

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

September 2016

(Issued October 14, 2016)



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

City Administrator Comments

Mayor and City Council Members,

The Blue Zones Project staff and Power 9 members took part in a Journey to Well Being Meeting to learn and review the accomplishments of the last five years of our Blue Zones journey. The journey is described in the book that Blue Zone Projects, Healthways, and Wellmark created for us.

The Development Services CoRL loan committee approved three new CoRL loan applications and they are presented for Council approval at the October 18, 2016 Council meeting. The other CoRL loan projects continue to make significant progress on their renovations. The NHANS house will be placed on the market in October, with an open house to be conducted on October 22, 2016. The marketing of the house will begin prior to the open house. The house will be staged with the assistance of Habitat for Humanity through use of items from their ReStore warehouse. The scope of work for the 22nd Street buyout was completed in September and staff has initiated close out procedures for the project. Tricia Sandahl participated on a panel at the Preserve Iowa Summit on the subject of relocating historic homes. Building permit numbers were strong for September and included two residential permits.

The Cemetery conducted another successful history walk but numbers were down slightly due to weather and other events on the same day. The contractor has installed all the downtown street lights and has energized them. The removal of the old bases and poles is the last step in the process and is expected to be completed within the next week. The appearance improvement is noticeable in the downtown area and several positive comments have been made about the project.

Engineering staff has also supervised the replacement of paving at the S. Kentucky Avenue Railroad Crossing as part of a crossing improvement done by Canadian Pacific Railroad. Engineering also worked with Alliant Energy staff to coordinate the gas main installation project along Pierce Avenue and the removal of various steam tunnels in the downtown area. The water meter department installed 227 meters in the month of September and is making more appointments for installations. I had the meter in my house replaced at the end of September.

The Human Resources Department is conducting sign-ups for flu shots and blood tests this month and they will be conducted in October and November. There were three work comp cases in September and one of the injuries resulted in 6 lost work days.

Operations and Maintenance staff dealt with many issues related to the flooding that occurred in September and have been doing clean up in East Park and a few other areas. The crews did an excellent job of minimizing damage and providing safety barricades to protect many areas. East Park had some damage to its trails and lost material around the playground equipment and on the gravel roads. The City is calculating the total costs for repairs and flood relief efforts to provide to FEMA when they visit our community.

Sincerely,



Brent Trout

Airport

Reported by Pam Osgood, Airport Manager

Date: September 2016

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 9/1/2016 – 9/30/2016	24,817.90 Gallons	300 Buses
Enplaned 629 Deplaned 652		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at September 2016 Airport Commission Meeting 9/14/2016
- Attended Planning Advisory Committee Meeting – MCW Terminal
- Routine Maintenance on Airfield and Land Side
- Approved 2017 IA DOT Air Service Development Grant Application
- Approved IA DOT CSVI Grant Agreement

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the October 2016 Airport Commission Meeting
- Hold Public Hearing for 5 Year FAA Antenna/Equipment Space Lease Agreement

Blue Zones Project

Reported by Angie Determan, Coordinator

Item	0
Accomplishments & Status	<p>Community Policy –</p> <ul style="list-style-type: none"> • Community Gardens fall update developed and sent on end of year garden close out, water meters scheduled for removal, two 2017 registrations already • Tobacco Facebook posts promoting cessation resources (free Blue Zones Project Quit Net, CGCDPH, Hy-Vee Drugstore, Mercy) • Active Living and Transportation Commission agenda prep and meeting held • Received 4 – 30” Community Gateway Signs (Blue Zones Community) and 15 – 18” trail signs, A.L.T. Commission working with Engineering on identifying placement <p>Schools –</p> <ul style="list-style-type: none"> • Schedule photo opportunity for grant award on school greenhouse/garden <p>Worksites –</p> <ul style="list-style-type: none"> • CGCDPH Wellness Award first annual wellness award presented at Chamber Annual meeting to NIACC. Committee served as a resource and reviewer of applications, 12 applications received from Mason City, Clear Lake and Rockwell • Two e-newsletters sent • Develop year end well-being assessment to promote through worksites (local info provided for CGCDPH, YMCA, Hy-Vee) <p>Healthy Foods (Grocery/Restaurant) –</p> <ul style="list-style-type: none"> • NI Food Coalition subgroup met in Charles City on possible incubator gardens, NIACC meeting scheduled • Development of local Blue Zones Restaurant catering promotion submitted to BZP for final design and approval • Beginning a conversation about community cooking classes to be held at FIRST Church, targeted at low-income persons and seniors • Communications with Hy-Vee dietitians on upcoming November cooking classes • Community book provided to Blue Zones Restaurant by request <p>Engagement –</p> <ul style="list-style-type: none"> • Fourth quarter promo (Faith, Family, Friends). • PR & Marketing - development of Facebook posts for both BZP and MCVC, continued updates on City website page for Blue Zones Project, BZP newsletter, Worksite Electronic newsletter. • Radio Ads - Enjoy Longer Healthier Life, Oct. 5 Healthiest State Walk,

Volunteering

- Walking Moais - Good Shepherd walks completed with nearly 150 wheelchair bound residents receiving walks, discussion surrounding a Winter Walking Moai program at the YMCA
- Potluck Moai promotion developed and unrolled to worksites
- #Giving Tuesday promotion access points being developed
- KCMR interview on Healthiest State Initiative Walk

Volunteer Center –

- Radio program 1st & 3rd
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – year long opportunity
- Website - 105 volunteer opportunities are currently active, 34 members
- Volunteer Reception Center – facilitating 28E agreement with MCPL on use of the Mason City Room in the event of a disaster
- Volunteer Centers of Iowa – quarterly meeting is Monday
- Volunteer meetings – multiple meetings with volunteers for placement.
- Volunteer Committee meeting held
- Meeting scheduled to visit with NIACC/Dr. Schulz on volunteer committee representation
- Hosted Albert Lea BZP regarding beginning volunteer center
- Facilitated graffiti report to City
- Attend YTF annual meeting and Relationship/Volunteering Promise Team Meeting
- Participated in NIACC Volunteer Fair
- October Newsletter to members organizations and volunteers
- Finalized 11/16 education event for non-profits, selected presenter - topic will be board selection, orientation, and engagement

Power 9 Committee –

- Journey to Well-being meeting held, community books received, new website promoting Mason City goes live 10/3, 7 radio ads will run paid for by BZP along with ½ page ad in Globe Gazette. Email will go out on 10/11 regarding promoting the new website
- Meeting scheduled for planning and continuation of long term goals, distribution plan of community books

Other –

- Healthiest State Initiative Walk organized, promoted, Senator Grassley stopped to be at our launch
- Notified by Wellmark that Mason City has been selected to receive the Healthy Hometown Founder award from the Governor on Nov. 1
- Applied for \$15,000 grant from Mason City Clinic
- Continued recruitment of participants in North Iowa Trauma Initiative
- Attended Chamber Workforce Attraction and Retention meeting, Chamber annual meeting

Item**0**

- Promote voting for partner Wellmark Kickstarter grant application
- Provided hula hoops to Mercy Family Connections, Farmers Market
- Weekly staff meetings
- Phone conversations with investor, Wellmark
- City Administrator, Blue Zones Project staff will attend Blue Zones Summit in Fort Worth October 17, 18, invited to showcase Mason City as a panelist

Activities

October 17 & 18 – 2nd Blue Zones Project Summit (Fort Worth TX) “Our Power Can”

November 8 – Hy-Vee East Cooking Class

November 15 – Hy-Vee West Cooking Class

November 16 – MCVC/Cerro Gordo County Community Foundation Education Event

November 29 – Giving Tuesday

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of September:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings, one Special Council Meeting and one Council Worksession 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 25 Resolutions and 3 Ordinances based on various requirements
- Submission of additional revisions to City Code to Sterling Codifiers for codification and review of entire City Code update with Sterling Codifiers
- Upload data for 4 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 12 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 \$1,140 in animal license fees and \$375 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Excavators, Sidewalk Contractors, Tree Trimmers, Solicitors, Sign Hangers, Peddler/Vendor

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: September, 2016

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: Sale of Southbridge Mall was announced on September 26. The mall was purchased by Kohan Retail Investment Group from New York state. Mr. Trout has sent the draft lease agreements to Kohan so that negotiations can begin with the new owners. The sale of the mall was a major issue to be resolved prior to final approval of our Reinvestment District application.

