



**AGENDA**  
**REGULAR MEETING OF THE NEVADA CITY COUNCIL**  
**MONDAY, AUGUST 24, 2020 – 6:00 P.M.**  
**NEVADA CITY HALL, COUNCIL CHAMBERS – 1209 6<sup>TH</sup> STREET**

**Notice to the Public:** The Mayor and City Council welcome comments from the public during discussion on agenda items. If you wish to speak, please complete a card found on the podium near this agenda and hand it to the City Clerk before the meeting. When your name is called, please step to the podium, state your name and address for the record, and speak. The Mayor may limit each speaker to five minutes. If you wish to present written materials and/or a signed petition in addition to your oral presentation, those materials need to be delivered to the City Clerk by noon on the Wednesday prior to the meeting to be included in the Council packet. The normal process on any particular agenda item is that the motion is placed on the floor, input is received from the audience, the Council is given an opportunity to comment on the issue or respond to the audience concerns, and the vote is taken. On ordinances, there is time provided for public input when recognized by the Chair. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring. The use of obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated and the offender may be barred by the presiding officer from further comment before the Council during the meeting and/or removed from the meeting.

**The Council will be meeting in the Council Chambers, however due to increased COVID-19 numbers, to satisfy social distancing requirements and the limited seating available in the council chambers it is encouraged for the public to join via Zoom at the link below.**

<https://us02web.zoom.us/j/87961733099?pwd=UERoTDIIUXZHczZlQ9ML0ZOeEIOdz09>

OR by phone: (312) 626-6799, (646) 558-8656, (301) 715-8592

Webinar ID: 879 6173 3099 Password: 287321

***\*If you would like to speak regarding an agenda item or during public forum prior arrangements are REQUIRED. Written documents may also be submitted.***

***Please call City Hall at 515-382-5466 or email [kwright@cityofnevadaiaowa.org](mailto:kwright@cityofnevadaiaowa.org) by 4:00 p.m. Monday, August 24<sup>th</sup>.***

1. Call the Meeting to Order
2. Roll Call
3. Approval of the Agenda
4. PUBLIC HEARING(S)
  - A. Urban Revitalization Area Amendment, South Glen Subdivision
    1. Public Hearing on Proposed Amendment for the Nevada Urban Revitalization Area
    2. Resolution No. 013 (2020/2021): A Resolution Stating Intentions to Adopt Plan Amendment for the Nevada Urban Revitalization Area
5. Approval of CONSENT AGENDA (Any item on the Consent Agenda may be removed for separate consideration.)
  - A. Approve Minutes of the Regular Meeting held on August 10, 2020
  - B. Approve Payment of Cash Disbursements, including Check Numbers 74229-74305 and Electronic Numbers 821-825 (Inclusive) Totaling \$636,265.37 (See attached list)
  - C. Approve Financial Reports for Month of July, 2020

- D. Approve Class C Liquor License, Sunday Sales for Charles Schadt, d/b/a George's Pizza, 1220 6<sup>th</sup> Street, Nevada, Iowa, Effective August 22, 2020
- E. Resolution No. 014 (2020/2021): A Resolution approving the Beginning Year Transfers for Fiscal Year 2020/2021
- F. Set Public Hearing for September 28<sup>th</sup> at 6:00 p.m. regarding the City's proposed Wastewater Treatment Plant project and review an application for the State Revolving Fund (SRF) loan and an environmental review of the plan

6. PUBLIC FORUM: Time set aside for comments from the public on topics of City business other than those listed on the agenda – no action may be taken. (Please keep your comments to five minutes or less.) This is an opportunity for members of the audience to bring to the Council's attention any item not listed on the agenda. Comments are limited to five (5) minutes per citizen, and the City will notify citizens when their time has expired. Speakers may not yield their times to others, and as a general rule this is not a time for exchange of questions. The Mayor has the authority to reduce the time allowed for comment in accordance with the number of persons present and signed up to speak.

A.

#### 7. OLD BUSINESS

- A. Ordinance No. 1012 (2020/2021): An Ordinance amending the Zoning Map of the City of Nevada, Iowa, by amending the zoning classification of parcels of land owned by Charles E. Peebles and located within the corporate limits of the City of Nevada, IA, from "LC" (Limited Commercial) District to "R-1" (Low Density Single-Family Residential) District, third and final reading
- B. Resolution No. 015 (2020/2021): A Resolution to approve the Minor Subdivision for Indian Ridge Plat 7
- C. Opening Public Facilities
- D. Discussion and Appropriate Follow-up on 30-day Review of previous Resolution No. 047C, Revised (2020/2021): A Resolution taking Appropriate Emergency Measures during the COVID-19 Pandemic

#### 8. NEW BUSINESS

- A. Discussion and Appropriate Follow-up on the Wage and Salary Study Proposals
- B. Resolution No. 016 (2020/2021): A Resolution approving the Facility Use Agreement with the Nevada Soccer Club
- C. Resolution No. 017 (2020/2021): A Resolution Amending and Approving the Fee Appendix to the City Code
- D. Resolution No. 018 (2020/2021): A Resolution authorizing the Request for Reimbursement of Eligible COVID-19 Related Expenses from the State of Iowa

#### 9. REPORTS – City Administrator/Mayor/Council/Staff

#### 10. ADJOURN

The agenda was posted on the official bulletin board on August 20, 2020, in compliance with the requirements of the open meetings law.

Posted \_\_\_\_\_

E-Mailed \_\_\_\_\_

W:\OFFICE\COUNCIL\AGENDAS-COUNCIL\2020-2021\2020-08-24.DOC



**COUNCIL PACKET MEMO**  
**August 10, 2020**

**4. PUBLIC HEARING(S)**

**A. Urban Revitalization Area Amendment, South Glen Subdivision**

- 1. Public Hearing on Proposed Amendment for the Nevada Urban Revitalization Area:** Enclosed you shall see the public hearing notice for the Nevada Urban Revitalization Area amendment.
- 2. Resolution No. 013 (2020/2021): A Resolution Stating Intentions to Adopt Plan Amendment for the Nevada Urban Revitalization Area:** Enclosed you shall find the resolution adopting the plan amendment. The amendment includes South Glen in the Revitalization area.

**7. OLD BUSINESS**

**A. Ordinance No. 1012 (2020/2021): An Ordinance amending the Zoning Map of the City of Nevada, Iowa, by amending the zoning classification of parcels of land owned by Charles E. Peebles and located within the corporate limits of the City of Nevada, IA, from "LC" (Limited Commercial) District to "R-1" (Low Density Single-Family Residential) District:** Enclosed you shall see the notice of request to amend the zoning ordinance at Indian Ridge Development; this is the third and final reading.

**B. Resolution No. 015 (2020/2021): A Resolution to approve the Minor Subdivision for Indian Ridge, Peebles:** Enclosed you shall see a Resolution accepting minor subdivision for Indian Ridge Plat 7

**C. Discussion and Appropriate Follow-up on COVID-19**

- 1. Opening Public Facilities:** Council to discuss reopening of Public Facilities, including Senior Center

**D. Discussion and Appropriate Follow-up on 30-day Review of previous Resolution No. 047C, Revised (2020/2021):** Enclosed you shall find the Resolution that placed Appropriate Emergency Measures during the COVID-19 Pandemic. It is time for the 30-day review to see if any changes are needed.

**8. NEW BUSINESS**

**A. Discussion and Appropriate follow-up on the Wage and Salary Study:** Enclosed you shall see the proposal for services Wage and Salary Study from Austin Peters as well as an action form.

**B. Resolution No. 016 (2020/2021): A Resolution Approving the Facility Use Agreement with the Nevada Soccer Club:** Enclosed you shall find a Resolution to approve the revised Facility Use agreement with the Nevada Soccer Club.



- C. Resolution No. 017 (2020/2021): A Resolution approving the fee appendix:**  
Enclosed you shall see a resolution amending and approving the appendix to the City Code.
- D. Resolution No. 018 (2020/2021): A Resolution Authorizing the Request for Reimbursement of Eligible COVID-19 Related Expenses from the State of Iowa:**  
Enclosed you shall see a resolution allowing the request for reimbursement of eligible COVID-19 related expenses from the State of Iowa.



NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF NEVADA, IOWA, RELATING TO THE ADOPTION OF AN AMENDMENT TO THE PLAN FOR THE NEVADA URBAN REVITALIZATION AREA FOR THE CITY OF NEVADA, IOWA, PURSUANT TO CHAPTER 404 OF THE CODE OF IOWA.

NOTICE IS HEREBY GIVEN: That there is now on file for public inspection in the office of the City Clerk of Nevada, Iowa, an Amendment to the Revitalization Plan for the Nevada Urban Revitalization Area within the City.

This City Council will meet at 6:00 o'clock p.m., on August 24, 2020, at the Nevada City Council Chambers, Nevada, Iowa, at which time a hearing will be held pursuant to the provisions of Chapter 404 of the Code of Iowa (the "Code") on the proposal to adopt the Amendment to the Revitalization Plan, pursuant to the provisions of the Code. At such public hearing all residents of the City, and any other person having an interest in the matter may appear and be heard for or against the adoption of the Amendment to the Revitalization Plan, pursuant to the Code.

The Amendment to the Revitalization Plan will update the legal description of the Urban Revitalization Area to include therein the real property that has been annexed into the City more particularly described as follows:

*The NE ¼ of the SE ¼ of Section 18, Township 83 North, Range 22, West of the 5th P.M., except the road, Story County, Iowa.*

Published by order of the City Council of the City of Nevada, Iowa.

Kerin Wright  
City Clerk



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

South Glen LLC  
539 Oak Ln  
Nevada IA 50201





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

South Glen LLC  
539 Oak Ln  
Nevada IA 50201





City Hall | 1209 6<sup>th</sup> Street, PO Box 530  
Nevada, IA 50201-0530  
p. (515) 382-5466 | f. (515) 382-4502  
[www.cityofnevadaiaowa.org](http://www.cityofnevadaiaowa.org)

August 4, 2020

South Glen LLC  
539 Oak Ln  
Nevada IA 50201

Dear South Glen LLC,

The City of Nevada is in the process of including South Glen Subdivision, Property ID 11-18-400-200, into the Urban Revitalization Area. This will allow homeowners within the Subdivision to apply for tax abatement.

The City will be holding a public hearing at their regular council meeting on Monday, August 24<sup>th</sup>. The meeting begins at 6:00 p.m.

Enclosed is the publication notice for record.

Please reach out to me if you have any questions regarding this matter.

Thank you,

Kerin Wright  
City Clerk

## Kerin Wright

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**From:** Kerin Wright  
**Sent:** Wednesday, July 15, 2020 1:29 PM  
**To:** Legals to Ames Tribune  
**Cc:** Kerin Wright  
**Subject:** Public hearing notice  
**Attachments:** PH, Urban Revit Amend, South Glen, pub 8.13.20.docx

Please publish the attached public hearing in the Nevada Journal on August 13, 2020.  
Thanks!

### Kerin Wright

City Clerk  
1209 6<sup>th</sup> St., PO Box 530  
City of Nevada, IA  
Pop. 6798  
[KWright@cityofnevadaiaowa.org](mailto:KWright@cityofnevadaiaowa.org)  
[www.cityofnevadaiaowa.org](http://www.cityofnevadaiaowa.org)  
515-382-5466

RESOLUTION NO. 013 (2020/2021)

Resolution Stating Intentions to Adopt Plan Amendment for the Nevada Urban Revitalization Area

WHEREAS, pursuant to the provisions of Chapter 404 of the Code of Iowa (the "Code") the City of Nevada, Iowa (the "City"), has designated an area of the City as the Nevada Urban Revitalization Area (the "Urban Revitalization Area") and has adopted an Urban Revitalization Plan (the "Plan") for the governance of projects and initiatives to be undertaken therein; and

WHEREAS, it has been proposed that the Plan be amended to update the legal description of the Urban Revitalization Area to include therein certain real property (the "Added Property") that has been annexed into the City and is more particularly described in the Plan Amendment (as hereinafter defined) attached hereto as Exhibit A; and

WHEREAS, pursuant to the provisions of the Code, before amending the Plan, the City must prepare an amended plan, hold a public hearing thereon, and otherwise comply with the procedures set forth in the Code; and

WHEREAS, an amendment to the Plan (the "Plan Amendment") has been prepared and presented to the City Council for consideration in accordance with the provisions of the Code, said Plan Amendment being in a form and having the contents as set forth in Exhibit A attached hereto and by this reference made a part hereof; and

WHEREAS, after mailed and published notice thereof was given, as required by the Code, the City Council of the City did, on August 24, 2020, hold a public hearing on the addition of the Added Property to the Nevada Urban Revitalization Area and the Plan Amendment therefor and considered all objections, comments, and evidence there presented; and

WHEREAS, the Code gives owners or tenants of property situated within the boundaries of the Added Property thirty days in which to petition for a second public hearing;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Nevada, Iowa, as follows:

Section 1. The Plan Amendment for the expanded Nevada Urban Revitalization Area is hereby tentatively approved and it is the intention of the City Council to finally adopt the Plan Amendment for the expanded Nevada Urban Revitalization Area on September 28, 2020, following the expiration of the thirty-day period within which a petition may be filed requesting a second public hearing.

Section 2. The expanded Nevada Urban Revitalization Area as it is described in the Plan Amendment is tentatively approved, and it is the intention of the City Council to adopt a final authorizing resolution and an ordinance designating the expanded Nevada Urban Revitalization Area as a revitalization area under the Code on September 28, 2020, following the expiration of the thirty-day period within which a petition may be filed requesting a second public hearing.



Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved August 24, 2020.

\_\_\_\_\_  
Brett Barker, Mayor

Attest:

\_\_\_\_\_  
Kerin Wright, City Clerk

\* \* \*

There being no further business to come before the meeting, it was upon motion adjourned.

\_\_\_\_\_  
Brett Barker, Mayor

Attest:

\_\_\_\_\_  
Kerin Wright, City Clerk

## EXHIBIT A

### PLAN AMENDMENT

The legal description of the property included in the Nevada Urban Revitalization Area is hereby amended to include the real property legally described as follows:

*The NE ¼ of the SE ¼ of Section 18, Township 83 North, Range 22, West of the 5th P.M., except the road, Story County, Iowa.*

A map showing the real property to be included within the Urban Revitalization Area is attached as Exhibit A-1.

EXHIBIT A-1

MAP OF URBAN REVITALIZATION AREA

*[Attach updated Map Here]*







August 18, 2020

**VIA EMAIL**

Jordan Cook  
City Administrator/City Hall  
Nevada, IA

Re: Plan Amendment for the expanded Nevada Urban Revitalization Area  
Our File No. 420131-97

Dear Jordan:

We have prepared and attach proceedings relating to holding a hearing on the proposal to establish the expanded Nevada Urban Revitalization Area in the City of Nevada, and to adopt a Plan Amendment for that Area. The proceedings attached include the following items:

1. Minutes of the August 24, 2020 public hearing on the Plan Amendment and Area.
2. A resolution stating the City's intentions to adopt the Plan Amendment and designate the expanded Nevada Urban Revitalization Area.
3. Your certificate with respect to the transcript.

One fully executed copy of each portion of the proceedings should be returned to us for review, as completed.

Under state law, owners or tenants of the Added Property have thirty days after the date of the hearing in which to petition for a second public hearing. After the waiting period expires, the City Council will be able to give final approval to the plan and to adopt an ordinance designating the area.

We currently have September 28, 2020 on our docket as the date for final City Council approval and ordinance adoption. Please notify us if a petition is filed requesting a second public hearing.

Please call John Danos or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

cc: Kerin Wright

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NEVADA CITY COUNCIL - THURSDAY, AUGUST 13, 2020 6:15 P.M.

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1. CALL TO ORDER

The City Council of the City of Nevada, Iowa, met for a meeting in the Council Chambers of Nevada City Hall located at 1209 6<sup>th</sup> Street, Nevada, Iowa. Mayor Brett Barker, convened the meeting at 6:15 p.m. on Thursday, August 13, 2020, pursuant to the rules of the Council. The agenda was posted on the official bulletin board in compliance with the open meeting law.

2. ROLL CALL

The roll was called indicating the following named Council Members present and absent. Present: Brian Hanson, Jason Sampson, Dane Nealson, Sandy Ehrig, Luke Spence, Barb Mittman. Absent: None.

Staff Present: Erin Clanton, Jordan Cook, Kerin Wright, Ric Martinez, Tim Hansen, Shawn Cole, Larry Stevens, Shanna Speer and Jeremy Rydl.

Also in attendance were: Stephanie Badger, John Hall, Tom Richards, Larry Sloan, Charlie Good, Glenda Swegle, Randy Collins and Chad Randick.

3. APPROVAL OF AGENDA

Motion by Sandy Ehrig, seconded by Luke Spence, to approve the agenda. After due consideration and discussion the roll was called. Aye: Ehrig, Spence, Hanson, Mittman, Nealson, Sampson. Nay: None. The Mayor declared the motion carried.

4. Approval of CONSENT AGENDA (Any item on the Consent Agenda may be removed for separate consideration.)

Motion by Luke Spence, seconded by Barb Mittman, to approve the following consent agenda items with the amended minutes:

- A. Approve Minutes of the Regular Meeting held on July 27, 2020
- B. Approve Payment of Cash Disbursements, including Check Numbers 74160-74224 and Electronic Numbers 811-820 (Inclusive) Totaling \$1,374,522.02 (See attached list)
- C. Approve Amended Clothing Policy
- D. Resolution No. 007 (2020/2021): A Resolution approving the End of Year Transfer for Fiscal Year 2019/2020 for the 2017 Bond Escrow Account

After due consideration and discussion the roll was called. Aye: Spence, Mittman, Nealson, Sampson, Spence, Ehrig. Nay: None. The Mayor declared the motion carried.

5. PUBLIC FORUM

- A. No one was requested to address the council.

6. OLD BUSINESS

- A. Ordinance No. 1012 (2020/2021): An Ordinance amending the Zoning Map of the City of Nevada, Iowa, by amending the zoning classification of parcels of land owned by



Charles E. Peebles and located within the corporate limits of the City of Nevada, IA, from "LC" (Limited Commercial) District to "R-1" (Low Density Single-Family Residential) District, second reading

Motion by Dane Nealson, seconded by Jason Sampson, to **approve Ordinance No. 1012 (2020/2021), second reading.** After due consideration and discussion the roll was called. Aye: Nealson, Sampson, Spence, Ehrig, Hanson, Mittman. Nay: None. The Mayor declared the motion carried.

- B. Approve Pay Request No. 5 for the Central Business District Infrastructure Project from Con-Struct, Inc., in the amount of \$456,831.25

Motion by Sandy Ehrig, seconded by Dane Nealson, to **approve Pay Request No. 5 for the Central Business District Infrastructure Project from Con-Struct, Inc., in the amount of \$456,831.25.** After due consideration and discussion the roll was called. Aye: Ehrig, Nealson, Sampson, Spence, Hanson, Mittman. Nay: None. The Mayor declared the motion carried.

- C. Resolution No. 008 (2020/2021): A Resolution approving the Construction Drawings for West F Avenue Industrial Park Addition

Motion by Luke Spence, seconded by Jason Sampson, to **adopt Resolution No. 008 (2020/2021).** After due consideration and discussion the roll was called. Aye: Spence, Sampson, Ehrig, Hanson, Mittman, Nealson. Nay: None. The Mayor declared the motion carried.

- D. Discussion and Appropriate Follow-up on COVID-19

1. Opening Public Facilities

There was no vote of the council.

