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City Administrator's Monthly Activity Report

Brent Trout, City Administrator

February 2017

(Issued March 17, 2017)



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

City Administrator Comments

Mayor and City Council Members,

The Active Living and Transportation Commission has held planning sessions to help develop the mission statement of the commission and to establish goals for the coming year. They will begin to work with the City staff members at their next meeting to accomplish their goals.

The Development Services Department held an open house on March 2, 2017 in conjunction with the students of the University of Iowa that are working on the development of the update to our Comprehensive Plan and new Sustainability Plan. The open house was well attended and they received good input from the community. The students will be presenting their final documents and information to the City in early May. They will also be making a presentation to the City Council on their completed work. Students from other classes continue to work projects for the City. They are working on a community engagement campaign, transit marketing campaign, county wide natural hazard analysis, structural study of the old fire station number 2 and preliminary design of a new bridge over Willow Creek on NW 12th Street.

The South Pierce Avenue and Highway 122 signal improvements project is moving forward again. The City will be installing new conduit and signals at the intersection. The project has been programmed for over a year but the planned Alliant natural gas main has delayed completion of the project. The natural gas project on Pierce Avenue is nearing completion. They will have a lot of restoration work to complete once the weather improves. City staff is also assembling and providing records to an engineering consultant that is working for Alliant Energy for a gas main project planned for 2018. The project involves the installation of gas main along 6th Street SW extending between Pierce Avenue and Monroe Avenue and along 7th Street SW between Monroe Avenue and Carolina Avenue.

The installation of sanitary sewer main continues for Asbury 10th Subdivision to service Cypress Court. The Water Department placed Well #8 back in service after a major rebuild. Service of the well had declined by approximately 70% prior to the rebuild. The rebuild included the replacement of the pump, replacement of 460 feet of drop pipe and rebuild of the motor. The well is now operating at normal production rate. Well #14 was taken out of service following a major failure. The pipe, motor and pump are being evaluated to determine what repairs are needed.

The Finance Department completed the transition from Socrata to Open Gov for the financial transparency program. Park Board Chair Frank Pearson, Recreation Director Pauley and I met with members of the YMCA board and staff to review programming at each organization to coordinate provision of services better. The meeting was very productive and will lead to some changes that will be financially beneficial to each organization. The best example is that the YMCA will move their basketball program to before Christmas break and we will do ours after the break so we are not trying to recruit from the same children base at the same time. The YMCA will also allow us to rent their gym space since we will not be in conflict with their program which will be beneficial for us and them. Volunteer Coordinator Drew Verstegen is working hard on preparations for Earth Day activities on April 22nd. If anyone has an interest in volunteering that day please contact him at 421-3372.

Sincerely,



Brent Trout
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **February 2017**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 2/1/2017 – 2/28/2017	18,0563.60 Gallons	300 Buses
Enplaned 523 Deplaned 512		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at February 2017 Airport Commission Meeting 2/13/2017
- Operating Budget
- Media Marketing Campaign
- Winter Snow Removal Operations - Maintenance

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the March 2017 Airport Commission Meeting
- Planning Advisory Committee Meeting/Open House – Master Plan

Blue Zones Project

Reported by Angie Determan, Coordinator

Item

Accomplishments & Status

Community Policy –

- Hidden in Plain Site Radio Ad (promoting Prairie Ridge)
- Active Living and Transportation Commission held two meetings, agenda prep, research and prep for meeting
- Participated in webinar – Bicycle Pedestrian Count Data/Programs, data & metrics
- Conversation with worksite and individual on community garden program
- Visited with Gardeners of North Iowa regarding their efforts to work with youth and gardening
- Development of garden education and launch event, invitation developed and sent out
- Contacted legislators on tobacco legislation

Schools –

- WSB radio ads developed and coordinated
- District Wellness Committee meeting
- Lincoln Intermediate greenhouse is nearing completion, walk through planned

Worksites –

- Wellness Works newsletter being developed focusing on Governors Give Back Challenge, Hidden In Plain Sit, VRC Training
- 40th worksite validation completed, planning for celebration
- Met with worksite to begin pledge work for their four locations
- Communicated with worksite interested in beginning BZP pledge work
- Provided Chamber piece for newsletter

Healthy Foods (Grocery/Restaurant) –

- Partnered with Hy-Vee to host Wellness Wednesday food demo on 2/22 to promote the importance of legumes. Customers sampled bean chips and hummus, were reminded of Plant Slant concepts, including to eat beans every day, and were given recipes cards including how to make their own hummus at home
- North Iowa Food Coalition – led January meeting as a Core Group co-chair, participated in February agenda prep meeting,
- Met with Farmers Market board member

Engagement –

- First quarter theme (Healthy Resolutions).
- PR & Marketing - development of Facebook posts for both BZP and MCVC,

Item

continued updates on City website page for Blue Zones Project, BZP newsletter (temp. on hold), Worksite Electronic newsletter.

- Winter Walking Moais at the YMCA continuing

Volunteer Center –

- Radio program 1st & 3rd Mondays on KGLO
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – year long opportunity
- Website - 102 volunteer opportunities are currently active,
- 35 member organizations; Recent meetings with new member, Habitat for Humanity, continue to meet with existing members to renew memberships
- Volunteer Reception Center –finalizing sites in Mason City (28E Agreement) and Thornton;
- VRC volunteer training scheduled and promoted for March 29.
- Volunteer meetings – multiple meetings with volunteers for placement; Recent placements made at YMCA, Community Kitchen, KCMR, Salvation Army Adult Health Center, referral to Walking School Bus
- Lunch & Learn at Trinity in MC scheduled for April 20th
- March Newsletter to members organizations and volunteers to be sent out week of March 13th. February Volunteer Newsletter: <http://us13.campaign-archive2.com/?u=eecff029d344662caed667b9b&id=5b3508abd7>.
- Working with City Volunteer Service dept. coordinator to develop the Community Volunteer Appreciation Event
- Development of a gift/promotional item for the Volunteer Appreciation Event

Power 9 Committee –

- Committee continues to meet and discuss 2017 Blueprint and recertification and Healthways proposal
- Contacted Healthy Hometown Founder/Wellmark and signed up for webinar along with Power 9 members
- Communications with Healthways
- Communications with Ad Hoc committee for BZP proposal from Healthways

Other –

- Presented by invitation to Cedar Valley Good Food Network on our success and challenges with community gardens with Extension director
- Presented and were panelists at Ames Bike Summit with A.L.T. Commissioner
- Participate in grant webinar for RWJF
- Met with CGCDPH on grant opportunity and provided information for Walking College/Healthiest State Initiative grant application
- Weekly staff meetings
- Attend NIC EDC Vision North Iowa Quality of Life focus group
- Fielded calls from BZP Sioux City

Item

Upcoming Dates:

March 22 – Community Garden Education Event and Spring Launch
March 29 – VRC Disaster Training
April 1-30 – Town in Tennies promotion
April 3 – Walking School Bus spring session start
April 8 – Rails to Trails Conservancy trail season kick-off and ribbon cutting on High Line Trail to update public on status
April 18 – Community Volunteer Appreciation Event
April 20 – Trinity Lutheran Lunch and Learn on MCVC
April 22 – Earth Day
May 5 – District Wide School Walk-athon Healthy Fundraiser
May 5 – ribbon cutting on MCHS section of Route 1 – Cross-Town North Route (East/West)
May 12 – all 3rd grade education event
May 13 – bike rodeo (rain date/May 20)
May 15-19 – Bike to Work week
May 16 – Farmers Market launch (tentative)

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of February:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings 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 15 Resolutions based on various requirements
- Submission of final revisions to City Code to Sterling Codifiers for codification and review of entire City Code update with Sterling Codifiers
- Upload data for 2 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 4 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 \$1,220.00 in animal license fees and \$150.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance
- Licensing: Compilation of Licenses for March

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: February, 2017

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: Staff received two responses to the Request for Qualifications on March 1. They are being evaluated and will be presented for Council review and approval on March 21.

