

City Administrators Report **January 21-February 6, 2025**

Pizza Pie Looza

We will announce the artists for the 2025 PPL event on Friday at 7:30 a.m. at the Sports Bowl. Please feel free to drop by if you have time in the morning. For the fourth year of the event, we will have another good show. We are also planning on having more vendors to choose from.

Water Quality, Temperature, and Treatment Plant Optimization

Participated in a discussion on optimizing testing for treatment plants and how temperature and quality affect testing. It was very informative and they shared how their program can help identify some of these underlying issues. Our plant is considered the old way of doing things, but it works just as well; I do not see a point in switching anything over. The majority of labs in Iowa utilize the same type of testing we do.

Priority Envelope

Had a meeting with Priority Envelope about their waste and what is discharged to the city. Priority and the City received a letter from DNR informing them of needing a TA. The main concern we have are the inks we receive and whether or not our new disinfection can process it. I have asked HrGreen to look into this and find information if it will be a problem as we were told it could be. Priority has been working with us to find a solution so they can be good stewards of the city. I spoke with the plant manager on Monday and he mentioned they were looking into getting a large tank to have all their inks sent to, this would then mix everything so we wouldn't be seeing any other color besides grey. It will all come down to how opaque the ink is for the water meaning how clear it is as there needs to be transparency for the UV to clean.

WHKS

Met with WHKS to get more clarification on releasing the rest of the funds to the contractor for F and G Avenue. Our concern was for them not to come back in the spring to fix and finalize some of the issues we saw. We were curious on the bond amount and if that would hold them to the fire if we needed to go that route, we found out the bond is pretty high which is a good thing for us and decided to release all but the seeding amount which is what we need them to come back and do for certain areas.

Verbio

I heard back about the iron removal from Verbio, unfortunately, their tests came back showing our iron was not strong enough for them to use but Greg also mentioned that didn't make sense since we remove a lot of iron. I have asked Shawn to provide some of our test results to them so they can compare and contrast. Hopefully, those show better results so we can do this.

Windmill

I recently spoke with Joe (Windmill Owner), Sandia Labs are working their way up to Nevada to move things out sometime in February, is what he said. I will let you know if anything changes, but it will be nice to see it gone before spring starts.

CDBG

This has been submitted, I hope this to be a successful transition, I am not sure when we will find out. but it has been submitted.

Trail Connection

Tim and I met with Brandon to review this and go over the next steps. As mentioned before, we did receive a grant so this should offset a good portion of the cost. It is in an area with many trees and elevation changes which is an added cost. This will require a retaining wall and possibly a

railing to prevent anyone from going off the sides. I have asked him to look at a few different options potentially saving us a little money on the project. You will be seeing the contract with HRGreen on the council agenda for Monday evening.

Splashpad

We had another meeting on the 15th. This was more of a conceptual meeting to review different concepts and features. I believe JEO has a good idea on what we are looking for so the next meeting should give us more detail on what it will cost and also how this will look.

Well

There were some issues with installing the well, some of the pipes were damaged but the company is working on getting everything fixed. I am not sure how long this will take but will still be done prior to the lift station.

Andy's Armory

A new business downtown, the ribbon cutting was last month. It is a good addition to our Mainstreet.

Wall That Heals

We have had a couple of meetings for The Wall That Heals the date is August 5th-10th. This is a replica of the Vietnam Wall in D.C. We have been meeting monthly and have a good group that is very proactive. There will be a large need for volunteers as they require around-the-clock watch. Very exciting for the community.

Budget Review

We will be having a budget workshop after the regular meeting on Monday. Kerin has been doing a great job working on getting this wrapped up

Monthly Meetings

Design

Foundation

PPL

Rotary



STAFF MEETING AGENDA

February 3, 2025

A. Old Business

- a. City Administrator
 - i. Design Committee
 - ii. PPL
 - iii. 51 Acres
 - iv. City Software
 - v. Splashpad
 - vi. Trail
 - vii. Capstone
 - viii. Trailside-Elite
 - ix. WWTP



MEMO

To: Nevada Mayor and City Council

From: Brandon L. Mickelson, PE

Subject: Monthly Project Update from HR Green, January 2025

Date: February 5, 2025

On-Call Engineering Services – 40100100

HR Green provided the following on-call services:

- Attended City Council meetings.
- Provide Airport Road Plat 5, Lot 3 documents.

