moved by Mick Soll and seconded by Steven Olson to approve Connie Lehan as Chairperson. Motion carried unanimously.
- It was moved by Connie Lehan and seconded by Mick Soll to approve Kristen Van Baale as Assistant Chairperson. Motion carried unanimously.

Next meeting is set for September 22, 2015.

There being no further business, meeting adjourned.

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Terry L. Cox, City Administrator

*These minutes are as recorded by the City Administrator and are subject to Board approval at the next regular meeting.*

## HARLAN PARKS & RECREATION BOARD – September 22, 2015

The Harlan Parks & Recreation Board met on Tuesday, September 22, 2015 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mick Soll, Kristen Van Baale, Tracy Rowedder and Steven Olson

Absent: None

Also Present: Kevin (Hoss) Krohn, City Administrator Terry Cox, Mayor Gene Gettys, Mike Kolbe, Steve Plumb, Mitch Osborn, Roger and Ryan from The Jacket Store and David H. Pedersen

The meeting was called to order. Tracy Rowedder made a motion, seconded by Steven Olson 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 Steven Olson and seconded by Tracy Rowedder to approve the minutes of the August 18, 2015 meeting. The motion carried unanimously.

### Superintendent's Report (See attached)

- The park roofing for Potter's and Pioneer parks is estimated to cost \$8,000 and should be completed in October.
- Bought equipment to do the edging of sidewalks and it is working great.
- Had the Final revenue for the pool and we are up \$14, 086.75 and the committee suggested having the same discount to be advertised for Christmas.

### Assistant Superintendent's Report (See attached)

#### City Administrator

- Jaycee Park has \$50, 609.50; after lengthy discussion it was moved by Kristen Van Baale and Steven Olson to go with Boland option #1 for the park equipment and jelly mulch. Motion carried unanimously.
- Mitch Osborn was present to discuss the J.J. Jensen baseball diamond seating proposals. The estimated cost would be around \$40,000 and would like to know if the City of Harlan would like to help support them as they have in the past. Terry will take this to the next Personnel and Finance Committee meeting.
- Tom Zaccone was not present; however he made a suggestion about possibly adding a water fountain in the Pioneer Park pond. He will attend a future meeting.
- Roger and Ryan from The Jacket Store were present to discuss the RC Track idea (racetrack) at Little George. After lengthy discussion it was moved by Connie Lehan and seconded by Kristen Van Baale to approve that they move forward with this and work with Hoss and Steve. It was also stated that if there are noise complaints, this will need to come back to the Park and Recreation Board. Motion carried unanimously.
- Terry stated that others and he were involved in applying for a \$10,000 grant to get the movie screen for movie night in the park. The screen and all other equipment will cost \$6,900 and we should know soon if we are going to get it. Also, there will be voting to see if the public really likes the idea of having movie night in the parks.
- There was a trail count for Pioneer Park. Terry is working with Dan Fowler to see if he has a kid or two that would like to do the trail count next year.

Next meeting is set for October 27, 2015.

There being no further business, meeting adjourned.

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Terry L. Cox, City Administrator

*These minutes are as recorded by the City Administrator and are subject to Board approval at the next regular meeting.*

## HARLAN PARKS & RECREATION BOARD – October 27, 2015

The Harlan Parks & Recreation Board met on Tuesday, October 27, 2015 at 12:00 Noon, in the downstairs meeting room at City Hall.

Present: Connie Lehan, Mick Soll, Kristen Van Baale, Tracy Rowedder and Steven Olson

Absent: None

Also Present: Kevin (Hoss) Krohn, Steve Plumb, Ashley Schleis, Denise Van De Berg and Tom Zaccone

The meeting was called to order. Tracy Rowedder made a motion, seconded by Kristen Van Baale 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 Mick and seconded by Kristen Van Baale to approve the minutes of the September 22, 2015 meeting. The motion carried unanimously.

### Superintendent's Report (See attached)

- Merry-Go-Round (Ten Spin) is installed at Bee Bee Park.
- JC Park playground equipment is here and under the shelter at JC Park. There is insurance on the equipment in cause of vandalism. The equipment will take around 3 weeks to install.
- The playground mulch will arrive in November.
- The pool is painted and ready for next year.
- The Potters Park shelter is done and looks great. Steve Plumb did a great job on it.
- RC Track will landscape their area at Lake George; it may be spring.

### Assistant Superintendent's Report (See attached)

#### Receptionist

- Denise Van De Berg was present to discuss Shelby County Trails Committee. Denise explained that they are having the couple from The Path Less Pedaled in Harlan for a presentation on April 7, 2016 and are looking for donations. The Committee is partnering with Council Bluffs for this presentation and the amount that they need for their part is \$1,620. The couple will inform about how trails can cause an economic boom to communities along the trails and talk about their journey of selling everything to travel around on a bike. Shelby County Trails Committee will also be holding a fundraiser on January 17, 2016 in Panama in attempt to raise money. At this time there have been no decisions made on making a donation.

