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# City Administrator's Monthly Activity Report

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Brent Trout, City Administrator

May 2016

*(Issued June 17, 2016)*



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

## City Administrator Comments

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Dear Mayor and City Council Members,

The Blue Zones Project conducted a long range planning session on June 9, 2016. The session was needed to develop goals and priorities for the committee and staff for the next year. The session was well attended with a large number of great ideas for moving the project forward. The Blue Zones Project printed 4000 updated bike maps for distribution within the community. They are available at City Hall or at Visit Mason City. The Active Living and Transportation Commissioners are excited that they will be receiving some training from Dan Burden, a nationally known walkability expert. The training will provide the commission guidance on ways to improve the community's walkability.

Development Services department continues to move the NHANS house project forward with approval of the contract for the contractor. The Hampton Inn and Suites is open for business and Legacy Manor 2 was provided a temporary occupancy permit and residents will begin moving in this week. Staff has issued two different notices regarding a property nuisance under the disorderly premises and nuisance code. I did conduct a ride along trip with Curt Suave, Building Official, this month and was able to be a part of the final process to give the approval on the Legacy Manor 2 temporary occupancy permit. The time was very informative and useful in understanding the processes they use in their day to day actions. The progress for closing and purchase of homes in the 22<sup>nd</sup> St. buyout project continue. Staff will be setting up a quick council meeting to approve purchase documents for one of the projects to save from having to pay property tax dollars on either June 28<sup>th</sup> or June 29<sup>th</sup>. A doodle regarding this will be sent out to determine your availability.

Pedestrian ramp replacements are ongoing as part of the 2016 Sidewalk Program. The ramps at 4<sup>th</sup> St. NE and Georgia Ave have been completed. Sixty five notices regarding repair of sidewalks were sent in the month of May. The crews have completed a great deal of work on the 2016 Street Panel and Curb Replacement program. Work has been completed on Grover Ave., and is currently being completed in Briarstone Court and 9<sup>th</sup> Street SW. The downtown street lighting project is moving forward also with installation of underground conduit, light pole bases and wire. The quiet zone project is in a short wait mode until the Union Pacific Railroad Real Estate Office completes their review of the resolutions for vacation of streets. We were seeking a return of approval for this council meeting but their staff was not able to complete the review. The UP staff has assured us they will be ready for approval at the July 5<sup>th</sup> Council meeting.

In May the Emergency Operations Center was activated for an exercise with many City staff involved in the conduct of the drill. The exercise was very beneficial at providing training to staff on how to handle such events. The MacNider Art Museum has been very involved in planning activities in May for their anniversary celebration this month. They had a very successful Art Festival and have many activities planned for the week of June 20<sup>th</sup> leading up to their Gala on June 24, 2016.

Sincerely,



Brent Trout

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:**           **May 2016**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 5/1/2016 – 5/31/2016	27,781.10 Gallons	300 Buses
Enplaned 618    Deplaned 665		

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

- Preparation of Board Packet Information, Agenda and Attendance at May 2016 Airport Commission Meeting 5/9/2016
- Attended Iowa Association of Public Airports Annual Conference in Dubuque Iowa
- Election of Officers for Airport Commission
- Accepted Grant Agreement Offer – Master Plan/Airport Layout Plan

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

- Preparation of Board Packet Information, Agenda and Attendance at the June 2016 Airport Commission Meeting
- Closeout of General Aviation Ramp Rehabilitation Project AIP 41

# Blue Zones Project

Reported by Angie Determan, Coordinator

Item	0	Item
Accomplishments & Status	<p><b>Community Policy</b> –Two additional applicants contacted for Active Living and Transportation Commission interest. First meeting held to onboard three current appointees. Dan Burden/Blue Zones will provide training for commission in August and be key speaker for Iowa Downtown Conference along with CPM and Steve Schurtz (showcasing our work on Activating MC Masterplan). Willow Creek has 9 garden plots/3 open/4 are new plots/gardeners. Garden Acres 38 garden plots/3 open plus room to expand 13 additional plots/13 new plots/gardeners. Bike Rodeo held May 14<sup>th</sup> in collaboration with CGCDPH, Kiwanis, MC Community Policing, NI Spin and BZP volunteers, approx. 50 participants and 30 helmets given out and two bikes. Mason City Bike Map updated and printed 4000 copies, distributed to local distribution points. Assisted with Ride of Silence including radio ads on event and safety awareness/100 participants. Working with CGCDPH on tobacco policy in worksites and encouraging addition of e-cigarettes. Planning National Night Out booth.</p> <p><b>Schools</b> – Bike education for 350 - 3<sup>rd</sup> grade classes in City (Newman &amp; MCCSD), continued assistance will school greenhouse project progress.</p> <p><b>Worksites</b> –committee met for regular meeting. Worksite survey sent out with positive feedback. Bike Month promoted in May. Developing lunch &amp; learn/education event to promote in worksites with three themes (healthy food, safety &amp; ergonomics, positivity and performance), validation pledge items reviewed for MC Clinic.</p> <p><b>Healthy Foods (Grocery/Restaurant)</b> – continued work with NI Food Coalition on System &amp; Health Assessment for region (9 county) , promote Farmers Market, working with Hy-Vee East &amp; West dietitians on lunch &amp; learn and promoting KidFit cooking</p>	Accomplishments & Status

Item

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<p>classes, Hy-Vee BZ Cooking Class, Ticket to Ride restaurant promotion held first event promoting walk/bike to BZ Restaurants. Met with new Thai Bistro is interested in becoming Blue Zones Restaurant. Assessing menu on one other restaurant.</p> <p><b>Engagement</b> –Committee met for regular meeting. Ongoing work on development of radio ads, Facebook posts for both BZP and MCVC, continued updates on City Website page for Blue Zones Project, Ticket to Ride promoted, BZP newsletter, Worksite Electronic newsletter, Ambassador newsletter. Display developed and placed at MCPL. New Resident flyer finalized and printed for distribution to realtors.</p> <p><b>Volunteer Center</b> –Radio program 1<sup>st</sup> &amp; 3<sup>rd</sup> Monday of the month. New members: NIVC, Youth for Understanding USA, meet with prospective members, renewed CASA, RSVP, Crisis Intervention. Placed volunteers in opportunities including a pre-med student at Mercy, 60 6<sup>th</sup> graders at Cemetery, City Beautification gardens and IOOF. Meetings to secure locations for Volunteer Reception Center for Emergency Management/Steve O’Neil in Rockwell &amp; Clear Lake completed, attended Mason City Public Library board meeting and was asked to participate in work session on our request, Thornton location will be completed week of June 9. including identifying ancillary site locations in Rockwell, Thornton, Clear Lake and Mason City. Presented to MCPublic Library Board on a request to use Mason City room for a Volunteer Reception Center in the event of a disaster. Continued Facebook engagement. Life Expo booth – June 18.</p> <p><b>Other</b> –Gallup-Healthways Well-being Index results received with conference call held with Power 9 members to review results. Information will be shared either in a worksession or council meeting. Power 9 committee workgroup met to finalize June 9<sup>th</sup> long term goal planning session. Planning session will be held this week.</p> <p>Intern will be shared 2 days a week. Another college student volunteering with us as her schedule allows. Continued efforts on fundraising for Blue Zones Project including meeting with Mayor and preparing grant applications.</p>	

**Item****o****Item**

Provided mobile bike racks and hula hoops for community event in Clear Lake and Mason City including a fundraiser for Parkinsons, MCPD triathlon, Main Street MC Friday Nite Live event.

**Activities**

June 18 – Life Expo, Clear Lake  
June 23 – Ticket to Ride (BZ Restaurant Promo)  
June 27 – Wellmark Foundation representatives in Mason City to review gardens and school greenhouse project  
July 28 - Ticket to Ride (BZ Restaurant Promo)  
August 2 – National Night Out  
August 4 – Iowa Downtown Conference presentation and Walking Audit of Downtown area

**Activities**

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of May:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for three Council Meetings and tracking all items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- 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 26 Resolutions and 7 Ordinances based on various requirements
- Submission of Ordinances to Sterling Codifiers for codification
- Upload data for three Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 10 Alcoholic Beverages Licenses through the State of Iowa Alcoholic Beverages Division and when necessary 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
- Collection and issuance of \$1,770 in animal license fees and \$2,335 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Excavators, Sidewalk Contractors, Amusement Games, Tree Trimmers, Solicitors

# **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, 2016**

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

Prestage Foods of Iowa: Staff provided background information and memoranda on the development agreements. Members of the DSD staff also helped with crowd control and access to the meeting room during the two long Council meetings.