Corridor Revitalization (North/South Federal and Central Area IA 122 corridors): The first CoRL loan of \$20,951 was disbursed this week, as Cooper Auto Repair has completed the roof, paving, drainage, landscaping and sign improvements at 1414 North Federal Avenue. The Hart Bros. Weaponry project at 613 South Federal Avenue is nearly complete, as are several other approved projects. We expect to disburse additional loan funds in October. The work on these projects is starting to make a difference in the aesthetic impact of the commercial corridors.

Three more applications were received in late September: Real Deals Home Decor at 21-23 5th Street SW, Scotty's Auto at 1103 North Federal Avenue, and Northtown Apartments at 720-804 North Federal Avenue. These applications will be reviewed by the CoRL Review Committee in early October.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: The home at 430 1st Street NE is essentially finished. Staff will be in the home in early October for final prep, in anticipation of an open house on October 22. The final sale price is expected to be between \$57,000 and \$58,000. Marketing of the home will begin in prior to the 10/22 open house.

Developments: 1) The exterior work on Good Shepherd's independent living complex on the north side of the 300 Block of 1st Street is nearly complete. Interior work and site improvements such as landscaping are ongoing. 2) Construction is ongoing on the major addition to the Prairie Ridge Treatment Center at 320 North Eisenhower. 3) Two new self-storage facilities are under construction, just a block from each other: one just west of the North Iowa Oral Surgery office, on the south side of 15th Street SW, and one on the west side of South Monroe Avenue, just north of the railroad tracks as they cross 15th Street SW. 4) Site work has begun for the Orchard Glen Subdivision, a 9-lot "estate" subdivision on the south side of 12th Street NE, about 1/3 mile east of North Illinois Avenue. 5) The new Cerro Gordo Farm Bureau office, on the east side of South Taft Avenue at Skyline Drive, is nearly complete.

Development Review Committee: 4 meetings held in September: 9/3/16, 9/13/16, 9/20/16, and 9/27/16.

DRC Activity	September, 2016	YTD
Total Development Plans Reviewed	7	60
Concept Plans		
Concept plans reviewed/approved as a Minor Site Plan	2	27
Concept plans to be resubmitted as a Major Site Plan	3	21
Total Concept Plans	5	48
Major Site Plan Reviews Completed	2	12
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	1	1
Preliminary Plat of Subdivision	0	2
Final Plat of Subdivision	0	1
Other Reviews (structure moves, etc.)	0	7
TOTAL ITEMS REVIEWED	7	70

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	September 2016	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	2	18
Commercial, Accessory Structure	0	0
Residential, Principal Structure	3	46
Residential, Accessory Structure	6	47
Signs	1	45
Floodplain	1	1
Encroachment Permits	2	9
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	4
Variance	3	12
Planning and Zoning Cases:		
Alley or Street Vacation	0	1
Change of Zone	0	5
Miscellaneous	1	8
Preliminary Plat	1	2
Site Plan Approval	0	3
Zoning Ordinance Text Amendment	0	1
Land Subdivision Activities:		
Boundary Line Adjustments	1	11*

Activity	September 2016	YTD
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	2
Zoning Violations		
Reported	3	54
Unfounded	1	5
Founded-Resolved without citation	2	26
Citations	0	0
Open Cases (as of date of report)	3	
Cases initiated by staff	2	45
Zoning Inspections		
Zoning – Case Request	3	44
Zoning – Violations	2	58
Zoning –Setback	4	47
Zoning - Final	4	29

* A coding error within SmartGov caused the number of Boundary Line Adjustments to be misreported in prior months.

Projects:

- 22nd St. SE Buyout: The scope of work for the project was completed in September. Staff has initiated closeout with IHSEMD staff and all outstanding payments will be paid no later than October 15.
- North Iowa Farmer's Market: Staff continues to provide support to the NIFM Board as part of the City's Blue Zones Project and as part of the City's participation in the Iowa Initiative for Sustainable Communities. The City and the NIFM are working with students on a marketing plan during the fall semester. We anticipate we will also be working with students on a location study during the spring semester.
- Staff is beginning work on the various projects that will be completed by students from the University of Iowa through the Iowa Institute for Sustainable Communities. The students visited Mason City during the Great River City Festival and spoke with residents.

Boards and Commission meeting highlights:

- Environmental and Sustainability Advisory Commission: The Commission did not meet in September. The Commission will be disbanded as part of the City's re-codification.
- Historic Preservation Commission: The Commission did not meet in September due to lack of quorum.
- Planning and Zoning Commission: The Commission approved the Preliminary Plat and waiver for Asbury Farm Tenth Subdivision. The Commission also held a special meeting for a video conference with the IISC students who are working on the update of the Comprehensive Plan.
- Zoning Board of Adjustment: The Board met in September and approved three variance requests.

Other Items of Interest:

- We are continuing to work with the Iowa Emergency Management Department to close out PW 9585. We have submitted our final payment documents and are waiting for our final payment.
- Staff attended the Preserve Iowa Summit in Davenport. This three day conference is the premier historic preservation conference in the state and is essential in the City maintaining it's Certified Local Government status. Staff participated on a panel discussion about relocating historic homes.

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	September, 2016		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	22	\$ 6,993,902.06	187	\$34,791,784.54
Minor Building Permits	39	\$ 351,828.00	196	\$ 1,615,314.85
Electrical Permits	18		186	
Plumbing Permits	11		107	
Mechanical Permits	13		150	
Sign Permits	1	\$ 500.00	44	\$ 158,822.95
Demolition Permits	1	\$ 100.00	18	\$ 114,667.00
Structure Moving Permits	1	\$ 10,000.00	4	\$ 27,000.00
Inspections	September 2016		YTD	
Number of inspections	107		1,111	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	2	49	11	284
Multi-residential	0	0	0	1
Commercial	0	10	6	75
Industrial	0	0	0	5
Institutional	0	0	1	0
Other (signs, demo, etc.)	0	3	0	66
Fees Collected	September 2016		YTD	
	\$ 32,056.52		\$ 183,397.39	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	September, 2016	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	184	837
Staff Initiated	128	593
Non-Staff Initiated (total):	56	244
Response to Complaint	35	116
Anonymous Complaint	12	101
SeeClickFix	9	27
Case Request Disposition		
Founded Case Requests	184	827
Citations Issued	1	3
Cases to Court	0	2
Unfounded Case Requests	0	10
Cases by Type:		
Dead, Diseased or Dying Tree(s)	8	17
Dangerous Building	3	13
Abandoned Vehicle	0	9
Tree/Shrub Maintenance	12	24
Garbage	39	187
Inoperable Vehicle	29	143
Junk, Rubbish or Refuse	73	326
Other	18	102
Writ of Removal	2	57
Information Request	0	7
Snow Removal/Weeds & Tall Grass	62	413

Rental Inspections Summary:

Rental Inspection Report	September 2016	YTD
Initial Inspections	34	336
Reinspections	38	421
5 yr. Inspections	101	1159
Complaint Inspections	24	150
Unregistered Unit Complaint	0	1
Inspections cancelled by Landlord	13	201
Inspection cancelled by Inspector	40	129
Failed inspections	15	229
Passed Inspections	66	904
No Shows	10	135
Total # of Inspections	159	1646

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

Rental Inspection Report	September 2016	YTD
Rental Dwelling Certificates Issued	116	606
New Landlord License Issued	6	50
Units White Tagged	8	39

ANIMAL CONTROL

SEPTEMBER		2016	YTD
ANIMAL CALLS FOR SERVICE			
HOURS		TOTAL	TOTAL YTD
700	800	= 4	46
800	900	= 8	75
900	1000	= 11	71
1000	1100	= 13	89
1100	1200	= 12	84
1200	1300	= 18	84
1300	1400	= 17	105
1400	1500	= 13	94
1st shift sub total			78
		96	
1500	1600	= 14	92
1600	1700	= 10	85
1700	1800	= 9	71
1800	1900	= 9	57
1900	2000	= 3	52
2000	2100	= 8	56
2100	2200	= 5	31
2200	2300	= 3	28
2nd shift sub total			
		61	99
2300	2359	= 0	18
0	700	= 3	57
3rd shift sub total			15
TOTAL for Month		160	242

ARRESTS		
Animal		
Sanitation	0	1
Chase/bite nuisance violation	1	10
Cruelty/Welfare of Animal	0	3
Vicious Animal	0	3
Disturbing the		
Peace	0	2
No Rabies Vaccination	4	20
No City License	3	13
Animal At Large	2	20
	<u>10</u>	
Total People Arrested	10	74
Animal Bites	<u>7</u>	64
Wild animal calls	<u>18</u>	124
Pickup slips animal count	146	914

Elmwood-St. Joseph Cemetery

Reported by Randy Opheim, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
September	9	75%	3	25%	12
Year to Date	21	60%	14	40%	35

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

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
September	2	0	2
Year to Date	14	2	16

Lot sales were lower than projected and niche sales were lower than projected for the month. Both lot sales and niche sales are lower than projected for the year.

Projects -

City and cemetery staff assisted the contractor with the Lullaby Lane project with some difficulties that arose with equipment and material shortages to show support to the Leadership NI group from the Mason City Chamber. Getting landscape contractors for the cremation garden and new section projects continue to be a challenge.

Administration – History walk was held with attendance lower than last year due to the weather and other events on the same day. With generous sponsors, donations and the loyal people that came, the event raised over \$4,500. The Cemetery hosted six students from Mason City High School for their Community Service Day. Quality checking the links in the Cemetery Information Management System continued through September to prepare the system for going on-line in October.

Operations – Keeping up with the mowing and trimming continued to be difficult as the frequent rains sustained grass growth. A boom-less sprayer with a 100 gallon tank was purchased to make the application of weed control throughout the grounds more efficient. With 15,000 gravestones and more being added yearly, it has become difficult to maneuver around all of them.

Board of Trustees – The board meeting covered updates on operational and administrative activities and the annual performance review of the Cemetery Manager.

Engineering Department

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

Engineering Division:

○ Engineering	
• DRC Site Reviews	8
• Storm Water Management Plan review & approval	2
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	3
▪ New Installation	4
▪ Disconnect	0
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	8
▪ New Installation	1
▪ Curb Cut	0
• Pedestrian Ramp survey & design	4
• Driveway Approach permit & inspection	2
• Iowa One-Call locates	379
• Emergency Call-outs	7
• Emergency Call-out after hours	0
• 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	17
▪ Moving/Oversized load	3
▪ Review contractor Traffic Control Plan	2
• Permit Review & Approval - City	
▪ Commercial Building	5
▪ Residential Building	3
▪ Demolition	1
▪ Remodel or Addition	1
▪ Moving	0
• Permit Fees collected	\$2,855.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	6

2016 Sidewalk Program:

Mid-Continent Contracting is continuing with sidewalk replacements on North Federal Avenue between 6th Street and 9th Street. All of the sidewalk replacements on 4th Street NE between North Pennsylvania Avenue and the East Park entrance have been completed.

2016 Street Panel and Curb Replacement Program:

Mid-Continent Contracting is approximately 80% complete with the project. Several street patches have recently been completed including patches on North Madison Avenue just north of 12th street NW and in the 300 block of 9th Street NW. Work is currently taking place at the intersection of North Polk Avenue and 9th Street NW.

2016 Pavement Marking Program:

Quality Striping completed the project and final acceptance and payment was approved at the September 20 City Council Meeting.

2014 Pedestrian Trail Improvements – Phase 2:

Trail grading and subbase have been placed in the east right-of-way along South Taft Avenue from 9th Street SW to 15th Street SW. This segment will continue south and will connect with the 19th Street SW trail already in place. Once the remaining grading and subbase is complete the HMA surface will be placed.

Monroe Avenue Pedestrian Trail:

The HMA trail has been placed north of the railroad overpass along South Monroe Avenue up to the NIACOG driveway approach. The remaining section of this trail is currently being redesigned to continue along Monroe Avenue then along 6th Street SW, finally connecting with the existing trail along the UPRR.

Downtown Street Lighting Project:

K&W Electric has completed the installation of the new LED style streetlights, bases and poles. They have also finished pulling the new wire through the complete new system of underground conduit. The new lights along Delaware Avenue have been energized and the remaining new lights are expected to be energized within the next couple of days. Removal of the old bases and streetlight poles should be completed within the week following. The overhead wires that supplied power to the old streetlights will also be removed as the old light poles come down. Pedestrian ramp designs for three intersection corners along Delaware are currently under review by the IDOT.

Drainage District No. 17:

The work on this project is progressing slowly due to the wet conditions. The shaping of the open ditch is complete and some area drains are being installed. The contractor will begin to install the buried storm sewer pipe as soon as conditions improve.

19th Street SE Street and Utility Extension Project:

The final punch list items are being addressed.

Union Pacific Railroad Quiet Zone:

The 60-day review period of the Notice of Intent ended on September 19, 2016. Preliminary comments were received from the Union Pacific Railroad and now a Diagnostic Team Field Exam is being scheduled. The field exam is expected to occur in late October or November. Schedules are under review for coordinating a meeting date.

South Federal Avenue Elevated Storage Tank:

The final remaining items are being addressed by the contractor. The site is taking shape in terms of final grading, concrete replacement and soon the erection of the fencing.

Downtown Multi-Level Parking Structure Project:

WHKS and their design team provided final plans for staff review. The plans are under review and comments are being compiled for final revisions. The project is on schedule for a November bidding.

North End Improvements Project:

Damaged sidewalk panels between 13th Street and 16th Street along North Federal Avenue have been marked. Mid-Continent Contracting will begin damaged sidewalk replacements on North Federal Avenue soon. New sidewalk and a pedestrian ramp are currently being placed on the west side of South Federal Avenue at the intersection with 21st Street South.

2015 Bridge Repair and Maintenance Program:

Final inspection of the repairs on the 12th Street NW Bridge and on the North Pierce Avenue Bridge have been delayed due to the high water levels in Willow Creek. Minturn, Inc. is scheduled to return to complete the repairs on the 13th Street NE Bridge over the Winnebago River within the next two weeks.

