

City Administrators Report

February 20-March 6, 2025

RR Tracks

Joe and I will be meeting with Frank, the inspector for the Federal Railroad Association next week on Tuesday to review all the changes we will need to make on current tracks to comply. There are a lot of small items such as moving the signs closer or further for visibility purposes, but some of the larger items will require us to remove and add some of the existing medians. I am still working with him on changing the status of current tracks from SSM's (Supplementary Safety Measures) to ASM's (Alternative Safety Measures), there are different requirements for these and currently we do not meet the correct requirements being an SSM but both are substitutes for horn prevention.

Sponsored Project

We are still on track for the timeline below. You will see the resolution for the public hearing on Monday's agenda. Excited to see the outcome for this project as it is overdue and we need to alleviate some of the long-term issues we are seeing, including the erosion and sediment issues.

1. 3/5 – Final Plans/Specs to City
2. 3/10 – Council Meeting – Resolution setting public hearing for Projects A&B
3. 3/11 – Bid advertisement for Projects A&B
4. 3/31 – Project A bid opening
5. 4/3 – Project B bid opening
6. 4/8 – Recommendation to award Projects A&B
7. 4/14 - Council approval to award Projects A&B

The final plans, specifications, and contract documents for Nevada's West Indian Creek (Project A) and Tributary to West Indian Creek (Project B) SRF Sponsored Projects have been reviewed. We will now be able to get everything submitted for the advertisement on the 11th. After we receive the bids, we will submit the following documents below to get an eligibility letter from SRF

- Bid document checklist (attached)
- Signed as-bid plans and specs
- Tabulation of bids as an excel file
- engineer's recommendation of award
- successful bid recipient chooses to accept
- maintenance plans signed by the applicant
- recorded easement or deed (if applicable)
- recorded 28E agreement (if applicable)
- any addenda not previously submitted and bidder acknowledgement of all addenda
- SRF Front End documents completed by successful bidder

Employee Manual

We are waiting to get some verbiage from Erin on a few areas, when we get that back, I will send out a copy to all of you so you can review before we put it on the agenda.

Ordinal

Had a meeting with Ordinal, a software that would integrate with the city website that combs through all of our information to provide answers that citizens would ask through a chatbot. I am not sure if it's something we would be interested in, but essentially, citizens would be able to go

to our website and ask a question to the chatbot on the lower right corner, and it would answer their question by skimming through all the data.

Phase 4 tile

Sewerage Testing

Been working with Harold and Ed to get everything set up so we can retest locations that need to be retested and also get everything in order for the transmittance testing. The DNR would like all of this completed by the end of March, I believe they are a little lenient on that since they are requiring us to retest for more specific materials.

Embark

Waiting to hear back on a date for them to install the last TV and get the wires ran for the back section of the chambers.

Development Agreement

The Development Agreement is ready to be sent off pending the water review, I wanted to double check that we had enough capacity to serve that entire area. I believe it will come back positive as we have had these discussions before. There may be a need for another water tower in the future because we have always had lower pressure on the north side of town.

DOT

Still waiting on the agreement from the DOT.

WW

We are starting to meet weekly for this project as we are gearing up to the start-up. Several things need to happen and Boomerang is working on those now. One of the pipes and manholes need to be lined. Surge tanks still need touched up, but the HVAC is all installed, they just need to figure out what is wrong with the condenser. They plan to start testing on April 1 and pump to plant the following days. HrGreen and I have some concerns if they will be able to do this on that date due to lack of manpower; Mike is following up to get more questions answered.

Windmill

Joe, who owns the windmill, has signed a contract with Sandia Labs to purchase and remove the blades and the cab. They will come and grab those sometime soon and will be off city property. He will then remit the check for the past due rent of the land. The tower itself will still need to be removed but he has been working with a company to cut it in pieces and remove it which will occur after the blades and cab are removed.

Monthly Meetings

NEDC (Full and Exec)

PPL

MSN exec

Design

LHD

Foundation

Rotary



STAFF MEETING AGENDA
March 3rd, 2025

A. Old Business

a. City Administrator

- i. Update and status of all projects happening in the city and area.



