

# City Administrator's Monthly Activity Report

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Brent Trout, City Administrator

June 2016

*(Issued July 15, 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,

Air Choice One enplaned 668 passengers and deplaned 716 passengers this month making it a very a good month for service. The Airport Planning Advisory Committee kickoff meeting was held on June 27<sup>th</sup> to begin discussion related to the long term future of the airport. The Airport personnel did an excellent job responding to the emergency landing on July 5<sup>th</sup>. The emergency response was solid along with lots of hospitality to the passengers of the plane as they waited for the arrival of the replacement plane.

The Blue Zones Project was excited to host Dan Buettner in Mason City on June 27<sup>th</sup> as he was discussing with National Geographic about accomplishments with the Blue Zones Projects. They discussed the community garden project and other efforts we are making in our worksites to live a healthier lifestyle. Fund raising has gone well for the Cemetery Lullaby Lane project being done by the North Iowa Leadership group. They have raised approximately \$16,000 and have a donation for the pavers for the project. The group is now selecting a contractor to complete the walkway.

Development Services has been working this month on the approval of two CoRL loans, Iowa Reinvestment District approval and moving the NHANS house renovations forward. Steven also spent time in June receiving training in transit operations to be better prepared for Pat Otto's retirement. The DRC reviewed 11 concept plans in June. The department also issued 31 major and 28 minor building permits in June with an estimated valuation of over \$9 million. The installation of LED lighting in City Hall was completed in June and the change is noticeable in all the work spaces. The project will have a payback in electric bill savings in about 3 years.

The Engineering Department projects continue to make progress. The project list is long so I will refer you to the full report for the details of each project. The department has been busy with the dozen or so large projects and we are looking forward to the completion of some of them in August. The daily activities also to support contractors doing work in the community continue for this department while the large projects are going on. I enjoyed my ride along time with the staff members and it gave me a new perspective on the amount of work going on in our community for private residences dealing with sewer issues and driveway approaches. The water supply division installed 190 meters in June but with the staff shortages we will have to slow down on installations in July and August.

The Finance Department has begun work in earnest on the FY 2016 CAFR now that the fiscal year has ended. They have a great deal of work to complete in a short period of time to prepare the paperwork necessary for the auditors to begin their work. The work continues on the preparation of the financial transparency project with the goal of being online with the budget portion of the project by July 31<sup>st</sup> and the operating budget online by August 30<sup>th</sup>.

Human Resources has been busy in June with the retirement event for Chief Platts and hiring for various positions including the Fire Chief. The department successfully defended a claim for unemployment benefits this month. The staff reviewed proposals for worker's compensation insurance and made a decision to switch from IMWCA to Argent. The cost will be less for the new coverage and staff believes that the new company has a great claim service system. There were only two work comp claims this month that did not result in any lost work days.

Sincerely,



Brent Trout

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:**           **June 2016**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 6/1/2016 – 6/30/2016	30,094.4 Gallons	300 Buses
Enplaned 668    Deplaned 716		

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

- Preparation of Board Packet Information, Agenda and Attendance at June 2016 Airport Commission Meeting 6/6/2016
- Approved the Northern Natural Gas Line Temporary Work Permit
- Planning Advisory Committee Kick-Off meeting June 27<sup>th</sup>
- Held and Attended Two Table Top Exercises for Airport and TSA

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

- Preparation of Board Packet Information, Agenda and Attendance at the July 2016 Airport Commission Meeting
- Accept the General Aviation Ramp Rehabilitation Project as Complete
- Work on Task Order for Runway Crack & Joint Sealing
- Federal Aviation Administration Two Day Inspection
- Routine Maintenance on Airfield and Land Side Including Paint Markings/Mowing



# Blue Zones Project

Reported by Angie Determan, Coordinator

Item	0	Action
Accomplishments & Status	<p><b>Community Policy</b> –Final two open seats for Active Living and Transportation Commission were appointed and onboarded. Developed agenda for training on August 3 training which will be provided by Dan Burden/Blue Zones. City staff/ex-officio will be included and <u>Council is welcome to join us</u>. Summer Community Garden social event will feature a garden tour of various plots at Garden Acres on August 10. Gardens are visited weekly with reminders sent on weeding etc. Fielded two inquires on future garden sites and suggested locations. Volunteers painted shed at Willow Creek and picnic tables and garbage receptacles were placed at each site per our request. Summer update newsletter sent to all gardeners. Dan Buettner and National Geographic photographer David McClain visited Garden Acres and photo shots were done with several gardeners participating. Farmers Market discussions regarding supporting their assessment of location and growth of the market currently at Fleet Farm.</p> <p><b>Schools</b> – communicated with new interim superintendent of schools. Plans to connect in early July to discuss BZP work and future engagement of schools.</p> <p><b>Worksites</b> –lunch &amp; learn/education events developed and promoted in worksites with three themes (healthy food, safety &amp; ergonomics, positivity and performance), continued work with MC Clinic. Met with Dan Buettner and Kelly Hansen/POET Bio-refining and showcased their best practices. Working with CGCDPH on Wellness Award at Chamber Annual meeting in October.</p> <p><b>Healthy Foods (Grocery/Restaurant)</b> – continued work with NI Food Coalition on System &amp; Health Assessment for region (9 county) , promotion of Farmers Market, met with Hy-Vee East &amp; West dietitians on lunch &amp; learn , 2<sup>nd</sup> Ticket to Ride restaurant promotion held and gaining momentum. Final will be July 28.Thai Bistro registered and working to become Blue Zones Restaurant.</p> <p><b>Engagement</b> –Committee working on next promo (Bountiful Harvest). Ongoing work on development of radio ads,</p>	



Item

o	Action
<p>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. Working with Good Shepherd and Francis Lauer to do Walking Moais together. Also working on unrolling them in faith based communities/churches. KIMT-TV interviewed Dan Buettner on Community Gardens.</p> <p><b>Volunteer Center</b> –Radio program 1<sup>st</sup> &amp; 3<sup>rd</sup> Monday of the month will be financially supported in 2016/17 by Cerro Gordo County Community Foundation. 33 members (12 inkind (City depts., CG County Emergency Preparedness and VFW Post 733), 125 volunteer opportunities are active currently on the website, attend MCPL board meeting(s) and workshop to secure location for Volunteer Reception Center for Emergency Management/Steve O’Neil. Rockwell &amp; Clear Lake completed, a Thornton location will go before board. Quarterly committee meeting held with future education events discussed. Participated in Life Expo June 18 in Clear Lake.</p> <p><b>Other</b> –June 9<sup>th</sup> long term goal planning session was successfully held with great participation. Future meetings to be held.</p> <p>Intern began working 2 days a week end of May and will work until early August. Continued efforts on fundraising for Blue Zones Project including meeting with Mayor and preparing grant applications.</p> <p>Hosted Dan Buettner and David McClain in Mason City to showcase some of our successes.</p> <p>Met with Cedar Rapids representative.</p> <p>Conversation with rep. regarding suicide prevention.</p>	
<p>July 28 - Ticket to Ride (BZ Restaurant Promo)</p> <p>August 2 – National Night Out</p> <p>August 3 – Dan Burden training for A.L.T. commission</p> <p>August 4 – Iowa Downtown Conference presentation and Walking Audit of Downtown area</p> <p>August 10 – Community Garden summer social event</p>	

Activities

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of June:

- 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 18 Resolutions and 2 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 19 Alcoholic Beverages Licenses and 40 tobacco 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 \$1,210.50 in animal license fees and \$3,455 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Excavators, Sidewalk Contractors, Tree Trimmers, Solicitors, Sign Hangers



# 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: June, 2016

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

Iowa Reinvestment District Program: City Administrator Brent Trout and I met with IEDA staff member Alaina Santizo and IEDA Board Member Chris Murray at the IEDA offices in Des Moines on June 28. This was a very helpful conference at which we learned exactly what the IEDA Board would need to provide contingent approval at their July 22 meeting.

