

# City Administrator's Monthly Activity Report

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Brent Trout, City Administrator

January 2016

*(Issued February 12, 2016)*



Monthly report of the City Departments of the City of Mason City

# City Administrator Comments

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Dear Mayor and City Council Members,

Development Services continued work related to the River City Renaissance project by working on the Hotel and Mixed Use project development agreement paperwork completion and the preparation of the final application. Development Services received its first application for the Corridor Revitalization Loan program and will be conducting the review of that loan in February. Development Services staff recently conducted a meeting with Randy Nielsen and Maury Noonan regarding the nuisance abatement process and the prosecution of their nuisance cases. The meeting should set up the process for success going forward with our new attorneys. The Historic Preservation Commission conducted a public meeting regarding the amendment to the National Register listing of the Rock Crest/Rock Glen historic district. There were approximately 40 citizens at the presentation. The amendment will be considered at the State Nominations Review Committee on February 12, 2016. The City has received our final satisfaction letter from FEMA. The letter confirms that the City has completed all the work required under the terms of our Memorandum of Agreement with FEMA and the state SHPO. The department issued a substantial number of building permits in January.

Engineering continues to prepare for the start of the trail project, Downtown Street lighting project, and parking structure project. They are also doing design work on the summer projects such as pavement marking, north end projects, sidewalk and pavement projects. The issue of lead pipes in our water system was recently brought up by a citizen and was responded to by Mark Rahm. Mark stated that the City does not have lead pipes in our distribution system, as we utilize cast iron, ductile iron and PVC pipes in our system. The City tests the water for lead before leaving the plant and consistently reports no lead present in our water. Mason City tests the water for the presence of lead at 30 different locations in our water system. The City of Mason City also posts our yearly water quality report on the front page of our City website. If you open the site to the front page you will find it on the left side as an item to click on. The report shows our water quality and whether any contaminants are present in the water.

The Fire Department performed very well at the Charlie's Repair fire with 36 out of 44 fire department members involved in fighting the fire or covering the station for approximately 130 hours of overtime. The Fire Department also assisted the City of Rockwell with mutual aid for the fire that occurred there. We sent our aerial fire truck and personnel to run the truck. I had informed you previously that Chief Platts has officially submitted his retirement letter with an effective retirement date of June 30, 2016.

The street, parks and golf departments have been working hard with snow removal and maintenance projects for the winter time frame. The Police Department has been working a number of investigations and providing security for presidential candidates that participated in the caucuses in January. The online presence of the Police Department continues to grow with 808 followers on Twitter and 842 likes on Facebook. The department has had two nuisance properties that received notices this month and they had good cooperation with the landlord of one of these notices. The landlord intervened and moved the challenging tenant. Chief Brinkley continues to get to know the members of the department and members of the community after completing his first month with Mason City.

Sincerely,

Brent Trout

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:**            **January 2016**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 1/1/2016 – 1/31/2016	27,803.50 Gallons	300 Buses
Enplaned 469 – Deplaned 514		

**Routine Activities for the month – Administration and Operations:**

- Preparation of Board Packet Information, Agenda and Attendance at January 2016 Airport Commission Meeting 1/11/2016
- Worked on Operating Budget
- Attended Budget Sessions at City Hall
- Attended Iowa DOT Air Service Meeting in Ames, IA

**Activities planned for next month and other comments:**

- Preparation of Board Packet Information, Agenda and Attendance at the February 2016 Airport Commission Meeting
- Continue working on Operating Budget
- Meet with Media Marketing Representatives
- Attend Iowa Public Airports Association Meeting

# Blue Zones Project

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Reported by Angie Determan, Coordinator

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Item	0	Action
<b>Accomplishments &amp; Status</b>	<p><b>Community Policy</b> –Community Gardens update and survey sent with deadline for completion 2/10/16. 12 plots have been reserved for 2016 and two new plots reserved. Active Living and Transportation Commission ordinance placed on 2/16/16 Council meeting schedule. Applied and receive notification that we will present at the Iowa Downtown Conference on August 4<sup>th</sup> in Mason City. Email campaign on SF2076 “Change Lanes to Pass Bicycles” bill.</p> <p><b>Schools</b> – bike education for all 3<sup>rd</sup> graders scheduled for May 13, meeting held with all partners including City Crime Prevention Coordinator, Schools, CGCPH (lead), Kiwanis. Bike Rodeo will be held 5/14/16 in the parking lot west of MCPD. Reached out to SRTS rep. to schedule date for their participation. Presented update to School Board and announcement of Wellmark Grant info.</p> <p><b>Worksites</b> –March 8<sup>th</sup> Lunch and Learn event planning, developing survey to assess work and recommitment of Blue Zones Worksites (39 currently), assist several current Blue Zones Worksites on requests and new participants. Facilitated website resource center inquiries. Discussions on grant application opportunities. Met with CGCDPH to discuss their grant to implement Worksite Wellness Award Program to be presented at the Chamber annual meeting.</p> <p><b>Healthy Foods (Grocery/Restaurant)</b> – North Iowa Food Coalition developing core values and mission, assessment of region and unrolled and practiced NI Food System &amp; Health Assessment Focus Meetings. Mason City plans to host two. One at NIACC on March 17<sup>th</sup> and the other date tbd but prior to 3/17. Reached out and received from Blue Zones a week’s worth of meal planning for a cooking event we are working to develop. Onboard new CGCDPH dietician. Will do HyVee West new dietician soon.</p> <p><b>Engagement</b> – Development of radio ads using testimonials, Facebook posts for both BZP and MCVV current emphasis is on the late Feb. early March Gallup-Healthways Well-being Oversampling for our area. Press release sent by ISU</p>	

**Item**

	o	Action
	<p>Extension on Wellmark grant. Updating Mason City website BZP page. Coordinate several spring speaking engagements and meeting requests.</p> <p><b>Volunteer Center</b> –Radio program 1<sup>st</sup> &amp; 3<sup>rd</sup> Monday of the month. Onboarded new member – NI Figure Skating Club Followed up on outstanding inquiries. 2015 summary distributed. Email blast scheduled next week for volunteers in the database (700), continued work and development of Run of Show for education event that will be done with Cerro Gordo County Community Foundation and United Way of NI February 11 at 2:30 and 5:30 p.m.. Promote governor’s What’s Your 50 and Give Back Iowa campaigns.</p> <p>Development of education flyer, table tents, business cards, PPT deck, working on branding kit.. Hosted first of six VCI training /education events. Met with Steve O’Neil on developing disaster volunteer center coordinator efforts and training. Met with former Engagement Committee member on a fall 2016 volunteer cultivation event. Reached out to United Way of Eastern Iowa on fundraising opportunity. Continued to meet with new and current member organizations.</p> <p>Updating community meeting space database. Assisting with area community services information and placement on City website page,</p> <p><b>Other</b> – develop Power 9 March meeting agenda draft. Fielded call from Green Bay Wisconsin on our work. Continued investor efforts with letter drafted and sent for 2016/17 fiscal request. Reached out to new Park and Rec. board member. Participated in CGCPH - Community Health Assessment Meeting. Met with Sagelink representative, University of Iowa medical student for his presentation at Family Practice.</p>	
<p><b>Issues/Needs</b></p>	<p>Active Shooter training – develop procedure for volunteers in our department.</p>	
<p><b>Upcoming Activities</b></p>	<p>2/11/16 How to Write a Winning Community Fundraising Grant &amp; Password Succession Planning 101 2:30 – 3:30 p.m. and 5:30 -6:30 p.m. NIACC Muse Norris Conference Center</p> <p>2/10, 2/24, 3/9, 3/23, 4/6 – host webinar on various topics provided by Volunteer Centers of Iowa 9:00 – 10:00 a.m. – City Hall, 2<sup>nd</sup> floor Conference Room D</p> <p>3/8/16 Blue Zones Project Worksite Committee Lunch &amp; Learn Event Noon – 1:00 p.m., topic tbd</p>	