MEMO

To: Nevada Mayor and City Council

From: Brandon L. Mickelson, PE

Subject: Monthly Project Update from HR Green, February 2025

Date: March 5, 2025

On-Call Engineering Services – 40100100

HR Green provided the following on-call services:

- Attended City Council meetings
- Potential development water demand review

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

- Project C – Harrington Park construction is nearly complete.
- Projects A&B - West Indian Creek (Lincoln Way to E Ave) and Tributary to West Indian Creek have received final regulatory approvals.
- Next steps
 - Projects A and B will be bid this month.
 - Harrington Park (Project C) sewer and water services will be restored to the restroom on the east side of the park in the spring.
 - Project ABC Vegetation contract will be bid within the next few months.

GIS Services – 181696

- On-Going GIS Maintenance on GIS Server and Online Web Maps and Web Applications.
- South Glen Sub. and Oak Park Estates utilities that have been entered into GIS.
- Design Ticket Requests have been completed and are available for support on an as-needed bases.

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 2/26.

- Next construction progress meeting is scheduled for 3/12.
- 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 2/26, one tornado damage item (digester blower enclosure doors) remains to be completed within 2 weeks.
- Current work items underway includes: Scheduling for startups, 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; WBCI submitted a formal request for Substantial Completion on 2/24/25 and this was discussed at the 2/26 progress meeting, City and HRG would like to have written confirmation from WBCI's insurer that the tornado damage claim has been "settled" in order for the City to be able to obtain property insurance as previously discussed, HRG to provide formal written recommendation on the 2/24/25 Substantial Completion request.
- Phase 3, Lift Station:
 - Held construction progress meeting with Boomerang on 2/26.
 - Next construction progress meeting is scheduled for 3/6 (virtual) and 3/12 (in-person).
 - Work performed this period includes:
 - Miscellaneous electrical install
 - Miscellaneous plumbing and HVAC installation
 - Process piping and pipe support installation
 - Surge tank anchoring preparation.
 - Standby generator/ATS testing
 - 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 (2/26/25), 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 4/2/25. 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 May 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; HRG provided a formal field order (FO#6) with revisions to the aerial fiber optic installation on 2/26/25, Phase 3 has completed installation of underground fiber optic conduit and handholes that will allow connection into the lift station electrical room.

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

- Survey was just completed, design to commence shortly.
- 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.

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



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

March 6, 2025

TO: Mayor - City Council Members
City Administrator Jordan Cook

FROM: Kerin Wright, City Clerk

FY2025/2026 Budget: With the majority of the budget work completed the next steps in the process to get the budget officially approved are: On March 24th at 6:00 p.m. will be a separate meeting of the Nevada City Council which there will only be a public hearing regarding the proposed property tax levies on the agenda. The public hearing is only to give residents an opportunity to discuss the proposed levies. There is nothing else on the agenda and no action required of the council for this special meeting. The regular scheduled City Council meeting will begin at 6:15 p.m. where the City Council will set the public hearing for the full budget. The public hearing for the full budget is scheduled for April 14th at 6:00 and after the public hearing the full budget would be proposed to council for approval.

We had our first meeting with the Civic Systems representative that will be helping us with our software conversion. She was very knowledgeable and previously worked for a village so she understands from our perspective as well. We are all very excited for the new features that the new software will bring. It will be a process but they have a good model for their conversions.

We are closely monitoring legislation. The first funnel week deadline is March 7th. I have included the League of Cities Legislative Advocacy Toolkit with my report. It does a good job of explaining what the league does for cities and the legislative session timeline. It also includes the process and several tips.

With most of the budget work completed, we have begun to look at our current FY24/25 Budget to see if any amendments will be required. We have had a lot of unplanned repairs in the city hall building alone. A proposed amendment will be coming in the next few weeks.

We are also working on an appendix fees update and should be ready for council approval at the next regular meeting.

Kerin Wright
City Clerk/Finance Director

LEGISLATIVE ADVOCACY TOOLKIT

About the League



The Iowa League of Cities serves as the unified voice of cities, providing advocacy, training and guidance to strengthen Iowa's communities. We recognize the need for strong leadership in our mission and in each of our values. These values represent the shared principles that guide all of our efforts and decisions.



What We Do

The League's advocacy work is led by the members of the governmental affairs team, but relies heavily on the grassroots support from the League membership. The League represents and advocates for Iowa's cities year round:

- We have lobbyists at the Capitol throughout session speaking to legislators, keeping our members informed, and registering on proposed bills as For, Against, or Undecided.
- We convene a Legislative Policy Committee of city leaders to talk through proposed bills and determine strategy.
- The League helps cities tell their stories and navigate the legislative process.
- We host the annual Local Leaders Day at the Capitol in March to rally city leaders and connect them with their legislators.

