

# **City Administrators Report**

July 24-Aug 7, 2025

## **West 18th Street Storm Sewer Line – Investigation Summary & Next Steps**

Over the past several weeks, we have conducted a thorough investigation into the ongoing issues with the storm sewer line along West 18th Street. Through careful research and assessment, we have successfully pinpointed the location of the problem within the system. Unfortunately, the issue lies directly above a section where multiple utility pipelines are present. At this time, the exact depth of those pipelines is unknown, which presents a challenge in determining the most effective and safe method for repairs. We have requested utility locates, and we are hopeful that once they are completed, we will be able to identify the precise position and depth of these existing lines. The depth of the pipelines will be a critical factor in how we proceed. If the pipelines are at least 6.5 feet deep or deeper, we anticipate no significant difficulties in making the necessary repairs to the storm line. However, if they are shallower than that threshold, establishing a proper connection may prove problematic, and alternative routing options will need to be explored. Additionally, we have identified a broader concern that may be contributing to the severity of the issue. It appears that the stormwater drainage from areas west of 18th Street is also being funneled into this same line. This additional load is likely placing considerable stress on the infrastructure and could be a primary cause of flooding observed on the county side of the line. We remain committed to resolving the issue and will proceed with repair plans as soon as we have the necessary data from the utility locates. Further updates will follow once a course of action is finalized.

## **Board of Supervisors Meeting – Drainage District 17 Update**

I attended the Board of Supervisors meeting last Tuesday to participate in a discussion regarding ongoing concerns in Drainage District 17. The county has recently received a significant number of calls related to drainage issues in a specific area of the district. In response, I provided an update on the City's efforts to assess whether similar problems are affecting our infrastructure within that zone. During the meeting, I emphasized the importance of coordination between the City and the County to determine the full scope of the drainage issues. In turn, the County agreed to move forward with cleaning out both major drainage lines in the area—the east-west line as well as the north-south line. These lines have become heavily obstructed due to invasive tree root growth, which is likely a major contributor to the current drainage problems. Once the cleaning work is completed, the City will assist by televising the cleaned lines to inspect their condition and identify any lingering blockages or structural concerns. Our goal is to gain clear visibility into the system so that we can address any remaining issues and help reduce the frequency and severity of drainage complications affecting residents within the district. We are hopeful that this joint effort will significantly improve flow and functionality within Drainage District 17 and provide relief to those who have been impacted.

## **Substantial Completion WBCI**

Included on this agenda is the substantial completion request submitted by WBCI for the facility project. Reaching this milestone represents a significant achievement, and it's encouraging to see the project advance to this point after a long and complex process. You'll notice that the request includes a change in the final contract amount, which reflects the extended duration of the project. WBCI remained on-site for nearly two additional years beyond the original timeline, and this extended presence is factored into the updated pricing. This documentation will be

instrumental in supporting our case for liquidated damages on the lift station, which we intend to pursue due to the substantial delays encountered. While substantial completion is a major step forward, there are still several outstanding matters that need to be resolved. Continued training is required to ensure staff are fully equipped to manage the new systems and processes that come with the upgraded facility. This training will become even more critical as we bring new personnel on board—a hiring process that is currently underway. Onboarding and properly preparing these new team members will be essential to achieving full operational efficiency and long-term success for the facility.

We will continue to provide updates as we work through the remaining items and transition into full operation.

### **The Wall That Heals – Arrival and Community Engagement**

On Tuesday afternoon at approximately 3:15 p.m., *The Wall That Heals* made its highly anticipated arrival in our community. The escort procession was an incredible and moving sight—featuring a large contingent of motorcycles, Corvettes, and representatives from the military, law enforcement, fire departments, and emergency medical services. Their participation added a powerful sense of honor and reverence to the moment. Following its arrival, the wall was successfully assembled over two days and officially opened to the public today, August 7th. It will remain open and accessible 24 hours a day through Sunday, August 10th. The wall is fully illuminated during the nighttime hours, allowing for quiet reflection and visitation at any time. A special ceremony will be held on Saturday to honor and recognize those impacted by Agent Orange. This event is expected to be particularly meaningful and we encourage people to attend if possible. It has been truly inspiring to witness the level of community support and involvement surrounding this event. From volunteers and organizers to those simply stopping by to pay their respects, the collective effort and spirit of unity have been nothing short of remarkable. We are genuinely excited to see the community come together around such a significant and healing tribute.