Urban Renewal Areas: The final reading establishing the TIF area for the new Southside Gateway Urban Renewal Area was approved on May 17. The City now has three urban renewal areas: the Mason City Unified URA, the Downtown Reinvestment URA, and the Southside Gateway URA. However, the latter two have not yet had any debt certified to the County, so the base year values have yet to be established and the 20-year economic development period has not started. Most of the Unified URA will expire in 2021; in the next few years we will begin evaluating the Unified URA and determine if a new urban renewal area will need to be established.

Iowa Reinvestment District Program: Mr. Phillip Chodur of G8 Development has been working with the Courtyard by Marriott Hotel architect and his local project engineers to finalize the survey so that the land for the hotel can be conveyed to G8. This is expected to be completed soon, so that G8 can keep to the 7/31/16 commencement date required by the Purchase, Sale and Development Agreement. The conveyance of the nearby gravel lot at the SE corner of North Federal Avenue and 2<sup>nd</sup> Street NE is expected to be approved by the Council in June. A concept plan for a 5-story mixed use commercial and residential building has been submitted to the DRC for review. Finally, the DRC has reviewed the plans for the parking structure; this project is on the 6/14 Planning and Zoning Commission agenda for P2 site plan review.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): The Corridor Revitalization Loan Review Committee reviewed a request for a loan to rehabilitate the former Party Store at 613 South Federal Avenue on May 10. This request was approved by the Council on 5/17. This project includes a new roof, new entry doors, new façade and new signs. A loan application for 141 North Federal Avenue (Cooper's Auto) was received at the end of May and will be reviewed by the Loan Committee in early June.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: The bids that were submitted in late April were much higher than the initial estimates and were over the program rehabilitation limit of \$40,000. Staff worked with our rehabilitation adviser to review some of the project items in order to reduce some of the anticipated costs. For instance, a slightly

less efficient boiler and an electric water heater (instead of a very high-efficiency gas one) reduced the bid amounts by several thousand dollars. However, the revised bids are still approximately \$4,860 higher than the \$40,000 forgivable loan limit. Staff has decided to go forward with the project, but we must increase the sale price of the home by \$4,860 to keep the loan amount within program limits. Review of the bids and awarding the contract are on the Council's 6/7/16 agenda; work will begin soon thereafter. We anticipate offering the home for sale this upcoming fall.

Developments: 1) The Hampton Inn and Suites is open for business. Still no word on a fast casual restaurant in the front building next to Caribou Coffee/Einstein Bros. Bagels. 2) The framing, roof and windows are complete on Good Shepherd's independent living complex on the north side of the 300 Block of 1<sup>st</sup> Street. Interior work is ongoing. 3) The new Nissan Dealership, in front of Cinema West, is now open, and landscaping has been installed. 4) The new TJ Maxx Store east of Staples has a complete exterior shell. Interior work is ongoing. 6) A new self-storage complex will soon be under construction on the south side of 15<sup>th</sup> Street SW, just west of North Iowa Oral Surgery.

Development Review Committee: 5 meetings held in May: 5/3/16, 5/10/16, 5/17/16, 5/24/16, and 5/31/16

DRC Activity	May, 2016	YTD
<b>Total Development Plans Reviewed</b>	9	30
<b>Concept Plans</b>		
Concept plans reviewed/approved as a Minor Site Plan	4	11
Concept plans to be resubmitted as a Major Site Plan	3	13
<b>Total Concept Plans</b>	7	24
Major Site Plan Reviews Completed	2	6
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	0
Preliminary Plat of Subdivision	0	1
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	2
<b>TOTAL ITEMS REVIEWED</b>	9	33

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

Activity	May 2016	YTD
<b>Zoning Permits Issued:</b>		
Commercial, Principal Structure	1	9
Commercial, Accessory Structure	0	0
Residential, Principal Structure	3	18
Residential, Accessory Structure	8	18
Signs	6	27
Floodplain	0	0

Activity	May 2016	YTD
<b>Encroachment Permits</b>	1	6
<b>Zoning Board of Adjustment Cases:</b>		
Appeal	0	0
Conditional Use Permit	0	1
Variance	4	4
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	1
Change of Zone	1	2
Miscellaneous	2	4
Preliminary Plat	0	0
Site Plan Approval	1	2
Zoning Ordinance Text Amendment	0	0
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	5	5
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
<b>Zoning Violations</b>		
Reported	2	29
Unfounded	1	1
Founded-Resolved without citation	1	14
Citations	0	0
Open Cases (as of date of report)	10	31
Cases initiated by staff	3	23
<b>Zoning Inspections</b>		
Zoning – Case Request	2	30
Zoning – Violations	2	29
Zoning –Setback	3	12
Zoning - Final	3	14

*Projects:*

- 22<sup>nd</sup> St. SE Buyout: Purchased 403 22<sup>nd</sup> St. SE.
- North Iowa Farmer's Market

*Boards and Commission meeting highlights:*

- Environmental and Sustainability Advisory Commission: The Commission did not meet in May.
- Historic Preservation Commission: The Commission did not meet in May due to lack of quorum.
- Planning and Zoning Commission: The Commission met and reviewed two mobile vendor permits. The Commission also discussed a variance application related to a subdivision. The developer is seeking permission to plat a subdivision with lots larger than the maximum lot size allowed in the Z2 Sub-urban Zoning District.
- Zoning Board of Adjustment: The Board met and considered four variances. Each was granted.

*Other Items of Interest:*

- City staff continues to working with the Iowa Homeland Security and Emergency Management Department to close out PW 9585. This is the last piece of the buyouts that needs to be completed to call the projects “Done!” Buyout Administrator Mertes is once again working a part time staggered schedule alternating weeks working in-house and remotely.

## **BUILDING INSPECTIONS DIVISION**

*Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Permits</b>	<b>May, 2016</b>		<b>YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	20	\$ 3,309,391.77	89	\$15,244,162.23
Minor Building Permits	31	\$ 192,429.48	64	\$ 644,517.48
Electrical Permits	18		88	
Plumbing Permits	13		53	
Mechanical Permits	21		77	
Sign Permits	5	\$ 15,412.00	26	\$ 122,762.00
Demolition Permits	1	\$ 17,885.00	3	\$ 62,885.00
Structure Moving Permits	0	\$ 0.00		\$ 0.00
<b>Inspections</b>	<b>May 2016</b>		<b>YTD</b>	
Number of inspections	117		626	
<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	1	41	3	104
Multi-residential	0	0	0	0
Commercial	0	7	3	37
Industrial	0	1	0	5
Institutional	1	0	1	0
Other (signs, demo, etc.)	0	6	0	29
<b>Fees Collected</b>	<b>May, 2016</b>		<b>YTD</b>	
	\$ 14,803.58		\$ 82,742.03	

## **NEIGHBORHOOD SERVICES AND TRANSIT DIVISION**

*Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>May, 2016</b>	<b>YTD</b>
<b>Case Request Sources</b>		
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	45	374

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

<b>CODE ENFORCEMENT REPORT</b>	<b>May, 2016</b>	<b>YTD</b>
Staff Initiated	31	312
Non-Staff Initiated (total):	14	62
Response to Complaint	4	19
Anonymous Complaint	7	30
SeeClickFix	3	13
<b>Case Request Disposition</b>		
Founded Case Requests	64	424
Citations Issued	0	2
Cases to Court	0	2
Unfounded Case Requests	0	10
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	0	4
Dangerous Building	1	6
Abandoned Vehicle	1	5
Tree/Shrub Maintenance	0	2
Garbage	10	80
Inoperable Vehicle	9	77
Junk, Rubbish or Refuse	32	132
Other	8	63
Writ of Removal	3	46
Information Request	0	7
Snow Removal/Weeds & Tall Grass	101	205

