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City Administrator's Monthly Activity Report

Brent Trout, City Administrator

December 2015

(Issued January 15, 2016)



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

City Administrator Comments

Mayor and City Council Members,

The department directors working with the Deputy Clerk are going through the City Code and making changes that are necessary to clean up the language and make changes as needed. The changes are related to updates to ensure our language is in line with the way we conduct business and changes that have been made in state law. The update of the City Code as a whole has not been done for over 10 years and will require many changes. The Council will have the opportunity to review the code changes for a good period of time before asked to grant approval. The first formal reading to approve all the changes is scheduled for May 17, 2016.

The Corridor Revitalization Loan program is now available to businesses along the North/South Federal Avenue corridor and the central area of Iowa Highway 122. The information about the loan program was mailed to all property owners in the designated areas. We also included information regarding the Micro Enterprise program in the same mailing. Staff has received numerous calls regarding the program since the mailing.

Staff continues to work on various components of the River City Renaissance project. We are working toward the submission of our final application in February. Development Services staff continue to work on the preparation of closing documents for the NHANS house purchase at 430 1st Street NE.

The downtown street lighting project is currently out for bid with bids due by January 26, 2016. The City Council will consider approval of the bids at the February 2, 2016 council meeting. The water tower contractor will return to the job site when weather is favorable for painting of the steel bowl. Water meter installation is stalled at this time due to a severe shortage of personnel in the Water Department.

The City hired a consultant to conduct a value stream mapping event in December for the Operations and Maintenance Department. The event was intended to help the department identify their core operations to make sure they are aware of areas that need improvement. Once the core functions are identified then they can determine what type of processes should have RPI events completed on them. The initial project will be to address the process to deal with the Emerald Ash Borer procedures. The department will be conducting an RPI on this issue to develop a process to identify and remediate trees that are impacted by the Emerald Ash Borer.

Operations and Maintenance personnel have been using the days without snow to exercise water valves that have not exercised. The process helps to ensure that the valves are in working condition in case they need to be turned off in the event of a water main break. Staff has had to remove snow on a couple of occasions but all has gone well in the process. The streets are in pretty good shape and crews and equipment are ready for the next storm.

Sincerely,



Brent Trout

Airport

Reported by Pam Osgood, Airport Manager

Date: **December 2015**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 12/1/2015 – 12/31/2015	23,276.10 Gallons	300 Buses
Enplaned 510 – Deplaned 478		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at November Airport Commission Meeting 12/14/2015
- Worked on Capital Budget
- Completed Overhead Door Project at the Maintenance Facility
- Completed Removal of Asbestos Pipe Fittings in Boiler Room
- Dennis Mihm Retired after 25 Years of Service with the Mason City Airport Commission

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the January 2016 Airport Commission Meeting
- Work on Operating Budget
- Continued Training for New Employee

Blue Zones Project

Reported by Angie Determan, Coordinator

Item	o	Action
Accomplishments & Status	<p>Community Policy – Community Gardens year end survey developed and will be finalized at upcoming meeting and sent to 2015 gardeners in January. 12 plots have been reserved for 2016 already. Active Living and Transportation workgroup is working to develop an ordinance to establish an ALT Commission.</p> <p>Schools –</p> <p>Worksites –met with chairs to discuss 2016 Blueprint implementation. Central Park Dentistry is a new registered worksite. Began work on spring Lunch and Learn.</p> <p>Grocery/Restaurant – met with new Hy-Vee East store director. Met with new CGCDPH dietician. Continued work on North Iowa Food Coalition developing core values and mission, assessment of region.</p> <p>Engagement –Final approval of Worksite toolkit received. Reached out to Globe Gazette to promote WBI results and 2016 Blueprint prior to the final 2016 oversampling in late February. Met with chair to discuss 2016 Blueprint implementation. Development of radio ads using testimonials, Facebook posts for both BZP and MCVC.</p> <p>Volunteer Center –Radio program 1st & 3rd Monday of the month. Onboarded new City Volunteer Service coordinator. Working on 2015 update to members and blast to volunteer database. Held quarterly meeting, contacted NIACC/Schulz and Mercy/Varnum for an appointment of a new committee member(s). Developing our 2015 summary. Discussion of a community volunteer appreciation event in April (National Volunteer month), work on education event that will be done with Cerro Gordo County Community Foundation and United Way of NI February 11. Promote governor's What's Your 50 and Give Back Iowa campaigns. Developed year end summary infogram, education flyer, business cards. Sent 160 invitation flyers for 2nd education event to be held Feb. 11.</p> <p>Other – met with designated Power 9 members to discuss long term goals and outcomes of Blue Zones Project work. Attended and presented update at State Blue Zones Project</p>	

Item

o	Action
meeting. Finalized and received final approval on 2016 Blueprint, sent communication out on same. Provided overview/onboarding to new council member.	
Power 9 – 2016 Blueprint Approval meeting. Completion of submission, comments received and approval meeting set.	

Issues/Needs**Upcoming
Activities**

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of December:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular, two Special and one Closed Council 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 28 Resolutions based on various requirements
- Submission of all necessary documents related to G8 Development including Mixed Use Building and Hotel/Parking Facility to Recorder, and City Bonding Attorneys
- Review of departmental information submitted for re-codification of the City Code
- Upload data for two Regular, two Special and one Closed Council Packets 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 34 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
- Preparation of Human Rights Packet, Agenda and Minutes and assistance with Iowa Civil Rights contact information
- Assistance with and Issuance of 6 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 Dance, Cigarette, Excavators, Sidewalk Contractors and Sign Hangers and confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: December 2015

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program:

