

City Administrators Report

Sept 17-October 8, 2025

Safety Training

Today, we held our monthly safety meeting, which centered on the topic of fire safety. Ray led the session and did an excellent job hosting the discussion. He provided clear, practical information on fire prevention, emergency procedures, and the proper steps to take in the event of a fire. Following his presentation, employees had the opportunity to participate in a hands-on fire extinguisher simulation. This interactive exercise allowed everyone to practice using a fire extinguisher, reinforcing the safety techniques discussed earlier. Overall, the session was informative, engaging, and it helped ensure that all staff members are better prepared to respond safely and effectively in the event of a fire emergency.

Dorsey and Whitney

Over the past week, Kerin and I have had several conversations with representatives from Dorsey & Whitney regarding multiple ongoing agreements currently in progress. The firm is assisting us with three separate agreements at this time: LMI Funding Agreement – This agreement pertains to the Low-to-Moderate Income (LMI) funding project, which Brenda presented to the City Council during the most recent meeting. Dorsey & Whitney are finalizing the legal details and documentation associated with this initiative. One key update is that the LMI qualification will now be determined based on housing price rather than income limits, which represents a change from the criteria previously discussed. This approach is intended to better align the program with current housing market conditions and local development goals. The second agreement involves the Mid-States expansion project, addressing the necessary contractual components to support the company's planned growth and related city commitments. The third item concerns the Nevada Economic Development Council (NEDC) and the renewal of its service contract. Dorsey & Whitney is preparing the updated version of the agreement for review and approval. These discussions have focused on ensuring that all agreements are properly aligned with city objectives and are ready for upcoming council consideration.

Health Insurance

Discussions regarding the upcoming year's health insurance plan have begun and will continue over the next few weeks. An all-staff meeting is scheduled for October 20th, where updated information and finalized details will be shared with all employees. During our initial conversation with Jackson, our insurance representative, he informed us that preliminary estimates indicated a 25% increase in premiums compared to the previous year. However, he was optimistic that he could get us a lower rate. Jackson explained that this potential reduction was possible due to the City's decision in 2022 to move to a partially self-funded insurance model. This structure provides greater control and flexibility over costs, allowing us to manage expenses more effectively. After reviewing claims data, Jackson was able to present a revised proposal showing only a 2.44% increase—a significant improvement from the original 25%. This modest adjustment is far more manageable and reflects the benefits of our partially self-funded approach. Overall, we have been fortunate in recent years to experience minimal increases in health insurance costs, and this outcome continues that positive trend.

Health Insurance Continued: Because this is an all staff meeting, there will be an item on the council agenda to ask if we can close City Hall for 2 hours on that date October, 20th.

Annexation

With the recent donation of land designated for future community uses such as additional walking trails, a new park area, and a designated debris and brush disposal site, the next step will be to annex this property into the City of Nevada. Annexation is necessary to ensure the City has the appropriate authority to conduct controlled burns at the debris and brush site and to properly manage the land under city ordinances. I have already discussed this process with Erin, and we both anticipate it will be relatively straightforward, though it will require some time to complete all the necessary steps and approvals. Once the initial paperwork and procedural requirements are in place, we'll begin the annexation process to officially bring the donated land within city limits. This annexation will help support the City's long-term plans for recreation, maintenance operations, and environmental management in the newly donated area.

NEDC Agreement

As mentioned earlier, we are making several updates to the agreement with the Nevada Economic Development Council (NEDC) to improve clarity and streamline future administration. In the current (or previous) agreement, NEDC received an incentive payment structure that provided additional compensation when new industries located in Nevada and began contributing to the city's tax base. Specifically, this incentive amounted to 0.5% of the minimum assessment payment for a period of five years following the start of tax payments. While this incentive program has been successful in the past, it has proven difficult to consistently track and administer due to the variability in timing and assessment details for each project. To simplify the process, we have decided to remove this incentive clause from the updated agreement. In place of the incentive payments, the City will increase NEDC's annual allocation, ensuring continued financial support for their important economic development work. This adjustment provides a more predictable and transparent funding structure while still recognizing the vital role NEDC plays in fostering business growth and community development. NEDC has been, and continues to be, a key partner in driving the City's economic progress, and we believe this revised structure represents a fair and effective compromise that strengthens our partnership moving forward.

