

City Administrators Report

September 19th-October 9th, 2024

Sponsored Project-

With some of the changes and change orders, we reached out to Regan with the Iowa DNR and make sure these qualified and eligible under the SRF program. Her response was positive and the updates are eligible.

Trail Project

If you have had the chance to drive on 19th Street, you have probably noticed they are moving right along with the project. The Asphalt has been installed. Grading will be something that still needs to be completed and we will have to do the ADA intersections. The plan was to have city staff install the ADA intersections but I am not sure if they will have the time so we plan on getting bids for the intersections. Depending on what they come in at will be the determining factor on whether or not we have staff do this.

CIP

A group of us met this week to discuss what projects we wanted to focus on this next fiscal year. Because we have not bonded and paid for projects out of reserves, we plan to do more road work in the upcoming fiscal year. We also have State Transportation funds available to us. Some of these funds are already spoken for with the overpass and interchange projects, but we will still have some available. The rest of these funds plan to pave the north side of 600th Ave because we have a contract to do so and haven't. I think this will help with some of the issues we have with gravel on this road as we have had to apply and restabilize this road many times over the past two years. The other projects we plan to do that are not finalized are 5th-8th on N Avenue, 8th-11th on E Avenue, and N 11th Street. Joe will start televising these streets and check the condition, if the lines are in good shape and lined, we will be able to do an overlay on these roads. If not, we will need to do full construction which will limit what we can do, due to financials.

Lead and Copper Report

Shawn has completed and is working on submitting the report, he has been getting an error message when trying to submit. We think this is due to the size of the report. We have been diligent in replacing these over the years during construction projects so fortunately, we do not have as many as some communities have.

Verbio Agreement

One of the requirements from the DNR was to update and submit the Verbio agreement. This was not done because they have not been in full production and have not been discharging to the WWTP. They did submit their readings on amounts for backwash which is raw water from their production and have decided to discharge in their decantation tank to re-use within their process, this helps us out quite a bit because it is high in iron which is something we are unable to process through our plant. Regardless, they will need an agreement if they ever do decide to discharge any other types of waste other than typical in-house sanitary. They currently have the most updated draft in their possession and we are waiting for any comments they have and a signature.

RFP for Splash Pad Review

The RFP's for the splash pad were all turned in and we had five submitted, all were great proposals but some more than others stood out. Tim is getting a meeting together so we can review these and have an action form for the council so they can make their decision.

WW Agreements

As mentioned above, we have an agreement with Verbio but will still need to work with other businesses in town to complete their agreements.

WW Updates

We received word from Boomerang about their concern about the strikes and hurricanes on how it could delay some of the materials getting shipped but we now believe, this will not be an issue. The HVAC units have been ordered and are expected to ship on 10/30/24 but we are unsure of the delivery date. We were told before we knew they were ordered that there would be a five-week delay after being ordered and an additional 3-week delay for the Heresite finish on these units which is necessary. The MAU and Power ventilators still have not been ordered.

FRA

Joe and I met with the Federal Railroad Association Inspector; he was here to inspect all of our crossings. For the most part, we are in good shape but because many of these medians were installed some 30 years ago, we are out of compliance with the approaches. Frank (FRA) mentioned he is not overly concerned as he sees this frequently but mentioned he would like to see this taken care of. Joe is coming up with a plan on how to rectify this issue.

NEDC

We have received the agreement from Dorsey and Whitney about the 51 acres and working with NEDC. I will be sending that off shortly to Brenda after I confirm a few things in the agreement. After I send it and talk with NEDC about it, I will have them sign and it will be on the agenda. I am hoping we can have this at the first meeting in November.

Rotary and NEDC

Both the Rotary and NEDC have had a tour of the WWTP, there were good questions from both groups and I believe they all were quite amazed by the plant.

Wayfinding signs

We have received a mock version of the wayfinding signs and have installed it on the light pole at the alley before 6th and Lincoln Hwy on the southside of the road, please take a look if you have the chance. The design group did a great job with these.

Old DQ

I am sure you have seen some work being done at the old DQ site. The work to mitigate the soil has started and the tanks have been pulled. It is my understanding, that there is a waiting period for the ground to sit and aerate before it can be utilized or built on.

Health Insurance

We had a good year for health insurance, we will be seeing a slight decrease of about 2%.