Other Tasks Performed through the Engineering Department:

- The replacement of the Canadian Pacific Railroad crossing on South Kentucky Avenue was completed in September. Engineering Staff surveyed the site, assemble plans and hired a contractor to complete the City's PCC pavement replacement portion of the project. Engineering also coordinated the scheduling of the project with Canadian Pacific Railroad Staff, and provided inspections, and concrete testing throughout the project to determine an early open date on the new pavement.
- Engineering Staff reviewed preliminary plans and met with the project engineer and developer on final revisions for the Asbury 10th Subdivision. Final plans are expected soon.
- The contaminated soil removal project at 12th Street SE and South Hampshire Avenue was completed. Engineering Staff planned and coordinated this project with the Environmental Services Division of Cardno ATC and their excavating contractor. Staff also provided inspection services throughout the duration of this project. A Leaking Underground Storage Tank (LUST) site was identified and petroleum impacted soils were excavated and hauled from the site; the excavation was backfilled with clean material.
- Engineering Staff attended a preconstruction meeting and reviewed plans for the Alliant Energy Pierce Avenue Gas Main project. The project consists of the installation of two

new 12" gas mains extending the limits of 6th Street SW to 12th Street NW. Engineering provided utility records and will perform on-going locates throughout the project. Staff will also perform inspections on any adjustments to underground city utilities that are disturbed. Inspections also include street pavement and sidewalk replacements.

- Engineering Staff collected and assembled a spreadsheet of traffic count data from intersection of North Federal Avenue and 12th Street.
- Engineering Staff coordinated with the IDOT and Alliant Energy for the removal of an old abandoned "steam tunnel" lying beneath South Delaware Avenue. The limits of removal on South Delaware Avenue begin at the intersecting street of 2nd Street SE and continue south of the point where Federal Avenue merges with Delaware Avenue. Following the evaluation of a collapsed portion of the tunnel, the decision to remove approximately 400' of tunnel was made by the IDOT and agreed upon by Alliant Energy. The first section of the tunnel to be removed has been exposed and Alliant Energy's environmental contractor is on-site performing the process of abating the asbestos from the old steam piping. A detour of North Federal Avenue is being planned to accommodate the street closure necessary for the removal of the remaining tunnel.

Traffic Division:

○ Traffic Control

• Sign work orders	11
• Stake sign locations	0
• Retrieve reported downed signs	0
• Traffic Sign Orders	1
▪ Streetlights	
▪ New Installation	0
▪ Repair Request	13
• Traffic Signals	
▪ Respond to signal issue reports	21
▪ Perform traffic signal repairs	5
• Iowa One-Call locate reviews	421
• Locate City-owned electrical utilities	9
• Emergency Call-outs	1
• Tornado Siren Repairs	0

Other Tasks Performed by Traffic Control:

- Calculated cemetery electrical bill from signal meter on 15th SE/SW & South Federal Avenue
- Review and respond to several parking sign issues in downtown district

Water Supply Division:

○ Water Production

	September	FY 2017
• Total (gal)	123,006,000	441,255,000
• Daily Average (gal)	4,100,200	4,796,250

• Daily Maximum (gal)	5,366,000	6,865,000
• Daily Minimum (gal)	3,421,000	3,421,000

○ Water Plant Maintenance and Repair

- Wash Down EDR stacks and perform voltage checks
- CIP #3 EDR train
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #2 EDR train

○ Customer Service

• Iowa One-Call locates	348
• Miscellaneous locates	5
• Prepare and send service repair letters	0
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	7
• Hydrant Flow Testing	0
• Correlate water main breaks and investigate for leaks	4
• Water Main shut down for repairs	6
• Water shut offs for non-payment	15
• Water shut offs for other	1
• Water service re-connects	6
• Assist with installation of Water Meters	2
• Repair Water Meters and collect reading	5
• Deliver Red or Tan Tag	1
• Update shut off data base and maps	50
• Water Service Permit/Inspection	
▪ Repair/Replace	13
▪ New Installation	4
▪ Disconnections	5

○ Meter Department

	<u>September</u>	<u>FY 2017</u>
• Meters Installed	227	442
▪ Industrial	0	0
▪ Commercial	4	5
▪ Residential	223	437
• Meters Repaired	0	0
• Contractor and Garden Meters Installed	3	4
• Meter Reads	11,771	35,313
• Water Meters Ordered	134	272

Other Tasks Performed through the Water Supply Division:

- Isolated the Pumping Plant to mitigate flooding during the most recent flooding event in Mason City
- Well #8 pump and piping was removed for the rehabilitation of the well
- Removed leaking Sodium Hypochlorite tank
- Continued with the repairing of the river monitors
- Calibrate flow instruments in plant
- Collected daily water quality samples
- Repainted the floor in the Sodium Hypochlorite Room
- Continue to evaluate raw hardness and finish hardness for permit change
- Monthly draw down on wells
- Mowed grass at the Water Treatment Plant and well sites

Abbreviations:

CIP	Clean-in-Place
DRC	Development Review Committee
EDR	Electrodialysis Reversal
gal	Gallon
GIS	Geographical Information System
IDOT	Iowa Department of Transportation
ROW	Right-of-Way
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest

Finance Department

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for September:

Finance

Item	September	Fiscal Year-to-Date
Prepare payable checks	725	1,914
Prepare receivable invoices	64	205
Prepare payroll checks	1,051	2,723
Certify invoices to County	49	97
Send letters to State Offset Collections	3	10
Record State Offset collections	\$ 1,727.94	\$ 13,250.44
Sort Mail		12,050
Record ambulance receivables	190	399
Process utility payments	228	1,790

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Golf Course direct deposits
- Complete Ambulance direct deposits
- Seasonal employment termination documents
- Completed monthly IPERS report
- Completed monthly reconciliation for August
- 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
- Finalize work on FY 16 CAFR
- Review 2016 CAFR fund balances
- Continue working with Socrata on financial transparency

- Continue working on Timekeeping System

Utility Collections

Item	September	Fiscal Year-to-Date
Record ACH activities	42	187
Prepare Utility adjustments	60	160
Estimate billings		-
Issue utility bills	10,930	32,794
Answer phone calls	907	2,355
Respond to voicemail	277	800
Complete utility service orders	345	1,038
Complete landlord tasks	40	110
Issue shutoff notices	509	1,452
Process customer paid utility bills	6,103	19,078
Process customer deposits	493	1,427
Replace meters	226	583
Complete monthly sales tax report/hours	4.00	10.50

Information Systems Coordinator

- Contact Wave Pedal Tech Support to get software license changed
- Replace battery module for City Hall battery
- Change permissions on Safety folder
- Take replacement backup tape to PD
- Continued working on configuring new computers
- Get with new FD Chief to get account set up
- Put together IT Committee Agenda
- Conducted IT Committee quarterly meeting
- Check Water Rec tape drive for failure
- Order new tapes and tape drive for Water Reclamation
- Fix color printer for PD user
- Install new printer for user at PD
- Reboot server at City Hall for maintenance issues
- Meet with Zoll about connecting new equipment at FD
- Order new computer for Water Treatment
- Look at computer at Water Rec for Safety
- Let user at Water Rec know cost of dual video card
- Order new enterprise color printer for PD
- Order Dual Video card for computer at FD
- Look at water billing computer issues
- Update BIOS on Water Billing computer

- Replace tape drive at Water Reclamation
- Take new computer to Water Reclamation
- Find computer for Museum to use as for displays
- Have computers at PD stop using Shoretel to see if it fixes crashing concerns with Outlook
- Restore Installs file on server at PD
- Reboot server at PD to clear up connection issues
- Swap computers in Car 9
- Check on status of laptop for PD
- Respond to Keltec regarding new units
- Get with PD regarding issues with Total Station
- Time Clock Kick Off meeting
- Get loaner tablet set up for Council Member
- Create paper labels for tapes for Water Reclamation
- Look at voice mailbox issues for Emergency Management
- Take new computers to Fire Department
- Wipe loaner iPad for Council Member
- Take new color printer to PD
- Take computer to PD for replacement
- Take tapes to Water Reclamation
- Get with Council Member for final changes for loaner iPad
- Pick up next demo tablet from PD to set up for trial
- Check tape drive at O and M for failure
- Look at laptop for 1st detail command at PD
- Restart Rec server
- Restart Water Treatment server
- Help Officer with syncing total station to computer at PD
- Restart O and M server
- Reconfigure tablet for PD after it scrambled
- Test tape drive at O and M
- Get Housing tech support connected to database for changes
- Help user at Water Treatment with permissions on laptop
- Fix computer for PD 3rd Detail command
- Look into replacing new printer at PD for model with duplexing
- Set up demo table for PD
- Contact tech support about tape drives for O and M and PD
- Program key for Engineering user
- Swap receipt printers for Water Billing
- Take new computers to Water Treatment
- Return Demo tablet to PD for testing
- Replace damaged switch at PD
- Check wireless radio equipment on PD tower
- Check radio at Reclamation
- Check radio equipment at Kentucky

GIS Department

Airport

- Updated airport GIS project to include 2016 imagery

City Admin.

