

## HARLAN PARKS & RECREATION BOARD – February 13, 2018

The Harlan Parks & Recreation Board met on Tuesday, February 13, 2018 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mike Wohlhutter, Tracy Rowedder, Todd Berndt and Tricia Spangenberg

Absent: None

Also, Present: Kevin Krohn, Steve Plumb, Ashley Schleis, Jenney Kelly, Gene Gettys, Jane Smith, Jeanna Rudolph and Mike Kolbe

The meeting was called to order by Connie Lehan. Tracy Rowedder made a motion, seconded by Mike Wohlhutter to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Tracy Rowedder and seconded Mike Wohlhutter to approve the minutes of the December 12, 2017 meeting. The motion carried unanimously.

### Superintendent's & Assistant Superintendent's Report

- Hoss and Steve have been busy moving snow.
- Two pool vacuums were damaged by lightning. Have ordered two new pool vacuums, which were covered under insurance.
- Discussed keeping port-a-pot at the Dream Playground year-round. Will remove it in the Spring.
- The new diving boards have arrived and will be installed this Spring.
- Working on City Facilities repairs and maintenance.

### Discussion items:

- There was discussion on reserving park shelters for a fee. It was moved by Connie Lehan and seconded by Todd Berndt to make a recommendation to the City Council to approve charging a \$25.00 fee to reserve the park shelters. The reservation process will be available online, on the City's website, or in City Hall. Motion carried unanimously.
- There was discussion on raising the picnic table rental fee. It was moved by Connie Lehan and seconded by Mike Wohlhutter to make a recommendation to the City Council to raise the rental fee from \$5 per table to \$10 per table. Motion carried unanimously.
- **\$500.00** has been donated so far for the Movie in the Park. Still needing around \$1,000 for expenses.
- Gene Gettys gave an update on the proposed JJ Jensen Complex project.

### Grants:

- Connie submitted a Grant for \$30,000 to the Community Foundation of Southwest Iowa.

Blue Zone is now Shelby County Health Alliance and they are putting on a free event at the Petersen Family Wellness Center on Saturday, February 17<sup>th</sup>, 2018.

The next meeting is set for Tuesday, March 27, 2018 at 12:00 noon.

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 – March 27, 2018

The Harlan Parks & Recreation Board met on Tuesday, March 27, 2018 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Tracy Rowedder, Todd Berndt and Tricia Spangenberg

Absent: Mike Wohlhutter

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

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

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

It was moved by Tracy Rowedder and seconded Todd Berndt to approve the amended minutes of the February 13, 2018 meeting. The motion carried unanimously.

Superintendent's & Assistant Superintendent's Report

- Getting ready for Spring.

Tim's Report (JJ Jensen)

- Mulch is coming on Friday.
- Schedules are coming in and will be available on-line.
- Aaron Johannsen has started working.
- Five trees are being moved from Harlan Plaza to JJ Jensen.

Discussion items:

- Little George playground equipment is going to be \$15,225.00.
- Discussion on Movie in the Park. \$500 has been raised.
- Gene Gettys gave an update on the proposed JJ Jensen Complex project and ideas were given to raise money.
- There was an example passed out of what the new Pioneer Park sign could look like.

Grants:

- We received \$2,500 from the Shelby County Community Chest.

The next meeting is set for Tuesday, April 17<sup>th</sup>, 2018 at 12:00 noon.

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 – April 17, 2018

The Harlan Parks & Recreation Board met on Tuesday, April 17, 2018 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Todd Berndt and Mike Wohlhutter

Absent: Tracy Rowedder and Tricia Spangenberg

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

The meeting was called to order by Connie Lehan. Todd Berndt made a motion, seconded by Mike Wohlhutter to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Todd Berndt and seconded Mike Wohlhutter to approve the amended minutes of the March 27, 2018 meeting. The motion carried unanimously.

### Superintendent's & Assistant Superintendent's Report

- Getting ready for Spring.
- Marv and Mick will be starting next week.

### Tim's Report (JJ Jensen)

- Mulch is here.
- There is top dressing on Fields 1 & 3.
- The Little League schedule is online.

