

# City Administrator's Monthly Activity Report

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Brent Trout, City Administrator

September 2017

*(Issued October 13, 2017)*



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

## City Administrator Comments

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Mayor and City Council Members,

Blues Zones Project events are still going on in Mason City. Clear Lake Bank and Trust was the latest business to celebrate being a Blue Zones Worksite. They celebrated this accomplishment at all four of their locations. First Citizens Bank was presented the Governor's Give Back Iowa award for medium sized businesses. Metal Craft was selected to receive the annual Worksite Wellness Award presented at the annual Chamber of Commerce dinner.

There are many commercial development projects being completed in our community and I encourage you to review a list of six of them on page 8 of the report. We continue to see strong numbers for purchased building permits as we finish out the construction season. The History Walk was conducted at the Elmwood-St. Joseph cemetery with approximately 175 people attending. The cemetery raised over \$4,000 for cemetery preservation projects.

The final set of plans for the Hwy 122 project has been submitted to the IDOT. The IDOT bid letting for the project is set for December of 2018 with construction starting in the spring. The South Kentucky Avenue project is complete and the road opened the first week of October. The project improves the safety, drainage and drivability of this section of roadway. In September, the water plant set a new daily maximum gallon pumped of 6,342,000.

The CAFR was completed by staff and the auditors are currently doing a review of the information. GIS Analyst Danielle deNeui started working for the City at the end of the month. It is good to have this position filled again. The position provides support to many departments in the City.

The Police Department conducted civil service testing for hiring a new police officer. The department currently has one opening to fill and will then have a list of qualified applicants for the position should another opening occur. The Human Resources Department has been busy with filling many other positions internally or with external appointments.

Operations and Maintenance removed 41 trees in September and trimmed an additional 47 trees. They have hauled in dirt to the soccer complex being built in Ray Rorick Park and graded the dirt in preparation for seeding this fall. They trimmed and cleaned up around the Mason City Entrance signs. The Mason City Entrance Signs will be professionally cleaned and sealed before winter in order to protect the appearance of the signs over the long term.

The Parks Department is installing tee pads for the disc golf course and maintaining the course. They are also preparing for winter by repairing the bad sheeting and kick pad on the hockey rink at Ray Rorick Park. They have been assisting in preparing the pool for painting and also continue to mow and maintain the parks and right of ways in the community.

The Police Department has been busy with the increased traffic contacts as school has started to enforce traffic laws in the school areas and increase awareness of the drivers. The personnel on third shift have also been busy doing a very proactive patrol looking for people that are wanted, who have suspended, revoked or barred driver's licenses, and who are in possession of drugs. They also continue to monitor late night social behavior and local liquor license establishments.

Sincerely,



Brent Trout

City Administrator

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:**           **September 2017**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 9/1/2017 – 9/30/2017	26,565.40 Gallons	300 Buses
Enplaned 591 Deplaned 567		

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

- Preparation of Board Packet Information, Agenda and Attendance at September 2017 Airport Commission Meeting 9/11/2017
- Access Road & South FBO Parking Lot Project
- Worked on Airport Wastewater Study
- Operations Staff attended Fire Training in Dubuque Iowa
- FAA performed Pavement Inspections

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

- Preparation of Board Packet Information, Agenda and Attendance at the October 2017 Airport Commission Meeting



# Blue Zones Project

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Reported by Angie Determan, Coordinator

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## Item

## Accomplishments & Status

### Community Policy –

- Active Living and Transportation Commission meeting, assisted in discussions on a bike safety concern on Eisenhower Ave.
- Letters of Support recruited and provided for federal grant for Rails to Trails
- Media visits on bike share, continued conversations on issues with app for bikes
- Tobacco litter event with MCHS students in Central Park
- Community Garden year end work being done. Current produce totals are: Garden Acres 6167.63 up from 3233.75 in 2016 and Willow Creek 3488.75 up from 2295 in 2016, continued efforts to complete water enhancement at Willow Creek

### Schools –

- Update meeting on Lincoln greenhouse project
- Assisted in the placement of 1000 students at volunteer projects for their Community Impact Day

### Worksites –

- Clear Lake Bank & Trust celebration for four of their locations becoming Blue Zones Worksites
- Met with worksite on their initiative to unroll an employee volunteer program
- First Citizens Bank Governor's Give Back Iowa award presentation (medium sized business winner)
- Assisted First Citizens Bank with employee volunteer placement for Columbus Day volunteering)
- Met with Fire Department on their interest in doing a worksite wellness effort
- Worksite Wellness Award presented to Metal Craft at Chamber annual meeting

### Healthy Foods (Grocery/Restaurant) –

- No report



## Item

### Engagement –

- Fourth quarter promo (Friends, Family and Faith).
- PR & Marketing - development of Facebook posts for both BZP and MCVC,
- Radios Ads feature: Family Dinner Night, 5 Ways to Enjoy a Longer Life, Healthiest State Walk, Healthy Recipes

### Volunteer Center –

- Radio program 1<sup>st</sup> & 3<sup>rd</sup> Mondays on KGLO,
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor –
- September Newsletter to member organizations (35) and volunteers (520) sent out week of September 4<sup>th</sup>. Here is a sample of the September Volunteer Newsletter <http://mailchi.mp/d7cdbf67e4b4/volunteer-news-april-1146141?e=7607db4015>.
- Website – 123 volunteer opportunities are currently active.
- 35 member organizations
- 61 new volunteer applications in 2017, 15 new in the past reporting period
- MCVC Education Event held on October 10<sup>th</sup> and sponsored by Cerro Gordo County Community Foundation
- Member meetings: Habitat for Humanity, Elderbridge
- Volgistics software training September 13<sup>th</sup> & 14<sup>th</sup>
- Assisted in volunteer placement for Mercy Medical Center – North Iowa held disaster drill September 19<sup>th</sup>
- Met with Laura Grommesh, MCHS Student Senate Advisor, to assist with cultivating of volunteer opportunities for all 1000 high school students for their Community Impact Day, assisted in coordinating several projects including Central Park clean up and tobacco litter clean up and awareness exercise, Farmers Market parking lot – weed pulling and mulching, washing of tops of garbage can lids in Central Park and downtown area
- Participated in NIACC Volunteer Fair September 26<sup>th</sup>
- Volunteer meetings – multiple meetings with volunteers for placement; Recent placements made at MacNider Art Museum, City of Mason City, Elderbridge Agency on Aging, Main Street Mason City, Community Kitchen of North Iowa, Hawkeye Harvest Foodbank, and NIVC Services, Inc.