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 project is complete. HRG is currently coordinating project closeout procedures including 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 waiting for final regulatory approvals.
 - 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 construction is nearly complete.
- Permit Applications are under active review – Projects A and B only
 - USACE permit issued
 - DNR floodplain permit comments also being addressed (DNR is awaiting a long-term maintenance agreement signed by the City)
- Next steps
 - Final permits to be received (Projects A, B, and vegetation contract)
 - Projects A and B will be bid
 - Harrington Park (Project C) sewer and water services will be restored to the restroom on the east side of the park in the spring
 - Vegetation contract will be bid

GIS Services – 181696

- On-Going GIS Maintenance on GIS Server and Online Web Maps and Web Applications.
- QC is being performed on South Glen Sub. and Oak Park Estates utilities that have been entered into GIS. Once QC is done, an email will be sent stating that this has been completed.

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 1/15.
 - Next construction progress meeting is scheduled for 2/26.
 - 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; As of 1/15, most tornado damages have been repaired with few remaining items to be completed by month’s end.
 - Current work items underway includes: Tornado damage, various “cleanup” work throughout all buildings and site. Private well startup experienced issues with pressure switch that will need investigated; HRG coordinated with well contractor and others to discuss issue and issued a field order for corrective action to resolve and complete well startup; subsequent flushing/disinfection of the potable water piping throughout the facility to follow.
 - HRG completed preliminary electrical and controls walkthroughs on 4/23 & 4/24; completed preliminary mechanical walkthrough on 5/2; completed site, process, structural/architectural walkthroughs on 9/13, 9/20 & 9/25.
 - 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 Spring 2025 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; work started the week of 11/25
- Phase 3, Lift Station:
 - Held construction progress meeting with Boomerang on 1/15.
 - Next construction progress meeting is scheduled for 2/26.
 - Work performed this period includes:
 - Miscellaneous electrical install

- Pump pedestal installation
- Set pump motors
- Miscellaneous plumbing and HVAC installation
- Process piping and pipe support installation
- Surge tank anchoring preparation
- VFD preliminary checks
- Complete interior wall rub
- 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 repairs are complete
 - 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; Boomerang completed repairs to non-conforming overhead door and walk door floor embeds per Shuck-Britson's repair plans; Boomerang applied/install flooring system to address ground level slab flatness/levelness defective work in November but issues still remain to be resolved; onsite meeting held 12/4/24 with Boomerang, Shuck-Britson, and subcontractors to review ground level slab flatness/levelness issues and develop additional repair plan for areas of concern; As of 12/18/24, Boomerang has nearly completed correction to lower Screen Room wall rub; on 1/28/25 HRG noted significant cracking in one of the wall patches on the east wall of the pumphouse stairwell, documented with photos and notified Boomerang and requested Shuck-Britson be contacted to provide direction for repair; Shuck-Britson gave Boomerang direction to remove and replace the cracked wall patch found on 1/28/25 and Boomerang began repair on 1/30/25
- 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 forwarded "as-built" drawings of the lower and upper wall/ground level slab repairs from Shuck-Britson on 1/21/25; HRG to do a superficial review to determine if these documents include all repair areas that HRG has previously noted
- 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; As of 12/18, an on-site review of progress will be done with Jetco the week of 1/6/24 to determine schedule for controls/VFD startup schedule
 - 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 (12/18/24), Boomerang appears to be at least 21 months behind schedule to meet the current contract substantial completion milestone/date (June 9, 2023) based on a lift station startup date of 4/1/25. The current construction progress schedule includes the project's final completion milestone/date; however, HRG would estimate the work being fully complete no earlier than the end of April 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 once associated conduit and handholes on Phase 3 are installed (Phase 2 is ready).
- On 10/10/24 the fiber optic subcontractor expressed concerns with some clearance heights above driveways/field accesses/roadways on the aerial portion of the fiber optic cable route. HRG has taken field measurements to check clearances and is coordinating with all parties to provide required clearance heights, if needed.