**Item**

o	Action
5/13/16 Bike Education Event (all 3 <sup>rd</sup> grade students MCCSD/Newman) Times vary	
5/14/16 Bike Rodeo, parking lot west of MCPD Time tbd	

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of January:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular and one Council Workession Meetings and tracking all items from previous meetings to be incorporated into upcoming Agendas
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for all 17 Resolutions based on various requirements
- Review of City Code Workbook and distribution of possible changes to staff based on recommendations from Sterling Codifiers
- Upload data for two Regular and one Worksession Packet to Granicus
- Maintain and update the City's Web page related to Council and Human Rights Minutes, Packets, Board and Commission Members and related events
- Format City 36 Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 4 Alcoholic Beverages Licenses through the State of Iowa Alcoholic Beverages Division and when completion of corresponding background checks, deeds/lease agreements, sketches, and Police and Fire Inspection Forms within time constraints
- Publication of required documents following the Council Meetings in conjunction with State requirements and distribution of proof of publications to appropriate parties

- Recording of required documents with the Cerro Gordo County Recorder and distribution of documents to appropriate parties including contractors and legal entities
- Filing of property damage claims with the City's Insurance Company including supporting documents
- Issuance of animal licenses and miscellaneous licenses including Cigarette, Excavators, Sidewalk Contractors and Sign Hangers and confirmation of corresponding bonds and Certificates of Insurance

# Development Services Department

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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## DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: January, 2016

### *Major Departmental Activities and Other Items of Interest:*

#### Iowa Reinvestment District Program:

1. The Purchase, Sale and Development Agreements were approved by Council on January 19. Signed copies have been forwarded to G8 Development. Mr. Chodur has informed us that he is working with Marriott's architects on final designs.
2. At the same meeting, the City Council also approved the preliminary/schematic designs and initial concepts for the Parking Facility.
3. Groups involved in soliciting private donations (for the Multi-Purpose Arena and Performing Arts Pavilion) are beginning capital campaigns.
4. The management of Southbridge Mall has accepted preliminary terms of a long-term lease for the Multi-Purpose Arena. Due to the current ownership structure of the mall, the owners are not able to enter into a long-term lease; however, they are actively marketing the property and a new owner will be able to work directly with the City.
5. Staff has also been negotiating the sublease with the Mason City Youth Hockey Association. This is expected to be complete in February.
6. Staff has been updating the application with final numbers, for submittal for final approval. We anticipate that it will be submitted prior to the February 29 deadline.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): Staff has fielded numerous calls for information about the Corridor Revitalization Loan (CoRL) program. We have received one application thus far, and expect to see several more in the next few weeks. We would like to receive at least one more application before convening the CoRL Loan Review Committee, but if an additional application does not come through before February 15, we will review this first application and send the Committee's recommendation to the Council for final determination.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: The Council authorized the purchase of 430 1<sup>st</sup> Street NE. As of this writing, the City Attorney has prepared the closing documents and we are waiting on the seller's attorney. We expect to close soon, after which we will have the house inspected to determine bid pricing for the rehabilitation. Bids for this work will need to be approved by the City Council, after which rehab will continue until spring. We hope to offer the home for sale late this spring or in early summer.

Developments: 1) The Hampton Inn and Suites exterior is nearly complete, and interior construction has been ongoing during the winter. This project appears to be on schedule for its planned spring opening. 2) The foundation for Good Shepherd's new independent living complex on the north side of the 300 Block of 1<sup>st</sup> Street NE has been slowed by the weather, but will continue when it gets warmer. 3) The new Nissan Dealership, in front of Cinema West, is enclosed and interior work is ongoing. This business should open in late spring or early summer. 4) Prairie Ridge Integrated Behavioral Health Center has received concept review approval for a major addition to the inpatient treatment center. The major site plan is expected to be approved in February for a spring construction start. 5) Menard's also received concept approval for a new warehouse to be constructed in the lumber yard as well as enclosure of part of the Lawn and Garden Center. This major site plan is also expected to be approved in February for a spring construction start.

*Development Review Committee:* 1 meeting held in January: 1/12/16

<b>DRC Activity</b>	<b>January, 2016</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	3	3
<b>Concept Plans</b>		
Concept plans reviewed/approved as a Minor Site Plan	1	1
Concept plans to be resubmitted as a Major Site Plan	2	2
Total Concept Plans	3	3
Major Site Plan Reviews Completed	0	0
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	0
<b>Plats of Subdivision</b>		
Preliminary	0	0
Final	0	0
<b>Other Reviews</b> (structure moves, etc.)	0	0
<b>TOTAL ITEMS REVIEWED</b>	3	3

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

<b>Activity</b>	<b>January 2016</b>	<b>YTD</b>
<b>Zoning Permits Issued:</b>		
Commercial, Principal Structure	2	2
Commercial, Accessory Structure	0	0
Residential, Principal Structure	1	1
Residential, Accessory Structure	1	1
Signs	4	4
Floodplain	0	0
<b>Encroachment Permits</b>	0	0
<b>Zoning Board of Adjustment Cases:</b>		
Appeal	0	0

Activity	January 2016	YTD
Conditional Use Permit	0	0
Variance	0	0
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	0	0
Miscellaneous	0	0
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	0
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	0	0
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
<b>Zoning Violations</b>		
Reported	6	6
Unfounded	0	0
Founded-Resolved without citation	5	5
Citations	0	0
Open Cases (as of date of report)	1	-
Cases initiated by staff	3	3
<b>Zoning Inspections</b>		
Zoning - Case Request	6	6
Zoning - Violations	6	6
Zoning -Setback	5	5
Zoning - Final	2	2

*Projects:*

- Staff worked with Waggoner Wineinger Architects and downtown property owners on pre-application work associated with the downtown façade project.
- 22<sup>ND</sup> St. SE Buyout
- Recodification
- iJAG Park in the Meadowbrook Neighborhood

*Boards and Commission meeting highlights:*

- Environmental and Sustainability Advisory Commission: The Commission did not meet in January.
- Historic Preservation Commission: The Commission conducted a public meeting regarding the amendment to the National Register listing of the Rock Crest/Rock Glen historic district. The amendment will be considered by the State Nominations Review Committee (SNRC) on Friday, February 12. Barring any additional action required at the state level, we anticipate the application will be approved by the National Park Services in June or July of this year. Staff will be attending the SNRC

meeting to ensure that any questions from the Committee can be addressed at the meeting.