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>May 2016</b>	<b>YTD</b>
Initial Inspections	32	188
Reinspections	30	212
5 yr. Inspections	116	619
Complaint Inspections	10	66
Unregistered Unit Complaint	1	1
Inspections cancelled by Landlord	18	116
Inspection cancelled by Inspector	1	24
Failed inspections	21	115
Passed Inspections	111	566
No Shows	16	65
<b>Total # of Inspections</b>	<b>159</b>	<b>874</b>
Rental Dwelling Certificates Issued	60	427
New Landlord License Issued	6	20
Units White Tagged	3	13

Animal Control Officer's report begins on the next page

# ANIMAL CONTROL

MAY		2016	YTD	
ANIMAL CALLS FOR SERVICE				
HOURS			TOTAL	TOTAL YTD
700	800	=	6	21
800	900	=	9	35
900	1000	=	16	34
1000	1100	=	12	42
1100	1200	=	8	41
1200	1300	=	8	26
1300	1400	=	12	41
1400	1500	=	12	44
1st shift sub total				78
1500	1600	=	10	30
1600	1700	=	11	35
1700	1800	=	6	23
1800	1900	=	11	21
1900	2000	=	14	22
2000	2100	=	5	18
2100	2200	=	4	12
2200	2300	=	4	10
2nd shift sub total				99
2300	2359	=	2	7
0	700	=	0	18
3rd shift sub total				15
TOTAL for Month			150	242
ARRESTS				
Animal				
Sanitation				0
Chase/bite nuisance violation				2
Cruelty/Welfare of Animal				1
Vicious Animal				0
Disturbing the Peace				1
No Rabies Vaccination				3
No City License (approx)				1
Animal At Large				3

	<b>Total People Arrested</b>	<u>11</u>	22
Animal Bites	<u>10</u>		33
Wild animal calls	<u>8</u>		40
<b>Pickup slips animal count</b>		<u>92</u>	<b>345</b>

# 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>
May	3	38%	5	62%	8
Year to Date	58	55%	47	45%	105

Burials in May were slightly less than projected. Traditional burials are slightly higher and cremation burials are slightly lower than the projected numbers for the year.

## **Sales**

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
May	3	1	4
Year to Date	25	7	32

Lot and Niche sales declined in May with only 4 spaces sold. Sales of burial spaces are still much lower than projected for the year.

## **Projects**

The Lullaby Lane project by the Leadership North Iowa young professionals group is in the fundraising stage with approximately \$8,000 in funds raised and a donation of the pavers for the walkway. The width of the walkway is being narrowed to reduce costs. Bids for installing the pavers are currently be sought.

Columbarium Improvements have been completed with the rocks replaced with pavers and planters with flowers installed with funds from the Sorenson family memorial donation.

**Administration** – Admin staff were very busy as Memorial Day approached with increased walk-in traffic. Flower sales increased by 20% over last year over. This year 218 flowers and flags were placed for families from Virginia to California, Texas to Michigan and many from Mason City. The office was open during the three day Memorial weekend to assist people in finding their family members buried in the cemetery. Verifying data in the Cemetery Information Management System continues.

**Operations** – In addition to burials, Grounds Staff were very busy mowing and trimming around markers as the wet weather promoted rapid grass growth. Concrete foundations were poured, vases installed and family requests for straightening and raising markers completed. Five seasonal part-time workers started May 1<sup>st</sup>.

**Board of Trustees** – There was no board meeting due to the busy Memorial Day season.

# Engineering Department

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

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## Division: Engineering:

○ Engineering	
• DRC Site Reviews	9
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer service permit & inspection	
▪ Repair/Replace	5
▪ New Installation	3
▪ Disconnect	5
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	70
▪ Repair/Replace	15
▪ New Installation	2
▪ Curb Cut	0
• Pedestrian Ramp survey & design	2
• Driveway Approach permit & inspection	2
• Iowa One-Call locates	423
• Emergency Call-outs	4
• Emergency Call-out after hours	1
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	5
▪ Review contractor Traffic Control Plan	1
• Permit Review & Approval - City	
▪ Commercial Building	4
▪ Residential Building	1
▪ Demolition	0
▪ Remodel or Addition	4
• Permit Fees collected	\$30
• Sanitary Sewer records drawn and scanned (G.I.S.)	0
• Field Book updates (G.I.S.)	1

## 2016 Sidewalk Program:

A preconstruction meeting was held on May sixteenth with Mid-Continent Contracting. The pedestrian ramp replacements at the intersection of 4th Street NE and North Georgia Avenue have been completed. Sixty-five notices to repair sidewalk have been sent in the month of May, several sidewalk waivers have already been returned.

**2016 Street Panel and Curb Replacement Program:**

A preconstruction meeting was held on May nineteenth with Mid-Continent Contracting. The street patch on Grover Avenue patch has been completed. Street panel replacement work is currently taking place Briarstone Court and locates have been called in for work on 9th Street SW and on the Frontage Road just east of South Eisenhower Avenue.

**2016 Pavement Marking Program:**

A preconstruction meeting was held on May eleventh with Quality Striping and work started the following week. Quality Striping has completed placing railroad crossing markings and are currently placing stop bars and crosswalks. Staff is working with the contractor by adjusting signal timing allowing traffic to flow through intersections while lanes are blocked for the painting of the directional arrows, stop bars, and crosswalks. Staff is in contact with the contractor to answer questions and make adjustments in the field. Staff reviews the progress of the contractor and records it in a daily log for reporting purposes.

**2014 Pedestrian Trail Improvements – Phase 2:**

Final grading has been completed for the trail on 9th Street SW between Village Green Drive and South Taft Avenue. Storm sewer culverts have been placed on the east side of South Taft Avenue. In conjunction with the Taft Avenue bike trail crossing at Hwy 122, Engineering Staff is preparing plans to accompany the IDOT utilities accommodation permit for the installation of pedestrian push buttons. A site survey has been conducted and materials have been ordered and received.

**Monroe Avenue Pedestrian Trail:**

A portion of the PCC trail with retaining wall has been placed south of the South Monroe Underpass. Other remaining areas of the trail project have been graded and the subbase material placed in preparation of paving.

**Downtown Street Lighting Project:**

K&W Electric and their subcontractors have been installing underground conduit and placing new street light bases along Delaware Avenue. The electrical conduit and all but two of the street light bases have been installed on the east side of Delaware; and work now continues on the west side of the street. Previously buried unknown objects have been encountered while directional boring for conduit installation and excavating for the new street light bases. Private roof drain lines have required additional utility reroutes and an underground storage tank required coordination with the IDNR before its removal. An underground utility vault will require one light pole to be slightly relocated and the most recently discovered underground obstruction will require exploratory excavation to determine the limits of the object and impact of disturbance may have on the adjacent business.

**Drainage District No. 17:**

A preconstruction meeting was held with ISG and the contractor on May eighteenth. The meeting was followed with the “Notice to Proceed” on June 1, 2016.

**Union Pacific Railroad Quiet Zones:**

The resolutions for vacation of the streets are being drafted by the City Attorney. The expectation is to submit them to the Union Pacific Railroad Real Estate Office for a final review before presenting them to the City Council for approval. The Engineering Department will submit plans to the Union Pacific Railroad for approval of the Supplementary Safety Measures (SSMs) proposed at each of the active crossings throughout the Quiet Zone directly following their approval of the draft resolutions. Those crossing improvements are at 6th Street SW and 1st Street NW.

**South Federal Avenue Elevated Storage Tank:**

The tank was hoisted into place on May eighteenth followed by the process to secure the tank in its final position with the pedestal. Caldwell then proceeded to position and weld in-place the remaining roof and floor panels into place. Neumann Co. is scheduled to return to the project in mid to late June to finish painting the remaining interior and exterior areas. The project continues to progress very well and on schedule and budget. Substantial completion of the project is on schedule for mid-September.