In addition, the Development Review Committee reviewed the plans by G8 Development for the mixed use building at the SE corner of North Federal Avenue and 2<sup>nd</sup> Street NE. This new design replaces the original proposal (a 3-story building with two floors containing 18 dwelling units) with a 5-story building with commercial/office on the first floor and 42 dwelling units on the remaining floors.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): The CoRL Review Committee met on June 29 and recommended approval of two loans: Cooper Repair at 1414 North Federal Avenue and for the Ashley Inn at 3451 South Federal. We also received a new application for Grawmondbecks Competition Motors at 3709 South Federal, who intend to pave a gravel parking lot and make exterior improvements. This application will be considered by the CoRL Review Committee in July.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: Work continues on the renovation of 430 1<sup>st</sup> Street NE. Some unknown deficiencies were discovered by the contractor that led to a change order request in the amount of \$3,670. This is due to rotted floors and studs in the main floor bath, rotted window frames, and discovery of a past bat infestation in the attic. The additional cost will be added to the sale price of the home; however, we still expect that the home will sell for around \$55,000, which is a great bargain for a renovated home.

Developments: 1) The Hampton Inn and Suites is open for business. A ribbon cutting and grand opening is scheduled for July 12. Still no word on a fast casual restaurant in the front building next to Caribou Coffee/Einstein Bros. Bagels. 2) Only siding remains for exterior work on Good Shepherd's independent living complex on the north side of the 300 Block of 1<sup>st</sup> Street. Interior work and site improvements such as landscaping are ongoing. 3) The new TJ Maxx Store east of Staples has a complete exterior shell. Interior work is ongoing. 4) Grading has begun for the new self-storage complex on the south side of 15<sup>th</sup> Street SW, just west of North Iowa Oral Surgery.



5) Legacy Manor II is complete and is now accepting new tenants. A ribbon cutting is scheduled for July 6.

Other Items of Interest: I attended the Iowa Public Transit Association's Summer Conference with Neighborhood Services and Transit Manager Pat Otto on June 22-24. Pat will be retiring at the end of the year, and I wanted to have an opportunity to learn more about the transit function to ensure a smooth transition to a new Transit Operations and Safety Manager. IPTA will hopefully serve as a source of experienced transit persons to apply when our position becomes open.

Development Review Committee: 4 meetings held in June: 6/7/16, 6/14/16, 6/21/16, and 6/28/16

<b>DRC Activity</b>	<b>June, 2016</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	10	40
<b>Concept Plans</b>		
Concept plans reviewed/approved as a Minor Site Plan	6	17
Concept plans to be resubmitted as a Major Site Plan	4	17
<b>Total Concept Plans</b>	10	34
Major Site Plan Reviews Completed	0	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	1	1
Other Reviews (structure moves, etc.)	0	2
<b>TOTAL ITEMS REVIEWED</b>	11	44

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

<b>Activity</b>	<b>June 2016</b>	<b>YTD</b>
<b>Zoning Permits Issued:</b>		
Commercial, Principal Structure	2	11
Commercial, Accessory Structure	0	0
Residential, Principal Structure	11	29
Residential, Accessory Structure	11	29
Signs	9	36
Floodplain	0	0
<b>Encroachment Permits</b>	1	7
<b>Zoning Board of Adjustment Cases:</b>		
Appeal	0	0
Conditional Use Permit	2	3
Variance	2	6
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	1
Change of Zone	1	4

Activity	June 2016	YTD
Miscellaneous	2	6
Preliminary Plat	1	1
Site Plan Approval	1	3
Zoning Ordinance Text Amendment	0	0
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	0	5
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
<b>Zoning Violations</b>		
Reported	6	35
Unfounded	1	2
Founded-Resolved without citation	0	14
Citations	0	0
Open Cases (as of date of report)	5	36
Cases initiated by staff	6	29
<b>Zoning Inspections</b>		
Zoning – Case Request	6	36
Zoning – Violations	5	34
Zoning –Setback	13	25
Zoning - Final	5	19

*Projects:*

- 22<sup>nd</sup> St. SE Buyout: Acquisition has been completed and asbestos abatement at 403 22<sup>nd</sup> St. SE. will be completed in early July.
- North Iowa Farmer's Market: Staff continues to provide support to the NIFM Board as part of the City's Blue Zones Project.

*Boards and Commission meeting highlights:*

- Environmental and Sustainability Advisory Commission: The Commission did not meet in June.
- Historic Preservation Commission: The Commission did not meet in June due to lack of quorum.
- Planning and Zoning Commission: The Commission met and reviewed the Preliminary Plat for Orchard Glen Subdivision and a P2 Site Plan for the parking ramp to be constructed west of City Hall. The Commission also discussed occupancy restrictions and the establishment of a new Z7-5 Specific Use District to allow larger lot residential subdivision.
- Zoning Board of Adjustment: The Board met and considered two conditional use permits and two variances. Each was granted.

*Other Items of Interest:*



- City staff has been in discussion with several private developers regarding the introduction of several new residential housing types not currently found in our market. Both focus on owner-occupied units and would be a good addition to our housing mix.
- Staff continues to working with the Iowa Homeland Security and Emergency Management Department to close out PW 9585. We have finally received the final closeout documents from the State; we are currently reviewing them and identifying revisions that are necessary.
- Staff will be presenting a summary of the Egloff House relocation at the Preserve Iowa Summit in September.
- Staff and the Historic Preservation Commission will be working with the Iowa SHPO, O&M Staff and WHKS to negotiate a Memorandum of Agreement between and among the US Army Corps of Engineers, the Iowa SHPO, the Mason City Park Board, the Mason City Historic Preservation Commission and the City regarding the removal of Dam #1 in East Park. The dam is contributing to the East Park Historic District and federal law requires that the Corps mitigate any negative impact to a historic structure resulting from any permit they issue or any project they initiate. The dam removal will require a USACE permit. The Historic Preservation Commission is recommending that any stacked limestone removed as part of the dam or channel walls be salvaged and held for use during the reconstruction of the bridge north of the Historic East Park Band Shell.

## **BUILDING INSPECTIONS DIVISION**

### *Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Permits</b>	<b>June, 2016</b>		<b>YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	31	\$ 8,965,595.80	120	\$24,209,758.03
Minor Building Permits	28	\$ 190,853.00	92	\$ 835,370.48
Electrical Permits	22		110	
Plumbing Permits	12		65	
Mechanical Permits	11		88	
Sign Permits	9	\$ 25,998.00	35	\$ 148,760.00
Demolition Permits	5	\$ 11,737.00	8	\$ 74,622.00
Structure Moving Permits	1	\$ 1000.00	1	\$ 1000.00
<b>Inspections</b>	<b>June, 2016</b>		<b>YTD</b>	
Number of inspections	<b>132</b>		<b>756</b>	
<b>Permits by Type</b>	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition/Remodel</b>
Residential: 1 and 2 family	2	48	5	152
Multi-residential	0	1	0	1
Commercial	1	7	4	44
Industrial	0	0	0	5
Institutional	0	0	1	0
Other (signs, demo, etc.)	0	15	0	44



<b>BUILDING INSPECTIONS PERMIT REPORT</b>		
<b>Fees Collected</b>	<b>June, 2016</b>	<b>YTD</b>
	\$ 32,661.21	\$ 115,403.24

### NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

#### *Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>June, 2016</b>	<b>YTD</b>
<b>Case Request Sources</b>		
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	99	473
Staff Initiated	57	369
Non-Staff Initiated (total):	42	104
Response to Complaint	18	37
Anonymous Complaint	23	53
SeeClickFix	1	14
<b>Case Request Disposition</b>		
Founded Case Requests	99	523
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	7
Abandoned Vehicle	2	7
Tree/Shrub Maintenance	2	4
Garbage	21	101
Inoperable Vehicle	13	90
Junk, Rubbish or Refuse	51	183
Other	6	69
Writ of Removal	3	49
Information Request	0	7
Snow Removal/Weeds & Tall Grass	0	205

#### *Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>June 2016</b>	<b>YTD</b>
Initial Inspections	40	228
Reinspections	60	272
5 yr. Inspections	173	792
Complaint Inspections	20	86
Unregistered Unit Complaint	0	1
Inspections cancelled by Landlord	36	152
Inspection cancelled by Inspector	8	32

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

<b>Rental Inspection Report</b>	<b>June 2016</b>	<b>YTD</b>
Failed inspections	31	146
Passed Inspections	127	693
No Shows	17	82
<b>Total # of Inspections</b>	<b>233</b>	<b>1107</b>
Rental Dwelling Certificates Issued	37	464
New Landlord License Issued	1	21
Units White Tagged	6	19

## ANIMAL CONTROL

<b>JUNE</b>	<b>2016</b>	<b>YTD</b>
<b>ANIMAL CALLS FOR SERVICE</b>		
<b>HOURS</b>	<b>TOTAL</b>	<b>TOTAL YTD</b>
700 800 =	7	28
800 900 =	15	50
900 1000 =	9	43
1000 1100 =	11	53
1100 1200 =	10	51
1200 1300 =	12	38
1300 1400 =	20	61
1400 1500 =	16	60
1st shift sub total	<b>100</b>	78
1500 1600 =	20	50
1600 1700 =	16	51
1700 1800 =	15	38
1800 1900 =	12	33
1900 2000 =	7	29
2000 2100 =	7	25
2100 2200 =	4	16
2200 2300 =	4	14
2nd shift sub total	<b>85</b>	99
2300 2359 =	3	10
0 700 =	14	32
3rd shift sub total	<b>17</b>	15
<b>TOTAL for Month</b>	<b>202</b>	242
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<b>ARRESTS</b>		
Animal Sanitation	1	1
Chase/bite nuisance violation	2	5
Cruelty/Welfare of Animal		1
Vicious Animal		0
Disturbing the Peace		2
No Rabies Vaccination	4	10
No City License (approx)	3	6
Animal At Large	8	13
	<b>Total People Arrested</b>	
	<b>18</b>	40
Animal Bites	<u>7</u>	40
Wild animal calls	<u>17</u>	57
<b>Pickup slips animal count</b>	171	<b>516</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>
June	3	23%	10	77%	13
Year to Date	61	52%	57	48%	118

Burials in June were higher 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>
June	1	0	1
Year to Date	26	7	33

Lot and Niche sales were not good in June with only 1 space sold. Sales of burial spaces are still much lower than projected for the year.

## **Projects**

The NI Leadership group has raised approximately \$16,000 in cash and a donation of the pavers for the Lullaby Lane project which is about 92% of the costs. The group is now selecting a contractor to install the walkway.

All lot corner markers are installed in the new section, now called Lakeside East, and the additional lots in Trinity Hill.

**Administration** – Research was done to identify names and dates of burials in Free Ground and Old County Ground where the historic records were incomplete. This is to assist in assigning them a plot number to correspond with the Cemetery Information Management System (CIMS). Verification of information in the CIMS with the lot cards continues.

**Operations** –Grounds Staff were busy with burials, mowing and trimming as the continued wet weather promoted rapid grass growth.

**Board of Trustees** – Board members considered the wage adjustments for non-bargaining staff and a request for a monument regulation exception. Reports were given on Lullaby Lane, the Lincoln 6<sup>th</sup> Grade class project of taking pictures of markers and other projects.

# 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	11
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	8
▪ Disconnect	2
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	18
▪ New Installation	0
▪ Curb Cut	0
• Pedestrian Ramp survey & design	2
• Driveway Approach permit & inspection	2
• Iowa One-Call locates	353
• Emergency Call-outs	4
• Emergency Call-out after hours	2
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	9
▪ Review contractor Traffic Control Plan	1
• Permit Review & Approval - City	
▪ Commercial Building	0
▪ Residential Building	4
▪ Demolition	6
▪ Remodel or Addition	0
• Permit Fees collected	\$545
• Sanitary Sewer records drawn and scanned (G.I.S.)	0
• Field Book updates (G.I.S.)	6

## 2016 Sidewalk Program:

Mid-Continent Contracting is continuing with sidewalk removals and replacements on 4th Street NE between North Pennsylvania Avenue and the East Park entrance. The program included Sixty-five notices to repair sidewalk which were sent out in May. Many of the sidewalk waivers have been returned and they continue to stream in.

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

Mid-Continent Contracting has approximately 20% of the project complete. The street patches have been completed in the 2200 block of 15th Street SW, on Monroe Court and on Pinnacle Court. Work is currently taking place in the 200 block of 15th Street SW, on South Benjamin Avenue and on Moonstone Court.

### **2016 Pavement Marking Program:**

Quality Striping has placed the majority of the stop bars and crosswalk lines. Directional arrows and bike lane symbols are currently being placed. Long line painting is expected to begin soon. New cross walk bars have been placed downtown at the Delaware and Washington intersections.

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

The grading of multiple segments of the South Taft Avenue portion of the trail has been completed or is underway. Fill material was trucked in to cover the new storm sewer pipe placed on the east side of South Taft Avenue just south of Highway 122.

### **Monroe Avenue Pedestrian Trail:**

The PCC sections of trail and retaining wall located north, south and through the South Monroe Railroad Underpass has been completed. Subbase material was placed and graded between 15th Street SW and the PCC trail section.

### **Downtown Street Lighting Project:**

K&W Electric and their subcontractors have installed the remaining underground conduit and have placed all of the new street light bases along Delaware Avenue. Conduit and bases are currently being installed between Washington and Delaware along 2nd and 3rd Streets. A second underground storage tank was discovered near the entrance to Yonkers on Delaware Avenue which required coordination with the IDNR, IDOT and Southbridge Mall Staff before its removal. The new street light poles are expected to arrive in July and should start being placed on the new bases in mid to late July. Engineering Staff continued to GPS locations of new street light and traffic signal conduit as they have been installed.

### **Drainage District No. 17:**

The contractor has begun the clearing and grubbing operation to restore the open outlet area of Drainage District No. 17.

### **19<sup>th</sup> Street SE Street and Utility Extension Project:**

During the month of June; the concrete contractor completed the sidewalk related work; the electrical contractor completed the installation of the buried conduit for the street lighting; the



bridge contractor finished the construction of the bridge approaches and formed and poured the barrier transition sections; and the excavation contractor finished the construction of the storm sewer throats and began working on backfilling the right of way along the south side of the street. The asphalt trial contractor completed the excavation or rough grading of existing material and has the majority of the subbase material in-place for the new trail. The preparation for the trail was impacted by the rains and ground water from a buried field tile that had been unknowingly been cut through during a prior project operation.