1. We now have signed development agreements with the developer of the Courtyard by Marriott Hotel and the North Federal Lofts mixed use building. On 12/15, the Council set a public hearing for January 19, 2016 for final approval of the agreements.
2. The civil engineers for the parking facility completed a survey of the site and determined the boundaries of the hotel property and the parking facility site. This is the first step in preparing the site plan for the hotel and parking facility.
3. On December 15, the City Council authorized the engineers and architects for the parking facility to complete preliminary/schematic designs and initial concepts. They are expected to be submitted in January.
4. Groups involved in soliciting private donations (for the Multi-Purpose Arena and Performing Arts Pavilion) are beginning capital campaigns.
5. Staff continues to work with the management of Southbridge Mall on terms of the lease for the Multi-Purpose Arena. We believe that we are getting closer and hope to have an agreement soon, with terms to be approved by the City Council shortly thereafter.
6. Staff has been reviewing the Pre-Application and begun updating it, with final numbers, for submittal for final approval.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): Marketing materials for the new Corridor Revitalization Loan (CoRL) Program were sent out in December to notify property owners along the affected corridors of the new program (including information on the expanded MicroEnterprise program for properties on the corridors). Applications can be submitted on or after January 4, 2016. Since sending out the information, staff has fielded numerous calls for more information. We expect that this will be a popular and effective program to improve corridor aesthetics and raise neighborhood property values.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: The Council authorized staff to make an offer to purchase 430 1st Street NE. That offer was accepted, and staff is working with the City Attorney to prepare documents for closing. We expect to have a resolution authorizing the purchase before the Council in January.

Developments: 1) The new Caribou Coffee/Einstein Brothers Bagels in the new retail building under construction in front of the (also under construction) Hampton Inn and Suites opened in December. There is still no word on a restaurant for the other half of this building. The hotel

exterior is nearly complete, which will allow construction 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 1st Street NE is nearly complete. 3) The new Nissan Dealership, in front of Cinema West, is making good progress. 4) The Boulder Tap House opened in December to much fanfare; they have been very busy since opening. 5) The property containing the Staples store, just east of Target, was purchased by the developer of TJ Maxx. We take this as a positive sign that development of the TJ Maxx store will commence this spring. 6) North Iowa Powerlifting and Fitness is expanding to a second location, in the vacant storefronts north of HyVee East. 7) Both REG Biofuels and Purina Feeds (located south of the AGP plant off 19th Street SW) received development review compliance approval for additions to their plants. While both additions are small, they reflect new investment in Mason City industry and are a positive sign of industrial growth in our market.

Development Review Committee: 5 meetings held in December: 12/1, 12/8, 12/15, 12/22, and 12/29

DRC Activity	December 2015	YTD
Total Development Plans Reviewed	8	81
Concept Plans		
Concept plans reviewed/approved as a Minor Site Plan	3	46
Concept plans to be resubmitted as a Major Site Plan	3	22
Total Concept Plans	6	68
Major Site Plan Reviews Completed	2	13
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	3
Plats of Subdivision		
Preliminary	0	0
Final	0	3
Other Reviews (structure moves, etc.)	0	17
TOTAL ITEMS REVIEWED	8	101

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	December 2015	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	1	22
Commercial, Accessory Structure	0	0
Residential, Principal Structure	4	65
Residential, Accessory Structure	1	54
Signs	7	70
Floodplain	1	9
Encroachment Permits	0	4
Zoning Board of Adjustment Cases:		
Appeal	0	5

Activity	December 2015	YTD
Conditional Use Permit	0	3
Variance	1	17
Planning and Zoning Cases:		
Alley or Street Vacation	0	1
Change of Zone	0	2
Miscellaneous	0	3
Preliminary Plat	0	1
Site Plan Approval	0	4
Zoning Ordinance Text Amendment	0	2
Land Subdivision Activities:		
Boundary Line Adjustments	1	10
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	3
Zoning Violations		
Reported	4	63
Unfounded	3	7
Founded-Resolved without citation	0	49
Citations	0	0
Open Cases	1	2
Zoning Inspections		
Zoning – Complaint	1	27
Zoning –Setback	0	67
Zoning - Final	0	17

Projects:

- Continuing work on CDBG application for downtown façade project.
- Slum and blight determination for downtown façade project area.
- 22ND St. SE Buyout
- Recodification
- iJAG Park in the Meadowbrook Neighborhood

Boards and Commission meeting highlights:

- Environmental and Sustainability Advisory Commission: The Commission did not have a quorum to conduct official business in December.
- Historic Preservation Commission: The Commissioners are focusing on recruiting potential appointees. In January, the Commission will host a public meeting to discuss the outcome of the Rock Crest-Rock Glen NRHP Re-nomination.
- Planning and Zoning Commission: The Commission did not meet in December.
- Zoning Board of Adjustment: The Board approved one variance application at the December meeting.

Other Items of Interest:

- Offers to purchase for the 22nd St. SE buyout were extended in December. One offer was accepted. Three offers were declined and the sellers have filed an appeal of the value

established for the home. The fifth offer is still pending; the sellers wanted to consult with their children over the holiday. Appeals will be heard in February 2016.

- Preliminary design for the downtown façade renovation application is nearly complete. Authorization to submit the application will come before the Council at their January 19 meeting.
- Staff has initiated discussions with the Cerro Gordo County Conservation Board about the Board taking ownership of three buyout properties on S. Birch Dr. The Board recently acquired an adjoining lot and it is logical that these three lots be included in their greenbelt along the Winnebago River. Several other communities have partnered with their conservation agencies to manage buyout lots in the long term. We believe that transferring ownership of the lots to the Conservation Board has significant benefits for all of the citizens of Cerro Gordo County.