What We Stand For

Our values when approaching legislation remain the same each year. We advocate for:

LOCAL CONTROL:

Local decisions should be made by locally elected government.

FINANCIAL STABILITY:

Cities need predictability and consistency to plan for their community.

ECONOMIC DEVELOPMENT:

Maintaining flexible economic development tools is essential to cities of all sizes.

INFRASTRUCTURE:

Cities need the resources to meet infrastructure, technology, and human needs.

PUBLIC SAFETY:

Cities must have the tools and resources to provide essential public safety services for their communities.

The League's 2025 Legislative Priorities

★ Police Officers Recruitment, Training and Retention

Collaborate with state policy makers and others to address challenges and ensure all cities have access to trained and qualified police officers.

★ Sidewalk Maintenance & Liability

Return to allowing local governments to assign the care and maintenance of sidewalks to the adjacent property owner, like they can with snow and ice removal.

★ Public Notice Timing Disparity

Pursue uniformity in required publication dates to *Code of Iowa* Chapter 362.3.

■ Legislative Basics

The Iowa Legislature

There are 150 legislators in Iowa split between two chambers. There are 100 members in the Iowa House of Representatives, or the "Iowa House." There are also 50 members of the Iowa Senate. Every individual has one Representative and one Senator who represents them at the Iowa Capitol. Republicans currently control the Iowa House by 14 votes and the Iowa Senate by 9 votes.

The Legislative Session

Session runs from January to late spring each year, where the House and Senate work from the Capitol on legislation. There are a few key dates for session. The first funnel is the last day a bill can be voted out of committee. The second funnel is the last day a bill can be voted out of one chamber and out of committee in the opposite chamber. These two funnels narrow down the number of bills in play and are especially active times in session. One exception to the funnels are bills that spend money, such as appropriations or tax bills. The funnels do not apply to these bills. Finally, legislators are given a per diem to help with the expenses of living away from home. This per diem ends on the 110th day of session. Session typically ends very soon after per diem ends.

