

# COMING EVENTS

MONDAY, DECEMBER 5

FIRE DEPARTMENT TRAINING  
7:00 PM Fire Station

TUESDAY, DECEMBER 6

BOARD OF ADJUSTMENT MEETING  
12:00 Noon Council Chambers

TUESDAY, DECEMBER 6

CITY COUNCIL MEETING  
5:15 PM Council Chambers

FRIDAY, DECEMBER 9

VETS COMMISSION MEETING  
10:30 AM Vets Auditorium

MONDAY, DECEMBER 12

LIBRARY BOARD MEETING  
5:00 PM Library

TUESDAY, DECEMBER 13

AIRPORT COMMISSION MEETING  
Airport 7:00 AM

TUESDAY, DECEMBER 13

PARKS & RECREATION COMMISSION  
12:00 Noon Council Chambers

TUESDAY, DECEMBER 20

CITY COUNCIL MEETING  
5:15 PM Council Chambers

MONDAY, DECEMBER 26

**CITY HOLIDAY**

MONDAY, JANUARY 2

**CITY HOLIDAY**

TUESDAY, JANUARY 3

CITY COUNCIL MEETING  
5:15 PM Council Chambers

MONDAY, JANUARY 9

LIBRARY BOARD MEETING  
5:00 PM Library

TUESDAY, JANUARY 10

PARKS & RECREATION COMMISSION  
12:00 Noon Council Chambers

THURSDAY, JANUARY 12

HMU ELECTRONIC BOARD MEETING  
4:00 PM

FRIDAY, JANUARY 13

VET'S COMMISSION MEETING  
10:30 AM Vets Auditorium

**AGENDA**  
**REGULAR CITY COUNCIL MEETING**  
**COUNCIL CHAMBERS, DECEMBER 6, 2022, 5:15 P.M**

The City Council will be meeting in the City of Harlan Council Chambers. This meeting is open to the public for in-person attendance. This meeting is also available electronically utilizing Zoom.com. The public can participate remotely via conference call by telephone or by audio on their own computer.

To participate by audio internet connection:

Join Zoom: <https://us02web.zoom.us/j/82666582194> Meeting ID: 826 6658 2194

To participate by phone: dial #1-312-626-6799 Meeting ID: 826 6658 2194

**1. OPENING BUSINESS**

- A. Call meeting to order
- B. Roll call
- C. Clerk presents agenda (*Roll Call Vote*)
- D. Conflict of Interest (state if applicable)

**2. CONSENT AGENDA**

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.

Consent Agenda items may include any non-controversial subjects.

- A. Minutes of the 11/15/2022 Council meeting, minutes of the 11/16/2022 Budget, Capital & Project Planning meeting, minutes from the 11/29/2022 Council Work Session with Supervisors and minutes of the 12/1/2022 Council Work Session with Supervisors
- B. Claims List No. 1279 in the amount of \$473,125.35
- C. Harlan Fire Department Payroll 2022
- D. Renewal Application Hy-Vee Food Store, Class C Beer Permit, Class B Wine Permit

**3. OTHER BUSINESS**

- A. Ordinance 2022-07 – Amending Chapter 129 of the Code of Ordinances for the City of Harlan Pertaining to Hotel/Motel Tax by Amending Subsection 129.05, Titled Restriction on Use of Revenues - First Reading (*Roll Call Vote*)
- B. Resolution No. 2516 Resolution of Appreciation, Years of Service (*Roll Call Vote*)
- C. Resolution No. 2517 To Enter into a Farm Lease and Agreement For Wastewater Treatment Plant Sludge Distribution (*Roll Call Vote*)
- D. Review HHPC Downtown Upper Story & Façade Grant Completion and Award Request for 911 7<sup>th</sup> Street. \$12,000. (*Roll Call Vote*)

**4. OTHER REPORTS**

- A. City Administrator's Report
- B. Mayor's Report
  - 1. Shelby County Chamber of Commerce & Industry Update
  - 2. Harlan Municipal Utilities Update
  - 3. Public Comments

**5. ADJOURN**

CITY OF HARLAN – HARLAN, IOWA – NOVEMBER 15, 2022

**The public was offered to participate by Zoom audio internet connection or by phone.**

The City Council of the City of Harlan, Iowa met pursuant to law and the rules of said Council in regular session, in the Council Chambers at 5:15 o'clock P.M. the 15<sup>th</sup> day of November 2022. The meeting was called to order by Jay Christensen, Mayor in the Chair, and the following Council members were:

PRESENT: Troy Schaben, Sharon Kroger, RJ Bielenberg, Richard Petersen, Kyle Lindberg

ABSENT: Jeanna Rudolph

The City Clerk presented the amended agenda. It was moved by Petersen and seconded by Schaben to approve the amended agenda. Roll call vote: AYES: Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The Mayor asked the Council members to state any conflicts of interest, as applicable.