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	December 2015		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	16	\$ 753,385.27	260	\$49,785,590.68
Minor Building Permits	3	\$ 42,300.00	178	\$ 1,413,443.92
Electrical Permits	13		261	
Plumbing Permits	12		153	
Mechanical Permits	19		222	
Sign Permits	7	\$ 33,231.00	72	\$ 441,446.00
Demolition Permits	2	\$ 10,580.00	34	\$ 525,313.98
Structure Moving Permits	0	\$ 0.00	10	\$ 28,174.00
Inspections	December 2015		YTD	
Number of inspections	128		1,394	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	8	16	353
Multi-residential	0	0	0	2
Commercial	0	9	9	110
Industrial	0	1	2	3
Institutional	0	1	0	4
Other (signs, demo, etc.)	0	9	0	116
Fees Collected	December 2015		YTD	
	\$ 7,806.78		\$252,631.49	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	December 2015	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	101	902
Staff Initiated	59	457
Non-Staff Initiated (total):	21	424
Response to Complaint	12	155
Anonymous Complaint	5	204
SeeClickFix	4	65
Case Request Disposition		
Founded Case Requests	80	746
Citations Issued	0	10
Cases to Court	1	10
Unfounded Case Requests	0	81
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	14
Dangerous Building	3	20
Abandoned Vehicle	1	7
Tree/Shrub Maintenance	5	31
Garbage	28	172
Inoperable Vehicle	2	61
Junk, Rubbish or Refuse	17	321
Other	14	129
Writ of Removal	5	49
Information Request	5	41
Snow Removal/Weeds & Tall Grass	36	902

Rental Inspections Summary:

Rental Inspection Report	December 2015	YTD
Initial Inspections	0	574
Reinspections	4	786
5 yr. Inspections	0	1273
Complaint Inspections	4	150
Unregistered Unit Complaint	0	1
Inspections cancelled by Landlord	0	275
Inspection cancelled by Inspector	0	93
Failed inspections	0	257
Passed Inspections	5	1177
No Shows	0	114
Total # of Inspections	5	2010

¹ 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.

Rental Inspection Report	December 2015	YTD
Rental Dwelling Certificates Issued	60	1032
New Landlord License Issued	2	61
Units White Tagged	0	63

ANIMAL CONTROL

Summary:

TOTAL for Quarter	4 th Qtr 2015	276	TOTAL CFS for the Year	1582
ARRESTS			TOTAL ARRESTS FOR YEAR	
Animal Sanitation or chase/bite		2	Sanitation or chase/bite	10
Cruelty/Welfare of Animal		2	Cruelty/Welfare of Animal	7
Vicious animal		3	Vicious animal	5
Disturbing the Peace		0	Disturbing the Peace	1
No Rabies Vaccination		11	No Rabies Vaccination	51
No City License (approx.)		11	No City License (approx.)	51
Animal At Large		12	Animal At Large	62
Total People Arrested		41	TOTAL ARRESTS	187
Animal Bites	16	Total Animal Bites	79	
		October	141	
Wild animal calls	44	November	77	TOTAL WILD ANIMALS
		December	65	213
		Total	283	Total Pickup Slip Count
				1272

Elmwood-St. Joseph Cemetery

Reported by Randy Opheim, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
December	5	56%	4	44%	9
Year to Date	25	45%	30	55%	55

Burials were in December were as projected. Traditional burials are still under the projected numbers for the year while cremations are as projected.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
December	2	2	4
Year to Date	9	5	14

Lot and Niche sales were slightly better in December with 4 spaces sold. Sales of burial spaces are still much lower than projected.

Projects

The Grandview Gardens and Lakeside East sections: The Cemetery Board's set the pricing of plots in Lakeside East at \$500 and for cremation plots in Grandview Gardens at \$250. A sales promotion will be conducted in the spring. The corner markers have arrived, but the cold weather prohibited installing them.

Certified Local Government grant: The date of the consultant's visit was changed to April 7th to align with the Mason City Historic Preservation Commission meeting. The visit will include a public presentation, education and findings and the nomination process for the National Register.

Administration – Auto dealers have been slow to submit potential vehicles to replace the minivan. Wreaths and flower revenue totaled \$4,067.00 with 121 items being sold. Vacation time was taken.

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

Board of Trustees –Approval was given for the marker regulations and plot pricing for Grandview Gardens. Capital Improvement Projects were approved. The November monthly report was presented.

Engineering Department

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

Division: Engineering:

Engineering

○ Engineering	
• DRC Site Reviews	8
• Storm Water Management Plan Review & Approval	2
• Sanitary/Storm Sewer Service Permit & Inspection	
▪ Repair/Replace	5
▪ New Installation	1
▪ Disconnect	1
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	1
▪ New Installation	1
▪ Curb Cut	0
• Pedestrian Ramp Survey & Design	0
• Driveway Approach Permit & Inspection	0
• Iowa One-Call Locates	136
• Emergency Call-outs	2
• Emergency Call-out After Hours	1
• 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	4
▪ Review Contractor Traffic Control Plan	1
• Permit Review & Approval - City	
▪ Building	0
▪ Demolition	2
▪ Remodel or Addition	3
• Permit Fees Collected	\$775
• Sanitary Sewer Records Drawn and Scanned (GIS)	26
• Field Book Updates (GIS)	0

19th Street SE Street and Utility Extension Project (Update)

Construction continued on the bridge through mid-December at which time the contractor packed up and pulled off the project over the holidays. They are expected to return after the first of the year to continue their work. Other remaining operations will resume in the spring. They include street paving, lighting installation, construction of a pedestrian side path, and grade restoration and seeding.

South Federal Avenue Elevated Storage Tank (Update)

The ground level welding operation was completed and the crew demobilized on December 9th. All work has been suspended and the site closed until weather is favorable for painting.

Fairgrounds Plaza Highway 122 Left Turn Lane (Update)

There has been a delay with the contractor processing the check for the five percent retained for 30-days following final payment. The prepared invoice will be sent to the Mason City Investors group for their 25 percent share of the project following action by the contractor. The application for reimbursement of funds from the Iowa DOT is prepared and will be submitted at the appropriate time.

Downtown Street Lighting Project (Update)

V& K completed the final plans and specifications, and a public hearing for the project was set at the December 15th meeting of the City Council. The project is currently being bid for a bid letting on January 26. A recommendation for Council action awarding contract is planned for the February 2nd regular meeting of the City Council.

