

# City Administrator's Monthly Activity Report

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Brent Trout, City Administrator

May 2015

*(Issued June 24, 2015)*



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

# City Administrator Comments

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Mayor and City Council Members,

The Mac Nider Art Museum had a very good Art Festival this year with the kids to have a great time doing painting and other arts and craft activities. Speaking of painting, the pavement marking crews have started their process for the summer of painting the lines on various parking lots, symbols on the roadway and eventually painting the lines on the pavement. Please watch out for the painting crews when driving around Mason City.

Citizens may have seen a number of stakes in the ground painted orange on top in the right of way in various locations throughout town. Many of these stakes have been placed as future locations for bike trail signs. The City currently has 3 of the 11 routes signs up with an additional 3 routes marked for locating of the utilities to ensure it is safe to install them. Staff is currently projecting that all the bike route signs will be installed by the end of July.

In July the City staff will begin to review the City Code for locations where items are outdated, incorrect or no longer applicable to City procedures. Sterling Codifiers will also begin to review our code for discrepancies with the current State of Iowa code to make recommended changes to keep us compliant with State law. The process will be used to make one big cleanup of the City Code for City Council approval. This procedure has not been done in over ten years. The City Council included this project in the capital improvement projects for FY 2016.

At their last meeting, the Planning and Zoning Commission discussed changes to the zoning code related to 1<sup>st</sup> tier parking in the Z4 and Z6 districts, type and opacity requirements for fencing and the creation of an overlay district for Federal Avenue Corridor to address zoning issues in the event of a building loss. The changes are recommended based on recent variances granted and feedback provided in the last year regarding our zoning code in these areas. The requests for variance helped to expose the need for change. The Planning and Zoning Commission will consider these changes at their next meeting and the changes will be presented to Council for consideration after their approval.

The Engineering Department issued 47 sidewalk violation notices in May to address the walkability of existing sidewalks. Well number 14 (located off of Kentucky Avenue) was pulled after experiencing multiple issues with the pump and motor. The well was rebuilt nearly 11 years ago. In that time frame an estimated 4 billion gallons of water was produced from the well. The rehabilitation of the well in general included a new motor, new pump and well casing.

Many staff members in the police and fire departments participated in an Emergency Management event in May. The event simulated a train derailment on the train line located at 1<sup>st</sup> Street SW. The event included issues of severe weather, fire and hazardous waste spills. These types of exercises are important to train staff so we are prepared in the event of a real emergency situation.

Sincerely,



Brent Trout  
City Administrator

# Airport

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Reported by Pam Osgood, Airport Manager

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Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 5/1/2015 – 5/31/2015	25,890.20 Gallons	300 Buses
Enplaned 588 – Deplaned 580		

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

- Preparation of Board Packet Information, Agenda and Attendance at May Airport Commission Meetings 5/1/2015, 5/11/2015 and 5/20/2015.
- Daily Runway Inspections
- Mow airfield and airport grounds
- Oversee Airfield Lighting Improvement Project
- Approved Agriculture Hay Operation Lease Agreement
- Awarded Terminal Electrical Upgrade Project
- Approved Application for IA DOT State Commercial Vertical Infrastructure
- Approved (2) IA DOT Airport State Funding Program Applications

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

- Preparation of Board Packet Information, Agenda and Attendance at the June Commission Meeting
- On-going Construction of new General Aviation Hangar

# Blue Zones Project

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Reported by Angie Determan, Coordinator

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Item	Discussion
<b>Accomplishments &amp; Status</b>	<p><b>Worksites</b> –Mason City Clinic is working on pledge items, met with Chamber director on possible ideas for 2015/16. Tanner O’Brien, liaison on the Worksite committee resigned from Chamber.</p> <p><b>Grocery</b> – met with new store director at HyVee West, coordinating promo for their 50<sup>th</sup> anniversary in Mason City and how Blue Zones Project work can be implemented into the celebration, Kid’s cooking classes at both HyVee West/East using Blue Zones Project volunteer Rebecca Harken who is a ISU diet &amp; nutrition major.</p> <p><b>Restaurant</b> – Farm to Fork meeting tomorrow June 24</p> <p><b>Community Policy</b> – invited to do full application - working with partners (Cerro Gordo Extension and School District to submit Wellmark Foundation Community Impact grant for \$75,000 1:1 match required. Focus is community garden water enhancement, school greenhouse and garden at Lincoln Intermediate.</p> <p>Visit Mason City 30 Days of Fun promotion celebration their 30<sup>th</sup> anniversary –sponsored June 8<sup>th</sup> – Hit the Trails! (Gifts were provided and selfie campaign is part of promotion).</p> <p>Community Gardens will have their summer education event August 6<sup>th</sup>. In September they will begin assessing adding a possible third garden site for 2016.</p> <p>Bike valet using newly acquired mobile bike racks. Loaned out all 20 racks to Police Dept. for Running with the Law Triathlon.</p> <p><b>Bike Rodeo</b> – follow up to bike rodeo, BZP purchased books for all 3<sup>rd</sup> grade classes in Mason City – <i>Mick Harte was Here</i>.</p> <p><b>Schools</b> – working on grant requirements (see above).</p> <p><b>Engagement</b> – New work on next theme, Bountiful Harvest, being developed</p> <p><b>Volunteer Center</b> – continued overwhelming response to our launch.</p> <p>Update: To date these are the signed agreements:</p> <p>CASA – Tier 2</p> <p>City of Mason City (collaborating partner – no cost)</p> <p>Crisis Intervention – Tier 2</p> <p>Emergency Management (no cost – decided when we started they would not be charged for disaster preparedness)</p> <p>Hawkeye Harvest Food Bank – Tier 2</p> <p>IIOF Home &amp; Community Therapy Center – Tier 3</p> <p>Main Street Mason City – Tier 2</p>

**Item**

**Discussion**

RSVP of North Central Iowa – Tier 2  
VFW Post 733 – (no cost - decided when we started)  
*New Update from last month:*  
Wright on the Park – developing job description and will join  
Mason City Family YMCA – developing job descriptions  
Special Kids Special Love – presented and will discuss with their board  
NAMI – contacted us and we have replied to set up an appt.  
United Way – contacted new interim director to talk after she has time to acclimate to new position.