### **ARPA Report**

On Tuesday, I attended the Board of Supervisors meeting to discuss the American Rescue Plan Act (ARPA) funding the City received from the County in support of our South D Street Project. While the construction phase of this particular portion of the project has been completed, our responsibilities related to the funding are ongoing. As part of the ARPA compliance requirements, the City is obligated to submit quarterly reports outlining how the funds have been utilized, the current status of the project, and any related expenditures or milestones. These reports help ensure transparency and proper stewardship of federal relief funds. In addition to the written reports, we are also required to present verbal updates to the Board of Supervisors to keep them informed of project progress and compliance status. These presentations provide an opportunity to answer any questions from the Board and maintain a clear line of communication regarding the use of ARPA dollars. Even though construction is complete, these reporting requirements will continue for the duration of the County's ARPA oversight period.

### **Mix n Mingle**

The City is pleased to announce that we will be hosting the next Mix & Mingle event on Wednesday, August 13, from 4:00 p.m. to 6:00 p.m. This event will take place at the park located directly in front of City Hall, offering a welcoming outdoor setting for casual conversation and community engagement. We encourage anyone able to attend if available. Light refreshments will be provided, and all are welcome to stop by—whether for a few minutes or the full two hours.

Mark your calendars and join us as we continue building strong community connections through events like this one.

### **Dog Park**

As part of the planning process for the new **dog park**, we have been actively working with several vendors to obtain accurate cost estimates for the **fencing component** of the project—one of the most essential elements for both functionality and safety.

To date, I have reached out to **three reputable companies** with experience in commercial-grade fencing for public spaces:

- **Thrive** – based in **Ames**, known for their local project work and community involvement.
- **American Fence Company** – located in **Johnston**, offering a broad range of fencing solutions and expertise in municipal projects.
- **Superior Fence and Rail** – operating out of **Elkhart**, with a strong reputation for quality installation and timely delivery.

Each company has been asked to provide a detailed estimate that includes materials, labor, and any site preparation required for installation. We are seeking comparisons on different fencing options (e.g., chain link, vinyl-coated, or decorative fencing) to ensure the final selection meets the needs of the park.

### **I & I**

As mentioned in previous reports, we have been in ongoing discussions with our engineering team regarding the drainage and infrastructure concerns affecting various parts of the community. These conversations have been instrumental in helping us better understand the scope and complexity of the issues we're facing. Today, we are scheduled to meet with the engineers to develop a comprehensive game plan that will address the needs of the entire community—not just isolated areas. While our initial assessments had pointed to a specific location as the primary source of the problems, further review and community feedback have led us to believe that the situation is more widespread than originally thought. The objective of today's meeting is to evaluate all available data, reassess the extent of the problem, and collaborate on a strategy that ensures long-term solutions for the full area. This plan will serve as a roadmap for prioritizing repairs, coordinating resources, and ensuring that future improvements are both effective and sustainable. We'll continue to keep everyone updated as our planning progresses and as next steps are identified.

### **Monthly Meetings**

WWTP

Sponsored Project

DTR Progress

NEDC

Rotary

Wall that heals



**STAFF MEETING AGENDA**

**No staff meeting on Aug. 4<sup>th</sup>.**





# 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:** Wednesday, August 6, 2025  
**Ref:** Report for City Council Meeting for Monday, August 11, 2025

## Staffing

Officer Morphew is assigned to solo patrol.

## Activity

The police department has either responded to or self-initiated 632 calls for service in the month of July.

*Highest number of calls listed below:*

Traffic Stops: 289  
General Info: 51  
Medical Assists: 30  
Animal Call: 31  
Suspicious Person: 26  
Parking Complaints: 14

Respectfully submitted,

Chris Brandes  
Public Safety Director  
Chief of Police





# NEVADA PUBLIC SAFETY DEPARTMENT

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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: Aug 6, 2025

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

Calls to date in July 2025:	457
Calls to date same time last year (2024):	430

Fires for July 2025:	0
EMS for July 2025:	42
Good intent for July 2025:	12
Community events for July 2025:	9

## **Membership:**

Current roster number of members: 45

## **Delay / Lack of response:**

7-24-25 6:25 am. **Structure fire/electrical arcing filling up the street department building with smoke.** Initial response was with two volunteers on an engine. After 10-minutes, three additional volunteer staff arrived on scene. One older volunteer suffered COPD exacerbation from exertion and needed medical oxygen and a duo-neb treatment on the scene. No hospitalization required.