- Planning and Zoning Commission: The Commission met and reviewed several chapters of the Zoning Ordinance as part of the recodification project. The Commission also initiated a rezoning request on 43<sup>rd</sup> St. SW.
- Zoning Board of Adjustment: The Board did not meet in January.

*Other Items of Interest:*

- The City has received a final satisfaction letter from FEMA. The letter confirms that the City has completed all of the work required under the terms of our Memorandum of Agreement with FEMA and the state SHPO.
- The Cedar River Watershed Coalition has partnered with Iowa Rivers Revival to host a series of Natural River Restoration Workshops. The first workshop will be held in Mason City on March 28, 2016 at the Lime Creek Nature Center. Staff will provide registration information to the Council and staff when it becomes available. There is no charge for the workshop and supper is included.

**BUILDING INSPECTIONS DIVISION**

*Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Permits</b>	<b>January, 2016</b>		<b>YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	11	\$1,297,579.61	11	\$1,297,579.61
Minor Building Permits	3	\$ 13,285.39	3	\$ 13,285.39
Electrical Permits	18		18	
Plumbing Permits	8		8	
Mechanical Permits	22		22	
Sign Permits	4	\$ 62,200.00	4	\$ 62,200.00
Demolition Permits	0	\$ 0.00	0	\$ 0.00
Structure Moving Permits	0	\$ 0.00		\$ 0.00
<b>Inspections</b>	<b>January 2016</b>		<b>YTD</b>	
Number of inspections	<b>117</b>		<b>117</b>	
<b>Permits by Type</b>	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition/Remodel</b>
Residential: 1 and 2 family	0	7	0	7
Multi-residential	0	0	0	0
Commercial	0	6	0	6
Industrial	0	1	0	1
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	4	0	4
<b>Fees Collected</b>	<b>January 2016</b>		<b>YTD</b>	
	<b>\$ 8,633.30</b>		<b>\$ 8,633.30</b>	

**NEIGHBORHOOD SERVICES AND TRANSIT DIVISION**

*Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>January, 2016</b>	<b>YTD</b>
<b>Case Request Sources</b>		
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	42	42
Staff Initiated	36	36
Non-Staff Initiated (total):	6	6
Response to Complaint	3	3
Anonymous Complaint	2	2
SeeClickFix	1	1
<b>Case Request Disposition</b>		
Founded Case Requests	42	42
Citations Issued	0	0
Cases to Court	0	0
Unfounded Case Requests	0	0
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	2	2
Dangerous Building	1	1
Abandoned Vehicle	0	0
Tree/Shrub Maintenance	1	1
Garbage	1	1
Inoperable Vehicle	8	8
Junk, Rubbish or Refuse	3	3
Other	7	7
Writ of Removal	17	17
Information Request	2	2
Snow Removal/Weeds & Tall Grass	47	47

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>January 2016</b>	<b>YTD</b>
Initial Inspections	40	40
Reinspections	66	66
5 yr. Inspections	146	146
Complaint Inspections	31	31
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	36	36
Inspection cancelled by Inspector	14	14
Failed inspections	17	17
Passed Inspections	131	131

<sup>1</sup> Snow and weed complaints are not included in the total cases; while staff receives these complaints, they are resolved by our contracted snow removal/mowing contractor.

<b>Rental Inspection Report</b>	<b>January 2016</b>	<b>YTD</b>
No Shows	13	13
<b>Total # of Inspections</b>	<b>217</b>	<b>217</b>
Rental Dwelling Certificates Issued	143	143
New Landlord License Issued	5	5
Units White Tagged	2	2

# Elmwood-St. Joseph Cemetery

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Reported by Randy Opheim, Cemetery Manager

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## Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
January	7	78%	2	22%	9
Year to Date	32	50%	32	50%	64

Burials were in January were as projected. Traditional and cremation burials are slightly under the projected numbers for the year.

## Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
January	0	0	0
Year to Date	9	5	14

Lot and Niche sales were not good in January with no spaces sold. Sales of burial spaces are still much lower than projected.

## Projects

The Grandview Gardens and Lakeside East sections: No further progress in winter months

Certified Local Government grant: Waiting for a draft report from consultant.

**Administration** – A 2014 Dodge Grand Caravan was purchased to replace the minivan. A perpetual care cemetery audit report was received from the Iowa Insurance Division with ten recommendations. A response addressing the recommendation was submitted on January 27.

**Operations** – Grounds Staff were busy with burials, maintenance and snow removal.

**Board of Trustees** – Capital Improvement Project recommendations by City administration were reviewed. Statistics for the first half of FY 2016 were reviewed. Operating Budget for FY 2017 was presented and approved for submission to City. A request made to the GIS department for assistance in completing the Cemetery Information Management System was reviewed. The December monthly report was presented.

# Engineering Department

Reported by Mark A. Rahm, P.E., City Engineer

## Division: Engineering:

### Engineering

#### o Engineering

• DRC Site Reviews	3
• Storm Water Management Plan Review & Approval	0
• Sanitary/Storm Sewer Service Permit & Inspection	
▪ Repair/Replace	0
▪ New Installation	3
▪ Disconnect	0
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	0
▪ New Installation	0
▪ Curb Cut	0
• Pedestrian Ramp Survey & Design	0
• Driveway Approach Permit & Inspection	0
• Iowa One-Call Locates	93
• Emergency Call-outs	4
• Emergency Call-out After Hours	0
• Permit Review & Approval	
▪ IDOT Highway ROW for Utilities Accommodation	0
▪ DOT Perform Work Within State Highway ROW	1
▪ Application for New Utility Construction in City ROW	1
▪ Moving/Oversized Load	10
▪ Review Contractor Traffic Control Plan	0
• Permit Review & Approval - City	
▪ Building	1
▪ Demolition	0
▪ Remodel or Addition	0
• Permit Fees Collected	\$0
• Sanitary Sewer Records Drawn and Scanned (GIS)	36
• Field Book Updates (GIS)	4

### 2014 Pedestrian Trail Improvements – Phase 2 (Update)

The contract and bonds were approved by the City Council at the first meeting in January. The project will begin as soon as possible this spring. The contract completion date is August 1, 2016.