**CONTACTED – NO DECISION TO DATE**

Community Kitchen (waiting for Amanda to return)  
Girl Scouts (visited with but have not heard back from them, I have touched twice to ask)  
Mercy Medical Center – Candy had personal item and we have not been able to reschedule yet  
Newman – visited with, may be interested  
River City Society for Historic Preservation – met with, transition with a paid director leaving, will reconnect but it doesn't seem promising right now  
  
New volunteer – ISU student

**Purpose Workshop** – June 8 - NIVC Transition Boot camp.

**Issues/Needs**

Wellmark prepare an update of one page summary of successes

**Upcoming Activities**

Working with KCMR radio on promotion of Sculpture Walk and Walking Moais (July 13/17)

**Project/Product Updates**

**Other**

Received updated one page summary of our successes from 2014/15. Gallup Healthways Well-being Index® results should be released mid-summer. We have received an indication that Mason City will be pleased (again) with our results and that we may be the only community that has made significant positive movement.  
Met with key leaders that brought the Blue Zones Project opportunity to the attention of the community to assess their re-commitment to the project. Unanimous support! (Mayor, City Administrator, NIACC president, Mercy NI CEO, Superintendent of Schools, Chamber director, Wally Smeby/major funder). Mercy committed financially to continue to support.

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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Routine Activities for the Month of May:

- Council Meeting Agenda & Minutes for the two meetings
- Human Rights Agenda, Packet & Minutes for May
- Issuance of Licenses:
  - 1.) Alcohol Beverage Licenses: 9
  - 2.) Animal Licenses: \$1,540 Revenue
  - 3.) 32 Licenses were renewed
- Preparation of 27 Resolutions & 3 Ordinance and Corresponding Council Packet information

# 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: May 2015

*Major Departmental Activities and Other Items of Interest:*

Iowa Reinvestment District Grant: On May 21, the Mayor, several council members, members of staff and representatives of partner organizations (around 30 total) appeared before the Iowa Economic Development Authority Board to present our request for funding under the Iowa Reinvestment District Act. Four other cities were represented. In the Development Services Director's opinion, Mason City's presentation was the most concise, persuasive and complete. The IEDA staff subsequently asked staff for clarification of expected revenues from the various projects, which was sent to them in early June. The Board is expected to make a funding decision on June 21. We have very high hopes for a successful application.

Blue Zones Conference: On May 6, Development Services Director Steven J. Van Steenhuyse was one of several Mason City representatives attending the first ever Blue Zones Conference in Des Moines. This conference was attended by representatives of Blue Zones communities all over the country. The Director was asked to serve on a panel describing community policy efforts, specifically, our Bicycle and Pedestrian Master Plan. Once again, this award-winning plan has helped to shine the spotlight on Mason City.

Property Maintenance Code: The Director and the Neighborhood Services and Transit Director have been exploring the International Property Maintenance Code (IPMC) as a replacement for the current Mason City Housing Code. The Phil Flinchum hearing revealed several problems with our current process that might have been avoided under the IPMC. Staff is comparing the IPMC with our current code to see what amendments should be adopted along with the new code. We hope to have this ready for initial consideration by the Council by late summer or early Fall.

Main Street Board: The Director serves as the City liaison to the Main Street Mason City Board. At the May 28 meeting, we learned that Executive Director Jodee O'Brien would be leaving the position. Jodee has done a fantastic job as Director and should be commended for the many improvements she brought to Main Street and for her leadership with RAGBRAI. We will miss her and wish her the best.

Development Review Committee: 4 meetings held in April: 4/7, 4/14, 4/21 and 4/28

Activity	May 2015	YTD
<b>Total Development Plans Reviewed</b>	5	30
<b>Concept Plans</b>		
Concept plans reviewed/approved as a Minor Site Plan	4	12
Concept plans to be resubmitted as a Major Site Plan	0	11
Total Concept Plans	4	23
Major Site Plan Reviews Completed	1	6
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	1	3
<b>Plats of Subdivision</b>		
Preliminary	0	0
Final	1	2
<b>Other Reviews</b>	3	11
<b>TOTAL ITEMS REVIEWED</b>	8	43

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

Activity	May 2015	YTD
<b>Zoning Permits Issued:</b>		
Commercial, Principal Structure	3	9
Commercial, Accessory Structure	0	0
Residential, Principal Structure	6	7
Residential, Accessory Structure	8	18
Signs	9	22
Floodplain	2	3
<b>Encroachment Permits</b>	0	4
<b>Zoning Board of Adjustment Cases:</b>		
Appeal	0	1
Conditional Use Permit	0	3
Variance	4	5
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	1
Change of Zone	1	2
Miscellaneous	0	2
Preliminary Plat	0	0
Site Plan Approval	0	3
Zoning Ordinance Text Amendment	0	0
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	2	5
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	3

Activity	May 2015	YTD
<b>Zoning Violations</b>		
Reported	3	13
Unfounded	0	0
Founded-Resolved without citation	3	19
Citations	0	0
Open Cases	0	4
<b>Zoning Inspections</b>		
Zoning –Setback	4	10
Zoning - Final	0	5

*Projects:*

- Initiating CDBG application for downtown façade project.
- Slum and blight determination for downtown.
- Zoning violations on the Hardy properties on S. Monroe Ave.
- Preparing for historic house moves.
- Preparing CLG application to host the Preserve Iowa Summit in 2016.

*Boards and Commission meeting Highlights:*

- Environmental and Sustainability Advisory Commission: The Commission did not meet in May.
- Historic Preservation Commission: The Commission started planning a series of quarterly events called “Mason City Show and Tell.” At the event, a guest speaker will do a presentation on the evening’s topic followed by an “open mic” show and tell. The first event will be held in September.
- Planning and Zoning Commission: The Commission recommended approval of a Change of Zone for the Village at River Bend.
- Zoning Board of Adjustment: The Board reviewed four variance applications. All four were approved.

*Other Items of Interest:*

- Mason City has been invited to submit a proposal to host the Preserve Iowa Summit. The Summit is a yearly conference of historic preservationists that draws approximately 250 attendees. 2016 marks the 50<sup>th</sup> anniversary of the adoption of the National Historic Preservation Act of 1966; the desire to host the conference in Mason City reflects the hard work Mason City has done in historic preservation.