2. Resolution No. 09 (2020/2021): A Resolution Encouraging COVID-19 Public Health Practices in Nevada, IA

Motion by Luke Spence, seconded by Barb Mittman, to **adopt Resolution No. 009 (2020/2021).** After due consideration and discussion the roll was called. Aye: Spence, Mittman, Ehrig. Nay: Hanson, Sampson, Nealson. Mayor: Nay. The Mayor declared the motion failed.

Motion by Luke Spence, seconded by Barb Mittman, to reconsider to **adopt Resolution No. 009 Amended (2020/2021).** After due consideration and discussion the roll was called. Aye: Spence, Mittman, Nealson, Sampson, Ehrig, Hanson. The Mayor declared the motion carried.

## 7. NEW BUSINESS

- A. Resolution No. 010 (2020/2021): A Resolution Authorizing Development Agreement with Burke Marketing Corporation

Motion by Dane Nealson, seconded by Jason Sampson, to **adopt Resolution No. 010 (2020/2021).** After due consideration and discussion the roll was called. Aye: Nealson,

Sampson, Spence, Ehrig, Hanson, Mittman. Nay: None. The Mayor declared the motion carried.

- B. Resolution No. 011 (2020/2021): A Resolution Setting Date for Public Hearing on Designation of the Expanded Nevada Urban Renewal Area and on Urban Renewal Plan Amendment and Expressing Intent to Provide Economic Development Support to Mid-States Material Handling & Fabrication, Inc. Expansion Project

Motion by Jason Sampson, seconded by Dane Nealson, to **adopt Resolution No. 011 (2020/2021)**. After due consideration and discussion the roll was called. Aye: Sampson, Nealson, Spence, Ehrig, Hanson, Mittman. Nay: None. The Mayor declared the motion carried.

- C. Resolution No. 012 (2020/2021): A Resolution Authorizing the Filing of a Sponsored Project Application with the Iowa Department of Natural Resources and the Iowa Finance Authority State Revolving Fund for the City of Nevada, Iowa

Motion by Barb Mittman, seconded by Sandy Ehrig, to **adopt Resolution No. 012 (2020/2021)**. After due consideration and discussion the roll was called. Aye: Mittman, Ehrig, Hanson, Nealson, Sampson, Spence. Nay: None. The Mayor declared the motion carried.

- D. Discussion and Appropriate Follow up on US Hwy 30 Interchange

Motion by Dane Nealson, seconded by Barb Mittman, to **approve the Trail along the Overpass Bridge and an Interchange at Airport Road and lobby the IDOT to program the interchange along with additional local road projects with local support**. After due consideration and discussion the roll was called. Aye: Nealson, Mittman, Sampson, Ehrig, Hanson. Nay: Spence. The Mayor declared the motion carried.

## 8. REPORTS:

City Administrator Cook thanked staff for going above and beyond after the Derecho Storm on Monday. Council Member Spence asked about the plan for trees in the right-of-way. Cook advised discussions will begin on the plans for those areas.

Mayor Barker read two proclamations. The first one proclaimed August 16<sup>th</sup> – 22<sup>nd</sup>, 2020 to be Water and Wastewater Workers Week in Iowa. He thanked staff for their dedication. The second one was to proclaim a Severe Weather Emergency due to the Derecho that hit on Monday, August 10<sup>th</sup>. The proclamation allows for open burning through August 27<sup>th</sup>, 2020 from 8 a.m. to 6 p.m. Barker also thanked staff and the community for a great response to the storm.

Planning and Zoning Administrator Cole updated the council on the downtown project.

Park and Recreation Director Hansen advised the insurance adjuster was here assessing the damage to the parks and city. He praised staff for their response and work on the storm.

Library Director Speer advised they have put out a survey. They will also be expanding their curbside on August 24<sup>th</sup>. Staff is also reaching out to the school to see how they might help.

Public Safety Director Martinez reported the new radios didn't work during the storm on Monday. They are working with StoryCom to get things corrected.

City Clerk Wright advised the phone lines were still down. Staff is researching the State reimbursement for COVID expenses.

City Engineer Stevens updated the council on the Wastewater Treatment Plant Improvements Project.

#### 9. ADJOURNMENT

There being no further business to come before the meeting, motion by Dane Nealson, seconded by Luke Spence, to adjourn the meeting. Following voice vote, the Mayor declared the motion carried at 8:30 p.m. the meeting adjourned.

\_\_\_\_\_  
Brett Barker, Mayor

ATTEST:

\_\_\_\_\_  
Kerin Wright, City Clerk

Published: \_\_\_\_\_

Council Approved: \_\_\_\_\_

**CITY OF NEVADA**  
**CLAIMS REPORT FOR AUGUST 24, 2020 MEETING**  
**8/11/20 THRU 8/24/20**

VENDOR	REFERENCE	AMOUNT	CHECK #
WAGEWORKS	FSA 08112020 PMT	123.33	822
EFTPS	FED/FICA TAX	24,227.88	821
ICMA	DEFERRED COMP	820.00	74229
COLLECTION SVCS CTR	CHILD SUPPORT	305.71	74230
GREAT WESTERN	HSA	203.08	74231
TREASURER STATE OF IA	SALES TAX 8/1-15/2020	3,664.06	823
TREASURER STATE OF IA	WET 8/1-15/2020	10,928.66	824
ALLIANT	WTR/CEM/STS-UTILITIES	5,073.07	74232
MARTIN MARIETTA	STS-GRAVEL	234.69	74233
VAN WALL	PKM-JD3320 A/C RPR	2,340.55	74234
COMPUTER RES SPEC	LIB-IT SVCS	405.00	74235
ARNOLD MOTOR SUPPLY	PKM-GLOVES	129.90	74236
STORY CO TREASURER	WWT-COND USE PERMIT	275.00	74237
VERIZON	PDWTR/WWT-PHONES/GIS	280.07	74238
BAKER & TAYLOR	LIB-MATERIALS	2,782.48	74239
IA COMM NETWORK	LIB-LONG DISTANCE	7.78	74240
STATE LIBRARY OF IA	LIB-SUBSCRIPTION	62.00	74241
DEMCO	LIB-SUPPLIES	701.33	74242
ZIEGLER	STS-FUEL CAP	49.41	74243
CON STRUCT	CBD PROJ PR#5	456,831.25	74244
WINDSTREAM	SC-PHONES	56.74	74245
CONSUMERS ENERGY	ALL-UTILITIES	6,356.94	74246
AMAZON.COM	LIB-DVDS	138.20	74247
CENTER POINT	LIB-MATERIALS	623.16	74248
OVERDRIVE	LIB-BRIDGES EBOOK SUB FEE	1,461.64	74249
WEX BANK	ALL-GAS CARDS	5,181.37	74250
MENARDS	FD/WWT-REMODEL/SUPPLIES	110.52	74251
WENDELN, JENNIFER	POOL-REIMB	144.21	74252
WAGEWORKS	FSA 08182020 PMT	112.46	825
BROWN SUPPLY	WTR/STS-SUPPLIES	235.84	74253
FAREWAY	STS-SUPPLIES	55.92	74254
KEY COOP	CH-GENERATOR	468.81	74255
ALLIANT	STS-K AVE	52.13	74256
MARTIN MARIETTA	CEM-GRAVEL	578.45	74257
PRATT SANI	ALL-GARBAGE SVC	996.00	74258
VAN WALL	STS-CHAIN SAW OIL	23.28	74259
SCHENDEL PEST CONTROL	PKM-PEST CONTROL	30.00	74260
STATE HYGIENIC LAB	WWT/WTR-LAB ANALYSIS	3,152.00	74261
CAPITAL SANITARY	GH/PKM/COVID-SUPPLIES	328.51	74262
FIRST CLASS SIGNS	STS-LOGOS	80.00	74263
COMPUTER RESOURCE SPEC	ALL-IT SVCS	5,119.69	74264
ARNOLD MOTOR SUPPLY	STS-SUPPLIES	149.38	74265

HACH	WTR-CHEMICALS	711.94	74266
IA STATE READY MIX	STS-CONCRETE	1,285.75	74267
STORY CO TREASURER	ORCH VIEW/AIRPORT- PROP TAX	4,374.00	74268
GATEHOUSE	PUBLIC NOTICES	673.32	74269
JERICO SERVICES INC	STS-CHLORIDE	575.00	74270
EMERGENCY MEDICAL PROD	EMS-SUPPLIES	30.45	74271
NATL REC & PARK ASSOC	PKA-NRPA MEMBERSIP	175.00	74272
GOOD AND QUICK	PD/FD-MAINT	282.07	74273
DIAMOND VOGEL	STS-PAINT	671.55	74274
JOHNSON CONTROLS	CH-FIRE ALARM TEST/INSP	407.05	74275
O'HALLORAN INTNL	STS-INJECTOR CLEANER	20.40	74276
NEVADA HARDWARE	ALL-SUPPLIES	969.91	74278
FASTENAL	STS-DRUM LIFTER	173.43	74279
INT ASSOC OF FIRE CHIEF	FD-MEMBERSHIP	240.00	74280
WINDSTREAM	PD/POOL-PHONE	112.72	74281
ESRI INC	P&Z-SOFTWARE	600.00	74282
JOHN DEERE FIN	WWT/PKM/STS/P&Z-SUPPLIES	456.33	74283
BRICK GENTRY	ALL-LEGAL	8,370.00	74284
ALLEYS PIZZA	STS-DERECHO STORM	156.10	74285
UNITYPOINT	STS/WTR-LAB PANEL	97.00	74286
CENTRAL IA WATER ASSC	WTR-LWE RAW WATER 9/2020	586.38	74287
ALPHA COPIES	ADM-NEWSLETTER	283.50	74288
BLACKHAWK AUTO SPRINKLERS	CH-SPRINKLER INSP	319.00	74289
PRINCIPAL FIN GROUP	ALL-LIFE INSURANCE	630.45	74290
AMAZON	ALL-SUPPLIES	1,706.89	74291
QUADIENT, INC	ADM/MTR-SEPT-DEC 20	135.00	74292
KRUCK P & H	CH-BACK FLOW TEST	1,126.42	74293
LEGACY FIRE APP	FD-LADDER TRK INSP/SVC	1,300.00	74294
MARCO	ALL-COPIER LEASE	799.00	74295
COMTEK, INC	CH-PHONE XTRA PWR SUPPLY	381.81	74296
LINCOLN HIGHWAY ASSOC	MYR-DUES	45.00	74297
TURF AND POND TIME	PKM-POND TREATMENT	160.00	74298
RICHARD COWELL TACTICAL	PD-#614 VEST	483.00	74299
BITUMINOUS MATERIALS	STS-ASPHALT	387.32	74300
HAMPTON EQUIP	STS-O RING	39.28	74301
JMT TRUCKING	CEM-TRUCKING	241.69	74302
MOORE, HEATHER	GH-RENTAL REFUND	125.00	74303
RODRIGUEZ, FRANCISCO	SNRNT-REFUND	150.00	74304
MARTINEZ, BRANDON	PD-COMPLIANCE CHECKS	50.00	74305
	Accounts Payable Total	564,232.26	
	Payroll Checks	72,033.11	
	***** REPORT TOTAL *****	636,265.37	

GENERAL	95,633.73
ROAD USE TAX	16,256.98
LOCAL OPTION SALES TAX	673.59
LIBRARY TRUST	1,752.07
DANIELSON TRUST	1,523.64
CBD DOWNTOWN IMPR	456,831.25
WATER	36,791.44
SEWER	20,149.29
SEWER CAP IMP PROJECT	2,605.00
LANDFILL/GARBAGE	55.32
STORM WATER	73.87
REVOLVING FUND	3,683.40
FLEX BENEFIT REVOLVING	235.79
<b>TOTAL FUNDS</b>	<b>636,265.37</b>



ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH-GENERAL FUND	362,552.71-	2,579,153.34
002-000-1110	CASH-HOTEL/MOTEL	23.64	15,751.88
110-000-1110	CASH-ROAD USE TAX	30,543.69	1,847,426.98
112-000-1110	CASH-EMPLOYEE BENEFITS	15,207.09	139,474.43
113-000-1110	CASH-RUT CAPITAL	76,545.00-	15,289.65-
119-000-1110	CASH-EMERGENCY FUND	1,521.94	1,521.94
121-000-1110	CASH-LOCAL OPTION TAX	9,111.03	748,812.83
125-000-1110	CASH-TIF	21,267.04	2,119,037.38
126-000-1110	CASH-LMI SUBFUND		77,320.56
167-000-1111	RESERVE-WELLS	2.63	1,750.95
167-000-1113	RESERVE-ZWILLING	.17	110.07
167-000-1114	RESERVE-ALBERRY	1.50	1,001.82
168-000-1118	RESERVE-UNDESIGNATED	.01	7.84
168-000-1119	RESERVE-HARMS TRUST, GREEN SP	39.13	26,070.11
169-000-1110	CASH-LIBRARY TRUST	2,285.30-	35,995.48
171-000-1110	CASH-FIRE TRUST	25.81	17,196.33
172-000-1110	CASH-SCORE UNDESIGNATED	8.84	5,891.21
173-000-1110	CASH-SCORE O&M	.39	260.47
174-000-1110	CASH-NORTH STORY BASEBALL	7.20	4,796.87
175-000-1110	CASH-SENIOR COMM CENTER	12.01	8,003.88
176-000-1110	CASH-GH PIANO	28.11	18,729.21
177-000-1110	CASH-POLICE FOREITURE	18.02	12,008.64
179-000-1122	RESERVE-GRNBLT MAP 2005	5.33	3,553.59
179-000-1124	RESERVE-ST CO TRAIL	.59	391.95
179-000-1125	RESERVE-IND RDG GREENBE	2.54	1,691.97
179-000-1127	RESERVE-UNRESTRICTED	892.33	54,659.55
179-000-1128	RESERVE-SCORE SCOREBOAR	6.80	4,530.44
179-000-1130	RESERVE-LANDSCAPING	16.92	6,270.31
179-000-1131	RESERVE-FIELD MAINT	40.43	10,280.27
179-000-1132	RESERVE-LEW HANSEN SUB	2.09	1,392.49
179-000-1133	RESERVE-87 SOUTHWOOD	11.25	7,492.90
179-000-1134	RESERVE-MARDEAN PARK	1.33	889.28
180-000-1110	CASH-COLUMBARIAN MAINT	5.35	3,567.37
181-000-1110	CASH-TRAIL MAINTENANCE		3,585.50-
182-000-1110	CASH-DANIELSON/OTHERTRU	374.24	249,358.83
183-000-1110	CASH-LIB BLDG TRUST	.29	192.73
184-000-1110	CASH-TREES FOREVER	6.75	4,495.09
185-000-1110	CASH-4TH OF JULY	7.56	5,039.11
186-000-1110	CASH-COMM BAND	1.26	836.55
187-000-1110	CASH-DEBT SERVICE	12,235.96	236,539.35
188-000-1110	CASH-CITY HALL/PUBLIC S	1.29	857.54
189-000-1110	CASH-LIBRARY BLDG	3,334.58	4,683.23
190-000-1110	CASH-SC/FIELDHOUSE	4,753.40-	47,360.15-
191-000-1110	CASH-SIDEWALKIMPROVEMEN	1,286.64	47,069.22
192-000-1110	CASH-2019 CIP WORK	2,248.96	1,654,176.44
193-000-1110	CASH-2019 SOUTH D AVE PAVING		601,798.29-
194-000-1110	CASH-CBD DOWNTOWN IMPR	441,674.34-	6,255,504.81
195-000-1110	CASH-TRAIL CIP PROJECTS	355.90	237,140.41
196-000-1110	CASH-2017STS,WTR,WWT,STM PROJ	518.08	345,197.95
197-000-1110	CASH-LINC HWY/W 18TH ST INTERS	557.55-	561,864.27-
198-000-1110	CASH-2017BOND, REFUND 2013B	.01	8.68



CITY OF NEVADA  
 BALANCE SHEET  
 CALENDAR 7/2020, FISCAL 1/2021

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
000-000-1110	CASH-PERPETUAL CARE	1,000.00	152,861.58
001-000-1110	CASH-HATTERY		5,000.00
000-000-1110	CASH-WATER O&M	43,623.87	1,628,729.21
001-000-1110	CASH-WATER DEPOSITS	486.00	77,433.33
002-000-1110	CASH-WATER PLANT UPGRADE RSRV	1,316.99	877,517.49
004-000-1110	CASH-WTR 2012C RESERVE		581,202.50
005-000-1110	CASH-WATER 2012C BOND	541,447.35-	505,437.85-
006-000-1110	CASH-WATER 2012C BOND		150,000.00
007-000-1110	CASH-WTR CAPITAL REVOLV	18,093.65-	287,410.63
010-000-1110	CASH-WASTEWATER O&M	6,795.37	1,605,031.76
015-000-1110	CASH-SEWER CONSTRUCTION	7,856.07	2,079,937.31
016-000-1110	CASH-WWT CIP	202.50-	1,283,509.20-
017-000-1110	CASH-WWT CAPITAL	25,427.15-	252,001.16
018-000-1110	CASH-SRF SPONSORED PROJECT	8,359.74-	12,600.00-
070-000-1110	CASH-GARBAGE UTILITY	30,251.36-	27,848.73-
040-000-1110	CASH-STORM WATER UTILIT	16,133.35	846,926.39
010-000-1139	RESERVE-PARK & RECREATI	21,019.03-	3,848.74-
010-000-1140	RESERVE-LIBRARY	77.35	51,539.89
010-000-1141	RESERVE-CEMETERY	9,453.06-	13,534.65
010-000-1142	RESERVE-FINANCE	429.98	286,500.03
010-000-1143	RESERVE-FIRE	36,136.14-	298,761.24
010-000-1144	RESERVE-POLICE	76,391.59-	198,939.56
010-000-1146	RESERVE-PLANNING & ZONI	37.00	24,655.53
010-000-1147	RESERVE-GATES HALL	22.15	14,761.43
010-000-1148	RESERVE-TECHNOLOGY	1,933.31-	13,810.08
012-000-1110	CASH-FLEXIBLE BENEFITS	1,110.78	6,395.36
030-000-1110	CASH-SICK & VACATION	457.35	304,737.22
	CASH TOTAL	1,478,562.19-	23,490,686.25
011-000-1120	PETTY CASH - LIBRARY		75.00
010-000-1120	PETTY CASH - CITY HALL		600.00
	PETTY CASH TOTAL	.00	675.00
012-000-1168	COUNTY FOUNDATION INVES		81,600.83
	SAVINGS TOTAL	.00	81,600.83
011-000-1170	CD-GENERAL FUND		4,000,000.00
	CD's TOTAL	.00	4,000,000.00
	TOTAL CASH	1,478,562.19-	27,572,962.08