2024 Street Improvements, Division 1, Street Reconstruction – 2303452

- Construction is substantially complete. Final grading/seeding/restoration will need to take place in the spring due to weather/temperatures/seeding windows.
- Frequent rainfall early in the construction season, when a majority of the work was underground slowed project progress. The stretch of dry weather in late summer/early fall allowed Con-Struct to make good progress to catch back up and substantially complete the project in 2024.

North Well Field Exploration - 2303590

- HR Green submitted Draft Report for the project to City staff to review.
- Next steps are to schedule a review meeting, receive feedback to incorporate, and finalize the report. The Report could be submitted to Iowa DNR for review as the basis for future raw water improvements (as needed).

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 substantially complete. The remaining final grading/seeding will need to take place in the spring of 2025 when weather allows.

Oak Park Estates Trail from 6th Street to 8th Street – 2502027

- The design and construction phase services contract is on the 2/10/25 council agenda for approval.
- After approval, survey will begin as soon as possible (weather dependent), with design to follow. The goal is to complete design to be able to bid the project in mid-2025, with construction to be complete by the end of 2025.



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: Tuesday, February 4, 2025
Ref: Report for City Council Meeting for Monday, February 10, 2025

Staffing

Officer Meyer and Officer Morphew are scheduled to graduate from ILEA on April 25, 2025.

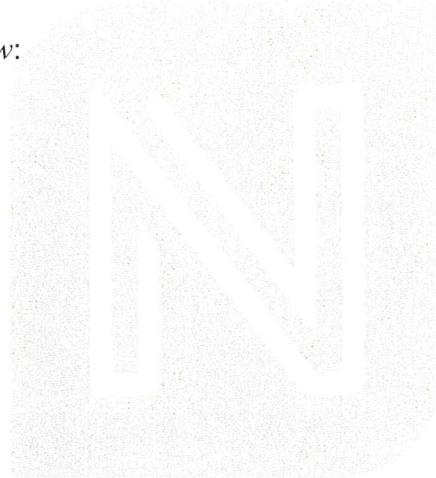
We are still interviewing candidates for the remaining positions. The intent is to fill our staffing needs and develop a list of interested applicants for future consideration.

Activity

The police department has either responded to or self-initiated 377 calls for service in the month of January.

Highest number of calls listed below:

Traffic Stops: 120
General Info: 30
Medical Assists: 27
Animal Call: 25
Suspicious Person: 20
Welfare Checks: 13
Reckless Driver: 10
Civil Dispute: 9



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: February 3, 2025
REF: Activity report for Trustees, City Council and Honorable Mayor.

Calls to date in 2025:	55
Calls to date same time last year (2024):	74
Fires for January 2025:	2
EMS for January 2025:	36
Good intent for January 2025:	16
Community events for January 2025:	1
Current roster number of members:	42

Membership

Maggie Melton and Sadie Backoff both resigned from their inactive position. They both moved out of the area and decided to resign. Nicole Britten also moved away but is the only one on the inactive roster. She will come back for major fire department events and planned activities of the department to help out. Inactive members are not paid a stipend and do not impact our fire budget.

Arlene Santiago is undergoing on-boarding as a support operations person (Rehab technician). She currently moved to Nevada and works in West Des Moines repairing jet engine fuel injectors for the military through Rockwell Collins.

IMWCA Policy Updates

The fire department is undergoing policy updates to our SOG's. Recently IMWCA pushed out a number of documentation requirements for fire departments including mandated physicals, rosters with documented dates and times of certain courses, respiratory protection program. NFD is already meeting these requirements but we are modifying our policies.