#### **Union Pacific Railroad Quiet Zone:**

The resolutions for vacation of the streets were submitted to the Union Pacific Railroad Real Estate Office for final review and approval, before they are presented to the City Council for approval. The Notice of Intent (NOI) is being prepared to send to all railroads operating over the public highway rail grade crossings within the quiet zone, the State agency responsible for highway and road safety, and the State agency responsible grade crossing safety. The Engineering Department continues with the preparation of plans and specifications of the Supplementary Safety Measures (SSMs) proposed at each of the active crossings throughout the Quiet Zone. A Diagnostic Team Field Exam will be scheduled following the 60-day review period of the NOI.

#### **South Federal Avenue Elevated Storage Tank:**

The tank construction was completed in early June. The painting contractor is scheduled to be back in Mason City in early July to complete the exterior as well as the interior painting. The painting operation is expected to be completed by mid-August. The underground conduit for the electrical supply, etc. was installed followed by preparation and grading for the concrete floor. The project continues to progress very well; on schedule and within budget. Although some of the schedules for specific operations have been revised, the overall substantial completion of the project remains on schedule for mid-September.

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

WHKS and their design team continued with the design of the parking structure. During the month of June several information gathering meetings were coordinated with the design team, city staff and private utility companies. The goal of these meetings was to provide specifics for the designers and direct them with the desired components and attributes of the parking structure; and for city staff to discuss directly with them local and subsequent codes as well as providing them with answers to many prepared questions.

#### **North End Improvements Project:**

Plans and specifications have been completed for the North-End Improvements Project. This project is currently being bid. The parking lot improvements include the paving or patching of two city parking lots, lighting improvements, installation of a new storm sewer intake and parking lot signage and striping. This project also includes the removal and replacement of non-compliant sidewalks north of 13th Street along North Federal Avenue.

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

- Engineering Staff continued to coordinate with the contractor for completion of the remaining work associated with the South Kentucky Avenue Mason City Community Gardens yard hydrant project. This project has been completed.
- The paving of the Opal Drive extension within the Stone Pillar 18th Subdivision has been completed. Engineering Staff inspected and tested the concrete material as it was being placed during the construction process. Utility manhole castings have been adjusted and the concrete box outs completed. Storm sewer intake tops were installed and the concrete throats constructed, along the South Illinois Avenue segment of Stone Pillar 18. The final punch list is being prepared for the developer to address any remaining outstanding issues.
- Engineering Staff completed a cemetery lot staking layout project, all of the cemetery lot corner points were instrumentally located and marked with surveyed spikes.
- An extension of new traffic signal conduit was installed in the north right-of-way of Highway 122 from South Taft Avenue to South Eisenhower Avenue. The extension is the final link that creates opportunity for fiber interconnection of the traffic signals from Eisenhower Avenue to Monroe Avenue. Engineering Staff coordinated work with the contractor performing the directional boring operation, and provided plans to the IDOT for approval of a Utilities Accommodation Permit.
- Performed coordination with Progressive Rail for the replacement of a railroad grade-crossing on South Benjamin Avenue just north of 19th Street SW. Engineering Staff developed a traffic control plan, outlined the detour route and set up the mobile message boards to give advanced notice of the road closure.
- Engineering Staff met with representatives from the DM & E (Canadian Pacific) Railroad regarding improvements at the 8th Street SE railroad grade-crossing. The sidewalk at the crossing had been removed during an improvements project by the railroad company due to a conflict with the new crossing signal base. As a result of the meeting, a new ADA compliant sidewalk has been constructed; Engineering Staff surveyed the site and designed a compliant plan, hired a sidewalk contractor and inspected the work for the new sidewalk installation.
- Engineering Staff continues working with the IDOT for the upcoming Hwy 122 reconstruction project. Engineering Staff attended a meeting with the IDOT in June to review and discuss staging and traffic control components of the project.
- Hosted several ride-along sessions with the City Administrator for review job duties.
- Traffic
  - Sign work orders 8
  - Stake sign locations 0
  - Retrieve reported downed signs 0
  - Traffic Sign Orders 0
  - Streetlights
    - New Installation 0
    - Repair Request 10
  - Traffic Signals
    - Respond to signal complaints 7

▪ Perform traffic signal repairs	6
• Iowa One-Call locate reviews	400
• Locate City-owned electrical utilities	4
• Emergency Call-outs	0
• Tornado Siren Repairs	3

**Other Tasks Performed by Traffic Control:**

- Hosted ride-along with the City Administrator for review job duties.
- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue.
- Performed final cost estimate for parking lot lighting related to the North-End Improvements project.

**Water Supply Division:**

○ Water Production	<u>June</u>	<u>FY 2016</u>
• Total (gal.)	156,136,000	1,734,500,000
• Daily Average (gal.)	5,204,000	5,204,553
• Daily Maximum (gal.)	6,047,000	7,589,000
• Daily Minimum (gal.)	3,867,000	3,210,000
○ Water Plant Maintenance and Repair		
• Wash Down EDR stacks and perform voltage checks		
• CIP #2 and #3 EDR train		
• Replace filters 8-10 day run time		
• Replace conductivity probe on #4 EDR train		
• Service on-line analyzers		
• Clean ground rods on #4 EDR train		
○ Customer Service		
• Iowa One-Call locates		351
• Prepare and send service repair letters		12
• Monthly bacteria samples		42
• Collect project bacteria samples		5
• Check water quality at residents and businesses		3
• Hydrant Flow Testing		1
• Correlate water main breaks and investigate for leaks		12
• Water Main shut down for repairs		1
• Water shut offs for non-payment		55
• Water shut offs for other		30
• Water service re-connects		40
• Assist with installation of Water Meters		2
• Repair Water Meters and collect reading		35
• Deliver Red or Tan Tag		25
• Update shut off data base and maps		25



○ Meter Department	<u>June</u>	<u>FY 2016</u>
• Meters Installed	190	1,014
▪ Industrial	0	5
▪ Commercial	1	45
▪ Residential	189	963
• Meters Repaired	2	18
• Contractor and Garden Meters Installed	3	35
• Meter Reads	11,771	139,425
• Water Meters Ordered	160	847

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

- Provided a tour of the Water Treatment Plant for GE (vendor) and a group from Singapore
- 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
- Installed Air Gap system in the overflow pipe at the 43<sup>rd</sup> Street Water Tower
- 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 June:

### Finance

Item	June	Year-to-Date
Prepare payable checks	776	3,732
Prepare receivable invoices	69	317
Prepare payroll checks	894	4,470
Certify invoices to County	-	65
Send letters to State Offset Collections	12	404
Record State Offset collections	\$ -	\$ 29,512.01
Sort Mail	5,500	33,800
Record ambulance receivables	209	1,057
Process utility payments	2,354	14,179

- 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 May
- 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	June	Year-to-Date
Record ACH activities	138	337
Prepare Utility adjustments	50	310
Estimate billings		-
Issue utility bills	10,911	64,871
Answer phone calls	534	2,503
Respond to voicemail	320	1,579
Complete utility service orders	436	1,896
Complete landlord tasks	35	215
Issue shutoff notices	538	2,939
Process customer paid utility bills	6,434	38,140
Process customer deposits	479	2,949
Replace meters	188	609
Complete monthly sales tax report/hours	3.00	23.00

## Information Systems Coordinator

- Set up GIS tablet on network and configure with domain settings
- Look at scanner in Car 1 and replace
- Rebuild computer to remove virus infection
- Restore file for Animal Shelter
- Get fiber parts for PD ordered
- Write up replacement PO for missing Rec PO
- Take new computers to O and M
- Update Holiday schedule for door security system
- Test computer for Car 2 before reinstalling in squad
- Take computer back after rebuild
- Get new radios ordered for Animal Shelter and Water Reclamation
- Write up agenda for IT Committee Meeting
- Help Council Member with issues access computer account
- Re-order replacement tape drive for PD
- Replace failed fiber parts at PD
- Re-install computer in car 2
- Send PD Mobile in for repair
- Look at computer for potential spyware
- Move saved desktop items to new computers for O and M users
- Call HP about tape drive issues for Animal Shelter
- Restore files from Animal Shelter Server to server at City Hall
- Set up GIS server to host printers temporarily for Animal Shelter
- Set up temp folders on GIS server for Animal Shelter
- Look at issues with Animal Shelter server