2025 Session Timeline

January 13 First Day of Session

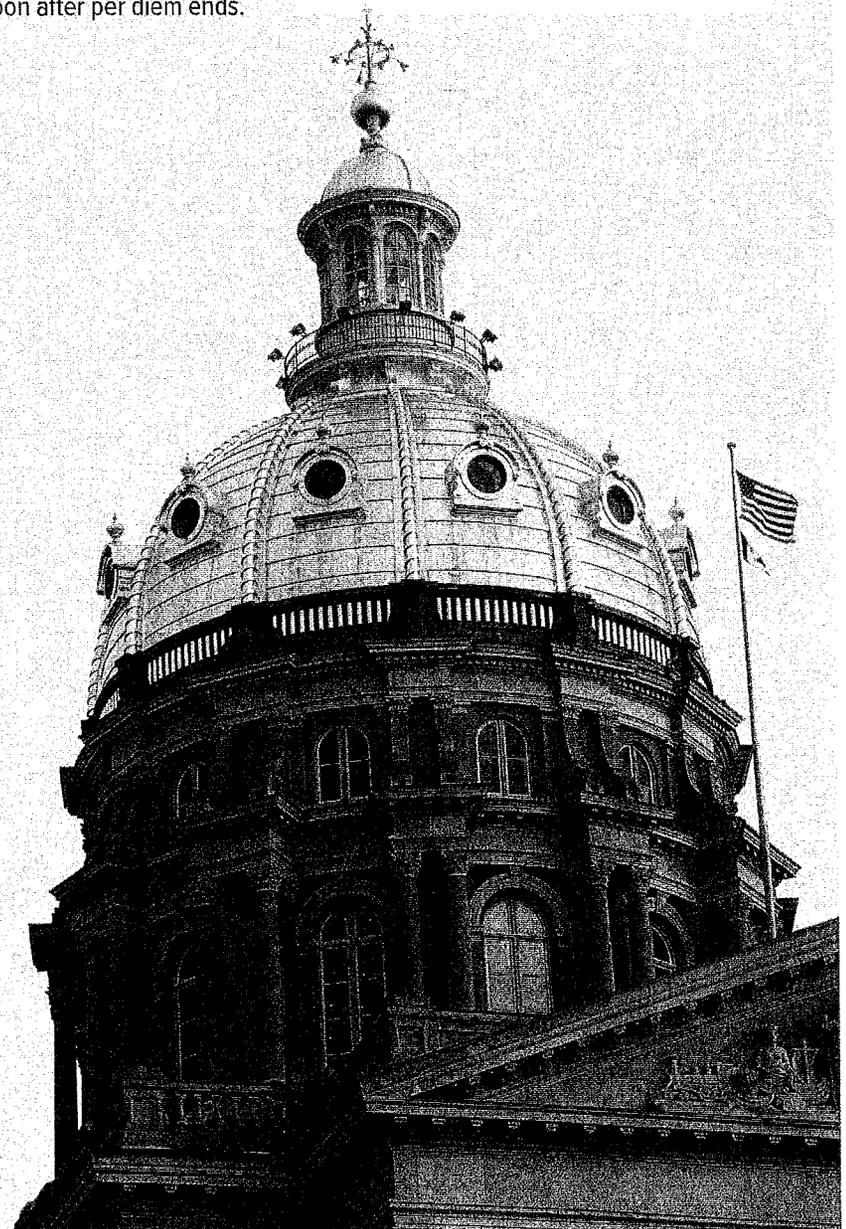
March 7 First Funnel

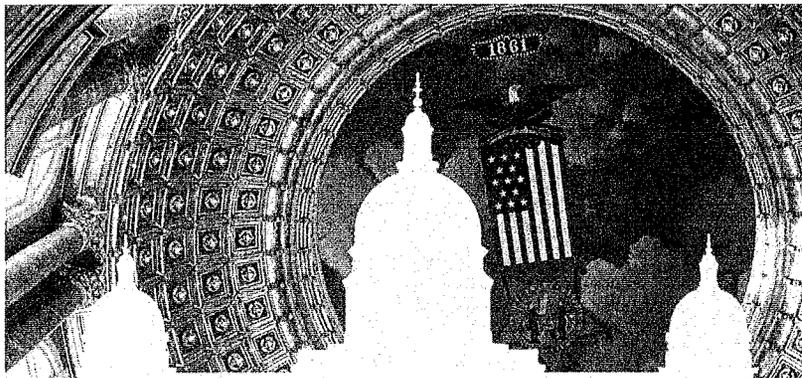
April 4 Second Funnel

May 2 Per Diem Ends

The Legislative Process

- 1. A bill is introduced**
Legislators, the Governor, or a state agency can introduce a bill to either chamber.
- 2. The bill is referred to committee**
The bill is assigned to a standing committee in that chamber by either the House Majority Leader or the President of the Senate.
- 3. The bill is assigned to a subcommittee review**
The committee chair assigns the bill to a subcommittee, which holds an open meeting where the public and lobbyists can express their views and ask for changes.
- 4. The committee takes action**
If the majority of the subcommittee approves, the committee will then pass, amend or take no action on the bill. If no action, the bill dies in committee.
- 5. Debate**
Once a bill passes out of committee, it heads to the floor where it is debated by the chamber.
- 6. Referral to the other chamber**
If the bill passes in one chamber, it is then referred to the other chamber for approval.
- 7. Governor's approval**
Once an identical bill passes in both chambers, it goes to the Governor for approval. When the Governor signs a bill, it becomes law.





Navigating the Capitol at Session

The Capitol is busy and can be confusing for people newer to session. There are three ways to be heard at the Capitol during session.



First is the method that's always open, contact your legislator and request a meeting. Whether this is meeting over coffee or at the Capitol, this method works best if you have developed a relationship with them outside of session so they know your name and you have their contact information.



Second, meeting your legislators at the Capitol through the notes system. On the second floor of the Capitol, there is a door for the Senate and House Chambers. Go to the correct chamber door and send a note through the doorkeeper. You will be given a paper slip to fill out with the legislator's name, seat number (listed on a board near the door), your name, your cell number, and a space for a message. Staff will then take the slip to the legislator. Typically, if available the legislator will come out and meet you within 15 minutes. Check the daily schedules in the lobby to make sure they are not in debate or committees.



Finally, you can testify at subcommittee hearings on a bill. The times and locations of these hearings are assigned throughout session. Keep an eye on *Legislative Link* and reach out to our staff to assist with this process.