Steven Olson brought up the playground equipment auction on November 7<sup>th</sup>, 2015. There were numerous questions on this subject such as extraction, liability/insurance and possible cost. Steven will let the board know how the auction goes and Hoss will talk to Tom Ouren. Hoss brought up that it could be a major job if still assembled and could possibly damage the equipment.

Tom Zaccone was present to discuss taking the tree/island out of the pond at Pioneer Park and putting in a fountain. It was suggested by the board to keep the tree/island and add a fountain. The Park and Recreation Board suggested that Tom bring back some examples, prices, maintenance and winterizing techniques.

Steven Olson brought up creating a Friends of Harlan Parks Facebook page. It was moved by Mick Soll and seconded by Connie Lehan to have Steven Olson in charge of the page. Motion carried unanimously.

Next meeting is set for November 17, 2015.

There being no further business, meeting adjourned.

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Ashley Schleis, Receptionist

*These minutes are as recorded by the Receptionist and are subject to Board approval at the next regular meeting.*

## HARLAN PARKS & RECREATION BOARD – November 17, 2015

The Harlan Parks & Recreation Board met on Tuesday, November 17, 2015 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mick Soll, Tracy Rowedder and Steven Olson

Absent: Kristen Van Baale

Also Present: Kevin (Hoss) Krohn, Steve Plumb, City Administrator Terry Cox, Mayor Gene Gettys  
Dave Pedersen, Mike Kolbe and Sharon Kroger

The meeting was called to order. Tracy Rowedder made a motion, seconded by Steven Olson 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 Steven Olson and seconded by Mick Soll to approve the minutes of the October 27, 2015 meeting. The motion carried unanimously.

### Superintendent's Report (See attached)

- Precision Concrete Cutting Co. had a proposal to fix sidewalks in the parks and city facilities for \$8,292.82; by fixing the areas instead of replacing the entire sidewalk, it will save around \$26,000-\$30,000. After lengthy discussion it was moved by Connie Lehan and seconded by Steven Olson to recommend the City Council to approve the proposal of \$8,292.82 from Precision Concrete Cutting. Motion carried unanimously.
- The board agreed with the 2016 pool pass discount price. Terry and Hoss will work with the Harlan Newspaper, KNOD and HMU on advertising. Mike Kolbe stated that the Harlan Newspaper has a non-profit price for this advertisement.

### Assistant Superintendent's Report (See attached)

#### City Administrator

- The Mayor discussed the ordinance for nicotine free parks and stated that the Mayor/Council will be reviewing this.
- Mike Kolbe stated that the Shelby County Trails Committee needs \$1,620. Terry requested to see a map to show how it will go through Harlan and suggested to raise monies per capita for Harlan.
- Mitch Osborn could not attend, but he will try for the December meeting.
- Connie received a \$1,400 grant from the Omaha Community Foundation and it will go towards the Lake George Project.
- With the budget coming up, we need to come up with options for a Dog Park and locations.
- At the next meeting there will be discussion on the sidewalk that goes east and west through Potter's Park and either look to remove it or repair it. Terry will get an aerial for it and have it for the December packet.
- Connie brought up Friends of Harlan City Parks and getting on Facebook. In the next year there will be a City Media Policy that all departments will follow.
- Terry stated that he had the final amount for the Pioneer Park project and it has been sent in for a ICPA Trail Award

Next meeting is set for December 15, 2015.

There being no further business, meeting adjourned.

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Terry L. Cox, City Administrator

*These minutes are as recorded by the City Administrator and are subject to Board approval at the next regular meeting.*

Personnel & Finance Committee of the City of Harlan, Iowa November 24, 2015

The Personnel & Finance Committee met on Tuesday, November 24, 2015 at 11:30 a.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

Present: Chairman Mike Kolbe, Dave Miller, and Jay Christensen  
Absent: None

Also Present: Mayor Gene Gettys, City Administrator Terry Cox, Council members Sharon Kroger and David H. Pedersen, Interim City Clerk Pam Meurer, Police Chief Frank Clark, and HCS Technology Director Lisa Swanson

Chairman Kolbe called the meeting to order.

It was moved by Christensen and seconded by Kolbe to approve the agenda. The motion carried unanimously.

No conflicts of interest were stated.

The purpose of this meeting was to consider four (4) IT proposals for the City.