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,194,876.00	208,598.09	208,598.09	17.46	986,277.91
	POLICE-OFFICE TOTAL	117,989.00	12,242.59	12,242.59	10.38	105,746.41
	EMERGENCY MANAGEMENT TOTAL	900.00	46.65	46.65	5.18	853.35
	COVID-19 TOTAL	.00	1,296.48	1,296.48	.00	1,296.48
	FLOOD CONTROL TOTAL	32,600.00	6,910.59	6,910.59	21.20	25,689.41
	FIRE TOTAL	370,606.00	76,636.37	76,636.37	20.68	293,969.63
	AMBULANCE TOTAL	38,800.00	4,901.49	4,901.49	12.63	33,898.51
	BUILDING INSPECTIONS TOTAL	55,941.00	5,575.50	5,575.50	9.97	50,365.50
	ANIMAL CONTROL TOTAL	5,100.00	628.30	628.30	12.32	4,471.70
	ANIMAL CONTROL-OWNER TOTAL	1,500.00	116.90	116.90	7.79	1,383.10
	PUBLIC SAFETY TOTAL	1,818,312.00	316,952.96	316,952.96	17.43	1,501,359.04
	ROADS, BRIDGES, SIDEWALKS TOTA	778,205.00	147,462.07	147,462.07	18.95	630,742.93
	STREET LIGHTING TOTAL	144,000.00	9,828.43	9,828.43	6.83	134,171.57
	TRAFFIC CONTROL & SAFETY TOTA	1,000.00	.00	.00	.00	1,000.00
	PAVEMENT MARKINGS TOTAL	20,000.00	1,539.15	1,539.15	7.70	18,460.85
	SNOW REMOVAL TOTAL	82,275.00	299.33	299.33	.36	81,975.67
	TREES & WEEDS TOTAL	50,000.00	.00	.00	.00	50,000.00
	PUBLIC WORKS TOTAL	1,075,480.00	159,128.98	159,128.98	14.80	916,351.02
	WATER,AIR,MOSQUITO CONTRO TOTA	13,000.00	.00	.00	.00	13,000.00
	ACCESS TOTAL	1,030.00	1,030.00	1,030.00	100.00	.00
	NEVADA YOUTH & SHELTER TOTAL	6,925.00	6,925.00	6,925.00	100.00	.00
	CENTER FOR ADDICTIONS RCY TOTA	2,230.00	2,230.00	2,230.00	100.00	.00
	COMMUNITY RESORCE CENTER TOTA	21,540.00	21,540.00	21,540.00	100.00	.00
	STORY CO VOLUNTEER CENTER TOTA	1,020.00	1,020.00	1,020.00	100.00	.00
	RETIRED SEN VOLUNTEER PGM TOTA	990.00	990.00	990.00	100.00	.00
	HEARTLAND SENIOR SERVICES TOTA	1,890.00	1,890.00	1,890.00	100.00	.00
	MIDIOWA COMMUNITY ACTION TOTA	1,510.00	1,510.00	1,510.00	100.00	.00
	GOOD NEIGHBOR EM ASSIST TOTAL	2,210.00	2,210.00	2,210.00	100.00	.00
	STORY CO LEGAL AID TOTAL	2,360.00	2,360.00	2,360.00	100.00	.00
	SALVATION ARMY TOTAL	1,905.00	1,905.00	1,905.00	100.00	.00
	TOTAL	2,800.00	2,800.00	2,800.00	100.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	5,140.00	4,360.00	4,360.00	84.82	780.00
	HEALTH & SOCIAL SERVICES TOTA	64,550.00	50,770.00	50,770.00	78.65	13,780.00
	LIBRARY TOTAL	451,476.00	44,170.78	44,170.78	9.78	407,305.22
	LIBRARY-DONATED TOTAL	32,500.00	19.99	19.99	.06	32,480.01
	LIBRARY-STATE INFRASTRUCT TOTA	21,500.00	2,339.32	2,339.32	10.88	19,160.68
	MUSEUM/BAND/THEATRE TOTAL	1,520.00	.00	.00	.00	1,520.00
	PARKS TOTAL	104,075.00	26,174.18	26,174.18	25.15	77,900.82
	PARK MAINTENANCE TOTAL	350,670.00	47,571.70	47,571.70	13.57	303,098.30
	PARKS-AHTLETIC FIELDS TOTAL	20,000.00	3,453.95	3,453.95	17.27	16,546.05
	TRAIL SYSTEM-BIKE/WALK TOTAL	15,000.00	.00	.00	.00	15,000.00
	FOUR-PLEX COMPLEX TOTAL	48,052.00	2,388.43	2,388.43	4.97	45,663.57

CITY OF NEVADA  
BUDGET REPORT  
CALENDAR 7/2020, FISCAL 1/2021

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	PCT OF FISCAL YTD YTD BALANCE	PERCENT EXPENDED	8.3% UNEXPENDED
	POOL TOTAL	237,036.00	12,060.03	12,060.03	5.09	224,975.97
	RECREATION TOTAL	68,949.00	10,247.13	10,247.13	14.86	58,701.87
	ADULT SOFTBALL TOTAL	600.00	.00	.00	.00	600.00
	COMMUNITY HEALTH/WEELNESS TOTA	500.00	.00	.00	.00	500.00
	SENIOR ACTIVITY TOTAL	1,000.00	.00	.00	.00	1,000.00
	CEMETERY TOTAL	148,733.00	23,161.52	23,161.52	15.57	125,571.48
	COMMUNITY CTR/ZOO/MARINA TOTA	188,166.00	19,171.38	19,171.38	10.19	168,994.62
	SENIOR COMMUNITY CENTER TOTAL	7,062.00	1,147.36	1,147.36	16.25	5,914.64
	FIELDHOUSE TOTAL	65,000.00	.00	.00	.00	65,000.00
	BASEBALL SOFTBALL TOTAL	34,733.00	1,093.79	1,093.79	3.15	33,639.21
	YOUTH BASKETBALL TOTAL	10,209.00	.00	.00	.00	10,209.00
	VOLLEYBALL TOTAL	2,115.00	.00	.00	.00	2,115.00
	FLAG FOOTBALL TOTAL	6,070.00	.00	.00	.00	6,070.00
	HALLOWEEN TOTAL	250.00	.00	.00	.00	250.00
	JR THEATRE/FESTIVAL TREES TOTA	2,615.00	.00	.00	.00	2,615.00
	CIRL TOTAL	2,000.00	.00	.00	.00	2,000.00
	SOFTBALL TOURNAMENT TOTAL	1,000.00	.00	.00	.00	1,000.00
	HISTORICAL SOCIETY TOTAL	491.00	5,000.00	5,000.00	1,018.33	4,509.00-
	HISTORIC PRESERVATION TOTAL	8,500.00	.00	.00	.00	8,500.00
	OTHER CULTURE/RECREATION TOTA	2,930.00	3,710.00	3,710.00	126.62	780.00-
	CULTURE & RECREATION TOTAL	1,832,752.00	201,709.56	201,709.56	11.01	1,631,042.44
	ECONOMIC DEVELOPMENT TOTAL	432,352.00	.00	.00	.00	432,352.00
	MAIN STREET NEVADA TOTAL	25,000.00	.00	.00	.00	25,000.00
	HOUSING & URBAN RENEWAL TOTAL	10,000.00	.00	.00	.00	10,000.00
	PLANNING & ZONING TOTAL	166,282.00	5,514.31	5,514.31	3.32	160,767.69
	CHRISTMAS LIGHTS TOTAL	800.00	.00	.00	.00	800.00
	4TH OF JULY TOTAL	9,000.00	.00	.00	.00	9,000.00
	LINCOLN HWY DAYS TOTAL	4,000.00	.00	.00	.00	4,000.00
	VISITOR'S GUIDE TOTAL	500.00	.00	.00	.00	500.00
	OTHER COMM & ECO DEV TOTAL	30,700.00	.00	.00	.00	30,700.00
	COMMUNITY & ECONOMIC DEV TOTA	678,634.00	5,514.31	5,514.31	.81	673,119.69
	MAYOR/COUNCIL/CITY MGR TOTAL	12,220.00	2,065.03	2,065.03	16.90	10,154.97
	COUNCIL TOTAL	7,987.00	2.00	2.00	.03	7,985.00
	CITY ADMINISTRATOR TOTAL	34,800.00	919.63	919.63	2.64	33,880.37
	CLERK/TREASURER/ADM TOTAL	327,573.00	23,658.55	23,658.55	7.22	303,914.45
	LEGAL SERVICES/ATTORNEY TOTAL	110,800.00	12,360.00	12,360.00	11.16	98,440.00
	CITY HALL/GENERAL BLDGS TOTAL	124,349.00	14,503.46	14,503.46	11.66	109,845.54
	TORT LIABILITY TOTAL	40,160.00	41,022.00	41,022.00	102.15	862.00-
	OTHER GENERAL GOVERNMENT TOTA	13,000.00	1,458.30	1,458.30	11.22	11,541.70
	GENERAL GOVERNMENT TOTAL	670,889.00	95,988.97	95,988.97	14.31	574,900.03
	CITYHALL/LIBRARY DEBT TOTAL	96,613.00	.00	.00	.00	96,613.00
	2019B CIP WORK TOTAL	570,350.00	.00	.00	.00	570,350.00

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	PCT OF YTD BALANCE	FISCAL YTD PERCENT EXPENDED	UNEXPENDED
	DDCE WTR/WWT/STS DEBT TOTAL	674,300.00	.00	.00	.00	674,300.00
	DEBT SERVICE TOTAL	1,341,263.00	.00	.00	.00	1,341,263.00
	ROADS, BRIDGES, SIDEWALKS TOTA	4,411,000.00	451,853.85	451,853.85	10.24	3,959,146.15
	SIDEWALKS TOTAL	25,000.00	.00	.00	.00	25,000.00
	RAILROAD CROSSINGS TOTAL	5,000.00	.00	.00	.00	5,000.00
	FIELDHOUSE TOTAL	8,500,000.00	4,753.40	4,753.40	.06	8,495,246.60
	CITY HALL/GENERAL BLDGS TOTAL	2,000.00	.00	.00	.00	2,000.00
	CAPITAL PROJECTS TOTAL	12,943,000.00	456,607.25	456,607.25	3.53	12,486,392.75
	OTHER GENERAL GOVERNMENT TOTA	.00	1,795.14	1,795.14	.00	1,795.14-
	WTR 2012C BOND TOTAL	574,603.00	3,408,100.75	3,408,100.75	593.12	2,833,497.75-
	WATER TOTAL	40,720.00	.00	.00	.00	40,720.00
	WATER-PLANT/PUMPS TOTAL	793,897.00	99,301.53	99,301.53	12.51	694,595.47
	WATER-LINES-INST & O&M TOTAL	61,493.00	6,936.04	6,936.04	11.28	54,556.96
	WATER ACCOUNTING TOTAL	330,517.00	37,585.86	37,585.86	11.37	292,931.14
	WASTEWATER PLANT TOTAL	702,080.00	97,388.43	97,388.43	13.87	604,691.57
	WASTSEWATER COLLECTION TOTAL	2,070,052.00	13,217.36	13,217.36	.64	2,056,834.64
	WASTEWATER ACCOUNTING TOTAL	224,352.00	19,760.10	19,760.10	8.81	204,591.90
	LANDFILL/GARBAGE TOTAL	72,079.00	35,789.68	35,789.68	49.65	36,289.32
	STORM WATER TOTAL	35,900.00	146.28	146.28	.41	35,753.72
	ENTERPRISE FUNDS TOTAL	4,905,693.00	3,720,021.17	3,720,021.17	75.83	1,185,671.83
	TRANSFERS IN/OUT TOTAL	8,254,362.00	.00	.00	.00	8,254,362.00
	TRANSFER OUT TOTAL	8,254,362.00	.00	.00	.00	8,254,362.00
	TOTAL EXPENSES	33,584,935.00	5,006,693.20	5,006,693.20	14.91	28,578,241.80

CITY OF NEVADA  
REVENUE REPORT  
CALENDAR 7/2020, FISCAL  
BUDGET  
ESTIMATE

1/2021  
MTD  
BALANCE

PCT OF FISCAL YTD  
YTD PERCENT  
BALANCE RECVD

Page 1  
OPER: KW  
8.3%  
UNCOLLECTED

ACCOUNT NUMBER	ACCOUNT TITLE	ESTIMATE	BALANCE	BALANCE	RECVD	UNCOLLECTED
	GENERAL TOTAL	4,024,110.00	82,111.96	82,111.96	2.04	3,941,998.04
	HOTEL MOTEL TOTAL	11,250.00	23.64	23.64	.21	11,226.36
	ROAD USE TAX TOTAL	958,128.00	114,293.77	114,293.77	11.93	843,834.23
	EMPLOYEE BENEFITS TOTAL	702,835.00	15,207.09	15,207.09	2.16	687,627.91
	RUT CAPITAL TOTAL	176,500.00	.00	.00	.00	176,500.00
	EMERGENCY FUND TOTAL	73,308.00	1,521.94	1,521.94	2.08	71,786.06
	LOCAL OPTION SALES TAX TOTAL	922,000.00	84,427.63	84,427.63	9.16	837,572.37
	TAX INCREMENT FINANCING TOTAL	969,646.00	21,267.04	21,267.04	2.19	948,378.96
	LMI-SUBFUND TOTAL	64,672.00	.00	.00	.00	64,672.00
	RESTRICTED GIFTS TOTAL	30.00	4.30	4.30	14.33	25.70
	CEMETARY CIP/LAND TOTAL	300.00	39.14	39.14	13.05	260.86
	LIBRARY TRUST TOTAL	8,100.00	74.01	74.01	.91	8,025.99
	FIRE TRUST TOTAL	300.00	25.81	25.81	8.60	274.19
	SCORE-UNDESIGNATED TOTAL	100.00	8.84	8.84	8.84	91.16
	SCORE O&M TOTAL	5.00	.39	.39	7.80	4.61
	NORTH STORY BASEBALL TOTAL	21,500.00	7.20	7.20	.03	21,492.80
	SENIOR CENTER TRUST TOTAL	150.00	12.01	12.01	8.01	137.99

CITY OF NEVADA  
REVENUE REPORT  
CALENDAR 7/2020, FISCAL  
BUDGET  
ESTIMATE

1/2021  
MTD  
BALANCE

PCT OF FISCAL YTD  
YTD PERCENT  
BALANCE RECVD

Page 2  
OPER: KW  
8.3%  
UNCOLLECTED

ACCOUNT NUMBER

ACCOUNT TITLE

	GATES HALL PIANO TOTAL	225.00	28.11	28.11	12.49	196.89
	ASSET FORFEITURE TOTAL	100.00	18.02	18.02	18.02	81.98
	PARK OPEN SPACE TOTAL	24,450.00	979.61	979.61	4.01	23,470.39
	COLUMBARIAN MAINTENANCE TOTAL	220.00	5.35	5.35	2.43	214.65
	TRAIL MAINTENANCE TOTAL	10,200.00	.00	.00	.00	10,200.00
	DANIELSON TRUST TOTAL	500.00	374.24	374.24	74.85	125.76
	LIB BLDG TRUST TOTAL	200.00	.29	.29	.15	199.71
	TREES FOREVER TOTAL	50.00	6.75	6.75	13.50	43.25
	4TH OF JULY TRUST TOTAL	2,020.00	7.56	7.56	.37	2,012.44
	COMMUNITY BAND TOTAL	1,000.00	1.26	1.26	.13	998.74
	DEBT SERVICE TOTAL	1,364,389.00	12,235.96	12,235.96	.90	1,352,153.04
	CH CAMPUS PROJ TOTAL	100.00	1.29	1.29	1.29	98.71
	LIBRARY ADDITION TOTAL	102,237.00	3,334.58	3,334.58	3.26	98,902.42
	SC/FIELDHOUSE TOTAL	8,500,000.00	.00	.00	.00	8,500,000.00
	SIDEWALK IMPROVEMENTS TOTAL	35,000.00	1,286.64	1,286.64	3.68	33,713.36
	2019 CIP WORK TOTAL	.00	2,482.60	2,482.60	.00	2,482.60-
	CBD DOWNTOWN IMPR TOTAL	9,260,000.00	9,388.32	9,388.32	.10	9,250,611.68



CITY OF NEVADA  
REVENUE REPORT  
CALENDAR 7/2020, FISCAL  
BUDGET  
ESTIMATE

1/2021  
MTD  
BALANCE

PCT OF FISCAL YTD  
YTD PERCENT  
BALANCE RECVD

Page 3  
OPER: KW  
8.3%  
UNCOLLECTED

ACCOUNT NUMBER	ACCOUNT TITLE						
	TRAIL CIP RESERVE PROJTS TOTA	66,837.00	355.90	355.90	.53	66,481.10	
	2017 STS/WT/SE/STRM PROJ TOTA	.00	518.08	518.08	.00	518.08-	
	2017 BOND, REFUND 2013B TOTAL	.00	.01	.01	.00	.01-	
	PERPETUAL CARE TOTAL	3,800.00	1,000.00	1,000.00	26.32	2,800.00	
	WATER TOTAL	2,204,527.00	167,433.72	167,433.72	7.59	2,037,093.28	
	WATER DEPOSITS TOTAL	25,000.00	2,590.00	2,590.00	10.36	22,410.00	
	WATER PLANT UPGRADE RSRV TOTA	210,000.00	1,316.99	1,316.99	.63	208,683.01	
	WATER 2012C BOND TOTAL	574,103.00	2,866,653.40	2,866,653.40	499.33	2,292,550.40-	
	WATER CAPITAL REVOLVING TOTAL	127,500.00	431.35	431.35	.34	127,068.65	
	SEWER TOTAL	1,316,054.00	103,131.28	103,131.28	7.84	1,212,922.72	
	SEWER CONSTRUCTION TOTAL	323,000.00	7,856.07	7,856.07	2.43	315,143.93	
	SEWER CAP IMP PROJECT TOTAL	3,000,000.00	.00	.00	.00	3,000,000.00	
	SEWER EQUIP REVOLVING TOTAL	63,000.00	378.21	378.21	.60	62,621.79	
	LANDFILL/GARBAGE TOTAL	68,650.00	5,538.32	5,538.32	8.07	63,111.68	
	STORM WATER TOTAL	178,900.00	16,279.63	16,279.63	9.10	162,620.37	
	REVOLVING FUND TOTAL	426,000.00	2,109.43	2,109.43	.50	423,890.57	
	FLEX BENEFIT REVOLVING TOTAL	.00	2,905.92	2,905.92	.00	2,905.92-	



CITY OF NEVADA  
REVENUE REPORT  
CALENDAR 7/2020, FISCAL 1/2021  
BUDGET MTD  
ESTIMATE BALANCE

PCT OF FISCAL YTD 8.3%  
YTD PERCENT  
BALANCE RECVD  
UNCOLLECTED

ACCOUNT NUMBER	ACCOUNT TITLE						
	OTHER INTERNAL SERV FUND TOTA	4,500.00	457.35	457.35	10.16		4,042.65
	TOTAL REVENUE BY FUND	35,825,496.00	3,528,131.01	3,528,131.01	9.85		32,297,364.99

Item # 58  
Date: 8/24/2020

Applicant License Application ( LC0043882 )

Name of Applicant: <u>JHHC INC.</u>		
Name of Business (DBA): <u>George's Pizza</u>		
Address of Premises: <u>1220 6th Street</u>		
City <u>Nevada</u>	County: <u>Story</u>	Zip: <u>50201</u>
Business	<u>(515) 382-5616</u>	
Mailing	<u>1220 6th Street</u>	
City <u>Nevada</u>	State <u>IA</u>	Zip: <u>50201</u>

**Contact Person**

Name	<u>Charles Schadt</u>		
Phone:	<u>(515) 460-4336</u>	Email	<u>chuckdzzz2383@gmail.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 08/22/2020

Expiration Date: 08/21/2021

Privileges:

Class C Liquor License (LC) (Commercial)

Sunday Sales

**Status of Business**

BusinessType:	<u>Privately Held Corporation</u>		
Corporate ID Number:	<u>XXXXXXXXXX</u>	Federal Employer ID	<u>XXXXXXXXXX</u>

**Ownership**

Charles Schadt

First Name:	<u>Charles</u>	Last Name:	<u>Schadt</u>	
City:	<u>nevada</u>	State:	<u>Iowa</u>	Zip: <u>50201</u>
Position:	<u>owner</u>			
% of Ownership:	<u>100.00%</u>	U.S. Citizen:	<u>Yes</u>	

**Insurance Company Information**

Insurance Company:	<u>Specialty Risk of America</u>		
Policy Effective Date:	<u>08/22/2020</u>	Policy Expiration	<u>08/22/2021</u>
Bond Effective		Dram Cancel Date:	
Outdoor Service Effective		Outdoor Service Expiration	
Temp Transfer Effective		Temp Transfer Expiration Date:	

BEER AND/OR LIQUOR RENEWAL CERTIFICATE OF INSPECTION

This application will be on the Aug 24, 2020 Council Agenda

Business Name Georgia's Pizza Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Manager's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

Owners Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

I hereby certify that the premises where the above applicant intends to operate pursuant to a beer or liquor license has been inspected by the undersigned and that on the date of the inspection the premises (conforms/did not conform) to all applicable fire regulations of the City of Nevada and the State of Iowa.