Downtown Multi-Level Parking Structure Project (Update)

A recommendation for concept was presented to the City Council and approved at the December 15th meeting. A Supplemental Agreement to the Professional Services Agreement with WHKS was also approved at the same meeting. This set the stage for the next phase; the preparation of schematic drawings.

WHKS along their team Kimley Horn and Miller Dunwiddie Architects began work immediately keeping the project on schedule. His phase is expected to be accomplished within a three week period. The purpose for this phase is to advance the conceptual design to 3D visualization for review and approval by the City, G8 Development and the Marriott Corporation.

2014 Pedestrian Trail Improvements - Phase 2 (Update)

The project was let on December 8, 2015 and award of contract was approved by the City Council on December 15th. A recommendation for approval of contract and bonds will be brought forward at the first meeting in January. Permanent and construction easement documents were completed by the City Attorney and sent onto the property owners for signatures. The easements will be presented to the City Council for approval following signature of the property owners. The project will then be ready for construction to begin in the spring.

Monroe Avenue Pedestrian Trail (Update)

The project was let on December 8, 2015 and award of contract was approved by the City Council on December 15th. A recommendation for approval of contract and bonds will be brought forward at the first meeting in January. Permanent and construction easement documents were completed by the City Attorney and sent onto the property owners for signatures. The easements will be presented to the City Council for approval following signature of the property owners. The project will then be ready for construction to begin in the spring.

Other Tasks Performed through the Engineering Department:

- Work related to the Stone Pillar 18th Subdivision has been suspended for the winter. Water service lines will be installed in when spring construction resumes followed by street paving.
- On-going coordination with the IDOT for the upcoming Highway 122 reconstruction project. In conjunction with the project is planning for city utility reconstruction and/or replacement throughout the project corridor to coinciding with the IDOT schedule. Planning includes continued efforts to field verify and the use of GPS to record the locations of utilities along corridor.
- Currently on hold and awaiting word from ATC Group Services regarding budget approvals to complete the project. The project to abate contaminated soils was planned and coordinated with Environmental Services Division of Cardno ATC at an identified Leaking Underground Storage Tank (LUST) site near the intersection of 12th Street SE and South Hampshire Avenue. For the site to meet Iowa DNR compliance, the petroleum impacted soil will be excavated, hauled from the site, and the void backfilled with clean materials. Depending on the impact of the contamination plume, water and sewer mains within the excavated area may need to be replaced with new petroleum resistant materials.
- Engineering Staff continues with the preparation of plans and specifications in anticipation of the 2016 construction season.
- Engineering Staff is continually updating records and adding or providing information for the Geographical Information System (GIS) mapping.
- Traffic
 - Traffic Sign Reviews 6
 - Traffic Sign Work Orders New/Remove/Replace 12
 - Traffic Sign Locations Staked 12
 - Compile Order of Signs from Vendor 1
 - Complete Sign Stock Inventory 1
 - Preparing Sign Order for Recent Grant Project 1
 - Preparing Sign Order for Street Marker Replacements 1
 - Document Bike Trail Signs for GIS Mapping 14
 - Update Sign Inventory 35
 - Streetlights
 - New Installation 1
 - New Installation Requests, Compliance Review 2
 - Repair Request 11
 - Repaired (Accident Damage) 1
 - Traffic Signal Repairs
 - Repair Accident Damaged Signal 2
 - Respond to Signal Complaints 13
 - Replace Faulty Pedestrian Push Button 2
 - Measure Signals for Oversized Load 1
 - Iowa One-Call Locates 0
 - Iowa One-Call Locate Reviews 53
 - Emergency Call-outs 0

Water Supply Division:

○ Water Production

• Monthly Total (gal.)	141,112,000
• Daily Average (gal.)	4,552,000
• Daily Maximum (gal.)	5,058,000
• Daily Minimum	3,508,000

○ Water Plant Maintenance and Repair

- Wash Down EDR Stacks and Perform Voltage Checks
- Monthly Draw Down on Wells
- Service Online Analyzers
- Replace Oil in Well and High Service Pump Motors
- CIP #3 and #1 EDR Trains
- Removed Hoover Generator Radiator for Repair
- Change Oil on Backup Generators
- Televised Well A1 for Inspection and Sand Content

○ Customer Service

• Iowa One-Call Locates	147
• Pick up Bills at Hy-Vee West	15
• Monthly Bacteria Samples	32
• Check Water Quality at Residents and Businesses	2
• Hydrant Flow Testing	0
• Correlate Water Main Breaks and Investigate for Leaks	2
• Water Main Shut Down for Repairs	3
• Water Shut Offs for Non-Payment	84
• Water Service Re-Connects	75
• Assist With Installation of Water Meters	20
• Repair Water Meters and Collect Reading	65
• Deliver Red or Tan Tag	15
• Update Shut Off Data Base and Maps	25
• Water Service Permit/Inspection	
▪ Repair/Replace	6
▪ New Installation	3

December FY 2016

○ Meter Department

• Meters Installed	22	427
▪ Industrial	0	3
▪ Commercial	2	29
▪ Residential	20	394
• Meters Repaired	0	14
• Contractor and Garden Meters Installed	1	19
• Meter Reads	10,298	68,799
• Meters Estimated	1,472	
• Water Meters Ordered	5	365

Water Meters Ordered included a special ordered 10" water meter for the Golden Grain expansion project. The meter was delivered on December 16, 2015.