### Other –

- Weekly staff meetings
- Transition meeting with City administrator prior to his leaving,
- Onboarding and training of new volunteer in BZP and MCVC office

**Item**

**Upcoming Dates:**

- October 10, 9:00 a.m. – 3:30 p.m., MCVV Education Event –  
Creation and Use of a Case Statement & Strategic  
Development Plan

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of September:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings and one Council Work session 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 30 Resolutions 3 Ordinances based on various requirements
- Upload data for 3 Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 10 Alcoholic Beverages Licenses through the State of Iowa Alcoholic Beverages Division and when necessary completion of corresponding background checks, deeds/lease agreements, sketches, and Police and Fire Inspection Forms within time constraints
- Publication of required documents following the Council Meetings in conjunction with State requirements and distribution of proof of publications to appropriate parties
- Recording of required documents with the Cerro Gordo County Recorder and distribution of documents to appropriate parties including contractors and legal entities
- Filing of property damage claims with the City's Insurance Company including supporting documents
- Collection and issuance of \$480.00 in animal license fees and \$175.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance



# Development Services Department

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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## **DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: September, 2017** Steven J. Van Steenhuyse, AICP, Director

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

Iowa Reinvestment District Program: Staff finally received a site plan for the hotel, museum and skyway on September 10 and the Pre-Development Plan (with construction costs) on September 20. With this information, I was able to begin the amended application for submittal to the IEDA staff. The first draft of the amended application was submitted October 4. Staff is working the IEDA staff to ensure that they have adequate information so that the IEDA Board can grant contingent approval of the City's application on October 20.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met September 12 to consider two applications. A request for a loan of \$30,000 for improvements to LaCoste Accounting at 2402 South Federal Avenue was recommended for approval. This project includes a new approach from South Federal, a new fence along the adjacent alley, landscaping, repaving the parking lot, major roof repairs, and several repairs to doors and other interior improvements (approved by Council on 10/3).

The Forgivable Loan Review Committee also reviewed a request from the owner of 219-221 North Federal (Oak Leaf Collectibles) for a loan to repair adjacent sidewalks, tuckpointing, door repair, and several small interior projects. At the time of the meeting, the applicant was not able to provide proof of the required matching funds. The applicant is working with his financial institution to arrange for the match and will return to the Committee in November.

Two loans were disbursed in September: Robert and JoAnn Mason, \$30,000 for the Old Church Apartments at 2001 South Federal Avenue, and Dyball Properties/Mason City Honda Motorsports, \$21,700 for 152 5<sup>th</sup> Street SW.

Iowa Initiative for Sustainable Communities Projects: Students working on the North End Neighborhood Plan, from the School of Urban and Regional Planning and the College of Public Health attended the last Friday Night Live of the year as well as the Great River City Festival, on September 15 and 16. Also present were students from the College of Library Science, working on an update to the 1977 Architectural Heritage Book, and Aly Hval from the School of Art and Art History, who completed the middle third of the mural on the rear of Brick Furniture. They had a booth at both events and spoke to the public about perceptions of the North End, historic buildings in Mason City, and public health issues. The students working on the North End

Neighborhood Plan are arranging for a public event in October, to gather more in-depth data from North End residents and business owners.

Developments: 1) The STEM addition to the NIACC Science Building/McAllister Hall is under construction. 2) Furniture Mart, USA, has nearly completed the renovations to the façade of the former Kmart building at 2006 4<sup>th</sup> Street SW, for an Ashley Furniture Store and Mattress Outlet. This project includes interior renovations as well as preparing the rest of the façade for occupancy by additional retail businesses. 3) Harbor Freight Tools has a permit for façade and interior renovations to the easternmost portion of the former Kmart building, this work is also nearly completed. 4) Menard's is constructing an additional warehouse and will enclose that portion of the store that is currently sales of outdoor plants and materials. 5) Site preparation for construction of the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake, has commenced. 6) Farm Credit Services, at 4056 4<sup>th</sup> Street SW, has a permit to demolish the old Farm Bureau building at the corner of South Eisenhower Avenue and 4<sup>th</sup> Street SW, build an addition to the Farm Credit office building, and expand their parking lot.

Development Review Committee: 3 meetings held in September: 9/5, 9/12, and 9/19.

<b>DRC Activity</b>	<b>September, 2017</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	5	35
Concept plans reviewed/approved as a Minor Site Plan	4	23
Concept plans to be resubmitted as a Major Site Plan	1	10
<b>Total Concept Plans</b>	5	33
Major Site Plan Reviews Completed	0	2
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	1
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	12
<b>TOTAL ITEMS REVIEWED</b>	6	47

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

<b>Activity</b>	<b>September, 2017</b>	<b>YTD</b>
<b>Zoning Permits Issued:</b>		
Commercial, Principal Structure	0	18
Commercial, Accessory Structure	0	0
Residential, Principal Structure	6	49
Residential, Accessory Structure	7	51
Signs	4	46
Floodplain	0	4
<b>Encroachment Permits</b>	0	5
<b>Zoning Board of Adjustment Cases:</b>		
Appeal	0	0



Activity	September, 2017	YTD
Conditional Use Permit	0	0
Variance	1	6
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	1
Change of Zone	0	2
Miscellaneous	0	5
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	1
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	3	8
Lot Splits	1	1
Final Plat (not requiring P&Z review)	1	2
<b>Zoning Violations</b>		
Reported	4	32
Unfounded	4	7
Founded-Resolved without citation	0	18
Citations	0	0
Open Cases (as of date of report)	11	N/A
Cases initiated by staff	4	27
<b>Zoning Inspections</b>		
Zoning – Case Request	4	31
Zoning – Violations	0	7
Zoning –Setback	12	49
Zoning - Final	2	13
<b>Permit Reviews</b>		
Zoning Reviews Completed	40	311
Floodplain Reviews Completed	39	294

## **BUILDING INSPECTIONS DIVISION**

### *Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Permits	September, 2017		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	26	\$ 1,927,075.50	204	\$26,225,863.51
Minor Building Permits	17	\$ 139,093.34	141	\$ 1,127,924.99
Electrical Permits	12		153	
Plumbing Permits	9		115	
Mechanical Permits	16		219	
Sign Permits	4	\$ 11,040.00	50	\$ 326,617.00



