

Personnel & Finance Committee of the City of Harlan, Iowa January 7, 2016

The Personnel & Finance Committee met on Thursday, January 7, 2016 at 2:30 p.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

Present: Chairman Mike Kolbe, Dave Miller, and Sharon Kroger
Absent: None

Also Present: Mayor Gettys, City Administrator Terry Cox, Interim City Clerk Pam Meurer, Jack Lipovac of HR-1 Source, Cindy Kendall, ISU Extension Specialist, Council members Greg Bladt and Dave Pedersen and HMU CEO Ken Weber

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.

The purpose of the meeting was to interview applicants for the Finance Officer/City Clerk vacancy. Jack Lipovac advised that the applicants had requested the Committee enter into closed session, under Iowa Code Section 21.5(i).

It was moved by Kroger and seconded by Miller to enter into closed session at this time, as per Iowa Code Section 21.5(i). A roll call vote was had which was as follows:

Ayes: Miller, Kroger, Kolbe

Nays: None

Whereupon the motion carried.

The Interim City Clerk departed the meeting at this time.

The Committee members, Mayor, Council members Bladt and Pedersen, City Administrator, Jack Lipovac, Cindy Kendall, and Ken Weber entered into closed session with the applicants at 2:32 P.M.

Special session re-opened at 7:14 P.M by motion from Miller and seconded by Kroger. The motion carried unanimously.

There being no further discussion, the Committee adjourned at 7:45 p.m.

Terry L. Cox
Recording Secretary

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Absent: None

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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.

The purpose of the meeting was to interview applicants for the Finance Officer/City Clerk vacancy. Jack Lipovac advised that the applicants had requested the Committee enter into closed session, under Iowa Code Section 21.5(i).

It was moved by Kroger and seconded by Miller to enter into closed session at this time, as per Iowa Code Section 21.5(i). A roll call vote was had which was as follows:

Ayes: Miller, Kroger, Kolbe

Nays: None

Whereupon the motion carried.

The Interim City Clerk departed the meeting at this time.

The Committee members, Mayor, Council members Bladt and Pedersen, City Administrator, Jack Lipovac, Cindy Kendall, and Ken Weber entered into closed session with the applicants at 2:32 P.M.

Special session re-opened at 7:14 P.M by motion from Miller and seconded by Kroger. The motion carried unanimously.

There being no further discussion, the Committee adjourned at 7:45 p.m.

Terry L. Cox
Recording Secretary

Personnel & Finance Committee of the City of Harlan, Iowa January 12, 2016

The Personnel & Finance Committee met on Thursday, January 12, 2016 at 12:00 p.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

Present: Chairman Mike Kolbe, Dave Miller, and Sharon Kroger
Absent: None

Also Present: Mayor Gettys, City Administrator Terry Cox, Interim City Clerk Pam Meurer, Council Member Greg Bladt, Alexis Stensland of SWIPCO and SCCCI Director Todd Valline, Jeff Peters of Williams & Co, P.C.

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.

Jeff Peters presented the FY14/15 City Audit.

Todd Valline discussed the Hansen House Memory Care agreement.

It was moved by Miller and seconded by Kroger to approve the Hansen House Memory Care agreement. The motion carried unanimously.

Todd and Alexis then gave an update regarding the status of the Downtown Rehabilitation CDBG grant.

It was moved by Kroger and seconded by Kolbe to pledge \$500 to Shelby Co. Trails project. The motion carried unanimously.

It was moved by Kolbe and seconded by Kroger to approve payment of the \$16,583.50 invoice from HR-1 Source for services rendered in the search for new City Clerk/Finance Director. The motion carried unanimously.

There being no further discussion, the Committee adjourned.

Pamela Meurer
Recording Secretary

Personnel & Finance Committee of the City of Harlan, Iowa January 14, 2016

The Personnel & Finance Committee met on Thursday, January 14, 2016 at 8:15 a.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa, for the purpose of hearing budget requests for FY16/17.

Present: Chairperson Mike Kolbe, Dave Miller, and Sharon Kroger
Absent: None

Also Present: Mayor Gettys, City Administrator Terry Cox, Interim City Clerk Pam Meurer, Council Members Dave Pedersen, Greg Bladt, and Jay Christensen

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.

Street Department Superintendent Ron Buck made his budget requests. He noted that he has a 2005 truck to trade.

Veterans Memorial Auditorium/C.G. Therkildsen Activity Center Manager Tim Miller presented the Vet's request first. He discussed floor replacement and also the special 50 year Vets celebration event to be budgeted (\$5300). He identified items on the Activity Center wish list, including new tables and interior painting.