Leadership Training

Went to a leadership class last week which talked about a personalized action plan, accountability, issues, impact, and providing a caring and supportive relationship in the workplace. The idea is to create a plan of success to have a strong foundation so issues can be identified and defined in order to provide accountable actions. The biggest takeaways from the class were to discuss issues while small so they do not get bigger in the long run and to cite observed behaviors, do not jump to a conclusion.

Discover Ames

For the past few years, the PPL group has gone after the Discover Ames grant for the event, we will be doing so again this year. The grant is due on Friday and will have it submitted by then. I personally believe this has helped tremendously on getting the word out for the event and think this will continue to help gain popularity.

Monthly Meetings

Foundation

Rotary

NEDC

AEDC



STAFF MEETING AGENDA

Monday, October 7th @ 9:00 A.M

- a. City Administrator
 - i. Harrington Park
 - ii. Capstone
 - iii. Downtown
 - iv. WWTP
 - v. 3E Partners
 - vi. Housing
 - vii. FRA
 - viii. Wayfinding Signs
 - ix. Front Digital Sign
 - x. Leadership Training

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Kerin Wright
City Clerk
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October 7, 2024

TO: Mayor - City Council Members
City Administrator Jordan Cook

FROM: Kerin Wright, City Clerk

FY26 Budget Season is upon us! Staff is sending out worksheets to departments and gathering data for the council budget committee's (Mayor, Skaggs, Neelson) first meeting on Monday, October 28th immediately following the regular council meeting. Attached is the tentative Budget Timeline.

Staff is continuing to follow up with the State Auditor's office. The goal is to have our report in hands by December. One item they are probably going to be commenting on is paying sales tax. Some purchases were made with vendors that we don't have an account with. However, they might be the only place that provides the product. Staff has been made aware to strive to order only from those vendors we have an account or take the time to set up an account to receive tax exemption on the order.

Work continues on the year end reports and preparing for the TIF Certification, all due by December 1. Rebate payment estimates are being finalized and will be reviewed by developers.

Staff met with Benefit Source to review our health insurance renewal. The renewal came in about 2% lower than last year. We are building a reserve with our partial self-funding that can be used to help offset any years that our renewal isn't as good. A meeting was held with the insurance committee to review the renewal. Our employee meeting to begin enrollment will be held on Monday, October 28th.

REMINDER: The first council meeting in November is on a TUESDAY due to the Holiday on Monday, November 11th. **Tuesday, November 12th will be the first meeting in November.**

Kerin Wright
City Clerk/Finance Director

*Previous City Budgets can be found on the Department of Management website:
https://dom.iowa.gov/city_budgets

**FY25/26 Budget,
 LOT, Hotel/Motel, Equipment Replacement
 and Capital Improvement Planning Timeline
 September 2024 – April 2025**

September 2024	Public Works begins CIP planning. Equipment Replacement (15-year outlook) and Capital Improvement Project worksheets go out to the department heads. One-on-one meetings with City Administrator/City Clerk, if needed. Meet with Insurance Rep & Committee and Wellness Committee.
10/18/24	Equipment Revolving worksheets due back to administration. Budget worksheets sent to Department Heads
10/28/24	City Administrator, City Clerk to meet with Council Budget Committee (Mayor Barker, Skaggs and Nealson) immediately following regular council meeting to review and discuss an overview of the city's budget process.
11/06/24	City Administrator and City Clerk to Meet. City staff finalize LOT and H/M spreadsheets for the Council Budget Committee.
11/08/24	Budget Worksheets due back from Department Heads
11/18/24	City Administration and City Clerk begin meeting with each department head
11/25/24	City Administrator and City Clerk to meet with Council Budget Committee (Mayor Barker, Skaggs, Nealson) specifically on recommendations for Equipment Revolving, Human Service Groups, CIP Projects, LOT, and TIF Projections. (Meet from 6:30-7:30) p.m. AFTER the City Council meeting
12/02/24	City Administrator and City Clerk to review all budget docs.
12/09/24	City Administrator and City Clerk to meet with Council Budget Committee (Mayor Barker and Council Members Skaggs, Nealson). Committee meet briefly after council meeting at 6:30 p.m.
1/13/25 OR 1/27/25	Council Budget Committee and Staff present recommendations to full council based on Local Option Tax, Hotel/Motel, and Tax Increment Financing revenues and City Capital Improvement Projects proposed.
2/10/25 *Tentative	Regular Council Meeting – Budget Work Session AFTER the regular scheduled meeting.
2/24/25	Approve Levy numbers to submit to the County. Submit by March 5 (1st if possible) send PH notice to paper to publish on 3/13/25 after council mtg. Set NEW Public Hearing Requirement (Levy) for 3/24/25 to discuss levy #'s submitted to County. (Send PH Notice for ACTUAL budget to paper for publication on 3/27/25)
3/05/25	Report due to DOM for levy numbers for County mailing by March 5 th
3/06/25	Send to paper to PUBLISH PH Notice in paper for the 3/24/25 levy hearing
3/20/25	Send to paper to PUBLISH PH Notice in paper for the 4/14/25 Budget Hearing
3/24/25	Separate Mtg at 6:00 pm Hold the NEW PH Requirement (Levy). At the regular meeting (6:15 pm) on the same night, SET PH for Actual Budget Adoption for 4/14/25
3/27/25	Publish PH Notice for FY25/26 Budget for 4/08/24
4/14/25	Hold PH for FY25/26 Budget Adoption, Adopt budget
4/30/25	Filling Deadline for FY25/26 Budget (NEW)

