

# **City Administrators Report**

March 20-April 9, 2025

## **Keystone**

The basements have been poured. Although there was initially a significant amount of water in them, NEDC covered the cost of connecting everything to the stormwater system. Looking forward to seeing how it all turns out. The team plans to move quickly to finish the homes and get them on the market. There will be three different styles: two single-story options and one two-story design.

## **RR Tracks**

The City of Ames is allowing us to borrow their radar equipment to collect updated traffic counts for the railroad. This data will be shared with the FRA to ensure they have accurate figures. As mentioned in the previous report, we won't be taking credit for South 8th Street and 11th Street due to the number of driveways and the extensive work required to keep them within the designated zones. However, both crossings will still remain part of the quiet zone—we just won't receive credit for them.

## **Sponsored Project**

We've received all the bids and completed the bid openings. Overall, we had a strong pool of submissions, and the bids came in below the engineer's estimate. Below is the current project schedule.

1. 4/14 - Council approval to award Projects A&B

## **Accessibility**

Marlys is continuing to look into this. We've reviewed the companies that can provide compliance services, and she's now researching a provider already being used by another organization to see if we can work directly with them, rather than acting as a middleman.

## **Splashpad**

We've reviewed the concepts with JEO, and Rhonda, Tim, and I all prefer the second concept over the first. The first option doesn't offer much—it's fairly basic—so we feel the second concept is a better fit. However, it does come at a higher cost and is slightly over budget. To make it feasible, we'll need to explore several grant opportunities to help reduce the overall expense for the city.

## **Sewerage Testing**

We've received the test results from the samples that were taken and are now waiting to hear back from the DNR regarding the next steps. Since there's currently no classification assigned to us, we need their guidance on how to proceed.

## **Embark**

Embark is currently waiting on the equipment needed to complete the installation for the third television in the council chambers. Once they receive a confirmed delivery date, they'll be able to schedule a time to handle the installation.

## **Saltech**

Will be at the next council meeting to review and go through a run-through with us.

## **Development Agreement**

The DA and site plan for the north development should be on the next council agenda. I have been working with them on

## **DOT**

Still waiting on the agreement from the DOT.

### **Windmill**

The removal should be coming down the pipeline soon, I will provide an update once I hear back from Joe.

### **Software**

Installation and updates are set to begin in June and continue through December. While this will likely be a stressful period as we juggle other responsibilities, the result should ultimately make things much easier for staff. That said, we can expect some challenges during the initial transition.

### **CDBG**

We were awarded the CDBG grant for \$650,000, which is a huge win for the downtown area! I'm excited to get the project underway. The Mayor and I will be attending a kickoff meeting in May to learn more about the next steps and details of the CDBG process.

### **WW**

We finally have water flowing to the new plant! This is exciting news after such a long wait—it's a major milestone for the project. Over the next 4-6 weeks, the WW staff will be going through all of their training and tutorials to learn how to operate the new plant, as it's quite different from our current facility.

### **Wellfield**

We burned the grass at the wellfields last week. Given the issues we've had with invasive species, we'll likely need to do another burn later this year.

### **Burke**

Burke has the ordinance and agreement in hand, and we're now waiting to hear back on their feedback. We're very close to getting this wrapped up.

### **Monthly Meetings**

WW Progress Meeting

NEDC Exec

LHD

Rotary



## **STAFF MEETING AGENDA**

**April 7, 2025**

### **A. Old Business**

- a. City Administrator
  - i. CDBG
  - ii. PPL
  - iii. RR
  - iv. 51 Acres
  - v. Van Wall
  - vi. Splashpad
  - vii. Trail
  - viii. Trailside-Keystone

- ix. WWTP
- x. Kading Property
- xi. Vialytics
- xii. Accessibility



# NEVADA PUBLIC SAFETY DEPARTMENT

1209 6<sup>th</sup> 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:** Monday, April 7, 2025  
**Ref:** Report for City Council Meeting for Monday, April 14, 2025

## Staffing

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

Officer Davidson is progressing well in the FTO process. He is anticipated to be approved for solo patrol in the coming month.