Police Chief Frank Clark presented the Police budget. He proposed replacing a patrol vehicle with an AWD Tahoe, which is pursuit-rated. He also made a request for a part-time office person to shadow the Office Manager and learn those duties. This person would be utilized when the Manager is out of the office and would be hired fulltime at such time as the Manager retires.

Library Director Mike Burris presented the Library budget, showing a fulltime hire to replace the current Children's Librarian when that employee retires 8/31/16. The 30 hours/week Circulation Clerk will be reduced to 29 hours/week effective 7/01/16. He also noted the Library needs to replace the 12 Public Access Computers. They asked Mike to revise his budget and return to the 1/21/2016 continued budget hearing. Miller suggested not filling the Children's Librarian position and distribute those duties to the other employees. He asked the Interim Clerk to provide the current Children's Librarian's wages and benefits figures. Mike Burris was asked to come back to the 1/21/16 Personnel and Finance meeting with an amended budget request.

Assistant City Facilities Superintendent Steve Plumb presented the City Facilities, Parks and Recreation, and Pool budgets. He discussed the new Dog Pound facility on their Wish List. He also noted that the Dream Playground may need to be added to the wish list.

WWTP Superintendent Steve Kenkel presented their budget. He noted that pickup unit #40 is not being replaced this year – as was shown on their wish list. He also noted that the Wish list should be updated to show the Nutrient Study project.

Interim City Clerk Pam Meurer presented the Clerk's budget. She noted that the licenses will be expiring on the City Clerk's office computers and servers. All items will need to be replaced in FY16/17, or they no longer receive support services.

City Administrator Terry Cox presented his request. He noted the \$18,000 City's share of the pending CDBG grant for housing rehabilitation will be added to the Mayor/Council line item.

Fire Chief Roger Bissen noted that Unit 32 will need to be replaced and that it will be sold when the new chassis and body are purchased. It was determined to increase the Fire Officers' pay with a one-time 10% raise for the next four (4) years, with \$15 per fire call effective 7/01/16. Miller suggested the City fund the Fire Department banquets. Roger will put the budget together with those changes.

Donna Deuel and Sandy Ronfeldt, representing the Friends of Downtown group, presented a request for funding for the outdoor sound system for the downtown. The ladies will obtain more information.

Police Chief Clark and Fire Chief Roger Bissen presented a job description and request for a Code Enforcement officer position that would be shared between departments.

The City Administrator and City Clerk asked to move the Administrative Assistant position from 29 hours/week part-time to 40 hours/week fulltime.

Shelby Co. Chamber of Commerce and Industry Director Todd Valline presented the SCCCI budget request and said no change to previous year.

The P&F hearing continued 1/21/16 at 12 noon:

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

Absent: None

Also Present: Mayor Gettys, City Administrator Terry Cox, Interim City Clerk Pam Meurer, Council members Dave Pedersen, Greg Bladt and Jay Christensen

Chairman Kolbe called the meeting to order.

It was moved by Miller, seconded by Kroger to approve the agenda. Motion carried unanimously.

Purpose of meeting was to continue budget hearings from 1/14/16. Librarian Mike Burris presented amended budget without Children's Librarian position effective with 9/1 retirement of

current employee in that position. Discussion was had and it was determined that Mike make further modifications in the budget and keep track of patrons through the door.

Fire Chief Roger Bissen distributed an information packet regarding ISO requirements, etc. and spoke in depth about need to replace existing Unit 32 and possible bonding issue for new truck. Terry asked the members to consider the option of a raise to \$15 for the Administrative Assistant, as 29 hours a week.

The P&F hearing continued to 2/4/16 at 12 noon:

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

Absent: None

Also Present: City Clerk Jane Smith, Deputy Clerk Pam Meurer, Library Board President Kelli Miller, Jay Christensen, City Administrator Terry Cox

Chairperson Mike Kolbe called the meeting to order.

Purpose of the meeting was to continue budget hearings from 1/21/16.

It was moved by Miller and seconded by Kolbe to approve the agenda. Motion carried unanimously.

Kelli and Pam (both Library Board members) presented new budget information. They will work with Mike Burris to pare it down some more, but the Library Board is uniform in their wish to keep the Children's Librarian position fulltime when the current person in that position retires 9/1/16. They presented new head counts taken by the Library employees. The Committee asked that the Librarian report monthly head counts and average transaction per person numbers at the Staff Meeting, and they be forwarded to the City Council. LED lighting costs were discussed.

