

City Administrators Report

Aug 21st-September 4, 2024

Code Updates

City Departments have been reviewing code updates sent back to us from Simmering and Cory. We have all of the suggestions back from City Staff, we will need to review them with Erin and then should be ready for them to get everything updated on their end so it's shown correctly on our website. It will be nice to have these done as many codes need to be updated. Although we have been updated and you can find those updates on our website, they were not updated in the library portion online.

Emergency Planning Meeting

Today, September 4, we shut down City Hall for two hours to review emergency measures in place in the event of a catastrophic event. We have had several new hires and it made sense to provide a refresher on what to do. We originally updated this after derecho hit and reviewed it at that time. Since it's been several years, this was something we needed to do. We may want to do this every year since we have had two storms that could have been worse than what they were.

Central Iowa Regional Managers Meeting

Last Friday I hosted the CIRM's meeting in Nevada, we wanted to go to TE Alderman's but it wasn't open yet. We ended up going to El Mezcalito. We discussed projects and how to better deal with issues with those projects, seems more common than not to have some of the same issues we have had with street projects. Contractors make larger jobs a higher priority because they get paid higher amounts than what city projects pay.

Wastewater Meeting

We have had several meetings about WW. We are still working with Burke and sending them the information they are requesting weekly. We have also been working with the DNR to make sure everything we do complies when we begin operation at the new plant.

CDBG

Emily and I will be meeting with Downtown Business owners to discuss the Façade Grant today (Thursday) on the next steps and to figure out the next steps. The meeting will include the architect for the project as well. We plan to submit this fall for the grant to start in the spring.

Christmas lights/Tree/Ice Rink

Had a meeting last week with whom it included Amber, Marc, Marlys, Josh, Ryan, Joe and myself to get a game plan as to when we can get the lights set up and figure out placement for the Rink and Christmas Tree. The meeting went well and we will have plenty of space to have both the rink and tree in the front greenspace. The tree will be on the west end by the entrance off of 6th Street with the rink abutting it.

InterCity Visit

The Mayor and I will be going to Fargo, North Dakota next week for our InterCity Visit, we leave on Wednesday and will be back on Friday.

WorkIt

I have completed the development agreement for WorkIt, Dorsey & Whitney are now reviewing and editing what needs to change. With their second building, we will allow them to extend their TIF agreement by two (2) years at 50% per year. They plan on having this built by the end of the year.

Capstone

Dorsey & Whitney are working on this agreement currently, I started working on it but because it is such an odd project, I needed their assistance. We should be seeing that in October

NEDC

Dorsey & Whitney is also working on this agreement. This agreement revolves around the 51 acres we have for sale on the West Business Park. As mentioned in the past, we are setting it up to require 15k/ acre and 50% of proceeds after the 15.

Business Grant

We have had some interest already with the business grant-2 inquiries. The one that has been through the process is an outdoor business that is interested in being downtown. I think this will be a fun addition to town.

Interviews

We conducted final interviews for the WW and Water positions and have made hires. There is a total of three hires. 2 for WW and one for water. The second for WW will primarily work out of streets televising lines and the infrastructure.

F&G Avenues

This project is finally completed. Took longer than we hoped but I am glad it is finished.

19th Street

This work continues, streets department will work on laying rock on part of the portion either Friday or beginning next week. We are hoping Manatt's will come in and start asphalt but that will all be determined by how much our Streets Department gets done.

Monthly Meetings

- Wellness
- NEDC
- Foundation



STAFF MEETING AGENDA

Monday, September 2 @ 9:00 A.M

No Meeting Due to Holiday



MEMO

To: Nevada Mayor and City Council

From: Brandon Mickelson, PE

Subject: Monthly Project Update from HR Green, August 2024

Date: September 4, 2024

On-Call Engineering Services – 40100100

HR Green provided the following on-call services:

- Attended City Council and CIRTPA meetings.
- Northview subdivision review
- Key Co-op site review
- EV charging application CIRTPA/Des Moines MPO
- Trail erosion near Indian Creek railroad canopy recommendations

US 30/580th Interchange Well Water Main Relocation Project – 2302726

This project consists of the relocation of Nevada's 16" Well Water Main in the vicinity of the new US 30/580th Avenue Interchange from the intersection of US 30 and Sand Hill Trail east to 580th Avenue and then north along the existing 580th Avenue right-of-way to the north end of the interchange project. The Iowa DOT will be responsible for all costs associated with this project, including construction, design, and construction phase services.