Executive Fire Officer (EFO) Program

I completed the EFO phase 2 course on Feb. 1, 2025. Executive Fire Officer is an elite program for fire command officers to achieve. There are currently 118 people this year out of 700 applications selected to

attend at the National Fire Academy. The two year program included Executive Leadership - Self, Executive Leadership – Community, Executive Leadership – Community, and a 6 month long capstone research paper. The fire service is made of 1.2 million firefighters. There have only been 5,000 people invited to participate in EFO. That is .04% of the U.S. fire service. It is similar to the police executive Staff and Command course at Northwestern for police executive. However, the selection process on the fire side is much more selective and competitive. Phase III will be 6 days in June 2025 followed by the capstone. I am conducting my research on home oxygen therapy fires and how a change to U.S. policy could reduce fire deaths in the United States by 15%.

DNR Grant

NFD was selected to receive the US Forest Service Grant for \$2,200. This will allow us to purchase 7 wildland fire/rescue suits and to purchase a drip torch for use during prescribed controlled burns. Incidentally, the February safety training for city workers will be on prescribed wildland burns. Iowa DNR Fire Specialist Ryan Schlater will provide education to public works staff on conducting wildland burns in a safe manner. The city burns wild prairie in our parks, water plant, wastewater plant, and water well fields.

1209 6th Street
P.O. Box 530
Nevada, IA 50201-0530



Kerin Wright
City Clerk
Phone: (515) 382-5466
Fax: (515) 877-4502
kwright@cityofnevadaiaowa.org

February 6, 2025

TO: Mayor - City Council Members
City Administrator Jordan Cook

FROM: Kerin Wright, City Clerk

On the agenda is a resolution approving the contract with Civic Systems. We have left the actual contract out of the packet until both attorneys have approved some minor changes that Erin Clanton is recommending. We hope to have this completed by Monday night so council can approve the contract and get in Civic Systems schedule. They are approximately 10 months out for conversion and we must be switched off gWorks by December 31, 2025. We will send out what we have on Friday so you can at least view the majority of it over the weekend.

FY2025/2026 Budget: Staff worked very hard to review their revenue and expenses to provide a balanced budget. I would like to commend our staff! They do an excellent job of preparing their budgets and not over inflating their numbers. The increases we are seeing across the board with rising costs in electricity, repairs, chemicals, property insurance, equipment purchases and additional city infrastructure, just to name a few, make balancing the budget difficult when we are limited to the amount of growth we can capture.

During our FY2023/2024 State Audit they found a finding regarding interest on our various Funds. Iowa Code Section 12C.7 states interest earned shall be credited to the general fund with a few exceptions. There are very few exceptions that don't go to the general fund. They agreed to not make it a finding this year because we have been doing it to all funds for a very long time, but we are to get it corrected. We are making that change moving forward. As we move to different software one of our goals is to review all our accounts and see if we can downsize the number we currently have.

Kerin Wright
City Clerk/Finance Director

The Nevada Street Dept has been working on the following

- ❖ Vehicle maintenance
- ❖ Locates
- ❖ Patching holes
- ❖ Assisted other Departments as needed
- ❖ Graded gravel roads
- ❖ Took down Holiday décor
- ❖ Jetting sewers
- ❖ Camera sanitary sewers
- ❖ Put rock down on Maple AVE

February 10th, 2025 Council Meeting

To: Mayor, City Council and Administrator

From: Shawn Ludwig, Water Superintendent

Water Department Council Report

- Busy with Plant maintenance
- Reading meters.
- Fixed leak at 13th and Lincolnway.
- Sent for bids on Well #6 rehab.
- Finished yearly Water Use report for DNR.
- Doing touch up paint in the plant on rusty bolts and pipes.