**BUILDING INSPECTIONS DIVISION**

*Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Permits</b>	<b>May 2015</b>		<b>YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	31	\$4,136,753.15	88	\$22,948,727.62
Minor Building Permits	14	\$ 83,799.10	65	\$ 392,399.88

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Electrical Permits	24		96	
Plumbing Permits	16		62	
Mechanical Permits	10		98	
Sign Permits	9	\$ 17,230.00	23	\$ 119,933.00
Demolition Permits	3	\$ 13,454.00	17	\$ 420,274.00
Structure Moving Permits	1	\$ 20,000.00	2	\$ 25,000.00
<b>Inspections</b>	<b>May 2015</b>		<b>YTD</b>	
Number of inspections	100		525	
<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	37	4	118
Multi-residential	0	0	0	0
Commercial	0	7	5	37
Industrial	1	0	1	1
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	13	0	42
<b>Fees Collected</b>	<b>May 2015</b>		<b>YTD</b>	
	\$20,192.00		\$104,153.89	

## **NEIGHBORHOOD SERVICES AND TRANSIT DIVISION**

### *Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>May 2015</b>	<b>YTD</b>
Total Cases Initiated	36	251
Staff Initiated	10	126
Response to Complaint	2	34
Anonymous Complaint	22	71
SeeClickFix	2	20
Founded Cases	10	183
Unfounded Cases	13	35
Cases Closed	21	214
Citations Issued	2	4
Cases to Court	1	2
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	2	3
Dangerous Building	1	10
Abandoned Vehicle	1	4
Tree/Shrub Maintenance	2	12
Garbage	1	2
Inoperable Vehicle	0	2

<b>CODE ENFORCEMENT REPORT</b>	<b>May 2015</b>	<b>YTD</b>
Junk, Rubbish or Refuse	8	57
Other	3	22
Writ of Removal	13	100
Snow Removal/Weeds & Tall Grass	115	346

*Rental Inspections Summary*

<b>Rental Inspection Report</b>	<b>May 2015</b>	<b>YTD</b>
Initial Inspections	52	296
Reinspections	2	6
5 yr. Inspections	76	324
Complaint Inspections	16	58
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	22	135
Inspections cancelled by Inspector	3	24
Failed inspections	15	108
Passed Inspections	82	424
No Shows	10	46
<b>Total # of Inspections</b>	<b>146</b>	<b>784</b>
Rental Dwelling Certificates Issued	148	314
New Landlord License Issued	4	29
Units White Tagged	8	28

*Nuisance Property/Disorderly Premises: Collaboration with PD:* No new notices initiated in the Development Services Department.

*Condemnation/Demolition:* Notice of Intent letters were mailed to several dilapidated or nuisance buildings, including 1450-1454 North Federal Avenue.

*Court Cases:* Neighborhood Services and Transit Manager Pat Otto and Code Enforcement officers Jim Sberal and Kyle Peterson attended the *certiorari* hearing in the Phil Flinchum case on May 28 and 29. Ms. Otto and Mr. Sberal were called to testify. A decision by the Circuit Court is expected sometime in July.

*Recreational Vehicles:* Staff received one complaint about a camper located on the lawn; upon notification, the owner moved the trailer into a compliant location.

# 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>
April	7	41%	10	59%	17
Year to Date	71	54%	60	46%	131

Burials increased in again in May and continue to exceed last year. Cremation burials were unusually high compared to traditional burials this month.

## Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
April	11	2	13
Year to Date	48	9	57

Lot and Niche sales were strong in May, but plot sales are still below last year while niche sales are slightly above last year.

## Projects

Cemetery Information Management System (CIMS) All the maps and data have been submitted to NewCom Technologies for them to convert to their system. Anticipated installation of their system into the cemetery computers is toward the end of June. The Advantage Company reports that the historic records have been microfilmed and are in the process of being digitized for computer retrieval.

The Monroe Avenue Entrance Improvement project: The concrete street and curbing has been installed and the entrance is open again. Installation of the fencing will be completed as the weather permits.

Certified Local Government grant: Tallgrass Historian L.C. has been hired to do the intensive survey and evaluation of the cemetery. A conference call was held with them and the State Historic Preservation Office. A kickoff meeting will be scheduled in July to inform the public of the project and educate volunteers that will assist.

Administration – Flower sales, plot and niche sales and vase sales all saw a substantial increase over last year. The office was open each day of the Memorial Day weekend. This kept the office staff quite busy during the entire month of May.

Operations – Increased burials, pouring more cement foundations for markers and getting the grounds ready for Memorial Day kept the grounds staff very busy. Kent Sauve and Randy Opheim were involved in the Urban Forest training.

Board of Trustees – There was no board meeting the month of May.

# Engineering Department

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

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## Division: Engineering:

### Engineering

#### o Engineering

• DRC Site Reviews	8
• Storm Water Management Plan Review & Approval	0
• Sanitary/Storm Sewer Service Permit & Inspection	
▪ Repair/Replace	1
▪ New Installation	3
▪ Disconnect	5
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	47
▪ Repair/Replace	7
▪ New Installation	12
• Pedestrian Ramp Survey & Design	4
• Driveway Approach Permit & Inspection	8
• Iowa One-Call Locates	404
• Emergency Call-outs	8
• 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	0
▪ Moving/Oversized Load	5
▪ Contractor Traffic Control Plan	3
▪ Community Event Street Closure	2
• Permit Review & Approval - City	
▪ Building	4
▪ Demolition	3
▪ Moving	4
• Permit Fees Collected	\$145
• Sanitary Sewer Records Drawn and Scanned (GIS)	0
• Field Book Updates (GIS)	10

#### o Traffic

• Traffic Sign Work Orders New/Remove/Replace	38
• Traffic Sign Reviews	41
• Traffic Sign Orders	1
• Stake Sign Locations	32
• Bike Trail Sign Reviews	186
• Bike Trail Sign Work Orders	22

- Streetlights
  - New Installation Requests 2
  - New Installation 0
  - Repair Request 2
  - Street Light Repairs 1
- Traffic Signal Repairs 23
- Emergency Call-outs 1
- Iowa One-Call Locates 6
- Iowa One-Call Locate Reviews 420
- Emergency Call-outs 1
- Emergency Siren Repairs 0

**Division: Water Supply**

- Water Production
  - Monthly Total (gal.) 141,402,000
  - Daily Average (gal.) 4,561,000
  - Daily Maximum (gal.) 5,167,000
  - Daily Minimum 3,582,000
- Water Plant Maintenance and Repair
  - EDR Stacks Rebuilt 0
  - EDR Membranes Replaced 0
- Customer Service
  - Iowa One-Call Locates 304
  - Pick up Bills at Hy-Vee West 55
  - Monthly Bacteria Samples 36
  - Check Water Quality at Residents and Businesses 12
  - Hydrant Flow Testing 1
  - Service Inspections 0
  - Correlate Water Main Breaks and Investigate for Leaks 2
  - Water Main Shut Down for Repairs 3
  - Water Shut Offs for Non-Payment 56
  - Water Re-Connects 79
  - Assist With Installation of Water Meters 37
  - Repair Water Meters and Collect Reading 154
  - Deliver Red or Tan Tags 75
  - Update Service Data Base and Maps 5,000
  - Water Service Permit/Inspection
    - Repair/Replace 5
    - New Installation 4
    - Disconnects 3
- Meter Department
  - Meters Installed 79
    - Industrial 1
    - Commercial 9

▪ Residential	69
• Meters Repaired	0
• Contractor and Garden Meters Installed	8
• Meter Reads	17,576
• Meters Read	9,288
• Meters Estimated	2,468
• Water Shut-Offs for Non-Payment	0
• Water Re-Connects	0
• Water Meters Ordered	281

Two service contracts for professional services were awarded through the Engineering Department. The service contracts are for the 19<sup>th</sup> Street SE Street and Utility Extension project and the Repointing project at the Water Pumping Plant.