- Assisted with Government Channel troubleshooting
- Assisted with Blue Zones Project mapping initiatives

Development Services

- Completed edits to zoning layer
- Prepared an 11 by 17 zoning map and started working on a 24 by 36 size zoning map
- Adjustments made to code enforcement, neighborhood services, and inspection GIS projects

Emergency Management

- Had discussion with County staff regarding flood mapping and future plans
- Attended monthly Homeland Security Advisory Committee meeting
- Attended Cerro Gordo County Multi-Jurisdictional Hazard Mitigation Plan Review meeting

Engineering/Water Treatment/Customer Service

- Assisted staff with utilization of County Website
- Imported GPS data collected at South Federal water tower
- Performed changes to pedestrian ramp GIS project setup
- Responded to a phone call about a GPS malfunction
- Imported utility and electrical GPS data
- Assisted updating a GIS project
- Updated GIS and utility database project on a laptop for Customer Service Department

Fire

- Provided a map based upon a staff request
- Assisted with password resets when IT director was unavailable

Finance

- Attended IT meeting
- Assisted IT director with the following: ping computers, tape backups, government channel troubleshooting, and answered data recovery questions
- Assisted staff member in using an alternative computer after their computer failed
- Started working on a water meter map

Operations / Water Reclamation

- Sent Street Superintendent Georgia Hanford Park Arboretum maps
- Assisted with tree inventory and imported GPS data
- Assisted Street Superintendent with excel spreadsheet formatting questions
- Had discussions relating to Georgia Hanford Park mapping initiative
- Assisted Street Superintendent with modifying project relating to aerial photography
- Assisted Street Superintendent with mapping initiatives including symbols, legends, and map layout

- Assisted Street Superintendent with property line information from County data
- Assisted Water Reclamation superintendent with various map requests

General

- Assisted Mediacom staff verifying a property address and provided a GPS location
- Had discussion with multiple departments relating to utility easements in the GIS
- Had discussion about an address on Skyview Lane with multiple departments
- Responded to citizen question about property at the intersection of 8th Street SE and S. Virginia Avenue
- Assisted IT director moving equipment
- Provided address point mapping adjustments
- Edits completed on various layers including utility easements, plats, transit routes, and landmarks
- Assisted Housing department with an update to their software while the IT director was out of the office

October initiatives

Finance Department

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

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.
- Change password expiration warning time on Windows 7 computers

GIS Department

- Finish 24 by 36 zoning maps
- Edit and update utility easements, road centerlines, and landmarks layer

- Finish water meter map
- Import GPS data for utilities
- Assist with tree inventory project
- Assist IT director when individual is out of the office
- Provide training and support for GIS users within city government
- Provide maps at the request of city departments
- Edit and maintain GIS layers
- Provide ongoing staff support for city utility and traffic GIS datasets
- Assist with Cemetery GIS mapping project
- Attend and assist with the Homeland Security Advisory Committee

Fire Department

Reported by Doug Janssen, Acting Fire Chief

	Month	CYTD
Personnel Hours Worked		
Battalion	7,001.75	65,452.00
Office/Administrative	826.25	8,710.50
Overtime Hours		
Fire	156.50	1,705.00
EMS	583.00	4,105.75
9-1-1 Calls/Emergency Calls		
Fire	61	546
EMS	268	2,812
Non-Emergency Calls		
Fire	8	66
EMS	78	891
Personnel Training Hours		
On-Site	330.00	5,114.25
Off-Site	68.00	790.50
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	112	845
Existing Building Inspections	94	835
Plan Review	10	104
Fire Investigations	0	17
Community Involvement		
Public Tours of the Fire Station (Number)	0	15
Public Fire Safety Appearances/Trainings (Number)	25	78
EMS/Fire Student Ride Along Preceptor Training Hours	102.50	764.25

Significant Fire Calls

None

Other Significant Events

Joshua Deverell was sworn in as the Department's newest firefighter in a ceremony at Fire Headquarters on September 30, 2016. On September 15, Josh also became the Department's newest paramedic having successfully completed his two year training and national testing.

The Department's \$180,000 technology upgrade with new monitors and AEDs was completed. All staff was trained on the new state-of-the-art cardiac monitors and they were put into service September 30, 2016.

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	6		6
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	18	29
Engineering	18		18
Finance	10		10
Fire	44	1	45
Human Resources	2		2
Library	15	1	16
Museum	6	2	8
Operations & Maintenance	55	1	56
Parks	6		6
Police	53	2	55
Recreation	7		7
Youth Task Force	3	2	5
Grand Total	242	29	271

Staffing

Activity

Hiring Activity:	- Library Clerk (PT) - Job offer, filled externally
	- Wastewater Operator - Filled job internally
	- Transit Driver - Development Services: Processed 1 applicant, background checks, and hired 1 candidate
	- Heavy Equip Operator - Street - Posted 2 vacancies, Filled internally subject to Council approval
	- Seasonal Jobs - Processed 1 seasonal hire
Positions Filled:	- 2 regular part-time staff hired: Library Clerk & Transit Driver & 1 seasonal staff hired
Turnover:	- 2 medical retirements & 51 seasonal terminations

Employee Orientations/exit interviews:	- Conducted 3 employee orientations
Civil Service Commission:	- Two meetings conducted during the month

Labor Relations/Legal	Activity
Grievance Activity:	- Fire: 1 grievance processed - Teamsters: No new activity - AFSCME: No new activity
Labor Negotiations/Relations:	- Fire: Begin negotiations preparations - Teamsters: Begin negotiations preparations
General HR support:	- Provided HR consultation to various departments on disciplinary, employee issues, and ongoing litigation. Assisted Development Services with reorganization proposal

Benefits	Activity
Employee benefit support:	- Ongoing support resolving employees benefit issues
Annual Benefit Enrollment	- Preparing for employee benefit meetings in October