It was agreed to continue the budget hearings to Tuesday, 2/16/16 at 12 noon.

City Administrator report:

- Interest expressed by a possible buyer for lots in the G.H. Christiansen Subdivision for development for condos and duplexes. Also meeting with Shawn Foutch 2/17 to see if his firm has interest in developing more housing in that subdivision.
- Read memo from Bill McCarty, dba Hansen House, LLC
- Discussed recent meeting with Todd Penisten of V&K
- Asked for decision on Fire Dept./Police/City Facilities code enforcement position. It was agreed to table for at least one year.
- Asked for decision to either move Administrative Assistant to fulltime at 30 hours/week or to give her a raise to \$15 hr. Committee said no to both.
- Presented the Airport Commission proposed changes to Chapter 27. It was moved by Miller and seconded by Kroger to approve the Chapter 27 modifications. The motion carried unanimously.

- It was moved by Miller and seconded by Kroger to apply for a SWIPCO demolition grant, pending the waiting period is met for the property at 1409 6th Street. The motion carried unanimously.
- It was moved by Miller and seconded by Kroger to donate \$1000 to Roar into Harlan. The motion carried unanimously.
- Asked for decision regarding replacing fire truck Unit 32. Tabled at this time; asked that Fire Chief get new prices.
- 7th Street bridge repairs. Tabled unless becomes a critical issue.
- Jenney Blankenship of PFM is attending 2/16/16.
- Having meeting with Ken Weber and Steve Dresen regarding downtown sound system. Jerry Henscheid is working on a grant.

It was moved by Kroger and seconded by Miller, that due to the cancelled 2/2/16 Council meeting, to approve the Abstract of Claims No. 1114, in the amount of \$148,811.27 so that those bills can be paid. The motion carried unanimously.

There being no further discussion, the Committee adjourned.

Pamela Meurer
Recording Secretary

Personnel & Finance Committee of the City of Harlan, Iowa, January 27, 2016

The Personnel & Finance Committee met on Wednesday, January 27, 2016 at 4:30 p.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

Present: Chairman Mike Kolbe, Dave Miller, and Sharon Kroger
Absent: None

Also Present: Mayor Gettys, Council member Dave Pedersen, Library Director Mike Burris, Library Board members Kelli Miller, John Bolton, Roger Ewert, and Interim Clerk/Library Board member Pam Meurer

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.

The purpose of the meeting was to meet with the Library Board to determine their budget needs for FY16/17.

After a lengthy discussion, it was agreed that the Director and Board must revise the budget and re-submit for the February 4, 2016 Personnel and Finance budget meeting. The Committee requested that patron numbers be tracked in the weeks ahead to gauge Library traffic.

There being no further discussion, the Committee adjourned at 5:25 p.m.

Pamela Meurer
Recording Secretary

Personnel & Finance Committee of the City of Harlan, Iowa February 16, 2016

The Personnel & Finance Committee met on Tuesday, February 16, 2016 at 12:00 p.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa, for the purpose of hearing budget requests for FY16/17.

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

Absent: None

Also Present: Mayor Gettys, City Administrator Terry Cox, City Clerk Jane Smith, Deputy Clerk Pam Meurer, Council Members Dave Pedersen, Greg Bladt, and Jay Christensen

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.

The committee agreed to reduce the FY17 City Library budget contribution from \$243,016 to \$240,000. The Library has been asked to present more accurate budget numbers next year.

The Iowa Governmental Health Care Plan (IGHCP) states it will not have an increase this year.

Mitch Osborn with the Harlan Community High School Booster Club made a request for the City to donate \$20,000 to the J.J. Jensen bleacher replacement project. The total project will cost between \$46,000 and \$55,000. It was moved by Kolbe and seconded by Miller to donate \$20,000 to the project. The motion carried unanimously.

Dave Miller, Mike Kolbe and Terry Cox will be attending a Town Square Sound System Meeting on Monday, February 22, 2016 at 12 noon.

On Thursday, February 18th, HMU CEO Ken Weber, Terry Cox and Jane Smith will join by conference call, Jenny Blankenship with PFM, to discuss sewer collection fees.

HMU CEO Ken Weber discussed Christmas decoration replacement options. The agreement between HMU and the county will expire soon and HMU would like more partners involved. A task force may be needed to coordinate replacing decorations and lights.

It was agreed to continue the budget hearings to Thursday, February 18, 2016 at 12 noon.

There being no further discussion, the Committee adjourned.