The street rehabilitation program and sidewalk program for 2015 were let in May with award of contract scheduled for the first meeting of the City Council in June.

A construction agreement for the left turn lane into the North Iowa Event Center from Hwy 122 was negotiated and executed. Construction will be scheduled for later this summer or fall.

Phase one of the initial systems pedestrian trails is under construction with an expected completion date in June.

Work continues with consultants to finalize plans and specifications for two additional phases of the initial system which includes a major expansion of the trails system in Mason City.

The bike and pedestrian route signing project continues to progress. Three of the ten routes have been signed; the remaining route signs are being manufactured and work orders prepared for installation.

Well No. 14 was pulled after experiencing multiple issues with the pump and pump motor. The well was last rebuilt nearly 11 years ago. Over that period time an estimated 4 billion gallons of water was produced from the well. The rehabilitation of the well in general includes a new motor, pump and well casing.

# Finance Department

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Reported by Kevin Jacobson, Finance Director

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## Routine activities for May:

### Finance

- Prepared and issued 575 payable checks
- Worked with vendors on payable issues
- Prepared and issued 25 receivable invoices
- Certified 13 unpaid invoices for tax collections
- Sent 13 collection notices to the State Offset Program
- Received and recorded 19 State Offset Payments for delinquent accounts
- Prepared and issued 1085 payroll checks
- Recorded end of month receipts
- Completed monthly IPERS report
- Continue to record receivables for the ambulance billings
- Sorted 6,900 pieces of mail and forwarded to departments
- Recorded ambulance receivables
- Worked on possible bonding for Reinvest Iowa project
- Completed monthly reconciliation for April
- Had meetings with Department Heads and completed monthly CIP update for April
- Performed monthly investment activities
- Meet with several Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Attended GFOA conference

### Utility Collections

- Continue training new employee
- Recorded 17 ACH activities
- Prepared 44 utility adjustments
- Issued 10,857 utility bills
- Answered approximately 696 phone calls for customer requests
- Responded to 79 voicemails for utility questions
- Completed 366 utility service orders (finals & new customers)
- Handled 9 bad debt issues

- Completed 53 tasks related to landlord requests
- Issued 449 shutoff notices
- Processed approximately 6,214 customer paid utility bills
- Processed 42 customer deposits
- Estimated 2,468 meters to help meter readers with utility readings
- Replaced 91 meters
- Completed monthly sales tax reports

### **Information Systems Coordinator**

- Collected electronics recycling from Water Reclamation and take to recycling center
- Update City Administrator's laptop
- Check virus definition on Fire Department server
- Updated all City Servers
- Get with SRO about connection issues
- Work with Engineering concerning video unit for water tower
- Install used workstation at Museum for intern
- Started gathering list of Adobe Pro user for upcoming project
- Take electronics from Animal Shelter to recycling center
- Meeting covering new software for Fire Department EMS
- Worked with Webb Wireless to relocate radios for wireless ring
- Worked with Webb Wireless to get Recreation back online with the City's network
- Research tablets for EMS at the Fire Department
- Update Silverlight on all Fire Department computers
- Install browser on FD EMS XP computers for new software
- Order new tablets for Fire Department EMS
- Received, inventoried and configured all new tablets for EMS
- Troubleshooting one new tablet for EMS to figure out what the install issues are
- Created shared calendar for Cemetery users
- Replaced backup battery for switch closet at City Hall
- Helped McGladrey gain access to fiber termination rooms for fiber inventory
- Restored files for various users in various departments throughout the month
- Attended training for new EMS software
- Replaced faulty equipment at Water Treatment
- Programmed new access keys for new employees throughout the month
- Hard drive replacement for Police Department laptop
- Install new hub at Museum for manager's office
- Updated all remaining Finance browsers and windows updates
- Continue monitoring antivirus updates
- Remove and replace hard drive for engineering computer
- Rebuild computer from Highland to fix software issue
- Check various computers for software issues
- Work with McGladrey to monitor traffic through firewalls
- Received quote from McGladrey to replaces firewalls with new system
- Check switch and radio equipment on Kentucky tower
- Clean up exception list on web filter
- Worked with setting up shared folder for HR and PD

- Check incoming email issue
- Fix issues with Arc Database
- Replace faulty drive in backup system for City Hall
- Set up new users throughout month
- Get with Mechanical Air about AC issue in server room at City Hall
- Get with HP, Finance, and Animal shelter about missing check for HP
- Run the monthly backup tapes

### **GIS Department**

- Cemetery GIS Project:
  - Discussion and email regarding lot cards with NewCom Technologies
  - Mapping related discussion with NewCom Technologies
  - Discussion about ID numbers
- Development Services
  - Transit route modifications for Band Fest and North Carolina Bridge closings
  - Assistance with public notice to property owners within a specified distance of zoning change
  - Submitted parcel file to Smart Gov
  - Review National Register GIS dataset
  - Organized housing rehabilitation GIS data
  - Downloaded watershed GIS data from the IDNR
- Engineering
  - Correct problems with GIS project that was malfunctioning
  - Import GPS data from GPS units
  - Assisted with Traffic Sign GIS project
  - Provided training on GIS editing to staff member
- Emergency Management Mapping
  - Prepared edits to Emergency Management Map Booklet for Mason City
  - Attended Homeland Security training for WebEOC software
- Finance
  - Maps prepared for Downtown Revitalization Grant
- O&M/Parks/Water Reclamation
  - Prepared edits to GIS data for electrical conduit
  - Prepared map of Kiwanis Park
  - Sustainable Urban Forestry Training at East Park
  - Preparation for Tree Inventory
  - Various individual property maps prepared for Street Superintendent
- Police
  - Updated street map for Police Department
- General

- View compatibility of Stone Pillar 18th Auto Cad file as part of the approval of the Subdivision Plat
- Blood borne pathogen and fire extinguisher training
- Prepared map for Blue Zones Project relating to location of grocery stores
- Mapping
  - Made edits to easement layer
  - Submitted Mason City Map to County for use at dispatch
  - Prepared edits to Wide Area Network Map

## **June Initiatives**

### **Finance Department**

- Work on Water and Sanitation rate worksheets and Council memos
- Work on April financial month end report
- Assist UB processing payments as needed
- Work on Income Offset letters for state collections
- Update spreadsheets for start of golf season
- Update cash basis sheets for departments
- Attend IMFOA board meeting
- Attend GFOA national convention

### **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
- Continue working on the change of City's ISP
- Continue to work with the County on the changes to the fiber configuration
- Order replacement computers for year and start configuring for distribution
- Implement new firewalls and monitoring system