Corridor (North/South Federal and Central Area IA 122 corridors) and Downtown Revitalization: No new applications for the Corridor Revitalization Loan (CoRL) program have been received, although Staff is aware of at least two owners who are considering applying. Staff was directed to research a program similar to the successful CoRL program to be directed to Downtown Mason City. Staff prepared a program outline to be considered by the Council at their March 8 meeting.

Neighborhood Homeownership and Neighborhood Stabilization (NHANS) Program: Staff has received some calls for information, which have been directed to the listing agent. However, this time of year is traditionally a slow period for real estate, and Staff expects greater interest when Spring arrives.

Iowa Initiative for Sustainable Communities Projects: Staff reviewed mid-semester reports with the two groups of graduate students from the School of Urban and Regional Planning working on the Comprehensive Plan Update and the Sustainability Plan. These reports included plans for the Open House on March 2, 2017, from 6:00 to 8:00 PM in the Mason City Room of the Public Library. The workshop will be an opportunity to see the progress of the projects and for the public to provide feedback and direction as the goals, objectives and implementation steps are developed.

Staff is also working on several semester-long projects that will be completed at the end of the Spring semester: 1) A Community Engagement Campaign by students in the Tippie College of Business, to encourage greater citizen participation in local government and seek new applicants for boards and commissions; 2) a Transit Marketing Campaign by another group of students from the Tippie College; 3) a County-wide natural hazard analysis using FEMA's HAZUS program (a GIS-based tool for estimating potential losses due to natural hazards), by students from the Department of Geography; 4) A structural study of the historic but vacant Fire Station 2 (located near the new water tower on South Federal Avenue) by College of Education civil engineering students. This group is working with City Engineer Mark Rahm on the potential reuse of the structure and the needed improvements to make it usable. 5) a preliminary design for

a new bridge over Willow Creek on 12th Street NW, including bridge widening and adding a bike lane. This is a different group of civil engineering students, also working with Mr. Rahm.

Developments: 1) The following are nearly completed: Good Shepherd Independent Living, 300 block of 1st Street NE; Prairie Ridge Treatment Center at 320 North Eisenhower; Cerro Gordo Farm Bureau office, on the east side of South Taft Avenue at Skyline Drive; Pasta Bella on 4th Street SW, just east of Best Buy; Reindl Self Storage just west of the North Iowa Oral Surgery office, on the south side of 15th Street SW. 2) The new Panda Express had a “soft” opening on February 28, with a formal opening March 2. 3) Site work 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, is delayed until spring. 4) Interior improvements for the new Charlie Brown Daycare Center at 1780 South Monroe Avenue (former Community Chrysler-Dodge) have begun; they are expected to be complete by summer. The current location near Roller City will relocate to this site. 5) A new restaurant, Z’Mariks Noodles and Bowls, is proposed for the empty store next to Einstein Brothers Bagels. Signs have been installed and interior work is ongoing. 6) The new Batteries Plus outlet opened at the end of February in Fairgrounds Plaza, just west of Target. There is still one small store available for rent at that center.

Development Review Committee: 2 meetings held in February: 2/7/17 and 2/21/17.

DRC Activity	February, 2017	YTD
Total Development Plans Reviewed	2	4
Concept plans reviewed/approved as a Minor Site Plan	1	3
Concept plans to be resubmitted as a Major Site Plan	1	1
Total Concept Plans	0	4
Major Site Plan Reviews Completed	0	0
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	0
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	1
TOTAL ITEMS REVIEWED	3	5

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	February, 2017	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	4	4
Commercial, Accessory Structure	0	0
Residential, Principal Structure	1	1
Residential, Accessory Structure	1	2
Signs	4	11
Floodplain	0	0
Encroachment Permits	0	0

Activity	February, 2017	YTD
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	0
Variance	0	0
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	0
Miscellaneous	0	0
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	0
Land Subdivision Activities:		
Boundary Line Adjustments	1	4
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Zoning Violations		
Reported	2	2
Unfounded	0	0
Founded-Resolved without citation	2	2
Citations	0	0
Open Cases (as of date of report)	7	12
Cases initiated by staff	2	2
Zoning Inspections		
Zoning – Case Request	2	2
Zoning – Violations	2	2
Zoning –Setback	3	5
Zoning - Final	3	5
Permit Reviews		
Zoning Reviews Completed	25	39
Floodplain Reviews Completed	27	46

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	February, 2017		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	22	\$ 1,996,779.98	29	\$ 2,243,021.01
Minor Building Permits	2	\$ 18,800.00	4	\$ 49,778.56
Electrical Permits	11		20	
Plumbing Permits	3		23	
Mechanical Permits	4		80	

BUILDING INSPECTIONS PERMIT REPORT				
Sign Permits	3	\$ 33,785.00	11	\$ 44,125.00
Demolition Permits	1	\$ 100.00	3	\$ 97,448.00
Structure Moving Permits	0	0	0	0
Inspections	February, 2017		YTD	
Number of inspections	92		192	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	16	0	20
Multi-residential	0	0	0	0
Commercial	1	6	1	11
Industrial	0	2	0	3
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	4	0	14
Fees Collected	February, 2017		YTD	
	\$ 12,951.61		\$ 18,915.51	

NEIGHBORHOOD SERVICES AND TRANSIT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	February, 2017	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	135	211
Staff Initiated	91	125
Non-Staff Initiated (total):	44	86
Response to Complaint	15	39
Anonymous Complaint	25	39
SeeClickFix	4	8
Case Request Disposition		
Founded Case Requests	135	205
Citations Issued	0	0
Cases to Court	0	0
Unfounded Case Requests	0	6
Cases by Type:		
Dead, Diseased or Dying Tree(s)	2	3
Dangerous Building	2	3
Abandoned Vehicle	0	0
Tree/Shrub Maintenance	2	5
Garbage	27	50

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.

CODE ENFORCEMENT REPORT	February, 2017	YTD
Inoperable Vehicle	17	24
Junk, Rubbish or Refuse	47	59
Other	32	46
Writ of Removal	6	15
Information Request	0	6
Snow Removal/Weeds & Tall Grass	33	71

Rental Inspections Summary: Note: due to staff absence, February numbers were not available at time of writing. Complete information will be provided in the March, 2017 report.