The Fire Department recommends ☒ approval ☐ denial of a beer or liquor license to this business.

8-20-20

Date

[Signature]

FIRE INSPECTOR AND/OR BUILDING INSPECTOR

COMMENTS/OR REASONS IF DENIED: (Write on back or another sheet if needed)

- Rear door swing to be moved to follow path of egress

**RESOLUTION NO. 014 (2020/2021)**

**A RESOLUTION APPROVING FISCAL YEAR 2020/2021 TRANSFERS**

WHEREAS, the following transfers were scheduled in the FY2020/2021 budget and need to be completed:

FROM	TO	AMOUNT
Local Option Tax 121-910-6910	General Fund (Officer) 001-910-4830	\$100,000.00
Local Option Tax 121-910-6910	General Fund (Live HealthyIA) 001-910-4830	\$2,000.00
Local Option Tax 121-910-6910	General Fund (Scholarship for P&R) 001-910-4830	\$2,000.00
Local Option Tax 121-910-6910	General Fund (Comm Specialist) 001-910-4830	\$40,000.00
Local Option Tax 121-910-6910	Equipment Revolving-Streets 113-910-4830	\$75,000.00
Local Option Tax 121-910-6910	Trail Maintenance 181-910-4830	\$10,000.00
Road Use Tax 110-910-6910	Equipment Revolving – Streets 113-910-4830	\$100,000.00
Water Utility 600-910-6910	2020B Bond, WT (Refunded 2012C) 605-910-4830	\$476,390.56
Water Utility 600-910-6910	Water Equipment Revolving 607-910-4830	\$125,000.00
Water Utility 600-910-6910	WTR Plant Upgrade Reserve 602-910-4830	\$200,000.00
Wastewater Utility 610-910-6910	WWT Equipment Revolving 617-910-4830	\$60,000.00
Wastewater Utility 610-910-6910	WWT-SE Const (Nutrient Removal Pr) 615-910-4830	\$250,000.00
Local Option Tax 121-910-6910	Equipment Revolving-Police 810-910-4830	\$65,000.00
Local Option Tax 121-910-6910	Equipment Revolving-Fire 810-910-4830	\$75,000.00
Local Option Tax 121-910-6910	Equipment Revolving-Library 810-910-4830	\$10,000.00
Local Option Tax 121-910-6910	Equipment Revolving-Park 810-910-4830	\$75,000.00
Local Option Tax 121-910-6910	Equipment Revolving-Cemetery 810-910-4830	\$35,000.00
Local Option Tax 121-910-6910	Equipment Revolving-Administration 810-910-4830	\$65,000.00
Storm Sewer Fund 740-910-6910	2020 CBD Project, Storm Cost share 315-910-4830	\$250,000.00

WTR, 2012C Reserve 604-910-6910	WTR, Sinking/ Bond Payment 605-910-4830	\$581,202.50
WTR, 2012C Improve 606-910-6910	WTR, Sinking/Bond Payment 605-910-4830	\$150,000.00

WHEREAS, it is necessary to complete the beginning year transfers and also to clean up the 2012C Bond Refunding; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council authorized the completion of these budgeted transfers on August 24, 2020 as scheduled for fiscal year 2020/2021 and that this resolution be made a part of the official record providing documentation and an audit trail of the transfers.

Passed and approved this 24<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Brett Barker, Mayor

ATTEST:

\_\_\_\_\_  
Kerin Wright, City Clerk

Moved by Council Member \_\_, seconded by Council Member \_\_, that Resolution No. 014 (2020/2021) be adopted.

AYES:            —  
NAYS:           —  
ABSENT:        —

The Mayor declared Resolution No. 014 (2020/2021) adopted.

I hereby certify that the foregoing is a true copy of a record of the adoption of Resolution No. 014 (2020/2021) at the regular Council Meeting of the City of Nevada, Iowa, held on the 24<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Kerin Wright, City Clerk

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**Kerin Wright**

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**From:** Darnell, Karrie <karrie.darnell@dnr.iowa.gov>  
**Sent:** Tuesday, August 11, 2020 2:52 PM  
**To:** Michael Neal; Kerin Wright; Roth, Michael; Ruble, Wayne  
**Cc:** Theresa Enright; Kumar, Suresh; Daniel Higginbottom  
**Subject:** Nevada CWSRF Environmental Review and Programmatic Agreement

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

All,

Thank you for participating in the conference call with SHPO today for the Nevada CWSRF wastewater treatment plant and trunk sewer project. I will provide the public hearing requirements in a separate email shortly.

Based on the discussion, we will proceed as follows:

1. I will draft the Programmatic Agreement (PA) and notify ACHP as required. The PA will require City, SHPO, and DNR review and signatures. Mike Roth will check on the status of Economic Development funding on this project so we can determine if they need to be a signatory. It is possible the USACE may want to be signatory to this PA once they have reviewed the Joint Application. The PA will lay out the phasing plan as discussed today.
2. The City will publish the public notice and hold the public hearing (see separate email for public hearing instructions). This will be one public hearing that will satisfy the hearing requirement for both WWTP and Sewer scopes.
3. Mike Roth will follow up on submitting the Joint Application for the WWTP scope. He will forward all responses and issued permits to Karrie for inclusion in the EID and EAD/FNSI.
4. The PA will need to be reviewed and signed by all to be considered executed. Once the PA is fully executed and we have all JA responses/permits then I can issue the FNSI for WWTP scope.
5. Issuing the FNSI triggers the final 30 day comment period. Thirty days after I issue the FNSI, if we have not received any comments, then the FNSI will be considered final, the City will receive the FNSI finalized letter from me and groundbreaking for the WWTP site can begin (as long as the necessary wastewater construction permit has been issued by Suresh).
6. We will proceed with obtaining clearances for the sewer line environmental review over the winter/spring months which will include any necessary archaeology survey. The target date for issuing the sewer line FNSI will be summer/fall 2021 (or earlier if all necessary clearances are received).

We will do our best to keep this project moving towards its goal start date and keep you aware of any hiccups along the way. The PA process can be time consuming. We appreciate your patience and participation.

Thank you,



## SRF Public Notice Example

### PUBLIC HEARING NOTICE



The City of Nevada will be holding a Public Hearing to review an application for a State Revolving Fund (SRF) loan and to make available to the public the contents of an environmental information document and the City of Nevada project plan. These documents include design and environmental information related to the proposed improvements to the City of Nevada wastewater treatment plant.

The proposed wastewater treatment project area is currently an agricultural field and the wooded area adjacent to West Indian Creek. The proposed project includes construction of an administration and vehicle storage building, vector receiving station, headworks building with fine screening and grit removal, 2 oxidation ditches (secondary treatment), 3 secondary clarifiers, UV disinfection building, secondary treatment building, two (2) aerobic digesters with two (2) membrane thickening tanks, biosolids storage tank(s), biosolids pump station, yard piping and structures, lift station, and roadway. A new outfall structure will be constructed with approximately 600 feet piping. Altogether, the disturbed area at the proposed site to construct the above facilities will include approximately 25 acres or less.

In addition to the wastewater treatment plant construction, the City proposes future trunk sewer work that would be considered one undertaking with the wastewater treatment plant work. New interceptor sewer will follow County Road S14 the majority of the way to the new treatment plant. The interceptor sewer work will include a pump station at the existing facility's site that will convey the flow by force main to County Road S14. A new gravity sewer (24" and 30") will convey the flow to the new treatment plant. This gravity sewer will mainly flow the right of way of County Road S14 but may need to cross several farm fields closer to the treatment plant. Road crossings will be made using trenchless construction. One open cut road crossing will be made on 270<sup>th</sup> Street. The force main is expected to be constructed from trenchless construction and be approximately 4,200 feet. The ground disturbance area for the sewer line work will be approximately 53 acres.

The purpose of this Public Hearing is to inform area residents of Nevada of this proposed action, discuss the actual cost and user fees associated with this project, and to address citizen's concerns, if any, with the plan.

The Public Hearing location and time are as follows:

MONDAY, SEPTEMBER 28, 2020 AT 6:00 PM  
NEVADA CITY HALL COUNCIL CHAMBERS  
1209 6<sup>TH</sup> STREET  
Nevada, IA 50201

All interested persons are encouraged to attend this hearing. Written comments on this proposal may also be submitted prior to the hearing. Questions regarding this hearing or the availability of documentation may be directed to KERIN WRIGHT at 515-382-5466.

## Kerin Wright

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**From:** Kerin Wright  
**Sent:** Monday, August 17, 2020 7:00 PM  
**To:** Legals to Ames Tribune  
**Cc:** Kerin Wright  
**Subject:** Public notice  
**Attachments:** PH, WWTP, SRF Env Review.docx

Please publish the attached notice in the Nevada Journal on August 27<sup>th</sup>.  
Thanks!

### Kerin Wright

City Clerk  
1209 6<sup>th</sup> St., PO Box 530  
City of Nevada, IA  
Pop. 6798  
[KWright@cityofnevadaiaowa.org](mailto:KWright@cityofnevadaiaowa.org)  
[www.cityofnevadaiaowa.org](http://www.cityofnevadaiaowa.org)  
515-382-5466

**ORDINANCE NO. 1012 (2020/2021)**

**AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF NEVADA, IOWA, BY  
AMENDING THE ZONING CLASSIFICATION OF PARCELS OF LAND OWNED BY  
CHARLES E. PEEBLES AND LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY  
OF NEVADA, IOWA, FROM "LC" (LIMITED COMMERCIAL) DISTRICT TO "R-1" (LOW  
DENSITY SINGLE-FAMILY RESIDENTIAL) DISTRICT**

Be it enacted by the City Council of the City of Nevada, Iowa;

SECTION 1. ZONING AMENDMENT. The Zoning Map of the City of Nevada, Iowa, is hereby amended by rezoning parcel of land owned by Charles E. Peebles and located within the corporate limits of the City of Nevada, Iowa which is legally described as:

*Indian Ridge Plat 3 Lot :43 Nevada*

and shall be rezoned from a "LC" (Limited Commercial) District, to a "R-1" (Low Density Single-Family Residential) District.

SECTION 2. NOTATION. The City Zoning Official shall record the ordinance number and date of passage of this Ordinance on the Official Zoning Map as required by Section 165.09(5)(B), Code of Ordinances of the City of Nevada, Iowa, 2006 as amended.

SECTION 3. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in full force and effect from and after its final passage, approval and publication as provided by law.

PASSED AND APPROVED this 27<sup>th</sup> day of July, 2020, through the first reading.

PASSED AND APPROVED this 10<sup>th</sup> day of August, 2020, through the second reading.

PASSED AND APPROVED this 24<sup>th</sup> day of August, 2020, through the third and final reading. Enacted upon publication.

\_\_\_\_\_  
Brett Barker, Mayor

ATTEST:

\_\_\_\_\_  
Kerin Wright, City Clerk

Public Hearing Scheduled – July 13, 2020  
Published – July 16, 2020  
Public Hearing held– July 27, 2020

## Memo

**To:** City Council

**From:** Shawn Cole, Zoning Supervisor

**CC:** Jordan Cook, City Administrator

**Date:** 8/18/20

**RE: General Information**

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1. **Minor Subdivision Indian Ridge Plat 7:** The Planning & Zoning Commission recommended approval of Indian Ridge Plat 7 Minor Plat during the August 3 meeting to the City Council.

The City of Nevada's Subdivision Ordinance allows a Minor Subdivision if the proposed subdivision does not include any street or utility improvements. The proposed subdivision does not; it turns a large commercial lot into 3 residential lots. The Minor Subdivision requires only a final plat and approval of The Planning & Zoning Commission & the City Council. The property owner has requested the proposed subdivision of Indian Ridge Plat 3 Lot 43, to create 3 lots for single family dwellings. Staff recommends approval of Indian Ridge Plat 7 to the Planning & Zoning Commission. Included in your packet is a copy of the plat and Application Form.

If you have any questions please contact me at work, 382-5466, or at home, 382-8703, and prior to Monday night's meeting.

**RESOLUTION NO. 015 (2020/2021)**  
**A RESOLUTION ACCEPTING MINOR SUBDIVISION FOR**  
**INDIAN RIDGE PLAT 7 NEVADA, STORY COUNTY, IOWA**

WHEREAS, there has been submitted to the City Council of the City of Nevada, Iowa, the Final Plat of the Indian Ridge Plat 7 Minor Subdivision, within the Jurisdiction of the City of Nevada, Iowa; and

WHEREAS, the Preliminary Plat and Minor Subdivision has been submitted to the Planning and Zoning Commission of the City of Nevada, Iowa, and they recommended approval of the Preliminary Plat of Indian Ridge Plat 7 Minor Subdivision on the 3<sup>rd</sup> day of August, 2020.

WHEREAS, the City Council of Nevada, Iowa is required to review the Preliminary Plat of said subdivision pursuant to Iowa Code §354.8.

WHEREAS, the City Council of the City of Nevada, Iowa has considered the recommendations of the Planning and Zoning Commission and finds that it is advisable and in the best interests of the City of Nevada, Iowa, and of the citizens thereof that the Final Plat and Minor Subdivision be accepted and approved.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEVADA, IOWA:

1. That the Final Plat of Indian Ridge Plat 7 Minor Subdivision, Story County, Iowa of Nevada, Iowa, is hereby accepted and approved for and on behalf of the City of Nevada, Iowa.

PASSED AND APPROVED THIS 24<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Brett Barker, Mayor

Attest:

\_\_\_\_\_  
Kerin Wright, City Clerk

Moved by Council Member \_\_, seconded by Council Member \_\_, that Resolution No. 015 (2020/2021) be adopted.

AYES:           —  
NAYS:           —  
ABSENT:       —

The Mayor declared Resolution No. 015 (2020/2021) adopted.

I hereby certify that the foregoing is a true copy of a record of the adoption of Resolution No. 015 (2020/2021) at the regular Council Meeting of the City of Nevada, Iowa, held on the 24<sup>th</sup> day of August, 2020.

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Kerin Wright, City Clerk

W:\OFFICE\COUNCIL\RESOLUTIONS\2020-2021\JJJ-WEST F AVENUE SUBDIVISION, PRELIM PLAT.DOC



MUST BE FILED IN PLANNING & ZONING  
OFFICE BY 9:00 A.M ON

Hearing Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



## Minor Subdivision Application Packet

1. **Application Packet.** Be sure to complete and submit **all the required materials** that are part of this Application Packet. Failure to do so will result in a delay in processing your application.

The "Application Packet" for approval of a Minor Subdivision includes the following:

- Application Form (This form must be completed for all applications.);
- Minor Subdivision Checklist (Use this checklist to prepare the Plat); and,

2. **What must be submitted?**

- One (1) completed and signed Application Form..
- Fifteen (15) copies of the Plat, no larger than 24" by 36".
- One (1) 11" by 17" black line reduction copy of the Plat.
- A check or cash for the application filing fee as established by the City Council.

**No application will be accepted unless it complies with all the submittal requirements. Applications that are incomplete will be returned to the applicant without further review.**

3. **What is the process?**

- A **Minor Subdivision** is a subdivision that adjusts the lot lines of no more than four lots without creating additional lots; or creates no more than four lots from any single parcel, tract or lot. The subdivision shall be served by existing utilities and does not require the extension of streets, utilities, or public improvements.
- The applicant shall submit an **Application for Minor Subdivision** with the Department of Planning and Zoning at least 21 days prior to a regular meeting of the Planning and Zoning Commission.
- The Planning and Zoning Commission shall forward the **Minor Subdivision** to the City Council for its review after the Applicant has filed a complete **Application for Minor Subdivision** if approved the Planning and Zoning Commission. An Application for **Minor Subdivision** shall be "complete" for the purpose of commencing when so certified by the City Council.

4. **Where should submittals be made?**

**Submit the completed Minor Subdivision Application Packet to the:**

**City Clerk  
City Hall  
1209 6th Street; P.O. Box 530  
Nevada, Iowa 50201**



## Minor Subdivision Application Form

(This form must be filled out completely before your application will be accepted.)

1. **Property Location** of this Minor Subdivision (Street Address and/or Boundary Description: 1102 Osage Drive, Nevada, Iowa; Lot 43 of Indian Ridge Plat 3  
Subdivision; City of Nevada, Story County, Iowa

2. **Existing Use and Proposed Use of the Property:** Existing use – vacant lot;  
Proposed use – three residential lots.

3. **Subdivsion Name:** Indian Ridge Plat 7 Subdivision

4. **Property Owner:** Charles E. Peebles

Address: 1324 Apache Street Nevada Iowa 50201  
(Street) (City) (State) (Zip)

Telephone: (515) 520-4447  
(Home) (Business) (Fax)

5. **Attorney:** Daniel E. Bappe; Bappe Law Office

Address: 511 J Avenue Nevada Iowa 50201  
(Street) (City) (State) (Zip)

Telephone: (515) 382-3578  
(Home) (Business) (Fax)

6. **Land Surveyor:** Marlee Walton, PE, PLS; M. J. Walton & Associates, Inc.

Address: 456 Rookwood Drive Ames Iowa 50010  
(Street) (City) (State) (Zip)

Telephone: (515) 232-5768 (515) 291-7122  
(Home) (Business) (Fax)



**7. Contact Person:** Marlee Walton, PE, PLS

Address: 456 Rookwood Drive Ames Iowa 50010  
(Street) (City) (State) (Zip)

Telephone: (515) 232-5768 (515) 291-7122  
(Home) (Business) (Fax)

I (We) certify that I (we) am (are) familiar with applicable state and local codes and ordinances, the procedural requirements of the City of Nevada, and have submitted all the required information which is true and accurate.

Signed by: Marlee Walton Date: 10/15/19  
(Applicant)

(Note: No other signature may be substituted for the Property Owner's Signature)

and: [Signature] Date: 10/15/19  
(Property Owner)

and: Marlee Walton Date: 10/15/19  
(Contact Person)



## **Minor Subdivision Checklist**

**The following items must be included with this submittal for approval of a Minor Subdivision:**

- One (1) completed and signed Application Form.
- Fifteen (15) copies of the Plat no larger than 24" by 36".
- One (1) 11" by 17" black-line reduction copy of the Plat.
- A check or cash for the application filing fee as established by the City Council.

**Table 3-1** of the subdivision regulations describes the information that must be shown on the Minor Subdivision as follows:

### **General Information:**

- Prepared by a registered land surveyor or a statement by the land surveyor that the Plat was prepared under his or her supervision.
- Surveyor's signature, Iowa registration number or seal and certification of accuracy.
- Scale of one inch equals 50 feet, unless an alternate scale is approved by the Zoning Administrator.
- Sheets shall be numbered in sequence if more than one sheet is used.
- Total number of sheets included in the plat is indicated.
- Match lines, if applicable, indicating where each sheet adjoins any other sheet.
- An index sheet showing the relationship between the sheets.
- Sheet sizes shall be no greater than 24" by 36" and no less than 8-12 " by 11 ".
- Names of all adjoining property owners within 100 feet.
- Existing and proposed zoning indicated.