### Monroe Avenue Pedestrian Trail (Update)

The contract and bonds were approved by the City Council at the first meeting in January. The project will begin as soon as possible this spring. The contract completion date is August 1, 2016.

**Downtown Street Lighting Project (Update)**

The project was let on January 26, 2016 and a recommendation for award of contract will be presented to the City Council at the February 2<sup>nd</sup> meeting.

**Downtown Multi-Level Parking Structure Project (Update)**

The schematic design and visualizations for Concept 3A were reviewed by staff and presented to the City Council for approval. Following approval, the designs were submitted to G8 Development, Inc. and subsequently to the Marriott Corporation for final approval.

**Other Tasks Performed through the Engineering Department:**

- Engineering Staff continues with the preparation of plans and specifications for 2016 Capital projects.
- Continued coordination with the IDOT for the upcoming Highway 122 reconstruction project. In conjunction with, is the on-going planning for a city utility reconstruction and/or replacement project throughout the project corridor that will coincide with the IDOT schedule. As part of the planning, are continued efforts to field verify and GPS recording of utilities along corridor.

○ Traffic

- Install Temporary “No Parking” Signs 3
- Traffic Sign Work Orders New/Remove/Replace 8
- Traffic Sign Locations Staked 8
- Traffic Sign Orders 2
- Remove and Record Labels from Discarded Signs (GIS update) 36
- Streetlights
  - New Installation 0
  - Review for Compliance and Billing 3
  - Repair Request 14
- Traffic Signal Repairs
  - Respond to Signal Complaints 11
  - Access Accident Damaged Signal Pole 3
- Iowa One-Call Locates 0
- Iowa One-Call Locate Reviews 94
- Emergency Call-outs 0
- Emergency Siren Repairs

**Other Tasks Performed by Traffic:**

- Preparing plans and specifications for the 2016 Pavement Marking Program
- Prepared budget estimates for parking lot and street lighting for North End project

- Review of downtown sign placement and inventory in preparation for the Downtown Street Lighting Project
- Review of trail sign compliance and placement for 2016 trails projects
- Performed general sign inventory
- Performed city parking updates on G.I.S. mapping
- Solicited quotes for installation of buried conduit
- Solicited quotes for traffic sign and post finish for the Downtown Street Lighting Project

**Water Supply Division:**

○ Water Production	<u>January</u>	<u>FY 2016</u>
● Total (gal.)	143,201,000	999,009,000
● Daily Average (gal.)	4,619,000	4,646,553
● Daily Maximum (gal.)	5,285,000	7,589,000
● Daily Minimum	3,681,000	3,210,000
○ Water Plant Maintenance and Repair		
● Wash Down EDR Stacks and Perform Voltage Checks		
● Trouble Shoot Temperature Probe on Hypo Generator		
● Replace split piping on Hypochlorite Generator		
● Clean-In-Place (CIP) #2 EDR train		
● Changed oil in well and High Service pumps		
● Changed oil in back-up generators		
● Repaired breaker for rooftop heat unit		
● Service on-line analyzers		
○ Customer Service		
● Iowa One-Call Locates		52
● Monthly Bacteria Samples		30
● Check Water Quality at Residents and Businesses		0
● Hydrant Flow Testing		0
● Correlate Water Main Breaks and Investigate for Leaks		1
● Water Main Shut Down for Repairs		1
● Water Shut Offs for Non-Payment		51
● Water Service Re-Connects		65
● Assist With Installation of Water Meters		15
● Repair Water Meters and Collect Reading		55
● Deliver Red or Tan Tag		30
● Update Shut Off Data Base and Maps		75
● Water Service Permit/Inspection		
▪ Repair/Replace		5
▪ New Installation		0

January      FY 2016

○ Meter Department

• Meters Installed	16	443
▪ Industrial	0	3
▪ Commercial	1	30
▪ Residential	15	409
• Meters Repaired	2	14
• Contractor and Garden Meters Installed	1	19
• Meter Reads	11,771	80,570
• Water Meters Ordered	0	365

**Other Tasks Performed through the Water Supply Department:**

- Collected daily water quality samples
- Continue to evaluate raw hardness and finish hardness for permit change
- Monthly draw down on wells
- Snow removal at Water Plant and well sites

# Finance Department

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Reported by Kevin Jacobson, Finance Director

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Routine activities for January:

## Finance

Item	January	Year-to-Date
Prepare payable checks	626	626
Prepare receivable invoices	37	37
Prepare payroll checks	628	628
Certify invoices to County	-	-
Send letters to State Offset Collections	168	168
Record State Offset collections	-	-
Sort Mail	5,800	5,800
Record ambulance receivables	184	184
Process utility payments	2,676	2,676

- Worked with vendors on payable issues
- Recorded end of month receipts
- Completed monthly IPERS report
- Completed monthly reconciliation for December
- Completed monthly ambulance deposits
- Performed monthly investment activities
- Meet with several Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Gave CIP presentation to City Council
- Updated FY 17 operating budget
- Meet with managers on FY 17 operating budget

## Utility Collections

Item	January	Year-to-Date
Record ACH activities	34	34
Prepare Utility adjustments	60	60
Estimate billings		-
Issue utility bills	10,750	10,750
Answer phone calls	374	374
Respond to voicemail	367	367
Complete utility service orders	220	220
Complete landlord tasks	40	40
Issue shutoff notices	504	504

## Information Systems Coordinator

- Double check NCIC server for comm errors after ISP change
- Finish SRO laptop
- Clean up user accounts
- Add new users for PD
- Configure new computer for IT
- Test streaming council meeting equipment after ISP change
- Perform monthly data backup duties
- Get equipment in new Car 8 at PD up and running
- Help new PD Chief get software configured on computer
- Look at scanners in Car 5 and 9
- Order new cell equipment for SRO car 13
- Update auto attendant menus for PD phone system
- Order printer part for Recreation
- Order scanners and mobile equipment for PD squads
- Order memory for computer at Water Reclamation
- Purchase and install printer for PD Chief
- Look at Water Treatment server issues
- Get replacement parts for UPS at Animal Shelter
- Restart Antivirus server
- Reconfigure com ports for scanner in Car 5 and 9
- Get with user about changing their account name
- Install fuser for Recreation printer
- Send Datalux computers in for repair
- Swap Car 8 computer with temp computer
- Check permissions on Water Billing folder
- Check permission on Fire Marshal folder
- Get quote for laptop for PD Chief
- Install memory in Water Rec computer
- Look at mobile keyboard for Fire Department
- Move access point at Fire Department to optimum location