All items listed under the Consent Agenda will be enacted by one motion with a roll call vote. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion. Consent Agenda items may include any non-controversial subjects. It was moved by Kroger and seconded by Bielenberg that the following items on the Consent Agenda be approved and adopted:

- A. Minutes of the 11/1/2022 Council meeting& Walk Through
- B. Claims List No. 1278 in the amount of \$348,502.85
- C. HMU Sewer & Landfill Reconciliation Report for October 2022
- D. Expenditure & Revenue reports for the month of October 2022
- E. Police statistical report for the month of October 2022

Roll call vote: AYES: Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Kroger to receive and file the Parks & Recreation Commission Minutes from 11/8/2022. Roll Call Vote: AYES: Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Don Marner with Snyder & Associates was in attendance to present the Pioneer Park Dream Playground Project Master Plan and Cost Opinion. It was moved by Petersen and seconded by Schaben to approve the Master Plan and Cost Opinion for the Pioneer Park Dream Playground. Roll Call Vote: AYES: Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Lindberg and seconded by Petersen to approve the Exchange Street Streambank Stabilization Project Change Order #1. Roll Call Vote: AYES: Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

It was moved by Kroger and seconded by Lindberg to approve the Exchange Street Streambank Stabilization Project Pay App #1 and Certificate of Completion. AYES: Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

Council member Lindberg introduced Resolution No. 2514, to Accept and Approve the 2022 Annual Urban Renewal Report for Fiscal Year Ending June 30, 2022. Council member Bielenberg seconded the motion. Roll Call Vote: AYES: Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was duly adopted.

Council member Lindberg introduced Resolution No. 2515, to Accept and Approve the 2022 Annual Financial Report for Fiscal Year Ending June 30, 2022. Council member Bielenberg seconded the motion. Roll Call Vote: AYES: Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried and the Resolution was duly adopted.

It was moved by Petersen and seconded by Lindberg to approve the Travel Reimbursement Policy clarification, effective immediately. Roll Call Vote: AYES: Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

The City Administrator presented his report.

The Mayor presented his report.

It was moved by Kroger and seconded by Lindberg to reappoint Michelle Erickson to the Harlan Municipal Utilities Board for a 6-year term to expire 11/21/2028. Roll Call Vote: AYES: Schaben, Kroger, Bielenberg, Petersen, Lindberg. NAYS: None. Motion carried.

There being no further business, the meeting was adjourned.

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Jane Smith, City Clerk

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Jay Christensen, Mayor

*“These minutes are as recorded by the Clerk and are subject to Council approval at the next regular meeting.”*

City Council of the City of Harlan, Iowa November 16, 2022

The City Council met at 5:00 p.m. for the purpose of discussing the FY23/24 Budget, Capital, and Project planning.

Present: Jay Christensen, Troy Schaben, Sharon Kroger, RJ Bielenberg, Richard Petersen, Kyle Lindberg

Present Electronically: Jeanna Rudolph

Absent: None

Also Present: City Administrator Gene Gettys, City Clerk Jane Smith

Mayor Christensen called the Budget and Capital Project discussion to order.

General discussion was held on budget items as well as essential and future Capital and Project planning.

There being no further discussion, the Capital and Project discussion adjourned.

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Jane Smith, City Clerk

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Jay Christensen, Mayor

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City Council of the City of Harlan, Iowa November 29, 2022

The City Council met on Wednesday, November 29, 2022, at 5:00 PM, in the City Council Chambers, 711 Durant Street, Harlan, Iowa, for a budget work session and for the purpose of hearing budget requests from department heads for FY23/24.

Present: Jay Christensen, Troy Schaben, Sharon Kroger, RJ Bielenberg, Richard Petersen

Present Electronically: Jeanna Rudolph, Kyle Lindberg

Absent: None

Also Present: City Administrator Gene Gettys, City Clerk/Finance Director Jane Smith & Deputy City Clerk Ashley Schleis

Mayor Christensen called the Budget Work Session to order.

Budget requests were made by:

- Street Superintendent Jeff Musich, for the Street Department and Road Use Tax
- Police Chief Derrick Yamada, for the Police Department
- Superintendent Kelli Miller, for Veteran’s Memorial Auditorium and C.G. Therkildsen Activity Center
- Superintendent Tim Miller for the City Facilities, Parks and Recreation, Pool, and Animal Control
- City Clerk/Finance Director Jane Smith & City Administrator Gene Gettys for the following departments:
  - Communication Center
  - Ambulance
  - Landfill
  - Cemetery
  - Community Economic Development
  - SCCC Economic Development
  - Mayor/Council
  - City Administrator
  - City Clerk
  - Elections
  - Legal

There being no further discussion, the Work Session adjourned.

