

City Administrator's Monthly Activity Report

Brent Trout, City Administrator

April 2017

(Issued May 12, 2017)



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

City Administrator Comments

Mayor and City Council Members,

The Blue Zones Projects held the Ribbon Cutting for the 40th Blue Zones Worksite in Mason City. Mason City Clinic was designated a Blue Zones Worksite on April 21st. It is a great accomplishment by Mason City Clinic and a great milestone for the Blue Zones Project staff. The Loan Review Committee for the CoRL and DoRL programs met in April to consider three loans. All three loans are presented for approval at the May 16, 2017 Council meeting. The approvals represent the first loans under the new DoRL program. The City Council heard presentations on the Comprehensive Plan Update and the Sustainability Plan in a work session this month from the University of Iowa students. The information shared was of a high quality and led to a good discussion among the students and council members. The contract for next year's projects will be presented at the May 16, 2017 Council meeting. City staff and the IISC staff are working to determine the best projects for next semester.

Development Services staff is working on a feasibility evaluation to gauge the benefit to the City of Mason City and its residents to participate in FEMA's Community Rating System program. The voluntary program rates a community's floodplain management activities, public education activities and technical assistance capacity. The rating then translates into a discount on flood insurance. During the month of April, Mason City Public Transit provided 13,507 rides which averages to be over 675 rides per day for each day of service.

The City garage sale was conducted on April 29, 2017 and allowed departments to clear older unneeded items from their buildings and receive some money back for the items. The sale was well attended with approximately 25 people waiting for the door to open at 7:00 am. The Police Department also conducted their bike and evidence auction the same day. They had a tremendous turnout and raised a good amount of money for the forfeiture fund. The forfeiture fund is used to provide matching dollars for grants and for purchases of equipment for the department.

Human Resources assisted the Police Department in conducting testing for the 2 openings in the department on April 29th. The Fire Department also has an opening for their Administrative Assistant at this time and the City will be posting in the near future for hiring an Administrative Assistant in the Recreation Department. The Human Resource Department has also nearly completed the hiring and onboarding of our seasonal staff.

Operations and Maintenance has had a busy month as they transition from winter activities to spring cleanup. The maintenance of our parks and right of ways is going full speed now. As of May 1st, our seasonal staff has started assisting in this maintenance. Our crews have been busy repairing water valves and storm sewer drain damage as well. Sanitation crews began picking up yard waste in April, with 145.85 tons picked up in April.

Highland Park Golf Course signed up 28 new pass holders this year during our joining period but our total number of pass holders is down 7. It is exciting to see some new golfers joining the course. The golf course has already seen 1880 rounds played in April which is good, given some of the cold weather we experienced in April. The MacNider Campground is back open for business and is excited to welcome campers back for another great year of camping. The weather pushed opening day back 10 days but we only saw 20 less users in the month so this turned out to be a good month even with the late start. We had a very successful Earth Day event with 1055 hours of volunteer time for this event.

Sincerely,



Brent Trout

Airport

Reported by Pam Osgood, Airport Manager

Date: **April 2017**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 4/1/2017 – 4/30/2017	27,553.60 Gallons	300 Buses
Enplaned 574 Deplaned 629		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at April 2017 Airport Commission Meeting 4/10/2017
- Prepare FY 2018 IA DOT State Commercial Service Vertical Infrastructure Application
- Presentation to the Iowa Department of Transportation Commission

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the May 2017 Airport Commission Meeting
- Set Public Hearing for Future FAA AIP 3-19-0059-043 – General Aviation Rehabilitation Phase 2 Project
- Final Presentation for Master Plan Review/Airport Layout Plan
- Seeking quotes for New Airport Operations Truck
- Approve Jefferson Bus Line Two Year Lease Agreement

Blue Zones Project

Reported by Angie Determan, Coordinator

Item

Accomplishments & Status

Community Policy –

- Active Living and Transportation Commission held two meetings, agenda prep, research and prep for meeting, work on placement of trailhead signage and BZ Community trail and gateway signage placement, work on bike share including meetings and approval with Park & Recs. And Council, code review completed and returned to Deputy Clerk
- Smart Growth America -National Complete Streets webinar – Complete Streets, Vision Zero, & Transportation Equity
- Trail ribbon cutting at MCHS Route 1 trail May 5
- Community Gardens activity including garden clean up, plot assignment, schematic update; arrange for tilling of new plot assignments, water meter installation, mulch
- Facebook post for tobacco free playgrounds awareness, gardens
- Develop and place ad in Globe Gazette for Community Gardens and Farmers Market new location
- Hy-Vee community garden grant info completed
- Cerro Gordo County Community Foundation grant submitted for bike awareness/safety videos
- Discussions with Senator Ragan and Rep. Steckman on easement acquisition challenges
- Bike Month & Ride of Silence Proclamation
- IISC Update on Taft/12th St NW trail/bridge work, Fire station project

Schools –

- Walk-a-thon fundraiser promotion, provided oversized hula hoops to Hoover, meetings with Hoover principal, developed radio ads and coordinated recording
- Discussions with MCHS principal on trail ribbon cutting
- Three meetings with partners on Lincoln Intermediate Greenhouse completion and grant close out and reports

Worksites –

- Wellness Works newsletter featured Walk-a-thon, Ride of Silence, Bike to Work month, 40th BZ worksite, bike maps
- Met with BZ Worksite Wellness committee new liaison for a company
- Ribbon Cutting Celebrating 40th Blue Zones Worksite- Mason City Clinic
- Assisted new business working on designation

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- Provided info for Chamber newsletter BZP column

Healthy Foods (Grocery/Restaurant) –

- Developing message to promote Farmers Market launch and new location including bike-ability and walkability
- North Iowa Food Coalition core group meeting

Engagement –

- Second quarter promo (Get Active).
- PR & Marketing - development of Facebook posts for both BZP and MCVC, continued updates on City website page for Blue Zones Project, BZP newsletter (temp. on hold), Worksite Electronic newsletter.
- Town in Tennes promoted throughout the month in Worksite Newsletter and on Facebook.
- Preparation for Bike Month, including calendar, posters, and events.
- Meeting with Willowbrook Mall & Browns Shoe on walking event or walking moai promotion

Volunteer Center –

- Radio program 1st & 3rd Mondays on KGLO, highlighted Mercy – North Iowa opportunities and Crisis Intervention for Sexual Assault Awareness month and IOOF Home & Rehabilitation Center.
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – year long opportunity
- May Newsletter to members' organizations and volunteers to be sent out week of May 15th. Here's a sample of the April's Volunteer Newsletter: <http://us13.campaign-archive2.com/?u=eecff029d344662caed667b9b&id=bbe270e315>.
- Website - 117 volunteer opportunities are currently active. Upcoming one-time needs include: IOOF Home's Mother and Son Dance on May 12th, Hawkeye Harvest Foods Bank's Stamp Out Hunger donation sorting on May 13th, and volunteer opportunities pertaining to Band Fest weekend.
- 34 member organizations; Recent meeting with Foster Grandparent Program, who is considering becoming a new member, pending Advisory Committee approval; continue to meet with existing members to renew memberships, including the North Iowa Fair Association. Newman Catholic Foundation chose to discontinue membership due to their lack of use.
- Volunteer meetings – multiple meetings with volunteers for placement; Recent placements made at Elderbridge Agency on Aging, Crisis Intervention Services, Hawkeye Harvest Food Bank, and Mason City Volunteer Center. Recent placements have boosted the organization's confidence using software system.
- Presentations this month: Sunrise Lions on April 14th and the NIACC Retirement Expo on April 29th. Trinity Lutheran Lunch'n'Learn rescheduled by them.
- Give Back Iowa – the Governor's annual statewide employer volunteerism competition is occurring through the end of May. Mercy – North Iowa is

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- registered, and First Citizens Bank won medium-sized employer last year!
- Successfully held the Community-wide Volunteer Appreciation on Tues. April 18th at Charles H. MacNider Museum. 65 people in attendance – lots of compliments on the event. Desk calendar gift was well received.
- 2016 review infographic and worksite volunteer toolkit under development/approval.

