

Personnel & Finance Committee of the City of Harlan, Iowa July 26, 2016

The Personnel & Finance Committee met on Tuesday, July 26, 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: Jay Christensen, Dave Pedersen, City Clerk Jane Smith, Roger Bissen, Tim Pedersen, Todd Valline and Aaron Anliker.

Chairman Kolbe called the meeting to order.

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

No conflicts of interest were stated.

Roger Bissen, Fire Chief, spoke to the committee about the Fire Department forming a Fire Association, which will be named, Harlan Fire Fighters Association. Those who would like to make a donation to the Association, will need to make their checks payable to the Harlan Fire Fighters Association. Those who would like to make a donation for a specific piece of equipment or purpose, will need to make their checks payable to the City of Harlan. There will be no changes in recruitment of fire personnel. The committee would like formal written clarification from City Attorney, Todd Argotsinger, on defining liability and insurance responsibility between the City and the Association. Roger recommends that he not be an authorized signer on the checking account for the Association, as he is a signer on the Fire Department. In the event the Association disbanded, Kolbe would like to see the Association funds go back to the City Fire Department.

Todd Valline, Shelby County Chamber of Commerce and Industry, discussed a feasibility study for a Commercial Kitchen project between Iowa State University Extension and Outreach Community and Economic Development and the SCCCI. Todd has requested the City share the cost of half of the \$4,000 feasibility study. He will be requesting the other half from the Shelby County Board of Supervisors. It was moved by Miller and seconded by Kroger to recommend approving cost sharing the feasibility study, paying up to \$2,000. The motion carried unanimously.

The committee discussed adding a "City Employment Opportunity" page to the City website in which employment opportunities could be advertised.

Fourteen applications were received for the City Administrator position. A search committee of Kroger, Bladt and Miller, narrowed those down to 4 applicants. It was moved by Miller and seconded by Kroger to approve an interview timeline. The interviews will be held August 17<sup>th</sup>, 2016. The motion carried unanimously.

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

Jane Smith, Recording Secretary