Rental Inspection Report	January 2017	YTD
Initial Inspections	28	28
Reinspections	49	49
5 yr. Inspections	117	117
Complaint Inspections	26	26
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	23	23
Inspection cancelled by Inspector	11	11
Failed inspections	33	33
Passed Inspections	75	75
No Shows	00	00
Total # of Inspections	171	171
Rental Dwelling Certificates Issued	8	8
New Landlord License Issued	1	1
Units White Tagged	6	6

ANIMAL CONTROL

FEBRUARY	2017	YTD
ANIMAL CALLS FOR SERVICE		
HOURS	#	YTD
	CALLS	
700 800 =	3	7
800 900 =	6	8
900 1000 =	5	8
1000 1100 =	1	7
1100 1200 =	7	11
1200 1300 =	6	12
1300 1400 =	4	8
1400 1500 =	4	8
1st shift sub total	<u>36</u>	<u>69</u>
1500 1600 =	5	10
1600 1700 =	5	10

1700	1800	=	12		15
1800	1900	=	6		10
1900	2000	=	4		7
2000	2100	=	3		4
2100	2200	=	0		2
2200	2300	=	1		2
2nd shift sub total				36	60
2300	2359	=	1		1
0	700	=	0		5
3rd shift sub total				1	6
TOTAL for Month				73	135
ARRESTS			# ARRESTS		YTD
Animal Sanitation					0
Chase/bite nuisance violation			1		2
Cruelty/Welfare of Animal					0
Vicious Animal					1
Disturbing the Peace					0
No Rabies Vaccination			5		7
No City License (approx)			5		7
Animal At Large			1		1
Total People Arrested			12		18
Animal Bites			3		8
Wild animal calls			2		5
Pickup slips animal count			58		106

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>
February	4	57%	3	43%	7
Year to Date	45	56%	35	44%	80

Burials in February were as projected. Traditional burials were much higher than projected and cremation burials were slightly lower than projected for the year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
February	14	0	14
Year to Date	47	5	52

Lot sales were much higher than projected and niche sales were as projected for the month. Lot sales are higher and niche sales are equal to the year to date projections.

Administration – The celebration of the 150 year anniversary includes an entry in the Band Festival Parade and a Historic Day at the Cemetery. The History Walk in September will focus on people who provided significant contributions to the development of the Cemetery. Requests for Proposals for consultant to draft the nomination papers for the National Register of Historic Places were sent out and received back. Tallgrass Archaeology, LLC was hired. The Questers, a non-profit group dedicated to the preservation and restoration of historical building and landmarks, will be assisting the cemetery in restoring the Meredith Willson family monument. Jack Leaman is assisting with the landscape design at the Monroe Avenue entrance. Leaman also raised the funds to purchase the initial plantings.

Operations – Warm weather allowed the staff to do some cleaning of the grounds. They were also busy with cleaning the buildings, snow removal and maintenance of equipment.

Board of Trustees – The board meeting included information on the FY 2018 budget, the Meredith Willson restoration project, a review of board membership in light of the new City ordinance and the planning of the 150 year anniversary events.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	3
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	4
▪ New Installation	0
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	0
▪ New Installation	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	116
● Emergency Call-outs	6
● Emergency Call-out after hours	1
● 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	1
▪ Moving/Oversized load	2
▪ Review contractor Traffic Control Plan	3
● Permit Review & Approval - City	
▪ Commercial Building	2
▪ Residential Building	0
▪ Demolition	0
▪ Remodel or Addition	2
▪ Moving	0
● Permit Fees collected	\$0.00
● Sanitary Sewer records drawn and scanned (GIS)	60
● Field Book updates (GIS)	8

2014 Pedestrian Trail Improvements – Phase 2:

No new update. Trail endpoints are secured with fencing and signage. The unpaved trail segments will be completed in the spring.

Monroe Avenue Pedestrian Trail:

No new update. Trail endpoints are secured with fencing and signage. The unpaved trail segments will be completed in the spring.

Downtown Street Lighting Project:

Final project quantities are being reviewed and closeout documents are being assembled.

Union Pacific Railroad Quiet Zone:

No new updates - Work on this project is planned to begin in the spring.

South Pierce Avenue and Highway 122 Signal Improvements:

The City's contractor is prepared to begin placing traffic signal and street lighting conduit through Pierce Avenue north of Highway 122. In coordination with the closing of Pierce Avenue for the installation of a segment of gas main by Alliant Energy's contractor, Mid-Continent Contracting will be installing new traffic signal and street lighting conduits. Immediately following, a similar gas main crossing will cause Pierce Avenue to be closed south of Highway 122, at which time Mid-Continent Contracting is expected to install new traffic signal and street lighting conduits on the south portion of the intersection project.

Raw Water Pre-Filtering Pilot Project:

The consultant continues to work on establishing design criteria and developing preliminary layouts and construction staging utilizing the current plant layout. The consultant is coordinating with the IDNR regarding pilot testing protocol as they continue with the development of the report.

2017 Sidewalk Program:

The design of pedestrian ramps was finished completing the draft plans. Final project plans, specifications and Engineer's Estimate of Probable Costs will be completed soon and assembled for bidding in March.

2017 Street Panel and Curb Replacement Program:

Additional design work was completed for the intersection of 9th Street NW and North Fillmore Avenue; the intersection will undergo complete reconstruction as part of the FY 17/18 Program. Final project plans, specifications and Engineer's Estimate of Probable Costs will be completed soon and assembled for bidding in March.

2017 Street Rehabilitation Program:

Draft plans have been completed and will now be sent to the utility companies for their review.

2017 Pavement Marking Program:

Draft plans were completed and reviewed. Final project plans, specifications and the Engineer's Estimate of Probable Costs are currently being prepared for bidding in March.

Drainage District No. 17:

The appointment of commissioners was approved by the City Council in February. The commission is appointed to perform the task of assessing benefit and "reclassifying the district". The commission is planning to meet during the first week in March.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued attending weekly progress meetings with Alliant Energy and their contractors on the Pierce Avenue Gas Main Replacement project. Engineering Staff has been locating city utilities, inspecting street removals and coordinating the staging of the construction with the Aliant Energy and their contractor.
- Engineering Staff began assembling and providing records to an engineering consultant working for Alliant Energy for a gas main project planned for 2018. The project involves the installation of gas main along 6th Street SW extending between Pierce and Monroe Avenue and along 7th Street SW between Monroe Avenue and Carolina Avenue.
- The Engineering Department continued working with two teams of engineering students and staff from the University of Iowa as part of the Iowa Initiative for Sustainable Communities partnership program. Additional guidance and records were provided to the students to assist them as they continue to prepare designs of their projects. The two engineering projects incorporated into the program are the Rehabilitation and Reuse of the South Federal Fire Station and the Replacement of the 12th Street NW Bridge and 12th Street NW Bike Trail Extension.
- Engineering Staff has been working with the IDOT for the upcoming North Federal Avenue resurfacing project. Staff surveyed the condition of all accessible storm sewer structures between 6th Street South and 18th Street North. This included approximately 35 storm sewer intakes or manholes. Several of the structures are in poor condition and will therefore be replaced in conjunction with the IDOT resurfacing project. The project is planned and scheduled for 2018.
- Engineering Staff met with representatives for Clear Lake Telephone to review and coordinate their planned utility extensions in the downtown district. The extensions create an expanded network allowing CLTel to provide service to a larger number of downtown buildings.
- The installation of city utilities in Asbury 10th Subdivision continued in February. Navratil Excavating has installed approximately 285' of new sanitary sewer main to service Cypress Court. Engineering Staff is performing the inspections and testing of the new main.
- Engineering Staff met with representatives from Alliant Energy to coordinate the installation of new street lighting poles along Eisenhower Avenue north of 4th Street SW. The addition of new street light poles is necessary due to a pole relocation project being performed by Michels Electric for an ITC electrical project. The project is relocating ITC's utility poles further to the east away from Eisenhower Avenue. As a result, the city street lights will not be re-attached to their poles because the distance from the street is too great to provide adequate lighting.