Parking Ordinance

As mentioned previously, I would like to begin the process of updating the City's parking limit ordinances to better reflect current development patterns and community needs. During a recent discussion related to a new development project, parking requirements became a significant point of concern, highlighting the need to modernize our existing regulations. We have recognized for some time that the current parking ordinance is outdated, as several existing properties and developments throughout the community do not conform to the standards currently in place. Updating these ordinances will help bring greater consistency, flexibility, and practicality to how parking is planned and implemented across the city. As we work through the revisions, some sections of the ordinance will be modified, while others that continue to serve their purpose effectively will remain unchanged. The overall goal is to ensure that our parking requirements are right-sized to the actual needs of businesses, residents, and visitors. In many cases, the updates will help prevent the creation of unnecessarily large parking lots that remain underutilized for most of the year. By reducing excessive parking requirements, we can promote better land use efficiency, allowing for more green space, improved site design, and potentially larger building footprints within the same property boundaries. This initiative aims to balance functionality with aesthetics while supporting responsible growth and sustainable community development.

Smoke Testing

The smoke testing of the sanitary sewer system has been completed, and WHKS is now in the process of preparing a formal report summarizing their findings and recommendations. Once that document is finalized and received, I will forward it to the City Council and Mayor for review. Preliminary observations indicate that there are several areas requiring attention. Some of these issues will need to be addressed immediately, particularly those that pose a higher risk during major storm events, as they could contribute to infiltration or overflow problems. Other, less urgent issues can be incorporated into the City's Capital Improvements Plan (CIP) and scheduled for gradual repair or replacement over the coming years. This approach will allow us to manage costs effectively while prioritizing the most critical infrastructure concerns first. Given the scope of the work identified, it is likely that we will need to hire an outside contractor to complete many of the necessary repairs, as our current staff does not have the capacity or resources to handle all of them internally. However, there may be smaller, manageable fixes that our team can complete in-house. This report will serve as an important tool in guiding our next steps for maintaining and improving the City's sewer system integrity, ensuring we remain proactive in preventing future stormwater and infiltration issues.

Monthly Meetings

NEDC Exec
Sponsored Project
Mainstreet
Rotary
Alliance
IaCMA
LHD Wrap-up



STAFF MEETING AGENDA

Monday, October 6, 2025 @ 9:00 A.M

A. Old Business

- a. City Administrator
 - i. CDBG
 - ii. New Addition
 - iii. Smoke testing
 - iv. Oak Park Trail
 - v. 51 Acres
 - vi. Decommission
 - vii. Housing
 - viii. Land
 - ix. Splashpad
 - x. WWTP

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Nevada, IA 50201-0530



Kerin Wright
City Clerk
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October 8, 2025

TO: Mayor - City Council Members
City Administrator Jordan Cook

FROM: Kerin Wright, City Clerk

Included in the packet under the consent agenda is the approval for the Annual Urban Renewal Report (AURR) that is submitted to the state every year detailing the obligations of the City's development agreements.

Attached is the tentative time line for the FY2026/2027 Budget. Staff is scheduled for training on the new software in the next couple weeks. This year will be a learning curve, but hopefully in the coming years the process will flow better as staff becomes familiar with the system.

The Insurance Committee met as required per the Union Contract to review the proposed insurance renewals. The initial renewal came in over 25%, however, with the self-funding put in place a few years ago we are able to manage those costs to keep it under a 3% renewal.

Our security system (Brivo) for our doors at City Hall and the Water Plant are outdated and no longer will be serviced. The computer system that runs the HVAC system is also having issues and the company that installed it is no longer in business in Iowa. Alternatives for these systems will be reviewed.

Erin Mousel and I will be attending the Iowa Municipal Finance Officers Association (IMFOA) next week. There are new tabs on our annual reports that will be covered at the conference.