Created 9/16/2024



MEMO

To: Nevada Mayor and City Council

From: Brandon Mickelson, PE

Subject: Monthly Project Update from HR Green, September 2024

Date: October 9, 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
- Review resident concerns

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 completed in September. HRG is currently coordinating project closeout procedures including receiving as-builts from the contractor to include into the record drawings, conducting final walkthrough and providing documentation required by the DOT. Reimbursement will occur once project closeout is complete.

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
- Project C – Harrington Park is nearly complete.
- Permit Applications are under active review – Projects A and B only
 - USACE permit issued
 - DNR floodplain permit comments also being addressed (comments received in September)
- 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 nearly complete. Sewer and water services to the restroom on the east side of the park were temporarily disconnected during construction but will be restored before spring.

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. This is scheduled for October 17th and 18th. City should plan to have web maps and applications unavailable for the duration of those days. An email will be sent when the upgrade is completed and they are able to resume access.

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 scheduled 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, 9th Street from I Ave to H Avenue and H Avenue west of 9th Street has been completed and is now open to traffic. Underground utility work for 9th Street south of H Avenue is wrapping up and grading/paving will follow shortly. H Avenue east of 9th Street is closed and underground work is underway. Frequent rainfall early in the construction season, when a majority of the work was underground slowed project progress. The recent stretch of dry weather has allowed Con-Struct to make good progress.

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.
- Division 1 work (earthwork/utilities) is complete. Division 2 (paving) is in progress. Asphalt paving is expected to be completed the week of 10/7, with concrete connections near intersections and final grading 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, October 9, 2024
Ref: Report for City Council Meeting for Monday, October 14, 2024

Staffing

Officer Friedrich is in week 2 of her training program. Officer Joseph Meyer will be sworn in on October 14. Officer Meyer will attend ILEA from January to April, 2025. The department continues to interview and vet additional applicants for open positions.

Department staff conducted driver's training on October 8th and 9th. The department has firearms training scheduled for later October.

Activity

The police department has either responded to or self-initiated 453 calls for service in the month of September.

Highest number of calls listed below:

Traffic stops: 118
Animal Calls: 37
Medical Assists: 32
Suspicious person: 29
Follow up: 21
Welfare check: 19
General Info: 17

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: Oct 3, 2024,
REF: Activity report for Trustees, City Council and Honorable Mayor.

Calls to date in 2024:	571
Calls to date same time last year (2023):	643
Fires for Sept. 2024:	4
EMS for Sept. 2024:	48
Good intent for Sept. 2024:	14
Community events for Sept. 2024:	8
Current roster number of members:	47

Membership:

Tyler Tendall, age 16, was added to the department as a support operations technician. He is not eligible to become a firefighter until he is 18 but does meet our rehab and support operations age requirements with parental supervision. Tyler is the son of the late Brad Tendall who died in the line of duty due to complications from covid-19. Tyler and Adam Tendall were the first junior members to the department.

Darnell Young has resigned from the department due to too many obligations. He would like to return at a later time when his time is more available to volunteer. He leaves in good standing to return.