## **Credential and Executive Fire Officer**

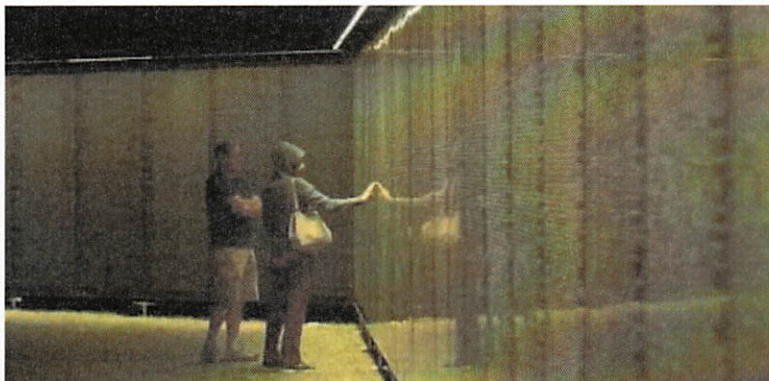
I have been working on obtaining my credential as a Certified Fire Officer (CFO) through the Center for Public Safety Excellence. At the same time, I am working on my final capstone research paper on why people smoke who are on oxygen for my Executive Fire Officer (EFO) designation. Both are the pinnacle for a fire chief and help validate the leadership role a fire chief has with self, organization, and community. I have interviewed people in the community and found people have a very high regard for the fire department. Many want more information and articles on Community Risk Reduction (CRR) efforts they can take to keep their families safe.

## **Wall That Heals:**

There are a number of fire department staff involved in various activities to support The Wall That Heals events. The department put up the large flag for the procession into town. Staff assisted in the set up and



several will support the activities throughout the week with the ceremonies. It is a considerable honor to help our community and have our members see the sacrifices people have made for country. The fire department members contribute a lot more time for the community than responding to calls for service.



### **UHP Training and news**

Lt. Kevin Bell and myself were requested by the Milo Fire Department to provide some support and assistance in training on UHP systems. They purchased a UHP for their first out attack truck. Unfortunately, that purchase did not come with a lot of training. The tactics are different using 20 gpm at 1230 psi vs 160 gpm at 100 psi. I never want to see a firefighter get hurt using UHP by not understanding the science of how to use it during fire attack. We provided classroom instruction and conducted several burns to a car. At the end of the night, they were putting completely engulfed cars out using 4 gallons of water. It was a real confidence builder for them. We received a lot of positive feedback.



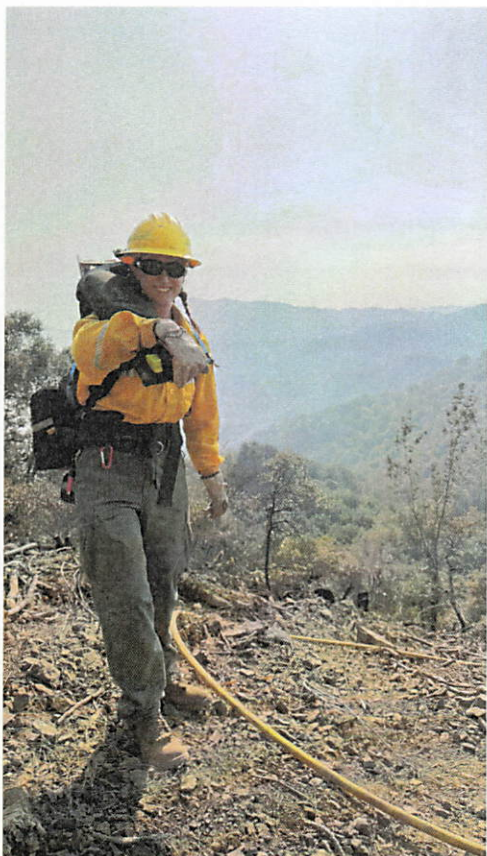
### **Downtown Sprinkler Awareness Event August 20 11AM-1PM.**

The fire department in partnerships with Mainstreet Nevada, the Nevada Rotary Club, Burke Corporation, and the National Fire Sprinkler Association (NFSA) will host an awareness event downtown on the corner of K Ave and 6<sup>th</sup> Street. We will hand out hot dogs and provide a side-by-side demonstration of a sprinkler system activation in a room fire. The live fire demonstration starts at 12:30pm. We will have banners highlighting the six apartments downtown that have sprinkler systems. This effort will demonstrate the importance of protecting our downtown as they renovate the 2<sup>nd</sup> floors for residential use. Last month in Albia, a major fire destroyed a historic building killing one person, destroyed six apartments, and three businesses. That building will never return.