- Conduct IT Committee meeting
- Order replacement hard drives for Animal Shelter server
- Check DVD burner after it was returned to PD
- Start rebuilding server for Animal Shelter
- Look at tablets for FD
- Use City Hall backup to temporarily backup PD servers
- Look at email issue for Sybil
- Check Car 12 computer for mobile connection issues
- Check Water Billing computer for hardware errors
- Get new key card for Water Treatment staff
- Run another manual backup for PD servers
- Configure wireless settings for PD tablets
- Check permissions on folder for Fire Marshal
- Reconfigure user profile for Rec User
- Fix Antivirus issues for Water Treatment
- Look at network issues for computer at Rec
- Order replacement video card for Engineering computer
- Re-create user profile for Sybil
- Look at scanner in Car 11
- Install new tape drive for PD
- Make plans for PD phone system upgrade
- Fix issue with user phone extension at PD
- Order KVM cable for new phone server at PD
- Get with RSM about PD phone system upgrade
- Reconfigure reserve officer user profile for PD
- Change live update for antivirus system for Highland
- Create shortcut for financial system on Don T's computer
- Install ArcView on Cemetery laptop
- Look at Quickbooks issue for Housing
- Look at spam issues for Barb W
- Look at spam issues for Pam J
- Replace video card in engineering computer
- Update Silverlight on FD computers
- Take tape to PD and prep for backup
- Put computer replacement list together
- Get with Kevin about computer replacement list
- Look at moving safety information over the weekend
- Get a quote for Toughpad for Water Rec
- Look for missing emails for user at PD
- Check permissions on sign-in sheets for PD Chief
- Double check connections for computer in Car 4
- Put computer back in Car 12
- Take server to Animal Shelter and perform final setup
- Figure out backup issues with Animal Shelter server
- Order spare tape backup drive
- Install KVM cable on phone server at PD

- Set up new user for Animal Shelter
- Make DVD video for Pam S
- Reboot engineering server

## **GIS Department**

### **Airport**

- Discussion about future aerial imagery
- Discussion about whether we had a web application for GIS access and editing
- Set up user with ArcGIS online account

### **Cemetery**

- Assist with reports on interment records by section
- Preliminary work on a GIS project to display cemetery records on GPS. Discussion about whether digital lot cards will fit on hard drive of GPS tablet.
- Discussion about status of updating GIS data collected by intern
- Discussion about how to add records from a section that was missed in initial mapping to GIS
- Assistance with preparing and updating laptop with GIS software and specific tools for cemetery mapping

### **City Admin**

- Discussion about GPS utility data collected

### **Development Services**

- Evaluate CAD file for Stone Pillar 18 development for the purpose of drawing in easements
- Troubleshoot ArcGIS Pictometry extension software
- Troubleshoot project that had graphic overlay problem
- Assistance with Smart Gov file

### **Emergency Management**

- Attended meeting where evaluated previous Emergency Operations Center exercise

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

- Modified utility codelist for GPS unit
- Assist Customer Service with Zcorr device troubleshooting
- Assist Traffic Control Technician with collecting GPS data for street light conduit
- Answered questions asked by Traffic Control Technician about GPS data collection
- Prepare GPS for traffic data collection and import of said data
- Add capacity to type id number in system for street light pole
- Import GPS data for utilities
- Create jpeg files out of aerials for use in Auto Cad
- Assist staff with Pictometry software to show how to measure height of buildings

### **Fire**

- Password reset for fire department staff

### **Finance**

- Help Grant Writer with cemetery mapping
- Discussion about cemetery GIS project and also provided her with section-lot-plot maps, owner labeled maps, and interred label maps
- Discussion with Grant Writer on Highline railroad trail and supplied maps

#### **Operations / Water Reclamation**

- Import tree GPS data
- Field question from Street Superintendent pertaining to GIS measurements of Village at River Bend property
- Discussion with Water Rec Superintendent relating to toughpad and update of data on their server
- Modification to GIS project for Streets Foreman
- Prepare hard drive for update of GIS data on water reclamation server and transfer of said data
- Discussion with Water Rec Superintendent and IT Director about server space and the need to add more storage

#### **General**

- Email to City staff about updated aerials on Pictometry accounts
- Answered several phone calls and questions related to Pictometry accounts
- Receive 2016 imagery and copied imagery to server. Notify users of its availability
- GPS tablet setup and troubleshooting
- Question about whether the Mason City GIS has data pertaining to tax exempt properties
- Citizen question requesting assistance understanding the PLSS and what “Section” their property is in
- Phone call asking for GIS information on Southbridge Mall relating to tax information
- Phone call asking for GIS information on properties East of Golden Grain Energy
- Adjustments to address point data. Correspondence about addresses on Rainbow Court Added a new category for addresses for non-structure properties
- Organization of ESRI license numbers
- Communication relating to Iowa Real Time Network being down
- Email discussion with Cedar Falls GIS Coordinator about digital submission of subdivision plats
- Provided IT assistance when IT director was out on vacation
- Evaluated problem with computer failure and provided temporary solution. Evaluated two computers that would randomly restart.
- Communication related to wireless LAN radio repairs
- Clear out printer queue for Human Resources department
- Assist housing department with quick books file transfer
- Discussion about printer at O&M
- Tape backups performed



## **July initiatives**

### **Finance Department**

- Work on June 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

### **GIS Department**

- Assist with Blue Zones Project mapping initiatives
- Refine GIS projects on GPS units
- Improve portable cemetery GIS 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 he is 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
- Update Zoning GIS dataset

# Fire Department

Reported by Doug Janssen, Acting Fire Chief

	Month	CYTD
<b>Personnel Hours Worked</b>		
Battalion	6,682.75	44,635.50
Office/Administrative	936.75	6,162.50
<b>Overtime Hours</b>		
Fire	352.00	1,200.25
EMS	422.25	2,622.00
<b>9-1-1 Calls/Emergency Calls</b>		
Fire	62	332
EMS	340	1,886
<b>Non-Emergency Calls</b>		
Fire	11	36
EMS	102	609
<b>Personnel Training Hours</b>		
On-Site	476.75	3,700.25
Off-Site	92.50	471.00
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	81	582
Existing Building Inspections	173	548
Plan Review	14	83
Fire Investigations	2	13
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	2	11
Public Fire Safety Appearances/Trainings (Number)	6	42
EMS/Fire Student Ride Along Preceptor Training Hours	147.25	627.75

## Significant Fire Calls

06-21-2016 – Fatal Fire at a home at 1022 E State St – 18 out of 44 members were involved in fighting the fire and covering the station.

## Other Significant Events

Bob Platts Last Day at the Fire Department was on June 30, 2016. He retired after having worked at the Fire Department for 33 Years 2 Months and 25 Days. He was Fire Chief for over 13 Years of those. His Retirement Ceremony was at 1:00 at the Fire Department on June 30, 2016.