Other Tasks Performed through the Water Supply Department:

- Collected Daily Water Quality Samples
- Continue to Evaluate Raw Hardness and Finish Hardness for Permit Change

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for December:

Finance

- Prepared and issued 576 payable checks
- Worked with vendors on payable issues
- Prepared and issued 33 receivable invoices
- Prepared and issued 620 payroll checks
- Certified 40 unpaid invoices to the County for collection
- Recorded \$1,291.94 of State Offset collections on receivables
- Sent 33 letters for State Offset collections
- Recorded end of month receipts
- Completed monthly IPERS report
- Sorted 5700 pieces of mail and forwarded to departments
- Recorded 175 ambulance receivables
- Processed 3,172 utility payments helping out the Utility Collections Department
- Compiled CIP information for FY 16-17 budget
- Completed monthly reconciliation for November
- Completed monthly golf course deposits
- Completed monthly ambulance deposits
- Meet with Department Heads and completed year end CIP update
- Performed monthly investment activities
- Meet with several Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings

Utility Collections

- Recorded 45 ACH activities
- Prepared 92 utility adjustments
- Estimated 1,472 billings for Cycle 1
- Issued 10,805 utility bills
- Answered approximately 537 phone calls for customer requests
- Responded to 231 voicemails for utility questions
- Completed 324 utility service orders (finals & new customers)

- Completed 32 tasks related to landlord requests
- Issued 595 shutoff notices
- Processed 6641 customer paid utility bills
- Processed 503 customer deposits
- **Replaced 25 meters**
- **Completed monthly sales tax reports**

Information Systems Coordinator

- Get with Mechanical Air to fix AC system for server room
- Search for blocked emails for Finance user
- Configure new computer for Water Reclamation lab
- Clean up email alias for City Hall user
- Get SIM card from Verizon for new PD tablet
- Meet with vendors regarding printer assessments
- Order Temp sensor for City Hall server room
- Configure Temp sensor for City Hall server room
- Order memory for Rec Department computers
- Get maintenance scheduled for generator
- Put IT Committee agenda together
- Check printer at O and M
- Order new laptop for SRO
- Check boot issues with computer at PD
- Order memory for PD
- Rebuild computer for PD
- Rebuild computers for Recreation
- Contact vendor about issues with Web Filter
- Configure equipment in new cars for PD
- Reinstall PDF converter software for computer at PD
- Deliver new computer for Water Rec Lab
- Make changes to email firewall for FD
- Check email lists for users at PD
- Get DNS changes made for Library
- Conduct IT Committee meeting
- Renew maintenance on Email Firewall
- Rebuild mobile computer for PD
- Check computer at PD for malicious software
- Take rebuilt mobile computer to PD for Car 7
- Get to work on conversion to CLTel for City's ISP
- Order new computer for IT
- Have new network line run at FD
- Configure new PD tablet with mobile information and IDs
- Work with RSM about moving DNS named servers
- Set up new account for PD users
- Configured new laptop for SRO
- Get with Central Lock about issues with front door

- Fix monitoring software for Museum
- Meet with Kevin about Document Management System
- Move access point at FD
- Get tablet to PD users
- Ordered more backup supplies for servers
- Do final cutover to new ISP
- Change all mobile information for Police Department
- Look at scanners in PD cars
- Contact Granicus to make sure new ISP changes are reflected in their systems
- Changed all internal DNS forwarding servers
- Set up new account information for the new council members
- Prep new backup tapes for City Hall
- Restore files for FD
- Work with RSM to fix issues with DNS
- Work with RSM to make final changes for streaming videos from council room
- Cleaned up loose ends with VPNs, mobile networks, etc.

GIS Department

Development Services

- Address point edits relating to apartments
- Census data question about what we have available in GIS
- Question about what vertical datum our GIS data is stored in
- Zoning boundary adjustments to GIS data

Engineering/Water Treatment/Customer Service

- Upload utility GPS data from GPS unit
- Edits to pick list for sanitary and storm manhole
- Question relating to symbols for GIS data
- Update Customer service GIS points for linking to database
- Discussion about Traffic GPS data codes
- Updated Traffic GPS data to GIS
- Pictometry online troubleshooting and following up with solution to install desktop

software

Finance

- Update customer service water utility database for use at city hall
- Discussion with Beth about HRDP grant for CIMS and Scanning
- Grant Writer requested I review submissions for documentation of Grant HRDP

O&M/Parks/Water Reclamation

- Question from Streets Supervisor on Pictometry regarding drawing tools
- Update Streets Supervisor laptop with GIS data
- Question about GIS data documentation of where South Grover terminates and West State St begins near Hunter's Ridge development
- Question about GIS data documentation of Hunters Ridge Drive as a private road
- Question about city lot dimensions 19th and S Monroe SW quadrant

- Question on aerial photo relating to tree
- Merged Tree data from four layers to one and also submitted this data to the IDNR
- Assistance with GPS usage
- Prepared GPS for tree inventory
- Uploaded GPS data to GIS relating to tree inventory
- Adjust pick lists for tree inventory GIS data
- Update GPS project at water reclamation office and troubleshoot error message
- Update water reclamation GIS project for address search, manhole search

Police

- Printed aerial map of Gracious Estates

Recreation

- Adjustments to address excel file relating to proposed disc golf course
- Prepared map changes to proposed disc golf course

General

- Assist IT Director when absent
 - Question about webinar
 - Tape backups
- GPS controller battery troubleshooting
- Troubleshoot performance of GIS projects
- Update spatial indexes which improve performance of GIS data rendering
- Upgrade file format for GIS data

January initiatives

Finance Department

- Work on December 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

Reported by Bob Platts, Fire Chief

	Month	CYTD
Personnel Hours Worked		
Battalion	6,989.50	80,382.75
Office/Administrative	791.00	10,911.25
Overtime Hours		
Fire	21.25	2,062.50
EMS	880.50	6,340.50
9-1-1 Calls/Emergency Calls		
Fire	38	608
EMS	350	3,729
Non-Emergency Calls		
Fire	1	62
EMS	117	1,262
Personnel Training Hours		
On-Site	286	5,442
Off-Site	24	742
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	98	621
Existing Building Inspections	5	500
Plan Review	19	130
Fire Investigations	4	24
Community Involvement		
Public Tours of the Fire Station (Number)	0	20
Public Fire Safety Appearances/Trainings (Number)	4	92
EMS/Fire Student Ride Along Preceptor Training Hours	30	792

Significant Fire Calls

11-27-2015 – 321 E State St

Other Significant Events

The Department hosted a formal swearing in ceremony for its newest members, Eric Maki, Nathan Kremer and Walker Wilson and their families on December 30. December also saw the full installation and training on the Department's new PowerLoad systems for three of its ambulances.