### **Firefighter Avery Keenan Returns from California Wildfire Deployment**



FF Avery Keenan returned to the department after a 45-day wildfire deployment with the DNR. Keenan fought an 8,000-acre fire in mountains that was 0% contained when she arrived in California. Our staff do some amazing work throughout the U.S. We are glad to have her back safe.

Nevada Street Dept has been working on the following:

- Concrete patches
- Regular fleet maintenance
- Sign in-stall
- Storm water chasing
- Tile on W18th
- Sweeping
- Televising storm and sanitary sewers
- Mowing bridges
- Tree removal

Monday, August 4<sup>th</sup> Dennis Pratt returned to the City Street shed as a Mechanic Operator 3. It's great to have him back.

Joe Mousel  
Street Supervisor



August 11th, 2025 Council Meeting

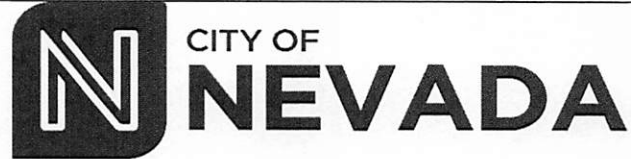
To: Mayor, City Council and Administrator

From: Shawn Ludwig, Water Superintendent

## Water Department Council Report

- Busy with Plant maintenance
- Reading meters.
- Had Midco Diving clean Clearwell and Ground storage tanks.  
Both tanks looked good.
- Doing touch up paint in the plant on rusty bolts and pipes.

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

August 7, 2025

TO: Mayor - City Council Members  
City Administrator Jordan Cook

FROM: Kerin Wright, City Clerk

Training with the new financial software continues. Staff has been working hard to learn all the new processes and features for the conversion! Department heads have adapted well with the new invoice process and seem to be catching on. There is still the budget process that needs to be worked through, but we are getting familiar with the invoice process first. June bank reconciliation is not completed yet and once that process is completed the financials will be presented for approval. We also just rolled out the new community portal where customers can create a login for their utility account and can pay and see their usage from there. We still have several other features that we haven't rolled out yet. One step at a time, one foot forward, moving in the right direction!!

Last month I talked about the new legislation beginning January 2026 that newly elected and appointed officials must complete training within 90 days of taking office or appointment. IPIB has some trainings scheduled in the coming months. See the link below if you'd like to attend one of the trainings. They are free. [IPIB Training for Newly Elected and Appointed Officials | Iowa Public Information Board](#)

I attended a webinar on August 7<sup>th</sup> with Ted Nellesen, Department of Management, regarding the new requirements for the Annual Financial Report. There is a new tab on the report that will have details regarding the City's outstanding debt. This requirement was caused by HF718 where it requires the Department of Management to gather the information on cities and counties debt issuances and file reports with the legislators. There is already a separate Outstanding Debt Report that is due at the end of August, however, the tab on the AFR will have greater detail regarding the debt.

Kerin Wright  
City Clerk/Finance Director





August 11th / 2025

## Water Pollution Control Council Report

- Regular operation, monitoring & maintenance of the wastewater treatment plant, lift station, and remote flow basin.
- Flooding from excessive inflow and infiltration caused a surge in the sewer system that flooded the lower screen room of the main lift station, no new damages.
- Installed a new Control Box for the Remote Flow Basin.
- Completed July's E.coli testing within monthly average and daily limits.
- Submitted Chloride Progress Report to Iowa DNR.

For: August 11, 2025 Council Meeting

To: Mayor  
Nevada City Council  
City Administrator

From: Amanda Brewer, Library Director

**Nevada Public Library  
Council Report**

**MY REPORT**

Emily Holm's last day as the Assistant Library Director is August 13<sup>th</sup>. She will come in on a part-time basis and help train her replacement. Danielle Schmitt accepted the Assistant Library Director position and will start full-time on September 2<sup>nd</sup>. Cameron Spence's last day is also August 13<sup>th</sup>. She has a busy year of extra-curricular activities and will not be able to continue her employment with the library. She has been a pleasure to work with during her time with us. We are working on hiring another Clerk Intern.