**Downtown Multi-Level Parking Structure Project:**

A supplemental (Supplemental Agreement #2) to the original contract was approved for WHKS and their design team to continue with the progression of the project. The current supplemental agreement includes services for the preparation of design plans and specifications; it also includes administration through the bidding of the project.

**12th Street NW & N Benjamin Avenue Street Lights:**

Staff met with an electrical contractor to plan the installation of a meter pedestal and relay to control the street lighting on North Benjamin Avenue. Power was disrupted due to a relocation project along 12th Street NW.

**Downtown Street Lighting Project:**

Staff is performing periodic checks on the contractor installing the new street lighting components. Field records are being collected using GPS equipment which is then transferred to the City's GIS mapping for future reference.

**Bike Trail System:**

Concrete bases were ordered for the new pedestrian/bicycle crossing at Hwy 122 & S Taft Avenue. Staff also reviewed and assessed the existing utilities and traffic signals at the intersection for a future trail crossing at Hwy 122 and South Illinois Avenue.

**North End Improvements Project:**

Engineering is completing plans and specifications for parking lot and sidewalk improvements to be completed along North Federal Avenue. The improvements include the paving or patching of two parking lots, lighting improvements, and landscaping.

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

- Continued coordination with IDOT for the upcoming Hwy 122 reconstruction project. Engineering Staff attended an IDOT meeting with Alliant Energy staff to discuss the

conflicts that have been discovered between the future storm sewer that needs to be installed and an Alliant gas main. Alliant Energy is planning on a gas main replacement prior to the start of the Hwy 122 reconstruction.

- Engineering Staff coordinated construction with the contractor inspected the installation of water lines and yard hydrants for the South Kentucky Avenue Mason City Community Gardens yard hydrant project. The yard hydrants are working and are being used by gardeners. The only remaining work includes the installation of a concrete pad that the meter enclosure will be placed on.
- Additional inspections on the Stone Pillar 18th Subdivision. The developer has conducted a compaction test of the subbase material and pavement has been placed on South Illinois Avenue. Engineering Staff tested the concrete while it was being placed and took concrete beams. These test beams have since been broken to determine the strength of the new paving; all test results have been recorded. A punch list inspection was conducted for this new subdivision, any outstanding issues will need to be addressed prior to the acceptance of the new street and underground utilities.
- Engineering Staff continued setting spikes at the corners for cemetery lot staking layout project.
- Engineering Staff has received quotes for a traffic signal conduit installation, this conduit is planned to be placed in the north right-of-way of Hwy 122 from South Taft Avenue to South Eisenhower Avenue. A survey of this area has also been conducted and the information gathered has been transferred to plans sheet that have been submitted to the IDOT for their review. The locations of the existing utilities along with the proposed location of the new conduit are needed before a utility accommodation permit can be issued.
- Engineering Staff attended a field review for an upcoming Alliant Energy gas main replacement project that will take place along Pierce Avenue from 6th Street SW to 12th Street NW. Aliant Energy staff and representatives from their land surveying and engineering companies also attended. Engineering Staff has also started to assemble utility records for this corridor to aid in plan design.

#### ○ Traffic

• Sign work orders	6
• Stake sign locations	0
• Retrieve reported downed signs	0
• Traffic Sign Orders	0
• Streetlights	
▪ New Installation	0
▪ Repair Request	9
• Traffic Signals	
▪ Respond to signal complaints	12
• Iowa One-Call locates	0
• Iowa One-Call locate reviews	389
• Locate City-owned electrical utilities	10
• Emergency Call-outs	0
• Tornado Siren Repairs	2

### **Other Tasks Performed by Traffic:**

- Checked and assessed the underground wiring exposed by McKiness Excavating during a steam tunnel removal project on 2nd Street NE.
- Installed and removed a traffic data collector in the 3400 block of 9th Street SW. Retrieved and print the data for analysis.
- Downloaded traffic count data from the traffic signal cameras at the intersection of 12th Street NE/NW for use in an Iowa DOT study.
- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue.
- Met with Curries and their fiber contractor about their fiber cable installed in City right of way.
- Composed photometric data for lighting layouts in the parking lots on the North End Improvements project.
- Assisted in traffic control for a stranded motorist at Hwy 122 & South Crescent Drive.
- Set up phone tech support with Danko Equipment to solve issues with siren software on controller PC. Also ordered new style battery charger to resolve issues with chargers going bad in the field. Removed and shipped a controller from police station to be repaired.

### **Water Supply Division:**

○ Water Production	<u>April</u>	<u>FY 2016</u>
• Total (gal.)	124,013,000	1,578,364,000
• Daily Average (gal.)	4,000,000	4,646,553
• Daily Maximum (gal.)	4,814,000	7,589,000
• Daily Minimum (gal.)	3,256,000	3,210,000
○ Water Plant Maintenance and Repair		
• Wash Down EDR stacks and perform voltage checks		
• CIP #1 EDR train		
• Replace filters 8-10 day run time		
• Replace leaking piping, hoses on EDR #4		
• Service on-line analyzers		
• Repair flow switch on #4 High Service Pump		
○ Customer Service		
• Iowa One-Call locates		386
• Prepare and send service repair letters		15
• Monthly bacteria samples		30
• Collect project bacteria samples		4
• Check water quality at residents and businesses		4
• Hydrant Flow Testing		2
• Correlate water main breaks and investigate for leaks		10
• Water Main shut down for repairs		2
• Water shut offs for non-payment		41
• Water shut offs for other		1

• Water service re-connects	41
• Assist with installation of Water Meters	1
• Repair Water Meters and collect reading	30
• Deliver Red or Tan Tag	13
• Update shut off data base and maps	20
• Hydrant flushing	100
• Water Service Permit/Inspection	
▪ Repair/Replace	23
▪ New Installation	2
▪ Disconnects	0

○ Meter Department	<u>May</u>	<u>FY 2016</u>
• Meters Installed	91	824
▪ Industrial	0	5
▪ Commercial	2	44
▪ Residential	89	774
• Meters Repaired	2	18
• Contractor and Garden Meters Installed	10	32
• Meter Reads	11,771	127,654
• Water Meters Ordered	200	687

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

- Provided a tour of the Water Treatment Plant/Hypochlorite Generator for a group from Hong Kong
- Provided a tour of the Water Treatment Plant for Koch representatives from the Fort Dodge area
- Calibrate flow instruments in plant
- Collected daily water quality samples
- Continue to evaluate raw hardness and finish hardness for permit change
- Monthly draw down on wells
- Torque EDR #4 Stacks
- Mow at the Water Treatment Plant and well sites

# Finance Department

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Reported by Kevin Jacobson, Finance Director

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## As reported by Finance Director

Routine activities for May:

### Finance

Item	May	Year-to-Date
Prepare payable checks	586	2,956
Prepare receivable invoices	57	248
Prepare payroll checks	732	3,576
Certify invoices to County		65
Send letters to State Offset Collections	15	392
Record State Offset collections	\$ 6,879.36	\$ 29,512.01
Sort Mail	5,700	28,300
Record ambulance receivables	132	848
Process utility payments	2,176	11,825

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Golf Course direct deposits
- Complete Ambulance direct deposits
- Prepared additional seasonal payroll paperwork
- Completed monthly IPERS report
- Completed monthly reconciliation for April
- Completed monthly ambulance deposits
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Continue work on FY 16 CAFR
- Continue working with Socrata on financial transparency
- Working on Timekeeping System

## Utility Collections

Item	May	Year-to-Date
Record ACH activities	74	199
Prepare Utility adjustments	50	260
Estimate billings		-
Issue utility bills	10,878	53,960
Answer phone calls	472	1,969
Respond to voicemail	220	1,259
Complete utility service orders	358	1,460
Complete landlord tasks	35	180
Issue shutoff notices	478	2,401
Process customer paid utility bills	6,488	31,706
Process customer deposits	466	2,470
Replace meters	109	421
Complete monthly sales tax report/hours	3.00	20.00