Power 9 Committee –

- Update communications

Other –

- Weekly staff meetings
- Fielded calls from Healthways
- Webinar on Principal new grant application process
- Review collaborative grant with ISU CG Extension for water enhancement & school greenhouse for grant reports and project final accounting
- Visit Mason City tourism partner meeting
- Vision North Iowa meeting
- Legislative push outs on

Upcoming Dates:

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)

May 17 – Ride of Silence

May 30 – Hy-Vee/BZP Kids Cooking Class

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of April:

- 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 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 24 Resolutions based on various requirements
- 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 6 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 \$730.00 in animal license fees and \$905.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: April, 2017

Major Departmental Activities and Other Items of Interest:

Iowa Reinvestment District Program: The City Administrator and I attended the Iowa Economic Development Authority Due Diligence Committee on April 21. The members of the Committee had been briefed about the changes to the Reinvestment District plan brought about by the Gatehouse Capital proposal. The response was very positive, and we were directed to work with Gatehouse to complete the revised proposal and bring an updated application to the Committee for approval before the end of 2017. I will be working on the updated application for submittal to the State in June or July.

Corridor (North/South Federal and Central Area IA 122 corridors) and Downtown Revitalization Loan Programs: The Loan Review Committee met for the first time on April 26. This committee consists of the members of the former Corridor Loan Review Committee plus representatives of the Downtown area. The Committee reviewed three new applications: one CoRL loan for the Honda motorcycle dealership at 152 5th Street SW, and two Downtown Revitalization Loan (DoRL) requests: for 7 – 11 South Delaware Avenue, for the Thai Bistro building, and the converted former house at 20 5th Street NW (formerly a doctor's office). The Committee recommended approval of both DoRL requests, which will be on the Council's agenda in May. The applicant for Mason City Honda was asked to provide additional information; this application may also be ready for a May approval.

Iowa Initiative for Sustainable Communities Projects: The two student groups from the University of Iowa's School of Urban and Regional Planning presented their work to the City Council at a worksession on April 27. Both the Update to the 2006 Comprehensive Plan and the Mason City Sustainability Plan were well received, and the students did an excellent job answering the Council members' questions. We will be receiving the final draft of both plans soon for review by the Planning and Zoning Commission and eventual adoption by the City Council.

Staff has also been 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 group of design students are working on a smartphone app that will be a portal to all things Mason City for visitors and residents alike. This group is working with Lindsey James of Visit Mason City to create an app that advises visitors on local events and attractions, and provides a means for residents to interact with City staff by being able to report problems (through SeeClickFix).
- 5) 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.
- 6) 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.

Each of these groups will be making their final presentations to respective staff during the first week of May. We expect to share the findings with you soon thereafter.

The Iowa Initiative for Sustainable Communities partnership was subject to a one-year contract between the City and the IISC. This contract notes that the partnership can be extended for a second year. We have received the contract for Year 2, which will be on a May agenda. We are looking forward to another year of useful projects and products from University of Iowa faculty and students.

Other Items of Interest: I participated in the Vision North Iowa economic development focus group on April 19. Several issues and ideas were presented, and I am excited about this collaborative effort to create a strategic vision to move Mason City and the surrounding area forward.

Developments: 1) The following are under construction or are nearly complete: Good Shepherd Independent Living, 300 block of 1st Street NE, is complete and open to new tenants; 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; interior improvements for the new Charlie Brown Daycare Center at 1780 South Monroe Avenue (former Community Chrysler-Dodge). 2) 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 ongoing. 3) Interior work is nearly complete at Z'Mariks Noodles and Bowls, in the empty store next to Einstein Brothers Bagels. A May opening is anticipated. 4) Little Chicago Pizza has reopened in the former Alley Katz building at 1341 North Federal Avenue. We are hoping that this new business at this location will be a catalyst for additional new business on the 1300-1400 block of North Federal.

Development Review Committee: 1 meeting held in April: 2/25/17.

DRC Activity	April, 2017	YTD
Total Development Plans Reviewed	2	9
Concept plans reviewed/approved as a Minor Site Plan	1	5
Concept plans to be resubmitted as a Major Site Plan	0	3
Total Concept Plans	1	8
Major Site Plan Reviews Completed	1	1
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	1	1
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	1
TOTAL ITEMS REVIEWED	2	10

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	March, 2017	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	3	8
Commercial, Accessory Structure	0	0
Residential, Principal Structure	2	6
Residential, Accessory Structure	6	10
Signs	0	22
Floodplain	0	0
Encroachment Permits	2	2
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	0	4
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0

Activity	March, 2017	YTD
Zoning Violations		
Reported	0	6
Unfounded	0	0
Founded-Resolved without citation	0	6
Citations	0	0
Open Cases (as of date of report)	1	18
Cases initiated by staff	0	2
Zoning Inspections		
Zoning – Case Request	0	6
Zoning – Violations	0	6
Zoning –Setback	1	8
Zoning - Final	0	7
Permit Reviews		
Zoning Reviews Completed	23	105
Floodplain Reviews Completed	22	111

Board and Commissions:

- Historic Preservation Commission: The HPC met on April 6. Staff updated the Commission on various projects including Preservation Month, the evaluation of Engine House 2, and summer conferences related to historic preservation. The kick-off meeting for the Elmwood-St. Joseph Cemetery nomination to the National Register of Historic Places was held on April 10.
- Planning and Zoning Commission: The P&Z Commission did not meet in April due to a lack of applications.
- Zoning Board of Adjustment: The ZBA did not meet in April due to a lack of applications.

Projects and activities of note:

- The City received the final payment for the post-2008 flood buyouts on March 15.
- Staff has had several consultations with a potential developer for the west part of the former K-Mart building. We anticipate a retailer new to the Mason City market will be locating here.
- Staff completed a draft of the section of the City Code regulating commercial use of sidewalks and right-of-way. Initial review and approval will still reside with the Council. Subsequent renewals will be done by staff.
- Staff has been working on a feasibility evaluation to gauge the benefit to the City and its residents from participation in FEMA's Community Rating System program. The voluntary program rates a community's floodplain management activities, public education activities and technical assistance capacity. The rating translates into a discount on flood insurance.
- Staff received notice that new Flood Insurance Rate Maps were being prepared for Cerro Gordo County. An orientation to the draft maps will be conducted on May 10. We do not yet know when these maps will be effective.