Kerin Wright
City Clerk/Finance Director

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

**FY26/27 Budget,
 LOT, Hotel/Motel, Equipment Replacement
 and Capital Improvement Planning Timeline
 September 2025 – April 2026**

October 2025	Public Works begins CIP planning. Equipment Replacement (15-year outlook) and Capital Improvement Project worksheets go out to the department heads. One-on-one meetings with City Administrator/City Clerk, if needed. Meet with Insurance Rep & Committee and Wellness Committee.
10/25/25	Equipment Revolving worksheets due back to administration. Budget worksheets sent to Department Heads
11/10/25	City Administrator, City Clerk to meet with Council Budget Committee (Mayor, Skaggs and Nealson) immediately following regular council meeting to review and discuss an overview of the city's budget process.
11/15/25	Budget Worksheets due back from Department Heads
11/18/25	City Administrator and City Clerk to Meet. City staff finalize LOT and H/M spreadsheets for the Council Budget Committee.
11/24/25	City Administration and City Clerk begin meeting with each department head
11/24/25	City Administrator and City Clerk to meet with Council Budget Committee (Mayor, Skaggs, Nealson) specifically on recommendations for Equipment Revolving, Human Service Groups, CIP Projects, LOT, and TIF Projections. (Meet from 6:30-7:30) p.m. AFTER the City Council meeting
12/01/25	City Administrator and City Clerk to review all budget docs.
12/08/25	City Administrator and City Clerk to meet with Council Budget Committee (Mayor and Council Members Skaggs, Nealson). Committee meet briefly after council meeting at 6:30 p.m.
1/12/26	Council Budget Committee and Staff present recommendations to full council based on Local Option Tax, Hotel/Motel, and Tax Increment Financing revenues and City Capital Improvement Projects proposed.
2/09/26	Regular Council Meeting – Budget Work Session AFTER the regular scheduled meeting.
2/23/26	Approve Levy numbers to submit to the County. Submit by March 5 (or before, after the Council approves) send PH notice to paper to publish on 3/12/26 after council mtg. Set NEW Public Hearing Requirement (Levy) for 3/23/26 to discuss levy #'s submitted to County. (Send PH Notice for ACTUAL budget to paper for publication on 3/26/26)
3/05/26	Report due to DOM for levy numbers for County mailing by March 5 th
3/05/26	Send to paper to PUBLISH PH Notice in paper for the 3/23/26 levy hearing
3/19/26	Send to paper to PUBLISH PH Notice in paper for the 4/14/25 Budget Hearing
3/23/26	Separate Mtg at 6:00 pm Hold the NEW PH Requirement (Levy). At the regular meeting (6:15 pm) on the same night, SET PH for Actual Budget Adoption for 4/13/26
3/26/26	Publish PH Notice for FY26/27Budget for 4/02/26
4/13/26	Hold PH for FY26/27Budget Adoption, Adopt budget
4/30/26	Filling Deadline for FY26/27Budget (NEW)

Created 9/23/25



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, September 2, 2025
Ref: Report for City Council Meeting for Monday, September 8, 2025

Staffing

No changes to staffing numbers at this time.

School is back in session and SRO VanderHart is in his second year in his role.

Activity

Lincoln Highway Days took place August 22-24. Officers were staffed at the Truck and Tractor Pull as well as the Rodeo/Beer Garden. No major incidents took place.

Our GTSB annual contract ends September 30. We will be conducting a traffic project in September to fulfill all our contractual obligations for the year.

Marlys and I are working on public information postings to spread the word to the community about the new parking regulations. This is meant to inform the community without using parking citations.

The police department has either responded to or self-initiated 658 calls for service in the month of August.