# 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:	<ul style="list-style-type: none"> <li>- Swing Worker: Appointment approved by Council and hired external candidate.</li> <li>- Fire Chief - Completed recruitment, certified Civil Service list of eligible candidates.</li> <li>- Seasonal Jobs - Finalized additional recruitment for Band, Recreation, Parks, conducted interviews, finalized job offers, processed 21 seasonal hires.</li> </ul>
Positions Filled:	- 1 regular staff and 21 seasonal staff hired.
Turnover:	- 1 retirement: Fire Chief
Employee Orientations/exit interviews:	- Conducted 1 regular employee orientation sessions & 5 seasonal employee orientations & 1 group mass orientation sessions.
Unemployment Hearings:	Participated in unemployment hearing for successful defense of unemployment claim.



Civil Service Commission:	- One meeting conducted during the month
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## **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.
Retirement Party:	- Helped conduct retirement party for Fire Chief Platts.

## **Government**

### **Efficiency**

### **Activity**

RPI Activity:	- Continue soliciting project ideas from each department.
HR Filing System:	- Continuing long-term reorganization project to streamline personnel files.

## **Miscellaneous**

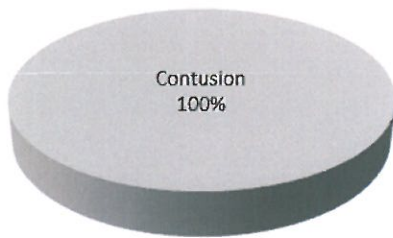
### **Activity**

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices; consult with insurance company and management team on multiple claims, and managed ongoing 411 cases.
Workers Comp Carrier:	Participated in meetings and decision-making in changing workers compensation carrier, and work on transitional activities.
Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month.
Safety:	- Continued support of transition to Interim Safety Director.
Professional/Community Support	- Participated in local HR Association meeting.

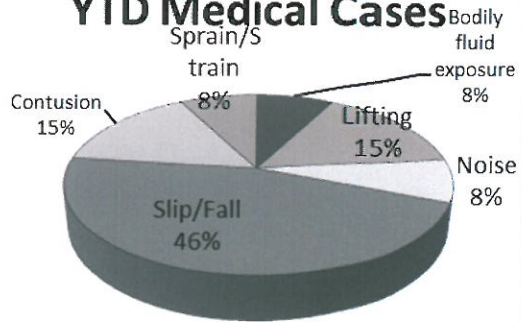
- Participated in IaPELRA state meeting.

Safety Statistics	Month	2016 YTD	2015 YTD
# of Work Comp Cases	2	13	19
# of OSHA Injuries	2	13	15
# of Days Missed	0	153	43
# of Employees Off	0		

**June Medical Cases**



**YTD Medical Cases**



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: June 2016**

## **Routine Activities:**

In the month of June 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.

Each year on the second Saturday in June the Museum hosts an Arts Festival for the community. There are several components to the day, all contributing to a very successful event. In honor of the Museum's anniversary the theme was "Groovin on Art" and highlighted the 1960's. Festival morning starts off with the Mayor and City Council's pancake breakfast. The council members and mayor served over 400 breakfast meals. The event also has an art market that supports local artists by encouraging the public to shopping local creators of the arts. This year there were nearly 2 dozen artists registered for the event. Live music is an important element of the Festival and this year the Museum hosted 3 live bands in addition to the Mason City Municipal Band. Lastly the children's crafts and the family experience is an important part of festival. Nearly a dozen crafts, mostly free or low cost, were offered for families to try. Although the temperature reached a high not customary for this time of year, the Museum had a very successful event. In honor of his brother Socrates Pappajohn, John Pappajohn donated a sculpture entitled "Projection Man" by Jonathan Borofsky. The sculpture, which resembles a human figure covered in a stucco finish, has a projector light inside the head that projects onto the wall. The artist is a very well-known American artist that has huge sculptures all over the world. It is a wonderful addition and a great tribute to Socrates who has been a lifelong member of the Museum's acquisition committee. The piece was dedicated at the Museum's 50<sup>th</sup> anniversary celebration.

For the week of the anniversary, the Museum had a special guest, Tim Jenison. Jenison, a native of Belmont who now runs his top technology company NewTek out of San Antonio, Texas, is the producer of the film Tim's Vermeer. In the movie Jenison sets out to prove the Dutch Renaissance painter Vermeer used a series of mirrors and lenses to create his master pieces. The Museum also partnered with the Pappajohn Center at NIACC to promote the story of his graphics animation company Newtek. The week's events included:



Lunch and Learn – Tim discussed how he came up with the idea to study Vermeer and the camera system and how it all works.

Tech Brew – Sponsored by the Iowa Technology Association this informal gathering at Lake Time Brewery highlighted Jenison's business.

Wednesday Classes – Offered 3 classes on how to use the actual comparator mirror to draw a picture to students.

Thursday Evening – Entrepreneur Story of Tim Jenison and NewTek sponsored by the Pappajohn Center.

Friday – Museum Reception and Gala – Screening of Film.

With the exception of the Gala each event was totally FREE and open to the public. Each event was filled to capacity. This was a wonderful way to bring an exciting educational experience to North Iowa.

The Museum also participated in the annual Cannonball Days celebration at East Park by bringing the blocks to the park from 10 a.m. – 4 p.m. During this time volunteers watched over the blocks and handed out information about the Museum to participants.

### **Special Events / Programs:**

Classes offered: Lunch 'n' Learn (Jenison 62), Kids Club (Festival 2100 kids & adults), Lee Ceramics (17), Raku (28), NIVC(5), Art Bugs(9 Adults,7 kids),Kids Ceramics (16),

Handbuilding (2 adults/51 kids), Day Care (7), Fairy Houses (8), Trinity Ceramics (12), Art Camp (21 adults, 121 kids), Red,White,Blue (4 adults, 15 kids).

Specialty Classes: Prairie Ridge Outreach (23), Kentucky Ridge Outreach (6), Salvation Army Outreach (31), NIVC class (5), Manly (3).

Specialty Programming:

Programs: North Iowa Photo Club (11).

Special Event: Festival (2100 children & adults), TechBrew (52), Jenison Workshops (41), Jenison Entrepreneurial Exchange (40), 50<sup>th</sup> Reception (125), Anniversary Gala (190).

### **Outreach / Specialty Tours:**

Groups touring: -- R & J Tours (50 step on bus tour), Architectural Walking Tours (10).

Outreach locations: Prairie Ridge Outreach (23), Kentucky Ridge Outreach (6), Salvation Army Outreach (31), Manly (3), Friday Nite Live-Blocks (23 kids), Cannonball Days-Blocks (20 Adults 60 kids).

### **Membership:**

356 members

### **Attendance:**

Gallery / Open Studio / Shop: 1293

Programs: Festival, Jenison events, Anniversary events: 2,420

Outreach: 326

Rentals: Salsbury (334), birthdays (34 kids, 17 adults)

Classroom: 324

Playground: (227 kids, 107 adults)

# **Operations & Maintenance/Parks Department**

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Reported by Bill Stangler, Operations & Maintenance Manager

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## **Utility Division:**

Cement Work (MAIN REPAIR)	(5 Cement Work (MAIN REPAIR))
Cement Work (VALVE REPAIR)	(1 Cement Work (VALVE REPAIR))
Cement Work (VALVE REPLACEMENT	(1 Cement Work (VALVE REPLACEMENT))
Equipment Maintenance	(1 Equipment Maintenance)
Hydrant Installation	(2 Hydrant Installation)
Hydrant Repair	(3 Hydrant Repair)
Hydrant Repair (PAINT)	(14 Hydrant Repair (PAINT))
Road Box Repair	(1 Road Box Repair)
Sewer Repair	(1 Sewer Repair)
Storm Sewer Repair	(1 Storm Sewer Repair)
Valve Installation	(3 Valve Installation)
Valve Repair	(3 Valve Repair)
Water Main Repair	(2 Water Main Repair)

## **Internal Service Division:**

Install GPS and service Engineering #3

Service and repair 9 fire trucks and ambulances

Repair 2 park vehicles

Service and repair 8 police cars

Service neighborhood services vehicle

Repair and service 7 Sanitation trucks, brakes, etc.