BUILDING INSPECTIONS DIVISION*Building Permit Summary:*

BUILDING INSPECTIONS PERMIT REPORT				
Permits	April 2017		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	22	\$ 2,911,022.86	68	\$ 5,984,839.32
Minor Building Permits	11	\$ 83,501.42	21	\$ 186,322.18
Electrical Permits	15		56	
Plumbing Permits	7		50	
Mechanical Permits	8		119	
Sign Permits	0	0	24	\$ 116,827.00
Demolition Permits	3	\$ 2625.00	13	\$ 131,473.00
Structure Moving Permits	0	0	0	0
Inspections	April 2017		YTD	
Number of inspections	95		395	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	25	0	61
Multi-residential	0	0	0	0
Commercial	0	7	1	23
Industrial	0	1	0	4
Institutional	0	0	0	0
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Other (signs, demo, etc.)		3	0	37
Fees Collected	April 2017		YTD	
	\$16,768.97		\$ 46,279.23	

CODE ENFORCEMENT DIVISION*Code Enforcement Summary:*

CODE ENFORCEMENT REPORT		February, 2017	YTD
Case Request Sources			
Total Requests Initiated (not including snow/weeds ¹)		137	518
Staff Initiated		98	325
Non-Staff Initiated (total):		39	193

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
Response to Complaint	14	74
Anonymous Complaint	22	101
SeeClickFix	3	18
Case Request Disposition		
Founded Case Requests	136	511
Citations Issued	0	0
Cases to Court	1	1
Unfounded Case Requests	1	7
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	4
Dangerous Building	4	9
Abandoned Vehicle	2	3
Tree/Shrub Maintenance	0	8
Garbage	47	133
Inoperable Vehicle	8	45
Junk, Rubbish or Refuse	61	200
Other	13	86
Writ of Removal	1	18
Information Request	1	12
Snow Removal/Weeds & Tall Grass	7	78

Rental Inspections Summary:

Rental Inspection Report	April 2017	YTD
Initial Inspections	0	96
Reinspections	0	153
5 yr. Inspections	0	341
Complaint Inspections	0	56
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	0	83
Inspection cancelled by Inspector	0	21
Failed inspections	0	82
Passed Inspections	0	237
No Shows	0	54
Total # of Inspections	0	493
Rental Dwelling Certificates Issued	53	362
New Landlord License Issued	2	16
Units White Tagged	0	10

NOTE: The Housing Inspector has been on extended leave since the end of March. However, since this leave was anticipated, the Housing Inspector worked with Code Enforcement staff to ensure that reinspections and renewals were complete before the leave began. He is expected back in the middle of May.

TRANSIT AND SAFETY

Transit

During the month of April, Mason City Public Transit provided 13,507 rides on our Fixed Route; which averages to be over 675 rides per day.

Also during April, Mason City Public Transit submitted their Consolidated Grant Application to the State and Federal Government for Fiscal Year 2018, updated their Title VI Plan for increased inclusion to our Public Transit System and continued working with Hoglund Bus Company on the purchase of Five New Transit Buses.

Safety

During the month of April, the Safety Department hosted its annual Hearing Testing Program at Operations & Maintenance for required employees, over 75 employees were tested.

Safety has also been busy getting ready for our five sessions of Bloodborne Pathogen/Fire Extinguisher Training that begin on May 1st.

ANIMAL CONTROL

APRIL		2017		YTD
ANIMAL CALLS FOR SERVICE				
HOURS			TOTAL	YTD
700	800	=	8	22
800	900	=	15	28
900	1000	=	7	19
1000	1100	=	12	28
1100	1200	=	11	32
1200	1300	=	8	27
1300	1400	=	10	27
1400	1500	=	9	24
1st shift sub total			80	207
1500	1600	=	13	27
1600	1700	=	18	29
1700	1800	=	9	26
1800	1900	=	5	14
1900	2000	=	6	15
2000	2100	=	8	14

APRIL		2017		YTD	
ANIMAL CALLS FOR SERVICE					
HOURS			TOTAL		YTD
2100	2200	=	3		6
2200	2300	=	5		7
2nd shift sub total				67	162
2300	2359	=	0		1
0	700	=	5		10
3rd shift sub total				5	11
TOTAL for Month				152	380
ARRESTS					
Animal Sanitation					0
Chase/bite nuisance violation				1	3
Cruelty/Welfare of Animal					0
Vicious Animal					1
Disturbing the Peace				1	3
No Rabies Vaccination				3	11
No City License (approx)				2	11
Animal At Large				1	4
Total People Arrested				8	33
Animal Bites			6		19
Wild animal calls			12		22
Pickup slips animal count				110	304

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>
April	9	75%	3	25%	12
Year to Date	60	59%	42	41%	102

Burials in April were slightly higher than 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>
April	4	1	5
Year to Date	52	6	58

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

Administration – Over 600 Flyers for flower sales were sent to family members. Office traffic increased as the weather turned warmer, increasing vase and engraving orders. Work continued on plans for the 150 year anniversary, research for nominating Elmwood Cemetery to the National Register of Historic Places, and restoring the Meredith Willson family monument. Tuttle Asphalt was selected for replacing three sections of street.

Operations – Grounds staff worked three of the four weekends providing burial services to families. Three seasonal workers were rehired. The first set of concrete foundations was poured for markers and monuments. Clean up of the grounds continued and mowing began.

Board of Trustees – The board meeting included a review of the third quarter statistics, an update on the National Register nomination and the March Monthly report.

Engineering Department

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

Engineering Division:

○ Engineering	
• DRC Site Reviews	2
• Storm Water Management Plan review & approval	1
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	0
▪ Disconnect	0
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	6
▪ New Installation	0
▪ Curb Cut	1
• Pedestrian Ramp survey & design	10
• Driveway Approach permit & inspection	1
• Iowa One-Call locates	395
• Emergency Call-outs	1
• Emergency Call-out after hours	1
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	4
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	2
▪ Review contractor Traffic Control Plan	4
• Permit Review & Approval - City	
▪ Commercial Building	0
▪ Residential Building	2
▪ Demolition	2
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$85.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	1

2014 Pedestrian Trail Improvements – Phase 2:

There were informal discussions on an alternate approach for acquiring a permanent trail easement with the property owner involved with a major segment of the project. Work will continue now on drafting a letter to the owner of the property.

Monroe Avenue Pedestrian Trail:

The Engineering Department met and discussed with the owner of the property of Monroe Plaza south of 6th Street SW the alternate plan and how it will affect the property. The alternate plan was developed following the refusal of entry onto the Union Pacific Railroad property. Finalizing coordination plans with Casey's General Store is pending. We continue to coordinate the relocation of multiple utilities prior to the contractor completing this section of trail.

Downtown Street Lighting Project:

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

Union Pacific Railroad Quiet Zone:

The UPRR engineer's preliminary estimate to relocate equipment was received and is currently being reviewed for approval. Engineering Staff coordinated with the supplier of the street delineators that will be placed at three of the crossing within the quiet zone. A product demonstration for city staff and the contractor is currently being planned.

South Pierce Avenue and Highway 122 Signal Improvements:

Traffic signal and street light conduit have been placed across South Pierce Avenue north and south of Highway 122. Conduit for new electrical crossing Highway 122 will be installed after Alliant Energy abandons the 12" gas main that is being replaced with new. The main is expected be abandoned following the completion of a second Alliant Energy gas main project this year. The project is scheduled to begin in June.

Raw Water Pre-Filtering Pilot Project:

Stanley Consultant continued the review process of equipment proposals received from vendors. The consultant also continued with development of preliminary layouts, life cycle costs and drafting of the report. They are planning to deliver the draft report for review during the first week in May.

2017 Sidewalk Program:

Bids were received on April 25th. Mid-Continent Contracting submitted the low bid of the three bids received. Award of contract was approved on May 2nd, and the approval of contract and bonds is planned for the May 16th meeting of the City Council.