<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Demolition Permits	1	\$ 7,500.00	26	\$ 189,105.00
Structure Moving Permits	0	0	1	\$ 5,000.00
<b>Inspections</b>	<b>September, 2017</b>		<b>YTD</b>	
Number of inspections	95		925	
<b>Permits by Type</b>	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition/Remodel</b>
Residential: 1 and 2 family	0	31	8	236
Multi-residential	0	0	0	1
Commercial	0	10	2	49
Industrial	0	1	0	6
Institutional	0	1	0	1
Other (signs, demo, etc.)	0	5	0	72
<b>Fees Collected</b>	<b>September, 2017</b>		<b>YTD</b>	
	\$ 15,632.81		\$ 164,206.94	

## **CODE ENFORCEMENT DIVISION**

### *Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>September, 2017</b>	<b>YTD</b>
<b>Case Request Sources</b>		
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	164	1482
Staff Initiated	110	928
Non-Staff Initiated (total):	54	554
Response to Complaint	10	195
Anonymous Complaint	26	294
SeeClickFix	18	65
<b>Case Request Disposition</b>		
Founded Case Requests	164	1473
Citations Issued	0	0
Cases to Court	0	1
Unfounded Case Requests	0	9
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	2	28
Dangerous Building	4	20
Abandoned Vehicle	2	9
Tree/Shrub Maintenance	13	27
Garbage	35	280
Inoperable Vehicle	11	181
Junk, Rubbish or Refuse	63	581

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

<b>CODE ENFORCEMENT REPORT</b>	<b>September, 2017</b>	<b>YTD</b>
Other	28	296
Writ of Removal	0	30
Information Request	1	25
Snow Removal/Weeds & Tall Grass	45	475

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>September, 2017</b>	<b>YTD</b>
Initial Inspections	25	249
Reinspections	1	249
5 yr. Inspections	121	632
Complaint Inspections	14	116
Unregistered Unit Complaint	1	3
Inspections cancelled by Landlord	26	166
Inspection cancelled by Inspector	0	21
Failed inspections	20	168
Passed Inspections	80	547
No Shows	27	146
<b>Total # of Inspections</b>	<b>161</b>	<b>1100</b>
Rental Dwelling Certificates Issued	21	396
New Landlord License Issued	0	37
Units White Tagged	9	30

## **TRANSIT AND SAFETY**

### *Transit*

During the month of September, Mason City Public Transit provided 12,743 rides on our Fixed Route; which averages to be over 637 rides per day.

### *Safety*

During the month of September, the Safety Department concluded their annual facility inspections of the various City Departments. These inspections are to help enhance OSHA compliance and correct any obvious safety issues in the workplace.

The Safety Department also participated in a training exercise on preparing for and surviving an OSHA inspection with Argent, the City's worker's compensation carrier.

## **ANIMAL CONTROL**

<b>SEPTEMBER</b>	<b>2017</b>	<b>YTD</b>
<b>ANIMAL CALLS FOR SERVICE</b>		
<b>HOURS</b>	<b>CALLS</b>	<b>YTD</b>
700 800 =	5	51
800 900 =	12	80
900 1000 =	9	66

SEPTEMBER		2017		YTD	
ANIMAL CALLS FOR SERVICE					
1000	1100	=	11		89
1100	1200	=	13		97
1200	1300	=	6		79
1300	1400	=	3		88
1400	1500	=	8		65
1st shift sub total				67	615
1500	1600	=	7		86
1600	1700	=	6		69
1700	1800	=	6		68
1800	1900	=	10		59
1900	2000	=	7		51
2000	2100	=	2		42
2100	2200	=	2		35
2200	2300	=	3		35
2nd shift sub total				43	469
2300	2359	=	2		16
0	700	=	6		64
3rd shift sub total				8	80
TOTAL for Month				118	1164
ARRESTS					
Animal Sanitation					0
Chase/bite nuisance violation				1	15
Cruelty/Welfare of Animal					1
Vicious Animal				3	5
Disturbing the Peace					3
No Rabies Vaccination				2	27
No City License					23
Animal At Large				1	19
Total People Arrested				7	93
Animal Bites		11			53
Wild animal calls		8			119
Pickup slips animal count				115	932



# **Elmwood-St. Joseph Cemetery**

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Reported by Randy Opheim, Cemetery Manager

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## **Burial Services**

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
September	5	45%	6	55%	11
Year to Date	16	42%	22	58%	38

Burials in September were slightly above projections. Traditional burials were slightly above projected and cremation burials were well above projected for the year and at 58% of the total.

## **Sales**

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
September	3	0	3
Year to Date	8	3	11

Lot sales were well below projected and niche sales were below projected for the month. Lot sales are significantly lower and niches equal to the year to date projections.

**Administration** – Office staff were busy organizing the Cemetery History Walk. This is the 8<sup>th</sup> year of conducting the event where 50 volunteers are involved in educating and entertaining the 175 people that attended. This year's event raised over \$4,000 for cemetery preservation projects. The Mason City School Community Service Day provided six students to assist in painting the office carport and prepare for the History Walk. Additional research was done for the National Register nomination papers.

**Operations** – Grounds staff assisted in preparing for the History Walk. They were also busy trimming low branches off trees in addition to burials, mowing and trimming around markers.

**Board of Trustees** – The Board of Trustees conducted the performance review of the Cemetery Manager, and reviewed the plots for veteran's policy.

# Engineering Department

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

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## Engineering Division:

○ Engineering	
• DRC Site Reviews	5
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	0
▪ Disconnect	0
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	2
▪ Repair/Replace	15
▪ New Sidewalk/Approach	6
▪ Curb & Gutter	2
▪ Curb Cut	0
• Pedestrian Ramp survey & design	6
• Driveway Approach permit & inspection	11
• Iowa One-Call locates	333
• Emergency Call-outs	2
• Emergency Call-out after hours	1
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	0
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	3
• Permit Review & Approval - City	
▪ Commercial Building	0
▪ Residential Building	3
▪ Demolition	0
▪ Remodel or Addition	3
▪ Moving	0
• Permit Fees collected	\$260.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

## 2017 Sidewalk Program:

Mid-Continent Contracting completed all the work on the project. Acceptance of the project and approval of final payment will be on the agenda for the October 3rd meeting of the City Council.

**2017 Street Panel and Curb Replacement Program:**

King Construction substantially completed the work associated with the project. The contractor has a few remaining punch list items to complete. Final quantities have been measured and a final pay request will be ready soon.