Jane Smith
Recording Secretary

Personnel & Finance Committee of the City of Harlan, Iowa February 18, 2016

The Personnel & Finance Committee met on Wednesday, February 18, 2016 at 12:00 p.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa, for the purpose of hearing budget requests for FY16/17.

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

Absent: None

Also Present: City Administrator Terry Cox, City Clerk Jane Smith, Council Members Dave Pedersen and Greg Bladt

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.

It was noted that the Library did reduce their FY17 budget to \$240,000.

It was moved by Miller and seconded by Kroger to approve setting the Property Tax Levy at 17.13065, which is .2153 less than last year's levy. The motion carried unanimously.

City Administrator report:

- The water flow behind the golf course has been addressed.
- HMU CEO Ken Weber, Shelby Co. Chamber of Commerce and Industry Director Todd Valline and City Administrator Terry Cox met with the Foutch Brothers in Denison to tour their housing projects. Shawn Foutch will meet with the housing committee sometime in future.
- Discussed Lot 13, Block 10 Westridge Acres Addition (property north of Abundant Life Church)

There being no further discussion, the Committee adjourned.

Jane Smith
Recording Secretary

Personnel & Finance Committee of the City of Harlan, Iowa May 5, 2016

The Personnel & Finance Committee met on Thursday, May 5, 2016 at 12:00 noon in the City Council Chambers, 711 Durant Street, Harlan, Iowa, for the purpose of hearing budget requests for FY16/17.

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

Absent: None

Also Present: Mayor Gettys, City Clerk Jane Smith, Council Members Dave Pedersen, Greg Bladt, Jay Christensen, Ken Weber, Bob Bjoin, Keith Schroeder, Donna Deuel and Sandy Roenfeld.

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.

Discussion was held on the Downtown Sound System. Friends of Downtown felt the City should own the sound system due to ongoing costs for insurance, license and upkeep. Ken Weber will research costs involved with rebroadcasting. The committee would like the Friends of Downtown to make financial requests to other entities.

Discussion was held on the interest of the Harlan Fire Department in forming a non-profit corporation. It was moved by Miller and seconded by Kroger to take the request to the City Council for approval in obtaining 501 (c) (3) status. The motion carried unanimously.

It was moved by Miller and seconded by Kroger to increase Ashley's hours as needed through June 30, 2016 and re-evaluate at that time, but continue to classify her as part-time; and to purchase an additional user license from Civic Systems for Ashley's computer. The motion carried unanimously.

Discussed typing an additional condensed version of minutes in an effort to save publishing costs. Committee advised publishing original minutes.

Committee stated Terry Cox, City Administrator, will be on paid administrative leave through June 30, 2016, but will be available by phone for supervisor questions, if needed.

Kolbe would like to see an audit take place. Committee will discuss further.

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

Jane Smith
Recording Secretary

Personnel & Finance Committee of the City of Harlan, Iowa May 11, 2016

The Personnel & Finance Committee met on Wednesday, May 11, 2016 at 12:00 noon in the City Council Chambers, 711 Durant Street, Harlan, Iowa, for the purpose of hearing budget requests for FY16/17.

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

Absent: None

Also Present: Mayor Gettys, City Clerk Jane Smith, Council Members Dave Pedersen, Greg Bladt, Bob Bjoin

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.

Discussion was held on the Downtown Sound System. Miller would like to see the project proceed. Kolbe will make a list of questions for the Friends of Downtown. The committee would like the Friends of Downtown to make financial requests to other entities.

Kolbe spoke with Jennifer Campbell of the State of Iowa Auditors Office in regards to an audit. It was moved by Miller and seconded by Kroger to proceed with the Audit, for the purpose of evaluating concerns. An initial visit with the Mayor, Clerk and P & F Chairperson will be held Wednesday, May 18, 2016 at 10:00 a.m. There will be no quorum. The Auditor will review all concerns and supporting documents.

Mayor Gettys had an opportunity to speak with Jeff Schott, Director of the Institute of Public Affairs at the University of Iowa. The Institute provides information and services to Iowa's local governments to assist them in maintaining and strengthening their effectiveness. It was moved by Miller and seconded by Kroger to schedule a time for Jeff Schott to meet with the P & F Committee. The motion carried unanimously.

The Committee would like the City Clerk to provide a brief update on each department during the Council meeting.