### **Survey Data:**

- Lengths, bearings and curve data of existing or proposed lots (except internal lot lines) blocks, public or private way, railroad or utility right-of-way, deed restrictions, covenants, easements, dedications or other areas within the tract or parcel proposed to be subdivided.
- The outer boundaries of the tract or parcel proposed to be subdivided drawn in a solid, bold black line

**Existing Physical Features:**

- Location, use and dimensions of any existing structures, with the required setback distances indicated.
- Location of any existing water courses, wetlands, floodplains, trees, woodland resources, prairie resources or environmentally sensitive areas on or within 200 feet of the tract to be subdivided.
- Contour lines at vertical intervals of not more than two feet, unless an alternate contour interval is approved by the Zoning Administrator.

**Existing and Proposed Street Improvements:**

- Location and width of all existing streets and easements, alleys and other public ways.
- Names of adjoining streets.
- Proposed parking prohibitions.
- Existing or proposed sidewalks, bikeways, highways, streets, alleys or other public ways including centerline street stationing and geometrics.

**Existing and Proposed Infrastructure:**

- Location and dimensions of any existing public infrastructure including any water main, sanitary sewer main or storm sewer main and any associated facility, including appropriate easements.
- Location and dimensions of any existing utilities including electric, gas, telephone or cable, including appropriate easements.
- Storm water management and run-off control plan.
- Location and dimensions of property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose of those set asides and conditions, if any, of the dedication or reservation.

**Lot and Block Numbering and Design:**

- Lots within each block assigned a progressive number.
- No strip of land shall be reserved by the subdivider unless it is of sufficient size and shape to be of practical use or service as determined by the Planning and Zoning Commission.
- Lot dimensions and lot areas.

**The lack of information under any item specified herein or improper information supplied by the Applicant shall be cause for disapproval of a Minor Subdivision Application.**



# PLAT OF SURVEY

LOCATION: Lot 43, Indian Ridge Subdivision Plat 3, City of Nevada, Story County, Iowa

PROPRIETOR: Charles E. Peebles

REQUESTED BY: Charles E. Peebles

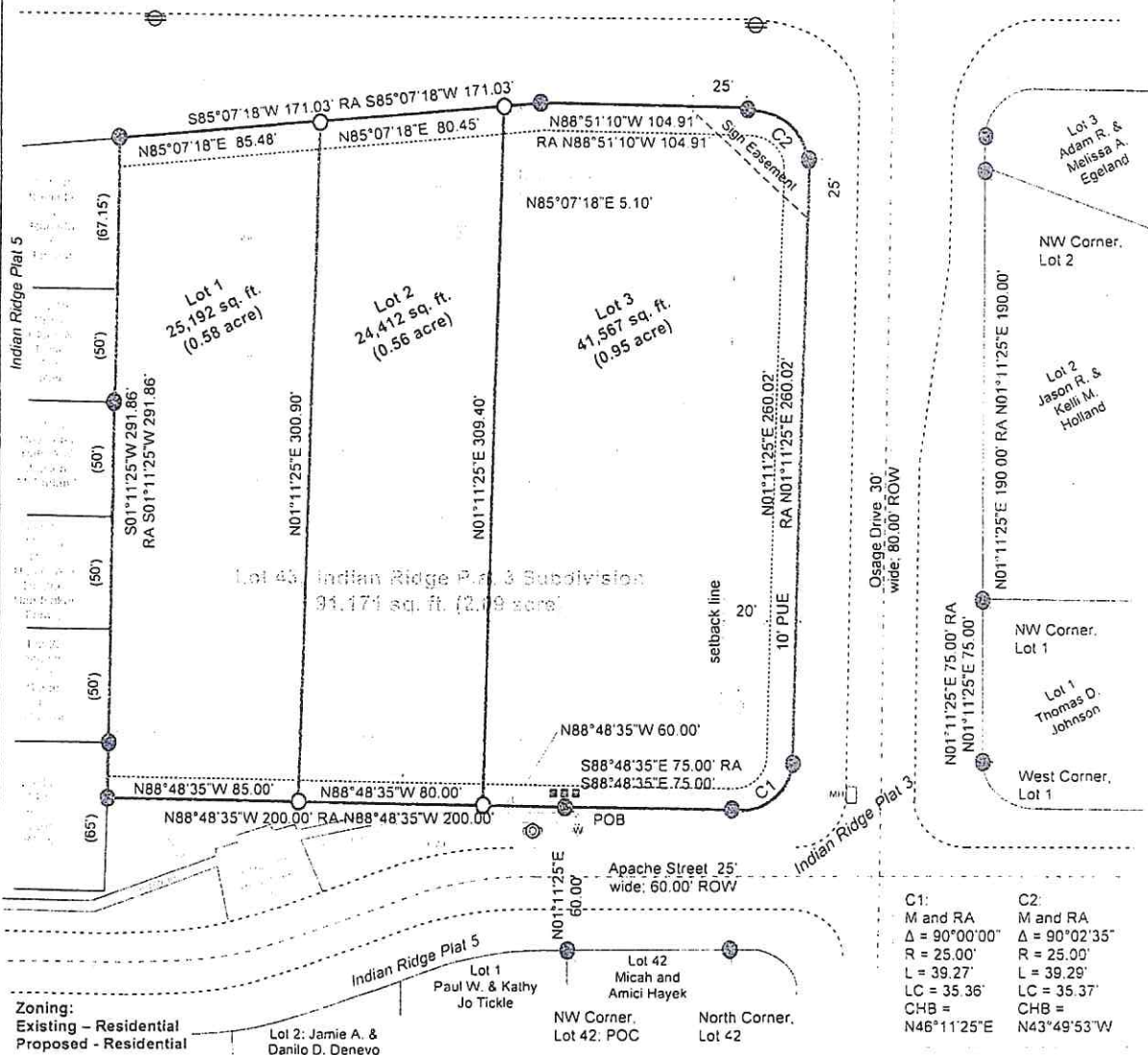
SURVEYOR: Marlee Walton, PLS #11590  
M.J. Walton & Associates, Inc.  
456 Rookwood Drive; Ames, IA 50010  
515-232-5768

## Final Plat - Indian Ridge Plat 7 Subdivision

Lincoln Highway



1" = 50'



### LEGAL DESCRIPTION - INDIAN RIDGE PLAT 7 SUBDIVISION:

Previously Lot 43 of the Indian Ridge Plat 3 Subdivision, City of Nevada, Story County, Iowa, as recorded on Slide 131, page 4 at the Story County Recorder's Office. Commencing at the Northwest (NW) Corner of Lot 42, Indian Ridge Subdivision Plat 3 Subdivision, thence N01°11'25"E 60.00 feet to the Point of Beginning; thence S88°48'35"E 75.00 feet to the beginning of a curve; thence northeasterly 39.27 feet along said curve, having a radius of 25.00 feet, concave to the southeast, and a central angle of 90°00'00", and being subtended by a chord which bears N46°11'25"E 35.36 feet; thence N01°11'25"E 260.02 feet to the beginning of a curve; thence northwesterly 39.29 feet along said curve, having a radius of 25.00 feet, concave to the north, and a central angle of 90°02'35", and being subtended by a chord which bears N43°49'53"W 35.37 feet; thence N88°51'10"W 104.91 feet; thence S85°07'18"W 171.03 feet; thence S01°11'25"W 291.86 feet; thence N88°48'35"W 200.00 feet back to the Point of Beginning, containing 91,171 square feet (2.09 acres)



I hereby certify that this land survey document was prepared and the related survey work was performed by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

Marlee A. Walton, PLS #11590  
Date: 8/17/20

License Number #11590  
My license renewal date is December 31, 2020

Date of field survey:  
10/13/19

Project Number:  
8085

PAGE 1/1

### LEGEND:

- Property Pin Found
- Property Pin Set - 5/8" dia. x 3' rebar w/yellow cap #11590
- RA Recorded As
- M Measured As
- Fire Hydrant
- Power Pole



**RESOLUTION NO. 047C (2019/2020)**

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO TAKE APPROPRIATE EMERGENCY MEASURES DURING THE COVID-19 PANDEMIC, AMENDED**

WHEREAS, On March 9, 2020, the Honorable Governor Kim Reynolds has declared a State of Public Health Disaster Emergency in response to the outbreak of Novel Coronavirus 2019 (COVID-19); and

WHEREAS, On March 11, 2020, the World Health Organization declared the COVID-19 outbreak a global pandemic; and

WHEREAS, On March 13, 2020, President Donald J. Trump issued a proclamation declaring that the COVID-19 outbreak in the United States constitutes a national emergency; and

WHEREAS, multiple cases of COVID-19 have been confirmed in Iowa, and the Iowa Department of Public Health has determined that community spread of COVID-19 is occurring within our state; and

WHEREAS, the CDC has advised that local governments should take immediate action to limit the spread of the virus through social distancing, cancellation of public meetings, limiting public gatherings and events, and implementing additional public health safety and education measures to prevent, contain and, where possible, to mitigate the impact of the virus; and

WHEREAS, on April 13<sup>th</sup>, 2020, the Nevada City Council passed Resolution 047A (2019/2020) outlining the terms of the original resolution, and the City Council wishes to make minor revisions to the restrictions set forth in that resolution, and

WHEREAS, the City of Nevada determines it to be in the best interest of the public to delegate certain decision-making authority to the Mayor and City Administrator during this time to avoid the necessity of multiple public meetings during this crisis.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEVADA, IOWA,

1. That, consistent with the declarations of the WHO, the federal government, and the Governor of the State of Iowa, a Declaration of an emergency is hereby established by the City Council of Nevada, Iowa.

2. The Council hereby authorizes the Mayor and City Administrator to conduct such emergency measures as may be appropriate to safeguard the public health, safety and welfare of both our residents and visitors.

3. The Council authorizes a one-time increase of the signing thresholds for the Mayor and City Administrator for signing contracts of \$100,000 and for single checks \$100,000 without the prior approval of Council, but to be presented at the next Council meeting, or on a monthly basis to the Council for ratification.

4. The Council authorizes the Mayor Pro Tem to sign as an alternate signatory on contracts and checks for the Mayor on behalf of the City, should he be unavailable, and for the

City Clerk to sign contracts, checks and agreements on behalf of the City Administrator, should he be unavailable.

5. No checks may be written in relation to any contract authorized under this resolution without certification by the City Clerk that the appropriate funds exist to meet the obligation, nor any contract or agreement entered into without the review and approval of the City Attorney .

6. The Council authorizes the implementation of electronic mechanisms for the conduct of City business, including staff meetings, planning meetings, and telephonic participation by the Council of such Council Meetings and advisory boards and committees as necessary. Such meetings shall be published, as required, recorded and made public on the City website or by email, upon request, as soon as possible.

7. The Council authorizes, consistent with the recommendations of the CDC, the following:

~~a. That all City public events, trainings and meetings and any events, trainings and meetings planned to be held in or on City property are hereby cancelled until further notice, with the status to be reviewed every 30 days.~~

b. That all out-of-state travel or trainings for City business are hereby cancelled, with the status of this prohibition to be reviewed every 30 days and any requests for exceptions for public safety or other essential services to be reviewed on a case by case basis by the City Administrator.

c. The City Administrator may set such safeguards for the public and employees regarding employees that travel out of the area or that become ill as are reasonable to protect the health and safety of staff and the public, consistent with the most current public health guidelines and advisories.

d. That all non-essential programs of the City that involve significant interaction with residents or groups from outside the state or region that might increase staff or local residents to an increased threat of exposure to the virus shall be cancelled, with this prohibition to be reviewed every 30 days, and with no exceptions.

~~e. That all non-essential facilities of the City that involve significant interaction with residents or groups from outside the state or region that might increase staff or local residents to an increased threat of exposure to the virus shall be cancelled, with this prohibition to be reviewed every 30 days.~~

f. That the Council authorizes that the Mayor and City Administrator are authorized to enter into any MOU's, shared services agreements, and contracts as may be necessary to provide the continued operation of services in a time of depleted staff or increased need due to this state of emergency with other governmental, quasi-governmental or private entities and may similarly assist other governmental entities, utilities, health services and entities engaged in the delivery of essential services to the community necessary for the continued public health, welfare and safety of the community.

g. That the Council authorizes the Mayor, City Administrator and City Clerk to prepare for, expend resources in anticipation of, and to apply for such state and federal assistance as may be anticipated or allocated as related to the states of emergency.

h. That the Council authorizes the City Clerk to establish an emergency account and to fund said account in the amount of \$250,000 for the tracking and finding of such costs as may result from or be needed to address the health emergency, including: over-time, contract labor, computers, smart phones, electronic equipment and telecommunications

services, etc. as may be necessary for remote and work at home arrangements, and such preventative and safety equipment and supplies as antiseptic, masks, gloves, etc.

PASSED and approved this 22<sup>nd</sup> day of June, 2020, by the City Council of the City of Nevada, Iowa.

\_\_\_\_\_  
Brett Barker, Mayor

ATTEST:

\_\_\_\_\_  
Kerin Wright, City Clerk

Moved by Council Member Brian Hanson, seconded by Council Member Dane Nealson, that Resolution No. 047C (2019/2020) be adopted.

AYES: Hanson, Nealson, Sampson, Ehrig, Mittman  
NAYS: Spence  
ABSENT: None

The Mayor declared Resolution No. 047C (2019/2020) adopted.

I hereby certify that the foregoing is a true copy of a record of the adoption of Resolution No. 047C (2019/2020) at the regular Council Meeting of the City of Nevada, Iowa, held on the 22<sup>nd</sup> day of June, 2020.

\_\_\_\_\_  
Kerin Wright, City Clerk

## COUNCIL ACTION FORM

### **AGENDA: Discussion and Appropriate Follow-up on Wage and Salary Study Proposals**

#### **HISTORY:**

The City of Nevada wants a Wage study conducted in order to figure out a correct pay scale, solid descriptions for current and future employees and an updated evaluation process. We sent the RFP out to several groups as well as on the League of Cities website and were fortunate to get back six proposals.

All proposals were good and obviously some were better than others. The group wanted to pick a firm that has a positive track record in preparing these types of studies. After we received the proposals, the wage study Group narrowed it down to the top three and decided on the Austin Peters Group. We all believe this group had all the features the City is looking for in completing this correctly and efficiently.

Proposals Received:	<u>Base Cost</u>	<u>Evaluation Tool</u>
Hinson Consulting	\$9,000	
Workforce Solutions	\$22,500	
The Segal Group, Inc	\$48,500	\$10,000
Paypoint HR	\$29,500	\$2,500
Carlson Dettmann Consulting	\$23,200	\$20,000
The Austin Peters Group, Inc.	\$22,745	\$3,400

#### ***Wage Study Group suggestion:***

The committee is suggesting the Austin Peters Group to complete our study and would like to award them the job.

#### **OPTIONS:**

1. Approve the Proposal from The Austin Peters Group, Inc for a Compensation and Classification Study with Job Descriptions at a cost of \$22,745.00 and with the optional cost for Performance Evaluations at a cost of \$3,400.00
2. Ask Staff to revise the RFP and send out again.
3. Do nothing at this time.

#### **STAFF RECOMMENDATION:**

The Wage Study Committee reviewed all the proposals and all agreed on approving Option #1, approve the Proposal from The Austin Peters Group, Inc at a cost of \$22,745.00 and the additional cost for Performance Evaluations at \$3,400.00.

Therefore, it is the recommendation of City Administrator Cook to approve Option #1.



**Proposal for Services  
Wage and Salary Study  
Nevada, Iowa  
August 7, 2020**



Elizabeth Tatarko, Vice President  
P.O. Box 27196  
Overland Park, Kansas 66225  
Ph (970) 266-8724  
Fax (913) 851-7529  
etatarko@austinpeters.com  
www.austinpeters.com





August 8, 2020

Jordan Cook  
City Administrator  
Via email: [jcook@cityofnevadaiaow.org](mailto:jcook@cityofnevadaiaow.org)

Mail Copies to: City Clerk Kerin Wright, c/o Nevada City Hall  
1209 6<sup>th</sup> Street, Nevada, Iowa 50201

Dear Mr. Cook:

Enclosed, please find a multi-phase human resource proposal for Nevada. This proposal covers a total of 53 job titles. Our proposal includes: a job classification and compensation study for different pay grades focusing on internal and external equity and an update of job descriptions, an FLSA review, and performance evaluation training.

We have an extensive background working with city and county government, elected officials, and public-sector employees on these types of projects. Our firm has assisted many other Iowa cities of similar size with comparable projects, including: Clinton, Marshalltown, North Liberty, and Iowa City as a few examples.

Due to COVID-19 this proposal has been modified to include virtual meetings and frequent conference calls to complete the tasks. Our depth of experience with other cities and counties of similar size is a plus in this proposal. This proposal is valid for 90 days. We would welcome the opportunity to work with Nevada.

Sincerely,

Elizabeth (Beth) Tatarko  
Fort Collins, Colorado Office  
Ph (970) 266-8724  
[etatarko@austinpeters.com](mailto:etatarko@austinpeters.com)



## a. Brief History

Kansas Office:  
The Austin Peters Group, Inc.  
P.O. Box 27196  
Overland Park, Kansas 66225

Colorado Office:  
The Austin Peters Group, Inc.  
4809 Prairie Vista Drive  
Fort Collins, Colorado 80526

[www.austinpeters.com](http://www.austinpeters.com)

The Austin Peters Group, Inc. (APG) is a corporation established in 1998. The company is incorporated in the state of Kansas. It is a privately owned, certified Women Business Enterprise (WBE). APG is co-owned by Rebecca Crowder, President, and Elizabeth Tatarko, Vice-President. Rebecca Crowder will be the primary contact for the project. A small company based in Overland Park, Kansas, The Austin Peters Group combines the experience and energy to provide high-quality, tailored products that meet the demands of our customers. The firm prides itself in being highly responsive to its client needs. **The Austin Peters Group has completed projects similar to this for over a 140 local governments. We have been assisting local governments since 1998.**

## b. References

### Description of Firm's Experience

**Partial list of public Clients.** Additional information is provided in the Appendix.

#### City of Clinton, Iowa

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions, along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

#### City of Iowa City, Iowa

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions, along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

#### **City of Marshalltown, Iowa**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions, along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

#### **City of North Liberty, Iowa**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions, along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

#### **City of La Vista, Nebraska**

- A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was conducted with all full-time employees.

#### **City of Arnold, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. A review of performance management and appraisal was provided for leadership guidance. This project was completed for all employees.

#### **City of Cuba, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. A review of performance management and appraisal was provided for leadership guidance. This project was completed for all employees.

#### **City of Festus, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. A review of performance management and appraisal was provided for leadership guidance. This project was completed for all employees.

#### **City of Jefferson City, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was completed for over 400 employees.

**City of Maryville, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was completed for all employees.

**City of Mexico, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project is currently being completed for all employees.

**City of Moberly, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was completed for all employees.

**City of Owensville, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. Performance management and evaluation was also part of the project. A salary and benefit survey was conducted for an external review of the market. This project was completed for all employees.

**City of Washington, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. Performance management and evaluation was also part of the project. A salary and benefit survey was conducted for an external review of the market. This project was completed for all employees.

### **City of Warrensburg, Missouri**

A revision of job descriptions was conducted for a more thorough review of Americans with Disabilities Act functions along with more accurate descriptions. A classification and compensation study was accomplished in coordination with the job description revision. A salary and benefit survey was conducted for an external review of the market. This project was completed for all employees.