## Activity

The police department has either responded to or self-initiated 433 calls for service in the month of March.

*Highest number of calls listed below:*

Traffic Stops: 163  
General Info: 37  
Medical Assists: 26  
Animal Call: 19  
Suspicious Person: 15

Respectfully submitted,

Chris Brandes  
Public Safety Director  
Chief of Police



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*Chris Brandes*  
*Public Safety Director*  
*Chief of Police*

TO: Chris Brandes, Public Safety Director

FROM: Ray Reynolds, Director of Fire and EMS

DATE: April 2, 2025

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

Calls to date in 2025: 200  
Calls to date same time last year (2024): 186

Fires for March 2025: 10  
EMS for March 2025: 46  
Good intent for March 2025: 12  
Community events for March 2025: 6

Current roster number of members: 45

## Membership

We anticipate losing a member due to medical leave and non-participation and will likely add two new members next month who have moved to the community. One is a fire sprinkler contractor and the other was a firefighter in Elkader.

Marlys has worked to add some advertising for the department on various social media platforms and the Our Nevada magazine to assure we have a full fire department roster.

**YOUR COMMUNITY NEEDS YOU**

**MAKE THIS THE YEAR YOU APPLY TO  
BECOME A NEVADA FIREFIGHTER!**

**Nevada's firefighters fill some of the most impactful  
volunteer positions in our City. You can make a  
difference and we can help you develop the skills!**



**Delayed response or no day time staffing available calls (Dec-March).**

12-11-24 1014 am **Fire alarm** at Burke Marketing 1516 S. D. Ave. Unsure if false paged FD (2 F/T city staff responded 0 volunteer staff)

12-11-24 1112 am **Suicidal male threatening to harm self** (2 F/T city staff responded 0 volunteer staff)

2-21-25 950am **Sick person needed transported** (1 F/T staff responded, 0 vol. staff available)

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)

2-25-25 8:14am **sick person transport needed to hospital** (1 vol. responded)

2-26-25 10:21 am **Public Assist 67 year old needs help out of chair** (1 vol. staff responded)

2-26-25 3:15 pm **Motor vehicle crash with two people serious injury and both trapped, both flown by helicopter to trauma center.** (First response with engine had 2 volunteers, 1 FT, 1 volunteer medical arrived within 8 min. Mutual aid called but disregarded after a second engine with 3 volunteers arrived)

3-14-25 12:41 pm **Brush fire of stumps need extinguished before the storm concerned it will start the county park on fire near the new city waste water treatment plant.** (no volunteers available, 3 F/T city staff put fire out)

## **Fire events**

There have been several grass fires in the last month with the largest being a controlled ditch fire that quickly got out of control. A house and grain site were threatened and saved by our response and that of our mutual aid partners. The neighboring CRP and corn stalk field were burned. The high winds have made wildfires more dangerous and hard to control. We did assist the city water department with a controlled burn at the well field. If the winds slow down we have several properties of the city needing prescribed burns.



The command UHP truck has been getting a work out this spring. The county is in very dry conditions despite some of the recent rains.