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Jane Smith, City Clerk

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Jay Christensen, Mayor

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City Council of the City of Harlan, Iowa December 1, 2022

The City Council met on Wednesday, December 1, 2022, at 5:00 PM, in the City Council Chambers, 711 Durant Street, Harlan, Iowa, for a budget work session and for the purpose of hearing budget requests from department heads for FY23/24.

Present: Jay Christensen, Sharon Kroger, RJ Bielenberg, Richard Petersen, Jeanna Rudolph

Present Electronically: Kyle Lindberg

Absent: Troy Schaben

Also Present: City Administrator Gene Gettys, City Clerk/Finance Director Jane Smith

Mayor Christensen called the Budget Work Session to order.

Budget requests were made by:

- Wastewater Treatment Plant Superintendent Tim Gessert for the WWTP Plant
- Fire Chief Roger Bissen, for the Fire Department
- Library Director Amanda Brewer, for the Library
- City Administrator Gene Gettys and City Clerk/Finance Director Jane Smith for the following departments:
  - General Government
  - General Revenue

There being no further discussion, the Work Session adjourned.

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Jane Smith, City Clerk

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Jay Christensen, Mayor

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Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
<b>ALPHA &amp; OMEGA</b>							
9885	2" FEMALE ADAPTER - PARKS	001-5-430-6310	23.90	.00			
Total ALPHA & OMEGA:			23.90	.00			
<b>AMAZON CAPITAL SERVICES</b>							
1QXD-RW3J-D	LIBRARY PROGRAMS	001-5-410-6490	57.77	57.77	11/29/2022		11/29/2022
1QXD-RW3J-D	BOOKS - LIBRARY	001-5-410-6505	117.51	117.51	11/29/2022		11/29/2022
1QXD-RW3J-D	AUDIO BOOKS - LIBRARY	001-5-410-6507	378.58	378.58	11/29/2022		11/29/2022
1QXD-RW3J-D	LIBRARY OFFICE SUPPLIES	001-5-410-6501	176.41	176.41	11/29/2022		11/29/2022
1QXD-RW3J-D	MISC BUILDING/GROUNDS/MAINT - LIBRARY	001-5-410-6310	78.32	78.32	11/29/2022		11/29/2022
1QXD-RW3J-D	OFFICE SUPPLIES - POLICE	001-5-110-6507	119.90	119.90	11/29/2022		11/29/2022
Total AMAZON CAPITAL SERVICES:			928.49	928.49			
<b>ASCAP</b>							
122022	ANNUAL MUSIC LICENSE FEE #500705687	001-5-699-6220	411.08	.00			
Total ASCAP:			411.08	.00			
<b>BLUFFS PAVING &amp; UTILITY INC</b>							
2112225-3	HARLAN MUNICIPAL AIRPORT TAXILANE PROJECT - PYMT #3	367-5-280-6410	170,765.75	.00			
Total BLUFFS PAVING & UTILITY INC:			170,765.75	.00			
<b>BONSALL TV INC.</b>							
112022	PROJECTOR REPAIRS - ACT. CTR	001-5-455-6310	100.00	.00			
Total BONSALL TV INC.:			100.00	.00			
<b>BOUND TREE MEDICAL</b>							
84754126	STAT PADZ II PEDIATRIC FOR ZOLL AED - LIBRARY	001-5-410-6310	140.99	.00			
Total BOUND TREE MEDICAL:			140.99	.00			
<b>BOYSEN LAUNDRY SERVICE</b>							
532	TOWELS, DRY MOP HEADS - ACT CTR	001-5-455-6310	11.21	.00			
533	TOWELS, DRY MOP HEADS - VETS	001-5-470-6310	20.56	.00			
566	MATS - POLICE	001-5-110-6310	24.00	.00			
Total BOYSEN LAUNDRY SERVICE:			55.77	.00			
<b>CARDINAL SUPPLIES &amp; FRESHENERS</b>							
2007	PAPER TOWELS - VETS	001-5-470-6310	128.15	.00			
2023	AIR FRESHENER - FIRE	001-5-150-6310	42.50	.00			
Total CARDINAL SUPPLIES & FRESHENERS:			170.65	.00			
<b>CAS COMPUTERS</b>							
11322	OFFICE 365/NOV - CITY ADM.	001-5-615-6419	12.50	.00			
11322	OFFICE 365/NOV - CLERK	001-5-620-6419	50.00	.00			
11322	OFFICE 365/NOV - GENERAL	001-5-699-6419	7.50	.00			
11324	OFFICE 365/NOV - FIRE	001-5-150-6419	32.50	.00			



Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
11326	OFFICE 365/NOV - AIRPORT	001-5-280-6419	12.50	.00			
11329	OFFICE 365/NOV - STREETS	110-5-214-6419	12.50	.00			
11331	OFFICE 365/NOV - SANIT.	610-5-815-6419	25.00	.00			
Total CAS COMPUTERS:			152.50	.00			
<b>CENTRAL IOWA DISTRIBUTING INC.</b>							
233019	PAPER TOWELS, BATH TISHUES, SOAP - ACT CTR	001-5-455-6310	214.00	.00			
233046	CHAMP WIPER - PARKS	001-5-430-6310	82.00	.00			
233047	GLOVES/FLOOR CLEANER - WWTP	610-5-815-6519	108.00	.00			
233305	TOWELS - AIRPORT	001-5-280-6506	45.00	.00			
Total CENTRAL IOWA DISTRIBUTING INC.:			449.00	.00			
<b>EMPLOYEE BENEFIT SYSTEMS</b>							
112022	GROUP INS. PREMIUMS/DEC - POLICE	001-5-110-6150	6,423.17	6,423.17	11/29/2022		11/29/2022
112022	GROUP INS. PREMIUMS/DEC - LIBRARY	001-5-410-6150	2,844.22	2,844.22	11/29/2022		11/29/2022
112022	GROUP INS. PREMIUMS/DEC - VETS	001-5-470-6150	1.00	1.00	11/29/2022		11/29/2022
112022	GROUP INS. PREMIUMS/DEC. - ACT. CTR	001-5-455-6150	1.00	1.00	11/29/2022		11/29/2022
112022	GROUP INS. PREMIUMS/DEC - CITY FAC.	001-5-650-6150	2,866.59	2,866.59	11/29/2022		11/29/2022
112022	GROUP INS. PREMIUMS/DEC - CLERK	001-5-620-6150	4,362.84	4,362.84	11/29/2022		11/29/2022
112022	GROUP INS. PREMIUMS/DEC - CITY ADM.	001-5-615-6150	1,450.28	1,450.28	11/29/2022		11/29/2022
112022	GROUP INS. PREMIUMS/DEC - FIRE	001-5-150-6150	1,450.28	1,450.28	11/29/2022		11/29/2022
112022	GROUP INS. PREMIUMS/DEC - STREET	110-5-212-6150	4,879.06	4,879.06	11/29/2022		11/29/2022
112022	GROUP INS. PREMIUMS/DEC - STREET2	001-5-212-6150	2,990.39	2,990.39	11/29/2022		11/29/2022
112022	GROUP INS. PREMIUMS/DEC - WWTP	610-5-815-6150	5,805.12	5,805.12	11/29/2022		11/29/2022
112022-1	UNREIMBURSED EXPENSE - 2022	004-5-930-6185	228.78	228.78	11/29/2022		11/29/2022
112022-2	UNREIMBURSED EXPENSE - 2022	004-5-930-6185	66.83	66.83	11/29/2022		11/29/2022
112022-3	UNREIMBURSED EXPENSE - 2022	004-5-930-6185	64.53	64.53	11/29/2022		11/29/2022
Total EMPLOYEE BENEFIT SYSTEMS:			33,434.09	33,434.09			
<b>EXPRESS LUBE &amp; TIRE LLC</b>							
93990	TIRE REPAIR - STREET	110-5-214-6332	50.00	.00			
94095	MOUNT TIRES UNIT 1 - POLICE	001-5-110-6332	116.00	.00			
Total EXPRESS LUBE & TIRE LLC:			166.00	.00			
<b>FAREWAY STORES</b>							
067100	CLEANING SUPPLIES - PARKS	001-5-430-6310	5.99	.00			
361453	CLOROX WIPES - LIBRARY	001-5-410-6310	14.97	.00			
9649	HALLOWEEN CANDY - LIBRARY	001-5-410-6490	21.46	.00			
Total FAREWAY STORES:			42.42	.00			
<b>GAWLEY TIRE AND REPAIR INC</b>							
45190	MISC SUPPLIES - PARKS	001-5-430-6332	577.50	.00			
45351	TIRES FOR SKID LOADER - WWTP	610-5-815-6332	1,513.00	.00			
45846	SERVICE CALL - TIRE REPAIRS - STREETS	110-5-214-6332	235.00	.00			
Total GAWLEY TIRE AND REPAIR INC:			2,325.50	.00			

Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
<b>H.M.U.</b>							
10792	REPAIR CONCRETE - 1117 7TH ST ALLEY - STREETS	110-5-210-6460	150.00	.00			
Total H.M.U.:			150.00	.00			
<b>HARLAN NEWSPAPERS</b>							
102022	AD FOR BAGS LEAGUE - VETS	001-5-470-6403	108.00	.00			
Total HARLAN NEWSPAPERS:			108.00	.00			
<b>HENSCHIED, JERRY</b>							
112022	CATALYST MONIES/STATE OF IOWA	303-5-590-6410	40,000.00	.00			
Total HENSCHIED, JERRY:			40,000.00	.00			
<b>HOLMES MURPHY AND ASSOC INC</b>							
680176	DEC 2022 HMA CONSULTING FEE	001-5-699-6150	599.64	599.64	11/29/2022		11/29/2022
Total HOLMES MURPHY AND ASSOC INC:			599.64	599.64			
<b>HY-VEE ACCOUNTS RECEIVABLE</b>							
436869	K-9 FOOD - POLICE	001-5-110-6555	43.99	.00			
584433	HALLOWEEN CANDY/PATROL CARS - POLICE	001-5-110-6512	43.70	.00			
826976	PROGRAM SUPPLIES - LIBRARY	001-5-410-6490	3.99	.00			
Total HY-VEE ACCOUNTS RECEIVABLE:			91.68	.00			
<b>KIRKHAM MICHAEL</b>							
72433	AIRPORT 2022 TAXILANE IMPROVEMENT	367-5-280-6407	17,288.79	.00			
Total KIRKHAM MICHAEL:			17,288.79	.00			
<b>MYRTUE MEDICAL CENTER</b>							
112022	HEARING TESTS - CITY	001-5-699-6186	555.00	.00			
Total MYRTUE MEDICAL CENTER:			555.00	.00			
<b>NISHNABOTNA R.E.C.</b>							
112022	ELECTRICITY OFFICE - AIRPORT	001-5-280-6374	505.30	505.30	11/29/2022		11/29/2022
112022-1	ELECTRICITY - BEACON & HANGARS- AIRPORT	001-5-280-6374	114.51	114.51	11/29/2022		11/29/2022
Total NISHNABOTNA R.E.C.:			619.81	619.81			
<b>PERFORMANCE GRADING</b>							
121.0200.09A-	EXCHANGE ST STREAMBANK STABILIZATION	005-5-515-6410	59,700.81	59,700.81	11/17/2022		11/17/2022
Total PERFORMANCE GRADING:			59,700.81	59,700.81			
<b>PETERSEN FAMILY WELLNESS CENTER</b>							
112022	WELLNESS BENEFIT/CITY PORTION - NOV.	001-5-699-6184	155.20	155.20	11/29/2022		11/29/2022
Total PETERSEN FAMILY WELLNESS CENTER:			155.20	155.20			

Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
<b>PETERSEN MOTORS LLC</b>							
6338	TIRE REPAIR #43 - WWTP	610-5-815-6332	30.53	.00			
Total PETERSEN MOTORS LLC:			30.53	.00			
<b>PETSCHE MECHANICAL SERVICE</b>							
7605	INSTALL ELECTRIC OUTLET FOR WASH MACHINE - FIRE	001-5-150-6310	563.00	.00			
7607	INSTALL 4 WAY SWITCH IN FIRE STATION	001-5-150-6310	104.99	.00			
7617	INSTALL HEATERS AT LL FIELD - PARKS	001-5-430-6310	272.65	.00			
Total PETSCHE MECHANICAL SERVICE:			940.64	.00			
<b>PIGSLEY, SCOTT</b>							
112022-1	FBO CONTRACT - NOV. 2022 PYMT #2 - AIRPORT	001-5-280-6420	2,312.50	2,312.50	11/29/2022		11/29/2022
Total PIGSLEY, SCOTT:			2,312.50	2,312.50			
<b>PROFESSIONAL VISION CARE</b>							
112022	EYE EXAM - STREETS	110-5-212-6181	185.00	.00			
Total PROFESSIONAL VISION CARE:			185.00	.00			
<b>PROLAWN ENVIRONMENTAL</b>							
8794	ASH TREE REMOVAL - COLLEGE BLVD	110-5-214-6315	1,595.00	.00			
Total PROLAWN ENVIRONMENTAL:			1,595.00	.00			
<b>REGIONAL WATER</b>							
122022	WATER SERVICE - AIRPORT/DEC	001-5-280-6374	60.42	.00			
Total REGIONAL WATER:			60.42	.00			
<b>RELIANCE STANDARD</b>							
122022	LIFE & DISABILITY INS./NOV. - POLICE	001-5-110-6150	182.37	182.37	11/29/2022		11/29/2022
122022	LIFE & DISABILITY INS./NOV. - LIBRARY	001-5-410-6150	47.27	47.27	11/29/2022		11/29/2022
122022	LIFE & DISABILITY INS./NOV. - ACT. CTR	001-5-455-6150	13.12	13.12	11/29/2022		11/29/2022
122022	LIFE & DISABILITY INS./NOV. - VET'S	001-5-470-6150	13.11	13.11	11/29/2022		11/29/2022
122022	LIFE & DISABILITY INS./NOV. - CITY FAC.	001-5-650-6150	50.37	50.37	11/29/2022		11/29/2022
122022	LIFE & DISABILITY INS./NOV. - CLERK	001-5-620-6150	73.87	73.87	11/29/2022		11/29/2022
122022	LIFE & DISABILITY INS./OCT. - CITY ADM.	001-5-615-6150	53.47	53.47	11/29/2022		11/29/2022
122022	LIFE & DISABILITY INS./NOV. - FIRE	001-5-150-6150	36.27	36.27	11/29/2022		11/29/2022
122022	LIFE & DISABILITY INS./NOV. - STREET	110-5-212-6150	100.03	100.03	11/29/2022		11/29/2022
122022	LIFE & DISABILITY INS./NOV. - STREET 2	001-5-212-6150	61.31	61.31	11/29/2022		11/29/2022
122022	LIFE & DISABILITY INS./NOV. - WWTP	610-5-815-6150	128.15	128.15	11/29/2022		11/29/2022
Total RELIANCE STANDARD:			759.34	759.34			
<b>SECURITY EQUIPMENT INC.</b>							
750396	ANNUAL MONITORING SERVICES - ACT. CTR	001-5-455-6310	456.00	.00			
Total SECURITY EQUIPMENT INC.:			456.00	.00			

Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
<b>SHELBY COUNTY STATE BANK</b>							
112022	DIRECT DEP ACH ORIG. FEE/PAYROLL- OCT.	001-5-699-6370	16.70	16.70	11/29/2022		11/29/2022
Total SHELBY COUNTY STATE BANK:			16.70	16.70			
<b>SIGNS BY PUDGE</b>							
112022	VINYL AND HAND LETTERING FOR #46 & #45 - WWTP	610-5-815-6332	200.00	.00			
Total SIGNS BY PUDGE:			200.00	.00			
<b>SNYDER &amp; ASSOCIATES INC</b>							
121.0200.09A-	STREAMBANK STABILIZATION	005-5-515-6410	3,444.85	.00			
121.0982.09-6	2022 STREET IMPROVEMENTS	330-5-210-6407	17,400.00	.00			
Total SNYDER & ASSOCIATES INC:			20,844.85	.00			
<b>STA-BILT CONST.</b>							
1354	CLEAN & FILL ROADWAY CRACKS/ASPHALT - STREETS	001-5-214-6761	57,566.00	.00			
1355	CLEAN & FILL CRACKS/ASPHALT - VETS	001-5-470-6310	3,147.88	.00			
1359	CLEAN & FILL CRACKS/ASPHALT - ACT. CTR	001-5-455-6310	2,226.50	.00			
Total STA-BILT CONST.:			62,940.38	.00			
<b>THE OFFICE STOP</b>							
312284	OFFICE PAPER - CLERK	001-5-699-6506	60.00	.00			
Total THE OFFICE STOP:			60.00	.00			
<b>TITAN MACHINERY INC</b>							
17757138GR	TRACTOR LEASE - AIRPORT	001-5-280-6422	909.09	.00			
Total TITAN MACHINERY INC:			909.09	.00			
<b>UMB BANK NA</b>							
112022	2013 GO BOND INTEREST FEE	200-5-712-6851	13,281.25	13,281.25	11/29/2022		11/29/2022
112022-1	2014 GO BOND INTEREST	200-5-713-6851	9,450.00	9,450.00	11/29/2022		11/29/2022
112022-2	2015 WWTP BOND INTEREST	200-5-714-6851	12,637.50	12,637.50	11/29/2022		11/29/2022
112022-3	2020 GO BOND INTEREST	200-5-716-6851	15,345.00	15,345.00	11/29/2022		11/29/2022
Total UMB BANK NA:			50,713.75	50,713.75			
<b>UNITYPOINT CLINIC</b>							
151462	EMPLOYEE PHYSICAL - GENERAL	001-5-699-6186	42.00	.00			
Total UNITYPOINT CLINIC:			42.00	.00			
<b>VERIZON WIRELESS</b>							
9919966856	CELL PHONE SERVICE/NOV - PARKS	001-5-430-6373	75.99	75.99	11/29/2022		11/29/2022
9919966856	CELL PHONE SERVICE/NOV - CITY CLERK	001-5-620-6373	75.99	75.99	11/29/2022		11/29/2022
9919966856	IPAD/NOV - WWTP	610-5-815-6373	10.41	10.41	11/29/2022		11/29/2022
9919966856	IPAD/NOV - WWTP	610-5-818-6310	10.41	10.41	11/29/2022		11/29/2022
9919966856	JETPACK/NOV - WWTP	610-5-815-6373	40.01	40.01	11/29/2022		11/29/2022
9919966856	CELL PHONE SERVICE/NOV - VET'S	001-5-470-6373	38.00	38.00	11/29/2022		11/29/2022