### **GIS**

- Assist with Cemetery GIS mapping project
- Import GPS data from GPS units
- Assist IT manager when requested
- Provide support for GIS users within City Government
- Provide ongoing assistance with GIS portion of Sustainable Urban Forestry Grant
- Prepared maps per user requests
- Edit and maintain GIS layers

# Fire Department

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Reported by Bob Platts, Fire Chief

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## Personnel Hours Worked

Battalion	6,556.25
Office/Administrative	1,027.25

## Overtime Hours

Fire	163.25
EMS	645.50

## 9-1-1 Calls/Emergency Calls

Fire	66
EMS	280

## Non-Emergency Calls

Fire	5
EMS	127

## Personnel Training Hours

On-Site	3.25
Off-Site	128.00

## Fire Bureau Inspections/Site Visits

New Construction/Remodel	39
Existing Building Inspections	119
Other	0

## Community Involvement

Public Tours of the Fire Station (Number)	1
Public Fire Safety Appearances/Trainings (Number)	13
EMS/Fire Student Ride Along Preceptor Training Hours	202

## Significant Fire Calls

116 7<sup>th</sup> St NE – Department was on scene over 2 hours with significant damage to one apartment

## Other Significant Events

May 9, 2015 – Civil Service Testing was held at the Fire Department. 19 applicants began the process and 15 were certified by the Civil Service Commission. Brian Polski is the first person hired from this list and will start with the Department in June.

May 10-15, 2015 – Mason City Fire Department hosted 25 fire fighters from across North America for a Peer Fitness Trainer Certification program through its fire fighter fitness grant from FEMA. Mason City Fire had 3 of its personnel who attended this firefighting fitness specialized training.

# Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
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	3	9
Operations & Maint.	57	1	58
Parks	6		6
Police	52	2	54
Recreation	7		7
Youth Task Force	3	2	5
Grand Total	241	31	272

## Staffing

## Activity

Staffing Activity

- PT Library Clerk: Processed 29 applicants, coordinated interviews and hired candidate

- Library Assistant: Posted & filled vacancy internally

- Library Custodian: Posted vacancy

- Street Dept. Heavy Equipment Operator: Created new internal Civil Service list & posted vacancy internally

- O&M Entry Level Positions: Conducted testing for new civil service list for entry level vacancies

- Firefighter: Conducted testing for new civil service list. Conducted 8 interviews, background checks and made job offer

- Seasonal Summer Staff: Conducted seasonal meter reader interviews and completed summer final hiring activities

Positions Filled	- 1 regular opening filled, 117 seasonal staff hired including Pool, Recreation, Golf, Park grounds staff, & Band
Turnover	- 1 resignation regular staff, 4 seasonal staff
Employee Orientations/exit interviews	- Conducted multiple group and individual new employee orientation sessions & 1 exit interview
Civil Service Commission	- meeting conducted during the month

**Labor Relations/Legal**

**Activity**

Grievance Activity	- Fire - 1 open grievance - AFSCME - several open grievances.
Negotiations activity	- Teamsters: Completed final processing activities to implement new agreement
General HR support	- Conducted employee disciplinary investigations; provided HR consultation to various departments

**Benefits**

**Activity**

Employee benefit support	- Resolved employees benefit issues
Other related topics	- Finalized medical benefit plan renewal and began preparations for 7/1/15 changes

**Employee Involvement**

**Activity**

Wellness Activities	- Conducted Wellness sub-committee meeting - Began compiling Fitness Challenge & biometric screening results - Attended Blue Zone Worksite Wellness committee meeting
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**Government Efficiency**

**Activity**

RPI Activity	-
Other improvements	- Exploring the use of the Valuestream Mapping tool to help identify opportunities for improvements in government efficiency.

**Miscellaneous**

**Activity**

Workers Comp. & 411 Police/Fire Admin	- Directed care and processed medical invoices - Participated in two meetings with workers comp insurance representatives and broker
Drug Testing Compliance Activities	Conducted required drug testing activity for the month

Training	<ul style="list-style-type: none"> <li>- Attended Iowa Public Employer Relation Assoc meeting</li> <li>- Participated in Veterans Talent Recruitment presentation</li> <li>- Attended required emergency responder annual safety training</li> <li>- Participated in NIACC training partnership semi-annual meeting</li> </ul>
Professional/Community Support	<ul style="list-style-type: none"> <li>- Participated in local HR Association monthly meeting</li> <li>- Assisted with Mock interviews at local high school</li> <li>- Provided resume critiquing services to local students</li> </ul>

# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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## **Routine Activities:**

In the month of March 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 also conducted a second space study meeting to fine tune parts of the plan for additional space needed for the Museum. This fine-tuned some of the earlier suggestions. It is now in the final stages with the Museum professionals and the Architects. May is traditionally “School Bus tour Month” and this year was no exception. Hundreds of students toured the Museum during their final month at school (Please see tour totals). Bus Subsidies from 3M foundation for the prior year made the process much more affordable for the schools. This was an excellent opportunity for our new docents to begin giving tours. The Cerro Gordo Photo Show opened this month. This photography contest is open to all those that are residents of Cerro Gordo County or are a NIACC student. Three community members served as judges to pare down the entries for selection. The opening reception was well attended, drawing families and friends of supporters.

Visit Mason City began its “30 Days of Fun” campaign and the Museum decided to piggy back on this campaign by having a photo of the Museum’s security guard statue travel to the different venues highlighted. This allowed the Museum to obtain even more publicity than just the single day the Museum was featured.

The Museum was a hot spot this year for Graduations, hosting 3 in one weekend even. This allows for the Museum to obtain additional revenue, as well as bring more visitors into the building.

The Museum turned in several large reports related to grants, including its Cultural Leadership Partner Report to the State of Iowa. Our Curator traveled to Des Moines to review grants for the State of Iowa HRDP program.