**2017 Street Rehabilitation Program:**

McKiness Excavating completed all the concrete street patches and curb and gutter section replacement work on the project. Blacktop Services completed the milling operation at all locations and began placing the Hot Mix Asphalt overlay. The streets that have been overlaid are 28th Street SW from South Jefferson Avenue to South Washington Avenue, 22nd Street SE from South Pennsylvania Avenue to South Massachusetts Avenue and South Maryland Avenue from 6th Street SE to 7th Street SE.

The abandonment of the Alliant steam pipe in the alley west of the Police Station is on-going, taking much longer than expected. The south two-thirds of the pipe were exposed and the asbestos mitigation contractor nearly completed their work on that section. Once the asbestos is removed the trench will be backfilled and repaved. The remaining section of steam pipe will then be exposed and the asbestos removed before the new Hot Mix Asphalt overlay can be placed.

**2017 Pavement Marking Program:**

Quality Striping completed all the work on the project. Acceptance of the project and approval of final payment will be on the agenda for the October 3rd meeting of the City Council.

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

The final draft of the property acquisition agreement with ASSA ABLOY was completed. The recommendation for approval of the acquisition agreement will be on the agenda for the October 3rd meeting of the City Council.

The Engineering Department continued working closely with the Union Pacific Railroad (UPRR) and Canadian Pacific Railroad (CPRR) to acquire the necessary remaining easements and permits to construct the needed pedestrian crossings at two locations throughout the project.

**Monroe Avenue Pedestrian Trail:**

The permanent easement needed at the corner of 6th Street SW and South Monroe Avenue has been submitted and approved by Casey's General Stores Legal Counsel. The placement of the pedestrian trail from Monroe Plaza to NIACOG is expected to be completed by mid-November weather permitting.

**Union Pacific Railroad Quiet Zone:**

The second hearing on the vacation of street right of way at the 9th Street NW and 4th Street SW crossings was held at the September 5th meeting of the City Council, the third and final reading is planned to be on the agenda for the October 3rd meeting. An agreement with Union Pacific Railroad for upgrading the existing crossing protection devices at the 1st Street NW crossing will also be on the agenda for approval at the October 3rd meeting of the City Council.



Mid-Continent Contracting continued working with the UPRR on acquiring their permit for Right of Entry. The process is in the offices of the UPRR for approval. Following approval of the permit, Mid-Continent will begin with the installation of the lane delineators at the three Union Pacific at-grade crossings. The three crossing are located on 15th Street SW between South Monroe Avenue and South Harrison Avenue, 6th Street SW between South Monroe Avenue and South Jackson Avenue and on 1st Street NW between North Monroe Avenue and North Jackson Avenue. The delineators will be installed whereby satisfying the requirements of the Federal Railroad Administration for Supplemental Safety Measures. The delineators are one of the required methods to increase safety at the crossings within the established quiet zone.

**Highway 122 Reconstruction & City Utility Replacements Project:**

Engineering Staff is nearing the completion of a final set of plans for infrastructure improvements to be constructed in conjunction with the IDOT Highway 122 Reconstruction project scheduled to begin in the spring of 2018. The plan sheets produced by the City Engineering Department contain water and sanitary sewer improvements, the plan sheets will be incorporated into the IDOT final plan set for bidding and construction of the project.

Engineering Staff completed a review of the traffic signal plans for the Highway 122 corridor and provided comments to the IDOT Office of Traffic and Safety in Ames. Along with comments, Engineering Staff created and submitted specifications for the equipment that will be installed at the signalized intersections included in the project plans.

The Engineering Department also continued to work with SEH engineers and designers on the street lighting associated with the Highway 122 project. Street lights, associated conduits and wiring within the corridor will be replaced in conjunction with the IDOT Highway 122 Reconstruction project. Final street lighting plans are expected soon.

Engineering and IDOT Staff continued coordinate efforts with private utility companies for the relocation of their utilities within the corridor. Engineering Staff reviewed a five-phase plan provided by Alliant Energy for the relocation and rebuild of the electrical systems within the Highway 122 corridor and surrounding areas.

**South Kentucky Avenue Pavement Widening:**

McKiness Excavating and their subcontractor completed all the street, sidewalk and driveway approach paving. The remaining work consists of backfilling, final grade shaping and seeding. The street is expected to be re-open during the first week of October.

**27<sup>th</sup> Street SW RISE Project:**

The City Engineer attended the Iowa Transportation Commission's Workshop on September 19th. Following approval of the RISE Project grant, the engineer began drafting a Request for Proposals, beginning the process for procurement of Professional Engineering Services.

**Water Pumping Building Restoration:**

The project; comprised of brick replacement, repointing, beam repair and replacement of the upper exterior concrete panels was completed. A final review of the project will be conducted in the next couple of weeks.

### **Water Treatment Plant Security:**

The security and software upgrades were completed.

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

- Work continued in the Asbury 10th Subdivision. The concrete contractor completed the mainline paving concrete curb and gutter sections on the Sumac extension. Work is nearing completion on the concrete approach onto Asbury Drive. Engineering Staff continued testing and inspections of the new pavement as it was placed.
- Engineering Staff continued coordination efforts with Alliant Energy and their contractor KS Energy for the two gas main projects that began in July. Engineering is attending weekly progress meetings with Alliant personnel and their contractor. Engineering Staff also reviewed changes to the gas main project plans, preformed utilities location and street and sidewalk replacement inspection services.  
The two projects are an Alliant Energy Distribution Rebuild in the vicinity of the Highway 122 reconstruct corridor and a 10" Gas Pipeline installation along 6th/7th Streets South from Pierce Avenue to Carolina Avenue.
- Work began on the Village at River Bend Subdivision. Navratil Excavating completed the installation of three sanitary sewer manholes and approximately 650 feet of new sanitary sewer main. Work continues on the new water main installation. Engineering Staff is providing inspection and testing services for the new water and sanitary sewer mains and services.
- Engineering Staff completed a review of and provided comments on Alliant Energy's plans for a new gas main installation along 19th Street SW. The new gas main installation is planned in the south right of way of 19th Street SW, beginning just east of the South Eisenhower Avenue intersection then continuing west beyond city corporate limits.