### Discussion items:

- Little George playground equipment has been decided on.
- Discussion on Movie in the Park.

### Grants:

- We received \$15,000 from Community Foundation of Southwest Iowa.
- Application for grant through Monogram Loves Kids.

The next meeting is set for Tuesday, May 15<sup>th</sup>, 2018 at 12:00 noon.

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 – May 15, 2018

The Harlan Parks & Recreation Board met on Tuesday, April 17, 2018 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Todd Berndt and Mike Wohlhutter

Absent: Tracy Rowedder and Tricia Spangenberg

Also, Present: Gene Gettys, Steve Plumb, Tim Miller, Jeanna Rudolph, Mike Kolbe & Ken Weber

The meeting was called to order by Connie Lehan at 12:05 p.m. Mike Wohlhutter made a motion, seconded by Todd Berndt to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Todd Berndt and seconded Mike Wohlhutter to approve the amended minutes of the April 17, 2018 meeting. The motion carried unanimously.

### Superintendent's & Assistant Superintendent's Report

- Grass is growing, weather has been challenging for mowing & JJ Jensen, Thomas Fink started in the Parks Dept for the summer, pool has been filled and temperature rose 3 degrees today, new diving boards will be installed at swimming pool, sample sign holders for reserving park shelters have been ordered, port-a-potty for Little George will arrive this week
- 157 Family and 42 Single pool passes have been sold; in addition, 77 have started a pool pass on-line with over 50 additional purchased

### Discussion items:

- Little George playground equipment has been ordered
- Connie Lehan provided an update for Movie in the Park; all funds have been raised and any additional funds raised will go towards future Movie in the Park, deadline for recognizing sponsors is May 21<sup>st</sup>, advertising and flyers will be done, assistance will be needed on June 1 to pop and bag popcorn, no kids' games will be hosted before the movie, Connie will notify what help is needed for the evening of June 2
- City Hall received a permit request from Ray Porter for Music in the Park on Thursday's at Pioneer Park, this activity was hosted last year and will be presented to City Council for approval
- Ken Weber updated the group on DNR requirements in the well field which will impact location of future dog park and river access, results from a tentative hydrological study for this fall may further impact location

### Grants:

- Connie Lehan updated over \$25,000 has been raised for JJ playground equipment
- Monogram Loves Kids grant application will be completed before the end of the month

The next meeting is set for Tuesday, June 19<sup>th</sup>, 2018 at 12:00 noon.

There being no further business, meeting adjourned.

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Gene Gettys, Recording Secretary

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

## HARLAN PARKS & RECREATION BOARD – June 19, 2018

The Harlan Parks & Recreation Board met on Tuesday, April 17, 2018 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Todd Berndt, Tracy Rowedder and Tricia Spangenberg

Absent: Mike Wohlhutter

Also, Present: Gene Gettys, Ashley Schleis, Kevin Krohn, Steve Plumb, Tim Miller, Mike Kolbe, Jenney Kelly and Jason Ostrus

The meeting was called to order by Connie Lehan at 12:02 p.m. Tracy Rowedder made a motion, seconded by Tricia Spangenberg to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Todd Berndt and seconded by Tracy Rowedder to approve the amended minutes of the May 15, 2018 meeting. The motion carried unanimously.

Jason Ostrus was present to be heard to discuss a splash pad in Harlan. There was some discussion on cost and possible fundraising.

### Superintendent's & Assistant Superintendent's Report

- Keeping up with mowing and weed control.
- Everything is going smooth at the pool.

Tim Miller gave an update on JJ Jensen.

- All lights are working on the fields.
- Little league is about done for the season.
- They have decided not to use field 4 for anymore games this season.

### Discussion items:

- Gene passed out copies of the new Pioneer Park sign and received feedback.
- Attendance was down for Movie in the Park this year.

### Grants:

- \$10,000 Monogram grant has been submitted.
- Applied for a \$1,500 grant with Aureon Charity Grant Program

The next meeting is set for Tuesday, July 24, 2018 at 12:00 noon.