- Update computer at Water Rec
- Update Silverlight for Grant Writer
- Get IPAD configured on wireless for Police Chief
- Order more hard drives for back to drive tape system
- Fix scanning folder for City Clerk
- Add hard drives to nightly backup system
- Check with Lightedge on final bill
- Configure hard drives for nightly backup systems
- Get with Housing regarding equipment needs
- Help user at Museum with mobile email
- Order memory for Engineering computer
- Update software for housing
- Install mobile equipment for SRO car 13
- Order computers for housing
- Order replacement memory cache batteries for server at City Hall
- Update Windows 7 computers at housing
- Set up new printers and scanner for YTF
- Install cache batteries for server at City Hall
- Set up SRO to be a GIS user
- Order computer for Water Rec
- Order laptop for City Admin
- Finish updating computer at Housing
- Meeting with Xerox rep for print management
- Install and rebuild computer for Engineering
- Order new video car for computer in Engineering
- Send router back to Lightedge
- Configured new laptop for City Admin
- Get with AIM regarding access issues for PD
- Help trainer set up City Hall training equipment
- Safety training at City Hall
- Started configuring housing computers
- Repair cable ends for network cable for City Admin
- Install video card in Engineering computer
- Restart server at Recreation to fix nightly backup errors

## **GIS Department**

### **Cemetery GIS Project:**

- GIS Laptop project updated for Cemetery
- Update cemetery GIS projects with current aerial photography
- Development Service
- Updates to code enforcement GIS project
- Ongoing zoning adjustment editing
- Smart Gov file prepared for import into inspections system
- Question about layers available relating to historic districts

### **Engineering/Water Treatment/Customer Service**

- GIS laptop projects updated for Customer Service
- Modifications to on street parking and street light layers per request Traffic Control Tech
- Ongoing training assistance on editing with staff

- Troubleshooting GIS projects with staff
- Question about drainage layers
- Upload utility GPS data into GIS
- Aerial photography questions

#### Finance

- Grant Writer request information on property size
- O&M/Parks/Water Reclamation
- Sustainable Urban Forestry meeting
- Field support phone call from Street Superintendent
- Tree data analysis with Street Superintendent
- Ash tree analysis of GIS data
- Sewer video linking to GIS and data organizing
- Assist Street Superintendent with sander truck and snow route zone maps

#### Police

- Set up police officer with GIS on laptop

#### General

- Help IT Director when requested
- Complete tape backups in absence of IT director
- Discussion with health department about GIS
- Attended Iowa Geographic Information Council business meeting
- Aerial photography data organization
- Discussions with County GIS Coordinator relating to projects
- Attended Homeland Security Advisory Committee meeting
- Preparation and organizing emergency management data
- Road centerline GIS data editing

### **February initiatives**

#### **Finance Department**

- Work on January financial month end report
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Continue to work on paperwork for FY 17 budget
- Complete City payables
- Process city payroll

#### **Information Systems Coordinator**

- Finalize programming database for Water Billing Department and begin testing
- Look at changing out the rack system at the Police Department to organize the server room to a more efficient layout
- Continue with expanding the Wireless Network for City owned devices
- Implement new firewalls and monitoring system
- Continue to rebuild eligible computers for Windows 7

#### **GIS**

- Assist with Cemetery GIS mapping project
- Assist with Tree inventory project

- Import GPS data from GPS units for utilities
- Assist with Traffic Sign GIS project
- Assist IT manager when he is out of office
- Provide support for GIS users within City Government
- Prepared maps per user requests
- Edit and maintain GIS layers
- Finish edits to zoning map
- Update utility easements layer
- Provide ongoing support for water distribution GIS layers

# Fire Department

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Reported by Bob Platts, Fire Chief

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	Month	CYTD
<b>Personnel Hours Worked</b>		
Battalion	6764.75	6764.75
Office/Administrative	830.75	830.75
<b>Overtime Hours</b>		
Fire	133.25	133.25
EMS	601.50	601.50
<b>9-1-1 Calls/Emergency Calls</b>		
Fire	55	55
EMS	300	300
<b>Non-Emergency Calls</b>		
Fire	6	6
EMS	106	106
<b>Personnel Training Hours</b>		
On-Site	675.41	675.41
Off-Site	72	72
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	128	128
Existing Building Inspections	31	31
Plan Review	10	10
Fire Investigations	3	3
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	2	2
Public Fire Safety Appearances/Trainings (Number)	7	7
EMS/Fire Student Ride Along Preceptor Training Hours	81	81

## Significant Fire Calls

01-11-2016 - 818 S Federal Avenue – Charlie’s Auto early morning explosion. 36 out of 44 members were involved in fighting the fire and covering the station.

01-11-2016 - Rockwell Mutual Aid – It was a significant fire for Rockwell and we sent down our aerial for mutual aid.

## Other Significant Events

Chief Platts officially tendered his resignation to the City of Mason City in January. His last day will be June 30.

# Human Resources Department

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Reported by Perry Buffington, Human Resources Director

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Department	Full-time	Part-time	Grand Total
Airport	5		5
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	11	17	28
Engineering	17		17
Finance	10		10
Fire	44	1	45
Human Resources	2		2
Library	15	1	16
Museum	6	2	8
Operations & Maintenance	57	1	58
Parks	6		6
Police	52	2	54
Recreation	7		7
Youth Task Force	3	1	4
Grand Total	241	27	268

## Staffing

## Activity

Hiring Activity:	- Firefighter: Coordinated background check and physical, job offer made
	- Custodian - Library: Posted job, advertised and collected applicants
	- Police Chief: Coordinated physical
	- Transit Driver – Dev. Services: Began job search
Positions Filled:	- 2 regular staff hired
Turnover:	- 1 resignation regular staff; terminated 1 regular staff
Employee Orientations/exit interviews:	- Conducted 2 new employee orientation sessions

Manpower Planning:	- Conducted seasonal hiring planning session with Recreation Department
Civil Service Commission:	- 1 meeting conducted during the month

**Labor**

**Relations/Legal**

**Activity**

Grievance Activity:	- Fire: No new activity - Teamsters: No new activity - AFSCME: No new activity
Labor Negotiations:	- Finalized signatures and admin issues on new ASCME agreement
General HR support:	- Provided HR consultation to various departments

**Benefits**

**Activity**

Employee benefit support:	- Resolved several employees benefit issues
Other related topics:	- Met with BLA for medical plan review

**Employee**

**Involvement**

**Activity**

Wellness Activities:	- No activity
Swearing In ceremonies	- Assisted with Police Department Swearing Ceremony's for new Chief and new Police Officer

**Government**

**Efficiency**

**Activity**

RPI Activity:	- Begin planning for 2016 RPI events
Other improvements:	- Planning future valuestream mapping events for 2016

**Miscellaneous**

**Activity**

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices; consult with insurance company on several claims
Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month
Training:	- Conducted 3 harassment training sessions for Police Department - Attended Active Shooter Training presented by Police Department
Professional/Community Support	- Attended HRANI local meeting

# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: January 2016**

**Routine Activities:**

In the month of January the Museum completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparation for all the Museum classes, scheduling volunteers, hosting rentals of the Museum facility. Museum staff also kept the Museum in clean and working conditioning, as well as called repair persons when necessary. Staff registered students for classes, waited on visitors in the Museum gift shop, and met with persons interested in a rental of the Museum. The Museum hosted daily visitors to the Museum building. Museum staff purchased supplies for classes, exhibits, and repairs, and paid invoices as they arrived. Museum staff conducted outreach and gave informative talks to service clubs and social groups. Museum administration attended a variety of community events, as well as conducted the monthly board meeting.