Invoice Number	Description	GL Account Number	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Period
9919966856	CELL PHONE SERVICE/NOV - ACT. CTR	001-5-455-6373	37.99	37.99	11/29/2022		11/29/2022
9919966856	IPAD/NOV - STREET	110-5-214-6419	10.41	10.41	11/29/2022		11/29/2022
9919966856	CELL PHONE SERVICE/NOV - FIRE	001-5-150-6332	80.02	80.02	11/29/2022		11/29/2022
9919966856	AIRCARDS/NOV - FIRE	001-5-150-6373	75.99	75.99	11/29/2022		11/29/2022
9919966856	LAPTOP/NOV - BUILDING INSPECTOR	001-5-150-6231	40.01	40.01	11/29/2022		11/29/2022
9919966856	JETPACK/NOV - FIRE	001-5-150-6332	80.02	80.02	11/29/2022		11/29/2022
9919966856	CELL PHONE SERVICE/NOV - POLICE	001-5-110-6373	75.99	75.99	11/29/2022		11/29/2022
9919966857	LAPTOPS/NOV - POLICE	001-5-110-6373	324.07	324.07	11/29/2022		11/29/2022
Total VERIZON WIRELESS:			975.31	975.31			
<b>VISUAL EDGE IT</b>							
23AR1150792	COPIER CONTRACT MAINT - POLICE	001-5-110-6507	110.58	110.58	11/29/2022		11/29/2022
23AR1150792	COPIER CONTRACT MAINT. - FIRE	001-5-150-6507	30.47	30.47	11/29/2022		11/29/2022
23AR1151904	COPIER CONTRACT MAINT. - CITY CLERK	001-5-699-6415	57.72	57.72	11/29/2022		11/29/2022
Total VISUAL EDGE IT:			198.77	198.77			
<b>WEHR, DALE</b>							
55395569	PAINTING AT CITY HALL/ PYMT #1 - CITY FAC.	001-5-650-6310	500.00	500.00	11/17/2022		11/17/2022
55395569-1	PAINTING AT CITY HALL/ PYMT #2 - CITY FAC.	001-5-650-6310	950.00	950.00	11/22/2022		11/22/2022
Total WEHR, DALE:			1,450.00	1,450.00			
Grand Totals:			473,125.35	151,864.41			

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

**ORDINANCE NO. 2022-07**

**AN ORDINANCE AMENDING CHAPTER 129 OF THE CODE OF ORDINANCES FOR THE CITY OF HARLAN PERTAINING TO HOTEL/MOTEL TAX BY AMENDING SUBSECTION 129.05, TITLED RESTRICTION ON USE OF REVENUES.**

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF HARLAN, IOWA:

**SECTION 1. SUBSECTION MODIFIED. Subsection 129.05 of the Code of Ordinances of the City of Harlan, Iowa, is hereby modified and shall read as follows:**

**SECTION 129 RESTRICTIONS ON USE OF REVENUES.** The revenue derived from the tax imposed by this chapter shall be used as follows:

1. 50% of the revenue derived from the hotel/motel tax shall be expended for the promotion and encouragement of tourism. All requests for funding the promotion and encouragement of tourism shall be submitted to a Hotel/Motel Tax Committee. Any request for funding shall be on forms approved by the Committee and shall be reviewed by the Committee to ensure the funding requests meet the requirements established as authorized by Chapter 423A of the Code of Iowa. The Hotel/Motel Tax Committee shall be comprised of the following members, for the following terms:

	Term
1 Harlan City Council Representative/City of Harlan Appointment	1 year
1 Shelby County Board of Supervisors Representative/Shelby County Appointment	1 year
1 Rural Business Owner/Shelby County Appointment	2 years
1 Harlan Business Owner/City of Harlan Appointment	2 years
1 Chamber Board Representative/Shelby County Chamber Appointment	1 year

Non-voting members: Harlan City Administrator  
 Shelby County Auditor  
 Executive Director of Shelby County Chamber of Commerce

2. The remaining 50% of the revenue shall remain with the City of Harlan and shall be expended toward City of Harlan parks as authorized by Iowa Code Chapter 423A.
3. Fiscal Agent. The Shelby County Chamber of Commerce shall serve as the fiscal agent to receive the 50% share of the hotel/motel tax revenue collected by the State of Iowa, that is to promote and encourage tourism. The Shelby County Chamber of Commerce shall serve as fiscal agent without charge. A separate, interest-bearing account shall be established at a bank located in Shelby County to be chosen by the fiscal agent. Any requests for funding approved by the hotel/motel tax committee shall be forwarded to the fiscal agent for payment. 50% of the tax revenues received by the City of Harlan pursuant to this chapter shall be immediately forwarded to the fiscal agent named herein for distribution after approval. The fiscal agent shall provide the

City of Harlan with an annual report detailing all receipts and expenditures from its hotel/motel account.