2017 Street Panel and Curb Replacement Program:

Bids were received on April 11th. King Construction submitted the low bid of the four bids received. Award of contract was approved on April 18th, and the contract and bonds were approved at the May 2nd meeting of the City Council.

2017 Street Rehabilitation Program:

Final plans were completed. A Public Hearing was ordered at the regular meeting at the City Council on May 2nd.

2017 Pavement Marking Program:

Bids were received on April 25th. Quality Striping submitted the low bid of the two bids received. Award of contract was approved on May 2nd, and the approval of contract and bonds is planned for the May 16th meeting of the City Council.

Drainage District No. 17:

The Commissioner's Report was approved by the City Council on April 4th. A public hearing for June 6th was also set at the April 4th meeting.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued attending weekly progress meetings with Alliant Energy and their contractors working on the Pierce Avenue Gas Main Replacement project. The majority of the underground work has been completed and site restoration is underway. Engineering Staff is working closely with the Alliant Energy's paving contractor, marking out the damage pavement removal areas, inspecting the new paving, locating city utilities and coordinating the staging of the construction. Staff also completed designs for new ADA compliant sidewalk pedestrian ramps at locations where ramps were removed during the installation of the gas mains.
- Engineering Staff continued working with the engineering students and staff from the University of Iowa as part of the Iowa Initiative for Sustainable Communities partnership program. The two engineering projects incorporated into this program are the Rehabilitation and Reuse of the South Federal "ENGINE #2" Fire Station and the Replacement of the 12th Street NW Bridge and 12th Street NW Bike Trail Extension. The two teams of students have completed their design work and are ready to present their final projects. The Engineering Department will be hosting the presentation on May 1st at City Hall.
- Work continued in the Asbury 10th Subdivision. The subbase material was placed on Cypress Court and paving is expected to begin in early May. Engineering Staff inspected the placement and compaction of the subbase material; they will also inspect and perform material testing during the operation of placing the new pavement.

Traffic Division:

- Traffic Control
 - Sign work orders 8
 - Traffic Sign Orders 1
 - Streetlights
 - New Installation 0
 - Repair Request 2
 - Traffic Signals
 - Respond to signal issue reports 11
 - Perform traffic signal repairs 7
 - Iowa One-Call locate reviews 424
 - Locate City-owned electrical utilities 87
 - Emergency Call-outs 1
 - Tornado Siren repairs 7

Other Tasks Performed by the Traffic Division:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue
- Located and mapped the electrical power in the Central Business District for a large Clear Lake Telephone project
- Assisted an electrical contractor to complete the work on the lights in the NE Southbridge Mall parking lot
- Assisted an electrical contractor to complete the work involving the installation of the pedestrian/bike trail crossing signals at IA Highway 122 & South Taft Avenue
- Prepared an invoice for damages to the signals at East State Street and South Delaware Avenue
- Repaired street light conduit at 1st Street SE & Commercial Alley
- Performed repairs on traffic counters
- Installed traffic counters and tubes on 19th Street SE
- Collected information and quotes on a radar based traffic counting system
- Checked on various sign knock-down reports
- Repaired conduit for the parking lot light at City Hall

Water Supply Division:

○ Water Production

	<u>April</u>	<u>FY 2017</u>
• Total (gal)	157,542,000	1,347,470,000
• Daily Average (gal)	5,051,000	4,432,467
• Daily Maximum (gal)	5,720,000	6,865,000 *
• Daily Minimum (gal)	3,675,000	2,543,000**
		*Indicates Yearly High
		**Indicates Yearly Low

○ Water Plant Maintenance and Repair

- Wash down EDR stacks and perform voltage checks
- CIP #3 and #4 EDR train
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #1 and #4 EDR trains
- Repaired 4-way valves on #4 EDR train
- Replaced seal in sample pump at the pumping plant

○ Customer Service

• Iowa One-Call locates	395
• Miscellaneous locates	5
• Prepare and send service repair letters	2
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	3
• 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 0
- Water service re-connects 0
- Assist with installation of Water Meters 2
- Repair Water Meters and collect reading 0
- Deliver Red or Tan Tag 0
- Update shut off data base and maps 2
- Water Service Permit/Inspection
 - Repair/Replace 5
 - New Installation 8
 - Disconnections 0
 - Frozen Pipe/Meter 0

○ Meter Department

	<u>April</u>	<u>FY 2017</u>
• Meters Installed	43	927
▪ Industrial	1	3
▪ Commercial	1	23
▪ Residential	41	901
• Meters Repaired	0	16
• Contractor and Garden Meters Installed	2	15
• Meters Read	11,772	117,715
• Meters Ordered	129	953

Other Tasks Performed through the Water Supply Division:

- Water Plant personnel have been performing many of the Customer Service Division's duties since the retirement of one of the city's the long time employees, and with the void left by other personnel due to leaves absence. The process to refill the vacant position is on-going, and filling the void of those on leave is being addressed and handled as best as possible with the limited number of employees. Plant operation will be priority to assure the city is providing the expected quality of water that business, industry and residents are accustomed to.
- Submitted IDNR Reports
- Collected monthly water samples
- Monitored discharge outlet for scaling deposits
- Took delivery of a new vehicle
- Completed the work on the Discharge Permit
- Continued to evaluate raw hardness and finish hardness for permit changes
- Continued monitoring the vibration in Well #16
- Calibrated chemical pumps
- Collected daily water quality samples
- Monthly draw down on wells

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 April:

Finance

Duties	April	Fiscal Year-to-Date
Prepare payable checks	604	6,011
Prepare receivable invoices	35	602
Prepare payroll checks	642	7,509
Certify invoices to County	43	192
Send letters to State Offset Collections	40	218
Record State Offset collections	\$ 16,692.00	\$ 32,675.40
Sort Mail	6,150	33,275
Record ambulance receivables	200	1,747
Process utility payments	306	11,837

- 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 March
- 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
- Work with managers and employees on time clock issue
- Work on FY 17 budget amendments

Utility Collections

Duties	April	Fiscal Year-to-Date
Record ACH activities	23	427
Prepare Utility adjustments	50	510
Estimate billings		-
Issue utility bills	10,675	106,325
Answer phone calls	555	7,474
Respond to voicemail	127	2,060
Complete utility service orders	272	2,986
Complete landlord tasks	50	420
Issue shutoff notices	437	4,676
Process customer paid utility bills	5,709	62,412
Process customer deposits	432	4,148
Replace meters	55	1,079
Complete monthly sales tax report/hours	3.00	35

Information Systems Coordinator

- Work with customer support for Housing database
- Start adding servers to new backup server
- Rebuild computer for Animal shelter after hard drive failure
- Look at tablet issue for Fire Department
- Get with Ed W. about Car 7 tablet
- Take computer back to Animal shelter and finish final configuration
- Install Arc View on Fire Marshal Computer
- Check sound issues on Animal Shelter computer
- Look at iPad for City Clerk
- Restore file for Blue Zones
- Update SPAM firewall
- Set up permissions on department drive for Donna B.
- Check to see where HP invoices were sent
- Get a printer cable and speaker for Animal Shelter computer
- Re-arrange Conference Room B
- Look through quarantine messages for O and M user
- Look at printer for Fire Department
- Call for repairs for Fire Department printer
- Get quote for replacement printer for Fire Department
- Replace network cable for third floor printer
- Fix issue with Finance printers
- Blow out servers at Water Reclamation
- Order new computer for YTF
- Look at computer for Car 9
- Get new safety director connected to safety database