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 – July 24, 2018

The Harlan Parks & Recreation Board met on Tuesday, July 24, 2018 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mike Wohlhutter and Tracy Rowedder

Absent: Todd Berndt and Tricia Spangenberg

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

The meeting was called to order by Connie Lehan at 12:06 p.m. Mike Wohlhutter made a motion, seconded by Tracy Rowedder to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Tracy Rowedder and seconded by Mike Wohlhutter to approve the minutes of the June 19, 2018 meeting. The motion carried unanimously.

John Leinberger was present to talk about Alcatraz, the basketball court at Potter Park and doing some updates. It was moved by Connie Lehan and seconded by Mike Wohlhutter to make a recommendation to the City Council to approve John Leinberger to organize and move forward with the project.

### Assistant Superintendent's Report

- Keeping up with mowing.
- Pool has been busy.
- Pioneer Park sign is here.
- Basketball hoop is up at Alcatraz.
- Mike Wohlhutter and Joe Zaccone are putting benches up in Pioneer Park along the walking trail.
- Playground equipment is in and will hopefully start going up next week.

Tim Miller gave an update on JJ Jensen.

- Busy getting everything ready for renovations.
- Highschool boys are still practicing.

### Discussion items:

- Going out for bids for the Potter Park Tennis Court. Bids are due August 3<sup>rd</sup> with a completion date of October 19<sup>th</sup>, 2018.
- School starts on August 23<sup>rd</sup> and the pool will stay open on evenings and weekends until Labor Day.

### Grants:

- Waiting to hear from Monogram on the grant that was submitted.
- Applied for the Movie in the Park reimbursement grant.

The next meeting is set for Tuesday, August 21, 2018 at 12:00 noon.

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 – August 21, 2018

The Harlan Parks & Recreation Board met on Tuesday, August 21, 2018 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Mike Wohlhutter, Tricia Spangenberg, Todd Berndt and Tracy Rowedder

Absent: None

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

The meeting was called to order by Connie Lehan at 12:02 p.m. Tracy Rowedder made a motion, seconded by Tricia Spangenberg to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Mike Wohlhutter and seconded by Tricia Spangenberg to approve the minutes of the July 24, 2018 meeting. The motion carried unanimously.

Assistant Superintendent's Report

- Busy helping Tim down at JJ Jensen.
- Been busy with the Parks and Pool.
- Started working on Playground Equipment down at Lake George, however it is too wet right now with all the rain we got.
- Some discussion was had on when it would be smart to close the pool for the season after this summer; will report back next month.

We received two bids for the Potter Park Tennis Court and it was awarded to Tennis Courts Unlimited Inc. at \$19,950. Project to be completed by October 15, 2018.

Tim Miller and Gene Gettys gave an update on JJ Jensen

- Project is out for bids; Deadlines will vary.
- Existing restrooms are now gone.

Discussion items:

- Tricia Spangenberg has taken a new position at her job and will not be able to make it to meetings anymore.
- There was discussion on a dog swim at NDSAC , however no action was taken.

Grants:

- Received Monogram Grant for \$1,500.
- Received Aureon Grant for \$1,450.

The next meeting is set for Tuesday, September 18, 2018 at 12:00 noon.

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 – September 18, 2018

The Harlan Parks & Recreation Board met on Tuesday, September 18, 2018 at 12:00 Noon, in the Council Chambers at City Hall.

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

Absent: None

Also, Present: Gene Gettys, Ashley Schleis, Jane Smith, Kevin Krohn, Ken Weber and Mike Kolbe  
Tim Miller arrived at 12:37 P.M.

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

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

It was moved by Tracy Rowedder and seconded by Todd Berndt to approve the minutes of the August 21, 2018 meeting. The motion carried unanimously.