Classes offered:

Art Bugs (9), Whimsical Chairs (10), Kids Ceramics (5), My Doll and Me (4)

Programs:

Kids Club (8)

**Outreach / Specialty Tours:**

School tours (345)

Outreach locations: Salvation Army, Prairie Ridge, Kentucky Ridge, and STEAM (271)

**Special Projects:**

Prepared for the upcoming MacNider Arts Festival

**Membership:**

This data is currently unavailable due to Festival

**Attendance:**

Gallery attendance	912
tour attendance	345
event attendance	1643
Classes	41
Playground	183
Outreach	271
TOTAL	3395

# Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

## Utility Division:

Repair Type	Repair ID
Cement Work	(4 Cement Work)
Dirt Work	(2 Dirt Work)
General Maintenance	(3 General Maintenance)
Road Box Repair	(3 Road Box Repair)
Valve Installation	(3 Valve Installation)
Valve Repair	(3 Valve Repair)
Water Main Repair	(4 Water Main Repair)
Water Service Repair	(1 Water Service Repair)
Water Main Repair	(3 Water Service Tap)
Water Service Tap	(4 Cement Work)

## Special Projects:

We had two water main breaks in the 8<sup>th</sup> Street and South Federal area in the past month. During the repairs we discovered that a valve at 7<sup>th</sup> Street and South Federal installed in 1914 and one at 8<sup>th</sup> Street and South Federal installed in 1911 are in need of replacement. So in the next few weeks the Utility Crew will be closing one lane of northbound traffic on South Federal from 8<sup>th</sup> Street to about 6<sup>th</sup> Street. We will also need to close 8<sup>th</sup> Street SE from Federal to Delaware for these repairs to the water distribution system. The project is expected to last one week. We realize it will be an inconvenience to the motoring public but it will also be the most efficient way to complete this project while minimizing the length of time restaurants and other businesses in the area will be without water service. Staff has already talked to the businesses in person about what to expect and they will be notified again before water is shut down.

## Internal Service Division:

### Mechanical

Service Inspection Department vehicles as needed  
Service and repair 7 fire trucks and ambulances  
Repair hydraulic leak on Park Department tractor

Service and repair 6 police cars, new brakes on Car 4.

Recreation Department new headlight assembly on 108, service and new brakes on 106, replace drive shaft on ball diamond tractor

Repair and service 3 Sanitation trucks, new cab mount bushings, and throttle control module

Repair and service 13 Street Department vehicles, taillights, air tank straps, plow cable, scraper cylinder, roller

Bearings, dirt shoes and mounting plate, repair a/c, repair solenoids for emergency pump, fittings on air

Brakes, replace batteries and starter, weld storm sewer top

Service backhoe and truck for Water Utilities

### Electrical

Water Reclamation, build hanging frame support for motor disconnect and control shut off, mount support, disconnect and control shut off/install flex conduit

MacNider Campground, check power pedestal, replace circuit breaker and receptacle

Recreation Department, repair light at front desk area

Aquatic Center, repair lights in hallway, men's shower

Street Department maintenance as needed, replace security light

Remodel the electrical for the bandshell events, moved from the bandshell and installed power pedestal for the Muse Norris stage for events

Repaired the traffic signal head at 1st NE and Delaware

Repair streetlights as needed on N. Federal, N. Washington, 1st NW, East Park, W. State, Northbridge

Repair traffic signals as needed

### **Wastewater Division:**

#### Wastewater Treatment:

Routine Activities for the month:

**May**

**2015**

#### **Division: Wastewater**

Wastewater treatment:

Monthly Total: 172.723 million gallons

Daily Average: 5.572 million gallons per

Daily Maximum:  
Sludge processed

7.932 million gallons per  
day  
1.93 million gallons

**Collection System:**

Lift station inspection/maintenance M/W/F and as needed  
Lines cleaned,  
Ft. 1,500  
Televised 1,500  
Sewer calls 4

**Laboratory Activities :**

Performed laboratory analysis on five Industries.  
Completed DNR Monthly Operating Report.  
Laboratory is certified.

**Activities planned for next month at the water reclamation plant:**

Notify Industries in delinquencies in reporting  
DMRQA 35 performance testing  
Perform Laboratory Analysis  
Complete DNR Monthly Operating report  
routine plant maintenance  
continue hauling biosolids  
track mileage for all vehicles

**Special Activities/Accomplishments of particular note:**

boilers were inspected  
monthly safety inspection were completed  
installed new sample pump in effluent  
painted new LP lines  
repaired check valve in PS 1  
changed oil in all small compressors  
installed new valve on AG-Chem  
changed oil in large electric blower  
installed new sludge transfer pump  
all plant operators went to a free bearing seminar  
cleaned and changed oil in trickling filter arms  
installed rebuilt hydraulic cylinder on recirc valve

**Sanitation Division:**

Refuse collected	409.3 tons
Recycling collected	150,440 pounds
Yard waste collected	204.88 tons
Large item number of stops	68
Materials collected	
Large furniture	34
Small furniture	87
Tubs & toilets	1
Appliances & TVs	12
Electronics	1
Request for service calls	334

**Street Division:**

Clean and maintain shops and equipment as necessary

Grade alleys and streets as needed

Fill potholes operating the hot patch machine

Repair alley with standing water

Repaired damaged grass area on N. Willowgreen Court

Repaired signs as requested for the Engineering Department

Pick up dead deer as needed

Remove log from the Willow Creek near the 1st Street NW bridge

Handle numerous tree calls, limbs down, trimming, etc.

Sweep construction areas per Engineering Department request

Repaired sink hole in gravel parking lot at 2nd and North Federal

Haul supplies to the gardeners at Central Park for volunteer project

Repair storm sewer manhole on Briarstone Drive, curb and gutter

Install sign for the Cannonball volunteer committee

Deliver barricades for the Police Department bike rodeo

Pick up pile of trash in the alley on N. Jefferson

Repaired door at Recreation Department

Water and mulch trees as needed

Pick up volunteer trash as needed

Removed 11 trees and handle calls from citizens

Sweep all streets as needed

Set up barricades, sweep streets and parking lots for Band Festival

Plant trees with volunteer groups for the Branching Out Project, Trees for Kids Project and the IDNR

**Park Department:**

Mow and trim Frederick Hanford, MacNider Woods, East Park, Big Blue, Dustin Colby, Georgia Hanford

Mow and trim buyout lots, Parkers woods, Kipper, Morgan, West Haven, Kentucky Park, 19th Street SW

Mow and trim the dog park, Gooch Park, downtown, hilltops, Meadow Brook Drive, youth complex, and more buyouts, mow Monroe Park and 12<sup>th</sup> Street NW overpass area

Aquatic Center maintenance and pool prep as needed for the opening on June 6th

Clean shelters as needed

Prep the parks, etc. for the Band Festival event

Mow viaducts with the spider mower

Haul bleachers, tables and trash cans for the Band Festival Event

Repair and maintenance on equipment and shops as needed

Pick up tree limbs at the youth complex

Collect garbage and trash at all parks on Mondays and Fridays

Trim and clean the Federal Streetscape and Plaza

Feed and care for deer

Mow , trim , haul tables and cans for the Community Gardens

Haul firewood and stack in campground

Pour concrete at the new BB court in Georgia Hanford Park

Attended Sustainable Urban Forest Training, Tree ID, Pests and Disease, Tree Inventory

Repaired broken sign in Prairie Playground

Mowed and trimmed Hwy 122 from Winnebago Way west to the city limits

Hang banners at the youth complex, and shade banners at the adult complex

Haul supplies for the Cannonball Gardens project

# Police Department

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Reported by Mike Lashbrook, Police Chief