### **References**

**Ms. Karen Jennings**, Human Resources Director, City of Iowa, City, 410 E. Washington St, Iowa City, Iowa 52240 (319) 356-5025. Karen-jennings@iowa-city.org

**Mr. Bryan Richison**, City Administrator, City of Arnold, 2101 Jeffco Blvd., Arnold, MO 63010. (636) 282-2383. brichison@arnoldmo.org.

**Ms. Gail Strobe**, Human Resource Director, City of Jefferson, 320 E. McCarty, Jefferson City, MO 65101. (573) 634-6529. gstrobe@jeffcitymo.org.

**Mr. Darren Lamb**, City Administrator. City of Washington. 405 Jefferson Street. Washington, MO 63090. (636) 390-1000. DLamb@ci.washington.mo.us.

**Ms. Marva Viley**, Human Resource Director. City of Moberly. 101 West Reed Street. Moberly, MO 65270. (660) 269-8705 x2070. mv@cityofmoberly.com.

**Mr. Greg McDanel**, City Manager, 415 N. Market, Maryville MO 64468. (660) 562-8001. gmcdanel@maryville.org.

### **What our Client's Say ...**

Overall, Austin Peters provided a timely process that helped us accomplish our goal of retaining and attracting good employees for our community. **Jason Rabe, City Manager, City of Beloit, Kansas**

The employees at the Austin Peters Group were approachable and responsive to all of our questions. They took the time to meet with each one of our employees to learn about their positions, as well as all members of our governing body to learn their goals for the compensation study. Even now that our project is complete, whenever we have a question, they still get back to us in a very timely manner.

**Tim Vandall, City Administrator, City of Lansing, Kansas**

The staff of Austin Peters Group, Inc. are a hardworking, professional and an engaging bunch that

helped us determine fair and appropriate wages for employees no matter if they've been here 20 days or 20+ years. They helped Butler County become one of the best employers in the area. *Ann Carpenter, Administrator, Juvenile Justice Administration, Butler County, Kansas*

### **c. Approach**

## **A. Compensation and Classification Analysis**

### **Step One: Job Audit and Analysis - Internal Equity**

The Austin Peters Group reviews the current compensation and pay ranges for the City's positions. The Austin Peters Group will evaluate jobs for internal equity using the following factors: Supervisory, Knowledge and Experience, Budgetary, Decision-making, Public contact, Working conditions, and Physical requirements.

During the initial meeting process (via video conference or teleconference) with the City team, the key factors will be reviewed and a determination will be provided regarding factors and weighting. **All employees** will be asked to complete a job analysis questionnaire. During the initial meeting the process, tasks to be performed, intended outcomes, staff availability, and points of contact will be addressed. Prior to the first meeting the consulting team will have received the background materials in order to be prepared. During this process, the consulting team will meet with department heads and managers to: discuss job analysis questionnaires, confirm job description content, and answer general questions about the position's responsibilities. Further, as stated above, the team will then interview employees by position (not individually) and conduct video or photographic worksite tours. The combination of **job analysis questionnaires, interviews, and observations** provides an understanding to initially complete the internal equity process.

The department heads will review the results for their departments and provide feedback to the consulting team regarding position evaluation or job ranking. Additionally, the City Administrator will review a preliminary job ranking and market analysis and provide the consulting team with feedback on their findings.

### **Step Two: External Equity Market Survey and Benefits Survey**

#### **Market Survey**

Positions will be evaluated in comparison to local economic market conditions for entry-level, professional, and management personnel. To accomplish the external market review of positions, ten or more comparable organizations (*e.g.*, similar cities) and ten or more local private-sector market competitors will be surveyed as determined by the City Management. The private sector and other



public sector entities surveyed shall be of the immediate area. Respondents will receive a summary of the position being surveyed, and will be asked to score how closely the respondent's position matches the benchmark position in the survey. This assists the consultant with determination of content and duty comparisons. After surveys are received, the consultant often communicates with the respondents to confirm information and responses or review job descriptions. Department heads will be interviewed and surveyed regarding market competition and staffing turnover to ensure that critical positions are surveyed.

### ***Benefits Survey***

Further, department heads are often consulted regarding respondents who have similar or different structures and organizations to ensure that there is good data. External data sources may be used in lieu of a full survey. Forty positions will be surveyed and used as benchmark positions for extrapolating data to groupings (or classes) of positions. Every effort will be made to have a minimum of eight responses for each position surveyed. Additional organization information will be collected in the market survey to include: overtime policies; type of compensation system (step plan, pay for performance, etc.); certification pay; insurance plans and descriptions including employer contributions for single and family; vacation and leave policies; and retirement plans.

The final report will demonstrate each response and provide a summary of (as well as graphic and numerical differences between) the City and its respondents.

Benefits data will be collected from each respondent, and that information will also be calculated into comparative data for health insurance and pension benefits, and other descriptive information will be summarized. The report will outline where the City currently stands in the market, and what steps would be necessary to lead, meet, or lag the market. APG will also ask market participants for information on recent pay increases and future planned increases.

### **Step Three: Classification, Pay Schedule, Administration, Implementation**

The consulting team will place all positions into pay ranges or classifications based on using a scoring system for the following factors: Supervisory, Knowledge and Experience, Budgetary, Decision-making, Public contact, Working conditions, and Physical requirements.

Pay ranges will be a set number and market findings will guide each classification recommendation. Flexibility between ranges for future placements (those will be outlined as "reserved for future placements" in the recommendations) will be included if needed.

The Austin Peters Group will provide a draft of these findings to the management contact for feedback. The consultants will use the management contact representative to help guide recommended changes



in compensation strategies, as outlined in the request for proposal. We will also provide strategies and connections with flexible pay structures and alternative cost impacts as appropriate.

#### **Step Four: Maintenance of a Plan**

For future maintenance of a pay plan system, the guidebook, spreadsheets, and electronic documents will be handed over to the appropriate personnel. Additional policies will be provided to help maintain the system, including: Pay practices administration, Movement of pay ranges, Longevity, Topping out at pay range maximum, Being below pay range minimum, and Other policy options. Policy for handling permanent part time or long time returning part time employees will be developed for pay practices. Part time employees will be included in the pay plan process. The consulting team will develop costing scenarios. The consulting team will outline and prioritize implementation, while minimizing employer costs.

The Austin Peters Group will prepare a final report, which will include:

- Methods used to conduct the salary survey results and methodology of job evaluation.
- Summarize position comparison data.
- Summarize benefit comparison data.
- Recommended classification plan.
- Recommended pay structure.
- Recommended benefit changes, if any.
- Recommendations to maintain future market competitiveness.
- Other recommendations.

Final documents will form a **guidebook for implementation**. These documents will be provided in an electronic format to the City Administrator. Consultants will spend time with staff reviewing the documents and providing training for implementation.

### ***B. Job Description Development***

The Austin Peters Group's objective is to review, modify and/or create job descriptions with the goal of bringing the City's job descriptions in line with the employment market and best practice guidelines. All full-time positions will be included in the job descriptions and will be evaluated after review of job analysis audit. APG will make recommendations to revise, create or consolidate titles. The format will include a standardized format that is ADA and FLSA compliant. APG will provide final job descriptions revisions with allowance for one set of revisions included in the project cost.

The development of job descriptions will focus on responsibilities and duties, qualifications, working conditions, physical requirements, and other relevant information such as certifications and whether

the position is in a supervisory role. The requirements for performing the position under a minimum and preferred standard will be outlined by education and experience depending on the role, along with additional requirements to be in compliance with equal employment opportunity and American with Disabilities Act (Amended).

The person in the position (or the supervisor) will fill out a questionnaire that guides the consultant in developing the job description. The questionnaire will include an attached current job description that has been reviewed by the employee and department head. The questionnaire will ask additional questions that help guide the job description update, which will include:

1. Appropriate questions related to classification as exempt or non-exempt under the Fair Labor Standards Act (FLSA) for some positions if unclear.
2. Compliance with the current Americans with Disabilities Act (as amended).
3. Appropriate physical and non-physical requirements.
4. Working conditions.
5. Essential and marginal duties that are specific to the position.
6. Qualifications (education and/or experience), Licensing/Certification, specifications (knowledge, skills and abilities), accountabilities, and organizational relationships.

The consultant will draft the job descriptions and will clarify with department heads any discrepancies. Once the job descriptions have been completed they will be given to the City Administrator for final internal approval. The job descriptions will be provided in a uniform format that is consistent with the City's other job descriptions. For those positions that need additional review under FLSA for exempt and non-exempt status, an additional questionnaire and interview process will be completed.

### ***C. Training***

The consulting team has learned over the last several years that it is not enough to provide clients with outcomes and processes for compensation and classification studies. Staff training can be a key component to successful outcomes. The consulting team will hold a mock-training session with the City leadership team with "fake" non-City positions to demonstrate how internal equity and market equity are conducted by the consulting team. These mock exercises greatly affect participant understanding of the process and further enhance communication. This will also help maintain the system and address future requests for reclassification, which the team will provide guidance to address. The Austin Peters Group believes if we train a team and they are comfortable with the process, there will be more success in maintaining the system in the future.

## ***D. Project Communication***

Austin Peters Group will keep parties informed through the process. This has ensured our overall success rate of 98% implementation in projects of this nature, each area is deemed critical.

### **Governing Body**

At the start of the project, we propose a meeting (video conference or conference call) with officials, which is used to develop a common understanding of the project and a direction with the City. At the end of the project, the team will also present findings to the City Officials.

### **Employee Communications**

The consulting team begins the communication process with a letter to all employees outlining expectations, the purpose of the study, and how employees can contact the consulting team at any point in the process to clarify or ask questions. During the beginning when the consulting team is starting, there will be: two kick-off/orientation meetings (video conference or conference call) where employees can ask questions and receive answers. APG maintains an open-door policy, where employees may call consultants at any time.

**All employees** will be asked to complete a job analysis questionnaire (these are usually completed in teams by position, or individually at the employee's choosing), which will form the basis of the employee interviews, along with job descriptions. Next, the consulting team interviews all employees by position during a 20-minute process to determine the scope of the position responsibilities, internal equity factors, market influences, and current job description. This is important to "updating" the job description. For those employees on different shifts, additional interview times are added to accommodate as many employees as possible. Following the interviews, the department head or designee will lead a virtual, video, or photographic worksite tour where the consulting team can observe employees working conditions. After this step, employees may pose questions to their department head, or to the consulting team directly. Usually, employees are eager to respond to consultant's questions and provide follow-up information. At the end of the process, APG provides guidance to the City with a letter for employees indicating the specific impact that the recommendations have on their position. An employee appeal process will be included, APG will provide guidance for this process.

### **City Management Team and Department Heads**

The City Administrator and Department Heads form the backbone of communication between the consulting team and the employees. It is critical to the project's success that they actively participate with the consulting team in the process. At the beginning of the process, there will be several City

Management Team meetings. Information is exchanged between the consultants and the City Management Team several times on the phone, in writing, video conference, and via email. The City Administrator and Department Heads are also interviewed in a more extensive way regarding department background, organization, culture, and internal/external department issues. The consulting team will conduct site visits and worksite visits (video or photographic) with the department head's assistance. This allows the team to review the requirements of the position. The consulting team's initial discussion with the City Management Team sets the parameters and expectations that drive project recommendations.

### **Regular Updates**

The consulting team provides regular updates (generally every two weeks) to the City Administrator. The consultants will discuss scope of work complete, data collection, schedule and progress, challenges, and provide updates or changes. These reports may be disseminated as deemed appropriate.

### **City Staff Support**

The City will provide the following support:

- Arrange for all meetings, video calls, conference calls, including arranging meeting space and providing meeting confirmation.
- Copy and distribute memos, questionnaires, information to employees in a timely manner (as requested by the consulting team).
- Provide copies of all job descriptions (Word format), job classifications, pay plans, existing classifications, pay ranges by employee (Excel format), and provide copies of all wage and salary schedules (Excel format).
- Provide copies of prior studies/documents (if the City deems appropriate).
- Provide a listing of all employee names, titles, departments, supervisors, years of service, last pay raises, current salaries, annual overtime salaries, exempt versus non-exempt status, and current ranges (in Excel format).
- Ensure manager accountability in keeping the project schedule moving.
- Provide copies of personnel policies and handbooks (if possible electronically).
- Provide copies of organizational chart, City's mission, vision, and strategic planning documents.
- Provide organizational charts, budgets, and other related information.
- Provide any previous studies on health insurance, salary, satisfaction surveys, exit interview data, turn-over data, attitude surveys, information about where employees who leave the City go to work, etc.
- We request background documents so that we have a thorough understanding of past practices and future goals for the City.

## Final Product

The Austin Peters Group will provide the City with:

1. A classification structure that consolidates the current system and/or creates classifications, and recommends the appropriate assignment for all City positions within this structure. Provide appropriate implementation and maintenance manuals.
2. Provide a Fair Labor Standards audit and report for any changes in exemptions.
3. Develop a competitive pay structure for all jobs using the point factor evaluation process. Pay structure shall be in a Microsoft Excel format.
4. Identify the methodology and point scheme used to evaluate each job, and the total points assigned to each job and placement points used within each pay grade.
5. Each pay grade shall reflect Minimum, Midpoint and Maximum Range.
6. Make recommendations if appropriate for any changes in hire rates, promotion rates, demotion rates, incentive and certification pay, on-call compensation, and other monetary incentives such as wellness incentives, longevity and other issues specific to the City of Nevada. This includes how to effectively deal with pay compression that may currently exist or result with any range adjustments.
7. Provide the City with a simplistic and manageable system that outlines methodology, findings, conclusions and recommendations.
8. Job analysis questionnaire and procedures for future updating and new position creation.
9. Job descriptions for each position that uniformly reflects distinguishing characteristics, essential and marginal job functions, minimum qualifications, physical and working conditions, license requirements, regulatory requirements and special responsibilities. The consultant will ensure that all classifications/positions are in full compliance with all applicable federal and state statutes and regulations, including the Americans with Disabilities Act.
10. Develop and fully define in writing a systematic procedure for evaluating positions using the "point factor method." Provide worksheets for departments to request a job evaluation for an upgrade within a position or new position for submission to the City Administrator. Provide worksheets for City Administrator to perform future job evaluations or upgrades.

### ***E. Optional - Job Performance Evaluation and Training***

This project is for the implementation of a City-wide performance review and evaluation program for all City employees. This will include:

The consulting team will conduct a retreat with the elected officials and department heads to facilitate discussion of the strengths, weaknesses, and proposed changes for using a new assessment tool.

Based on the review, assessment, and feedback, the consulting team will provide a tool based on best practices using input from department heads and elected officials. Once a final tool has been developed, a training session will be held to discuss the revised tool and application of performance reviews.

Training will be provided to Department Heads and Elected Officials who will be using the revised tool. Topics covered may include:

- Consistency in completing reviews
- Timeliness of completing reviews
- Clarifying employee job responsibilities
- Documenting performance either for reward, discipline, or termination

Further, we will provide training materials and a guidebook that accompany the use of the performance evaluation tool.

## **Miscellaneous**

- Survey information may be obtained from the following sources in addition to a customized survey – Bureau of Labor Statistics, Economic Research Institute.



## Timeline and Deliverables

Completion Date	Task	Responsible	Deliverables
Week 1	Letter of agreement	Nevada	Returns signed copy to the Austin Peters Group and processes invoice for deposit.
	Meeting with City Management Team regarding project via video or conference call.	Austin Peters Group/ Nevada	The consulting team meets with the City Management Team to answer a set of questions that will direct the consulting team in development of recommendations.
	Market questionnaire delivered to City department head only	Austin Peters Group/ Nevada	Questionnaires are delivered electronically. Market questionnaire is filled out by the department head and returned by day 5 via fax to the Austin Peters Group (913-851-7529).
	Market questionnaire from department head	Austin Peters Group	Department heads answer questions required for market study process to start.
Week 2	Job analysis questionnaire distributed to City employees	Austin Peters Group/ Nevada	Questionnaires are delivered electronically. Position evaluation questionnaires are filled out by all employees and returned to their supervisors by day 10. Position evaluation questionnaires are distributed with a memo outlining the project.
Week 2	Market survey commences	Austin Peters Group	Market analysis (respondents will have 14 days to turn survey around to APG).
Week 3	Onsite Employee Q & A	Austin Peters Group	Employee sessions (video or conference call) are held for questions and answers during the process.
Week 3	Department Head/ Employee Interviews Via video or phone	Austin Peters Group	Employees are interviewed for internal equity purpose and job description confirmation purposes. Work Site Tours video or photographic.

Week 5	Internal Equity	Austin Peters Group	Draft of internal equity. Shared with Department Heads and City Administrator.
Week 12	Phone Contacts and Emails with Department Heads and City Administrator	Austin Peters Group	Draft of market findings.
Week 18	Phone Contacts and Emails with Department Heads and City Administrator	Austin Peters Group	Draft of findings with preliminary recommendations. Draft of FLSA Report. Draft of Job Descriptions. Draft Report.
Week 21	APG delivers final report.	Austin Peters Group	Final report.
Week 22	Video conference meeting with Governing Body	Austin Peters Group	Final recommendations.
Week 22	Appeal process, Guidebook and Training	Austin Peters Group	Employee appeal. Convey final documents. Provide workbook for implementation.
Week 24	Memo to City Administrator on any Changes	Austin Peters Group	Convey final memo to City Administrator on any changes.

APG provides three pricing packages for the City of Nevada to choose from in determining what best meets the City's current needs.

Compensation and Classification Study with Job Descriptions	Cost
<b>Compensation and Classification Study and Job Descriptions (estimate of 53 positions)</b>	
1. Conduct interviews with department heads, administration, managers and employees by position (30 minutes per position) (26.5).	\$2,385.00
2. Compare current job classification to work being assigned and evaluate for internal equity (60 minutes per position) (53 hours).	\$4,770.00
3. External equity - market analysis of peers for up to 53 positions (flat fee).	\$6,500.00
4. FLSA review of positions. APG provides questionnaire. 3 hours.	\$270.00
5. Recommendations for market, ranges, alternatives with fiscal impacts, flexibility of structure, implementation by position (20 hours).	\$1,800.00
6. Develop and revise position descriptions for each job title (53 hours). APG uses a questionnaire to gather information, the City provides current copies of job descriptions in word. APG provides final job description with allowance for one set of revisions.	\$4,770.00
7. Policy considerations samples provided to the City. (10 hours).	\$900.00
8. Presentation to department heads, management team, City elected officials, training staff for maintenance (15 hours)	\$1,350.00
9. Electronic copies will be sent to client for photocopying	No Charge
<b>Total Costs</b>	<b>\$22,745.00</b>
<b>Optional Price for Performance Evaluation:</b>	
Meet virtually with department heads and elected officials to review performance evaluation, customize the evaluation tool, provide follow up training for department heads and elected officials.	\$3,400.00
<b>Optional Price for Job Descriptions Only:</b>	
As described above.	\$4,770.00

The hourly rate for the project is \$90 per hour. Each additional position or job title will be charged accordingly.



## f. Project Team and Qualifications

The following is an overview of our project team, which includes qualifications, education, professional registrations, and areas and years of service in the respective field.

### **Elizabeth Tatarko, Masters in Urban Planning—Vice President**

Elizabeth has served local and state government – as well as non-profit organizations – for more than 25 years. Prior to joining The Austin Peters Group, she was the Assistant Director of the Kansas Center for Rural Initiatives at Kansas State University. Elizabeth has provided technical assistance to more than 200 local, regional, and state organizations. Elizabeth has co-authored nearly all of the studies undertaken by The Austin Peters Group, Inc. for local government and worked directly with nearly all of Austin Peters Group, Inc. 120 local government clients, and worked with more than 20 communities in citizen attitude survey research, focus group research, and individual interviews. She holds a Bachelor of Science in Political Science and a Master of Science in Regional and Community Planning from Kansas State University. Elizabeth was the Project Manager for Johnson County's Performance Evaluation program involving more than 4,000 employees. She also served as co-project manager for the Ford County Organizational Assessment. Professional Memberships and Certifications: APA, Myers Briggs Type Indicator, DDI Trainer, Center for Creative Leadership graduate, and Focus Group Facilitator at University of Minnesota. **Project Responsibility:** Co-Project Manager, responsible for oversight and detailed involvement of entire project.