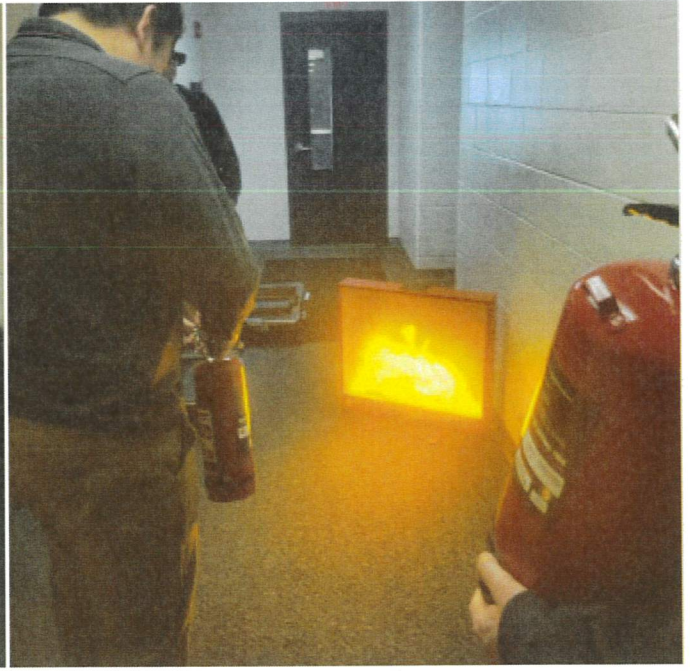
### Narcan grant

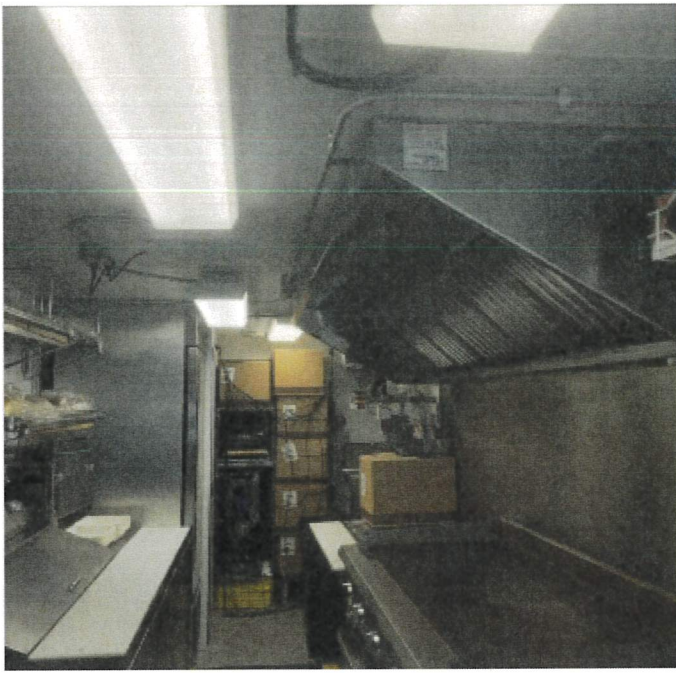
The Iowa Department of Public Health recently approved our request for Narcan intranasal and injection doses. We received \$3,312 worth of Narcan which equates to 76 doses for in the nose, and 8 doses for injectable Narcan for our paramedics to use in IV's. We are distributing Narcan to the Library, Parks and Rec, City Hall AED cabinets, our police officers, our Fire Department paramedic and EMT bags. Because we received this at no cost, our medication budget was not adversely impacted.



### Some March pictures:







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

April 8, 2025

TO: Mayor - City Council Members  
City Administrator Jordan Cook

FROM: Kerin Wright, City Clerk

FY2025/2026 Budget: Monday, April 14<sup>th</sup> will be the public hearing for the budget with consideration of approval after the public hearing. We were also slated to hold the public hearing for the Capital Improvement Plan (CIP), however, I neglected to get the publication in the paper and it has been moved to the April 28<sup>th</sup> meeting. You'll see the action to set the public hearing for the CIP hearing in the consent agenda for Monday night.

FY2024/2025 Budget Amendment #1: We will be finalizing the FY24/25 Budget Amendment request in the next couple weeks and will be placed on the consent next meeting to set the public hearing for May 12<sup>th</sup>. The main items for the amendment will be due to increased property insurance, building/equipment repairs, EAB/Storm removals, Economic Development Grants/reimbursements, new services that were underestimated in costs and some expenses planned last fiscal year but not realized until this year.

We have set the dates for our financial software conversion. It will begin the last week in May and continue through mid July. There will be several test runs before we go live.