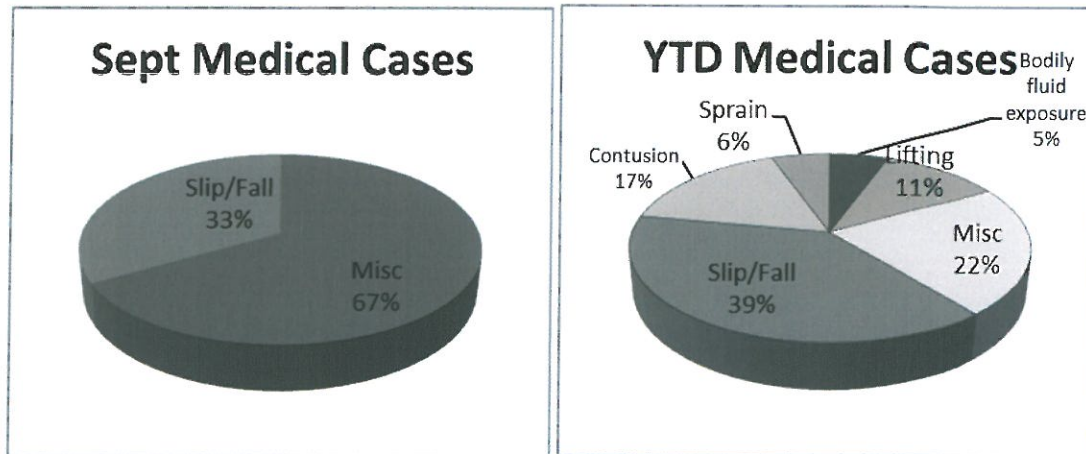
Employee Involvement	Activity
Wellness Activities:	- Conducted a Fall Festival for employees during lunch hour
Swearing In ceremonies	- Assisted with Fire Department Swearing Ceremony for Firefighter
Biometric Screenings/Flu Shots:	- Organized upcoming annual employee biometric screenings and flu shots

Government Efficiency	Activity
RPI Activity:	- Continue soliciting project ideas from each department
Timekeeping System	- Participated in new employee timekeeping system implementation activities
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; met with work comp insurance broker, and managed ongoing 411 cases

Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month
Safety:	- Participated in 15 meetings with all supervisors to improve accident investigations
Professional/Community Support	- Planning United Way kickoff - Attended state IaPELRA conference - Attended state SHRM Conference

Safety Statistics	Month	2016 YTD	2015 YTD
# of Work Comp Cases	3	18	30
# of OSHA Injuries	2	17	24
# of Days Missed	6	160	106
# of Employees Off	1		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: September 2016

Routine Activities:

In the month of September 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.

Autumn has begun - we dead-headed bushes of flowers, trimmed bushes, and began raking leaves. The lawn was fertilized and the equipment readied for winter.

Much of the duties for this month revolved around Artoberfest. Artoberfest is the Museum's annual fundraiser, which is just one of the many ways in which the Museum attempts to raise the additional revenue needed to fund the activities. With over 180 auction items, much of the month of September was taken to organizing this event, selling tickets, securing the band, completing the Class C Beer and Wine license, etc.

Classes began again this month and the Museum had a full schedule of activities that keep kids of all ages busy. Many popular themes from mainstream culture such as Pokémon, Harry Potter, and Finding Dory are made in to age appropriate art classes.

Special Events / Programs:

Classes offered: Lunch 'n' Learn (24), Kids Club (10 kids), Art Bugs (12 Adults, 10 kids), Learn to Throw (30), Hand building (5 adults, 34 kids), Leet Drawing (6), Creating Dory (1 adult, 8 kids)

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (52), Kentucky Ridge Outreach (4), Salvation Army Outreach (24), Manly Outreach (3)

Specialty Programming:

Programs: High School volunteer day (1 adult, 15 kids)

Special Event: Foundation Reception (40), Blocks at River City Festival blocks (26 adult, 63 kids), Friday Nite Live blocks (20), Board Meeting (10), Other Meetings (7)

Outreach / Specialty Tours:

Groups touring: -- Chaska, MN Architectural Tour (39), Sculpture Tour (11) Architectural Walking Tours (8), Elgin, IL tour (40), C & A Depot, MO tour (48), Mpls MN Architectural Tour (42), Mpls, MN Museum Tour (42)

Outreach locations: Prairie Ridge Outreach (49), Kentucky Ridge Outreach (3), Salvation Army Outreach (23), Manly (4), National Night Out-Blocks (150 kids).

Membership:

345 members

Attendance:

Gallery / Open Studio / Shop: 574

Programs: 16

Outreach: 192

Rentals: Salsbury (74 adults, 11 kids), birthdays (1 adult, 14 kids), NIACC (70), Fdn Reception (40)

Classroom: 144

Playground: (46 kids, 23 adults)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(1 Cement Work)
Cement Work (Valve Install)	(4 Cement Work (Valve Install))
Confined Space Entry	(1 Confined Space Entry)
General Maintenance	(3 General Maintenance)
Hydrant Installation	(2 Hydrant Installation)
Hydrant Repair	(9 Hydrant Repairs)
Hydrant Repair (paint)	(1 Hydrant Repair (paint))
Road Box Repair	(5 Road Box Repair)
Valve Installation	(9 Valve Installation)
Valve Turning	(1 Valve Turning)
Water Main Repair	(2 Water Main Repair)

The Utility Crew assisted the Street Department in flood related duties, it was all hands on deck. While the flood was going on we also had two water main breaks that were repaired.

Internal Service Division:

Mechanical

Serviced and repaired Building Inspector vehicle

Serviced and repaired 3 Engineering vehicles

Serviced and repaired 4 Fire trucks and ambulances

Serviced and repaired 7 Police cars

Repaired and serviced 10 Sanitation trucks, brakes, etc.

Repaired and serviced 17 Street Department vehicles

Repaired and serviced 1 Water Reclamation vehicle

Repaired and serviced 3 Water Supply vehicles

Electrical

Replaced 3 ballasts and 12 lamps in conference room A, City Hall

Installed electrical for automatic door locks at Lester Milligan Park

Repaired relay and contacts for HVAC at Police Department

Replaced motor at bar screen , pump station #1 at Water Reclamation

Repaired streetlights at 1st and S. Federal, College Drive, 6th and S. Monroe

Replaced ballasts and lamps on 2nd floor, City Hall

Traffic signal repair at 6th and S. Jefferson, Hwy. 122 and Eisenhower

Located conduit at 2nd and S. Pennsylvania for street lighting

Repaired light under the 12th Street overpass

Repaired traffic signal at Hwy. 122 and Indianhead Drive

Repaired sludge feed pump #1 in the thickener building at Water Reclamation

Repaired street lights at 19th and S. Pierce Avenue

Repaired lobby light at the animal shelter

Repaired light and solenoid at aeration building at Water Reclamation

Prepared sandbags for water leak in basement of City Hall

Repaired lights at Operations & Maintenance

Repaired street lights at 12th Street and N. Federal

Replaced walk light at State and Pennsylvania, traffic signal at State and Delaware, Hwy. 122 and Illinois

Repaired lighting in north stairwell basement at Police Department

Repaired lighting on 2nd floor City Hall, restroom and Engineering Department

Repaired light in parking lot at 2nd Street SE

Repaired control transformer in aeration building at Water Reclamation

Repaired street light at 19th and S. Taft

Repaired light in hallway at Operations & Maintenance O&M.

Repaired street lights at 15th and S. Pierce

Repaired parking lot lights at 2nd and S. Pennsylvania

Replaced air compressor disconnect handle on mcc bucket in pre air building, Water Reclamation

Repaired street light at 4th Street NW

Repaired traffic signal cable at 19th and S. Eisenhower

Assisted with downtown streetlight project

Replaced faulty circuit breaker for poly pump #1, thickener building, Water Reclamation

Repaired street lights on the N. Federal streetscape

Checked and replaced receptacles at the Prairie Playground restrooms and shelter

Wastewater Division:

As reported by William Stangler, Operation and Maintenance Manager
Routine Activities for the
month:

September

2016

Division: Wastewater

- Wastewater treatment:

Monthly Total:	384.84	million gallons
Daily Average:	12.828	million gallons per day
Daily Maximum:	20.692	million gallons per day
Sludge processed :	1.25	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed

- Dealt with heavy rains that backed up collection system

Laboratory Activities:

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

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
- Continue hauling biosolids
- Track mileage for all vehicles

Special Activities/Accomplishments of particular note:

- Replaced large check valve in PS #1
- Continued interaction with industries
- Wet Testing
- Passed effluent toxicity testing
- Worked on sunset lake pump float system
- Worked on UV system
- Continued mowing plant grounds
- Worked to unplug grit pump
- Power washed finals
- Checked oil in all large pumps

Sanitation Division:

	<u>September</u>	<u>Year-To-Date</u>
Refuse collected	462.68 tons	3,658.20 tons
Recycling collected	146,860 pounds	1,262,100 pounds
Yard waste collected	123.94 tons	777.62 tons
Large item number of stops	62	437
Materials collected:		
Large furniture	27	304
Small furniture	66	392
Tubs & toilets	2	44
Appliances & TVs	16	124
Electronics	1	2
Request for service calls	293	2,053

Street Division:

Clean and maintain shops and equipment as necessary

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 south, southwest and west sides of Mason City

Set up handrails

Haul barricades and support for September events

Grade alleys as needed

Repair signs as requested by Engineer's office

Mow roadsides, ditches and buyouts as needed

Supply mulch and support for volunteer groups

Water and mulch new trees as needed

Pick up trash along roadsides and dead end areas as needed

Remove and trim 30 to 40 trees called in by the September 21st storm and flooding

Set out barricades at approximately 30 locations to close roads and keep traffic from entering flood waters, clean up and pick all barricades the following week

Clean up debris from community gardens

Paint over graffiti at underpasses, Elm Drive, 12th Street NE, S. Washington bridge, 1st Street NW bridge

Haul appliances for the Sanitation Department to recycler in Nora Springs

Remove dead and dying vegetation from the upper and lower parking lots at Southbridge Mall

Repair farm driveway on Birch Drive for Water Reclamation Plant

Install no parking signs and repair flooded roadway at the youth diamonds

Replace the banners along the N. Federal streetscape

Set up and maintain road closure for the railroad crossing replacement on S. Kentucky

Civil war reenactment support

Respond to numerous tree calls from citizens, remove approximately 12 trees

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Trim weeds at Georgia Hanford Park ball diamond

Haul tables and cans for all events in September

Install new bench at Frederick Hanford ball diamond #2 for Hauge

Clean and pick up dog waste stations

Repair fountains and low holes at the dog park

Reseed the grass area at the south boundary of Frederick Hanford Park which was cleared of shrubs

Clean Plaza in the downtown area

Repair tent site signage at the campground

Do repairs at Morgan Park, shelter, tables, benches and basketball pole, backboard and replace net

Clear landscape area in front of City Hall of volunteer trees, weeds, etc.

Remove graffiti from bench in the Federal streetscape

Mow all parks, buyouts and city property

Repair stairways around the Lester Milligan black pit

Trim sidewalk along the 1st Street NW bridge

Mow the viaducts

Mow Eastbrook trail

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: August – 2,396; YTD – 19,109

CFS Type	Month Total	Year To Date
Traffic Contacts	315	2,523
Suspicion	252	1,750
Disorderly/Disturbance	192	1,491
Medical	177	1,867
Animal	147	1,232
Theft	123	856
Welfare Check	117	939
Collision	98	902
Alarm	68	713
Harassment	65	519

Flood operations affected our department in September. We worked with Cerro Gordo County Emergency Management and other city departments to coordinate the response to water issues that affected our community. We did evacuate two apartment complexes and housed residents in an emergency shelter for about 18 hours. Residents were able to return after the high water crest had passed and the forecast was favorable. 1st Detail had much to do with the evacuation and ensuing monitoring of water levels.

Patrol and the Criminal Investigation Division continued to work business burglary cases this month. After considerable effort, officers were able to make an arrest on these incidents. We are continuing to follow-up and work with other jurisdictions who had similar incidents. Additional charges could be filed in the future.

1st Detail has also been working with Building Services to identify and take action against violations of municipal ordinances related to garbage, junk vehicles, and similar violations. We have one patrol area completed and hope to get the rest done before it snows. We hope this helps to improve the appearance of our community.

The Mason City Homecoming Parade was on September 23rd and 1st Detail was also involved with traffic control that afternoon. Sgt. Scott judged the homecoming floats and hallway displays this year at MCHS.

2nd Detail assisted with a campaign visit by Republican Vice-Presidential nominee Governor Mike Pence at Music Man Square on September 19. The visit followed a weekend of planning and meetings for the event. The visit impacted traffic, parking, and business operations in the immediate area. Business owners and our community were very helpful and worked with us on traffic issues during the visit.

3rd Detail is continuing to work on bike theft incidents. They have been proactively deploying officers in an effort to investigate and identify persons involved in our recent bike theft cases. In one case, officers were able to make an arrest of a burglary suspect who was on a stolen bike that will likely result in additional charges on a second suspect.

Criminal Investigations

CID work this month included a variety of cases. A local resident was arrested and charged with two felony counts of insurance fraud. Officers used a wide variety of technology to track and arrest a business burglar who had victims in several neighboring jurisdictions. We had a defendant indicted in federal court for an embezzlement case that started back in 2014.

Officers continue to investigate and execute search warrants on stolen bike cases. We did recover several bikes that were stolen from the Historic Park Inn overnight in September. During that search warrant we also recovered a bike that had been stolen from Ames.

We are continuing to use new and developing technology as an investigative tool that really is a force multiplier for us and saves us hours in overtime on surveillance. We are also looking for new ways to adapt that technology to our current investigative efforts.

CID personnel assisted with two dignitary protection details as requested by the United States Secret Service as part of campaign visits to Mason City. Three interviews were also conducted at the Child Protection Center in Waterloo.

Administration

School Resource Officer Jason Trask has been participating in the Walking School Bus program this fall with several elementary schools. This has been a great program that has fostered student interaction with SRO Trask and a sense of community that is built around our neighborhood schools. The Cerro Gordo Department of Public Health helps to administrate this program.

In September, all sworn officers participated in Verbal Defense and Influence Training. Iowa State Patrol Trooper Kevin Krull is a certified instructor in this program. At MCPD request, Trooper Krull provided this 3-hour training program to all of our officers during in-service training. The program helps to give officers other verbal options to de-escalate incidents and to gain voluntary compliance from people during interactions on patrol.

Our social media presence continues to grow. Our Facebook account picked up 118 new likes for a running total of 2,305. Our Twitter account picked up 45 new followers for a total of 1,131. We continue to find social media is a good communication tool and that our two-way communication on social media is continuing to increase.

MCPD continues to partner with a wide variety of community stakeholders on a variety of programming/issues: Building Services, Crisis Intervention Service, Mason City Community Schools, and Crime Stoppers to name a few. We are also actively involved in meetings and events for numerous community groups on a monthly basis.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, YMCA Board, Library Staff Meeting, Friends of the Library. I attended 2 State Library Sponsored All Day Training Sessions. One session was hosted at the AEA office and one session was hosted by the Mason City Public Library in the Mason City Room. I submitted grants for programming in 2017 and a grant for the Archives to preserve the Steve Rye Photograph Collection. The Friends of the Library hosted a special event, "Everything You Want To Know About Book Clubs".

Did you know?