### **Traffic Division:**

- Traffic Control
  - Sign work orders 0
  - Traffic Sign Orders 1
  - Streetlights
    - New Installation 0
    - Repair Request 4
  - Traffic Signals
    - Respond to signal issue reports 8
    - Perform traffic signal repairs 4
  - Iowa One-Call locate reviews 451
  - Locate City-owned electrical utilities 7
  - Emergency Call-outs 0
  - Tornado Siren repairs 0

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

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW & South Federal Avenue.
- Reprogramed school beacon at Meadow Lane & N Pierce Ave
- Reprogramed school beacon on Hwy 122 & S Illinois

- Replaced batteries in school beacons on Hwy 122
- Performed repairs to damaged signal equipment at 5th Street SE & South Carolina Avenue. Mounted a temporary cabinet on power5 pole and replaced the signal pole in the SW quadrant of the intersection.
- Downloaded traffic data from the signal cameras located at 4th Street SW & South Eisenhower Avenue.
- Performed repairs on one of the two sign trailers. Repairs included the replacement of the screw jacks, installing new batteries and retrofitting a new touch screen panel.

### **Water Supply Division:**

#### ○ Water Production

	<u>September</u>	<u>FY 2017</u>
• Total (gal)	168,417,000	424,886,000
• Daily Average (gal)	5,347,000	4,618,326
• Daily Maximum (gal)	6,342,000	6,342,000 *
• Daily Minimum (gal)	4,262,000	3,578,000**
	*Indicates Yearly High	
	**Indicates Yearly Low	

#### ○ Water Plant Maintenance and Repair

- Wash down EDR stacks and perform voltage checks
- CIP #1 EDR train
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean ground rods on #2 EDR and #3 EDR train
- Repaired operation of pressure valves in the raw transmission line
- Rebuilt check valve in chlorine feed pump
- Replaced air filters on roof air handlers
- Rewired Well #9 flow meter

#### ○ Customer Service

• Iowa One-Call locates	348
• Prepare and send service repair letters	3
• Monthly bacteria samples	30
• Collect project bacteria samples	5
• Check water quality at residents and businesses	5
• Hydrant Flow Testing	2
• Hydrant Flushing	2
• Correlate water main breaks and investigate for leaks	3
• Water Main shut down for repairs	7
• Water shut offs for non-payment	5
• Water shut for other	15
• Water service re-connects	2
• Assist with installation of Water Meters	0
• Repair Water Meters and collect reading	5



- Deliver Red or Tan Tag 2
- Update shut off data base and maps 10
- Water Service Permit/Inspection
  - Repair/Replace 12
  - New Installation 10
  - Disconnections 2

○ Meter Department

	<u>September</u>	<u>FY 2017</u>
• Meters Installed	84	202
▪ Industrial	0	0
▪ Commercial	1	4
▪ Residential	83	198
• Meters Repaired	4	4
• Contractor and Garden Meters Installed	1	5
• Meters Read	11,772	35,316
• Meters Ordered	560	608

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

- Submitted IDNR Reports
- Collected monthly water samples
- Continued to evaluate raw hardness and finish hardness for permit changes
- Collected daily water quality samples
- Monthly draw down on wells
- Monitoring discharge outlet for scaling deposits
- Calibrated chemical pumps
- Continued working on a lead and copper sampling plan
- Mowing at plant and local wells
- Monthly Safety reports and inspections
- Began SCADA software upgrade options
- Placed Well #16 back into service following it's rebuild

**Abbreviations:**

CIP	Clean-in-Place
DRC	Development Review Committee
EDR	Electrodialysis Reversal
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

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Reported by Kevin Jacobson, Finance Director

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## As reported by Finance Director

Routine activities for September:

### Finance

Duties	September	Fiscal Year-to-Date
Prepare payable checks	558	9,211
Prepare receivable invoices	39	6,942
Prepare payroll checks	481	11,220
Certify invoices to County		312
Send letters to State Offset Collections	4	404
Record State Offset collections	\$ 2,258.00	\$ 56,070.91
Sort Mail	4,275	63,525
Record ambulance receivables	171	2,667
Process utility payments	555	15,983

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Ambulance direct deposits
- Completed Golf Course direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for August
- Completed monthly ambulance deposits
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Continue work on FY 17 CAFR
- Complete TIF annual report
- Continue process for GIS analyst position
- Work on FY 17 State Annual Financial Report

- Work with City Administrator on transition
- Look at imaging software as a capital project

### Utility Collections

Duties	September	Fiscal Year-to-Date
Record ACH activities	35	621
Prepare Utility adjustments	50	760
Estimate billings		-
Issue utility bills	9,023	158,293
Answer phone calls	898	11,735
Respond to voicemail	194	3,317
Complete utility service orders	50	4,123
Complete landlord tasks	50	670
Issue shutoff notices	373	6,845
Process customer paid utility bills	4,802	92,296
Process customer deposits	375	6,496
Replace meters	60	1,360
Complete monthly sales tax report/hours	1.00	48.00

### Information Systems Coordinator

- Move Lynn S and Steven V's files to new server
- Put together and send out IT committee agenda
- Download new mobile software for new mobile server
- Troubleshoot time clock at Parks department
- Look at power issue with Highland tower equipment
- Order dual monitor video cards
- Go through SPAM filter and manually adjust settings
- Get new mobile software for mobile server installed, upgraded, and swapped
- Close out user account from PD
- Create shortcut on PD workstations for report
- Fix issue with archives and PD workstations
- Conduct IT Committee meeting
- Send out email to City Hall users regarding archived emails and server changes
- Order dual video cards for GDP
- Get permanent licenses installed on new mobile server
- Configure new laptop for YTF
- See about ordering server cabinet keys from CDW
- Install printer software for housing
- Set up new user accounts for GIS Analyst
- Order portable DVD drive for YTF laptop



- Start working on new computers for the year
- Restore file for Finance
- Get new GIS Analyst signed into computer
- Get phone lines moved from old GIS office to new GIS office
- Update all mobile clients at PD
- Change over to new mobile server for PD
- Look at GPS com ports on Car 7
- Get radius set up on new City Hall server
- Program new mobile server to use DNS from new City Hall server
- Contact Iprism about Windows 10 devices
- Get with RSM about PD and FD new dispatch systems
- Set up dual monitors for GDP
- Get parts at staples for new dual monitors
- Look for emails for PD officer
- Install dual monitors for user in BNS
- Get keys made for GIS office
- Contact Keltec about invoices
- Install new printer and scanner at Cemetery
- Reset password for Blue Zones user
- Install dual monitor in Finance
- Move GIS computer to new office
- Update Netframework on Investigator's computer
- Check time server settings for PD phone system
- Install and test first new mobile for FD
- Get Bluetooth connection for FD equipment working
- Restore files for Engineering
- Get City Admin camera for recording meeting
- Order dual video card for YTF