### **Rebecca Crowder, Masters in Public Administration, SPHR—President**

The founder and President of The Austin Peters Group, Inc., Rebecca has more than 25 years of local government management experience. Rebecca has provided management assistance to over 200 local government clients on a variety of management issues. She has researched and authored more than 200 studies. Past positions – Human Resource/Administrative Services Director—Merriam, Kansas; Management Consultant – University of Tennessee Municipal Technical Advisory Service; Management Assistant – Janesville, Wisconsin; Budget Analyst – Johnson County, Kansas. Rebecca's extensive local government experience has touched all local service areas, including: police, fire, public works, engineering, water, wastewater, building inspection, planning, solid waste, library, mental retardation services, administration, county-elected officials, courts and juvenile justice, and more. She holds a Bachelor of Arts in Political Science from Kansas State University and a Master of Public Administration from the University of Missouri at Columbia. Former National Society for Human Resource Certification instructor for four years at Washburn University, she taught the compensation and classification certification (among others). Rebecca has led all projects listed in experience statement. Professional Memberships and Certifications: ICMA, SHRM, DDI Trainer, Zenger Miller Trainer. **Project Responsibility:** Project Manager responsible for oversight and detailed involvement of entire project.

**Jay Crowder, Masters in Human Development, SPHR—Senior Consultant**

Jay has held leadership and professional positions in two Fortune 250 companies and in County government. His 25 years of experience are in the areas of – Affirmative action; Fair employment practices (ADA, FMLA, Title VII); Human resource planning; Recruitment; Compensation; Performance management; 360-degree evaluation process; Employee relations; Training and development; Employee relocation; Union avoidance; Worker's compensation; and Immigration. Jay holds a Bachelor's Degree in Human Development from the University of Kansas and a Master's Degree in Human Resource Development from Vanderbilt University. Training and experience include specific studies, as well as the former Classification and Compensation Analyst for Johnson County, Kansas (current employees total over 4,000). Professional memberships and certifications include ICMA and SHRM. **Project Responsibility:** Consultant as needed.

**Michelle Schamberger, Masters in English—Consultant**

Michelle has more than 15 years of experience in writing. She is experienced in E-business research, writing, and website development. Michelle has been an instructional designer and technical writer for training, specializing in use of multimedia. Michelle has a Bachelor of Arts in English, a Master of Arts in English, and a Proficiency Certificate in French Studies. Michelle has been with The Austin Peters Group, Inc. for 14 years and prior to that was an Educational Consultant for Sprint Corporation. She has served as an Adjunct Instructor, Colorado Mountain College, University of Missouri Kansas City, Penn Valley Community College, and Johnson County Community College. **Project Responsibility:** Editing documents, job description updates, and finalizing reports.

## ***Products and Services***

### **Management Recruitment and Development**

- Executive and managerial recruitment and selection
- Team building
- Strategic planning
- Performance evaluation
- Human resource management
- Organizational climate surveys
- Program evaluation
- Facilitation

### **Compensation and Benefits**

- Compensation and benefit studies and solutions
- Job evaluation
- Market analysis

### **General Employment**

- Compliance with federal employment law
- Employee handbooks
- Job descriptions
- Employment mediation
- Third party investigation
- Sexual harassment training
- Interviewing techniques
- Conducting background checks

### **Leadership Development**

- Achieve global products
- Myers Briggs Type Indicator
- Communication styles
- Conflict resolution
- Supervisory training
- Employee development planning



## **Affirmative Action Planning**

Affirmative action planning

Compensation analysis

Equal opportunity surveys

Quarterly management reports

Recruitment and placement support

Diversity and sensitivity training

ITEM # 8B  
DATE: 06-22-20

## COUNCIL ACTION FORM

### AGENDA ITEM: Facility Use Agreement – 2020 - Nevada Soccer Club

#### HISTORY:

The Parks and Recreation Department and the Nevada Soccer Club have an agreement in place that spells out the responsibilities of each organization as it relates to the use of available park space by the club for practices and games. This agreement is to be reviewed annually for any changes or to address any issues that have come about during the agreement.

This newly proposed agreement has a few differences from the previous agreement in 2017.

- The yearly cost for Club use has increased from \$4,000 to \$10,000 per year. This is a significant jump in cost, but after doing a deep dive into our actual expenses to provide and maintain the facility for spring and fall seasons versus the revenue collected, we felt we needed to bring our revenues closer to our actual expenses. This agreement closes that gap significantly and covers our main expenses.
- Language was also added regarding COVID-19 or any other widespread disease (per City Attorney, Erin Clanton).
- Practice areas were amended to now show Billy Sunday Field as a practice area, and we removed the northeast area of SCORE as a practice area.

City Attorney, Erin Clanton, has reviewed the document, and we have included her revisions in the proposed agreement. The Nevada Soccer Club has also reviewed the proposed agreement and their board has approved it.

#### OPTIONS:

1. Approve the proposed Facility Use Agreement between the City of Nevada Parks and Recreation Department and the Nevada Soccer Club.
2. Reject proposed agreement and send back for further revision.
3. Reject proposed agreement and do nothing at this time.

#### STAFF RECOMMENDATION:

Park Board and staff recommend accepting Option #1: Approve the proposed Facility Use Agreement between the City of Nevada Parks and Recreation Department and Nevada Soccer Club.

If you have any questions, please feel free to contact me at 382-4352 (office) or by email at [thansen@cityofnevadaaiowa.org](mailto:thansen@cityofnevadaaiowa.org).

Therefore, it is the recommendation of the City Administrator Cook Council approves Option #1.

## Facility Use Agreement

**Facility:** Soccer Fields – Designated Areas Within The Park System

**Owner:** City of Nevada - Parks and Recreation Department

**User Group:** Nevada Soccer Club

The Nevada Parks and Recreation Department and the Nevada Soccer Club agree to the following terms and conditions for the use of the following areas owned by the City of Nevada, for use by the Nevada Soccer Club for practice and game fields. Areas are located on the west side of SCORE (use as game fields only), Harrington Park, Kiwanis Park, Billy Sunday Field, and field west of Billy Sunday Field (the "Facilities") (See attached field layout).

This agreement is in place to cover the time frame generally from March to November each year. This agreement would cover the spring and fall seasons and any tournaments/camps/etc. during the course of the year that are sponsored by the Nevada Soccer Club.

The Nevada Soccer Club agrees to:

- Provide the Parks and Recreation Department proof of insurance for the Soccer Club each year listing the City of Nevada as an additional insured.
- Use the west fields at SCORE for game fields only; no practices.
- Use Harrington Park, Kiwanis Park, Billy Sunday Field, and field west of Billy Sunday Field for practice space.
- Provide the Parks and Recreation Department with complete game schedules for all field use associated with the Nevada Soccer Club and its partners, and provide notification of any changes or make-up dates.
- Seek permission from the Parks and Recreation Department for any activity(s) outside of regular game play (i.e. camps, etc.) and provide proof of insurance and/or sponsorship.
- Consult with the Parks and Recreation Department for field layout prior to painting fields for the season.
- Purchase all goals, nets, and accessories for the fields – to remain the property and the responsibility of the Nevada Soccer Club.
- Be responsible for the safety of all players, coaches, officials, invitees, etc., by providing procedures for dealing with inclement/severe weather.
- Be responsible for painting all fields for practices and game play.
- Maintain all goals and accessories in a proper, professional-looking and safe condition at all times; including securing all goals with appropriate anchors.
- Monitor all areas and assist with litter control after all practices and games and check all sites including restrooms for any belongings left behind.
- Put away all flags and lock storage area at the end of the weekend after games at SCORE.
- Lock restrooms at SCORE each day after games are done.
- Maintain portable toilets with regular cleaning and supplies. Portable toilets are allowed only at the following practice areas: Harrington Park and across from Billy Sunday Field.
- Move and/or remove equipment as necessary to allow the Parks and Recreation Department to perform necessary maintenance.
- Work with the Parks and Recreation Department throughout the year to address situations and provide safe and well-maintained Facilities.
- Use Facilities in compliance with all local, state and federal laws. The Facilities shall not be used for any illegal purpose or for any use not compliant with the City's policies.

The City of Nevada Parks and Recreation Department agrees to:

- Allow the Nevada Soccer Club first priority for use of the designated fields for club practices, games, and tournaments.
  - The Nevada Soccer Club agrees to work in a cooperative fashion to accommodate Nevada High School Soccer if they have a need for practice and game space.
- Supply keys to the club for the restrooms and storage areas at SCORE and Kiwanis.
- Mow the fields throughout the year on a regular basis and provide additional mowing during the season as necessary.
- Provide the labor and materials for the application of fertilizer and weed control on all game fields, and weed control at all other locations, as well as aerifying the fields on a regular basis.
- Pay for maintenance/upkeep/winterization of the irrigation system at SCORE.
- Maintain and supply the restroom facilities at SCORE and Kiwanis.
- Provide trash receptacles and empty them on a regular basis.
- Work with the Soccer Club throughout the year to address situations and provide safe and well-maintained Facilities.

A lump sum fee in the amount of \$10,000 has been established payable to the Nevada Parks and Recreation Department by the Nevada Soccer Club. Payment will be made in two (2) installments: November 15 and June 15 each year.

Damages: Since no damage deposit is collected, any costs incurred to repair damages to the Facilities as a result of club use will be billed directly back to the Nevada Soccer Club for immediate reimbursement.

Representatives from the Nevada Parks and Recreation Department and the Nevada Soccer Club will review this agreement each year at the end of June to evaluate its effectiveness and determine any necessary changes/additions/deletions to this agreement prior to any extension(s). If there are no changes, the agreement will automatically continue for another year.

Either party to this agreement can terminate the agreement with a 60 day written notice.

In consideration for the use of the Facilities, the Nevada Soccer Club agrees that they will use the Facilities at their sole risk. The Nevada Soccer Club agrees that the City of Nevada will not be responsible for any injury, death, illness (including any illness or death related to COVID-19 or any other widespread disease), loss, theft or damage to the Nevada Soccer Club's property, players, coaches, officials, or invitees while on the Facilities' premises arising from negligent acts or omissions of the Nevada Soccer Club. The Nevada Soccer Club agrees to indemnify and hold harmless the City for any loss, damage, injury or costs incurred for any injury, death, illness (including any illness or death related to COVID-19 or any other widespread disease), loss, theft or damage to the Nevada Soccer Club's property, players, coaches, officials, or invitees while on the Facilities' premises, including any costs and attorney's fees incurred thereby arising out of the Nevada Soccer Club's presence at the Facilities or participation at an event on such premises.

The undersigned, as representatives of their organizations and with the approval of the Nevada City Council, Nevada Parks and Recreation Board and the Nevada Soccer Club agree to the terms and conditions as set out in this "Facility Use Agreement."

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City of Nevada

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Date

---

Nevada Soccer Club

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Date

## Soccer Field Expenses

### Fertilizer

Product cost for 4 applications.....\$1,830.00

Labor.....\$570.00

2 staff @ 2 hours each time/person = 4 hours per application

4 applications at 4 hours each application = 16 hours

16 hours @ 35.70/hour

Equipment.....\$440.00

Toro Spreader @ 8 hours @ \$30.00/hour (\$240.00)

UTV @ 8 hours @ \$25.00/hour (\$200.00)

### Mowing

Labor: 1 staff person each time @ \$15.25/hour.....\$1,650.00

3 times/week during the seasons (M-W-F)

2 hours/time

18 weeks (2 – 9 week seasons)

108 hours mowing time

Equipment: Mower @ \$35.00/hour.....\$3,780.00

108 hours mowing time

### Restrooms

½ hour/day @ 2 days (Sat. /Sun.) = 1 hour/weekend

18 weekends

Labor: \$53.50/hour (O.T.)

18 hours @ \$53.50.....\$965.00

**Trash**

1 hour/week (Mondays)

18 weeks

Labor: \$15.25/hour

18 weeks @ \$15.25/hour.....\$275.00

**Other**

Supplies & Incidentals.....\$500.00

**TOTAL.....\$10,010.00**

**Notes:**

- Does not include any costs for irrigation start-up, repairs, operations, or shutdown
- Does not include any costs for weed control
- Does not include any costs for minor turf repairs
- Mowing is figured @ part-time seasonal employee rate
- Trash pick-up is figured at part-time seasonal employee rate
- Does not include extra mowing on practice fields during the seasons
- Does not include anything with the soccer camp in June



## RESOLUTION NO. 017 (2020/2021)

### A RESOLUTION AMENDING AND APPROVING THE APPENDIX TO THE CITY CODE

**WHEREAS**, the Appendix has been reviewed and corrections made beginning immediately unless otherwise noted.

**WHEREAS**, changes include:

#### 510.1 WATER.

##### 1. Monthly Water Rates (See Code Section 92.02)

###### A. Basic Monthly Flat Charge

<del>(1) April, 2005 through March, 2006</del>	<del>\$8.50 per month</del>
<del>(2) April, 2006 through March, 2007</del>	<del>\$10.00 per month</del>
<del>(3) April, 2007 through October, 2011</del>	<del>\$10.70 per month</del>
<del>(4) November, 2011 through July 2013</del>	<del>\$11.02 per month</del>
<del>(5) July, 2013 through May 2014</del>	<del>\$11.57 per month</del>
<del>(6) June 2014 through May 2015</del>	<del>\$12.15 per month</del>
<del>(7) June 2015 through May 2016</del>	<del>\$12.76 per month</del>
<del>(8) June 2016 through May 2017</del>	<del>\$13.39 per month</del>
<del>(9) June 2017</del>	<del>\$14.06 per month</del>
<b><u>(2) July, 2020</u></b>	<b><u>\$14.48 per month</u></b>
<b><u>(3) June, 2021</u></b>	<b><u>\$14.92 per month</u></b>
<b><u>*An additional 3% increase each June meter read going forward</u></b>	

And in addition thereto

###### B. Monthly Quantity Use Charge

Gallons or pro-rata portion

<del>(1) April, 2005 through March, 2006</del>	<del>\$3.90 per 1,000</del>
<del>(2) April, 2006 through March, 2007</del>	<del>\$4.60 per 1,000</del>
<del>(3) April, 2007</del>	<del>\$4.92 per 1,000</del>
<del>(4) November, 2011 through June 2013</del>	<del>\$5.07 per 1,000</del>
<del>(5) June, 2013 through May 2014</del>	<del>\$5.32 per 1,000</del>
<del>(6) June, 2014 through May 2015</del>	<del>\$5.59 per 1,000</del>
<del>(7) June, 2015 through May 2016</del>	<del>\$5.87 per 1,000</del>
<del>(8) June 2016 through May 2017</del>	<del>\$6.16 per 1,000</del>
<del>(9) June 2017</del>	<del>\$6.47 per 1,000</del>
<b><u>(2) July 2020</u></b>	<b><u>\$6.66 per 1,000</u></b>
<b><u>(3) June, 2021</u></b>	<b><u>\$6.86</u></b>
<b><u>*An additional 3% increase each June meter read going forward</u></b>	

##### 2. Rates for Non-Potable Raw Water (See Code Section 92.03)

###### A. Basic Monthly Flat Charge

Meter Reading Date:

Monthly Service Fee:

<del>April, 2007</del>	<del>\$10.70 per month</del>
<del>November, 2011</del>	<del>\$11.02 per month</del>
<del>June, 2013</del>	<del>\$11.57 per month</del>
<del>June, 2014</del>	<del>\$12.15 per month</del>
<del>June, 2015</del>	<del>\$12.76 per month</del>
<del>June, 2016</del>	<del>\$13.39 per month</del>
<del>June, 2017</del>	<del>\$14.06 per month</del>
<b><u>July, 2020</u></b>	<b><u>\$14.48 per month</u></b>
<b><u>June, 2021</u></b>	<b><u>\$14.92 per month</u></b>
<b><u>*An additional 3% increase each June meter read going forward</u></b>	

B. Monthly Quantity Use Charge. In addition to the monthly flat charge set forth above, there shall be a use (consumption) charge per 1,000 gallons of water, or pro rata portion thereof, used or consumed by the customer as determined by meter readings in accordance with the following schedule:

Meter Reading Date:	Per 1,000 or pro-rata part thereof:
April, 2007	\$0.70
November, 2011	\$0.72
June, 2013	\$0.76
June, 2014	\$0.79
June, 2015	\$0.83
June, 2016	\$0.88
<b><u>June, 2017</u></b>	<b><u>\$0.92</u></b>
<b><u>July, 2020</u></b>	<b><u>\$0.95</u></b>
<b><u>June, 2021</u></b>	<b><u>\$0.98</u></b>
<b><u>*An additional 3% increase each June meter read going forward</u></b>	

## 510.2 WASTEWATER.

### 1. Basic Monthly Flat Charge (See Code Section 99.06)

March 1, 2004	\$7.50 per month
June, 2013	\$7.65 per month
June, 2014	\$7.80 per month
June, 2015	\$7.96 per month
June, 2016	\$8.20 per month
June, 2017	\$8.44 per month
<b><u>July, 2020</u></b>	<b><u>\$10.13 per month</u></b>
<b><u>June, 2021</u></b>	<b><u>\$12.16 per month</u></b>

**\*To be evaluated after the commencement of the wastewater treatment plant project**

And in addition thereto

### 2. Quantity Use Charge

March 1, 2004	\$3.33 per 1,000 gallons or pro-rata
June 1, 2008	\$3.43 per 1,000 gallons or pro-rata
July 1, 2009	\$3.53 per 1,000 gallons or pro-rata
July 1, 2010	\$3.64 per 1,000 gallons or pro-rata
July 1, 2011	\$3.75 per 1,000 gallons or pro-rata
July 1, 2012	\$3.86 per 1,000 gallons or pro-rata
July 1, 2013	\$3.94 per 1000 gallons or pro-rata
July 1, 2014	\$4.02 per 1000 gallons or pro-rata
July 1, 2015	\$4.10 per 1000 gallons or pro-rata
July 1, 2016	\$4.22 per 1000 gallons or pro-rata
<b><u>July 1, 2017</u></b>	<b><u>\$4.35 per 1000 gallons or pro-rata</u></b>
<b><u>August 1, 2020</u></b>	<b><u>\$5.22 per 1000 gallons or pro-rata</u></b>
<b><u>July 1, 2021</u></b>	<b><u>\$6.26 per 1000 gallons or pro-rata</u></b>

**\*To be evaluated after the commencement of the wastewater treatment plant project**

### 3. Connection Fee

- A. Residential \$200.00
- B. Commercial/Industrial

\$400.00

### 4. Sewer Construction

June, 2012	\$1.50 per month
June, 2013	\$1.53 per month
June, 2014	\$1.56 per month
June, 2015	\$1.59 per month
June, 2016	\$1.64 per month
June, 2017	\$1.69 per month

<u>July, 2020</u>	<u>\$2.03 per month</u>
<u>June, 2021</u>	<u>\$2.44 per month</u>
<u>*To be evaluated in FY2022</u>	

5. Surcharges (where applicable) (See Code Section 99.07):

A. Carbonaceous Biological Oxygen Demand (CBOD) per pound over 300mg/l

July 2012	July 2013	July 2014	July 2015	July 2016	July 2017
<del>\$0.180/lb</del>	<del>\$0.185/lb</del>	<del>\$0.189/lb</del>	<del>\$0.194/lb</del>	<del>\$0.199/lb</del>	<del>\$0.204/lb</del>
July 2017	<u>August 2020</u>			<u>July 2021</u>	
\$0.204	<u>\$0.210</u>			<u>\$0.216</u>	

\*An Additional 3% increase yearly with the July billing

B. Total Suspended Solids (TSS) in excess of 300 mg/l

July 2012	July 2013	July 2014	July 2015	July 2016	July 2017
<del>\$0.450/lb</del>	<del>\$0.450/lb</del>	<del>\$0.461/lb</del>	<del>\$0.473/lb</del>	<del>\$0.485/lb</del>	<del>\$0.497/lb</del>
July 2017	<u>July 2020</u>			<u>July 2021</u>	
\$0.497	<u>\$0.512</u>			<u>\$0.527</u>	

\*An Additional 3% increase yearly with the July billing

C. Total Kjeldahl Nitrogen (TKN) in excess of 35 mg/l

July 2012	July 2013	July 2014	July 2015	July 2016	July 2017
<del>\$0.700/lb</del>	<del>\$0.718/lb</del>	<del>\$0.735/lb</del>	<del>\$0.754/lb</del>	<del>\$0.773/lb</del>	<del>\$0.792/lb</del>
July 2017	<u>July 2020</u>			<u>July 2021</u>	
\$0.792	<u>\$0.816</u>			<u>\$0.840</u>	

\*An Additional 3% increase yearly with the July billing

D. Oil and Grease:

- (1) \$0.10 per pound in excess of 300 mg/l and an additional
- (2) \$0.20 per pound in excess of 600 mg/l

**510.3 SOLID WASTE (GARBAGE).**

This fee is reviewed annually and may be adjusted as required by Chapter 106 of the Nevada Municipal Code for the July billing cycle.