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	0	5
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	11	18	29
Engineering	17		17
Finance	10		10
Fire	45	1	46
Human Resources	2		2
Library	16	1	17
Museum	6	2	8
Operations & Maint.	57	1	58
Parks	6		6
Police	52	2	54
Recreation	7		7
Youth Task Force	3	1	4
Grand Total	243	28	271

Staffing

Activity

Hiring Activity:	- Refuse Collector - Sanitation: Coordinated background checks and physicals, job offer made.
	- Police Officer: Coordinated physicals, job offer made. Hired 1.
	- Police Chief: Coordinated physical.
	- Seasonal Staff: Filled three additional seasonal openings.
Positions Filled:	- 1 regular staff and 3 seasonal staff hired.
Turnover:	- 2 retirements regular staff; terminated 1 seasonal staff.
Employee Orientations/exit interviews:	- Conducted 3 new employee orientation sessions

Civil Service Commission:	- No meetings conducted during the month
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Labor Relations/Legal	Activity
Grievance Activity:	- Fire - Discussed Fire Staffing issues.
	- AFSCME - No activity.
Labor Negotiations:	- Opened and successfully completed AFSCME labor negotiations
General HR support:	- Conducted several employee disciplinary investigations; provided HR consultation to various departments.

Benefits	Activity
Employee benefit support:	- Resolved employees benefit issues
Other related topics:	- Coordinated Health Savings Account benefit meeting for new plan enrollees.

Employee Involvement	Activity
Wellness Activities:	- No activity.
Retirement Parties	- Coordinated retirement parties for Dennis Mihm and Mike Lashbrook
Swearing In ceremonies	- Assisted with Fire Department Swearing Ceremony for 3 new firefighters

Government Efficiency	Activity
RPI Activity:	- Begin planning for 2016 RPI events
Other improvements:	- Conducted Valuestream Mapping event on Operations & Maint. operations. Identified future RPI event 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:	- Develop harassment training for 2016.
Professional/Community Support	- Attended IaPELRA winter conference & HRANI 2016 planning meeting

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: December 2015

Routine Activities:

In the month of December 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 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 and many many volunteers put on the two events: MacNider: Off the Clock and also the Holiday Open House. The Dettmer and MacNider families were the sponsors of these two programs, which drew huge crowds to the Museum. For the Friday event Sam Crosser played a variety of holiday tunes while visitors enjoyed the Museum's exhibits. The next day, many volunteers dedicated their time to assist with 5 crafts that were made by children. Over 1,000 cookies were baked by volunteers to hand out to children and adults that day.

The Museum hosted a number of rentals including family reunions and Christmases, staff Christmas parties, and other gatherings for the holidays. The Museum shop did well with their sales this year. Many members took advantage of the double discount available to Museum members during this period.

Classes offered:

Classes offered: Lunch 'n' Learn (3), Greeting Cards (6), Children's ceramics (29), Ceramics (27), Jewelry Making (9), Docent Class (4), and Winter Fun Day (15)

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (55), Kentucky Ridge Outreach (7), Salvation Army Outreach (15), and Manly (7)

Programs: Board Meeting (6)

Special Event: Off the Clock (148), Holiday Open House (319 Children, 298 adults)

Outreach / Specialty Tours:

Groups touring: -- NIACC weavings tour (8)

Outreach locations: Prairie Ridge Outreach (55), Kentucky Ridge Outreach (7), Salvation Army Outreach (15), and Manly (7)

Membership:

365 members

Attendance:

Gallery / Open Studio / Shop: 491

Programs: Holiday Open House 617; Off the Clock 146

Outreach: 84

Rentals: 257

Classroom: 93

Playground: 107

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
CEMENT Work	(1 CEMENT Work)
Dirt Work	(3 Dirt Work)
General Maintenance	(6 General Maintenance)
Hydrant Installation	(3 Hydrant Installation)
Hydrant Repair	(4 Hydrant Repair)
Road Box Repair	(9 Road Box Repair)
SNOW	(4 SNOW
PLOWING/HAULING	PLOWING/HAULING)
SNOW REMOVAL	(3 SNOW REMOVAL
SANDING	SANDING)
Street Repair	(1 Street Repair)
Valve Installation	(1 Valve Installation)
Valve Maintenance	(4 Valve Maintenance)
Water Service Tap	(1 Water Service Tap)

The City currently has approximately 1300 fire hydrants according to the GIS and many are in need of being repainted.

I have talked with the Volunteer Coordinator about getting some volunteers to help with this task. We would supply wire brush, safety glasses, brushes, rags, primer and paint and they would supply their time and energy.

With the unseasonable warm weather early in the month we used some of this time exercising valves.

572 of our valves have no record of ever being turn. And over 1600 have not been touched in over 5 years. This is not uncommon in the industry but many manufacturers and the National Environmental Services Center recommends valves be turned yearly. We know this is an unrealistic goal but we would like to see all main line valves turn on a 3 to 6 year rotation. This could save time and money if emergency shutdown was needed. We currently do a good job at recording information on their condition that we turn for our own jobs. But we must focus on the ones that do not get used.

Most of this work will be done on a fill in base's that means on rainy days, when not plowing/hauling snow or when we finish up a dig and have a little time left in a day. I would prioritize them as follows:

1. Turn valves that have no record of being turned
2. Turn valves that affect critical users (Hospitals, schools, nursing homes, medical practices, manufacturing/business's)
3. Valves along major roadways
4. Turn valves based on length of time between operating

Internal Service Division:

Mechanical

Service and wheel bearings for Building Inspector

Service Engineering Department vehicle

Service and repair 9 fire trucks and ambulances

Service Neighborhood Services vehicle

Service park pickup

Service and repair 4 police cars

Repair and service 2 Sanitation trucks, brakes, etc.