Logan Weddle asked to resign and still assist with special events. Her newborn child and working weekend package as a nurse limit her availability and time to be involved as much as she likes. Her husband Caleb is a fire Lt and she wants to make sure he can respond more.

Events Unable to Support

As a volunteer department most of our members work during daytime hours. We literally get four requests a week (sometimes more) for the fire department to participate in community activities during every week of the year. We can not keep up! We recognize it looks bad when we say no to a request from the public but volunteers should not be expected to leave work for these events. During an actual 911 emergency event a few volunteers who work in the community are able to leave their work. We also have mutual aid from outside departments with the same daytime volunteer issues. Daytime help is a problem we need to address at some point. Our most frequent daytime responder (besides the chief) is 75 years old.

I have researched this daytime response issue extensively with many growing departments like Indianola, Bondurant, Altoona, Windsor Heights, and Grinnell. Most departments in growing communities addressed daytime shortages by adding part time staff when their call volume reached 500 calls. Nevada runs 860 calls. Almost all of those cities declined all extra public requests placing priority on 911 calls.

The following events in September we were not able to support due to limited staffing in town during the event:

- 1) 9/11 engine display and discussion about September 11th at Windsor Manor.
- 2) 9/11 Stair challenge during the day requested from a fitness center
- 3) 9/11 request to put the flag on the ladder truck outside the station
- 4) 9/11 request to put the flag up at Lincolnway energy to commemorate September 11.
- 5) Request to teach fire extinguisher training in Story City at Tuson manufacturing plant.
- 6) Request to speak in Roland to Daisey troop during fire prevention week. RFD won't call them back
- 7) Homecoming parade for the school (had a fire during the event and had to cancel our participation)

Events we are Supporting:

- 1) 9/11 event at Gatherings
- 2) 9/11 event for Nevada Rotary
- 3) Homecoming flag display at the game
- 4) Homecoming medical standby at the game
- 5) Story County Medical Center open house (sent staff of 2 and an engine)
- 6) ALICE drill at the school buildings (3 volunteers assisted)
- 7) Lil Cubs request for a fire engine during Oct 7-11th fire prevention week. (Only because they asked Maxwell FD when we initially declined due to lack of staffing during the day)
- 8) Day care visit with fire engine 760 15th Street Place
- 9) Library Fire Prevention week visit to support a youth class
- 10) FD Coloring and essay contest for fire prevention week at the school
- 11) Home smoke alarm installations/battery changes (3 of them)

Delayed daytime response due to staff shortages of volunteers in town

- 9-12-24 9:31 am **Two semi collision with possible driver trapped.** (4 people responded)
- 9-12-24 11:10 am **Semi fire** from previous accident while being towed. Called for assistance from Ames fire / later cancelled them. (3 people responded)
- 9-17-24 7:01 am **Motorcycle crash with road blockage** 11th street in town. (3 people responded)
- 9-20-24 0815 am **School evacuation drill-** (3 volunteers responded)

Fireworks grant

NFD received \$1440 from a state fireworks grant to purchase consumer fireworks safety flyers. In the years where we provided information about our ordinance and rules for discharging consumer fireworks, we saw more compliance and less incidents. The flyers are nicely designed in full color. In the past we provided several hundred flyers to the fireworks sales sites for them to hand out to consumers. Interesting, in the years we did not provide the flyers we responded to fireworks incidents and fires. Our goal will be to purchase a minimum 2,000 flyers and have them on hand as the consumer fireworks season begins. We also post them in businesses around town.

Smoke alarm grant

The state fire marshal received a FEMA fire prevention and safety grant for 4,500 smoke/CO alarms. Departments throughout the state could request these combination smoke/CO alarms if they installed the alarms directly and demonstrated a plan to address our most vulnerable citizens. Zearing and Nevada are partnering to engage in a regional installation program in our communities targeting high risk populations. We set the following priorities for the smoke alarm installs:

- 1) Households where a smoker is present on oxygen.
- 2) Households where a smoker is present
- 3) Households with children
- 4) Households with a valid request to the fire department.