Now that August is here, we are transitioning from summer activities and preparing to get back into our "school year" routine. The Friends of the Library hosted a lovely meet and greet for myself with the public on Tuesday, August 5<sup>th</sup>. We are also hosting a Holocaust program this month for adults and a kid's program on August 14<sup>th</sup> with guest host Sportscaster Scott Reister at the Nevada Field House.

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LIBRARY BOARD OF TRUSTEES MONDAY, JULY 21, 2025, 5:00 P.M.

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Chairperson Theresa Presley presided and convened the regular meeting of Nevada Library Board of Trustees on Monday, July 21, 2025 at 5:03 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, Derek Grote, Theresa Presley, and James Woodard. Absent: Priscilla Gammon, and Allison Severson.

Others in attendance were Library Director Amanda Brewer, Henry Corbin, and Donna Mosinski.

Motion by Board Member Emma Cassabaum, seconded by Board Member James Woodard, to approve the agenda as posted. The roll being called, the following named members voted. Ayes: Cassabaum, Woodard, Grote, and Presley. Nays: None. Chairperson Theresa Presley declared the motion carried.



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

Introductions were made to the new Trustee Derek Grote.

Library Director Amanda Brewer reported on:

- Amanda reported that she will be talking to staff regarding the youth programming for the Nintendo Switch and tablets with Finch robots.
- There has been water seepage in the basement.
- The summer programs are going well.
- This past fiscal year's circulation is up.

For Continuing Education, the board reviewed Accreditation Public Standards – Section 1 – Governance in preparation for the library's next accreditation. The discussion lasted for 14 minutes.

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

- (1) Approve **minutes** of the June 16, 2025 regular meeting
- (2) Approve **minutes** of the July 2, 2025 special meeting
- (3) Approve July 2025 **claims** totaling \$4,685.52 (see attached list)
- (4) Accept and place on file the Director's **memo** dated July 17, 2025
- (5) Accept and place on file June 2025 financial report

The roll being called, the following named board members voted. Ayes: Cassabaum, Woodard, Grote, and Presley. Nays: None. Chairperson Theresa Presley declared the motion carried.

Motion by Board Member Emma Cassabaum, seconded by Board Member Derek Grote, to approve purchase of 5 patron computers using \$5000 from Fund 810 CIP and the remainder from the general fund. The roll being called, the following named members voted. Ayes: Cassabaum, Grote, Presley, and Woodard. Nays: None. Chairperson Theresa Presley declared the motion carried.

Motion by Board Member James Woodard, seconded by Board Member Derek Grote, to approve the purchase of the overhead projection screen from Projectorscreen.com for \$2,072.80. The roll being called, the following named members voted. Ayes: Woodard, Grote, Presley, and Cassabaum. Nays: None. Chairperson Theresa Presley declared the motion carried.

The following committees were assigned:

Budget – Theresa Presley, Allison Severson, Josh Peschel

Gift – Emma Cassabaum, Jim Woodard, Priscilla Gammon

Technology – Jim Woodard, Priscilla Gammon, Josh Peschel

Strategic Plan – Allison Severson, Theresa Presley, Derek Grote

Motion by Board Member Emma Cassabaum, seconded by Board Member Derek Grote, to approve the Organizational Chart. The roll being called, the following named members voted. Ayes: Cassabaum, Grote, Presley, and Woodard. Nays: None. Chairperson Theresa Presley declared the motion carried.

Motion by Board Member Emma Cassabaum, seconded by Board Member Derek Grote, to approve the Meeting Room Policy as amended with fines for late return of key. The roll being called, the following named members voted. Ayes: Cassabaum, Grote, Presley, and Woodard. Nays: None. Chairperson Theresa Presley declared the motion carried.

There being no further business to come before the Board, it was moved by Board Member James Woodard, seconded by Board Member Emma Cassabaum, to **adjourn the meeting**. The roll being called, the following board members voted. Ayes: Woodard, Cassabaum, Grote, and Presley. Nays: None. Chairperson Theresa Presley declared the motion carried. At 6:00 p.m. she adjourned the meeting.

ATTEST:

\_\_\_\_\_  
Priscilla Gammon, Secretary

\_\_\_\_\_  
Theres Presley, Chairperson