■ Advocacy Guide

The Value of Advocacy

- *While the Iowa League of Cities advocates for Iowa's cities, the most effective advocacy comes from a legislator's own district.*
- *Cities represent a significant portion of a legislator's constituency and can have an influential voice.*
- *Many legislators have never served as a local official. They may not know how a bill will impact the cities in their district. It is critical that they hear from you before, during and after session.*

Developing Legislative Relationships

The most important time to develop legislative relationships is in the offseason, when legislators are less busy. Legislators are often happy to meet with city officials in small meetings or larger forums. Once you identify your legislators, you can:

**FIND YOUR
LEGISLATOR**

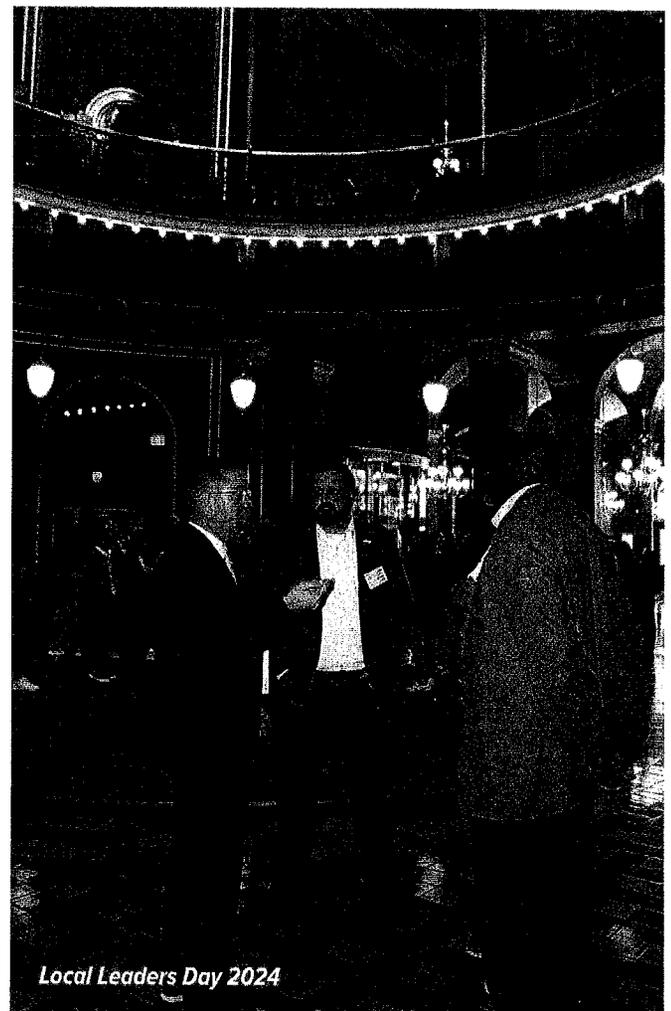


- Share how the city's tax dollars are spent. A summary of your city's budget and priorities helps give them an understanding of city operations and needs.
- Offer assistance. Starting a conversation by asking "what can I do for you?" can go a long way.
- Provide your legislators with summaries of issues that are important to your city, including facts and data.
- Invite them to address a council meeting, participate in a city-hosted event, or visit project sites.
- Conduct informal meetings with them and local business and community leaders.
- Get their cell phone number. When session kicks up and they're busy, you're competing with everyone else to get their attention. Having a more direct line of communication and an existing relationship helps you be heard amongst the noise.

Tips for Effectively Communicating with Legislators

Like all elected officials, legislators are busy and hearing from many different people and organizations on many different topics. They are also wildly different from each other based on their profession, background, family, and other factors just like all of us. Getting to know them is step one. After that, some communication tips include:

BE CIVIL:	Be professional and courteous, even in disagreements.
BE SPECIFIC:	Tell your city's story with local data and impacts.
BE CONCISE:	Know what points you want to make and keep them brief.
BE ACCURATE:	Double check your facts and data.
BE CLEAR:	Make a specific ask, such as a yes or no vote.
BE PERSISTENT:	Stay active and engage. Most things take time and repeated efforts.
BE TIMELY:	During session, there's a lot on their plate. Gauge when to communicate based on where the bill is in the process.
FOLLOW UP:	Send a thank you or acknowledgement.
INVOLVE THE LEAGUE:	Our legislative staff is happy to assist and support you!