The last section of water main relocation installation was completed, with pressure testing anticipated in early September. Project closeout will follow.

It was originally estimated the water main relocation would take seven to ten weeks to complete. HR Green is providing full-time construction observation services and is coordinating this effort with the Iowa DOT. Iowa DOT will be responsible for all costs associated with the construction phase services to be provided by HR Green for the project.

Sponsored Projects - 191900

Nevada Sponsored Project Final Design – 191900.03

- Three 3 bid packages are moving ahead to final design.
 - Project A – West Indian Creek (Lincoln Way to E Ave)
 - Project B – Tributary to West Indian Creek
 - Projects ABC – Vegetation Contract
- Pre-construction meeting for Project C – Harrington Park held on 6/5/24.
- Permit Applications are under active review – Projects A and B only
 - USACE permit issued
 - DNR floodplain permit comments also being addressed (resubmittal sent to DNR on 6/3/24) – Still waiting on permit reviews (Delays on DNR end due to backlog created by actual flood response earlier this year)
- Next steps
 - Final permits to be received (Projects A, B, and vegetation contract)

- Design moving toward 100% milestone for remaining 3 bid packages (Projects A, B and vegetation contract)
- Harrington Park (Project C) construction started on 8/5 and is well underway.

GIS Services – 181696

- On-Going GIS Maintenance on GIS Server and Online Web Maps and Web Applications.
- Upgrading server from Enterprise 10.9.1 to 11.3

Wastewater Treatment Facility – 160473

- Phase 1, Site Preparation:
 - Work was completed as of 5/14/21.
- Phase 2, WWTF Plant:
 - Held construction progress meeting with WBCI on 8/21.
 - Next construction progress meeting is scheduled for 9/25.
 - On 5/21, a tornado impacted the WWTF site causing damage to multiple buildings and the site. WBCI has contacted their insurance carrier and adjusters were on-site on 5/29. HRG has been coordinating with WBCI regarding next steps and WBCI will be providing updates when available. WBCI is still “in-control” of the site and claim(s) would be made against the Builder’s Risk insurance policy. Temporary roofing repairs and temporary Admin Building garage doors were installed by WBCI on 5/23. WBCI has not provided an updated project schedule showing impacts from the tornado damage. WBCI is expecting final report on damages from their insurance carrier very soon; Insurance adjusters report on building damage was received on 7/24/24; Engineer’s report on the structural inspection for insurance claim was received on 8/27/24
 - Current work items underway includes: PEMB repairs and roofing repairs from tornado damage.
 - HRG completed preliminary electrical and controls walkthroughs on 4/23 & 4/24; completed preliminary mechanical walkthrough on 5/2.
 - Progress schedule shows project is behind schedule to meet updated contract completion date; however, delays with Phase 3 completion will result in the inability to complete process startups and place the facility into operation until late 2024 assuming Phase 3 meets its scheduled startup date (see below).
 - WBCI submitted a request for Substantial Completion on 7/23/24; after considerable discussion HRG recommended denial of the request based on the work not being considered Substantially Complete and ready for its intended use due to the tornado damages and the related outstanding claim; HRG was informed that the City’s insurance carrier would not provide property insurance for the facility until the tornado damages and claim have been settled; The City and HRG discussed and decided to provide lists of observed outstanding items (not an official punchlist), formal written verification related to the assessment of liquidated damages for the work completed prior to the tornado event, and a schedule for plant startup based on Phase 3 progress schedule.
 - Build out of the WWTF well was approved via CO #5 on 8/12; WBCI anticipates this work starting within a couple of weeks
- Phase 3, Lift Station:
 - Held construction progress meeting with Boomerang on 8/21.
 - Next construction progress meeting is scheduled for 9/25.
 - Work performed this period includes:
 - Finish Install of roofing system
 - Miscellaneous electrical, plumbing piping, and HVAC install
 - Interior painting
 - Process piping installation
 - Installation of 15-inch and 36-inch sanitary sewer piping and manhole structures