Traffic Division:

○ Traffic Control

• Sign work orders	10
• Traffic Sign Orders	1
▪ Streetlights	
▪ New Installation	0
▪ Repair Request	10
• Traffic Signals	
▪ Respond to signal issue reports	12
▪ Perform traffic signal repairs	8
• Iowa One-Call locate reviews	144
• Locate City-owned electrical utilities	3
• Emergency Call-outs	1
• Tornado Siren repairs	1

Other Tasks Performed by the Traffic Division:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue.
- Periodically monitored InterCon's traffic control on Alliant Energy's gas main project along Pierce Avenue.
- Removed impacted snow from traffic signal housings during recent snow storm.
- Removed snow/ice from several STOP signs following a heavy wet snowfall.
- Worked with Alliant Energy and Michels Electric to restore power for the lighting in the city parking lot west of City Hall.
- Worked with the City Electrician to replace existing street lighting to LED at various problematic intersections.
- Check in a shipment of traffic signs.
- Shipped several traffic signal controllers for software updates.
- Performed power loss troubleshooting for the signals at 4th Street SW & South Garfield Avenue.
- Performed communication failure troubleshooting on the signal equipment at the intersections of 12th Street NE and North Federal Avenue.
- Worked with Clear Lake Telephone to terminate recently installed fiber optic cable for traffic signal equipment along Highway 122 west.

Water Supply Division:

○ Water Production

	<u>February</u>	<u>FY 2017</u>
• Total (gal)	142,264,000	1,033,193,000
• Daily Average (gal)	5,080,000	4,251,823
• Daily Maximum (gal)	5,867,000	6,865,000 *
• Daily Minimum (gal)	3,841,000	2,543,000**

*Indicates Yearly High

**Indicates Yearly Low

○ 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 #3 EDR train
- Repaired 4-way valves on #2 EDR train
- Replaced PH probe on #3EDR train
- Service Hardness analyzer at treatment plant

○ Customer Service

• Iowa One-Call locates	115
• Miscellaneous locates	2
• Prepare and send service repair letters	6
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	2
• Hydrant Flow Testing	0
• Correlate water main breaks and investigate for leaks	5
• Water Main shut down for repairs	2
• Water shut offs for non-payment	31
• Water service re-connects	20
• Assist with installation of Water Meters	5
• Repair Water Meters and collect reading	9
• Deliver Red or Tan Tag	7
• Update shut off data base and maps	22
• Water Service Permit/Inspection	3
▪ Repair/Replace	2
▪ New Installation	0
▪ Disconnections	0
▪ Frozen Pipe/Meter	0

○ Meter Department

	<u>February</u>	<u>FY 2017</u>
• Meters Installed	33	866
▪ Industrial	0	2
▪ Commercial	0	21
▪ Residential	33	843
• Meters Repaired	0	16
• Contractor and Garden Meters Installed	0	12
• Meters Read	11,772	94,171
• Meters Ordered	2	823

Other Tasks Performed through the Water Supply Division:

- Placed Well #8 back into service after it had been taken out for major rebuild. The well was last rebuilt in 2004 and the production was had declined by approximately 70%. The

project included the replacement of the pump, replacement of 460' of drop pipe and a rebuild of the motor. The well is now operating at a normal production rate.

- Well #14 was taken out of service following a major failure. The well recently failed (locked up) due to a pipe failure at a depth of 340 feet. The piping and pump were pulled and the pump is now being inspected to determine whether or not it will require rebuilding. At the time of failure the motor may have also been damaged. It will undergo testing to determine whether or not it can be reused.
- Monitoring vibration in Well #16
- Repaired piping leaks on #3 EDR train
- Repaired piping leaks on #3 EDR train
- Submitted IDNR Reports
- Calibrated flow instruments in plant
- Calibrated chemical pumps
- Collected daily water quality samples
- Continued to evaluate raw hardness and finish hardness for permit change
- Monthly draw down on wells
- Removed snow 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
SCADA	Supervisory Control and Data Acquisition

Finance Department

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for February:

Finance

Duties	February	Fiscal Year-to-Date
Prepare payable checks	538	4,768
Prepare receivable invoices	38	439
Prepare payroll checks	635	5,933
Certify invoices to County		130
Send letters to State Offset Collections	77	117
Record State Offset collections		\$ 15,674.40
Sort Mail		21,340
Record ambulance receivables	177	1,335
Process utility payments	1,440	10,190

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Ambulance direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for January
- 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
- Completed work with OpenGov on financial transparency
- Continue working with Novatime on Timekeeping System
- Work with managers and employees on time clock issue
- Continue training managers and supervisors on Novatime use
- Go paperless with all departments for timekeeping system

- Finalize FY 17-18 operating budget

Utility Collections

Duties	February	Fiscal Year-to-Date
Record ACH activities	24	361
Prepare Utility adjustments	50	410
Estimate billings		-
Issue utility bills	10,603	84,993
Answer phone calls	654	6,149
Respond to voicemail	150	1,786
Complete utility service orders	50	2,370
Complete landlord tasks	50	320
Issue shutoff notices	392	3,727
Process customer paid utility bills	5,742	49,853
Process customer deposits	434	3,665
Replace meters	26	983
Complete monthly sales tax report/hours	3.00	29

Information Systems Coordinator

- Continue to update the Barracuda filters
- Order additional mobile hot spot for FD
- Look for email for PD user
- Order replacement hard drive for museum
- Order extra backups tapes
- Perform monthly backup duties
- Check tape backup system at Animal Shelter
- Replace bad hard drive for museum server
- Get Car 7 up and running at PD
- Order VGA adapter for PD computer
- Restart City Hall and Engineering backups server to see if it fixes errors
- Remove former users from FD
- Look at power issue for Cemetery server
- Order replacement battery for Cemetery server
- Check tape drive at Animal Shelter
- Mount new time clock at City Hall
- Get temp server set up for failed engineering server
- Get Engineering backup set up on GIS server
- Order SCSI cards for backup system
- Order spare tape backup drive
- Check on warranty for PD backup drive
- Check presentation mouse at Library

- Look at scanners in PD cars
- Hook up dual monitor for PD user
- Order fuel for generator
- Send tape backup drive in for RMA
- Replace tape drive for City Hall
- Follow up troubleshooting mobile time clocks for Recreation
- Follow up on credit card system for Highland
- Reconfigure City Hall backup tape job
- Order new mouse for Council Chambers at Library
- Look at PD Investigator's computer
- Order hard drives for Engineering/GIS nightly backup
- Order laptop for PD user
- Add hard drives to GIS server backup and start expanding RAID array
- Contact HP about new parts for backup system
- Contact HP about server quote for engineering
- Create Novatime Admin/Supervisor shortcut for user at Rec Department
- Send IP information to HVAC contractors
- Set up new hotspot for FD
- Meeting about credit card machine for Highland
- Reboot Rec server and Water Treatment server for antivirus maintenance
- Contact HP about missing parts for new Highland server
- Contact vender to refuel generator again
- Gove over HP quotes regarding engineering server and tape backup parts
- Setup new server for Highland
- Install new computer for Engineering user
- Reboot City Hall server
- Swap out bad monitor for Engineering user
- Make key for Alliant Energy for weekend work
- Configure new laptop for user at PD
- Check on web link for investigator at PD
- Refuel generator again after Alliant completes work
- Look at PD command staff computer
- Install new mouse for Council Chambers at Library
- Order new tape system for City Hall and Engineering backups
- Order parts for Highland server
- Order server for Engineering
- Move items from breakroom into new storage room
- Reprogram hot spot for FD
- Check to verify orders received by HP
- Get locks changed on new store room
- Take laptop to user at PD
- Take tape drive to Animal Shelter
- Order patch panel items for PD
- Take new highland server to golf course and perform final setup options
- Move data from old highland server to new server
- Look at card printer for Recreation