## **GIS Department**

No report, GIS position vacant-was filled September 25th

## **September initiatives**

## **Finance Department**

- Work on September financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Update financial transparency platform
- Continue work on FY 17 CAFR
- Finalize 2017 TIF report for the State

- Finalize FY 17 Annual Financial Report
- Begin budgeting process for FY 19
- Attend semiannual IMFOA meeting in Des Moines

#### **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
- Replace fiber ring switch at Museum
- Get O and M, TF, and YTF network radios replaced
- Get new PD server set up
- Complete implementation of City Hall server

#### **GIS Department**

- Introduce GIS Analyst to duties and Department heads

# Fire Department

Reported by Al Dyer, Fire Chief



## Monthly Council Report

		SEPT 2017	YTD
9-1-1 Calls/Emergency Calls			
	Fire	79	653
	EMS	374	2940
Non-Emergency Calls			
	Fire	7	54
	EMS	115	884
Total Calls for Service (Fire & EMS)		575	4531
Personnel Training Hours			
	On-Site	281.25	4441.12
	Off-Site	102	598.00
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	107	881
	Existing Building Inspections	12	185
	Plan Review	18	140
	Fire Investigations	2	18
Community Involvement			
	Public Tours of the Fire Station (Number)	0	14
	Public Fire Safety Appearances/Trainings (Number)	0	22
	EMS/Fire Student Ride Along		
	Preceptor Training Hours	107	1346.5
Overtime Hours			
	Fire	194.5	2684.75
	EMS	403.25	3017.25

### Overtime Analysis

Overtime for the month of September is down from August; one of our employees is back from long term leave but another from the same battalion is now on light duty, therefore we are faced with same issue we struggled with last month. In accordance with council city policy, we are keeping our minimum staffing at 10 at the station and only hiring back when



we fall below this number. Our transfers were down for the month of September and we did not have as many significant fire events to report which helped keep our overtime down for the fire side. We anticipate our overtime budget to run out at the end of October and we are taking steps to address the issue with the City Administrator and Finance Director.

### **Significant Fire Events**

- 1) **Fire at 218 8th Place S.E. 9.2.2017** – MCFD responded and investigated a fire at this location on September 2, 2017. The entire house suffered heavy fire and smoke damage except for the bathroom. The investigation by the Fire Marshal and PD showed that the cause of the fire was intentional and was started in the living room. The Police Department took lead and continued with the investigation. 10-member offshift was called in to staff the station.
- 2) **Motor vehicle accident 9.7.2017** - The Mason City Fire Department responded to a motor vehicle accident after a police pursuit. The accident happened in the neighborhood of N Jefferson and 3<sup>rd</sup> St NW. All on duty firefighters responded to the accident and seven offshift employees were called in to cover the station.



### **Other Events**

**MCFD Fire Explorers**– The Fire Explorers have been busy with two successful trainings for the month of September. The group continues to meet every other Wednesday at the station and this month they trained on high angle rescue, which will be featured as one of our live demonstrations at our Open House on October, 15<sup>th</sup>. On September 27 the group also trained at the NIACC burn building, the training was focused on what is commonly called targeted search or VEIS - Vent. Enter. Isolate. Search. The Explorers continue to challenge themselves, work hard and show dedication. The experience, discipline, and knowledge these young men and women gain through each training session will benefit them in their future endeavors whether they decide to become a firefighter or not!

Look for the Explorers at the Open House where they will be helping with demonstrations and talking to the public about the program.

**Haz-Mat Training 9.14.2017 & 9.19.2017**- The department participated in two haz-mat trainings during the month of September. On September 14, 2017 a team of 10 haz-mat members conducted training in Garner at Koch Nitrogen and on September 19, 2017 we also participated in a haz-mat drill at Mercy Medical Hospital in Mason City. Haz-mat training is paid by NIACOG and overtime spent on training is reported with payroll in finance.

### **Administration Notes**

**Expense Projection (Ambulance)** – A new engine is in order for one of our ambulances (2407) the new engine will cause our motor equipment expense account to drop dramatically;



the cost for the new engine is estimated at around \$17,000. We will monitor this account closely and keep the finance department and council informed.

Our ambulance education and training expense account is significantly low. We have two employees that are currently attending paramedic school at a cost of \$13,000 for both. Much research went into selecting the right school for the right price and we are confident the two employees will succeed. We also have two new dispatchers we will be paying to train and the new dispatch software we are sharing with PD will also reduce our budget considerably. In addition, we have several transitions ahead and we anticipate the education and training expense account will soon be drained out of funds. At this point no other trainings are being approved for the rest of the year.



**Social Media Update** – Our Facebook page is up and running! We went live on September 11, 2017 and we are happy to report that we have just over 600 people liking and following us on Facebook. We also created our first event through Facebook for our Annual Open House on Sunday, October 15, 2017 from 1-4 pm. We currently have over 300 people interested in our event. Please like and share ☺ and help us spread the word! Our web page will take a bit longer to update but we are working hard to get the appropriate and pertinent information for the residents of Mason City. We will keep you posted on the progress.

**MCFD Open House Oct. 15, 2017** – Our planning committee is finalizing the list of activities we will have at the Open House and the Fire Department is excited to welcome members of our community and surrounding towns to this fun and educational event. The Open House allows us to interact with kids, parents and individuals in a way that fosters positive relationships with those we serve and it also allows us to educate and bring focus to NFPA's Fire Prevention theme : "Every Second Counts: Plan 2 Ways Out!" which reinforces why everyone needs to have an escape plan.



Our firefighters are excited to visit local schools and daycares in the area. We will also have station tours from October 2<sup>nd</sup> thru October 20<sup>th</sup>. We will have live demos at 1:30 (High Angle Rescue), 2:30 (Kitchen fire with Auto-Out extinguishment system), and 3:30 (Vehicle Extrication). We will also have static displays of fire department functions. (Trench Rescue, specialty rescue, haz-mat equipment.) For the kids we will have a bounce slide, Firefighter challenge, and possibly water spray. Cerro Gordo Public Health will be giving flu shots, Mercy Medical center is going to have staff here for educational information and The North Iowa CERT team will also be here. And of course food vendors!

## Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	1	6
Cemetery	3	1	4
City Administration	4	1	5
Development Services	11	19	30
Engineering	17		17
Finance	9		9
Fire	45	1	46
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	57		57
Parks	6		6
Police	52	2	54
Recreation	6		6
Youth Task Force	4	1	5
Grand Total	241	30	271

**Plus 141 Seasonal employees**

### Staffing

### Activity

Hiring Activity:

- GIS Analyst (Finance): Appointment of external candidate approved by Council
- Swing Worker (Utilities): Appointment of external candidate approved by Council
- Asst Greenskeeper (Golf): Interviews conducted, job offer made & approved by Council
- Street Foreman (Street): Job filled with internal job bid & approved by Council
- Customer Service Foreman (Water Supply): Job filled with internal bid, declined during trial period, refilled job with internal bid subject to Council approval



	- Police Officer (1 opening): Recruitment for applicants conducted and Civil Service testing administered on Sept 30th
	- Supported Career Fair recruitment at IA State
	- Street Maintenance Worker (Street): Job filled internally & approved by Council
	- Utility Worker (Utilities): Posted internally. Conducted two days of external interviews on entry level Civil Service list
	- Heavy Equip Operator (Street): Posted internally
Positions Filled:	- Hired 1 Swing Worker, 1 GIS Analyst
Turnover:	- 1 retirement
Employee Orientations/exit interviews:	- 2 Reg FT employee orientation & new Council Person orientation
Civil Service Commission:	- No meetings held during the month

#### **Labor Relations/Legal**

#### **Activity**

Grievance Activity:	- Fire: 1 new grievance filed - Teamsters: No open grievances - AFSCME: No open grievances
Labor Negotiations/Relations:	- None
General HR support:	- Provided HR consultation to various departments on disciplinary, employee issues, investigation, and potential litigation

#### **Employee Involvement**

#### **Activity**

Wellness Activities:	- Conducted a Fall Festival & health fair for employees during lunch hour
Biometric Screenings/Flu Shots:	- Began employee sign-ups for biometric screenings/flu shots

#### **Benefits**

#### **Activity**

Employee benefit support:	- Ongoing support resolving employees benefit issues
Annual Benefit Enrollment:	- Begin preparations for employee annual benefit enrollment rollout

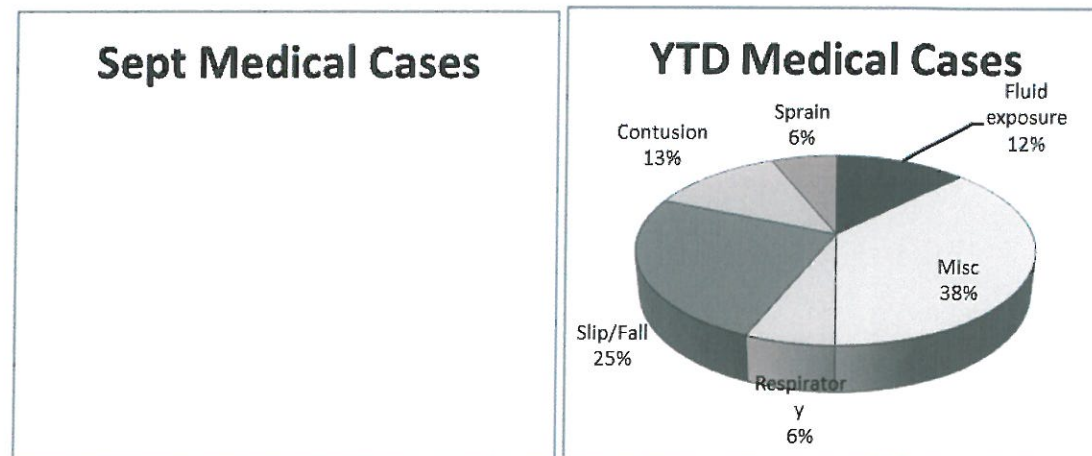
#### **Government Efficiency**

#### **Activity**

RPI Activity:	- None
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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 monthly drug testing
Professional/Community Support:	- Attended annual IaPELRA state conference & monthly local HR Assoc meeting

Safety Statistics	Month	2017 YTD	2016 YTD
# of Work Comp Cases	0	16	18
# of OSHA Injuries	0	15	17
# of Days Missed	0	34	176
# of Employees Off	0		



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: September 2017**

## **Routine Activities:**

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

It was pretty dry in the weeks leading into September. The Museum consulted with a lawn care company that suggested that lime be added to the lawn to revitalize it based on the heavy draw on the lawn by the oaks. It was also supplemental water to keep it healthy. End of year painting projects and other maintain was done.

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

The Museum participated in the very last Friday night live of the season by bringing the Imagination Playground to the park. The last day of the month the Museum had several volunteers from the high school that came and washed the blocks so they will be able to be moved indoors for use in the winter. The students also worked on shredding documents, prepping for Holiday Open House, among other things.

The Museum had one of its programming staff members off during this time so they did not have as many classes scheduled, or other staff were arranged to teach them.

**Special Events / Programs:**

**Outreach / Specialty Tours:**

**Membership:**



<b>Class</b>	<b>Adult</b>	<b>Child</b>
Stained Glass	37	0
Raku	22	0
Lunch 'n' Learn	44	0
Art Bugs	14	11
Handbuilding 1	3	26
Kids Club	2	6

### OUTREACH

PRidge	59	0
KRidge	11	0
Salvation Army	15	0
Friday Nite Live-Blocks	5	30
TOURS		
Onawa, IA Tour	32	0
Walking Tour	7	1

### Attendance: 2017

Gallery attendance	709
tour attendance	92
event attendance	458
Classes	166
Playground	40
Outreach	129
TOTAL	1594

## **Operations & Maintenance/Parks Department**

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Reported by Bill Stangler, Operations & Maintenance Manager

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### **Utility Division:**

Repair Type	Repair ID
Cement Work	(3 Cement Work)
General Maintenance	(1 General Maintenance)
Hydrant Installation	(2 Hydrant Installation)
Hydrant Repair	(1 Hydrant Repair)
Road Box Repair	(2 Road Box Repair)
Sewer M/H Repair	(3 Sewer M/H Repair)
Sewer Main Repair	(1 Sewer Main Repair)
Sewer MH Repair	(2 Sewer MH Repair)
Valve Installation	(3 Valve Installation)
Valve Turning Repair	(1 Valve Turning Repair)
Water Main Repair	(1 Water Main Repair)
Water Service Repair	(2 Water Service Repair)

### **Internal Service Division:**

#### Mechanical

Service and repair 6 fire trucks and ambulances

Service and repair 2 Park Department vehicles

Service and repair 7 police cars

Repair and service 7 Sanitation trucks, brakes, etc.