Repair and service 17 Street Department vehicles

Electrical

Locate circuits for the downtown street light project

Repair street lights at 1st and N. Delaware

Hwy 122 and Eisenhower, replace red light

Replace heater thermostat in sanitation garage

Repair the ball diamond lighting at the adult complex

Reroute and rewire streetlight wiring for the downtown project

Repair pump at the swimming pool

Check lighting and time clock at the west park tennis courts

Repair lighting in the Northbridge area

Repair lighting at the Southbridge Mall parking lot

Replace battery chargers on the emergency sirens at 1st Street NW

Repair lighting in parking lot at City Hall

Repair lighting in digester building at Water Rec

Replace and repair lighting in maintenance garage at Water Rec

Check and run monthly test for the shelter generator at the campground

Repair the dryers at the campground

Meet with the street light project installation crew to salvage old poles

Repair lighting at O&M

Hwy 122 and Illinois, replace red light

Hwy 122 and Eisenhower, replace radio in the tornado siren

Repair lighting in the parking lot at State and Penn

Repair street lights in the 100 block of S. Delaware



Replace lighting at pump station #2 at Water Rec

19th and S. Taft, replace red light and test confirmation beacons

Hwy 122 and Eisenhower, test and repair street lighting

Repair garage door opener in storage building at O&M

### **Wastewater Division:**

As reported by William Stangler, Operation and Maintenance Manager

Routine Activities for the month:

**June**

**2016**

#### **Division: Wastewater**

- Wastewater treatment:

Monthly Total:	263.744	million gallons
Daily Average:	8.791	million gallons per day
Daily Maximum:	13.791	million gallons per day
Sludge processed	1.963	million gallons

#### **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Lines cleaned, Ft. 1,000
- Televised 500
- Sewer calls 2
- Helped WHKS with flow meters

#### **Laboratory Activities:**

- Performed laboratory analysis on five Industries.
- Completed DNR Monthly Operating Report.
- Purchased equipment for E. Coli testing
- Writing SOP's for Ecoli
- Run PT's for Ecoli for Certification

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

- Notify Industries of delinquencies
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles
- Run thickener

- Get the Laboratory Certified for E. Coli

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

- Replaced wipers on all collector arms
- Automatic Systems was here to update SCADA system
- Checked and replaced air filters on HVAC systems
- Yearly inventory
- Continued mowing plant grounds
- Changed oil in electric blower
- Replaced east thickener belt
- Repaired water hose on north diesel

**Sanitation Division:**

	<u>June</u>	<u>Year-To-Date</u>
Refuse collected	465.79 tons	2,357.27 tons
Recycling collected	149,320 pounds	838,840 pounds
Yard waste collected	132.03 tons	426.32 tons
Large item number of stops	57	249
Materials collected:		
Large furniture	30	162
Small furniture	66	122
Tubs & toilets	0	11
Appliances & TVs	26	83
Electronics	0	1
Request for service calls	340	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 the east and south east areas of Mason City

Remove and trim trees as needed

Set up handrails

Haul barricades and support for Art Fest, Cannonball Day, Great Race, Friday Night live, grad alleys as needed

Repair signs as requested by Engineer's office

Mow roadsides, ditches and buyouts as needed

Supply mulch and support for volunteer group at Plaza and Library

Water and mulch new trees as needed

Parking lot maintenance in the 1300 block n. commercial alley

Pick up limbs from storm damage

Remove 15 trees and trim 31 along with others

**Park Department:**

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Repair basketball hoop at Monroe Park

Install donated benches

Haul firewood to campground

Clean and pick up dog waste stations

Clear weeds from cracks in tennis courts

Repair the roof drains for the 457 Cannonball

Clean Plaza in the downtown area

Clean debris from under the Carolina Bridge off the walk path



Haul bleachers, tables, cans and hook up water and power for events

Repair tire swing at PPG again

Repair the bridge at the gazebo

Mow all parks, buyouts and city property

Power wash shelters and restrooms as needed

Do prep for art fest, cannonball days, great race, large weddings at the gazebo, Praise Comm. church event at Georgia Hanford, Friday Night Live, mow parks, haul tables, haul cans, supply electrical boxes and water hook ups and haul bleachers

Mow the viaducts

Mow Eastbrook trail

Install kiosk for Visit Mason City in Central Park

# Police Department

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Reported by Jeff Brinkley, Police Chief

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## Patrol

Total Calls For Service: May – 2,316; YTD – 11,802

CFS Type	Month Total	Year To Date
Traffic Contacts	275	1,590
Medical	217	1,253
Suspicion	215	1,048
Animal	198	737
Disorderly/Disturbance	190	849
Collision	122	607
Welfare Check	110	584
Theft	98	486
Alarm	96	467
Harassment	72	331

Our department worked with Cerro Gordo County Emergency Management and the Iowa Department of Homeland Security to host a three-day Post Active Shooter training class. The idea behind this class is to introduce fire/EMS response into the warm zone with law enforcement support. The class received great reviews and local first responders had the chance to work together in a new, dynamic environment.

We had two fatal crashes this month, both involving motorcycles. Our accident investigation personnel are continuing to investigate and diagram these crashes. We have also shared information on our social media accounts hoping to raise driver awareness of motorcyclists on our local roadways.

3<sup>rd</sup> Detail did their part to help with our stolen bicycle investigations. Following a theft at a residence on the north end, one of our officers stopped by a local residence to speak with a resident about that case. During that investigation, the officer observed what he thought were stolen bicycles. A search warrant was served and several bikes and assorted parts were recovered. The resident was charged with possession of stolen property and the investigation continues.

We had two interns spend most of the month of June with us. One was from Waldorf College and the other from the University of Wisconsin. 3<sup>rd</sup> Detail coordinates that program and screens the applicants. We had two very good interns this month.

### **Criminal Investigations**

CID had a steady month. They assisted patrol with the stolen bike case that 3<sup>rd</sup> detail started and with a fatal crash investigation. A local man was arrested for stealing several thousand dollars in cash from his employer.

### **Administration**

Captain Mike McKelvey was recognized by the Mason City Rotary at their 100<sup>th</sup> Anniversary Banquet as the 2016 Government Service Above Self award winner. Captain McKelvey's commitment at work and away from work to making Mason City a better place to live was well earned and well deserved.

Our staff continues to attend a wide variety of meetings each month that allow us to continue to partner with our community.

We had a camp group from Parks and Rec "Fun-N-Sun" day camp come by for a tour of the PD in June. We also made presentations in the community on responding to violent intruders and assisted with a car seat installation event.

Our social media presence continues to grow as we picked up 27 new followers on Twitter in June for a total of 983. Our Facebook account now has 1,765 like after adding 103 new likes in June. We are finding that our social media accounts are an effective way for us to get information out to the public and to share what is happening at MCPD.

We continue to review nuisance property complaints. We assisted with one standby for a rental inspection and worked with one landlord after a patrol shift had reported problems at his property.

Finally, we began a new safety campaign involving positive ticketing to promote bike safety for kids. It's called Safety Splash. Officers can give "tickets" to kids they find wearing bike helmets, using their hand signals, and generally being responsible cyclists. While talking with the kids, officers give them a card with a free admission to the Mason City Aquatic Center good for this year. Parks and Rec stepped up to help us with this and provided 50 free passes to help us get it started.