- Order travel kit for laptop for Water Treatment
- Order projector for Recreation Department
- Restore files for Fire Department
- Set up new user for Museum
- Look in SPAM firewall for missing emails for Airport
- Update Active911 for Fire Department
- Set up new user for Recreation Department
- Check with Building Manager about getting server room cooling unit looked at
- Contact Datalux about Car 4 computer
- Look at Car 8 Cradlepoint
- Fix iPad for City Clerk
- Hookup new printer at Golf Course
- Get with Fire Marshal about software questions
- Look at Bluetooth connection for City Clerk's iPad
- Order memory for server at Police Department
- Look for power cord for cradlepoint in Car 8
- Pick up table from Police Department and fix double tap issue
- Look at email issues for Sergeant at Police Department
- Clean up hard drive on Police Department server to make more room
- Help Office with laptop accident program
- Order Cache battery for Police Department server
- Rebuild server for Police Department
- Set up new director at YTF
- Get firmware updated on Police Department server
- Replace monitor for user in Engineering
- Check with HP about incorrect computer that was received
- Help Jessy with ArcView install
- Copy contacts from user at Fire Department to replacement user
- Make network cable for YTF
- Install Cache battery in Police Department server
- Take Police Department server to server room and make final changes before testing
- See about getting printer in Car 11 checked out by EE
- Set up scanner folder for new user at Recreation
- Help new user at Recreation setup mobile email
- Move shortcuts to new laptop for Police Department Sergeant
- Install Winzip on Engineering computer
- Double check all WINS servers for correct replication partners
- Move test users to new Police Department server to test printer connections
- Double check printer settings for new printer in Car 11
- Set up printer logging for new servers

GIS Department

Cemetery

- Discussion about cemetery section map with staff. Modified and prepared a section map
- Prepared a cemetery pavement map which detailed the year segments of pavement were replaced
- Assisted with "Story behind the Stone" program mapping needs

City Administrator

- Provided support relating to mapping for parking spots

Development Services

- Assist staff member with address list for Prairie Place
- Question answered about if a particular street was properly mapped
- Question answered where staff asked about culvert GIS data and explained location on server

Emergency Management

- Attended monthly Homeland Security Advisory Committee Meeting

Engineering/Water Treatment/Customer Service

- Question from staff concerning where a layer was located on the GIS server
- Import and process GPS data
- Update Trimble business center software for a staff member
- Discussion about total station data
- Assisted staff member with Pictometry data
- Set up GPS for data collection of pedestrian ramps. Data imported after collection.
- Assist office with data transfer to consultant
- Question answered about editing

Fire

- Prepared a fire hydrant map
- Discussion with staff member regarding how to use GIS software
- Discussion about mapping for Pre Fire Plans
- Installed GIS software on training computer. Changed permissions on data to accommodate Fire Department staff.

Finance

- Assisted with printer troubleshooting
- Assisted grant writer with research on a cemetery

Operations / Water Reclamation

- Received and answered a question from field staff about railroad spur property ownership
- Assisted with mapping electrical wire and lighting at MacNider Museum
- Assisted staff member with Microsoft Outlook settings
- Answered question and educated staff member how to change settings for aerial photography

Police

- Assist Police Department with a map for a criminal case. Follow up was also necessary

Recreation

- Update GIS project for staff

General

- Edits to Landmark GIS layer completed
- Ongoing correspondence regarding street level and aerial imagery project
- Census 2020 related correspondence
- Assist IT director setting up conference room
- Provided map of Stockman House Interpretive Center to citizen
- Attend webinar meeting for Iowa Geographic Information Council
- Discussion about warranty information for GPS units
- Assisted with entry to server room for repairs via Mediacom staff
- Discussion with staff regarding data availability from County

May initiatives

Finance Department

- Work on April financial month end reports
- 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
- Continue work on FY 17 CAFR
- Work on FY 17 budget amendments
- Prepared memo for water and sanitation rate increases for FY 18 budget
- Start initial work on FY 18 bonding

Information Systems Coordinator

- Finish moving functions from old Police Department server to new and remove old server
- Order a brand new Police Department server in the next few months
- 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

- Provide assistance to the Cemetery GIS activities
- Provide assistance with Pre Fire Plan mapping initiatives
- Attend IT and Homeland Security meetings
- Ongoing correspondence regarding aerial photography project
- Ongoing correspondence regarding street level imagery project
- Assist IT Director when individual is out of the office
- Provide training and technical support for GIS users within city government
- Provide maps at the request of city departments
- Import GPS data for utilities
- Edit and maintain GIS layers

Fire Department

Reported by Al Dyer, Fire Chief

Apr-17

	Month	CYTD	CY2016	% Diff
Personnel Hours Worked				
Battalion	6,959.00	31,045.25	31,145.00	-0.32%
Office/Administrative	780.25	3,487.00	4,241.25	-17.78%
Overtime Hours				
Fire	144.00	733.75	667.75	9.88%
EMS	391.50	1,584.25	1,908.75	-17.00%
9-1-1 Calls/Emergency Calls				
Fire	61.00	252.00	225.00	12.00%
EMS	309.00	1,285.00	1,185.00	8.44%
Non-Emergency Calls				
Fire	7.00	17.00	20.00	-15.00%
EMS	79.00	375.00	412.00	-8.98%
Personnel Training Hours				
On-Site	436.00	1,904.00	2,565.50	-25.78%
Off-Site	46.00	320.00	342.50	-6.57%
Fire Bureau Inspections/Site Visits				
New Construction/Remodel	101.00	362.00	412.00	-12.14%
Existing Building Inspections	12.00	102.00	275.00	-62.91%
Plan Review	11.00	40.00	50.00	-20.00%
Fire Investigations	2.00	9.00	7.00	28.57%
Community Involvement				
Public Tours of the Fire Station (Number)	1.00	2.00	6.00	-66.67%
Public Fire Safety Appearances/Trainings (Number)	3.00	11.00	25.00	-56.00%
EMS/Fire Student Ride Along	174.50	862.50	345.50	149.64%
Preceptor Training Hours				

Significant Fire Calls

04/08/2017 - Fire call to Shalom Tower 321 4th Street NE - 27 out of 44 members were involved in fighting the fire and covering the station. It was mainly smoke damage.

04/10/2017 - 6th Street SW Firefighters responded to a Motor Vehicle Accident. Five fatalities. 13 Firefighters were involved by responding to the scene and covering the station.

Other Significant Events

The Mason City Fire Department had a City Wide Garage Sale on Saturday April, 29, 2017.

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	16		17
Finance	10		10
Fire	44	1	45
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	7		6
Youth Task Force	3	2	5
Grand Total	239	27	266

Staffing

Activity

Hiring Activity:

- Water Meter Utility Worker: Job bid awarded internally subject to council approval and trial period

- Fire Administrative Assistant: Recruitment for applicants conducted during the month

- Police Officer (2 openings): Recruitment for applicants conducted and Civil Service testing administered on April 29th

- Adult Services Dir. (Library): Job posted internally & externally. Internal interviews conducted, job offer accepted. Will start in July.