- Storm sewer piping installation
 - Floor repair in Service Area
 - Wall rub in lower Screen Room
- Wall pour issues update:
 - Major wall pour completed on 10/4. HRG is working with Boomerang for remedy on defective work from wall pour. Boomerang's subconsultant (Terracon) has completed wall scanning effort and provided a summary report regarding voids (visual and subsurface). Additional issues with concrete cover over reinforcement was noted in Terracon report. HRG formally responded with comments on the Terracon report and requested Boomerang to provide formal response regarding plan to remedy and impact to schedule. Boomerang has hired a third-party structural engineer (Shuck-Britson) to assist them with further investigation and development of remedies to the defective work. Boomerang and their third-party structural engineer completed an on-site review/investigation on 2/13. They developed preliminary proposed remedies and submitted to HRG for review on 2/21. HRG review proposed remedies and provided feedback on 3/2. Boomerang submitted updated final proposed remedies on 3/27. HRG reviewed the updated remedies, met with City staff to review and discuss our recommendations on 3/28, and formally responded to Boomerang on 4/4. Decision and response to Boomerang is to allow commencing with proposed remedies with conditions to retain Shuck-Britson to assist with repair and providing a 10-year warranty bond on all repairs. Both conditions would be at no cost to the City. Boomerang's formal response accepting the City's conditions was received on 4/26; however no preliminary schedule to complete repairs accompanied their response. Boomerang has continued working on wall repairs within the screen room and screen room stairwell areas (interior and exterior); most repairs to the lower walls are complete. Boomerang and Shuck-Britson were on-site 2/26 to review wall patches that appeared to be "defective"; Boomerang completed rework of numerous patches under the direction/observation of Shuck-Britson; wall patching work has been completed.
 - HRG is tracking labor effort related to defective wall pour activities separately from other construction administration/observation efforts so there is a record of related engineering costs to withhold/offset from project payment to Boomerang.
- Upper Wall & ground floor slab pour issues update:
 - HRG completed site visit for full observation of upper wall and ground floor slab pour on 9/28/23; HRG issued formal notice of defective work to Boomerang on 9/29/23; Boomerang has been completing wall repairs following the same repair procedures as the lower wall repairs; Boomerang developed and submitted a repair plan for the suspended slab and upper walls on 11/22/23 with additional information submitted on 11/28/23; HRG reviewed the repair plan and return comments/questions to Boomerang on 12/4/23 for further clarification; Boomerang responded to HRG's comments/questions on 12/15; Conference call with HRG, Boomerang, SBI, and City was held on 12/22 to further discuss repair proposal; City gave final direction for approval of repair proposal and HRG issued formal notice to Boomerang on 12/26; Boomerang has scheduled a meeting with City and HRG on Jan. 2nd to discuss City's condition of approval to provide a 10-year warranty on repair work; Boomerang and Shuck-Britson were on-site 2/26 to review wall patches that appeared to be "defective"; Boomerang completed rework of numerous patches under the direction/observation of Shuck-Britson; Boomerang has removed and reset all floor hatches in the Service Area to correct per plan elevation. Boomerang has ground the floor slab to the correct plan elevation; HRG and City staff noted three minor wall patching issues in the screen room and notified Boomerang to address on 6/19; Boomerang has reset

and repaired the slab around the last floor hatch in the Service Area as of 8/2; HRG observed wall rub in lower Screen Room on 8/21 and finds the workmanship/quality to be unsatisfactory, HRG notified Boomerang of findings and requested the work be corrected.