The Museum spent the first few days of the New Year organizing and putting away the Museum's Christmas décor. This included reorganizing the Museum shop now that Christmas shopping was over.

The Museum custodial staff worked to keep the walk ways and driveway clear of snow obstructing the facility, as well as general care to the facility related to winter conditions: increased cleanup of sand and grit, daily checks of the sidewalk and areas where freezing could occur, checking reserves of winter supplies. The Museum is happy to report that it has received many compliments about how clear it has kept its public walk ways.

The Museum had a number of late Christmas parties that it held in the month of January, increasing the number of staff hours required to operate this program. It, however, generates quite a bit of revenue for the Museum during the month of December.

The Museum staff began preparing for the next semester of classes. This included making samples, photographing them and advertising in a variety of locations. Delivering flyers to schools and distribution points around town. The Museum director also was on KIMT on the early show as well as several radio stations.

The Museum also held its second Girl Scout Overnight of the year, which allows girls enrolled in Girl Scouts to stay at the Museum overnight while they work on 2 badges. Girls toured the galleries, made 6 projects to earn 2 badges, and watched a movie. They spent the night with troop leaders, parents, and Museum staff. While a labor intensive project for Museum staff, it is a very rewarding partnership for the Museum and Girl Scouts.

The Museum also worked on a new birthday party package plan. Currently the Museum's birthday parties are really for school classmates and do not have the space for family to also attend. The Museum re-worked the planning and for an additional fee can use additional studio space if they family wants to also attend. It also allowed for the rental of the Salsbury room for a very large family gathering or party, which, has been what the Museum encountered in the past. It is the hope that this will not only add more revenue, but, appeal to the needs of Museum visitors.

**Special Events / Programs:**

Classes offered: Lunch 'n' Learn (13), Kids Club (27kids, 2 volunteers), Recreating Photos (4), Children's ceramics (26), Ceramics (21), Frozen (7), Docent Class (4), Art Bugs (5 kids, 5 adults), Create a Critter (5).

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (27), Kentucky Ridge Outreach (28), Salvation Army Outreach (21), Manly (4), Kids Karnival (80), Girl Scouts Overnight (4 adults, 16 kids).

Programs: Board Meeting (7), Foundation Mtg. (5), 50<sup>th</sup> Anniversary Mtg. (3), Acquisition Mtg. (4), Exhibition Mtg. (4).

Special Event: n/a.

**Outreach / Specialty Tours:**

Groups touring: -- West Hancock Middle (4 adults, 43 kids).

Outreach locations: Prairie Ridge Outreach (27), Kentucky Ridge Outreach (28), Salvation Army Outreach (21), Manly (4).

**Special Projects:**

The Museum began the CIP project to update the Salsbury Room. The project consists of several parts including updated energy efficient lighting, a new sound system that will also act as a public address system in the event of an emergency. It will also report or replace broken furnishings needed for the venue rental program. In January the LED lighting was installed, which made the low lighted room much more compatible with using it as a meeting space on occasion.

**Grants and Donations:**

Here is listed the grants we have both applied for and received.

**Membership:**

363 members

**Attendance:**

Gallery / Open Studio / Shop: 449

Programs: n/a

Outreach: 160

Rentals: 242, plus NIACC (30)

Classroom: 132

Playground: 150

# Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

## **Utility Division:**

Repair Type	Repair ID
Dirt Work	(1 Dirt Work)
Dirt Work Hauling Spoils	(1 Dirt Work Hauling Spoils)
Equipment Maintenance	(2 Equipment Maintenance)
General Maintenance	(12 General Maintenance)
Hydrant Repair	(7 Hydrant Repair)
LANE CLOSURE	(1 LANE CLOSURE)
Road Box Repair	(3 Road Box Repair)
SAFETY TRAINING	(1 SAFETY TRAINING)
SAFETY TRAINING (Hands On)	(2 SAFETY TRAINING (Hands On))
SNOW PLOWING/HAULING	(1 SNOW PLOWING/HAULING)
Street Repair	(1 Street Repair)

## **Internal Service Division:**

### Mechanical

Service and misfire on car 20 for Building Inspector

New battery on Kurt Sauve car

Service Engineering Department vehicle

Service and repair 3 fire trucks and ambulances

Replace battery in park tractor

Service and repair 7 police cars

Repair and service 6 Sanitation trucks, brakes, etc.

Repair and service 19 Street Department vehicles

Service and repair 2 water utility vehicles

Service and repair 3 water supply vehicles

Plow snow as needed

### Electrical

Repair the streetlights at Northbridge, N. Federal and N. Pennsylvania

Repair streetlights as needed

Remove Christmas decorations

Repair heater at Water Supply

Cleaned snow from traffic signals as needed

Repair lights in the parking lot at State and Pennsylvania

Repair signal heads and street light heads

Repair HVAC air compressor at the Police Department

Install flowmeter control pod and conduit in aeration building for Water Reclamation

Repair light at courthouse driveway on N. Washington

Repair parking lot light at the 43rd Street water tower, old plant building, replace both photocells at water tower

Repair lights on red flash at 19th and S. Taft, reset controller

Repair odor control fan motor in the pre air building at Water Reclamation

Repair emergency lighting and other lighting at Street Department

Replace 3 lamps on north end loop

Repair lighting in parking lot west of City Hall

Plow snow as needed

Repaired street light at 1st and N. Pennsylvania

Install ceiling heating panel in pump station 1 for Water Reclamation

Repair lighting in locker room at Police Department

Repair skate rink lighting

Repair lighting in the basement hallway and upstairs hallway at Police Department

Repair lighting for portable jobs for the Water Utilities Department

Repair and replace 20 lamps along the streetscape on N. Federal

**Wastewater Division:**

Routine Activities for the  
month:

**January**

**2016**

**Division: Wastewater**

● Wastewater treatment:

Monthly Total:	202.976	million gallons
Daily Average:	6.548	million gallons per day
Daily Maximum:	7.359	million gallons per day
Sludge processed	1.741	million gallons

**Collection System:**

- Lift station inspection/maintenance M/W/F and as needed  
Sewer
- calls 3
- Sewer crew assisted Street Department with snow plowing
- Cleaned and televised storm & sanitary sewers for engineering project
- Put new truck 56 into service

**Treatment Plant Activities:**

- Conducted rounds of the plant every four hours
- Ran belt thickener five days
- Monthly safety inspections
- Had all fire extinguisher yearly checked
- Installed two new RAS flow meters
- Checked and replaced all oil in plant lift pumps
- Hauled scrap metal to junk yard

**Laboratory/ Pretreatment Activities:**

- Performed laboratory analysis on five Industries
- Completed DNR Monthly Operating Report
- Inspected Metalcraft
- End of year calculations

**Sanitation Division:**

Refuse collected	363.98 tons	
Recycling collected	131,660 pounds	
Yard waste collected	6.43 tons	(Christmas Trees)
Large item number of stops	29	

Materials collected

Large furniture	27
Small furniture	16
Tubs & toilets	0
Appliances & TVs	5
Electronics	0

Request for service calls 239

**Street Division:**

Clean and maintain shops and equipment as necessary

Move desk for the Police Chief

Fill potholes with cold patch

Remove ice created by numerous sump pumps

Haul mulch and wood as needed

Pick up dead deer as needed

Pick trash dumped by citizen at 25th St. NW and N. Taft Avenue

Handle 10 tree calls, 5 removals, limbs down, trimming , etc.