- Transit Driver - Development Services: Continuing recruitment for additional drivers

	- Summer Seasonal Openings: Finalizing pre-hire paperwork of summer hires
Positions Filled:	- Hired 1 Recreation Programmer; 2 Seasonal employees
Turnover:	- 1 retirement: Youth Task Force Director; 1 voluntary quit: Fire Admin Assistant
Community Recruitment:	- Sponsored a booth at NIACC Career Expo with focus on Police and Fire careers
Employee Orientations/exit interviews:	- 3 employee orientations conducted
Civil Service Commission:	- No meetings held during the month

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No open grievances - Teamsters: 1 grievance. Resolved grievance at 3rd step meeting - AFSCME: 1 open grievance. Held union discussion on another issue
Labor Negotiations/Relations:	- Fire: Union contacting PERB on post-negotiation concerns
Compensation Plan	- Conducted Pay Study on two full- time positions
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
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Employee Involvement

Activity

Impact Award	- Awarded Impact Award to 2 Wastewater employees
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Government Efficiency

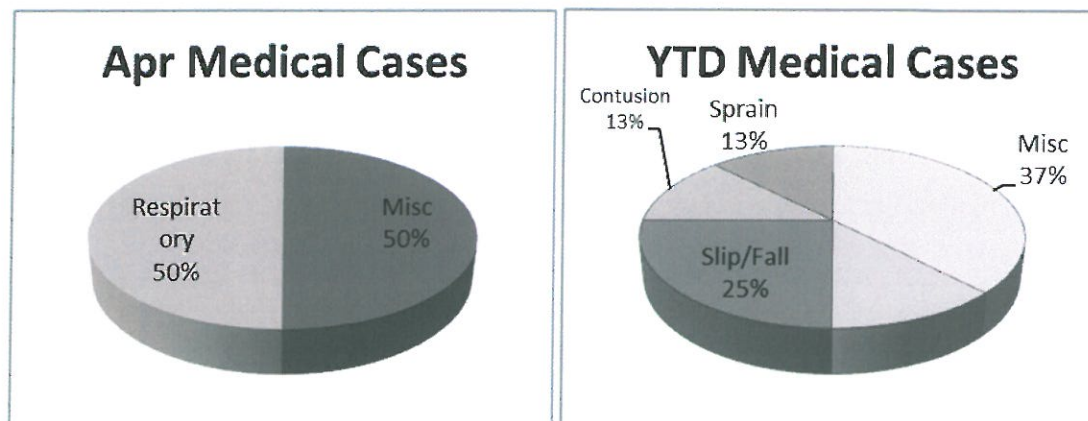
Activity

RPI Activity:	- Exploring potential continuous improvement ideas with City Administrator
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HR Filing System:	- Continuing our long-term reorganization project to streamline personnel files
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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
Safety:	- Completed First Aid/CPR training
Training:	- Attended National Public Employers Labor Relations Conference. HR Assistant attended IA Employment Conference & IWD workshop on hiring minors
Professional/Community Support:	- Participated in local HR Association meeting

Safety Statistics	Month	2017 YTD	2016 YTD
# of Work Comp Cases	2	8	9
# of OSHA Injuries	2	8	9
# of Days Missed	0	6	149
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: April 2017

Routine Activities:

In the month of April 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.

As part of the normal routine for the Museum, our custodian cleaned the carpets in each room, a task that must be done when the Museum is closed on Mondays and takes a great deal of time. It's necessary to do to avoid the wear and tear of winter salt and sand in a public building. In addition, the Museum has had a few plumbing hiccups which were repaired during this time. The Museum had a special lecture by Colin Lyon who is the Grant Wood fellow at the University of Iowa. This talk focused on landscapes in towns that were once boom towns that have now lost their purpose, and what to do with the ruins that lay behind. Lyon grew up in an industrial town in Canada affected by the changes in the coal and steel industry.

On April 6th the Museum hosted its bi-annual puppet show. This is paid for by a grant by the Bertha Stebbins Fund. This year the troupe showed off Puppy Locks and the Three Bears to full rooms of school children at both daytime showings. Each show was filled to the 200 person capacity. Likewise, the evening family show was completely filled.

Two staff that work frequently with rentals and tourists attended the 2017 Tourism Town Hall hosted by Visit Mason City at the North Iowa Events Center. Museum staff spent a considerable amount of time working on the 2017 MacNider Arts Festival. Several trees that had died from the top during the overly saturated weather several years ago were removed, as well as one tree that was a volunteer tree that was growing near the fence line. The Museum planted a tree in conjunction with the Mason City Council for Arbor Day and began preparing the Museum for spring. In addition, the Museum approved another sculpture to be added to the west side of the Museum's property.

The Museum took down the current Kinney Lindstrom show and began in the installation of the new one which features the life of Marion Mahony Griffin who was America's first female

architect and who also assisted in the design of many of our community's prairie school style homes.

The Museum not only hosted the city's annual volunteer luncheon, but it also was able to honor one of our own volunteers for volunteer of the year. The Museum also held a small ice cream social after hours for Museum volunteers who work that might not be able to attend the city luncheon.

The phone line at the Museum also went down twice, the first time due to work on the outside of the building, the second time road crews cut through the phone line when repairing the street. They were both repaired quickly.

Finally the Museum sent out the packets for bidding on the Museum's gallery light project to seven bidders. The lowest bid for the first and second phase came in at \$27,500 from Northwestern Electric. There was a special meeting of the board to approve the bid and send it to Council.

Classes offered:

Monogram Art 17, Art bugs 23, Landscape Designs 3, wheel throwing 9, Winged Wonders 6, Kids Club 9, Raku 9, Minecraft 14, Earth Day 4

Special Events: Earth Day 30, Lunch and Learn 7

Outreach / Specialty Tours:

Groups touring: Buffalo Center 42

Outreach locations: Salvation Army 10, Kentucky Ridge 6; Clear Lake Chamber Museum 16, Walking Tour 16, Prairie Ridge 28

Membership: 337

Attendance:

Gallery 545

Tour 78

Event 980

Classes 111

Outreach 117

Total 1955

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(9 Cement Work)
Confine Space Entry	(1 Confine Space Entry)
Dirt Work	(2 Dirt Work)
General Maintenance	(2 General Maintenance)
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(1 Hydrant Repair)
Hydrant Repair (Paint)	(1 Hydrant Repair (Paint))
Leak Detection	(1 Leak Detection)
Ring & Cover Repair	(1 Ring & Cover Repair)
Road Box Repair	(3 Road Box Repair)
Sewer Service Repair	(1 Sewer Service Repair)
Storm Sewer Repair	(1 Storm Sewer Repair)
Valve Installation	(3 Valve Installation)
Valve Repair	(2 Valve Repair)
Water Main Repair	(2 Water Main Repair)
Water Service Tap	(1 Water Service Tap)

Internal Service Division:

Mechanical

Service Building Inspector vehicle

Service Engineering Impala

Service and repair 9 fire trucks and ambulances

Service and repair 2 Park Department vehicles

Service and repair 6 police cars

Service and repair 2 Recreation Department vans

Repair and service 4 Sanitation trucks, brakes, etc.