- Get Smyth Systems working on moving and updating Highland software to new server
- Contact tech support about issues with card printer for Rec Department
- Get with bank about installing new card machines at Highland
- Take new computers to highland and get them hooked up

GIS Department

Cemetery

- Prepare CIMS on laptop. Also provided training to field staff to use the laptop
- Support question from cemetery staff on loss of map table of contents and how to get the window back
- Set up way to search on interred names
- Updated tablet for CIMS use. Provide training how to use the tablet
- Early development of online mapping of Cemetery showing sections, lots, and plots

City Admin.

- Assist with Earth Day mapping activities

Development Services

- Assist with mapping question related to graphics on a map
- Update smart gov GIS file
- Troubleshoot staff member's project which was malfunctioning and showing flood buyout properties inaccurately
- Discussion about Boundary and Annexation Program for Census 2020
- Communication relating to Iowa Initiative for Sustainable Communities
- Set up new Transit Director with GIS project

Engineering/Water Treatment/Customer Service

- Update Customer Service Database for City Hall Server
- Update Laptop for staff member
- Set up staff member with ArcReader project
- Assisted staff member printing a map
- Updated codelist on GPS for pavement markings
- Review dropdown lists in GIS and provide statistics
- Import Utility and pavement marking GPS data
- Look up in GIS for field staff asking question about Nature Center Road
- Assist with GIS setup for new computer
- Update pick list for storm sewer data
- Investigate missing data error
- Set up GPS for traffic sign data collection. Also imported data upon completion
- Question answered whether GIS showed an alley vacated. Referred to other departments for further review

Finance

- Assist Grant Writer saving pdf to computer

- Discussion about 2020 census and who will be contact person for specific programs. Also attended discussion with Grant Writer and City Administrator.

Operations / Water Reclamation

- Investigate GIS speed for Operations & Streets department
- Updated Water Reclamation GIS data on server
- Discussion with staff member on itrees procedure
- Reviewed storm sewer data within staff members project to ensure they were connected to the proper layers
- Question from field staff about GIS location of intake at location of heavy snow and ice cover
- Assisted staff member to show a trail was within the Right of Way according to GIS records

Police

- Talked to staff member about CPU Benchmark website to compare processors

General

- Update Trimble software
- Update GIS software
- Update address locator files
- Attended CPR and First Aid course relating to First Responder duties
- Assist IT manager moving items related to HVAC city hall project
- Engineering server was swapped with another server after crash and had to reconnect sewer video links. Also assisted IT manager with placement of server in cabinet. Assisted IT manager with auto archive email issues for those users affected by server change. Assisted IT manager with printer setup and scanning after server switch.
- While IT manager was out of office, assisted with government channel and monitor malfunction
- Clean up attribute table of Mason City Road Centerline file
- Troubleshooting GPS problems with photos and ease of use

March initiatives

Finance Department

- Work on February 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
- Update financial transparency platform

- Start initial work on FY 17 CAFR

Information Systems Coordinator

- Finalize programming database for Water Billing Department and begin testing
- Look at changing out the rack system at the Police Department to organize the server room to a more efficient layout
- 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
- Configure new server for Engineering
- Configure new tape system for Engineering and City Hall backups

GIS Department

- Set up GIS for Cemetery laptop
- Finish ArcReader reference guide
- Import GPS data for utilities
- Assist with tree inventory project
- Participate in quarterly IT meeting
- 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

Fire Department

Reported by Al Dyer, Fire Chief

February 2017

	Month	CYTD	CY2016	% Diff
Personnel Hours Worked				
Battalion	6,653.75	13,460.75	13,939.25	-3%
Office/Administrative	807.00	1,483.75	1,843.00	-19%
Overtime Hours				
Fire	198.50	392.50	272.00	44%
EMS	335.75	685.75	963.25	-29%
9-1-1 Calls/Emergency Calls				
Fire	68	124	107	16%
EMS	320	661	609	9%
Non-Emergency Calls				
Fire	4	8	11	-27%
EMS	100	196	198	-1%
Personnel Training Hours				
On-Site	549	792	1,435	-45%
Off-Site	32	64	146	-56%
Fire Bureau Inspections/Site Visits				
New Construction/Remodel	89	147	227	-35%
Existing Building Inspections	8	75	96	-22%
Plan Review	9	21	18	17%
Fire Investigations	1	5	4	25%
Community Involvement				
Public Tours of the Fire Station (Number)	1	1	3	-67%
Public Fire Safety Appearances/Trainings (Number)	1	8	12	-33%
EMS/Fire Student Ride Along	308	378	113	235%
Preceptor Training Hours				

Significant Fire Calls

02-01-2017 - 321 2nd St NW - The Fire Department was on scene for almost 3-1/2 hours with 19 personnel on this large fire. The house had smoke alarms, but they were not working as the batteries were missing or disconnected. No loss of human life in this fire.

Other Significant Events

None

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	16	27
Engineering	17		17
Finance	10		10
Fire	45	1	46
Human Resources	2		2
Library	13	1	14
Museum	6	2	8
Operations & Maintenance	57	1	58
Parks	6		6
Police	52	2	54
Recreation	6		6
Youth Task Force	3	2	5
Grand Total	240	27	267

Staffing

Activity

Hiring Activity:	<ul style="list-style-type: none"> - Collector - Sanitation (2 openings): 2 candidates started in February - Equipment Opr (Utilities): Candidate started in February - Recreation Programmer/Aquatics: Posted job/began recruitment - Code Enforcement Mgr - Dev Services: On hold - Transit Ops & Safety Mgr - Dev Services: Appointment approved by Council, internal candidate promoted into position - Youth Task Force Director: Met with Youth Task Force Hiring Committee to select candidates for First Round Interviews
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	- Transit Driver - Dev Services: New Driver started in February
	- Summer Seasonal Openings: Finalizing plans with depts for 2017 seasonal hiring process, began recruitment
Positions Filled:	- Hired 2 Refuse Collectors, 1 Utility Equipment Opr, 1 Transit Driver & 2 Seasonal employees
Turnover:	- No turnover for the month
Recruitment Ideas:	- Met with Iowa Workforce Development to follow-up on leads for seasonal hiring that came from Council Listening Posts
Employee Orientations/exit interviews:	- 4 employee orientations conducted
Civil Service Commission:	- 1 meeting held during the month

Labor Relations/Legal	Activity
Grievance Activity:	- Fire: No open grievances - Teamsters: No open grievances - AFSCME: 1 new grievance filed
Labor Negotiations/Relations:	- Fire: Federal Mediation conducted, reached tentative agreement mid-month, ratified & approved by Council
Collective Bargaining Law Update	- Attended workshop on new Collective Bargaining Law with City Administrator
General HR support:	- Provided HR consultation to various departments on disciplinary, employee issues, investigation, and potential litigation