Set up handrails

Split wood for the campground

Hang new banners downtown for Main Street Mason City

Repair signs as requested by Engineers office

Plow, haul snow and sand/salt as needed

Build new barricades for the band fest parade

Remove large tree in ditch near N. Eisenhower bridge

Restock sand for ice control

Remove Christmas decorations

**Park Department:**

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Make ice on the rinks at Ray Rorick, East Park and Hoover school area

Snow removal on all city owned sidewalks, plaza, lots, bridges, trails, ice rinks, etc.

Split firewood for the campground

Clean and pick up dog waste stations

Attend Iowa One Call training

Clean old storage building

Haul snow from downtown with the Street Department

Clean up sledding debris at the sledding hill

# Police Department

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Reported by Jeff Brinkley, Police Chief

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## **Patrol**

Total Calls for Service – 1,644

### Top Ten Calls for Service

1. Traffic Contacts - 218
2. Medical – 198
3. Suspicion – 126
4. Collision – 100
5. Disorderly – 95
6. Animal – 87
7. Alarm – 81
8. Welfare Check – 81
9. Theft – 68
10. Domestic – 57

In addition to calls for service, 1<sup>st</sup> Detail took a middle school student on a ridealong so that she could learn about police work. 2<sup>nd</sup> Detail gave two tours of MCPD to local Boy Scout Troops.

## **Criminal Investigations**

CID assisted with two presidential candidate visits in January at the request of the Secret Service. They also picked up 22 cases and completed three death investigations.

Detectives continued to work on restaurant/bar burglary leads and detail information on timeline and locations for patrol. A warrant was issued and the offender arrested for indecent contact with a child. Several warrants were issued for forgery and unlawful use of a credit card and the suspects were arrested.

Our department continues to participate as a member of the North Central Iowa Narcotics Task Force (NCINTF). As a result, several cases have been referred to the United States Attorney's Office for prosecution in the Northern District. NCINTF was also involved in a local methamphetamine investigation that resulted in a search warrant being served at a local residence where methamphetamine and cash were recovered. The investigation is ongoing.

## **Administration**

We had a presence at several regular meetings this month, to include: Mental Health Council, Behavioral Health Steering Committee, North Iowa Wellness Coalition, Youth Task Force Executive Board, North Iowa Transition Center Board, Cerro Gordo County Emergency

Management, Seniors and Law Enforcement Together, North Iowa Crime Stoppers, Child Abuse Protection Council, North Iowa Domestic and Sexual Abuse Community Coalition, North Central Iowa Narcotics Task Force, Iowa Police Chiefs Mid-Size Agency Meeting, and MCPD Administrative Meetings.

We are working to be active with our social media accounts by providing timely and useful information. In January we picked up 71 new followers on Twitter for a new total of 808 and 100 new likes on Facebook, for a new total of 842 likes.

Our Crime Prevention Officer made presentations on Neighborhood Watch and Safe Routes to School with our School Resource Officer. We continue to work on programming for spring and summer outreach activities. Two nuisance properties required action this month – one was cited and served and the landlord intervened in the other to move a challenging tenant.

In-Service Training was completed for all employees on January 8, 14, or 20. Our training topics this month included CPR and defibrillator recertification and annual OSHA training.

We are continuing through our sewer lining project and are hoping to wrap it up soon. We passed our annual spring inspection in January and hope to have bid documents ready for our upcoming HVAC project.

I joined the department as the Police Chief on January 4, 2016. I've had the opportunity to meet all department personnel and to start to attend several regular meetings in the community. I am slowly starting on my first-year action plan and learning our department operations. Staff submitted a proposed operating budget for review and one revision of that budget after being asked to cut 0.7% from our proposal.

# Public Library

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Reported by Mary Markwalter, Library Director

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This month I attended regular meetings, Rotary, Library Board, City Staff Meeting, Friends of the Library, Library Staff Meeting, MCPL Morning Book Club and a Statewide Courier Meeting held at Drake University and sponsored by the State Library of Iowa.

Winter Reading Bingo, a reading program for adults sponsored annually by the Friends of the Library began on January 18, 2016 and goes through March 31, 2016. Program registration is available at the Commons Desk. The Friends offer many great prizes for Winter Reading Bingo Winners!

<b>January 2016 Statistics Highlights:</b>	<b>Monthly</b>	<b>YTD (7/1/15 to present)</b>
Circulation-Print Books	6862	55819
Circulation E-Magazines	540	4285
Circulation Print Magazines	299	2341
Meeting Rooms Used	216	995
New Patrons Registered	101	777

# Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

## Recreation Monthly Activities:

- Adult Basketball
- Adult Volleyball
- Before and Afterschool Care
- Tiny Tot Basketball
- Youth Cheerleading
- Tiny Tot Cheerleaders
- Youth Tumbling
- Winter Break Camp
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

## Daily Participation Rates:

Monday	362
Tuesday	357
Wednesday	601
Thursday	333
Friday	175
Saturday	1,134

Total People Served in 2016 thru January: 12,983

Total People Served in 2015 thru January: 12,331

## Highland Park Golf Course Monthly Activities:

- Disassemble all 12 greens mower units (6 4-bolt, 3 center adjust, 3 groomer reels)
- Disassemble set of 3 tee mower units
- Measured reels on set of 6 ( 4-bolt units) reels to be replaced
- Make order for parts needed
- Remove all bed knives inspect and clean bed bar and replace with new knife all reels
- Pull and replace 7 roller bearings on greens mower reels
- Pull and repack all bearings in each unit
- Order and replace 6 reels in 4 bolt units with new reels bearing and seals torque
- Clean and new filters for air filtration unit