## 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 and participation for all of the Summer Reading programs has been vigorous during 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 and Saturdays.

Attendance at the Zooman performances this year exceeded 1000 people.

# **Recreation Department/Highland Park Golf Course**

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Reported by Brian Pauly, Recreation Superintendent

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## Recreation Monthly Activities:

- Before and Afterschool Care
- Adult Softball
- Adult Tennis
- Down on the Farm Camp
- Fun N Sun
- Youth Bowling League
- Youth Miniature Golf League
- Youth Softball
- Youth T-ball
- Youth Tennis
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

## Daily Participation Rates:

Monday	2,617
Tuesday	2,695
Wednesday	2,470
Thursday	2,471
Friday	2,144
Saturday	732
Sunday	717

Total People Served in 2016 through May: 159,606

Total People Served in 2015 through May: 158,050

Nights stayed at MacNider Campgrounds in 2016 through May: 2,004

Nights stayed at MacNider Campgrounds in 2015 through May: 1,984

## Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2016	2015
Family	32	37
Class A	207	218
Class B	26	28

Youth	28	40
Punch Cards	51	50

- 4,842 rounds played at Highland
- Mowed greens 48 times including double mowing
- Rolled greens 23 times
- Mowed tees and collars 19 times
- Mowed fairways 18 times
- Mowed all rough 5 times and cutting holes 2-5 an extra 3 times
- Change cups 19 times
- Changed practice cups 8 times
- Rake, blow and clean up after wind and rain events 7 times
- Sprayed green with plant protectants and fertilizer 3 times
- Sprayed clover in rough on front and back twice 10 loads
- Spray tees for crabgrass and clover backside tees
- Mowed mounds 6 times at 4.0 inches
- Fix tire on tractor
- Replace tire on 2010 cushman
- Topdress all greens 2 times
- Verticut all greens 3 time and mow
- Back lap greens mowers 8 times
- Back lap tee mowers and grease 3 time
- Back lap fairway mowers 4 times
- Weed eat course 3 times
- Recalibrate greens sprayer
- Fertilize tees and approaches
- Fertilize fairways on 1,6,and 9 with grub control
- Trim trees on 1, 5, 6, and 9, and haul
- Pipe break on #5 isolate and dig up fix and fill back in
- Rake and push up sides on traps 17 times check daily for deer damage

#### Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 7 new summer staff
- Raised \$217 for our campground playground fund
- Held 8 pool parties at the Family Aquatic Center
- Held the Annual Fishing Derby with the Iowa DNR
- Worked with the North Iowa Sports Authority
- Research the Zika Virus for the Parks and Recreation Board
- Dedicated Field 1 to Mark "Doc" Detra at Frederick Hanford Sports Complex
- Transition the Safety Department

Highland Park Golf Course Special Activities/Accomplishment:

- Worked on 4 leads for outings in 2017
- Ordered food and beverages for concession
- Worked on installing new signage for the Golf Course
- Monitor and fix deer damage on greens (similar to ball marks not major damage)
- Mix up divot mix and spread on par 3 three tees and any other damaged tees 3 times
- Remove for dead trees on and near 7 tees cut and clean up
- 40 Junior golfers participated in our Jr Golf Lessons

Recreation Work to Be Completed in Coming Month:

- Run the Pool
- Run the Camp Grounds
- Run Fun N Sun
- Run Youth Softball
- Run Tiny Tot T-ball
- Run Adult Softball
- Run Youth Tennis
- Run Adult Tennis
- Find Youth Sponsor for Spring and Summer Sports
- Run for Spring Soccer
- Prepare for Fun N Sun
- Prepare for Facilities for T-Ball and Softball
- Run Archery Program
- Run Adult Softball
- Host a First Aid and CPR Classes for staff
- Host the First Annual Touch a Truck – July 16<sup>th</sup>

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland Park Amateur Tournament - July 10<sup>th</sup>
- Run the Highland Park Men's Season Pass Championship – July 11<sup>th</sup>
- Run the Highland Park Ladies 2 Gal Best Shot Tournament – July 13<sup>th</sup>
- Host the City of Mason City Junior Tournament – July 23<sup>th</sup>
- Mow greens, tees, fairways as needed
- Continue to monitor for grubs, cutworms and fungal diseases on greens
- Removal of dead damage trees
- Finish dirt work around 5 practice green and sand trap in range and seed
- Stain deck
- Fix 2 other small leaks on 13 and 5 green
- Fertilize fairways to control dollar spot fungus



# Volunteer Program

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Reported by Drew Verstegen, Volunteer Program Coordinator

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## Routine Activities for the Month:

- Beautification Tracking
- Log Volunteer Hours
- Update Government Channel
- Park Watch Tours
- Community Service Hours
- Downtown Plaza Cleanup
- Downtown Weeding & Mulching projects
- Library Parking Lot Mulching Project
- Service Day Meetings
- Fall Cleanup Planning
- Adopt A Program Cleanup
- Lefty Lewis Fishing Derby
- Earth Day Meeting

## Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs		
	Adopt a Street	
Total		12.00
Beautification Project	Prep & Plant Flower Garden Routine Upkeep of Flower Garden	
Total		150.25
Elmwood-St. Joseph Cemetery	Lincoln Intermediate Cleanup	
Total		104.00
Friends of the 457	Cannonball Day	
Total		110.00
Recreation		
	Lefty Lewis Fishing Derby	8.00
Total		
Park Watch Ambassadors	Park Watch Tour	
Total		32.00
Parks and Streets Projects		
	Clean up Landscaping or Tree Planting	

	Mulching Trees/Gardens/Playgrounds Weed Whipping or Pulling	
Total		66.50
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Recreation Department		
	T-Ball/ Softball/ Baseball	
Total		400.00
Grand total		882.75

# Youth Task Force

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Reported by Mary Schissel, Youth Task Force Director

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## Youth Action Teams

- Youth Action Team Chairs and Vice Chairs met with the Director on June 14 for a summer planning meeting.

## Health / Safety Focus Areas

- 32 people were trained in Youth Mental Health First Aid in a workshop at West Fork School District on June 6.
- Youth Mental Health First Aid Instructors met on June 13.
- The Behavioral Health Resources Work Group met on June 28.
- The Director met with Mike Penca to plan MCCS YMHFA training in August.
- The Director participated in two planning meetings for the North Iowa Trauma Initiative.

## Marketable Skills / Effective Education Focus Areas

- No activity

## Relationships / Volunteering Focus Areas

- There are 38 active mentor/mentee matches in Cerro Gordo County (23-Mason City and 15-Clear Lake) and 17 youth waiting for a mentor.
  - 3 Mason City mentees graduated in June. 2 pair had been matched with a mentor for 8 years and 1 had been matched with a mentor for 11 years.
- The Mentoring Coordinator spoke to the Morning Kiwanis on June 10.
- The Relationships/Volunteering Promise Team held a planning meeting on June 28.
- Mentors and mentees had a large group outing on the Lady of the Lake on June 28.

## Staff/Other

- The Director reviewed Sober Truth on Preventing Underage Drinking Grant applications for the Substance Abuse and Mental Health Services Administration.
- The Director participated in a conference call for the national consultant advisory board for Wake Forest University's research project on underage drinking.
- Individual Executive Committee member meetings were held with Capt. McKelvey, Mark Neibauer, and Robin Anderson.
- The Director assisted with facilitation of the Blue Zone strategic planning meeting.
- All pre/post-student surveys were entered into the Qualtrics system for the IA Dept. of Public Health.
- The budget, goals, and objectives portion of the SAMHSA on-line data reporting were entered and submitted.

## MEETING SCHEDULE

- July 13: Health & Safety Promise Team planning meeting