- HRG is tracking labor effort related to defective upper wall & ground floor slab pour activities separately from other construction administration/observation efforts so there is a record of related engineering costs to withhold/offset from project payment to Boomerang.
- Boomerang's systems integrator subconsultant (Jetco) informed all parties at the 10/18/23 progress meeting about a new significant delay related to delivery of the project's electrical gear (Motor Control Centers). The systems integrator has presented an alternative electrical gear arrangement as a means to mitigate this issue. HRG evaluated this alternative, impacts to the project schedule, and cost impacts and presented this information to City staff in a virtual meeting on 11/16/23; City staff decided to reject the proposed substitution; Boomerang was formally notified of this decision on 11/17/23 and an updated progress schedule was requested; On 12/13 Jetco provided an updated MCC delivery ship date of 6/21/24 from the factory; Boomerang provided an updated construction progress schedule at the 4/24 progress meeting showing MCC delivery on-site at 6/28/24; MCC was delivered on-site on 7/23/24.
- Boomerang was investigating if a temporary bypass pumping arrangement is an option to allow startup of Phase 2 work until Phase 3 is operational. On 10/24/23 HRG, Boomerang, and City staff discussed a temporary bypass pumping arrangement in detail and the general outcome of the discussion was this is not a feasible option due to multiple different factors
- Based on HRG's observations, the last received progress schedule (8/21/24), and the electrical gear delivery delay, Boomerang appears to be at least 74 weeks behind schedule to meet the current contract substantial completion milestone/date (June 9, 2023) based on a lift station startup date of 11/8/24. The current construction progress schedule does not include the project's final completion milestone/date; however, HRG would estimate the work being fully complete by the end of Dec 2024 with seeding occurring in Spring 2025 (original: September 30, 2023).
- Phase 4, Force Main and Trunk Sewer:
 - The project was declared Substantially Complete as of 4/12/24.
 - Future construction progress meetings will be schedule on an "as-needed" basis until the project is fully complete.
 - Abandonment of existing 8" gravity sewer is complete less the final ~300' due to potential service line connection conflict which is being investigated. There is apparently an active service line connection from the condo units on the south side of Highway 30 that are preventing this sewer line to be completely removed. The City will need to work with the property owner(s) to relocate their sewer service connection to another part of the collection system as the 8-inch gravity sewer in the Highway 30 right-of-way will ultimately need to be removed completely.
 - Fiber optic cabling installation work commenced the week of 12/4/23 with reinstallation of damaged/destroyed conduit and handholes within the IDOT S14 project work area followed by aerial fiber optic cable installation. Note that end connections cannot be completed until Phases 2 & 3 will allow. The City will need to determine how/if to assess the IDOT for reinstallation of fiber optic conduit and handholes damaged as part of the IDOT S14 project by the IDOT's contractor. End connections and fiber optic cable installation is anticipated to begin within a couple of weeks once associated conduit and handholes on Phase 3 are installed (Phase 2 is ready).

2024 Street Improvements, Division 1, Street Reconstruction – 2303452

- Construction on I Avenue between 8th Street and 9th Street, and 9th Street from I Ave to H Avenue has been completed and is now open to traffic. Underground utility work for 9th Street south of H Avenue is currently taking place. Frequent rainfall has slowed project progress, especially during the early stages of the project where a majority of the work was underground. H Avenue west of 9th Street and the intersection of H Avenue/9th Street, is anticipated to be prepped and paved in the next couple of weeks, due to minimal utilities in this area. 9th Street utilities south of H Avenue should be complete by that point and prep and paving of 9th Street south of H Avenue should take place shortly after. Once H Avenue/9th Street intersection is open, H Avenue east of 9th Street will be closed for reconstruction. Construct has been making good progress with the more recent stretch of dry weather.
- A meeting with the City/school/contractor/HRG was held on Thursday 8/8 to discuss communication/updates during the school year.

North Well Field Exploration - 2303590

- Northway (well drilling sub) is drilling test wells to confirm aquifer characteristics and water quality.
- Upon completion of the test wells, HR Green to incorporate test well data and results along with draft documents above and recommended improvements into a final Report.

19th Street Trail – 2402192

- This project consists of a 10' wide trail along 19th Street from South G Ave to Lincoln Highway.
- Construction has started and excavation has begun along 19th Street starting at the south end and heading north. Subbase and paving to follow.



NEVADA PUBLIC SAFETY DEPARTMENT

1209 6th Street - P.O. Box 530 Nevada, Iowa 50201 Tele: 515-382-4593



Chris Brandes
Public Safety Director
Chief of Police

To: Mayor and City Council
From: Chris Brandes, Public Safety Director/Chief of Police
Date: Wednesday, September 4, 2024
Ref: Report for City Council Meeting for Monday, September 9, 2024

Staffing

We have one applicant who has accepted a police officer position. She is certified and will start September 16th. Swear in will be on September 23rd.

We are still in the vetting process for additional candidates in this hiring process. A new hiring process is started due to the limited number of applicants still in consideration.

SRO VanderHart has been in the school for approximately 2 weeks now.

Senior Officer Sean Seymour will be attending Rifle Instructor School in September. Currently the department only has 1 rifle instructor, Seymour will be the second.