US fire data provided in a recent study conducted by NFPA show smokers are responsible for 30% of all home fatalities and 27% of all home fires. A person who smokes while on oxygen is killed every 4 days from this activity. Because of the addictive nature of smoking, we know quitting is not likely especially for those above 50 years of age. This increases their risk of fires. The elderly and the young are victims of fire and we believe in our communities we can make a difference in our state fatal stats. In a recently released article <https://buildingsaltlake.com/family-of-man-who-died-in-apartment-fire-sues-landlord/> The family of a deceased fire victim sued the home hospice care provider for knowingly putting a smoker in an apartment building. Lawsuits after a fire may be the future but, in the end, two people died in this fire. We also see two firefighters killed every year from fighting home fires involving smoking and oxygen.

Our Plan: Nevada and Zearing will advertise our criteria on social media and provide contact information for how qualifying residents can reach the fire departments. We will divide 175 smoke alarms with Zearing and 175 smoke alarms with Nevada. In Nevada, we will publish an article if awarded in our Nevada magazine that goes out to all Nevada residents. Once communicated we have a dedicated group of fire fighters who will work to complete the installations and record the data needed.



Our crews were caught on the job installing batteries to a smoke alarm in a home at Indian Ridge. The resident was recovering from a medical procedure and could not change her own batteries.

Medical supply issues

The International Association of Fire Chiefs have warned of significant supply chain disruptions with the port strikes on the east coast and the hurricane. So far, we have only seen IV supply issues in the market place. Intravenous fluids initiated during a medical or trauma event are in short supply. We believe we have adequate supplies at this time for the next 6 months. Companies are rationing medical supplies in shipment allotments when ordered.



NEVADA CONSUMER FIREWORKS SAFETY

Fireworks May Only Be Discharged:
July 1 - July 3 6:00 p.m. to 10:00 p.m.
July 4th Noon to 11:00 p.m.

**Only Individuals Aged 18 and Over
May Purchase Fireworks**



**Individuals Under the Age of 18, May
Only Discharge Fireworks Under
DIRECT Adult Supervision**



**No Discharging of Fireworks if
Intoxicated or Impaired**



**Only Discharge Fireworks on Your
Property or Property Where Permission
Has Been Given and Owner is Present**



**Must Keep A Distance of 20 Feet from
Buildings or People When Discharging
Fireworks**



**You Are Liable for All Fireworks in
Your Possession and Those Discharged
By You**



**Do Not Alter, Remove, or Handle
Powder From Fireworks and Never
Disassemble Fireworks.**



**VIOLATING FIREWORKS LAWS
WILL RESULT IN A COSTLY FINE**



NEVADA PUBLIC SAFETY WANTS YOU TO HAVE FUN AND
CELEBRATE RESPONSIBLY. IF YOU HAVE QUESTIONS CALL US
515-382-4593

The Nevada Street Department has been working on:

1. Finishing the 19th Street trail project
2. Patching holes
3. School Project Sign Install
4. Sweeping Leaves
5. Regular Maintenance on Vehicles
6. Repaired Tile at new WWTP
7. Alley Work
8. Sewer Jetting
9. Assisting other departments as needed

October 14th / 2024

Water Pollution Control Council Report

- Regular operation, monitoring & maintenance of the wastewater treatment plant, lift station, and remote flow basin.
- Maintenance on HVAC unit Bar screen building
- Maintenance on HVAC unit Grit building
- Maintenance on sludge pump air compressors
- NEDC tour of new wastewater treatment plant facility
- Completed DMRQA proficiency testing for 2024



October - 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:
 - Sound panels were delivered and installed. They have made a noticeable difference. We have ordered some additional panels, and they will be installed in the coming weeks.
 - The additional sets of bleachers have arrived and will be assembled in the coming weeks.
 - There a couple of windows on the west and north sides that have now shown some leaks. The contractor is aware and will be addressing the issue.
 - Working on inspection, service and monitoring agreements for the fire alarm system, elevator, and fire sprinkler system. They will be coming to you in November for approval.
 - Still working with the RMH and contractor on the turf seams. We are close to a resolution. The replacement center piece of turf with the correct logo has been delivered and laid out.
- SRF Sponsored Projects:
 - The temporary seeding for Harrington Park was completed last week. We 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. HRG is working on this solution so we can get a price from the contractor and bring back to Council.
 - Waiting on the last DNR permit for the West Indian Creek and tributary projects.
- RFP's for professional services for the splash pad project have been returned. We have had a committee reviewing and scoring the proposals. We are planning on moving forward with our process to have the top firms come in and present to the Park Board later this month.
- 19th Street Trail Project is progressing. Paving is mostly complete.
- Fall spraying for weed control is almost complete. Weather permitting, it should be done by the middle of the month.
- Pool has been winterized.
- Preparing an RFP for the installation of new LED lights for the SCORE parking lot and Fawcett Parkway. These lights were obtained through a grant program associated with Alliant Energy.
- 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@cityofnevadaaiowa.org.