Benefits	Activity
Employee benefit support:	- Ongoing support resolving employees benefit issues

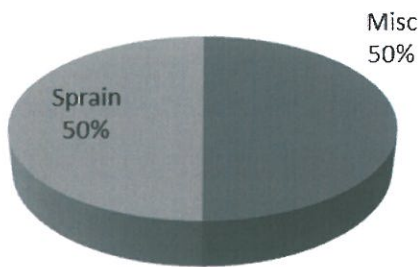
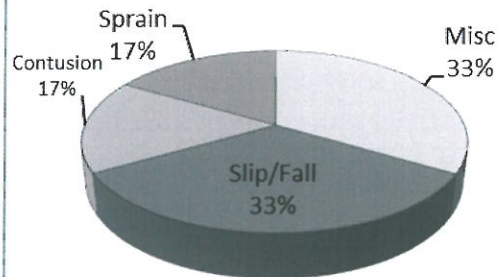
Employee Involvement	Activity
Impact Award	- Awarded Impact Award to 1 Finance employee

Government Efficiency	Activity
RPI Activity:	- Exploring potential continuous improvement ideas with City Administrator
HR Filing System:	- Continuing our long-term reorganization project to streamline personnel files

Miscellaneous**Activity**

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases
Drug Testing Compliance Activities:	- Conducted required drug testing activity for the month
Professional/Community Support:	- Participated in local HR Association meeting

Safety Statistics	Month	2017 YTD	2016 YTD
# of Work Comp Cases	2	6	5
# of OSHA Injuries	2	6	5
# of Days Missed	0	6	139
# of Employees Off	0		

Feb Medical Cases**YTD Medical Cases**

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: February 2017

Routine Activities:

In the month of February the Museum completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparation for all the Museum classes, scheduling volunteers, hosting rentals of the Museum facility. Museum staff also kept the Museum in clean and working conditioning, as well as called repair persons when necessary. Staff registered students for classes, waited on visitors in the Museum gift shop, and met with persons interested in a rental of the Museum. The Museum hosted daily visitors to the Museum building. Museum staff purchased supplies for classes, exhibits, and repairs, and paid invoices as they arrived. Museum staff conducted outreach and gave informative talks to service clubs and social groups. Museum administration attended a variety of community events, as well as conducted the monthly board meeting. The Museum director also participated in a welcoming reception for the new director of Museum Man Square as well as city budget meetings.

The Museum custodial staff worked to keep the walk ways and driveway clear of snow obstructing the facility, as well as general care to the facility related to winter conditions: increased cleanup of sand and grit, daily checks of the sidewalk and areas where freezing could occur, checking reserves of winter supplies. The very large snowfall at the end of the month required a great deal of clean up afterwards.

The Museum partnered once again to give tours in cooperation with the Surf Ballroom's Buddy Holly Weekend. The MacNider's *Rock'n the Art of the 50's and 60's* were open to not only guests participating in the weekend, but all visitors to the Museum. These tours provide a method for tourists visiting Clear Lake for this weekend to come to Mason City while in our community. After the tours are over they often shop and eat in local restaurants generating revenue.

The Museum shows films during Films in February and Movies in March in order to enhance the lives of north Iowa residents. This year 6 films were shown. They were: *A Lego Brickumentary*, *Frozen River*, *Mustang*, *The Lobster*, *Son of Saul*, and *Art and Craft*. The Museum raises funds to pay for these films, which cost anywhere from \$250 - \$350 to show due to licensing costs. This gives residents of North Iowa an opportunity to see independent films and documentaries that they would otherwise not see. Of course, since it is a movie, we serve free popcorn!

The topic for Lunch and Learn this month was Grandma Moses. The Museum purchased a Grandma Moses painting late last year in an effort to celebrate the Museum's 50th anniversary. The lecture was given by Director Blanchard who highlighted Moses' life and how her childhood

experiences shaped her artistic subjects. As an unskilled artist Moses was discovered in her later years and painted until shortly before her 101st birthday, passing away a few months afterwards.

The Museum began also preparing for Spring Break Art Camp, which will take place earlier this year in March thanks to the date for Spring Break at area schools being moved up. This year's theme is animals and will feature a wide variety of artistic methods that the Museum will teach the students participating.

The Museum also determined how to implement the LED Gallery Lighting Project over the span of 3 years. Fixtures and details were determined. The Museum will be sending the project out for bids in the month of March.

Special Events / Programs:

Classes offered: Lunch 'n' Learn (41), Kids Club(2 Adults, 15 kids), Art Bugs (11 Adults, 11 kids), Adult Handbuilding (6), Adult Learn to Throw (30), Adult Wood Chip Carving (30), Kids Handbuilding (5 adult, 36 kids), Wizard (4 Adults), Cartoon Drawing (6 kids), Dot Art (1 Adult, 4 kids), Mardi Gras (3 adults, 6 kids).

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (61), Kentucky Ridge Outreach (5), Salvation Army Outreach (19), Manly Outreach (12).

Specialty Programming: Rockin' Tours of the 50's & 60's (25 Adults)
Programs: Films in February, Movies in March (157 Adults, 7 kids)

Special Event: Board Meeting (12)

Outreach / Specialty Tours:

Groups touring: Rockin' Tours (25)
Outreach locations: Prairie Ridge Outreach (61), Kentucky Ridge Outreach (5), Salvation Army Outreach (19), Manly Outreach (12).

Membership:

348 members

Attendance:

Gallery / Open Studio / Shop: 565
Programs: Films in February, Movies in March (164)
Outreach: 97 adults/ 0 kids
Tours: 25 Adults
Rentals: NIACC (47), Birthdays (23 adults, 26 kids)
Classroom: (210)
Playground: (100 kids, 73 adults)

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(5 Cement Work)
Dirt Work	(1 Dirt Work)
General Maintenance	(4 General Maintenance)
General Maintenance (HAULING)	(1 General Maintenance (HAULING))
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(4 Hydrant Repair)
Hydrant Repair (PAINT)	(1 Hydrant Repair (PAINT))
Hydrant Repair (SNOW REMOVAL)	(1 Hydrant Repair (SNOW REMOVAL))
Road Box Repair	(4 Road Box Repair)
SNOW PLOWING	(2 SNOW PLOWING)
Storm Sewer Repair	(2 Storm Sewer Repair)
Valve Repair	(1 Valve Repair)
VALVE TURNING	(1 VALVE TURNING)
Water Main Repair	(1 Water Main Repair)
Water Service Repair	(3 Water Service Repair)

The water main break was in the 11 hundred block of South Carolina Place. This is the 5th main failure in the last 8 months on this stretch of main. We also replaced a fire hydrant on Lakeview Drive that was hit and damaged. In the next month we hope for some nice dry weather so we can go back to previous job sites and do the landscaping required to bring the area back to normal. We have seen a large number of road boxes damaged this winter. This is due to the freeze/thaw cycle we have experienced.

Internal Service Division:

Mechanical

Do snow removal as needed

Service and repair 3 fire trucks and ambulances

Service and repair 7 police cars

Service and repair 2 Neighborhood Service vehicles

Service and repair 1 Recreation Department van

Repair and service 6 Sanitation trucks, brakes, etc.