The first presentation was from Heartland Technology Solutions (HTS). Ryan Pieken, Service Delivery Manager made the presentation with President Bob Gentzler HTS is located on Morningview Drive in Harlan and they have seven (7) locations and do 80% of work remotely. Dave Miller advised that same services need to be compared with all presenters. Security for Police files was discussed and the Committee was advised that background checks are done on all HTS employees. At the conclusion, the City Administrator and the Police Chief expressed their concerns with the recent HTS IT service received at the Police Department while disconnecting from the Shelby County server. Frank did say the HPD was happy with the service from the HTS IT person who worked on their system today. Frank also asked about holiday service and was assured they have emergency response 24/7 and they can change a firewall security on request. Dave Miller stated that this interview process was just the first step and that all the firms should review the City hardware and software for updates. Terry advised that all four (4) companies will need to re-evaluate after this first round is done.

The second presentation was by Health Net Connect/Broadnet Connect. (Ken Stopak, Jeffrey Doty, and James Brown). Health Net is based in Des Moines and their parent company is Unity Point Health, formerly known as Iowa Health Services. They said Myrtue Medical is on Health Net Connect and HMU uses their broadband service. Health Net owns their own data centers. They have holiday service and can change a firewall within 15 minutes. They liaison to software vendors.

The third presentation was Counsel Documents (Michelle Musich, Sales), partnered with Computer Concepts of Carroll (Adam Schweers, President/Owner). Computer Concepts is geared to small to medium businesses – 125 employees or less. They have ten (10) technicians on staff, with ratio of two IT to each account. They service several local Iowa municipalities. They would manage pcs and servers and see about replacements and have managed off-site backup. Technicians are compliant FDIC requirements as far as security is concerned. Can change firewall security in 15 minutes and have 24/7 service. No callback wait as there are always two (2) technicians available.

Christensen and Kroger departed at this time.

The final presentation was from CAS Computers of Defiance. Clarise "Dede" Schnuettgen is the owner/operator and has been the City's sole IT person for a number of years. She advised that a new server should be in the next City budget. She can remotely manage the software. She utilizes Carbonite backup for off-site (cloud) storage, as well as mirrored hard drives and external hard drives. Would also recommend updating to MS Office 2016 and Windows 10. She currently charges \$60 per hour and many times does not charge for all her services. Dede is also the purchaser for the City's hardware and some software and does not charge mark-up. It was noted that the City currently recycles hardware throughout the departments. Although Dede does not employ anyone, she does have people available to physically check computers when she is unable to get to the site. Many times, she can talk employees through a computer issue over the phone if she cannot be on site. Council agreed that not having a back-up technician for her is an issue.

All four companies provided written proposals. At the conclusion of the interviews, the Committee asked Lisa Swanson for her thoughts. Terry said he would like to see one IT company for all City departments.

There being no further discussion, the Committee adjourned at 2:07 p.m.

Pam Meurer  
Recording Secretary

HARLAN PARKS & RECREATION BOARD – December 15, 2015

The Harlan Parks & Recreation Board met on Tuesday, December 15, 2015 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mick Soll, Kristen Van Baale and Steven Olson

Absent: Tracy Rowedder

Also Present: Greg Bladt, Kevin (Hoss) Krohn, Steve Plumb, City Administrator Terry Cox, Mayor Gene Gettys, Dave Pedersen, Mike Kolbe, Nate Buman with the Shelby County Museum, Jenney Kelly (HMU) and Sharon Kroger

The meeting was called to order. Mick Soll made a motion, seconded by Kristen Van Baale 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 Steven Olson and seconded by Mick Soll to approve the minutes of the November 17, 2015 meeting. The motion carried unanimously.

Superintendent's Report (See attached)

Assistant Superintendent's Report (See attached)

Steven Olson had a question for Hoss and Steve about the cost of chairs at the pool and Hoss stated that chairs run from \$40-\$60 per chair. There was a request to buy around 15 new chairs because there isn't enough places for the adults to sit. This request will be reviewed on budget day.

City Administrator

- Hoss and Terry will work on the budget and present that at the January 26, 2016 meeting.
- Mitch Osborn has a bleacher plan and the cost estimate is \$40,000 to \$50,000 and Terry stated that Mitch will be asking the City of Harlan to participate with the project. This will go to the Personnel and Finance Committee.
- Terry included the Shelby County Roads and Trails bike map.
- Hoss and Terry looked at the Dog Parks in Avoca and Atlantic; this gave some great ideas and Terry will work on getting some costs.
- Terry filled out Grant Evaluations for the grants we got for Pioneer Park and J.C. Park.

Nate Buman with the Shelby County Museum was present to discuss some bad sidewalks at Potter's Park on both sides and around the tennis court. Hoss and Terry will work up a plan on what should be replaced and what should not be replaced. They will bring the cost back to the January meeting.

Next meeting is set for January 26, 2016.

There being no further business, meeting adjourned.

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Terry L. Cox, City Administrator

*These minutes are as recorded by the City Administrator and are subject to Board approval at the next regular meeting.*