Tips for Testifying at Subcommittees

Subcommittee hearings are a crucial way to be heard during session. Many bills can be influenced at this stage and the deciding body is typically three legislators. Keep an eye on *Legislative Link* and reach out to League staff to help stay on top of legislative hearings as they are often scheduled only days in advance.

- Research the committee: Who's on it, does a legislator from your area serve on it, reach out to the members before the hearing.
- Prepare your remarks: You will usually have 1-3 minutes to speak. Be concise and on point.
- Introduce yourself and who you represent.
- Avoid duplication of prior testimony. Offer concrete information and local examples of how the bill will impact your city.
- Be honest. If committee members ask you questions and you don't have the information on hand, offer to find out and follow up with their office.

How You Can Stay Informed

Sign up for *Legislative Link*, every Friday during the Legislative session you will be briefed on issues relevant to cities as well as ways you can participate in the legislative process.

(515) 244-7282 | legislativestaff@iowaleague.org | www.iowaleague.org

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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, March 5, 2025
Ref: Report for City Council Meeting for Monday, March 10, 2025

Staffing

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

Officer Broc Davidson will be sworn in on March 10th, 2025. Broc is a certified officer and will begin his FTO period soon.

Activity

The police department has either responded to or self-initiated 343 calls for service in the month of February.

Highest number of calls listed below:

Traffic Stops: 118
General Info: 32
Medical Assists: 35
Animal Call: 14
Suspicious Person: 10

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: March 1, 2025
REF: Activity report for Trustees, City Council and Honorable Mayor.

Calls to date in 2025: 125
Calls to date same time last year (2024): 117

Fires for February 2025: 1
EMS for February 2025: 53
Rescue with Extrication February 2025: 1
Good intent for February 2025: 12
Community events for February 2025: 3

Current roster number of members: 44

Membership:

The department has accepted a number of applications to be considered at the March 5th business meeting. The department is actively recruiting new members to add to the department in the roles of firefighter and support operations. All of the applicants live in Nevada.

Shannon Anderson works as a senior project accountant at Baker Group and owns her own remodel company. Seeking support operations rehab technician role.

Kim Stiele works at 3M and is on the safety and medical team. She is seeking a support operations rehab technician role.

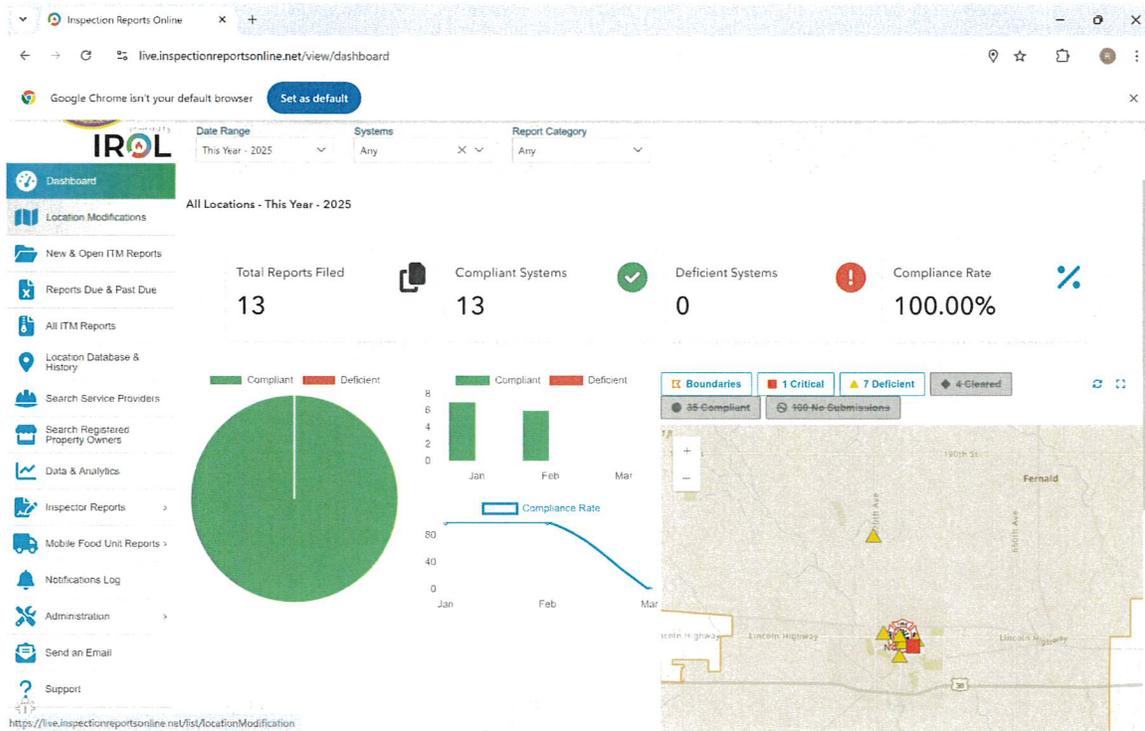
Donita Eickholt is a crisis counselor and teaches on mental health issues through the National Alliance on Mental Illness. She is seeking a support operations rehab technician role.