Highest number of calls listed below:

Traffic Stops: 354
General Info: 70
Medical Assists: 34
Animal Call: 23
Suspicious Person: 15
Reckless Driver: 12

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: October 6, 2025

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

Calls to date in Sept 2025: 589
Calls to date same time last year (2024): 571

Fires for Sept 2025: 1
EMS for Sept 2025: 44
Good intent for Sept 2025: 15
Community events for Aug 2025: 5

Membership:

Current roster number of members: 41

Peyton Alderson has completed his probationary test and 1-year probation. He will be present at the next council meeting to swear in as a permanent member of the fire department.

Delay/Unable to Respond

Amy Cooglar requested a fire engine for fire prevention week at the Lil Cubs childcare center. The lack of available daytime volunteers means we are not able to accommodate this request. Amy indicated she would call another fire department in the county.

Several scheduled vacations and work conflicts interrupted our ability to conduct the October Fire Prevention Week coloring and essay contest ride to school this year. We hope to resume it next year.

9-22-25 1010 am **gas line hit by electrical contractor** (1 F/T and 1 volunteer responded)

9-25-25 9:16 am **internal bleeding cancer patient** (1 F/T no volunteers available)

9-25-25 2:33 pm **motor vehicle crash with injury** (1 F/T no volunteers available)

9-25-25 3:34 pm **fall with a broken arm paged FD for more assistance for lifting** (1 F/T and second page got 1 additional volunteer. 2 police officers responded to help lift)

*Daytime fire department coverage in the community is still very thin between 6am to 4:30pm.

FEMA AFG Grant

NFD was awarded \$20,000 by FEMA Assistance to Firefighters Grant for the purchase of fire hose, appliances, and nozzles for the newly arriving fire engine. The grant covers all but our 5% match of \$994.38. The department had the match budgeted in our capital plan. This helps stock the new engine with new equipment.

New Fire Engine Arrival Date

Toyne has sent initial photos of the Spartan chassis and a picture of the back compartments of the engine before it goes into the paint shop for it's red color. The anticipation of arrival will be the day before thanksgiving if all goes to plan. Our final payment we budgeted that is due upon receipt will be \$297,500.



Story County Employee Training

Every year Story County requests safety training from our department. This morning and afternoon session is for every county employee. The department provided training on preventing fires, calling 911, and on the use of a fire extinguisher. The training allows our department to teach community risk reduction to many people in one setting. The Bullex fire extinguisher training prop pictured here was also a past FEMA Fire Prevention & Safety grant award of \$17,000.



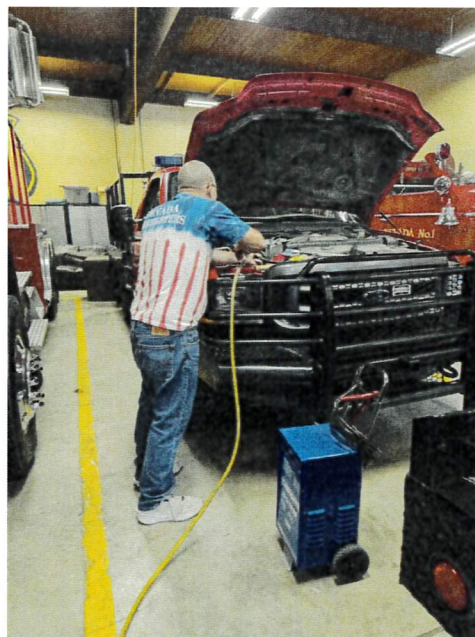
Vist From A Family Saved by NFD and NPD.

Mr. Patterson and his son are alive after a horrific crash last February. Their vehicle lost control at Lincoln Highway and Osage Drive. Both had to be extricated from the vehicle and were both flown to trauma centers in two different helicopters called directly to the scene. Mr. Patterson's son resides in a care facility due to his extensive injuries from the crash. Mr. Patterson sought the fire crew that performed his rescue so that he could personally thank them. It should be noted several NPD and Sheriff's Deputies were on scene to help on that crash scene. The vehicle came to rest on its side after hitting a power pole. Both occupants were trapped and pinned in the car as it rested in the crease of the ditch.