**SECTION 2. REPEALER.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3. SEVERABILITY CLAUSE.** If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

**SECTION 4. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

PASSED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Jay Christensen, Mayor

\_\_\_\_\_  
Attest: Jane Smith, City Clerk

**RESOLUTION NO. 2516**

**RESOLUTION OF APPRECIATION**

WHEREAS, the City Council has determined that City employees should be honored for their continued employment with the City of Harlan, and;

WHEREAS, the City Council has determined that said employees should receive monetary awards for years of service according to the following provisions:

10 years - \$ 50.00  
15 years - \$ 75.00  
20 years - \$100.00  
25 years - \$125.00  
30 years - \$150.00  
and compensated according to these increments every five (5) years thereafter

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HARLAN, IOWA:

That the following employees be recognized for their continued service to the City of Harlan through the year ending December 31, 2022:

**20 Years of Service (\$100.00)**

Roger Bissen

Fire Department

PASSED AND APPROVED this 6<sup>th</sup> day of December 2022.

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Jay Christensen, Mayor

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ATTEST: Jane Smith, City Clerk



**RESOLUTION NO. 2517**

**RESOLUTION TO ENTER INTO A FARM LEASE AND AGREEMENT FOR  
WASTEWATER TREATMENT PLANT SLUDGE DISTRIBUTION.**

WHEREAS, the City of Harlan's Wastewater Treatment Plant produces sludge as a byproduct of the treatment process, and

WHEREAS, the sludge can provide nutrient value when applied to agricultural ground, and

WHEREAS, Jeff Hundt and Karla Hundt own real estate in close proximity to the Wastewater Treatment Plant making their location ideal for the City of Harlan to distribute the sludge, and

WHEREAS, the City of Harlan ("City") and Jeff Hundt and Karla Hundt, ("Hundt") desire to enter into a Wastewater Treatment Plant Sludge Agreement ("Sludge Agreement"), wherein the City would be allowed to distribute its wastewater sludge from its water treatment plant onto Hundt's designated property (See Attachment A), at the annual price of \$2,500.00 from March 1, 2023 until March 1, 2026, and

WHEREAS, the City and Hundt are also entering into a Farm Lease (See Attachment B), wherein Hundt is leasing 63 acres, more or less, comprised of land surrounding the Harlan Municipal Airport, for a period of 3 years from March 1, 2023 until March 1, 2026, at a price to be determined by the Iowa State University cash rent survey. For the 2023 crop year, rent shall be \$17,262.00, and

WHEREAS, in addition to Hundt leasing the 63 farmable acres, Hundt shall also be allowed to hay approximately 10 acres specified in the Farm Lease over the same three-year period at a cost of \$1,250.00 annually, payable each March 1 during the terms of the Lease.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HARLAN, IOWA:

The Mayor and City Clerk are hereby directed to execute the Sludge Agreement with Jeff and Karla Hundt; and the City Administrator and the Airport Commission are hereby directed to execute the Farm Lease with Jeff and Karla Hundt.

PASSED AND APPROVED this 6<sup>th</sup> day of December 2022.

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Jay Christensen, Mayor

Attest:

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Jane Smith, City Clerk

**CITY OF HARLAN, IOWA**  
**HARLAN HISTORICAL PRESERVATION COMMISSION**  
**DOWNTOWN UPPER STORY AND FAÇADE GRANT**  
**COMPLETION & AWARD REQUEST**

Applicant Name James Sheehan/Patroit's Choice Grant No. 2022-USF004  
Project Address 911 7th St Parcel No. 833114000102  
Property Owner(s) James Sheehan Phone No. 682-553-4174  
Owner's Address 506 Market St, Patroit's Choice LLC  
Upper Story Rehab \_\_\_\_\_ Façade X

I James Sheehan attest that said work has been completed and am requesting release of approved grant funds from the City of Harlan. I have submitted all receipts and documentation for this project.

Signed [Signature] Date 12-1-22  
(Owner)

**CERTIFICATE OF PROJECT COMPLETION**

City building official affirms that the project has been inspected and is considered approved and completed. Permit No. (if required) \_\_\_\_\_

Signed Roger Bessen Date 12-1-22  
(Building Official)

Certificate of Occupancy\* Issued N/A Date \_\_\_\_\_  
(\*If required)

Amount Paid \$ 12,000 Date \_\_\_\_\_

City Check No. \_\_\_\_\_

Signed [Signature] Date 12/2/22  
(Member, Harlan Historical Preservation Commission)