## Information Systems Coordinator

- Perform email search for Police Department
- Perform maintenance on City Hall server
- Get quote for replacement backup drive for PD
- Prep new tapes for YTF monthly backups and run backup
- Prep new tapes for Engineering monthly backups and run backup
- Get PD Car 2 mobile sent in for repair
- Look at Quickbooks problem for housing
- Get with FD about external hard drive issues
- Force antivirus update on computer at the Water Plant
- Look for finding solution for video burning for PD
- Install Nero on PD computer to test video burning
- Try Roxio on PD computer for video burning
- Set FD user up for access to Ambulance Billing System
- Follow up with attorney regarding email search for PD
- Get replacement external hard drive for FD
- Get with AIM to troubleshoot database
- Go through timekeeping RFPs
- Set up scanning function for new copier at O and M
- Set up new printer for O and M
- Set up contact group for Growth Development
- Set up new user for Recreation
- Look at issues with Tim Thomas' computer
- Get with RSM/Shoretel about backup for PD phone system
- Test scanner folders for O and M

- Check backup job at Water Treatment before backup runs
- Get quote for two computers for O and M
- Update computers at Airport over the weekend
- Order computers for O and M
- Order server for PD Phone system
- Order tape drive for PD
- Look into installing software on Water Rec computer
- Take new external hard drive to FD
- Time keeping meeting to discuss RFPs
- Perform open records search for *Globe Gazette*
- Perform open records search for NIT
- Look at tablets for EMS
- Look at printer issues at O and M
- Continue open records search regarding the Prestage Project
- Force reboot on Iprism to correct errors
- Time Keeping Demo meetings
- Rejoin Car 8 to domain
- Try to repair tape backup drive for O and M
- Look at DVD backup burner for PD
- Reboot O and M server
- Test O and M Tape drive
- Order new tape drive for O and M
- Set up user for Blue Zones
- Look at modem in Car 4
- Set up intern for Museum
- Start working on new computers for O and M
- Install new tape drive and O and M
- Hook GIS computers up to Finance color printer
- Check connections to network drives for user at PD
- Fix credentials for workroom computer at PD
- Take care of CDW-G invoices
- Get new radio equipment ordered for highland tower and clients
- Check Mediacom connection at Cemetery
- Look at issue with tape drive for Animal Shelter
- Perform month end monthly backup duties
- Rebuild Highland computer to clear viruses

## **GIS Department**

### **Cemetery**

- Conversation with director regarding status of CIMS project and rectifying lost but not forgotten records. Also assisted looking at old database for records.
- Explained to cemetery director how to navigate old database
- Preliminary setup of portable GIS project for Cemetery

### **City Administration**

- Assist staff with detour map symbols and other questions
- Assist staff with band fest mapping
- Answered questions relating to parcels, lots, and aerial photography

#### **Development Services**

- Question regarding process of address point data maintenance
- Review of Orchard Glenn subdivision CAD file for consistency with our GIS
- Band fest map re-route for transit drivers. Also spent time revising the map
- Assistance identifying the location of towers to be constructed by the Union Pacific Railroad as part of the review process provided by the FCC

#### **Emergency Management**

- Emergency Management exercise planning. Preparing a specific project related to emergencies and making sure appropriate data is available.
- Received assistance from County GIS staff preparing for Emergency management exercise
- Prepared a towers GIS layer
- Assist with Emergency Operations Center exercise on 5/19
- Evaluated what worked and what didn't work for emergency exercise and reviewed notes

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

- Sewer video linking
- Discussion regarding utility GPS data import and workflow
- Import utility GPS data, electrical related data, traffic data, and community gardens data
- Conversation regarding accuracy of CAD planimetric files
- Conversation about missing easement in system west of Eisenhower
- Question about mapping topology for Sanitary Sewer GIS data
- Question about record in customer service database and link to service order. Error fixed.
- Question about availability of railroad name data
- Question from staff about GPS data code list and when to use which one
- Question how to switch feature code list for GPS data collection

#### **Finance**

- Update customer service database for City Hall users
- Prepared two maps relating to expanded area for Holvik Parkers housing rehabilitation grant area
- Assist Grant Writer setting up GIS on different computer

#### **Operations**

- Update GIS on Utility Superintendent's computer
- Explained how to email a link to staff member
- Prepare GPS for tree inventory
- Explained purpose of indexing GIS to staff
- Assist staff member with excel file and use on laptop when in office vs. out in the field
- Assist with tree map and troubleshooting page setup and shifting error

- Troubleshoot GIS project not working properly

#### **Police**

- Assisted with supplying accurate street map data to the IDOT who maintains the TRACS system for reporting crash data

#### **General**

- Blood borne pathogen and fire extinguisher training
- Assist Safety Committee relating to acquiring signed exemptions for blood borne pathogen and fire extinguisher training for those that do not need the training
- Indexing the GIS System
- Discussion with county GIS staff regarding cooperative activities
- Setting up handheld GPS units. Testing different aerial photography options within the devices. Configuring status bar for accuracy reading.
- Supplied the Blue Zones project staff with a downtown map
- Corrections made to address point GIS dataset
- Attend National Grid webinar with County GIS staff
- Communication regarding Pictometry imagery delivery

#### **June initiatives**

#### **Finance Department**

- Work on May financial month end report
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Work towards implementation of the City-wide timekeeping system
- Continue work towards financial transparency
- Continue work on FY 16 CAFR

#### **Information Systems Coordinator**

- Continue working with Finance on new time keeping system
- 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
- Complete expansion of the Wireless Network for City owned devices
- Implement new firewalls and monitoring system
- Start updating IE 10 to IE 11 after testing
- Replace backbone equipment for Water Treatment and Highland Clubhouse

#### **GIS Department Initiatives May 2016**

- Set up handheld GPS units
- Set up portable cemetery GIS project
- Keep apprised of Pictometry Project
- Assist with Tree Inventory Project
- Improve accuracy of zoning GIS dataset
- Update utility easement layer
- Import GPS data for utilities
- Assist IT director when out of the office
- Provide support for GIS users within City Government
- Provide maps per user requests
- Edit and maintain GIS layers
- Provide ongoing staff support for City utility and traffic GIS layers

# Fire Department

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Reported by Bob Platts, Fire Chief

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	Month	CYTD
<b>Personnel Hours Worked</b>		
Battalion	6,807.75	37,952.75
Office/Administrative	984.50	5,225.75
<b>Overtime Hours</b>		
Fire	180.50	848.25
EMS	291.00	2,199.75
<b>9-1-1 Calls/Emergency Calls</b>		
Fire	45	270
EMS	361	1,546
<b>Non-Emergency Calls</b>		
Fire	5	25
EMS	95	507
<b>Personnel Training Hours</b>		
On-Site	658.00	3,223.50
Off-Site	36.00	378.50
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	89	501
Existing Building Inspections	100	375
Plan Review	19	69
Fire Investigations	4	11
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	3	9
Public Fire Safety Appearances/Trainings (Number)	11	36
EMS/Fire Student Ride Along Preceptor Training Hours	138.00	480.50

## Significant Fire Calls

05-01-2016 – Fire at a home at 957 15<sup>th</sup> Place NE 25 out of 44 members were involved in fighting the fire and covering the station.

## Other Significant Events

## Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5		5
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	11	18	29
Engineering	18		18
Finance	10		10
Fire	45	1	46
Human Resources	2		2
Library	15	1	16
Museum	6	2	8
Operations & Maint	57	1	58
Parks	6		6
Police	53	2	55
Recreation	7		7
Youth Task Force	3	2	5
Grand Total	244	29	273

### Staffing

### Activity

Hiring Activity:	- Utility Operator-Utilities: Job awarded internally.
	- Swing Worker: Posted job internally unsuccessfully, interviewed candidate from current Civil Service list, conducted background checks & physical, made job offer.
	- Transit Driver – Dev. Services: Processed 1 applicant, background checks, and hired 1 candidate.
	- Fire Chief - Posted vacancy and began recruitment. Finalized Assessment Panel consultant agreement.