The annual Cemetery Report and SLFRF (Coronavirus State & Local Fiscal Recovery Funds authorized by the American Rescue Plan Act, ARPA) Report have both been filed.

I participated in the required Public Finance Annual Training regarding Municipal Securities Disclosures on April 3<sup>rd</sup>. One of the key take aways was the reminder that any financial statements made by any public officials that could be misleading can be held against those making the statements. As soon as the webinar is available for viewing I will forward it over along with the slides for your review.

Kerin Wright  
City Clerk/Finance Director

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The Nevada Street Dept has been working on the following

- ❖ Vehicle maintenance
- ❖ Locates
- ❖ Patching holes
- ❖ Pumped water from Harrington
- ❖ Graded gravel roads
- ❖ Water break patches and seed backs
- ❖ Camera sanitary sewers
- ❖ 5<sup>th</sup> ST gravel road rehab
- ❖ Vacuuming lime at Water plant
- ❖ Helped burn well field
- ❖ Installed TV mounts and Monitors at City Hall
- ❖ Graded alleys
- ❖ Took out loading dock by the shop
- ❖ Installing signs to be compliant with FRA quiet zone
- ❖ Getting plan established to move parking signs to meet new ordinance
- ❖ Several meetings with contractors for finishing up prior projects

City Council:

Continuing to process permits.

We will be going live with the new permitting software in the middle of March.

Continuing to finalize the rental inspection start. That will take place at the same time as the new permitting software.

Getting ready for a busy spring and summer for new homes and projects people will be starting.

I have added a Tax Abatement to the agenda.

Respectfully,

Ryan Hutton  
Building and Zoning Official

April 14th / 2025

## Water Pollution Control Council Report

- Regular operation, monitoring & maintenance of the wastewater treatment plant, lift station, and remote flow basin.
- Operation training for new plant and lift station
- Logan and Jordan G. have applied for grade 1 exams

April 14th, 2025 Council Meeting

To: Mayor, City Council and Administrator

From: Shawn Ludwig, Water Superintendent

## Water Department Council Report

- Busy with Plant maintenance
- Reading meters.
- Cleaning out Softner #2.
- Getting ready to Flush Hydrants.
- Burned the Well Field praire.
- Doing touch up paint in the plant on rusty bolts and pipes.



April - 2025

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

From: Tim Hansen, Director of Parks and Recreation

Re: Monthly Information Report

- SRF Sponsored Projects: Both Projects A & B have been bid and are on the agenda for your consideration. Both projects saw competitive bids and have come in under the engineer's estimate of probable cost.
- Revisiting and gathering additional information regarding mosquito control for the city.
- We have been awarded a \$10,000 Community Forestry Grant for tree plantings in the city. We have scheduled the tree planting for April 30<sup>th</sup> in coordination with the school's Day of Service.
- We will be hosting the April Main Street Nevada Mix-N-Mingle at the Field House on Wednesday, April 23<sup>rd</sup>.
- Splash Pad Project: JEO Consulting continues to work on cost estimates, concepts and grant opportunities. We are also exploring grant opportunities. Jordan, Brenda and I met to discuss potential grants that could support this project.
- Oak Park Estates trail project: Jordan and I had a meeting with Brandon, HRG, to discuss 90% plans. Brandon will investigate a couple more items and follow up. The goal is to have these plans completed by the end of April.
- Planning meeting on Thursday, April 3<sup>rd</sup> for charity softball game to be held in May.
- Spring and summer staff have been hired and will begin work in the coming weeks/months depending on their position.
- Tree removal at Harrington Park. We still have about a half dozen Ash trees to remove. We will follow up this spring and summer with all the necessary stump removal once we have some of our seasonal staff on board.
- Lifeguard Training class is ongoing.
- Turned the page to spring as a lot of the 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) or by email at [thansen@cityofnevadaiaowa.org](mailto:thansen@cityofnevadaiaowa.org).