For: October 14th, 2024 Council Meeting

To: Mayor
Nevada City Council
City Administrator

From: Erin Coughlin, Library Director

**Nevada Public Library
Council Report**

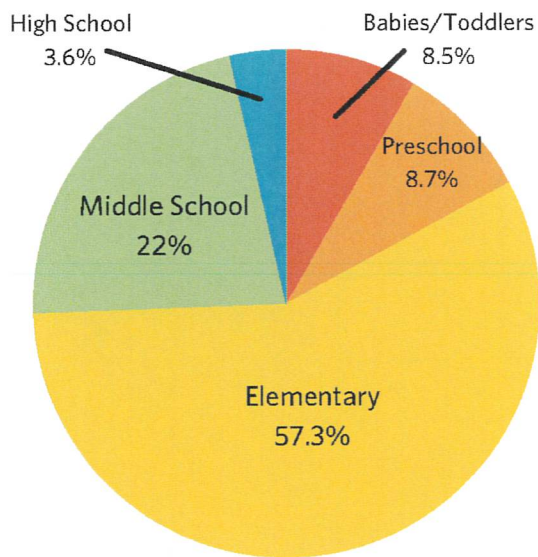
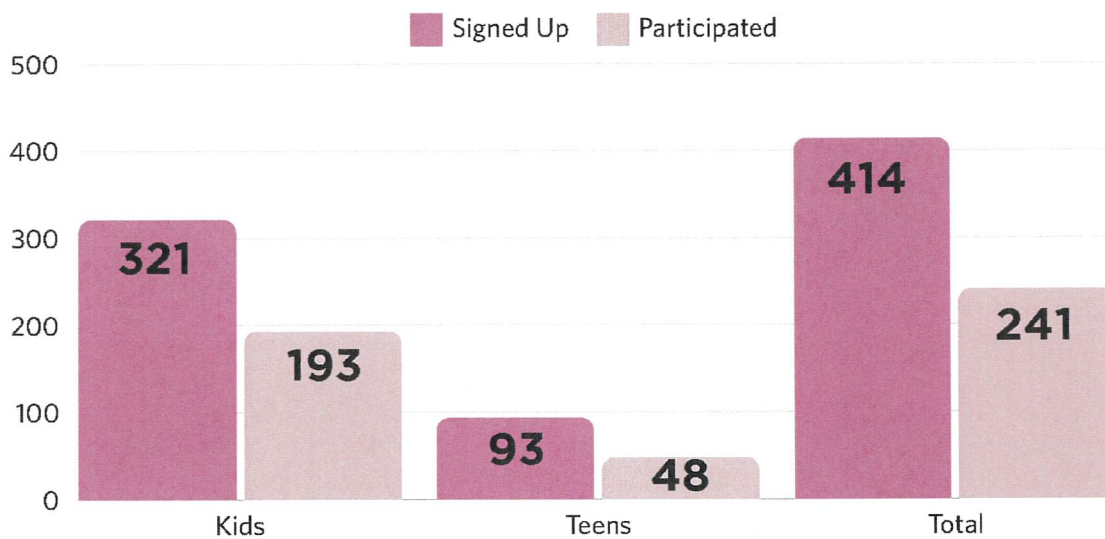
- I attended the Association for Rural and Small Libraries conference last month and learned a lot. I attended sessions on Spanish for Library Workers, Leading with Emotional Intelligence, Leading through Book Challenges, and other leadership sessions. It was truly a fantastic opportunity and ARSL paid for the conference and travel for me. I will also attend next year. This is a conference that we will plan to send someone to yearly as it is was incredibly helpful and practical for libraries our size.
- Our youth programs are still increasingly. Our Toddler Time and Steam Lab programs are getting as many as 30ish people. This, quite frankly, is too many at once so we are exploring options of hosting 2 sessions a week or requiring registration and limiting the number of attendees. With current staffing, offering more sessions is probably not attainable. It's a good problem to have, but we have to figure out staffing to make this sustainable.
- I'm working on another grant through the ALA's Libraries Transform Communities for Accessibility in Small and Rural Libraries. This time, I'm hoping to get \$20,000 to purchase a new, accessible circulation desk as ours is inaccessible for anyone in a wheelchair (employee or patron), as well as for small children.
- I'm attaching our final Summer Learning Challenge Stats from 2024 and I'm also working on our Annual Survey due to the state at the end of this month.
- Building maintenance is continuing – C&K is recommending a new humidifier with a quote of about \$5000. Many of our outdoor lights that are in the windows are burnt out and they are LEDs, so replacing bulbs isn't an option. I'm working with Jeremy Williamson to get a quote on that. He estimates potentially \$1000/light depending on what we want. We are planning on a new drinking fountain with a bottle filler attached. The Friends of the Library plan to contribute up to \$1250 for that project which will likely be about \$2500 or more. We are still finalizing our quotes for replacing the 11 skylights that are original (1990) and desperately need replaced!