Repair and service 15 Street Department vehicles

Service 2 Water Reclamation vehicle

Service and repair 1 water utility vehicle

Electrical

Repair emergency portable lighting for the Water Utility crew

Repair streetlights as needed

Program Christmas lighting for the Cannonball

Repair lighting at 1st Street and North Washington parking lot

Repair additional traffic signals as needed

Repair security light at Georgia Hanford Park

Repaired streetlights at Northbridge

Repair accuator valve and transfer pump at Water Reclamation

Repair streetlights at 2nd and North Federal Avenue

Repaired lighting at #13 booster pump station for Water Supply, vandalism

Repaired blower contactor at thickener for Water Reclamation

Repair traffic signal at 19th and South Taft Avenue

Repair lighting for the ice rink at Ray Rorick Park

Repaired bad light in basement of City Hall

Repaired traffic signal at Highway 122 and South Virginia Avenue

Repair fan motor in pre air building for Water Reclamation

Wastewater Division:

Wastewater Treatment:

As reported by William Stangler, Operation and Maintenance Manager

Routine Activities for the month:

December

2015

Division: Wastewater

- Wastewater treatment:

Monthly Total:	254.038	million gallons
Daily Average:	8.195	million gallons per day
Daily Maximum:	15.201	million gallons per day
Sludge processed	1.64	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Lines cleaned, Ft. 500
- Televised 0
- Sewer calls 2

Laboratory Activities:

- Performed laboratory analysis on five Industries
- Completed DNR Monthly Operating Report

- Performed laboratory analysis on plant samples

Activities planned for next month at the Water Reclamation Plant:

Notify Industries in delinquencies in reporting
 Perform Laboratory Analysis
 Complete DNR Monthly Operating report
 routine plant maintenance
 track mileage for all vehicles

Special Activities/Accomplishments of particular note:

- cleaned and repaired all drip traps
- completed monthly safety inspections
- clean all yard equipment and put away for winter
- dealt with heavy rains that effected plant flow
- cleaned final weirs
- Mr. Bauer was here to update SCADA system

Sanitation Division:

Refuse collected	439.64 tons
Recycling collected	177,400 pounds
Yard waste collected	8.62 tons
Large item number of stops	40

Materials collected	
Large furniture	27
Small furniture	26
Tubs & toilets	1
Appliances & TVs	13
Electronics	0

Request for service calls	302
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Street Division:

Clean and maintain shops and equipment as necessary

Grade alleys and streets as needed

Fill potholes with cold patch

Remove ice created by numerous sump pumps

Haul mulch and wood as needed

Pick up dead deer as needed

Set up road closure for CPR railroad repair on South Eisenhower Avenue

Handle 15 tree calls, 7 removals, limbs down, trimming, etc.

Opened damaged storm sewer on Lakeview Drive

Haul and spread gravel for the Elmwood Cemetery

Repair excavating from a new communications line installed by Century Link in the alley behind 205 27th Street SW

Sweep all streets as needed

Repair signs as requested by Engineers office

Plow, haul snow and sand/salt as needed

Repair and maintain storm sewers as needed.

Trim brush and shrubs as needed in the alleys

Haul leaves as needed

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Remove dead and downed tree at Highway 122 and South Massachusetts in DOT lot

Repair and repaint teeter totter at Lewis Kipper Park

Trim weeds and remove volunteer trees around traffic signal control cabinets

Pick up benches for garden terrace project

Trim trees from trails as needed

Repair picnic tables

Repair grills that have rusted and need repair

Mulch trees as needed in all parks

Repair benches as needed at the bandshell in East Park

Repair hockey nets for the ice rink

Repair vandalism at sledding in East Park and place climbing tires

Police Department

Reported by Jeff Brinkley, Police Chief

Total Calls for Service – 1,752

Top Ten Calls for Service

1. Medical – 228
2. Traffic Contacts – 176
3. Suspicion – 164
4. Disorderly – 119
5. Collision – 116
6. Animal – 101
7. Theft – 78
8. Alarm – 62
9. Domestic – 50
10. Harassment - 48

Criminal Investigations

Investigations assisted in December with two presidential candidate visits, three death investigations, and search warrants related to an ongoing criminal investigation on a defendant in custody. A child endangerment case was reported to our department and the suspect was identified and interviewed. He was charged with a felony following our investigation. We also assisted a local credit union in developing a new reporting form in the event of a robbery.

Eleven cases were cleared by arrest or warrant. Approximately \$2,800 was deposited in the temporary forfeiture account.

Administration

Personnel attended the following: SALT Committee Meeting; Crime Stoppers of North Iowa Board Meeting; North Iowa Domestic and Sexual Abuse Community Coalition Meeting; Dispatch Advisory Committee; Iowa Criminal Justice Information System Advisory Board Meeting; and the Mason City Development Review Committee.

Our department's social media continues to grow and we now have a presence on Facebook. We used Facebook this month to identify suspects from various criminal offenses that have been committed in our area. Our very first suspect was identified and charged, thanks in part to the Facebook post. We have also received help from the community on possible names for additional suspects that we have posted photos of.

Our crime prevention officer followed-up with one local property owner on a Nuisance Property violation. In lieu of being cited under code, the owner has initiated the eviction process on that tenant.

One officer attended Glock armorer training in December. This helps us to maintain our duty weapons to insure that they are working properly and to extend their life expectancy through routine maintenance and repair.

Captain Mike McKelvey attended instructor training for Youth Mental Health First Aid that was funded by the Mason City Youth Task Force. That training will be delivered to police officers and firefighters in Cerro Gordo County beginning in February 2016.

We welcomed Mason City native Zach Lensing to the Police Department on December 28, 2015. We are excited to have Zach on board. He will begin training at the Iowa Law Enforcement Academy on January 11, 2016.