Activity

The police department has either responded to or self-initiated 426 calls for service in the month of August.

Traffic stops: 124

Medical Assists: 32

Animal Calls: 31

General Info: 29

Suspicious person: 20

Respectfully submitted,

Chris Brandes
Public Safety Director
Chief of Police



NEVADA PUBLIC SAFETY DEPARTMENT

1209 6th Street – P.O. Box 530 Nevada, Iowa 50201 Tele: 515-382-4593



Chris Brandes
Public Safety Director
Chief of Police

TO: Chris Brandes, Public Safety Director
FROM: Ray Reynolds, Director of Fire and EMS
DATE: September 3, 2024,
REF: Activity report for Trustees, City Council and Honorable Mayor.

Calls to date in 2024: 496
Calls to date same time last year (2023): 560

Fires for Aug 2024: 0
EMS for Aug 2024: 42
Good intent for Aug 2024: 13
Weather events for Aug 2024: 0
Community events for Aug 2024: 11

Current roster number of members: 47
Narcan used this month: 0

Membership:

Simon Mulder was added as our 3rd non-resident firefighter. He lives in Ankeny currently but works within the fire district at BASF as a seed breeder for hybrid soybeans.

Peyton Alderson lives in Nevada and works at Brown’s Heavy Equipment in Ames.

We will have more information from them for the next council report. We have two potential additional applicants starting the process who have expressed interest in joining the fire department.

Lincoln Highway Days

The fire department had the following events during the Lincoln Highway Days week and the following week after.

Fire and medical stand by at the truck pull	Flag display at the rodeo
Fire Department Hog Roast	Medical and fire stand by at the rodeo
LHD Parade	Flag display at Lincolnway Energy Ag demo
LHD water fights	Flag set up for Party in the Pasture Ag event
Water the fair ground arena for the rodeo	Flag set up for the truck pull was cancelled last minute because they had a sponsor who wanted their own flag on a crane.



Limited Response Issues- Delayed Response / Extra Requests

I am tracking calls when we have minimal response or a delayed response to fire and medical calls. In the last month, there were three fire alarms and a lift assist call where volunteer staff were not in town or unavailable to respond causing a delay in getting an apparatus to the call. Several of the staff indicated the week was too busy and they were not able to get family things done. We will be evaluating the extra requests we get as we had 10 community events to support this last week. Just today, I received 5 requests for events the fire department is being requested to attend. The fire department understands the importance of participating in the community, however, at the risk of losing emergency responders and not making 911 calls, this is something we really need to take a look at. Last year we participated in 162 extra events outside of 911 calls.

- 1) 7/16/24 12:56 pm Fire alarm at Little Cubbies Day care- 12-minute delay staff on another call at Cornerstone church.
- 2) 8/28/24 Fire alarm at Burke Marketing 1516 S. D. Ave – multiple sensors going off. paged Colo, Cambridge, and Maxwell. NFD assistant chief responded within minutes but only two FF responded. (Paged NFD multiple times and two responded)
- 3) 8/30/24 7:31 am Fire alarm at Central Elementary Police cleared building and disregarded FD before a unit could respond.

I am hoping as our 3rd party fire alarm review company IROL takes hold, we can reduce nuisance fire alarms and add credibility when a fire alarm activates, it would likely be for a real fire event. We have some real issues with the quality of fire alarms in our community. This may be adding to the issues of response to fire alarm calls.

Fire Department Awarded \$60,000 FEMA Assistance to Firefighters Grant for New Bunker Gear

In a bit of good news, FEMA awarded the department \$60,000 for new bunker gear. The department has 21 members that need new bunker gear. This award will cover between 16-18 sets of gear depending on which brand the members select. In the last three years, the department has worked very hard to put our members in the best quality firefighting protective gear. The new gear shown below has a new inner liner that is free of cancer causing PFAS material found in most other firefighter bunker gear. The department made the switch to Lakeland and Fire Dex as our two gear options. When firefighters choose their own gear, get issued a new helmet, new gloves, new hoods, and new leather boots when they join, we see an added level of morale, pride, and safety.



Firefighter Amberly Alberts demonstrates her new set of Lakeland firefighter bunker gear.