	- Seasonal Jobs - Completed recruitment for Band, Recreation, Parks, Cemetery, Water Supply, conducted interviews, finalized job offers for summer staff, processed 115 hires.
Positions Filled:	- 1 regular staff and 115 seasonal staff hired.
Turnover:	- 1 seasonal employee
Employee Orientations/exit interviews:	- Conducted 1 regular employee orientation sessions & 11 seasonal employee orientations & 4 group mass orientation sessions.
Civil Service Commission:	- No meetings conducted during the month

### **Labor**

#### **Relations/Legal**

#### **Activity**

Grievance Activity:	- Fire: No new activity. - Teamsters: No new activity. - AFSCME: No new activity.
Labor Negotiations/Relations:	- No new activity.
General HR support:	- Provided HR consultation to various departments on disciplinary, employee issues, and ongoing litigation.

### **Benefits**

#### **Activity**

Employee benefit support:	- Ongoing support resolving employees benefit issues
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### **Employee**

#### **Involvement**

#### **Activity**

Wellness Activities:	- Working on priorities.
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### **Government**

#### **Efficiency**

#### **Activity**

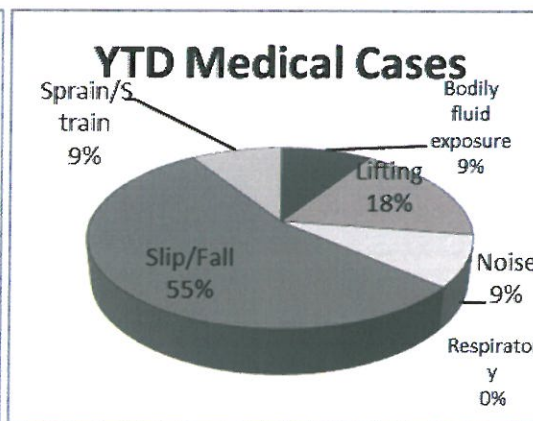
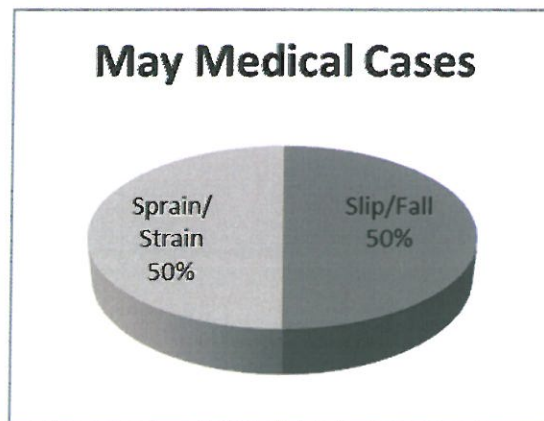
RPI Activity:	- Continue soliciting project ideas from each department.
HR Filing System:	- Begin long-term reorganization project to streamline personnel files.
Timekeeping System	- Participated in timekeeping system selection process through multiple meetings.

### **Miscellaneous**

#### **Activity**

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices; consult with insurance company and mgmt. team on multiple claims, and managed ongoing 411 cases.
Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month.
Safety:	- Continued work on transitional plan for Safety Director responsibilities.
Training:	- HR staff attended annual safety refresher training sessions.
Professional/Community Support	- Participated in local HR Association meeting. - Participated in IaPELRA state meeting. - Assisted with mock interviews at Mason City High School.

Safety Statistics	Month	2016 YTD	2015 YTD
# of Work Comp Cases	2	12	11
# of OSHA Injuries	2	11	8
# of Days Missed	0	149	0
# of Employees Off	1		



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: May 2016**

**Routine Activities:**

In the month of May 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 purchased a painting by the famous American painter Grandma Moses using funds donated to the Museum. The Bergland Fund, as it has been known, was given by the former owners of Bergland + Cram and was designated for the sole purchase of purchasing art. Several pieces have been purchased with this fund (which was designed to be depleted as the art was purchased). The most recent was a Grandma Moses winter scene. This artist is a prominent one in American history and will be an excellent addition to the collection.

The Museum had a huge number of rentals for the month of May, as it has become a very popular destination for graduations. This allows the Museum to generate revenue as well as expose others to our facility (the guests of the renter) to persons who would have otherwise perhaps not attended the Museum.

The topic for March for Lunch and Learn was the River City Sculptures on Parade. The Museum's director, Edith Blanchard, took a group of 2 dozen visitors to approximately 1/3 of the sculptures during a 1 hour tour over the lunch hour. Some of the pieces had been purchased by the committee and were permanent, but most were new sculptures that had just been unveiled the week prior.

The Museum participated in the North Iowa Band Festival with a float to promote the upcoming arts festival, summer classes, and the Museum's 50<sup>th</sup> anniversary. The staff made a giant birthday cake for the float and handed out class schedules to the crowd along the parade route along with volunteers.

The Museum spent much of the month preparing for the annual arts festival. This required ordering food, supplies, preparing craft activities, and scheduling volunteers. Another large task is the fundraising for this event, as the festival is paid for entirely by private funds. Although festival is worked on all year, the majority is organized during the month prior. This year's theme is Groovin on Art, which celebrated the Museum's 50<sup>th</sup> anniversary.

**Special Events / Programs:**

Classes offered: Lunch 'n' Learn (24), Kids Club (11 kids, 2 adults), Whimsical Chairs (7), Mod Podge (4), Adult Handbuilding (20), Art Bugs(12 Adults, 11 kids), Western Art (9), NIVC class (2), Ward Rental class (11).

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (25), Kentucky Ridge Outreach (6), Salvation Army Outreach (24), Manly (9), NIVC class (2), Girl Scouts class (6 Adults, 6 kids), Specialty Programming:

Programs: Acquisitions Meeting (4), Board Meeting (6).

Special Event: Photo Show reception (48 Adults, 2 kids), Sculpture Reception (62), Life Long Learning Lecture (32).

**Outreach / Specialty Tours:**

Groups touring: -- Lake Mills 6<sup>th</sup> Grade(48 kids, 4 adults), Albert Lea Lakeview (58 kids, 6 adults), Osage(75 kids, 8 adults), Nashua (30 kids, 4 adults), R & J Tours (35 adults Architectural tour).

Outreach locations: Prairie Ridge Outreach (25), Kentucky Ridge Outreach (6), Salvation Army Outreach (24), Manly (9).

**Membership:**

359 members

**Attendance:**

Gallery / Open Studio / Shop: 732

Programs: Photo Show, Sculpture Reception, Life Long Learning lecture: 142

Outreach: 64

Rentals: Salsbury (962), birthdays (22 kids, 20 adults), NIACC (13)

Classroom: 127

Playground: (45 kids, 33 adults)

## Operations & Maintenance/Parks Department

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Reported by Bill Stangler, Operations & Maintenance Manager

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### Utility Division:

Repair Type	Repair ID
Leak Detection	(2 Leak Detection)
Cement Work	(5 Cement Work)
CUSTOMER NOTIFICATION	(1 CUSTOMER NOTIFICATION)
General Maintenance	(4 General Maintenance)
General Maintenance (HAULING)	(1 General Maintenance (HAULING))
Hydrant Repair	(18 Hydrant Repair)
Hydrant Repair (PAINT)	(13 Hydrant Repair (PAINT))
Road Box Repair	(1 Road Box Repair)
Sewer Service Repair	(3 Sewer Service Repair)
Valve Repair	(1 Valve Repair)
Valve Repair (TURNING)	(1 Valve Repair (TURNING))
Water Main Repair	(3 Water Main Repair)
Water Service Repair	(1 Water Service Repair)
Water Service Tap	(1 Water Service Tap)

The Utility crew had three broken water main this past month. We had to replace 15 feet of water main on 4<sup>th</sup> SE to get people back in water. This section of main will be added to the list of mains needing to be replaced. In June we will be pouring the concrete back at these sites. We also have a storm drain to repair at the airport along with trying to replace some hydrants and valves.

We also repaired 18 fire hydrants and 4 of those were damaged by hit and run drivers. Two of these had been broke off and someone sat the head of the hydrant back onto the barrel making it look like everything was fine. It wasn't until we tried to flush those hydrants that the damage was discovered.