NFD'S "One-man" Mechanic Service

The fire department relies on Lt. Kevin Bell to fix vehicles and items at the station. His background as a facility maintenance worker at Danfoss gives him the experience to fix just about anything. I estimate Kevin Bell has saved the taxpayers well over \$100,000 yearly in labor and repair fees. Instead of taking vehicles into Ames or Des Moines for repairs, there are very few things Kevin can not fix. The department has developed an aggressive reporting system that involves a white board message system and red tag system for anything broken or in need of repair. This is important because early repairs prevent catastrophic repairs later. We are grateful for Kevin's weekly dedication.



The City of Nevada Street Dept Report

- Locates
- City vehicle maintenance
- Street sweeping
- Concrete patches
- Storm intake work
- New trucks got delivered
- Mowing bridges and ditches
- Getting sign machine up and working
- Prepping equipment for upcoming winter weather
- Installed parking signs for new ordinance



October 13th / 2025

Water Pollution Control Council Report

- Regular operation, monitoring & maintenance of the wastewater treatment plant, lift stations, and remote flow basin.
- Prepping old facility for decommissioning.
 - Remaining clarifiers have been drained.
 - Emptying garage space.
- Lower Screen Room controls have been removed at Phase 3 to avoid future damage with I&I. Both bar screens are functioning as intended.
- Contactors in the lower screen room have been replaced on the heaters.
- Compressor Blowers at Phase 3 underwent a flush and oil change.
- Phase 2 Digester Update:
 - Pending Ovivo's instructions the Digester is ready to begin filling for startup.
- Jordan Gibson passed his Wastewater Treatment Grade 1, and now a certified operator.
 - Jordan has enough prior experience in the applied field he is eligible to test for his Grade 2.



September 2025

To: Mayor and City Council

From: Rhonda Maier, Director of Parks and Recreation

Re: Monthly Information Report

- Completed Work/Accomplishments
 - Hire of Assistant Director of Parks and Recreation – Jayson Kingsbury.
 - Hire of Parks Laborer – Wyatt Toot.
 - Hire of Permanent Part-time Custodian – Angela Johnson.
 - Senior Center and City Hall Custodial Help.
 - Irrigation Repair at SCORE.
 - Clean-up of Old WWTP.
 - Securing WWTP sheds for Parks and Recreation Storage.
 - Operations of Fall Activities.
 - Legends Softball Development Program.
 - Planning and Coordination of Winter Activities.
 - After school Legends Program.
- Items Currently Working On/Gathering Information
 - Hattery Park Master Plan.
 - Shift of Zach Anderson to Recreation/Field House working as a program and facility coordinator.
 - SRF Project – Various meetings with contractors and land owners affected by the project.
 - Harrington Park Master Plan.
 - Nevada Bark Park finalize location.
 - Pool Filter Repair/Replacement.
 - Pool Vacuum Purchase.
 - Planning of Winter Activities.
 - Grant funding for Splash Pad Project.
 - Tot Time.
 - Parks and Recreation Board Goal Setting Session.
- Staff, City Council, SRF, City/School, Soccer Club, Splash Pad, DASH Sports, IPIB, and Playground meetings.

If you have any questions, please feel free to contact me directly at 515-382-4352 or by email at nevadarecreation@gmail.com. Thank you for your continued support of Nevada Parks and Recreation.

For: October 13, 2025 Council Meeting

To: Mayor
Nevada City Council
City Administrator

From: Amanda Brewer, Library Director

**Nevada Public Library
Council Report**

MY REPORT

The library continues to stay very busy. The change in Interlibrary Loan deliveries has been difficult and frustrating for our patrons. We continue to assure them, that the changes are moving forward and deliveries will start coming more regularly. We are excited to have our new projection screen mounted in our meeting room. The Street Department was great to work with. We are also looking forward to the Story Stroll signs being placed back along the trail. One of the main book distributors in the US is currently in financial failure, forcing most libraries to transition to other providers. There is only one other large distributor in the business of working with public libraries at the same capacity so we are working to switch our ordering over to them. In the meantime, our library has 483 books on back order so we are temporarily using Amazon to try and get in our most popular authors.