Bronzon Mason is a sprinkler fitter and is seeking to become a firefighter on the department.

IROL Update:

There were 13 fire alarm and hood extinguishing systems submitted for review this month. The work coming out of the field is showing improved quality on our fire alarms in the community. It is freeing up some time to focus on the problem systems. Cubbies is dealing with a number of fire code issues in addition to their fire alarm not working properly due to poor maintenance. Their hood and duct systems have recently been inspected but I found the filters sitting in the sink while they were cooking and a towel

plugged into the grease trap instead of having the approved grease trap collector. The Fett apartments at 725 S. 11th Street show several faults and did not have a working dialer to notify the fire department of fire alarms. This program is directing us to those critical deficiencies. Below is a snapshot at the status dashboard.



Calls Delayed or unable to support:

- 1) 2-8-24 2pm the department was asked by the school district to escort two women to the state wrestling tournament. The limited notice did not allow us to staff this event.
- 2) 2-21-25 950am sick person needed transported (1 F/T staff responded, 0 vol. staff available)
- 3) 2-21-25 10:00am fall with a lift assist of male who was recovering from surgery-large male (1 F/T staff and 1 vol. staff. Waited for ambulance from Ames to arrive and help)
- 4) 2-25-25 8:14am sick person requests to be transported to hospital (1 vol responded)
- 5) 2-26-25 10:21 am public Assist 67 year old needs help out of chair (1 vol. staff responded)
- 6) 2-26-25 3:15 pm motor vehicle crash with two people who were seriously injured and both trapped, both flown by helicopter to trauma center. (The first response with engine 210 had 2 volunteers, 1 FT, 1 vol medical arrived within 8 min. Mutual aid called but disregarded after a second engine with 3 volunteers arrived)

Goals for the FD in 2025:

FIRE SUPPRESSION SECTION

- *Increased focus on pre-planning the commercial and large properties
- *Encouraging all firefighters to obtain formal firefighter 1 certification

*Develop a clear mandate on training criteria and timelines for permanent membership

EMS SECTION

*Focus on scene training and management

*Develop an ems training plan and expand our outreach to other ems agencies.

*Integrate hazmat into ems response training by conducting a drill with our industry partners.

*Assure an ambulance is dispatched to all structure fires.

SUPPORT OPERATIONS SECTION

*Institute more training and hands on training for staff

*Training to better understand the fire ground operations and needs during an emergency

*Develop more accountability and scheduling for the section to respond to fires

Fire damaged property 1115 M Ave.:

The city used Iowa code 515.139 Demolition Reserve to hold \$30,000 in insurance payments to assure the property is returned to habitable status. The owner has already listed the property for sale and is looking to walk away from the property. It took several calls to get the property cleaned of fire debris. The demolition reserve protects the city from the property remaining abandoned and not fixed to habitable status. Ryan Hutton and I have notified the owner the retainer does not get returned unless the property is returned to habitable status or removed within 180 days. The property can be remodeled and habitable. The difference between this property and the McVey property is the location of the fire origin and the length of time the attic was exposed to fire. The home on 4th Street had a fire inside the home started with gasoline. The M Ave property had a fire that extended up the side of the home into the attic through the soffit. Still, anything that has alligator charring needs removed and replaced.

The Nevada Street Department has been working on.