We would encourage anyone that hits or may see a hydrant that looks damaged to report that information to the Police Department or Utility Department so we can make repairs before an emergency arises.

**Internal Service Division:**Mechanical

Install GPS and service Building Inspection Ford Taurus

Repair vehicle engine light issue on Engineering #10

Service and install GPS on Engineering #4

Service and repair 7 fire trucks and ambulances

Repair 2 park vehicles

Service and repair 6 police cars

Repair 1 Recreation Department vehicle

Repair and service 7 Sanitation trucks, brakes, etc.

Service and install GPS on Rental Housing Inspector vehicle

Repair and service 22 Street Department vehicles

Service and repair 1 Water Reclamation vehicle

Repair 1 water utility vehicle

Electrical

Check all electrical at Central park along Federal for use at the Band Festival event

Haul and supply electrical boxes

Repair street lights at Central Park and along Federal Avenue

Repair street lights at Northbridge and update to LED style

Check and replace pool pump for the slide

Repair a portion of the statue in front of the Music Man Square

Remove field #4 scoreboard to be painted and new decals installed at the youth complex

Install receptacles in the Police Department training room

Repaired chemical controllers at the pool

Repaired traffic signal at 19th and S. Eisenhower

Repaired 16 underwater lights at the pool

Repair light at west shelter in the campground

Test generator at the campground

Go through lighting updates at Southbridge Mall

Replace and repair lighting in maintenance garage at Water Reclamation

Extend conduit over to traffic control cabinet pole at 3rd and N. Delaware

Repair lighting at the 457 cannonball

Repair fire alarm at the Street Department

Replace fuses on UV filter control at Water Reclamation

#### **Wastewater Division:**

##### **Division: Wastewater**

- Wastewater treated:

Monthly Total:	216.059	million gallons
Daily Average:	6.970	million gallons per day
Daily Maximum:	10.121	million gallons per day
Sludge processed	1.713	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
- Helped WHKS with flow meters in collection system

##### **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 of delinquencies

- DMRQA 35 performance testing
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles

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

- Boilers were inspected
- Monthly safety inspection were completed
- Started UV system for the season
- Installed new hoist for UV system
- Finished installation of new flow meters
- Boilers 3 & 4 where inspected by the city insurance carrier
- Fire extinguisher training for all personal
- Mowed plant grounds almost daily
- Power washed final clarifiers
- Did a plant tour for West Fork High school
- Checked all vent fan belts and had to replace one motor
- Checked oil in all lift pumps
- Cleaned polymer tank

**Sanitation Division:**

	<u>April</u>	<u>Year-To-Date</u>
Refuse collected	421.89 tons	1,891.48 tons
Recycling collected	141,840 pounds	689,520 pounds
Yard waste collected	146.52 tons	294.29 tons
Large item number of stops	68	192
Materials collected:		
Large furniture	44	132
Small furniture	62	156
Tubs & toilets	4	11
Appliances & TVs	17	57
Electronics	0	1
Request for service calls	283	1,180

**Street Division:**

Clean and maintain shops and equipment as necessary

Haul mulch to museum

Fill potholes with cold patch and hot patch

Repair storm sewers that are falling apart

Haul mulch and wood as needed

Pick up dead deer as needed

Sweep northeast area of town and downtown and parade route for the Band Festival

Remove and trim trees as needed

Set up handrails

Haul barricades and place no parking by order of police signs for the Band Festival

Grade alleys as needed

Repair signs as requested by Engineer's office

Install statues for the Statues on Parade Committee

Close streets and set up barricades for the Band Festival event

Water and mulch new trees as needed

Plant 100 new trees through the Branching Out Program and Trees for Kids grant

Pick up limbs from storm damage

Haul barricades and signs to the Police Dept. for the Bike Safety Rodeo

Remove 15 trees and trim 30 along with others

**Park Department:**

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Repair bridge at the Black Pit

Install fishing pads at the Black Pit

Haul firewood to campground

Clean and pick up dog waste stations

Prep soccer fields and ball diamonds

Install the pumps at the duck pond in East Park

Clean Plaza in the downtown area

Repair south water fall near the duck pond in East Park and reinstall bench

Prep the pool for opening day

Repair tire swing at Prairie Playground

Hang new swings at shelter 2 playground and Prairie Playground that were donated by Kathy Steenblock

Mow all parks, buyouts and city property

Install bench pads in East Park for 4 donated benches and a new picnic table at the duck pond

Do prep for the Band Festival Parade and events, mow parks, haul tables, haul cans, supply electrical boxes and water hook ups and haul bleachers

Mow the viaducts

Install drinking fountains in the parks

Set out porta potties at Gooch, Morgan and S. Kentucky Water Tower Park

Attend safety training for confined spaces, defensive driving and customer service

# Police Department

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Reported by Jeff Brinkley, Police Chief

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## Patrol

Total Calls For Service: May – 2,278; YTD – 9,486

CFS Type	Month Total	Year To Date
Traffic Contacts	266	1,315
Medical	230	1,036
Suspicion	198	833
Disorderly/Disturbance	187	659
Animal	160	539
Welfare Check	128	474
Collision	98	485
Theft	91	388
Alarm	81	371
Domestic	66	234

First Detail officers were involved in tracking down and arresting a suspect in a burglary after he was called in by area residents. This was the second recent arrest of this suspect for a theft involving a bicycle.

Numerous officers from MCPD were involved in Band Fest events that came off without a hitch. Unfortunately, we were unable to control the weather!

Second Detail officers continued to assist with city council meetings in May. Call volume for 2<sup>nd</sup> Detail also increased this month. One supervisor assisted with Iowa Law Enforcement Academy (ILEA) training for firearms.

Third Detail assisted with a structure fire that took the life of a local resident. Initial responding officers administered CPR and interviewed witnesses. MCPD officers were also involved in this incident for several days doing follow-up.

Shift personnel also responded to a call of a disturbance and a suicidal person. After they arrived and were able to investigate, a suspect was charged with attempted murder after he stabbed the victim.

## Criminal Investigations

CID had a steady workload this month. They were called in to assist patrol with the fire death investigation and attempted murder. Two Child Protection Center (CPC) interviews were also completed.

CID personnel participated in training in Child Abuse Response and Sexual Assault Investigation. We also made a guest appearance on the KCMR “Cup with a Cop” program to talk about CID operations.

### **Administration**

Our department had three members attend the Iowa Peace Officer Memorial Service at the Iowa State Capitol in Des Moines on May 6. Our department also commemorated National Police Week May 15-21 through the wearing of mourning bands on our badges, a local radio ad, and through our social media accounts.

We continue to attend numerous monthly meetings in the community related to programming for seniors, mental health, and substance abuse. We also participated in the Iowa Peace Officer Association Board Meeting.

Most of our supervisors participated in the full scale exercise on May 19 hosted by the Cerro Gordo County Emergency Management and Steve O’Neil. The idea behind this exercise was to assess how our training has progressed as we think about our response to major disasters. I am happy to report that the initial report on our staff was very positive. It definitely showed that our commitment and effort in incident management training is preparing our employees for those events.

Our department had in-service firearms training this month. Two out of three training days were completed. Weather forced us to reschedule the third session for June.

Our social media presence continues to be a valuable outreach tool. We picked up 37 new Twitter followers in May for a new total of 962. We also had 101 new page likes on Facebook for a total of 1,680 at the end of the month. Our posts picked up approximately 38,000 impressions.

We participated in the 2<sup>nd</sup> Annual Bike Rodeo in partnership with several local agencies, including Blue Zones, Public Health, Mason City Community Schools, River City Morning Kiwanis, and the Community Policing Advisory Board. This immediately followed an education program that our School Resource Officer had run in the schools.

We also graduated the class who participated in this spring’s joint Mason City Police Department/Cerro Gordo County Sheriff’s Office Citizen Police Academy. The CPA got rave reviews from participants and there has been significant interest in the community. We are looking at adding another session soon and adding Clear Lake Police Department as well.