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

Jane Smith
Recording Secretary

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

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 17th, 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



CITY OF HARLAN

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TO: PERSONNEL AND FINANCE COMMITTEE & PUBLIC SAFETY
(P & F - Chairperson Mike Kolbe, Dave Miller, and Sharon Kroger)
(Public Safety - Chairperson Greg Bladt, Sharon Kroger and Jay Christensen)

RE: MEETING ON FRIDAY, SEPTEMBER 2ND, 2016 AT NOON IN THE CITY HALL COUNCIL CHAMBERS

AGENDA

- 1) Call to Order
- 2) Approve Agenda
- 3) Conflict of Interest (if applicable)
- 4) City Clerk Report
- 5) Discuss Employee Handbook Residency Requirement
- 6) Discuss Sara Poepsel Miller Property
- 7) Discuss Purchase Agreement for Lot 48, G.H. Christiansen Sub from Allmon & Gifford
 - Variance to Covenants Article II, Item 9 – to allow until June 1, 2017 to begin construction and variance to Purchase Agreement Item 10, requesting Seller to be responsible for providing Buyers with an abstract continued through date of agreement
- 8) Discuss Purchase Agreement for Lots 36 & 37, G.H. Christiansen Sub from Gettys
 - Variance to Covenants, Article II, Item 1 – to allow construction of one (1) single-family dwelling on two adjoining lots and to Item 9, to allow until July 1, 2017 to begin construction
- 9) Discuss Street Access (International Fire Code)
- 10) Discuss V&K Engineering fees for Inland Sea project
- 11) Discuss Police & Fire Items:
 - a. 700 MHz Radio Migration
 - b. Radar Speed Signs
 - c. Tactical Vests for Officers
- 12) General Discussion
- 13) Adjourn

Personnel & Finance Committee of the City of Harlan, Iowa November 8, 2016

The Personnel & Finance Committee met on Tuesday, November 8, 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, Greg Blatt, Mayor Kate Kohorst, City Administrator Gene Gettys, City Attorney Todd Argotsinger, City Clerk Jane Smith, Todd Valline, Jenney Kelly, Sari McLaren, Mike Anliker and Darla 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.

Discussion was held on reimbursement of a tree removed on the City right-of-way at 907 Broadway. It was identified to be removed by the City in 2007, but had not been done. Due to safety concerns, the tree was removed by the homeowner. It was moved by Miller and seconded by Kroger to recommend to the Council to approve the reimbursement of \$1,070.00 to Sari McLaren for the tree removal. The motion carried unanimously.

Discussion was held on commission to realtors for the sale of lots on Dye Street. It was moved by Kroger and seconded by Miller to recommend to the Council to pay Ouren Real Estate commission for the sale of Lot 48 in the amount of \$2,925.00, but going forward, the process will be reviewed and changed. The motion carried unanimously.

Discussion was held on the survey and vacation of a portion of First Street along Exchange Street and a tract of land adjoining it, both in Long's Second Addition. It was moved by Miller and seconded by Kroger to recommend to the Council to set a minimum price of \$2,500 for the sale of a portion of vacated First Street between Exchange Street and First Street in Long's Second Addition and a minimum of \$6,000 for the sale of both the vacated First Street and the vacated tract of land adjoining it, as referred to in the survey. The motion carried unanimously.

Discussion on the Fire Association transfer of funds was tabled until a future meeting.

Discussion was held on the GH Christiansen Covenants. Committee directed Gettys to work with the City Attorney to amend the covenants, extending the time to commence construction to 12 months and to research and suggest a minimum square footage of usable ground floor area, if building one dwelling on 2 lots. The Committee would also like to add a financial penalty provision if construction hasn't begun in 12 months.

Discussion was held on the check signature process and limits. It was moved by Kroger and seconded by Miller to recommend to the Council to require a second signature on checks of \$2,500 or more. The motion carried unanimously.

There being no further discussion, the Committee meeting was adjourned.

Jane Smith, Recording Secretary

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

The Personnel & Finance Committee met on Thursday, December 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: Jay Christensen, Greg Blatt, Dave Pedersen, City Administrator Gene Gettys, City Clerk Jane Smith, Todd Valline and Bud Johansen

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.

Discussion was held on the development of Lot 27, Harlan Plaza. It was moved by Kroger and seconded by Miller to make a recommendation to the Council, to proceed with re-platting Lots 27 & 28 in Harlan Plaza. The motion carried unanimously.

Discussion was held on the Shelby County Trails Committee "Matching Funds Challenge". It was moved by Miller and seconded by Kroger to make a recommendation to the Council, to approve the donation of \$500 to the Shelby County Trails Committee. The motion carried unanimously.

There being no further discussion, it was moved by Miller and seconded by Kroger to adjourn the Committee meeting.

Jane Smith, Recording Secretary