Repair and service 13 Street Department vehicles

Service 2 Water Reclamation vehicles

Service 1 Water Utility vehicle

Spend one day working with the Chamber of Commerce to remove statues

Electrical

Replace emergency lights in north stairwell, City Hall

Install light pole and plant hangers at Cannonball Gardens

Check aerator at the duck pond and receptacles at gazebo in East Park

Pull wire to new pole and wire lights and install time clock at Southbridge Mall, NE lot

Repair emergency light and repair electric cord at Water Reclamation

Replace 12 fluorescent lamps at the Recreation Department

Rebuild light and replace 2 lamps at Highway 122 and Crescent Drive

Do training for HVAC system with Weedman Company at City Hall

Check and reprogram lighting for the Southbridge Mall parking lot lights

Repair sump pump at Water Reclamation

Replace cord end on cart and replace receptacle and circuit breaker at campground

Check out time clock for lighting at West Park tennis courts

Check traffic signal controller at 19th Street and S. Taft

Replace emergency light in polymer room at Water Reclamation

Check street lights and report to Alliant Energy at 15th Street SE

Repair light in Street Department shop

West Mason City entrance sign repair lighting

Install led light in basement stairwell at City Hall

Repaired street light at Highway 122 and Mercy Drive

Measure area for power for Farmers Market at parking lot at 1st and N. Delaware

Replace ballast in basement of City Hall

Repair street light on S. Federal

Replace red light at Highway 122 and Taft

Repair street lights at Cannonball Gardens

Repair automatic door locks and verify operation at PPG, PW and LM

Move outlet at City Hall

Replace old lights with LED fixtures at pump station #2, Water Reclamation

Wastewater Division:

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

April

Division: Wastewater

- Wastewater treatment:

Monthly Total:	325.149
Daily Average:	10.838
Daily Maximum:	17.457
Sludge processed	

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Lines cleaned, Ft. 1,000
- Televised 1,000
- Sewer calls 2
- TV lines for engineering

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Laboratory conducting DMR QA testing
- Performed laboratory analysis on plant samples

- Running E.Coli testing 5 x/month for DNR reporting

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
- Laboratory Inspection
- Inspect Golden Grain and Curries
- Started testing for E. Coli

Special Activities/Accomplishments of particular note:

- Laboratory DNR Inspection in May
- hauled biosolids

Treatment Plant Activities:

- Hauled 1,487,500 gallons of biosolids
- All operators attended a CEU class at NIACC
- Received new DNR operating permit
- Installed UV system for the season
- Checked all oil in pumps
- Monthly inspections
- Continued working on #2 recirc pump
- Cleaned final weirs
- Installed high efficient lights around the plant
- Repaired water valve in aeration
- Changed oil in large electric blower
- Mowed and trimmed plant grounds

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	403.69 tons	1,522.97 tons
Recycling collected	127,480 pounds	506,760 pounds
Yard waste collected (includes Christmas trees)	145.85 tons	150.53 tons
Large item number of stops	67	150
Materials collected:		
Large furniture	40	103
Small furniture	64	149
Tubs & toilets	7	11
Appliances & TVs	15	39

Electronics	0	0
Request for service calls	294	1,002

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
- Repair storm sewers as needed
- Grade gravel roads as needed
- Install handrails on the S. Monroe viaduct
- Grind stumps from city property as needed
- Haul dirt for soccer fields at Ray Rorick
- Repair signs as requested by Engineer’s office
- Re-mulch newly planted trees as needed
- Trim trees 52 calls, remove trees, 27
- Repair sod damage from plowing snow
- Pick up trash along roadsides and dead end areas as needed
- Sweep city hall parking lot special request
- Sweep streets
- Remove garden debris at S. Kentucky and Willow Creek community gardens
- Move desks at City Hall
- Finish street light installation cleanup at the Southbridge Mall northeast parking lot for contractor
- Pick up dead deer

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

Place trash cans out for summer trash collection

Repair broken equipment at Prairie Playground

Sweep and clean the ice skate rink for summer roller skating

Clean up debris at the sledding hill in East Park

Paint and set up all the soccer fields for the Recreation Department

Straighten, repair and replace all bad and leaning signs at the campground

Split wood for the campground

Vacuum the carpet in the plaza

Clean up snow removal debris at the Willow Creek garden

Repair the gate at the dog park

Sweep trails in various parks, etc.

Clean up all dumped debris and trash at Black Pit parking lot

Clean up all debris at West Haven Park

Clean and hose the goose debris from the basketball court at East Park

Clean all debris at the basketball court at the rugby clubhouse

Add dirt and grass seed to various areas of East Park

Clean the fireplace and BBQ grill at shelter #1

Clean up trash and debris at the Illinois Bridge area

Remove dead trees at the campground

Prepare the tennis courts at West Park

Mulch all trees as needed in various parks

Start mowing all parks, buyouts, roadsides and trails as needed

Prepare pool for opening

Pour pad for bench in East Park

Help Street Department clean up snow removal debris

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: Month – 2,217; YTD – 8,193

CFS Type	Month Total	Year To Date
Traffic Contacts	455	1,830
Medical	206	922
Suspicion	192	612
Disorderly/Disturbance	176	588
Animal	147	379
Welfare Check	132	383
Collision	97	357
Harassment	60	183
Domestic	59	198
Theft	58	245

1st Detail assisted Mason City Fire Department personnel with a structure fire at the Shalom Towers on April 8. Officers were able to assist some residents in exiting the area. They also responded to the single vehicle fatality crash on April 10. They worked with many other department units to secure, investigate, and document the crash scene.

2nd Detail was also steady this month and initiated a major drug investigation after a call of a possible intruder inside of a residence. This case was turned over to North Central Iowa Narcotics Task Force personnel for further investigation and prosecution. Shift personnel were involved in the investigation and arrest of a local man for federal firearms charges. They also assisted the Pony Express with an escort on Good Friday. Band Festival planning is ongoing.

As a department, we were invited to participate in the West Hy-Vee Springtime Block Party on May 8. This event was very well attended and gave our personnel a chance to interact with the public and other public safety agencies. Thanks to Hy-Vee for hosting!

Criminal Investigations

The annual Police Department Auction was completed on April 29. This is a chance annually for us to clear out our property room and make space for evidence.

CID personnel have been following up on a residential burglary for the past several weeks where thousands of dollars of jewelry have been recovered. We are continuing to work this case and will be moving forward on prosecution in the near future.

CID staff was heavily involved in the fatality crash that occurred on April 10 and in nearly every aspect of follow-up from it. Their timely work allowed us to identify and collect evidence that will be useful as we finish the investigation.

Other April activity included the following: three search warrants, three child protection center interviews, assisting the ATF with an investigation, and a search warrant assist that included a seizure of over a pound of methamphetamine, several thousand dollars cash, and a stolen motorcycle.

Administration

Crime Prevention

We assisted with the Spring S.A.L.T. Forum at Grace Church on April 27. Turnout was good and it was a great new venue for the event. Officer Jeremy Ryal completed a two-day basic Public Information Officer course that was hosted by Mercy North Iowa and put on by FEMA.

Our social media presence continues to grow. We now have 3,521 likes on Facebook and 1,381 followers on Twitter. It is a great way for us to share what our officers are doing and to interact with our community.

Administration

Staff sat in on the development meeting with Mercy Hospital staff for their new psychological wing addition. Captain McKelvey continues to participate in Juvenile Drug Court. MCPD officers were involved with the iJAG mentoring program at Mason City High School.

McKelvey also serves as a board member with the Iowa Peace Officers Association. He attended a board meeting and their annual Spring Training Conference in Des Moines.

We assisted with mock interviews for Criminal Justice students at NIACC and attended a CJ Advisory Board meeting afterward.

We submitted budget amendments for review through Finance and the City Administrator's Office.

We completed physical fitness and written testing for police officer candidates. The next phase in the process will be in May. We currently have two openings.

Public Library

Reported by Mary Markwalter, Library Director

This month I attended regular meetings, Rotary, Library Board, Friends of the Library, Library Staff Meeting, MCPL Book Clubs and the North Iowa Library Symposium. April has been busy at MCPL because we are planning the programming for this year and we have an unfilled open position.