The Mason City Public Library Meeting Rooms are used for several kinds of meetings, formal and informal. Many companies that have sites throughout the region and Iowa and Minnesota meet at the Mason City Public Library because it is a central location for them.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Daily Participation Rates:

Monday	657
Tuesday	1,911
Wednesday	410
Thursday	2,496
Friday	279
Saturday	1,485
Sunday	133

Total People Served in 2016 through September: 211,754

Total People Served in 2015 through September: 263,875

Nights stayed at MacNider Campgrounds in 2016 through May: 5,277

Nights stayed at MacNider Campgrounds in 2015 through May: 4,583

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2016	2015
○ Family	31	37
○ Class A	211	218
○ Class B	26	28
○ Youth	30	40
○ Punch Cards	65	57

- Season Concession Sales:

	2016	2015
	\$54,941	\$55,072

- 2,340 rounds played at Highland
- Ordered food and beverages for concession
- Mowed greens 40 times including double mow
- Rolled greens 7 times
- Mowed tees and collars 13 times
- Mowed all rough 4 times
- Sprayed greens with protectants 2 times
- Mow mounds 5 times
- Raked traps 12 times
- Checked and service leaf vacuum
- Maintain ball washer and trash receptacles on golf course
- Back lap fairway reels twice and greens reels 3 times
- Blow leaves and pick up limbs and cut up one tree from two wind and rain events 8 loads
- Blow leaves from tees and greens before mowing

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 2 new summer staff
- Worked with the Disc Golf Course focus group and FEMA on the new disc golf project
- Addressing Fall & Winter Staff needs (email/letter)
- Continued working on the MacNider Camp Grounds playground project
- Held management meetings with staff in four different recreational areas
- Certified 25 youth coaches with NYSCA
- Hosted NFL Punt, Pass, and Kick event at Norris Youth Complex – 59 youth
- Safety walk through
- Attended Iowa Parks and Recreation Association Fall Workshop
- Finished the CIP to chip seal the Frederick Hanford Field Road
- Worked on the CIP to create new Pickleball Courts
- Conducted Safety walk through on all departments expect for Water Collections
- Joined the Youth Employer Committee of North Iowa

Highland Park Golf Course Special Activities/Accomplishment:

- Scheduled an outing for October 2017 for 40 people and June 2017 for 144 people
- Host two Mason City High School meets
- Continued to meet with Jim Cornick about the Mason City High School Golf Team and practice and meet schedule
- Hosted the City Wide Election
- Safety walk through
- Aerified all greens .5 solid tines 9 inches deep
- Repaired 3 cart shed doors Dig leak repair and replace soil and seed
- Fix valve on 4 green with new diaphragm

- Shut down water on back side and stop leak on 18 fairway
- Topdress greens once and blow in sand
- Replace soil and install valve boxes for repaired irrigation valves on 5 and practice area
- Prepare leaf vacuum
- Fixed flooding issues between 6, 7, 8, and 9
- Wire John Deere tractor for large herbicide sprayer
- Calibrate large sprayer for fall herbicide treatment

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run the Camp Grounds
- Run Youth Soccer
- Run Youth Flag Football
- Run Youth Archery
- Run Youth Volleyball
- Run Tiny Tot Flag Football
- Run Tiny Tot Soccer
- Run Youth Tennis
- Run Youth Archery
- Run Adult Softball
- Run Adult Volleyball
- Run Adult Archery
- Prepare for Youth Volleyball
- Prepare for Youth Dodgeball
- Prepare for Adult Dodgeball
- Prepare for Preschool Sports
- Prepare for Skateboard Clinic
- Continue to addressing Fall & Winter Staff needs (email/letter)

Highland Park Golf Course Work to Done in Coming Month:

- Prepare and be a host site for the November Election
- Close concession in mid to late October
- Mow greens, tees, fairways as needed
- Continue to monitor for grubs, cutworms, fungal diseases and summer stress on greens
- Removal of dead damage trees
- Maintain course as needed
- Shut down water system and winterize
- Aerify select tees and seed
- Make fall order for winter green protectants
- Fall spray for clover in select areas
- Blow leaves and remove from course
- Get more sand in select traps (will help settling for next season)
- Attach blower to Kubota for leaf removal
- Order winter protectants
- Blow out irrigation system

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Hour Logs
- Channel 4 (EG Channel) updates
- Park Watch
- Beautification
- Adopt a Street cleanups
- Branching Out Tree Planting planning
- Trees for kids Planning
- Earth Day Fall event planning/meetings
- NIACC Volunteer Fair
- East Park flood cleanup
- Trinity Lutheran painting project
- Mason City Schools cleanup

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Adopt a Lot	
	Adopt a Street	
Total		28
Beautification Project	Garden Maintenance	
Total		46
Miscellaneous Projects	Housing Authority	
	Miscellaneous	
	Transit Tokens	
Total		177
Park Watch Ambassadors	Park Watch Tour	
Total		32
Parks and Streets Projects	Carpentry/Painting	
	Park Cleanup	
Total		230
Grand total		513

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- Newman High School Youth Action Team began meeting in Sept. Mason City High School and Alternative High School will begin meeting in Oct.

Health / Safety Focus Areas

- Positive Action model substance abuse prevention programming began with JAMS 7th grade students.
- Training on the cost of trauma, with presenters from the Mid-West Trauma Center was co-hosted with Four Oaks for over 50 regional leaders.
- A meeting on the heroin and opioid epidemic was co-hosted for the U. S. Attorney's Office.
- Initial exploration of a law enforcement mental health advocate was facilitated with the MCPD, Cerro Gordo Sheriff's Office, and regional County Social Services.
- Promise Team volunteers met on Sept. 28 to continue Profiles of Student Life survey data analysis and schedule work group meetings for special projects.
- Year-end evaluation surveys were sent to 400 people trained in Youth Mental Health First Aid during year one.
- Training on human trafficking was co-hosted with Crisis Intervention Service. YTF staff attended the training.

Marketable Skills / Effective Education Focus Areas

- Promise Team volunteers met on Sept. 16 and Sept. 28 to begin analysis of detail from the Profiles of Student Life Survey appropriate to their team and to begin scheduling for the LifeWORKS project with iJAG students.

Relationships / Volunteering Focus Areas

- There are 34 active mentor/mentee matches in Cerro Gordo County (20-Mason City & 14-Clear Lake) and 14 youth waiting for a mentor. Two new mentors were recruited in Sept.
- The Mentoring Coordinator participated in the Harvest Fair at Trinity Lutheran Church on Sept. 11 and the Volunteer Fair at NIACC on Sept. 27.
- Mentor and Mentee Parent newsletters were distributed in Sept.
- E-training was provided to mentors on vaping, e-cigarettes, and THC.
- Promise Team volunteers met on Sept. 28 to continue data analysis of the Profiles of Student Life survey results. They also began planning a mentor recruitment campaign and potential youth activities for Giving Tuesday in Nov. Newman Youth Action Team members attended the Promise Team meeting and provided input.

Staff/Other

- Kelly Grunhovd, Prairie Ridge Integrated Behavioral Health, was elected to fill the vacant spot on the Executive Committee. She will be nominated to the Mayor, along with the new Mason City School representative, Jadie Meyer, for appointed membership

after the Chairs and Vice Chairs of Mason City High School and Alternative High School are elected in October.

- The Youth Task Force Annual Meeting was held on Sept. 28. 9 volunteers were recognized for their service.
- The Mentoring Coordinator facilitated a challenge course session for the Chamber's youth leadership program.
- The Director attended the regional Prevent Child Abuse Iowa meeting in Algona.
- The Administrative Coordinator attended Child Abuse Prevention and Domestic Abuse coalition meetings.
- The Director attended the Mason City Volunteer Center Advisory Board meeting and Blue Zone meeting.

MEETING & EVENT SCHEDULE

- Oct. 4 & 18-MCHS Youth Action Team meetings
- Oct. 12-Marketable Skills Promise Team meeting
- Oct. 13- Behavioral Health Resources Leadership Group meeting
- Oct. 13 & 27-Newman High School Youth Action Team meeting
- Oct. 18-Alternative High School Youth Action Team meeting
- Oct. 19- Executive Committee meeting
- Oct. 18, 19, & 20-North Iowa Trauma Initiative community sector trainings
- Oct. 31-Health & Safety Promise Team meeting
- Oct. 25 & 26-Youth Mental Health First Aid Instructor meetings