Summer Statistics

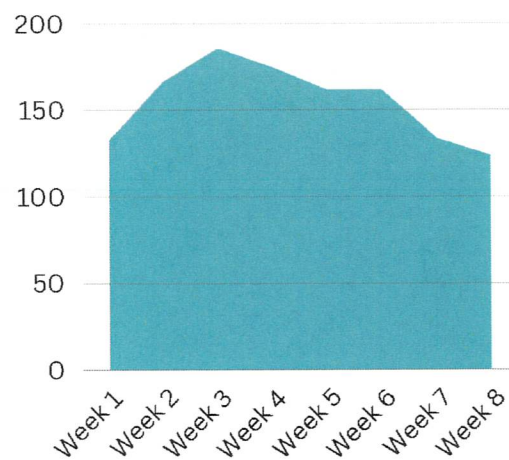
We had a total of 414 people sign up for the Summer Reading Program increasing 101% from 2023!

Children's participation increased 97% from 2023

Teen's participation increased 116% from 2023.



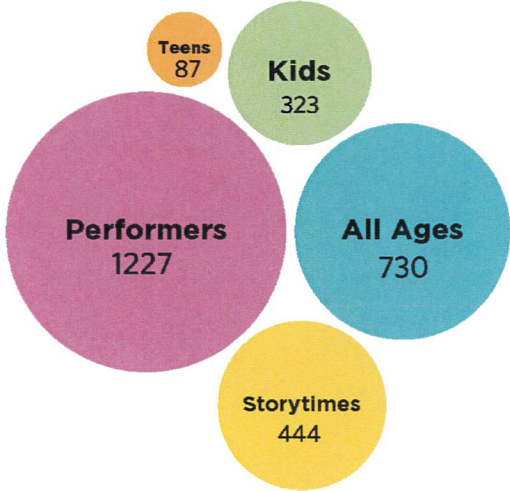
Logs Turned in by Week



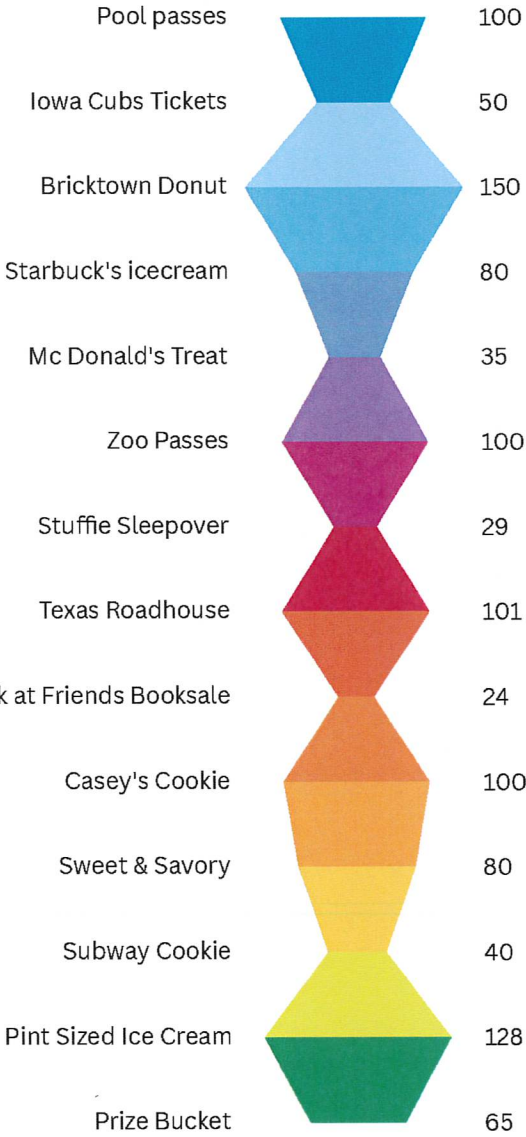
Programs
 41 programs
 2811 people attended