### Superintendent's Report

- Jake Conrad will be helping part-time for the rest of the season.
- Alcatraz Basketball Court update will happen on Saturday, September 22 at Potter Park.
- There was some discussion on when to end the pool season. It was moved by Connie Lehan and seconded by Tracy Rowedder to close the pool the weekend after school starts and only be open the weekend (no weekdays). Motion carried unanimously.
- Lake George is level for the playground equipment and the rubber mulch will be here on Thursday. We got a quote from Crees Garden Center and will see what other options we can come up with.
- Tennis Court at Potter Park looks great!

Gene Gettys gave an update on JJ Jensen

- Leinen Construction got low bid. The softball press box will be taken out to stay under budget.

Discussion items:

- Todd Berndt will touch base with a potential board member.
- Mike Kolbe brought up the Dog Park and Ken Weber said there is a piece of county land that could be a potential area.

Grants:

- Waiting to receive monies.

The next meeting is set for Tuesday, October 23, 2018 at 12:00 noon.

There being no further business, meeting adjourned at 12:42 P.M.

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Ashley Schleis, Recording Secretary

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



## HARLAN PARKS & RECREATION BOARD – November 20, 2018

The Harlan Parks & Recreation Board met on Tuesday, November 20, 2018 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Todd Berndt and Tracy Rowedder via conference call (arrived at 12:43 P.M.)

Absent: Mike Wohlhutter

Also, Present: Gene Gettys, Ashley Schleis, Jane Smith, Steve Plumb, Jenney Kelly, Tim Miller, Richard Petersen, Mike Kolbe, Janet Buman and Karen Buman

The meeting was called to order by Connie Lehan at 12:06 P.M. Todd Berndt made a motion, seconded by Tracy Rowedder to approve the agenda as presented. The motion carried unanimously.

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

It was moved by Todd Berndt and seconded by Tracy Rowedder to approve the minutes of the September 18, 2018 meeting. The motion carried unanimously.

Janet Buman and Karen Buman with the Shelby County Wellness Alliance were present, representing the Move More Committee, to discuss an outdoor fitness equipment project for Pioneer Park.

### Assistant Superintendent's Report

- Finished cleaning the bathhouse floors at the pool.
- Everything has been winterized.
- Keeping up on maintenance at City Facilities.
- Assisted at JJ Jensen Facility

Tim Miller and Gene Gettys gave an update on JJ Jensen

- Everything is weather proof for the winter.
- Bleachers are in place.

### Discussion items:

- Movie in the Park will be held June 1<sup>st</sup>, 2019 and we have been approved for a grant.
- The Park and Recreation Board members made a recommendation to have Mayor Mike Kolbe appoint Richard Petersen to the vacant position on the Park and Recreation Board.

### Grants:

- No new grants.

The next meeting is set for Tuesday, December 18, 2018 at 12:00 noon.

There being no further business, meeting adjourned at 12:48 P.M.

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Ashley Schleis, Recording Secretary

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

HARLAN PARKS & RECREATION BOARD – December 18, 2018

The Harlan Parks & Recreation Board met on Tuesday, December 18, 2018 at 12:00 Noon, in the Council Chambers at City Hall.

Present: Connie Lehan, Todd Berndt and Mike Wohlhutter

Absent: Tracy Rowedder and Richard Petersen

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

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

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

It was moved by Todd Berndt and seconded by Mike Wohlhutter to approve the minutes of the November 20, 2018 meeting. The motion carried unanimously.

Assistant Superintendent's Report

- Snow removal and winter maintenance.
- Keeping up on maintenance at City Facilities.

Tim Miller and Gene Gettys gave an update on JJ Jensen

- Electrical and Plumbing should start within the next month.
- Will be looking for groundskeepers if the employees from last year do not return.

Discussion items:

- Kevin Krohn (Hoss) is retiring. No set plan on replacement as of now.
- Fischer Bros will honor their bid from last winter for pool slide maintenance for \$38,200 and will do the work in the spring.
- It was moved by Connie Lehan and seconded by Todd Berndt to have the slide colors be Red with a White interior color. Motion carried unanimously.

Grants:

- No new grants.

The next meeting is set for Tuesday, January 22, 2019 at 12:00 noon.

There being no further business, meeting adjourned at 12:34 P.M.

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Ashley Schleis, Recording Secretary

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