February 10th / 2025

Water Pollution Control Council Report

- Regular operation, monitoring & maintenance of the wastewater treatment plant, lift station, and remote flow basin.
- Replaced lift station alarm back up battery
- Pulled lift station pump #2 to check for obstruction in pump. Pump was running a little longer and making noise. No obstruction found in the pump.
- Working on pricing for new plant lab equipment as well as office furniture and shelving for spare parts and maintenance equipment and materials



CITY OF NEVADA
**PARKS &
RECREATION**

February - 2025

To: Mayor Hanson & Nevada City Council
City Administrator, Jordan Cook

From: Tim Hansen, Director of Parks and Recreation

Re: Monthly Information Report

- Field House:
 - Turf repair has been completed. Seems to be working well.
 - We had our 12 month walk through of the Field House with Jeff Harris, RMH, and Harold Pike Construction. A small list was created and items will be addressed and noted.
- SRF Sponsored Projects: HRG is in the final phase of permit approval with the DNR for the West Indian Creek and tributary projects. Once the permit is received, they will put the finishing touches on the plans so the project can go to bid. This should be in the very near future.
- Splash Pad Project: We had our second meeting a few weeks ago, and JEO is now working on revising a concept for the project.
- Oak Park Estates trail project: Met with HRG to work through project time line and details.
- Planning meeting on Wednesday, February 12th, for the Wall That Heals.
- Certified Pool and Spa Operator training on February 10th.
- We are advertising for 2025 spring and summer staff.
- Tree removal.
- Continuing education for staff.
- 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@cityofnevada-iowa.org.

For: February 10th, 2025 Council Meeting

To: Mayor
Nevada City Council
City Administrator

From: Emily Holm, Interim Library Director

Nevada Public Library Council Report

- Our search continues for the next Director of the NPL. The Nevada Public Library Board has decided to bring 2 candidates in for an in-person interview with Board and staff members. We will meet with these candidates during the week of February 10th-14th. Following those interviews, we will decide what our next steps will be.
- Our new water bottle filler/drinking fountain has been installed. Thank you to the Friends of the Nevada Public Library for their help on this project.
- Fundraising for our Summer Reading Program 2025 is well underway and planning is going well. We're excited for all of the fun things that Dylan and Nicole are getting lined up for the summer!
- The Board has approved to have their February meeting on Tuesday, February 18th at 5 pm in the Nevada Public Library Meeting Room.

LIBRARY BOARD OF TRUSTEES MONDAY, JANUARY 13, 2025, 5:00 P.M.

Chairperson Allison Severson presided and convened the regular meeting of Nevada Library Board of Trustees on Monday, January 13, 2025 at 5:05 p.m. at the Nevada City Hall, 1209 6th Street, 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: Emma Cassabaum, Emily Fulton, Priscilla Gammon, and Allison Severson. Absent: Tim McLaughlin, Thresa Presley, and James Woodard (arrived at 5:17 p.m.).

Others in attendance were Interim Library Director Emily Holm, Donna Mosinski, Trevor Nusbaum, Cason Sorenson, and Leo Carsrud.

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

Trevor Nusbaum spoke to the board about his Eagle Scout project for Paton Park.

Cason Severson and Leo Carsrud introduced themselves and were in attendance to receive their merit badge.

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

- (1) Approve **minutes** of the December 16, 2024 regular meeting
- (2) Approve January 2025 **claims** totaling \$11,245.70 (see attached list)
- (3) Accept and place on file the Director's **memo** dated January 10, 2025
- (4) Accept and place on file December 2024 financial report

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

James Woodard arrived at 5:17 p.m.

Emily Holm requested a change in the open hours of the library that is in the Holidays and Closures Policy. The board asked for more information to make that decision.

The board decided to repost for the Library Director position. Allison will be in contact with Emily Holm to get the postings updated.

Interim Library Director Emily Holm reported on:

- Staff found out that there was a outside door that did not alarm when opened. They will be calling the alarm company to check the doors.
- Staff is beginning to the Summer 2025 program planning.
- There will be tax preparation help at the library again this year.

The next meeting will be held in the Library Meeting Room at 5:00 p.m. Tuesday, February 18, 2025.

There being no further business to come before the Board, it was moved by Board Member Emma Cassabaum, seconded by Board Member Priscilla Gammon, to adjourn the meeting. The roll being called, the following board members voted. Ayes: Cassabaum, Gammon, Severson, Woodard, and Fulton. Nays: None. Chairperson Allison Severson declared the motion carried. At 5:49 p.m. she adjourned the meeting.

ATTEST:

Priscilla Gammon, Secretary

Allison Severson, Chairperson