Prizes Given
 987 coupons
 607 teen scratch off tickets

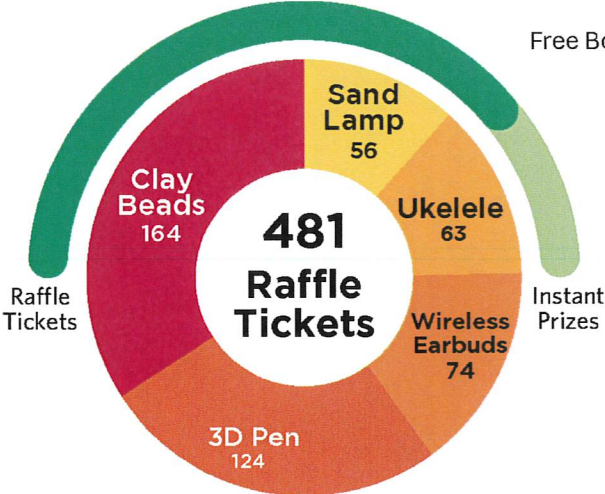
Attendance



Coupons



Teen Scratch Offs



LIBRARY BOARD OF TRUSTEES MONDAY, SEPTEMBER 16, 2024, 5:00 P.M.

Chairperson Allison Severson presided and convened the regular meeting of Nevada Library Board of Trustees on Monday, September 16, 2024 at 5:01 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, Allison Severson, and James Woodard (via Zoom). Absent: Emma Cassabaum, Priscilla Gammon, and Theresa Presley.

Others in attendance were Assistant Library Director Emily Holm, Dylan Davison, Brittany Ducker, and Donna Mosinski.

Motion by Board Member Tim McLaughlin, seconded by Board Member Emily Fulton, to approve the agenda as posted. The roll being called, the following named members voted. Ayes: McLaughlin, Fulton, Severson, and Woodard. 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 James Woodard, to approve the following consent agenda items as submitted:

- (1) Approve **minutes** of the August 19, 2024 regular meeting
- (2) Approve September 2024 **claims** totaling \$7,712.55 (see attached list)
- (3) Accept and place on file the Director's **memo** dated September 9, 2024
- (4) Accept and place on file August 2024 financial report

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

Dylan reviewed the statistics from the Summer Learning program. There were 414 kids signed up to do the reading program which doubled the amount from last year. Attendance at all the programs increased also. Discussion lasted 8 minutes for continuing education.

Dylan discussed the early literacy program of 1000 Books Before Kindergarten Literacy Challenge. There are 25 children signed up at the library and there have been over 10,000 books recorded. Books can be read to children multiple times. Discussion lasted 5 minutes for continuing education.

Brittany reviewed last fiscal year's Home Delivery statistics. Patrons can sign up for home delivery to their home or retirement center and can also have temporary delivery. There were 1,234 items delivered last fiscal year and they added 12 new patrons to the program. Volunteers deliver the books to the locations. Discussion lasted 7 minutes for continuing education.

Motion by Board Member Tim McLaughlin, seconded by Board Member Emily Fulton, to approve the Holidays/Closure Policy including the Saturday of Lincoln Highway Days. The roll being called, the following named members voted. Ayes: McLaughlin, Fulton, Severson, and Woodard. Nays: None. Chairperson Allison Severson declared the motion carried.

Chair Allison Severson reported on:

- The sky light bids will be on the next meeting.
- Staff is looking into getting a new circulation desk that will be ADA accessible.
- Staff is looking into changes with Hoopla since Ames is only accepting their residents now.

The next meeting will be held at 5:00 p.m. Monday, October 21, 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, Severson, and Woodard. Nays: None. Chairperson Allison Severson declared the motion carried. At 5:40 p.m. she adjourned the meeting.