Interlibrary Loan has been suspended at MCPL until further notice in order to save postage this fiscal year, AND because of some policy changes in the Interlibrary Loan System that will potentially prevent MCPL from participating in Inter Library Loan in the future because these changes will make it cost prohibitive for MCPL to participate in the program.

Geranium preorders have increased by 200 plants from 2016 to 2017.

MCPL has raised enough money to pay for live music at the library every Friday this summer and for 3 performances between Christmas and New Year's Day.

A new self-checkout station will be installed soon to replace the one that has been broken for the past 3 years. MCPL was able to get a grant to pay for a new self-checkout station for patrons.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Daily Participation Rates:

Monday	214
Tuesday	2,278
Wednesday	241
Thursday	929
Friday	220
Saturday	1,849
Sunday	232

Total People Served in 2017 through April: 79,286

Total People Served in 2016 through April: 62,667

Nights stayed at MacNider Campgrounds in 2017 through April: 107

Nights stayed at MacNider Campgrounds in 2016 through April: 127

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2017	2016
Family	33	31
Class A	191	202
Class B	32	26
Youth	17	21
Punch Cards	35	26

*28 new pass holders from last season

- 1,880 rounds played at Highland
- Cut cups 8 times
- Cut practice cups 3 times
- Mowed fairways 4 times
- Mowed greens 12 times
- Mowed tees 2 times and collars 1 time
- Pushed sides up on traps and raked them 4 times
- Back lap greens mowers 2 times
- Back lap fairway mowers 2 times
- Mowed all rough 1 time
- Changed tee markers 21 times
- Inspection and maintenance of kitchen hood and fire extinguishers
- Replaced idler pulley on Toro 2100
- Checked course daily for movement of frost
- Ordered food and beverages for concession
- Highland Park Advisory Board Meeting

Recreation Special Activities/Accomplishments:

- Continued preparation for a city wide track meet
- Recruited Youth Sports Sponsors
- Started Youth Soccer
- Spring and Summer Staffing process began
- Began pool preparation
- Opened MacNider Campground April 21th (10 days later than last year)
- Received \$5,000 for Ray Rorick Soccer Complex
- Started to collect final bids for the new Pickleball Courts in East Park
- Spoke at Mason City Noon Rotary about Parks and Recreation projects and programs
- Gave two KIMT interviews on a variety of subjects
- Added new rock to the camp sites and road at the Campgrounds
- Replaced 8 fire pits at the campgrounds
- Worked with the IJAG classroom
- Assisted with Mason City Earth Day celebration
- Assisted in City Wide Hearing Testing
- Held a number of Adult Softball Meetings
- Launched a life guard hiring campaign
- Held in-house training on Active Net

Highland Park Golf Course Special Activities/Accomplishment:

- 28 new pass holders
- Booked 5 outings for the summer with 1 lead we are still pursuing
- Blow and pickup sticks on greens and tees 3 times after wind events
- Fertilize fairways with pre-emergent fertilizer

- Fertilize all tees and banks with pre-emergent fertilizer
- Help Newman with day of cleanup
- Picked up 28 piles of debris that Newman raked
- Fix 2 private cart shed doors and 1 door on rental cart shed
- Removal of large honey suckle bush on 16 tee
- Continued with raking and picking up limbs and sticks 22 loads
- Prepare for part time help
- Assist with new sign
- Ordered food and beverages for concession
- Installed new soda pop coolers at Club House
- Worked on installing new signage for the Golf Course

Recreation Work to Be Completed in Coming Month:

- Run Before and Afterschool Care
- Run Youth Tumbling
- Find Youth Sponsor for Spring and Summer Sports
- Run Spring Soccer
- Prepare for Facilities for Summer Sports
- Run Archery Program
- Run Adult Softball
- Host a First Aid, CPR, and Life Guarding Classes for staff

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

- 2 Newman High School meets
- Highland Park Early Bird Tournament – May 16
- 2 Person 8 inch “Big Cup” Tournament – May 29
- Hosting a Super Stag Men’s Night
- Continue to do daily maintenance and pickup, rake and remove debris from course from winter and wind events
- Daily maintain to playing conditions
- Hire part time help
- Fertilize greens
- Calibrate sprayers and spray plant protectants
- Build new signage

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Recruit and marketing for Beautification, Park Watch, Friends of 457
- Trees Forever/Branching Out Prep
- Seasonal memos for Beautification and Park Watch
- Beautification Kick-off Meeting
- Hour Logs
- Trees for Kids Prep
- Earth Day and Earth Day wrap-up
- Volunteer Appreciation Event
- Prep for Adopt-A-Programs
- Recruit for Adopt-A-Programs

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Earth Day	Community Cleanup	1,055
	Post event Meeting	6
Total		1,061
Miscellaneous Projects	Transit Tokens	4
	Housing Authority	16
	Police Department	23.5
Total		43.5
Beautification	Meeting	17
	Prep for season	40
Total		57
Parks and Streets Projects	Mulching projects	4
	Tree planting prep	12
Total		16
Grand total		1,177.5

Youth Task Force

Reported by Mary Schissel, Youth Task Force Director

Youth Action Teams

- All students wrapped up their projects for this school year during April and completed post-surveys.

Health / Safety Focus Areas

- 19 Charles City Community members and 13 school counselors under the Archdiocese of Dubuque were trained in Youth Mental Health First Aid in April. These people are part of the national evaluation of Youth Mental Health First Aid.
- The NIPA News email newsletter for the Youth Mental Health First Aid project was distributed to 637 people across North Iowa in April.
- There have been 187 views of the YTF NIPA Guide Behavioral Health web portal Oct. 2016-April 2017 and 1,412 YTF Facebook views during this time period.
- The Health and Safety Promise Team met during April to finalize radio ad scripts and schedules about youth mental health to be aired in May/June and August 2017.
- The YTF co-sponsored “Coaching Boys to Men” training with Crisis Intervention Service for local organizational staff in April.

Marketable Skills Focus Areas

- iJAG 11th and 12th grade LifeWORKS students had two classroom sessions during April.
- Marketable Skills Promise Team volunteers met twice during April to plan for mock interviews for 9th and 10th grade iJAG students, the LifeWORKS social graces luncheon, and youth Listening Circles for the next school year.
- YTF staff and Francis Lauer Youth Services began planning delivery for the YIELD Express leadership program for Francis Lauer youth this summer.

Relationships / Volunteering Focus Areas

- There are 31 active mentor/mentee matches in Cerro Gordo County (19-Mason City & 12-Clear Lake) and 8 youth waiting for a mentor. 2 new mentors are currently in training.
- Peer mentors from the Alternative High School and their mentees from JAMS met four times and Newman peer mentor matches met individually in April.
- The Relationships/Volunteering Promise Team met in April to discuss funding and summer activity.

Staff/Other

- Mary Schissel, YTF Director, retired on April 28. She met with the new Director, Alice Civarelli, twice during April. Alice will begin her duties on May 1. She will be meeting with Executive Committee members individually during May and June.

- Molly Beckmann, contracted Youth Engagement staff from Prairie Ridge, took another job and moved to Des Moines at the end of April. All Youth Action Team projects were wrapped up in April.

MAY MEETING & EVENT SCHEDULE

5-Director and Mentoring Coordinator attend Iowa Mentoring Partnership training and IA Dept. of Public Health Grantee meeting in Des Moines

9-YMHFA training in Franklin County

10-iJAG LifeWORKS social graces luncheon