The Lakeland gear costs \$3540 per set. The Fire Dex gear costs \$4200 per set. At this point our members like the wear and comfort of these two brands. You may also notice the department switched from tan gear to more of a traditional look of black bunker gear.

Other FEMA grants we have obtained:

- Station emergency generator
- New gloves and nomex hood
- Smoke alarms and home oxygen thermal fuses
- 3 sets of Bunker gear
- Battery extrication tools
- Bullex fire extinguisher training prop

Note: Some of our recent FEMA successes are directly related to the opportunity I get to review FEMA grants in Maryland for AFG and FP&S grants. Scoring grants helps me know what works in the grant and what doesn't. FEMA pays for peer review travel during these grant review periods. I have reviewed grants for several years with a few being on-line grant review sessions.

The Nevada Street Department has been working on.

1. 19th Street trail project underway
2. Hung downtown banners
3. City vehicle maintenance
4. Preparing to install stop signs at 6th and E avenue
5. One calls
6. New speed limit signs put on Lincoln Way
7. Mowing ditches
8. Working on tile at the new WWTP
9. Assisting other departments as needed
10. F and G avenue projects punch list
11. Elementary project moving along

September 9th, 2024 Council Meeting

To: Mayor, City Council and Administrator

From: Shawn Ludwig, Water Superintendent

Water Department Council Report

- Busy with Plant maintenance
- Reading meters.
- On-Track did the final two tie-ins on the 16 inch well line.
- Work with contractor on project around the Elementary.
- Nathan Hovick started work on Aug 29 for the water dept.

September 9th / 2024

Water Pollution Control Council Report

- Regular operation, monitoring & maintenance of the wastewater treatment plant, lift station, and remote flow basin.



September - 2024

To: Mayor, Brett Barker
Nevada City Council
City Administrator, Jordan Cook

From: Tim Hansen, Director of Parks and Recreation

Re: Monthly Information Report

- Field House Project:
 - Internet Fiber was bored/connected into the building. This will allow us consistent connectivity and will also serve as a backup to City Hall when needed.
 - Sound panels have been delivered and staff will put them up in the coming weeks as they have time.
 - There a couple of windows on the west side that have now shown some leaks. The contractor is aware and will be addressing the issue.
 - Still working with the RMH and contractor on the turf seams.
- SRF Sponsored Projects:
 - Harrington Park should be substantially complete with grading in the next week or so if weather stays good. We will have to come up with a plan to relocate/reconnect the water and sewer lines to the restroom building by the shelter that were exposed during grading. The first pay application is on the agenda.
 - Waiting on the last DNR permit for the West Indian Creek project.
- RFP's for professional services for the splash pad project are out with a return date of September 16th. We will then have a committee review and score the proposals for a recommendation to the Park Board and then the Council in October.
- RFP's have been sent out for the replacement of a UTV with a snow blade with a return date of September 13th. This is needed so we have two units with blades to help with trails, etc., especially since we are adding 2 additional miles of trail this year.
- 19th Street Trail Project is progressing.
- Taking down ash trees as we have time. So far this year, we have removed about 45-50 trees.
- Planning fall programming and activities as well as coordinating winter programs at the Field House.
- Staff, City Council, Safety, and Nevada Foundation meetings.

If you have any questions, please feel free to contact me at 382-4352 (Office), 291-0747 (Cell), or by email at thansen@cityofnevadaiaowa.org.

For: September 8th, 2024 Council Meeting

To: Mayor
Nevada City Council
City Administrator

From: Erin Coughlin, Library Director

Nevada Public Library Council Report

- I will be attending the ARSL (Association for Rural and Small Libraries) Conference in Springfield, Massachusetts from September 10th – 14th as part of the Leadership Institute I was accepted into for ARSL. I'm excited to learn and make connections with other library leaders in small and rural libraries across North America.
- September is National Library Card Sign Up month, and I encourage all council members and city employees to sign up for a library card if they don't already have one (or renew their accounts). We can set examples for the rest of the community about utilizing all the library's amazing resources! We had a fun sign made so once you get your card, we can take a photo of you with our giant library card to share on social media!
- Banned Books Week falls in September from the 22nd-the 28th. We had a social media post that was intended to be satirical that went a bit viral by our standards. We hopefully cleared things up with our follow up post, but we are glad discussions about censorship and the freedom to read are happening. We plan to do more informational and educational posts this month as we believe that is part of our job and our mission statement which directly references supporting the ALA's Library Bill of Rights and Freedom to Read statements. If anyone comes to you with concerns or questions, I'd love to help educate community members about both NPL's policies on collection development and access to information, as well as the history of book challenges in the U.S and Iowa, as I recently was added to the Iowa Library Association's Intellectual Freedom Committee.
- Youth Programs have started up again! Our schedule of programs for youth from September through November is as follows:
 - Tuesdays 10:30AM Toddler Time (0-3 years)
 - Wednesdays 3:30 PM
 - T.A.L.E.S. (Tweens At the Library Eating Snacks – 4th-6th grade)
 - Teen Lounge (7th-12th grade)
 - Thursdays 3:30 PM STEAM Lab (K-3rd grade)

