

Personnel & Finance Committee of the City of Harlan, Iowa June 22, 2016

The Personnel & Finance Committee met on Wednesday, June 22, 2016 at noon in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

Present: Chairperson Mike Kolbe, Dave Miller, and Sharon Kroger

Absent: None

Also Present: Mayor Gene Gettys, City Clerk Jane Smith, Greg Bladt and Jay Christensen.

Chairman Kolbe called the meeting to order.

It was moved by Kroger and seconded by Miller to approve the agenda. The motion carried unanimously.

No conflicts of interest were stated.

The Fuel Bid language was verified with vendors. Fuel bid prices will be discounted off the posted fuel price, the day of the transaction.

It was moved by Miller and seconded by Kroger to hire a temp service to assist in the office on a temporary basis with a cap of 20 hours per week. The motion carried unanimously.

Chairman Kolbe asked if anyone would like to go into closed session for the next agenda item, "Discuss Position of City Administrator", under Iowa Code Sect. 21.5 (i) To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

A written request was submitted, requesting to go into closed session

It was moved by Miller and seconded by Kroger to go into closed session at 12:10 p.m. The motion carried unanimously by Miller, Kroger and Kolbe.

It was moved by Kroger and seconded by Miller to come out of closed session at 12:50 p.m. The motion carried unanimously.

It was moved by Kroger and seconded by Miller to form a committee of Kroger, Bladt, Kolbe and Clerk Smith to update the City Administrator job duties and finalize the job description. A public notice of the open position will be posted in the same prominent places the agenda gets posted and will be advertised in the local newspaper. The motion carried unanimously.

There being no further discussion, it was moved by Miller and seconded by Kolbe to adjourn the Committee meeting. The motion carried unanimously.

Jane Smith, Recording Secretary