

Personnel & Finance Committee of the City of Harlan, Iowa August 23, 2023

The public was invited to participate in the public meeting via Internet Connection:

Meeting was available electronically via ZOOM <https://us02web.zoom.us/j/83311765361>

Meeting was available by telephone at 1-312 626 6799; Meeting ID: 833 1176 5361

The Personnel & Finance Committee met on Tuesday, August 23, 2023, at 5:00 p.m. in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

*De-notes participating electronically via Zoom meeting

Present: *Troy Schaben, Sharon Kroger, RJ Bielenberg

Absent: None

Also Present: Mayor Jay Christensen, City Administrator Gene Gettys, City Clerk/Finance Director Jane Smith, Fire Chief Roger Bissen

Chairman Schaben called the meeting to order.

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

No conflicts of interest were stated.

Discussion was held on a new Code Enforcement Officer position.

It was moved by Bielenberg and seconded by Kroger to make a recommendation to Council to approve the Code Enforcement Officer position and job description. The motion carried unanimously.

There being no further discussion, the Committee adjourned.

Jane Smith
City Clerk

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

The public was invited to participate in the public meeting via Internet Connection:

Meeting was available electronically via ZOOM: <https://us02web.zoom.us/j/81561813695>

Meeting was available by telephone at 1-312 626 6799; Meeting ID: 815 6181 3695

The Personnel & Finance Committee met on Friday, December 01, 2023, at Noon in the City Council Chambers, 711 Durant Street, Harlan, Iowa.

*De-notes participating electronically via Zoom meeting

Present: Troy Schaben, Sharon Kroger,
Absent: RJ Bielenberg
Also Present: Mayor Jay Christensen, Council members Jeanna Rudolph, Richard Petersen, City Administrator Gene Gettys, City Clerk/Finance Director Jane Smith and Deputy City Clerk Ashley Schleis

Chairman Schaben called the meeting to order.

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

No conflicts of interest were stated.

Discussion was held on retirement/replacement of City Clerk/Finance Director. It was moved by Schaben and seconded by Kroger to make a recommendation to Council to:

- Accept the retirement of City Clerk/Finance Director
- Approve the job description of City Clerk/Finance Director
- Advertise for the position of City Clerk/Finance Director

The motion carried unanimously.

Council member Petersen left at 12:45 p.m.

Discussion was held on personnel vacation and holiday benefits. It was moved by Schaben and seconded by Kroger to make a recommendation to Council to update the holiday benefits, effective December 6, 2023, to include an additional half day on Christmas Eve and an additional half day on New Years Eve, and adjust the vacation hours effective January 1, 2024, crediting the differential between the current vacation schedule and the future vacation schedule per attachment. All future vacation hours will take effect on the employees' anniversary in 2024. The employee handbook will be updated to reflect these changes. The motion carried unanimously.

Discussion was held regarding city hall office hours. It was moved by Kroger and seconded by Schaben to make a recommendation to Council to change city hall hours to 8:00 a.m. - 4:30 p.m. effective December 6, 2023. The motion carried unanimously.

Mayor Christensen left at 1:14 p.m.

There being no further discussion, the Committee adjourned.

Jane Smith
City Clerk

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