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Total Calls for Service – 1,976

Top Ten Calls for Service:

1. Traffic Contacts: 322
2. Medical 181
3. Suspicion 166
4. Animal 153
5. Disorderly 146
6. Welfare Check 88
7. Collision 86
8. Theft 73
9. Alarm 63
10. Domestic 55

Administrative Monthly Activity:

Youth Task Force Executive Board  
Mason City Housing Authority Executive Board  
North Iowa Crime Stoppers Executive Board  
Community Policing Advisory Board  
Seniors and Law Enforcement Together (SALT) Board  
Dispatch Advisory Committee  
Iowa Police Chiefs Executive Board  
MCPD Command Staff Meeting  
Mason City Green Team Committee  
Mason City Development Review Committee  
Iowa Peace Officers Association Executive Board  
Mason City Wellness Committee  
Iowa Criminal Justice Information System Advisory Board  
Cerro Gordo County Ebola Planning Committee  
System Administrator for PD RMS, Mobile Data and AIM software  
Oversight of Nuisance Property Reports generated by the Police Department  
Police Department Representative for OSHA and City Safety Committee

Training: In-Service Training Topics Covered –

- Firearms qualification; handgun, shotgun and patrol rifle.
- Failure to fire, double feed and magazine reload drills.
- Low light shooting drills.
- Treatment of injuries using the Individual First Aid Kits (IFAK) from active shooter bags.

Outside Training:

- Department Administration participated in Emergency Management's EOC Training.
- Precision Rifle Training.
- Clandestine Lab Recertification.
- Media and Public Relations Training.
- OWI/Implied Consent/Standard Field Sobriety Testing.
- On Target Solutions for Problem Employees.

Crime Prevention Coordinator:

- Social Media: finished preparations for the launch of the Official Twitter account including presentation to the Command Staff and presentation to the City Council. Once it was launched on May 19, I spent time promoting the PD Twitter account at local businesses and other organizations.
- Continued worked with Captain McKelvey on Nuisance Property issues and reviewed the calls tagged by others for follow-up.
- Updating the Mason City PD website.
- Bike Safety Rodeo: The committee finalized its plans and the Bike Safety Rodeo was held on May 16. As part of that work, I helped with a radio ad and spoke to the Kiwanis Club in addition to working at the Rodeo.
- Child Safety Seat Checks: attended the monthly Child Safety Seat fit station and did one check here at the PD.
- Attended the Crime Stoppers Board meeting and the DART coalition meeting.
- Two presentations with EMA Coordinator Steve O'Neil on severe weather preparedness and the Law Enforcement response to those emergencies at two assisted living facilities.
- Presentation on personal safety during in-home visits to the DHS workers.
- I met with the residents at Homestead assisted living to talk about National Police Memorial Week and Law Enforcement in our community.
- Began preparation of a plan for archiving our social media records for public records purposes.

Other Activity:

- One officer was injured when responding to a report of a man walking down the middle of the highway. Upon making contact the individual attacked the officer with an improvised edged weapon.
- After responding to a fight call to the Eleven Bar, officers filed charges on several individuals for Public intoxication, Disorderly Conduct, Rioting and Interference with Official Acts.
- Officers received a witness report of a man trying to break into Houck Drug. Officers responded and were able to apprehend the man, he was charged with 3<sup>rd</sup> Degree Attempted Burglary and Possession of Burglary Tools, Unlawful Possession of Prescription Drugs and Possession of Drug Paraphernalia.
- Police Administration met with Mercy Hospital ER Administrators, Sheriff's Department and Mercy Security to discuss treatment and release of persons brought to the ER.
- A meeting was held with a charitable committee member's proposal to stage a Glow Run event in Mason City. The discussion centers around safety concerns as the run will take place at night on a main roadway of the city. Discussions are continuing.
- A collaborative directed patrol enforcement project was completed. Officers from MCPD, Iowa State Patrol and the Sheriff's Department concentrated enforcement efforts in a designated part of the City.

# 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, Friends of the Library, Morning Book Club, City Council, Library Staff meeting, City Staff Meeting.

The RFP for the MCPL Solar Energy Plant Power Purchase Agreement was reviewed by the MCPL Board at the May 19 regular meeting and at special MCPL Board Work Session on May 28, 2015.

Live Music at MCPL started on Friday, May 29 with Michael Betz and people seem to appreciate having it and enjoy attending this program. The summer reading programs are set to begin in June and there have been a large number of registrations in May and early June for the Youth Programs. The Adult Summer Reading program sign up will begin on June 5, 2015. Mason City Public Library is one of very few public libraries to offer a summer reading program for adults.

<b>May 2015 Statistics Highlights:</b>	<b>Monthly</b>	<b>YTD (7/1/14 to present)</b>
Circulation Books	7796	86059
Circulation Non-Book	5404	70827
Total Public Services	44394	504916

# Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

## Recreation Monthly Activities:

- Before and Afterschool Care
- Adult Archery
- Adult Softball
- Adult Tennis
- Youth Archery
- Youth Tennis
- Youth Soccer
- Tiny Tot Soccer
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 912 nights stayed at MacNider Campgrounds

## Daily Participation Rates:

Monday	693
Tuesday	2,069
Wednesday	953
Thursday	1,854
Friday	398
Saturday	1,535
Sunday	256

## Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2015	2014
○ Family	36	37
○ Class A	217	216
○ Class B	27	31
○ Youth	35	35
○ Punch Cards	42	27
- 4,340 rounds played at Highland
- Mowed greens 47 times included days they were double mowed
- Rolled greens 14 times when not double mowed

- Vertical mow greens 4 times and brush mow
- Mowed tees and collars 21 times including double mow
- Mowed fairways 18 times
- Mowed rough at 2 inches 5 times some areas twice a week
- Rake traps 12 times
- Mowed back mounds at 3 inches 5 times
- Rake and blow and cleanup debris from wind events 4 times
- Trim mow with grounds master 4 times
- Changed cups 23 times
- Changed practice cups 7 times
- Moved tee markers 31 times
- Weed eat whole course twice
- Back lap greens, tee, fairway mowers 4 times
- Fixed 4 tires
- Replaced door springs in 2 private cart shed
- Fixed 5 other private cart sheds locks adjustments etc.
- Fertilize all greens
- Fertilize all tees
- Apply growth regulator, fungicide, liquid fertilizer to greens once
- Work on fairway sprayer to apply herbicide to course
- Complete safety inspections
- Supervise completion of warranty work on new cart shed.
- Cut box elder and bush from 8 tee
- Cut up and cleanup tree that fell left side of 10 rough
- Spray weeds in cracks of clubhouse and beds around clubhouse
- Check course daily for movement of frost.
- Highland Park Advisory Board Meeting