LIBRARY BOARD OF TRUSTEES MONDAY, AUGUST 19, 2024, 5:00 P.M.

Chairperson Allison Severson presided and convened the regular meeting of Nevada Library Board of Trustees on Monday, August 19, 2024 at 5:00 p.m. at the Nevada Public Library, 631 K Avenue, Nevada, Iowa. The agenda was posted on the official bulletin board in compliance with the open-meeting law.

The roll was called indicating that the following named Trustees were present and absent. Present: Emily Fulton, Tim McLaughlin, Theresa Presley, and Allison Severson. Absent: Priscilla Gammon and James Woodard.

Others in attendance were Library Director Erin Coughlin, Henry Corbin, and Donna Mosinski.

Motion by Board Member Tim McLaughlin, seconded by Board Member Theresa Presley, to approve the agenda as posted. The roll being called, the following named members voted. Ayes: McLaughlin, Presley, Severson, and Fulton. Nays: None. Chairperson Allison Severson declared the motion carried.

There was no one present who wished to address the Board at this time.

Motion by Board Member Tim McLaughlin, seconded by Board Member Emily Fulton, to approve the following consent agenda items as submitted:

- (1) Approve **minutes** of the July 23, 2024 regular meeting
- (2) Approve August 2024 **claims** totaling \$11,240.28 (see attached list)
- (3) Accept and place on file the Director's **memo** dated August 16, 2024
- (4) Accept and place on file July 2024 financial report

The roll being called, the following named board members voted. Ayes: McLaughlin, Fulton, Presley, and Severson. Nays: None. Chairperson Allison Severson declared the motion carried.

Erin reviewed the sky light replacement quotes that she had received and there were inconsistencies on what was bid. She will have them rebid for 10 skylights with new flashing installed and removal of the material.

Motion by Board Member Tim McLaughlin, seconded by Board Member Theresa Presley, to approve the Nevada Public Library Strategic Long Range Plan 2024-2029. The roll being called, the following named members voted. Ayes: McLaughlin, Presley, Severson, and Fulton. Nays: None. Chairperson Allison Severson declared the motion carried.

Safe Child and Vulnerable Adult Policy

Motion by Board Member Theresa Presley, seconded by Board Member Tim McLaughlin, to approve the Safe Child and Vulnerable Adult Policy as amended. The roll being called, the following named members voted. Ayes: Presley, McLaughlin, Severson, and Fulton. Nays: None. Chairperson Allison Severson declared the motion carried.

Library Director Erin Coughlin reported on:

- Friends of the Library have committed \$1,250 to update the water fountain to include a bottle filler. The remainder can be paid using state money or CIP funds.
- The Summer reading program was successful. They had at least 241 individual kids turn in reading logs.
- Erin will not be at the September meeting and will be sending out the packet early.
- Staff is adjusting the computer use procedures to not allow kids to be playing games all day.

For Continuing Education, the board reviewed the PLA Tech Survey Results. The discussion lasted 13 minutes.

The next meeting will be held at 5:00 p.m. Monday, September 16, 2024.

There being no further business to come before the Board, it was moved by Board Member Tim McLaughlin, seconded by Board Member Emily Fulton, to adjourn the meeting. The roll being called, the following board members voted. Ayes: McLaughlin, Fulton, Presley, and Severson. Nays: None. Chairperson Allison Severson declared the motion carried. At 5:52 p.m. she adjourned the meeting.

ATTEST:

Priscilla Gammon, Secretary

Allison Severson, Chairperson