1. July 1, 2005	\$1.80 per month
2. July 1, 2006	\$1.70 per month
3. July 1, 2007	\$1.75 per month
4. July 1, 2009	\$1.70 per month
5. July 1, 2010	\$1.70 per month
6. July 1, 2011	\$1.75 per month
7. July 1, 2012	\$1.55 per month
8. July 1, 2014	\$1.45 per month
9. July 1, 2017	\$1.30 per month
10. July 1, 2017	\$1.50 per month
11. July 1, 2019	\$1.54 per month
12. <u>July 1, 2020</u>	<u>\$1.65 per month</u>

**510.6 PARKS AND RECREATION**

4. 4-Plex Fields.

- \$150.00 per field per day

A. One (1) day complex rental	\$250.00
B. Two (2) day complex rental	\$450.00
C. Three (3) day complex rental	\$600.00

**510.7 STREETS.**

1. Motorized Equipment Rental Rates (includes Parks and Recreation/Cemetery) – Machine or Vehicle Only (one hour minimum). The following rates represent the actual total cost of acquiring, operating and maintaining the listed equipment, except for fuel surcharges, if applicable. The rates are used to compute the "in-house" cost of actual work performed on municipal projects, utilizing city-owned equipment operated by city employees. These costs and charges are assessed against persons who

are responsible for damages to City property and the costs of abating nuisances and repairing damage caused by vandalism, with the exception of sign replacement which is set forth in Section 510.7.4 below.

[Important Notice] The equipment rates set forth below do not include the additional labor costs of the driver or operator of each individual piece of equipment. All labor costs are in addition to the equipment rates listed below. Furthermore, in the event the local retail costs of gasoline exceeds \$3.25 per gallon, or the local retail costs of diesel fuel exceeds \$4.25 per gallon, the City Administrator shall have the option to assess a fuel tax surcharge in an amount deemed reasonable and appropriate by the Administrator.

BB. Gator/ <u>UTV</u>	\$25.00 per hour
CC. Pickup/Snowplow	\$55.00 per hour
DD. Slit Seeder	\$35.00 per hour
EE. Sprayer with Gator/ <u>UTV</u>	\$45.00 per hour

#### 510.4 POLICE.

1. Parking Violation Fines:
  - A. Parking Ticket (General) ~~\$25.00~~ **30.00** each
  - B. Parking Ticket (Snow Ordinance) ~~\$50.00~~ **55.00** each
3. Miscellaneous Fees:
 

A. Certified Mailings		Actual Postage Cost
B. Extensive Records Search	<del>\$30.00</del> <b>35.00</b> per hour plus copy charges (2 hr minimum)	
Extensive Redacting Fees	<del>\$30.00</del> <b>35.00</b> per hour plus copy charges (2 hr minimum)	
(1) 8-1/2" x 11"	Black and White	\$0.50 per page
(2) 8-1/2" x 11"	Color	\$1.00 per page
(3) 8-1/2" x 14 or 11" x 17"	Black and White	\$1.50 per page
(4) 8-1/2 x 14 or 11" x 17"	Color	\$2.50 per page
C. Finger Printing		\$25.00 each
<b>(1) Additional Documentation (forms)</b>		<b><u>\$7.50 each</u></b>

#### 510.10 CEMETERY.

5. Columbarium Niche Plates (subject to change, actual vendor cost)
  - A. As of January 2015
 

(1) Single	<del>\$300.00</del> <b>350.00</b>
(2) Double	<del>\$350.00</del> <b>400.00</b>
(3) Scrolls for Previous Years	\$130.00
<b>(4) 2 Surnames (Additional)</b>	<b><u>\$50.00</u></b>

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEVADA, IOWA, that the Appendix changes as attached and dated August 24, 2020 is hereby approved.

PASSED AND APPROVED this 24<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
 Brett Barker, Mayor

ATTEST:

\_\_\_\_\_  
 Kerin Wright, City Clerk

Moved by Council Member \_\_, seconded by Council Member \_\_, that Resolution No. 017 (2020/2021) be adopted.

AYES:           —  
NAYS:           —  
ABSENT:       —

The Mayor declared Resolution No. 017 (2020/2021) adopted.

I hereby certify that the foregoing is a true copy of a record of the adoption of Resolution No. 017 (2020/2021) at the regular Council Meeting of the City of Nevada, Iowa, held on the 24<sup>th</sup> day of August, 2020.

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Kerin Wright, City Clerk

W:\Office\Council\Resolutions\2020-2021\jjj-Amend Fee Appendix, 8.2020.doc

**RESOLUTION NO. 018 (2020/2021)**

**RESOLUTION AUTHORIZING THE REQUEST FOR REIMBURSEMENT OF ELIGIBLE  
COVID-19 RELATED EXPENSES FROM THE STATE OF IOWA**

**WHEREAS**, the State of Iowa received \$125 million from the federal government to be passed down to local governments; and

**WHEREAS**, the State of Iowa has released information regarding eligible expenses, including that a local government must seek assistance through FEMA, with the State to cover the local contribution of 25 percent; and

**WHEREAS**, the State of Iowa will also reimburse the City for necessary expenditures incurred due to the COVID-19 health emergency other than FEMA eligible costs:

**WHEREAS**, due to having multiple funding sources available for similar costs, the State of Iowa is requesting assurances from local governments that all rules and regulations for funding will be followed;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NEVADA, IOWA**, that the City of Nevada is in the process of submitting a request for assistance under FEMA disaster DR-4483 and will request funds from the State that are COVID-19 related for the 25 percent local match and those not covered under FEMA or any other funding source; and

**BE IT FURTHER RESOLVED**, the City of Nevada agrees that all reimbursements submitted will follow the Federal and State of Iowa guidance on how the funds should be spent, and that if the funds are misrepresented, the City of Nevada will be liable for repayment and any applicable penalty and interest.

**PASSED THIS 24<sup>TH</sup> DAY OF AUGUST, 2020.**

\_\_\_\_\_  
Brett Barker, Mayor

ATTEST:

\_\_\_\_\_  
Kerin Wright, City Clerk

Moved by Council Member \_\_, seconded by Council Member \_\_, that Resolution No. 018 (2020/2021) be adopted.

AYES:           —  
NAYS:           —  
ABSENT:       —

The Mayor declared Resolution No. 018 (2020/2021) adopted.

I hereby certify that the foregoing is a true copy of a record of the adoption of Resolution No. 018 (2020/2021) at the regular Council Meeting of the City of Nevada, Iowa, held on the 24<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Kerin Wright, City Clerk





### **Iowa COVID-19 Local Government Relief Fund**

Governor Kim Reynolds has allocated \$125 million for reimbursements to local governments for direct expenses incurred in response to the COVID-19 emergency.

\$100 million for reimbursement will be divided between eligible cities and counties by 2019 estimated population. \$25 million will be used to cover the local government portion of the FEMA match through the Iowa Department of Homeland Security and Emergency Management.

Consistent with the U.S. Treasury Department Guidance, funds may only be used to cover costs that:

- A. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- B. Were not accounted for in the government entity's budget most recently approved as of March 27, 2020;
- C. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020; and
- D. Have not been reimbursed or where reimbursement has not been requested from another source of funds including, but not limited to, other federal programs.

The State of Iowa has entered into a contract with a third party accounting firm to manage the process to request reimbursement and process payments.

#### **Necessary Expenditures Include the Acquisition and Distribution of:**

- Personal Protective Equipment
- Sanitizing Products
- Testing Equipment and Supplies (test kits)
- Ventilators
- Other necessary COVID-19 Medical Supplies and Equipment

**Other related necessary expenditures:**

- Temporary Isolation or Quarantine Sites
- Medical Transportation
- Expenses for Sanitizing Public Areas and other Public Facilities
- Temporary Emergency Staffing and overtime costs for staff that is substantially dedicated to the mitigation or response to the COVID-19 Public Health Emergency
- Payroll costs for public health and public safety employees for services dedicated to mitigating or responding to the COVID-19 public health emergency
  - As a matter of administrative convenience in light of the emergency nature of this program, local governments may presume that 25% payroll costs for public health employees and 25% of payroll costs for public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- Equipment used for the conduct of meetings by telephonic or electronic means
- Software or technology infrastructure to allow for local services to be provided while social distancing
- Additional costs associated with enhanced 211 capabilities

**Process for Requesting Reimbursement of Qualified Expenses**

A web-based process will be available to submit requests and upload supporting documentation and records.

To be eligible, a local government will need to pass a resolution from the governing body stating that all reimbursements submitted follow the Federal and State of Iowa guidance on how the funds should be spent, and that if the funds are misrepresented, the local government will be liable for repayment and any applicable penalty and interest.

Initial claims shall be for costs incurred between March 1, 2020 and July 31, 2020. Those claims shall be submitted by September 15, 2020. Expenses incurred August 1, 2020 – September 30, 2020 need to be submitted by October 1, 2020. Claims for reimbursement must include documentation of the incurred expense, such as invoices, payroll records, and or any other records as needed.

The state will review all submissions for completeness and accuracy, and then approve for reimbursement up to the allocated amount for each locality.

A local government must first submit reimbursement to FEMA for eligible items before requesting from the State. An item cannot be reimbursed by both FEMA and the State.

## **FEMA Public Assistance Requests**

In order to maximize funding, local governments must agree to seek U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) reimbursement through the Public Assistance (PA) program for eligible expenditures. Local governments should work with the Iowa Department of Homeland Security and Emergency Management (HSEMD) to submit an application to the PA Program.

FEMA guidance indicates the following items would qualify:

- Personal protective equipment
- Sanitizing products
- Necessary medical supplies and equipment
- Temporary emergency staffing and overtime costs for staff that is substantially dedicated to the mitigation or response to the Covid-19 Public Health Emergency

Once a Request for Public Assistance (RPA) form has been submitted and approved by FEMA, local entities can submit a project worksheet, through the FEMA Grants Portal, for eligible costs associated with the COVID-19 Public Health Emergency along with documentation supporting the claimed costs. FEMA will review the submitted request for assistance/costs and supporting documentation and determine if any additional information is needed and make eligibility determinations. Once the project and costs are deemed to be eligible by FEMA, the project will be obligated/awarded by FEMA. There is a 75% Federal / 25% local cost share associated with the FEMA Public Assistance Projects and the state will pick up the 25% local cost share from the \$25 million set aside.

## **City Administrators Report**

### **August 7- August 20, 2020**

#### **Week of the August 10<sup>th</sup>:**

As you already know, we had a storm during this week which knocked out our internet and phone lines. We were fortunate not to have any injuries in our community because of this. Public Works and Public Safety have been helping out and working hard, fast, and diligent on the clean-up. Most likely, we will be doing this for a few weeks. Our staff has been well appreciated for the most part for the work they are completing with some negative comments but we will have those as it is impossible to make everyone happy. State bank made all employees lunch on Monday the 17<sup>th</sup>. Kerin and I have been meeting and speaking with Keith Morgan on figuring out all the holes we are needing to jump through with FEMA and DNR for reimbursable expenses.

#### **Clear Gov:**

This is a program pertaining to our budget. It is an interactive tool that pulls all of our budget information and creates different type of graphs for more transparency. The only issues I see with this is the cost which isn't too terrible but as well as the work that goes in to the data.

#### **Couser Farms:**

(Thursday, August 13<sup>th</sup>) Met with Bill Couser out at his farm to go over and discuss the water quality improvements he has completed and still working on at his farm. He was very much interested in the sponsored project we have going on. He wants to figure out how it can tie in to his farm as well as what he needs to do in order to finish his project. He has done a great job with all of his improvements.

#### **Board of Supervisors:**

(Friday, August 14<sup>th</sup>) Spoke with the board to discuss action taken on Thursdays council meeting. After a long discussion over the matter, they have asked me to forward on to you all to ask for support regarding three things pertaining to Hwy 30:

1. Support an overpass at 600<sup>th</sup>- not an interchange (they do not believe an overpass will affect any property owners with this decision)
2. Support the paving of Maple
3. Support some sort of Traffic control at the intersection of Airport and Lincoln.

I said I would pass this information along to you all. They are going to be sending a letter to the DOT to ask for these three things and thought it would be great if the city would support it. This was sent in an email. I spoke with Linda after the meeting and she asked what the city could do to help support this. I mentioned we would be able to create a resolution for support over these three items. I also touched on the third action, I mentioned that if a study is done, it would take place after the construction of the interchange is built because it would be impractical to conduct one now.

#### **Planning for Housing:**

(Tuesday, August 18<sup>th</sup>) This webinar went over what Communities do and how a City should have control over many aspects of their local housing development. With soaring unemployment adding to existing affordability problems and the quality of aging homes, many cities are looking for answers about how, when and where to begin solving their community's housing challenges. Helped focus on charting a path forward in making housing a priority. Also, gave examples and walked through the realities that communities are facing and guide you on how to chart your path forward.

#### **Wage Study:**

(Tuesday, August 18<sup>th</sup>) Met with Sandy, Jason, Mayor, Ric and Kerin to discuss the six proposals we ended up getting. We all seemed to be in agreement with the Austin Peters group. The price is reasonable and all the features offered by the group is what we are looking for.

#### **UPDATES:**

##### **Verbio Annexation:**

Waiting on the City of Ames to take action on this item, I was hoping this would have been on the last two agendas but was not. We are working on trying to get it taken care of.

##### **Clothing Policy:**

Has been adopted.

##### **Hunziker:**

Haven't heard anything new on this. Last news was-needing to find land for 1031 exchange

##### **On Track:**

Waiting for agreement to be finalized, has been sent to Dorsey.

##### **Burke:**

Approved and signed by all parties. On to the Wastewater Agreement

##### **MMF:**

Agreement is approved.

##### **South Glen:**

Waiting on Dorsey and Whitney to finalize this agreement, believe we have it mostly figured out.

##### **Wage Study:**

The wage study recommendation will be on Monday's agenda. The recommendation is the Austin Peters Group.

##### **Website RFP:**

Marlys has completed the RFP. This has been published on the league of Cities' classified ads and Marlys has sent it out to people also. The expiration date for this is Friday, September 4<sup>th</sup>. We have so far received one proposal

##### **Bacon Festival:**

Unfortunately, still no updates on this event yet.

**-End of Report-**





August - 2020

To: Mayor, Brett Barker  
Nevada City Council  
Jordan Cook, City Administrator

From: Tim Hansen, Director of Parks and Recreation

Re: General Information Report

- SRF Sponsored Project: The draft application is complete. Marlys Barker has secured in excess of 15 letters of support for the application. The group toured Bill Couser's Modern Ag Farm August 13<sup>th</sup> to look at what his operation has been doing to improve water quality and how that could be tied into the application.
- Storm Damage:
  - We have gotten a lot of the cemetery cleaned up and are now waiting on the tree service to come and do the large tree work.
  - Staff started working along the trail August 17<sup>th</sup> and will then proceed to the parks to do what they can, and then we will have the tree service to do the large tree work.
  - The insurance company has been notified. I have met with the Adjuster and received permission to move forward with clean up/repairs on the Hattery and Harrington shelters.
  - The shelter at Hattery Park is going to be removed on August 18<sup>th</sup>. Thank you to Shawn Cole for helping to coordinate this work.
  - I have talked with a local roofer to replace the damaged shingles on the roof of the Harrington Park shelter. This work should be done in the next several weeks.
  - The pool lost some lounge chairs, and they will be replaced before next summer.
- Field House Project:
  - The Nevada Foundation met July 29<sup>th</sup> in preparation of starting to reach out again to people/businesses for the silent phase of the campaign. The next meeting is scheduled for August 19<sup>th</sup>.
  - Staff met with RMH on July 21<sup>st</sup> and August 13<sup>th</sup>. Those meetings were to refine some of the interior finishes and colors.
- Erin Clanton, City Attorney, has reviewed the Facility Use Agreement with the Soccer Club and added some language dealing with Covid. The Soccer Club is in agreement. This is in your packet for review and consideration.
- Working with ACCO (pool company) and addressing a couple spots we found in the pool and take a look at our filters for possible issues. We are planning to do another fill/check at the end of August.
- Community Tree Inventory is mostly complete. They will be back later this month to finish up one area that has not been completed yet.



- Cooper Construction has replaced the sidewalk that was taken out at the intersection of 19<sup>th</sup> Street and Fawcett Parkway last year when they installed water and sewer. The seeding contractor should be back the middle of this month to perform some additional ground restoration/seeding work along the ditch.
- Baseball Field Project: The contractor has sprayed the area around the field for weed control and is scheduled to be back in early September to reseed those areas.
- Upcoming projects:
  - Working with Scott Tanner, First Class Signs, to refresh the park signs at SCORE and create some new signage for the ponds at SCORE as well as the Wilson Pond.
  - Billy Sunday Field: We are waiting on the proposal from On-Track Construction.
  - Working on ideas/plans to refresh the disc golf course at Harrington Park and upgrade the signage and tee boxes.
  - Working on information regarding bleacher covers at SCORE. This will be going to the Park Board in the near future.
  - New bathroom at the cemetery shop. All fixtures have been purchased.
- Staff, City Council, and Safety 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](mailto:thansen@cityofnevadaiaowa.org).

## **Memo**

**To: City Council**

**From: Shawn Cole, Zoning Supervisor**

**CC: Jordan Cook**

**Date: 08/20/20**

**Re: General Information**

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1. The Downtown reconstruction is going well, sidewalks are being removed & replaced on 6<sup>th</sup> between J & K. On J Avenue, the west side will be rocked and ready for paving & on the east side the utilities will be finished.
2. P&Z will be meeting on September 8<sup>th</sup> to review 6<sup>th</sup> Street Industrial Subdivision.

If you have any questions please contact me at work, 382-5466, or at home 382-8703, prior to Monday night's meeting.