We also wished farewell to Chief Mike Lashbrook after nine years of service with Mason City. Chief Lashbrook had a long, successful career in law enforcement and we wish him all the best in retirement.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, City Staff Meeting, Friends of the Library, Library Staff Meeting, MCPL Morning Book Club and PEO.

The library holiday live music between Christmas and New Year's was well attended considering the bad weather on December 28 and December 29. December 30 had over 100 people in attendance.

December 2015 Statistics Highlights:	Monthly	YTD (7/1/15 to present)
Circulation-Print Books	6670	48957
Circulation E-Magazines	623	3745
Circulation Print Magazines	224	2042
Meeting Rooms Used	80	1026
New Patrons Registered	109	676

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and After School Care
- Preschool Sports Class
- Winter Break Camp
- Youth Dodgeball
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Process Purchase Orders
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Monday	163
Tuesday	327
Wednesday	149
Thursday	344
Friday	132
Saturday	233

Highland Park Golf Course Monthly Activities:

- Work on Website development
- Study and recertify by test for commercial pesticide license
- Sort tee markers and have volunteer pick up for refinishing

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 5 new staff
- Raised \$4,970 for our Ray Rorick Soccer Complex fund
- Collected feedback for the Disc Golf Course for January vote at Park Board
- Provided an open house for the Disc Golf Course for public feedback
- Addressing Winter Staff needs (email/letter)
- Continue the research the BMI license for the city usage
- Sat in a conference call on topics dealing with our state government and local parks and recreation policies
- Attend Valuestream Mapping event
- Work with the I JAG Class on a pocket park project

- Called 104 children for our Santa Calls Program
- Hosted 23 participants with Lunch with Santa
- Held 5 different staff meetings for upcoming programs
- Ran a little chefs cooking class
- Attended the North Iowa Sports Authority Meeting
- Received Fire Extinguisher training

Highland Park Golf Course Special Activities/Accomplishment:

- Continue working on tee sponsorships
- Started working on created a in house score card
- Started working on selling marketing on our score cards
- Worked on an agreement with First Citizen Bank for an ATM located in the club house

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Adult Basketball
- Run Adult Volleyball
- Run Preschool Sports
- Run Tiny Tot Basketball
- Run Tiny Tot Cheerleading
- Run Youth Basketball
- Run Youth Cheerleading
- Continue to collect community input meeting on the East Park Place Disc Golf Course
- Host the Annual Ice Fishing Derby January 16th
- Run the Kids Karnival January 23rd
- AAA Living on the feature family activity article, Mason City Parks and Recreation Ice Fishing Derby

Highland Park Golf Course Work to Done in Coming Month:

- Continue tee box marketing sales
- Continue selling advertising on our scorecards
- Order accessories for spring opening (flags, cups, poles)
- Disassemble 14 fairway reels and bed knives
- Disassemble 15 greens and tee reels and bed knives
- Replace worn out reels with new bearings and seals in 04 4-bolt greens reels
- Assess for worn, damaged parts bearings, frames etc.
- Grind reels and bed knives on all reel mowers

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Volunteer Hour Logs for all programs
- Channel 4 (EG Channel) updates and programming
- Park Watch
- Appreciation event planning
- Branching Out Tree Planting Project event
- Kinney-Lindstrom Foundation Beautification grant report
- Trees for Kids event planning
- Santa Calls recruiting and planning

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
MacNider Museum	Gallery Attendants	60
Total		60
Miscellaneous Projects	Various Departments	23.50
	Transit Tokens	11.75
	Recreation Department	40
Total		75.25
Grand total		135.25

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- 28 youth participated in a Poverty Simulation on Dec. 9.
- Youth Action Teams began conducting Readiness interviews at their schools related to their project focus areas. (Mason City and Alternative-Violence, Newman-Tobacco & Vaping)

Health / Safety Focus Areas

- 5 adults from the MCPD, Francis Lauer, Four Oaks, Youth For Christ, and Mason City High School were certified as Youth Mental Health First Aid Instructors. One adult from Prairie Ridge Integrated Behavioral Health is scheduled for Instructor training in January.
- The MCPD and Cerro Gordo Sheriff's Office assisted with promotion and registration of three Youth Mental Health First Aid workshops in February for law enforcement and emergency medical staff. In addition to the MCPD and Sheriff's Office, the MCFD, Clear Lake PD, and State Patrol office have been invited to participate. These workshops will meet the requirements for law enforcement to receive mental health training for all staff.
- The following billboards were posted in Mason City in December: 2-marijuana, 1-underage drinking, and 1-bullying help line.
- The behavioral health resource page on the YTF website (www.nipaguide.org) went live in Dec.

Marketable Skills / Effective Education Focus Areas

- Adult volunteers on the Marketable Skills Promise Team are recruiting 36 Job Coaches for the LifeWORKS program with the 11th and 12th grade iJAG students. The Team will meet again on 1/14.

Relationships / Volunteering Focus Areas

- There are 54 active adult/youth mentoring matches in the county. (MC-35 & Clear Lake/West Fork-19) There are 19 youth waiting for a mentor.
- There are 13 active peer mentor matches in Mason City.
- 6 mentors attended a bullying training provided by Crisis Intervention Service on 12/3.
- The quarterly mentoring newsletter was sent out on 12/30.

Staff/Other

- The Governor's Office of Drug Control Policy conducted a grant site visit on 12/14.
- Chelsie Hinton, Youth Engagement staff, attended training on Adverse Childhood Experiences on 12/16.
- The YTF co-hosted a needs assessment community input meeting for Cerro Gordo County Dept. of Public Health on 12/15.

MEETING SCHEDULE

- Jan. 5 & 19: Alternative High School Youth Action Team

- Jan. 6: Youth Mental Health First Aid Instructors
- Jan. 8 & 22: Mason City High School Youth Action Team
- Jan. 11 & 25: Newman Youth Action Team
- Jan. 12: Behavioral Health Resources Workgroup
- Jan. 14: Marketable Skills Promise Team
- Jan. 20: Executive Committee