1. Snow removal
2. Streets vehicle repair
3. City vehicle maintenance
4. Sign inventory
5. One calls
6. Sign installs
7. Pot hole patching
8. Street sweeping
9. Assisting other departments as needed

March 10th / 2025

Water Pollution Control Council Report

- Regular operation, monitoring & maintenance of the wastewater treatment plant, lift station, and remote flow basin.
- Repairs made to remote flow basin generator
- Logan and Jordan completed the 30 hour wastewater training at DMACC
- Serviced vehicles and tractor



March - 2025

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

From: Tim Hansen, Director of Parks and Recreation

Re: Monthly Information Report

- SRF Sponsored Projects: Process is moving forward. Hope to bid this month and award in April.
- Splash Pad Project: We will be scheduling our next meeting the week of March 12th or 13th.
- Oak Park Estates trail project: HRG is working on plans and details.
- Planning meeting on Wednesday, March 12th, for the Wall That Heals.
- Finalizing spring and summer seasonal staff.
- Tree removal.
- Lifeguard Training class.
- Turning the page to spring. We will start with outdoor activities at the end of March.
- 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@cityofnevadaiaowa.org.

For: March 10th, 2025 Council Meeting

To: Mayor
Nevada City Council
City Administrator

From: Emily Holm, Interim Library Director

**Nevada Public Library
Council Report**

- We have completed our 2 interviews for the Library Director position and will hopefully be making an announcement about that soon.
- The Board has approved to have their March meeting on Friday, March 14th at 5:15 pm in the Nevada Public Library Meeting Room.

LIBRARY BOARD OF TRUSTEES TUESDAY, FEBRUARY 18, 2025, 5:00 P.M.

Chairperson Allison Severson presided and convened the regular meeting of Nevada Library Board of Trustees on Tuesday, February 18, 2025 at 5:04 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: Emma Cassabaum, Emily Fulton, Priscilla Gammon, Theresa Presley, and Allison Severson. Absent: Tim McLaughlin, and James Woodard (arrived at 5:26 p.m.).

Others in attendance were Interim Library Director Emily Holm, and Donna Mosinski.

Motion by Board Member Emma Cassabaum, seconded by Board Member Theresa Presley, to **approve the agenda** as posted. The roll being called, the following named members voted. Ayes: Cassabaum, Presley, Severson, Fulton, and Gammon. 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 Theresa Presley, seconded by Board Member Emily Fulton, to approve the following **consent agenda** items as submitted:

- (1) Approve **minutes** of the January 13, 2025 regular meeting
- (2) Approve February 2025 **claims** totaling \$11,671.83 (see attached list)
- (3) Accept and place on file the Director's **memo** dated February 10, 2025
- (4) Accept and place on file January 2025 financial report

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

Motion by Board Member Emma Cassabaum, seconded by Board Member Priscilla Gammon, to approve the Interlibrary Loan Policy as amended. The roll being called, the following named members voted. Ayes: Cassabaum, Gammon, Presley, Severson, and Fulton. Nays: None. Chairperson Allison Severson declared the motion carried.

The Director Search and Board Meeting Start Time will be moved to end of meeting.

Interim Library Director Emily Holm reported on:

- The water bottle filler has been installed. They need to look at getting a new server in the next two years.
- Adult Craft Nights have been successful and staff is looking at adding more nights.
- The Story County Board of Supervisors have added 5% to the budget for Story County libraries.

James Woodard arrived at 5:26 p.m.

- Nevada is part of a grant to receive hotspots and tablets. Ames Public Library will be in charge of the servicing.
- The board asked for an update on the alarm on the door in the back of the library.

The Board discussed the hiring of a new Library Director and the qualifications of applicants. The discussion lasted 30 minutes for continuing education.

The Board discussed the meeting start time and decided to change the order of the meeting and have the continuing education and reports at the beginning.

Due to a number of trustees being absent on March 17, the next meeting will be held at 5:15 p.m. Friday, March 14, 2025.

There being no further business to come before the Board, it was moved by Board Member Theresa Presley, seconded by Board Member Emma Cassabaum, to adjourn the meeting. The roll being called, the following board members voted. Ayes: Presley, Cassabaum, Fulton, Gammon, Severson, and Woodard. Nays: None. Chairperson Allison Severson declared the motion carried. At 6:11 p.m. she adjourned the meeting.

ATTEST:

Priscilla Gammon, Secretary

Allison Severson, Chairperson