Repair and service 20 Street Department vehicles

Service 2 Water Reclamation vehicles

Service and repair 1 Water Supply vehicle

Electrical

Do snow removal as needed

Replace 2 ballasts and LED lamps in lab at Water Rec, replace 2 strip lights in digester building

Install LED lights in old aluminum building at Water Reclamation

Wire overhead door in bar screen room at Water Reclamation

Install LED strip light in Maintenance garage at Water Reclamation

Check and repair air compressor #2 and exhaust fan in pre air building at Water Reclamation

Convert t12 lights to t8 lights in park garage

Replace street lights with LED at S. Pierce and Indiana Avenue

Add a receptacle at Brent Trout's office

Trouble shoot wiring on signal head at 122 and Taft, replaced bad light module

Repair street light at 9th St. SW, shorted wire and blown fuse

Install LED lights in south vehicle garage at Street Department

Report street light at the 400 block of 14th Street NW to Alliant Energy for repair

Repair street light at the 100 block of N. Federal Avenue

Check on alarm warning at the storm shelter at the campground

Repair street light at the 700 block of S. Federal Avenue

Repair street lights at S. Pierce Avenue

Terminate connections of pump motor and attach grounding cable in termination bar at pump house by Water Supply plant

Wastewater Division:

As reported by William Stangler, Operation and Maintenance Manager
Routine Activities for the month: **February 2017**

Division: Wastewater

Division: Wastewater

- **Wastewater treatment:**

Monthly Total:	236.479	million gallons
Daily Average:	8.4464	million gallons per day
Daily Maximum:	15.598	million gallons per day
Sludge Processed:	1.401	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Responded to 5 sewer calls

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Completed and sent the Pretreatment annual report
- Calculated mass limits for plant, change limits in City Code
- Performed laboratory analysis on plant samples

Treatment Plant Activities:

- Removed snow from plant and dog kennel
- Repaired collector arm on north and south final clarifier
- Did monthly inspections
- Conducted rounds of the plant every four hours
- Worked on UV system to get it ready to be reinstalled for summer
- Ran thickener five days for sludge removal
- Changed oil in all small air compressors
- Installed new sump pump in humidification manhole
- Did a plant walk through with Automatic Systems to identify electronics that need to be replaced

Activities planned for next month at the Water Reclamation Plant:

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

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	343 tons	738.13 tons
Recycling collected	115,060 pounds	247,360 pounds
Yard waste collected (includes Christmas trees)	0 tons	4.68 tons
Large item number of stops	20	42
Materials collected:		
Large furniture	14	28
Small furniture	10	30
Tubs & toilets	0	3
Appliances & TVs	11	15
Electronics	0	0
Request for service calls	184	267

Street Division:

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch

Repair and maintain equipment as needed after snow and ice removal

Snow and ice removal as needed

Haul snow from the downtown area

Grade gravels as needed with warm weather

Install handrails on the S. Monroe viaduct

Clean snow and ice from the storm intakes

Haul sand to replenish stock for ice control

Repair signs as requested by Engineer's office

Remove Christmas decorations

Trim trees 35 calls, remove trees, 12

Remove ice build-up from various sump pump drains around town

Pick up trash along roadsides and dead end areas as needed

Split wood for stock for the campground for next summer

Sweep streets as the weather allows

Grub stumps from ditches

Park Department:

Clean shelters as needed

Repair and maintenance on equipment and shops as needed

Feed and care for deer

Clean and pick up dog waste stations

Remove snow and ice on the downtown sidewalks, parking lots, bridges, park trails, etc.

Trim shrubbery in the downtown area

Remove Christmas decorations in the Central Park

Clean up debris at the sledding hill in East Park

Pick trash as needed in the parks

Repair site signs at the campgrounds

Split wood for the campground

Trim trees at East Park and Arboretum

Do safety playground inspections

Swept up sand around the comfort station and City Hall

Repair water line at the campground

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: Month – 1,962; YTD – 3,789

CFS Type	Month Total	Year To Date
Traffic Contacts	454	796
Medical	243	478
Disorderly/Disturbance	136	258
Suspicion	130	246
Collision	91	186
Welfare Check	77	147
Animal	74	134
Alarm	59	134
Theft	53	115
Motorist Assist	45	106

Our call volume this month picked back up. We credit that to weather – both good and bad! We certainly saw an increase in pedestrian and vehicle traffic as the weather warmed to record highs.

1st Detail is currently at full strength. They completed 514 extra patrol checks in January. These are not routine calls for service but are locations in beat assignments that provide for extra security or provide special attention to locations that need it. They also provided traffic direction and control for 200 participants in the annual Undie Run. 1st Detail also assisted with finding a suicidal male who was at NIACC. Officers were able to get the man into custody without issue and recover a weapon from his vehicle.

2nd Detail continues to work a wide variety of calls for service. They routinely deal with retail theft cases and this month was no exception. Many times these cases have suspects that need to be identified and require some time and effort for follow-up.

3rd Detail officers had a slower month, but continue to deal with persons with mental health issues on a regular basis in patrol.

Criminal Investigations

CID personnel opened 8 new cases and closed 11 old cases involving 14 defendants in February. MCPD completed five information bulletins that were shared through law enforcement information networks. We continue to attend training related to human trafficking and sexual assault investigations.

CID completed four child protection center interviews and one death investigation in February. The also prepared a child pornography case for federal prosecution and worked on tracking local burglary incidents for follow-up.

Administration

Crime Prevention

We worked extensively with the Mason City Community Schools on safety training for staff and students. We rolled out violent intruder response training to 165 employees in February. We were assisted in this effort by the Clear Lake Police Department. The training received good reviews from participating staff members.

We continue to be a partner agency with the Internet Crimes Against Children task force. This month involved 12 hours of forensic computer work. We are also working on a grant application for new computer equipment specific to these investigations.

Social media continues to be a great communication tool for our department. We picked up 31 new followers on Twitter for a new total of 1,329 and 219 new page likes on Facebook for a total of 3,064.

Administration

Captain McKelvey continues to assist the Youth Task Force in training teachers and local responders in Mental Health First Aid. He regularly works with Building Services on property issues and rental inspections. He sits on Juvenile Drug Court and assisted this month with coordinating and helping IJAG job shadowing and mentoring with Mason City High School.

We continue to work on mental health issues. We will soon begin a mental health liaison program with County Social Services. The idea is to intervene with mental health patients before they are in crisis. We are also working on an application for a justice and mental health collaboration planning grant through the Bureau of Justice Assistance.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, City Staff Meeting, Friends of the Library, Library Staff Meeting, MCPL Book Clubs and City Council Work Sessions. February has been busy at MCPL because we are planning the programming for this year and we have an open position.

It is time to Pre-Order Geraniums from the Friends of the Library.