#### Recreation Special Activities/Accomplishments:

- Continued conversation, preparation, and planning for the River City Sports Festival with Sonny Onoo
- Hosted a city wide track meet.
- Recruited Youth Sports Sponsors
- Started Adult Sports
- Hired, safety trained, and gave hands on training to 86 new summer staff
- Continued pool preparation
- Raised \$477 for our campground playground fund

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

- Booked 1 outings for the summer
- Evaluated and eliminated the fountain soda pop machine due to high cost and negative profits

- Worked with the Mason City Rotary and reworked the Hole In One Cost so they can see higher numbers
- Started up Men's Club
- Hosted 2 Newman High School meets
- Ordered food and beverages for concession
- Hired, safety trained, and gave hands on training to 9 new summer staff

Recreation Work to Be Completed in Coming Month:

- Prepare the pool to be open
- Run Before and Afterschool Care
- Run Fun N Sun
- Run Youth Softball
- Run Tiny Tot T-ball
- Run Adult Softball
- Run Youth Tennis
- Run Adult Tennis
- Find Youth Sponsor for Spring and Summer Sports
- Run for Spring Soccer
- Prepare for Fun N Sun
- Prepare for Facilities for T-Ball and Softball
- Run Archery Program
- Run Adult Softball
- Host a First Aid and CPR Classes for staff

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland Park Father/Son/Daughter Tournament - June 7<sup>th</sup>
- Co-Run the Ladies City Tournament - June 13<sup>th</sup>
- Host the First Round of the Men's City Tournament – June 13<sup>th</sup>
- Host the Dale Fox Memorial Junior Tournament – June 19<sup>th</sup>
- Mow greens, tees, fairways, rough and maintenance as needed
- Add soil around new paths level and seed
- Continue to spray herbicide to rest of course to control clover dandelions.
- Removal of dead trees
- Remove landscape ties on #5 practice green and add soil to slope
- Continue with the preventive spray program on greens and tees
- Fertilize approaches
- Monitor for white grubs
- Installing addition cart paths

# Volunteer Program

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Reported by Mallory Mitchell, Volunteer Program Coordinator

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Routine Activities for the Month:

- New recruits- silver cord, trash pickup, beautification
- Zerbles Trail planters added with new gardener
- Class Reunion Prairie Playground planting- agenda, press release, materials
- SUFTA Training
- Hour Logs
- Channel 4 updates
- MacNider Art Fest recruits
- Beautification- water meters, invoices, photos, hours
- New volunteer for public lot pickups
- Cannonball Day Marketing
- New volunteer for pickups and events
- Community Service fulfillments
- Eagle Scout Project Plans

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
<b>Beautification Project</b>	<b>Prep &amp; Plant Flower Garden</b>	
	<b>Routine Upkeep of Flower Garden</b>	
<b>Total</b>		<b>89.25</b>
<b>Earthday</b>		
	<b>Community Wide Clean Up</b>	
<b>Total</b>		<b>17.50</b>
<b>Elmwood-St. Joseph Cemetery</b>		
	<b>Adopt a Section</b>	
	<b>Miscellaneous Projects</b>	
	<b>Sentry Volunteers</b>	
<b>Total</b>		<b>30.50</b>
<b>Mac Nider Art Museum</b>		
	<b>Gallery Attendant</b>	
<b>Total</b>		<b>6.00</b>
<b>Miscellaneous Projects</b>		
	<b>Housing Authority</b>	
	<b>Police Department</b>	
<b>Total</b>		<b>41.50</b>
<b>Park Watch Ambassadors</b>	<b>Park Watch Tour</b>	

<b>Total</b>		<b>36.00</b>
<b>Parks and Streets Projects</b>		
	<b>Clean up</b>	
	<b>Landscaping or Tree Planting</b>	
	<b>Weed Whipping or Pulling</b>	
<b>Total</b>		<b>104.50</b>
<b>Grand total</b>		<b>325.25</b>

# Youth Task Force

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Reported by Mary Schissel, Youth Task Force Director

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## Youth Action Teams

- Equipment was delivered to the city maintenance dept. for the Youth Action Team Anywhere Fitness project.
- 20 youth & adults participated in the annual City Day project.
- New Vice Chairs were selected by students for Mason City & Newman High School for 2015-2016. Youth will meet for a planning meeting in July.

## Health / Safety Focus Areas

- 2 new underage drinking billboards were ordered & will go up before the end of June.
- Round 2 of the public survey on underage/adult binge drinking was fielded with 196 responses.
- A new brochure on marijuana concentrates for the Governor's Office on Drug Control Policy was finished & sent to print.
- Work began on a brochure for the Governor's Office about youth & prescription drugs.
- The Director, Health/Safety Promise Team Leader, & YTF Chair met with the Cerro Gordo County Attorney's Office & the County Dept. of Public Health to discuss wording of a new disorderly house ordinance for the county modeled after the city's ordinance.
- The Director participated in a web meeting as a member of the Consultant Advisory Board for national research on implementation of environmental strategies conducted by Wake Forest University.

## Marketable Skills / Effective Education Focus Areas

- The YTF hosted a social graces exercise luncheon for 130 MCHS iJAG students & community volunteers.
- Youth Listening Circles were held with 8 boys in the adjudicated day treatment program & 6 girls in the after school program at Francis Lauer Youth Services on support at home and at school.
- The summer YIELD Express schedule for youth at Francis Lauer Youth Services & Juvenile Court Services was finalized and speakers recruited. The program will begin in July.
- 2 adult volunteers & 1 staff conducted employer panels for 7<sup>th</sup> grade students at John Adams.
- The Youth Coordinator assisted with benchmark assessment for MCHS.

## Relationships / Volunteering Focus Areas

- There are currently 20 active adult/youth mentor matches & 18 youth waiting for a mentor in the One On One Mentoring Program.
- A training for mentors on youth & prescription drugs was presented by Prairie Ridge.
- A large group mentor/mentee mini-golf event was sponsored.

- The Director met with Youth For Christ to discuss participation in the Mason City Volunteer Center.
- 4 youth have signed up for the summer Hand in Hand volunteering project for middle schools students. The Youth Coordinator was on the radio under the Volunteer Center promoting this project.

#### **Staff/Other**

- The Director & Administrative Coordinator participated in webinar training on bullying.
- The Director participated on a national review of an on-line tool/service-Getting to Outcomes-Positive Youth Development & was invited to apply for the YTF to become a test site for this tool.
- The Director participated in a focus group for the Iowa Women's Foundation on needs of girls.
- The Director & Mentoring Coordinator are working on 4 year grants to the IA Dept. of Public Health for youth development and mentoring.
- The YTF received word our proposal to State Farm for the LifeWORKS project was not funded.
- The quarterly Connections YTF newsletter was distributed.