- Set up grinder and grind all 15 greens and tee reels
- Set up grinder for bed knives and grind true top of bed knives and face grind true
- Disassemble groomers on groomer reels replace small bearings in housing
- Reassemble groomer reels, center adjust reels, 4-bolt and tee reels
- Grease all components level all rear rollers and set to height to each set
- Set each ready to back lapp
- Disassemble 14 fairway cutting units inspecting each
- Disassemble 2 front and 4 rear rollers new bearings on 2008 set
- Inspect reel bearings and repack all
- Inspect and clean bedknives for grinding
- Set grinder to grind large reels
- Grind all 14 fairway reels
- Grind all 14 bedknife tops and reset grinder to face bed knives
- Grease all remaining rollers and purge
- Bring in 2008 6700 fairway tractor change oil, grease, clean air filters and drain diesel filter inspect for any other problems
- Put reels back on 2008 tractor adjust
- Inventory golf accessories (pins, cups, flags etc.) Place standard spring order
- Purchase orders
- Safety meeting
- Safety inspections for month of January
- Staff Took Vacation
- Process Time Cards
- Order Season Pass Bag Tags

### Recreation Special Activities/Accomplishments:

- Processed 3 new employees
- Facilitated 56 safety trainings
- Trained 28 youth coaches
- The Annual Ice Fishing Derby was featured in AAA Living as a weekend event to attend in the State of Iowa
- Ran our Fifth Annual Ice Fishing Derby at Big Blue with approximately 125 participating.
- Ran our Twenty-sixth Annual Kids Carnival at South Bridge Mall with approximately 550 participating and 15 community partners.
- Worked on the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds
- Renewed Larry and Karen Anderson as our 2016 Camp Ground Managers
- Started preparation for a city wide track meet
- Started preparation for Easter Egg Hunt
- Started preparation for Earth Day

- Budget process and changes
- Held a quarter meeting with Visit Mason City
- Worked with the I JAG Class on a pocket park project
- Reworked our internet contract for the Camp Grounds
- Assisted in answering a number of questions to help the City of Nora Springs
- Wrote, met, and submitted a Pickleball Grant to the Worth County Development Association
- Brainstormed ideas for new items for the Camp Grounds store for resale
- Attended the Safety Committee meeting
- Continue working on the disc golf course
- Met with Human Recourses to plan out the summer part-time hiring process

### Highland Park Golf Course Special Activities/Accomplishment:

- Clean, new belts purge bearings. Order used inner housing on #3 (worn bad)
- Reassemble 08 reels level rear rollers set attitude and height of cut
- Moved snow 2 times
- Held a quarter meeting with Visit Mason City
- Took bids on the new Website
- Starting preparation for the new Website
- Attended the Safety Committee meeting
- Met with Human Recourses to plan out the summer part-time hiring process

### Recreation Work to Be Completed in Coming Month:

- Run Adult Basketball
- Run Adult Volleyball
- Run Before and Afterschool Care
- Run Tiny Tot Basketball
- Run Youth Cheerleading
- Run Youth Tumbling
- Find Youth Sponsor for Spring and Summer Sports

### Highland Park Golf Course Work to Done in Coming Month:

- Reassemble 99 6700 fairway reels
- Move 99 6700 tractor to shop and perform winter maintenance
- Clutch repair 3200 Toro workman
- Batteries and repair of electric beer/utility cart
- Build new broken tee boxes
- Winter inspection and maintenance greens tractors, trap rakes utility cart

# Volunteer Program

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Reported by Drew Verstegen, Volunteer Program Coordinator

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## Routine Activities for the Month:

- Calling sponsors for Tree pruning and Earth Day
- Update Channel 4
- Radio Show explaining Volunteer Service position
- Find Volunteer for Veteran Memorial
- Earth Day Event planning/committee meetings
- Mason City Volunteer Center webinar
- Logged Hours
- Grant application submissions for Beautification 2016
- Tree Pruning event planning
- New volunteer for Transit Tokens

## Projects/Programs Completed or Ongoing:

Volunteer Committee	4.00
Total	4.00
Earth Day Committee/Event Staff	24.00
Total	24.00
Maintenance/Restoration	8.00
Total	8.00
Gallery Attendant	5.00
Total	5.00
Housing Authority	29.50
Total	29.50
Miscellaneous	39.00
Total	39.00
Police Department	9.00
Total	9.00
Transit Tokens	6.00
Total	6.00

Recreation Basketball	66.00
Total	66.00

Month Total	190.50
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# Youth Task Force

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Reported by Mary Schissel, Youth Task Force Director

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## Youth Action Teams

- Youth at all three high schools are moving into the planning phase on their behavioral health projects in February.
- The Chairs of all 3 Youth Action Teams wrote an article for the YAT CHAT portion of the Youth Task Force newsletter.

## Health / Safety Focus Areas

- 1 adult from Prairie Ridge Integrated Behavioral Health was certified as a Youth Mental Health First Aid Instructor.
- A total of 152 law enforcement and fire department staff from Cerro Gordo County signed up for the 3 Youth Mental Health First Aid workshops the YTF is holding in Feb.
- A marijuana update presentation was given by the Director to law enforcement attending the Youth Mental Health First Aid workshop on Feb. 1.
- Two billboards and cash register tape ads at all 3 HyVee locations in Mason City about marijuana awareness continue to run.
- The Behavioral Health Resources Work Group began discussion on communication/coordination of efforts.
- 2<sup>nd</sup> semester Positive Action program delivery began at JAMS.

## Marketable Skills / Effective Education Focus Areas

- Adult volunteers on the Marketable Skills Promise Team secured Job Coach volunteers for students in the 11<sup>th</sup> and 12<sup>th</sup> grade iJAG class at MCHS.
- New Job Coach orientation is scheduled with Youth Task Force staff on 2/4 and 2/8.

## Relationships / Volunteering Focus Areas

- There are 41 active adult/youth mentoring matches in the county. (MC-22 & Clear Lake/West Fork-19) There are 19 youth waiting for a mentor.
- There are 3 new mentors trained and in the process of being matched.
- There are 17 active peer mentor matches in Mason City.
- The Mentoring Coordinator set up a Pinterest board with activity ideas for the mentors to access.
- Mentoring information was posted on Channel 4 and on the screens at the YMCA.

## Staff/Other

- The Director assisted the Blue Zone Project and Chamber in planning for a grant submission to the Telligen Foundation.
- Staff hosted a technology study group with an outside guest.

## MEETING SCHEDULE

- Feb. 1, 16, & 22: Youth Mental Health First Aid workshops for law enforcement/first responders
- Feb. 2 & 16: Alternative High School Youth Action Team meetings

- Feb. 4 & 8: LifeWORKS program Job Coach orientations
- Feb. 8 & 22: Newman High School Youth Action Team meetings
- Feb. 12 & 26: MCHS Youth Action Team meetings
- Feb. 17: Executive Committee Meeting
- Feb. 18: Administration/Funding Study Group meeting
- Feb. 23: Relationships/Volunteering Promise Team meeting
- Feb. 24: Health/Safety & Marketable Skills Promise Team meetings