February 2017 Statistics Highlights:	Monthly	YTD (7/1/16 to present)
Circulation-Print Books	6164	16204
Circulation E-Magazines	75	860
Circulation Print Magazines	251	2188
Meeting Rooms Used	162	887
New Patrons Registered	97	833

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Basketball
- Adult Volleyball
- Before and Afterschool Care
- Tiny Tot Basketball
- Youth Cheerleading
- Tiny Tot Cheerleaders
- Youth Basketball
- Youth Tumbling
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Monday	1,084
Tuesday	1,416
Wednesday	3,119
Thursday	1,445
Friday	158
Saturday	1,369

Total People Served in 2016 thru February: 53,135

Total People Served in 2016 thru February: 26,427

Highland Park Golf Course Monthly Activities:

- Break down reels on 1998 fairway mowers
- Weld and set up new levelers on all 7 mowers
- Adjust mowers to height of cut and adjust rollers
- Prepared 325 D to put motor back into frame
- Assembled pulley with new belt and cross member
- Lower motor on mounts put in bolts and hook wires and cables to motor
- Changed oil, fuel filter, air filter in 325 D
- Remounted radiator replaced one hose reconnect hydraulic lines
- Filled radiator with fluid and replace hydraulic fluid start and check for leaks

- Rebuilt traction pedal and rod on 325 D
- Removed rear axle and rebuilt and weld cracks in back frame prime and paint
- Assembled rear axle to frame and inspect welds
- Weld lift arm on 325 D and reassemble
- Pulled in Kubota with blower
- Disassemble Kubota blower removing blower blade and bearings and shaft
- Order bearings and new shaft
- Received bearings and shaft and reassemble entire blower and operate, adjusting belts and bearing plates for smooth operation
- Inspected Kubota
- Greased, changed oil, air filter, drain fuel filter Kubota
- Brought in 1982 Toro grounds master and inspect
- Changed oil, fuel and air filters in 1982 GM and drain hydraulic fluid
- Removed transmission from 1982 GM (slipping)
- Disassembled transmission and inspect
- Due to availability and cost of parts looking into used transmission
- Disassemble axle order new seals and bearings
- Replaced #4 Roller tractors brakes
- Changed oil and filters in #4 roller
- Received all spring order accessories cups, flags etc.
- February inspections
- Purchase orders
- Safety meeting
- Safety inspections for month of February
- Staff Took Vacation
- Process Time Cards
- Order Season Pass Bag Tags
- Assisted the Recreation Department in staff storage
- Assisted the Street Department

Recreation Special Activities/Accomplishments:

- Finalized the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds
- Continue working with the I JAG Class
- Assisted in answering a number of questions to help the City of Nora Springs Aquatic Center
- Brainstormed ideas for new items for the Camp Grounds store for resale
- Recruited an intern for the Recreation and Golf Department
- Started preparation for a city wide track meet
- Started preparation for Easter Egg Hunt
- Started preparation for Earth Day
- Budget process and changes
- Reviewed our chemical plan at the Aquatic Center
- Met with Argent (work comp carrier) on Confine Spaces in Mason City

- Worked with the North Iowa Band Festival Committee
- Continue our positive discussion with the Mason City School District in our gym rental program
- Held a discussion with the YMCA on future partnership
- Held an internal study on the department operations
- Renew the beer license for Frederick Hanford Park
- Participated in Vision North Iowa Project

Highland Park Golf Course Special Activities/Accomplishment:

- Created a new score card
- Sold score card advertising
- Installed a new computer server and Point of Sales system in the Club House
- Renew the beer and liquor license for Highland Park Club House
- Participated in Vision North Iowa Project

Recreation Work to Be Completed in Coming Month:

- Run Adult Basketball
- Run Adult Volleyball
- Run Before and Afterschool Care
- Run Preschool Sports
- Run Tiny Tot Basketball
- Run Youth Tumbling
- Prepare for Youth Soccer
- Find Youth Sponsor for Spring and Summer Sports
- Continue to work on site preparation for Ray Rorick Soccer Complex

Highland Park Golf Course Work to Done in Coming Month:

- Reassemble 1982 GM and service
- Service and inspect greens mowing tractors
- Brake cylinder on 1970 JD
- Finish 6700 reels
- Service Cushman and Toro workman utility carts
- Service and rebuild carb on Cushman sprayer
- Hang new sign by #1 tee
- Service and sharpen blades 12 foot pull behind mower
- Service and inspect new John Deere
- Clean up and prepare for opening
- Opening the Club House March 15th for Season Pass Sales
- Assist the Recreation Department in staff storage

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Earth Day Meetings & Recruiting
- Earth Day marketing
- Transit Token sorting
- Hour Logs for volunteers
- Tracking Park and Rec coaching for games and practices
- 457 Marketing
- Channel 4 updates and programming
- Preparing for April's Volunteer Luncheon
- Preparing for Beautification Program
- Planning for Trees for Kids Event
- Planning Branching Out Event
- Monarch Mania Planning

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Earth Day	Committee/Event Staff	16
Total		16
Miscellaneous Projects	Housing Authority	18
	Miscellaneous	16
	Police Department	28
	Transit Tokens	14
Total		76
Tree Planting	Tree Planning	16
	Presentations	4
Total		20
Recreation Department	Basketball Games & Practice	215
Total		215
Friends of 457	Planning and recruiting	10
Total		10
Grand total		337

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- Alternative High School Youth Action Team members reviewed and edited the mental health brochure they drafted over the past month.
- Newman Youth Action Team members made posters to place in bathrooms at school about vaping.
- MCHS worked on survey development for their “I Care” project to evaluate their project’s impact.
- Discussions began to explore having an iJAG classroom serve at the Youth Action Team at MCHS next year due to low volunteer sign up and participation at MCHS from the general population over the past few years.
- The Director conducted a Youth Program Quality Assessment on the Alternative High School Youth Action Team on 2/16.

Health / Safety Focus Areas

- Health/Safety Promise Team members met on 2/2 to finalize the “Footsteps” professional development follow-up activity for organizations with staff who have completed Youth Mental Health First Aid training. Activity masters were sent to YSS in Ames/given to CIS in Mason City to test.
- 27 CIS staff were trained in YMHFA on 2/28, 15 coalition members from West Hancock were trained on 2/22, and 29 Charles City community members were trained on 2/16.
- YMHFA Instructors met on 2/27 to work on workshop schedules for the next 6 months.

Marketable Skills Focus Areas

- Marketable Skills Promise Team members met on 2/2 to finish matching iJAG students with Job Coaches and discuss potential 7th grade employer panels for Newman this spring.
- Orientation was conducted for LifeWORKS volunteer Job Coaches and the first classroom session was held with 11th and 12th iJAG students at MCHS on 2/9.

Relationships / Volunteering Focus Areas

- There are 29 active mentor/mentee matches in Cerro Gordo County (17-Mason City & 12-Clear Lake) and 13 youth waiting for a mentor (9 Mason City & 4 Clear Lake). Five new mentors were recruited in Jan.
- Peer mentors from the Alternative High School and their mentees from JAMS met three times and Newman peer mentor matches met individually in Feb.
- The Mentoring Coordinator was interviewed on 2 radio stations in Feb. and posted a power point on mentoring to Channel 4.
- The Youth Task Force Director and Mentoring Coordinator worked on a Mentoring Collaborative grant application to the Office of Juvenile Justice with the Hancock County Mentoring Program and Bridges Mentoring in Mitchell County.

Staff/Other

- The Youth Task Force Director assisted the MCPD with a Law Enforcement Mental Health Collaboration Planning Grant application to the Bureau of Justice Assistance.
- 17 applications were received for the Director position and 6 were selected for round 1 interviews.

MARCH MEETING & EVENT SCHEDULE

2 -MC Alternative HS Youth Action Team	2-Newman HS Youth Action Team
2-Health/Safety Promise Team meeting	7 & 21-MCHS Youth Action Team
2-LifeWORKS iJAG program-WORKSITE VISITS	6-Round 1 interviews for Director position
22-Finalist interviews for Director position	14-Mason City open community YMHFA workshop

APRIL 5- Large Group Promise Team Meetings, Youth Action Team Recognition, Community Partner of the Year Recognition, Director Farewell Reception