Lieutenant Logan Wernet recently completed the third of three leadership classes that are hosted by the FBI Law Enforcement Executive Development Association (LEEDA). The third class was held at ILEA. The three classes are the Supervisory Leadership Institute, the Command Leadership Institute, and the Executive Leadership Institute.

## 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, YMCA Board, Friends of the Library, Library Staff Meeting and MCPL Morning Book Club.

Registration for all of the Summer Reading programs has been vigorous during May and the beginning of June 2016. I continue to work on grants and donations for programming and equipment that is not paid for out of the operating budget and materials budget. I have been working at Circulation desks frequently this past month because of heavier patron volume in the evenings.

Book Circulation: 6850 YTD: 78253  
Non-Book Circulation: 6618 YTD:13468

Non-Book Circulation represents circulation of items such as Playaways, puppets, database usage, DVD's, etc.

## Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

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### 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

### Daily Participation Rates:

Monday	694
Tuesday	1,901
Wednesday	776
Thursday	1,974
Friday	832
Saturday	1,786
Sunday	432

Total People Served in 2016 through May: 99,274

Total People Served in 2015 through May: 84,236

Nights stayed at MacNider Campgrounds in 2016 through May: 846

Nights stayed at MacNider Campgrounds in 2015 through May: 972

### Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2016	2015
Family	31	36
Class A	206	217
Class B	26	27
Youth	28	35
Punch Cards	51	42

- 3,200 rounds played at Highland
- Mowed greens 39 times including double mowing
- Rolled greens 12 times
- Mowed tees and collars 14 times
- Mowed fairways 15 times
- Mowed rough at 2 inches 5 times mowing holes 2-5 10 times
- Weed eat course 2 times
- Trim mow trees, traps, tees and green surrounds 4 times
- Changed cups 18 times
- Changed practice cups 5 times
- Moved tee markers daily
- Blow greens in mornings before mowing after wind and heavy rains
- Raked traps 15 times checked every day for deer damage
- Complete safety inspections
- Sprayed greens fertilizer, fungicide and growth regulation
- Back lap greens mower reels on both units 4 times adjust and grease
- Spray herbicide to clubhouse plantings
- Installed new soda pop coolers at Club House
- Highland Park Advisory Board Meeting

#### Recreation Special Activities/Accomplishments:

- Continued to work with Aliant Energy on the rerouting of power lines for the Ray Rorick Soccer Complex Project
- Continued pool preparation
- A Summer intern started
- Finalized bids for the new Pickleball Courts in East Park
- Gave four KIMT interviews on a variety of subjects
- Replaced 10 fire pits at the campgrounds
- Disc Golf Course was approved at the state level and now is waiting for final approval from the Federal Government on the usage of flood buyout properties
- 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 \$117 for our campground playground fund

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

- Hire and train part time help
- Fix 3 cart shed doors 2 replaced springs 1 adjusted tightened lock

- Mowed mounds 6 times at 3.5 inches
- Chemically edged traps
- Calibrate herbicide sprayer and repair pump
- Replace 2 tires on 2012 greensmower
- Fixed tire on 1020 John Deere
- Replace main drive belt on 325 groundsmaster
- Fix leak on #17 tee caused by tree root dig up, fix, back fill and sod
- Mow new tee on 15 2 times fairway height
- Replace diaphragm on 16 greens valve
- Startup fairway irrigation system and test
- Ordered food and beverages for concession
- Worked on installing new signage for the Golf Course

#### 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
- Run for Spring Soccer
- Prepare for Fun N Sun
- Prepare for Facilities for T-Ball and Softball
- Run Archery Program
- Host a First Aid and CPR Classes for staff

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

- Continue to maintain conditions and improve appearance and playability
- Spray roughs with herbicide for broadleaf weeds
- Fertilize tees and approaches
- Removal of dead trees
- Trim trees of low limbs and suckers
- Top dress greens with sand and soil
- Pour 2 concrete pads on 16 and 4 tees for new benches
- Monitor for insect activity
- Run the Highland Park Father/Son/Daughter Tournament - June 19
- Co-Run the Ladies City Tournament - June 11

- Host the First Round of the Men's City Tournament – June 11
- Host the Dale Fox Memorial Junior Tournament – June 17

# Volunteer Program

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Reported by Drew Verstegen, Volunteer Program Coordinator

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## Routine Activities for the Month:

- New recruits- Adopt A Trail, Beautification, Weeding and Mulching
- Tree Plantings
- Hour Logs
- Channel 4 updates
- Beautification- water meters, invoices, photos, hours
- New volunteers for public lot pickups, Downtown Plaza and Library
- Cannonball Day Marketing
- Community Service fulfillments
- Summer Service Project Planning
- Park Watch set-up and schedule
- Recreation Department Live Healthy Iowa Track Meet recruiting

## Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Beautification Project	Prep & Plant Flower Garden	25.00
	Routine Upkeep of Flower Garden	50.25
Total		75.25
Adoption Programs		
	Cleanup Crews	8.00
Total		8.00
Elmwood-St. Joseph Cemetery		
	Adopt a Section	5.00
Total		5.00
Recreation		
	Annual Live Healthy Track Meet	55.00
Total		55.00
Miscellaneous Projects		
	Housing Authority	16.00
	Police Department	8.00
Total		24.00
Park Watch Ambassadors	Park Watch Tour	8.00
Total		8.00

Parks and Streets Projects

	Park Clean up	89.00
	Landscaping or Tree Planting	100.00
	Weed Whipping or Pulling	18.00
Total		207.00
Grand total		382.25

# Youth Task Force

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Reported by Mary Schissel, Youth Task Force Director

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## Youth Action Teams

- Youth Action Teams completed post-surveys in May.
- The Newman Youth Action Team presented a proposed tobacco policy change to their school board, which passed.

## Health / Safety Focus Areas

- 131 7<sup>th</sup> grade students completed post-surveys for the Positive Action program at JAMS.
- 29 people were trained in Youth Mental Health First Aid in a workshop at NIACC on May 12<sup>th</sup> and 14 people were trained in a workshop at Mohawk Square on May 13<sup>th</sup>.
- The Director and Youth Engagement Coordinator met with Cerro Gordo County Public Health staff to discuss the tobacco projects being conducted by youth. Public Health will not be continuing their tobacco programming with youth this next year.
- The Director and Andy Eastwood, Wellspring Director, met with NIACC to discuss possible implementation of a mental health certificate program on their campus.
- The Director attended a symposium, sponsored by Prairie Ridge, that focused on substance abuse treatment for young adults, ages 18-24.

## Marketable Skills / Effective Education Focus Areas

- Two community volunteers participated in an employer panel for 7<sup>th</sup> grade students at JAMS.
- 11 volunteers assisted with mock interviews for the 9<sup>th</sup> & 10<sup>th</sup> grade iJAG students at MCHS on May 12.
- Results were received for the Profiles of Student Life survey conducted with students in grades 7, 9, and 11 in MCCS. **Youth reporting more than half of the developmental assets has increased from 35% in 2000 to 48% in 2016.** The report and a summary of school related assets results were forwarded to MCCS administration staff.

## Relationships / Volunteering Focus Areas

- 9 people attended the “Building Developmental Relationships” workshop presented by the Director on May 24.
- There are 38 active adult/youth mentoring matches in the county. (MC-23 & Clear Lake/West Fork-15) Post-surveys for FY16 were completed in May.
- There are 14 youth waiting for a mentor.
- There are 19 active peer mentor matches in Mason City. The final meetings for this school year were held in May. Post-surveys for FY16 were completed in May.
- The Mentoring Coordinator participated in mentoring sustainability webinars sponsored by the Iowa Mentoring Partnership.

## Staff/Other

- The Positive Youth Development and Risk Factor/Data study groups met for succession planning.

## MEETING SCHEDULE

- June 13: YMHFA Instructors meeting & Individual Exec meeting with Capt. McKelvey
- June 16: Individual Exec meeting with Mark Neibauer
- June 17: Presentation to Cerro Gordo County Board of Health
- June 28: Relationships/Volunteering Promise Team meeting
- Behavioral Health Resources Work Group will meet in June-date TBA