Repair and service 20 Street Department vehicles

Service and repair 2 Water Reclamation Plant vehicles

Service and repair 1 Water Supply Plant vehicle

Service and repair 1 Water Utilities vehicle

Service and repair 1 Rec Department vehicle

Service and repair 1 inspection Department vehicle

### Electrical

Repair street light at Highway 122 and Taft Avenue

Repair light fixtures that were damaged from vandalism at shelter 4 in East Park

Repair street light at 1<sup>st</sup> Street and N. Delaware

Repair underwater lights at the pool

Repair wiring at the Water Supply Plant

Repair garage door wiring at Street Department

Check traffic signal control at 19<sup>th</sup> Street and S. Taft Avenue

Repair lighting in 2nd floor conference room at City Hall

Repair traffic signal pole and control cabinet at 122 and Carolina.

Repair lighting on 3rd floor at City Hall

Set the time on the Central Park Clock

Set up electrical for Friday Night Live and Ethnic Lunch

Repair street lights at Northbridge

Repair lighting at park maintenance garage

Test electrical at Hoover water tower for Water Supply Plant

Repair electrical cord for Street Department equipment

Repair electrical receptacle at PPG shelter

Repair street lights at State Street and Federal Avenue

Repair bad street light wiring at 9<sup>th</sup> Street and S. Eisenhower Avenue

Build and install vandal proof covers at Kiwanis and Georgia Hanford Parks

Repair security light outside office at O&M



Repair lighting at the skate park in Ray Rorick Park

Repair outlets at Monroe Park

Install conduit for security cabinet at the Water Supply Plant

Repair light in the filter area at the Water Supply Plant

Repair lighting in the break room at the Water Reclamation Plant

Get quote for solar system for the light at the north Mason City entrance sign

Repair school beacon at 5<sup>th</sup> Street and N. Pierce Avenue

Repair street lights at Highway 122 and Taft Avenue

Replace signal cable at 19<sup>th</sup> Street and S. Taft Avenue

**Wastewater Division:**

As reported by William Stangler, Operation and Maintenance Manager

Routine Activities for the month: **September**

**2017**

**Division: Wastewater**

● Wastewater treatment:

Monthly Total:	132,776	million gallons
Daily Average:	4.426	million gallons per day
Daily Maximum:	4.726	million gallons per day
Sludge processed	1.415	million gallons

**Collection System:**

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

**Laboratory/Pretreatment Activities:**

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Acute Toxicity testing for wastewater
- Completed inspection of industries
- Collected industrial samples

● **Activities planned for next month at the Water Reclamation Plant:**

- Notify Industries of delinquencies

- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Continue hauling biosolids
- Track mileage for all vehicles
- **Special Activities/Accomplishments of particular note:**
- Moved blower in aeration
- Continued interaction with industries
- Replaced sump pump at Lakeview LS
- Changed all oil in clarifier drives
- Continued mowing plant grounds
- worked to unplug grit pump
- Hauled sludge
- Check oil in all large pumps
- Sent out forms to all Dental offices for amalgam separator requirement

#### **Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	434.50 tons	3,849.78 tons
Recycling collected	126,500 pounds	1,177,060 pounds
Yard waste collected (includes Christmas trees)	96.97 tons	708.15 tons
Large item number of stops	67	477
Materials collected:		
Large furniture	34	265
Small furniture	61	487
Tubs & toilets	2	25
Appliances & TVs	29	133
Electronics	0	0
Request for service calls	185	2,521

#### **Street Division:**

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch

Repair storm sewers as needed

Grade gravel roads as needed

Install handrails on S. Federal

Set up for Trinity volunteer Day at PPG, Friday Night Live, Ethnic Fest, Dillinger

Days, etc.

Haul several loads of mulch to various locations

Repair signs as requested by Engineer's office

Re-mulch and water newly planted trees as needed

Trim trees 47 calls, remove trees, 41

Install lime fill around the disc golf baskets

Pick up trash along roadsides and dead end areas as needed

Grind and clean up stumps in various areas and buyout lots and ditches

Haul dirt for soccer complex at Ray Rorick Park

Remove garden debris at S. Kentucky and Willow Creek community gardens

Pick up dead deer

Clean up brush and downed trees at various bridges and creek and buyout areas

Trim and clean up Mason City Entrance signs

Sweep streets

Set up road closure for large storm sewer repair at Highway 122 and Rhode Island

Haul wood to the campground

Mow road sides and trails and buyout lots as needed

Fill in for Animal Control Officer picking up dead animals

Remove and dispose of piano for the Transit Department

Clean rain gutter and sky lights of the 457 canopy

Grade the parking lot for the Muse Norris Youth Complex

Set up work zone for brick furniture work



Remount the sponsor banners at the Muse Norris Youth Complex

**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

Pick up trash in the parks on Mondays and Fridays

Rock the block, Trinity Volunteer Day, Friday Night Live, Dillinger Days, Ethnic Fest, Civil War Days

Repair all the bad sheeting and kick plate at the Ray Rorick Hockey Rink

Mow and trim all parks as needed

Vacuum the carpet in the plaza

Highway 122 right of way, trim all viaducts

Install tee pads for the disc golf course

Power wash the deck at the campground

Repair broken water line at the deer pen

Landscape area by East Park tennis courts due to construction

Install the Paulsen bench

Remove a large tree on the trail by Wildwood Park

Prep the pool for painting

Trim trees in Frederick Hanford Park

Deliver tables to Kiwanis Park

# Police Department

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Reported by Jeff Brinkley, Police Chief

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## Patrol

Total Calls For Service: Month – 2,260; YTD – 20,503

	CFS Type	Month Total	YTD
1	Traffic Contacts	422	3,735
2	Medical	250	2,034
3	Suspicion	206	1,718
4	Disorderly/Disturbance	139	1,771
5	Animal	117	1,146
6	Welfare Check	108	993
7	Collision	96	831
8	Theft	83	694
9	Fire Call/Fire Alarm	61	432
10	Alarm	60	556

1<sup>st</sup> Detail work on some special projects during September. Those included: bike patrol in a variety of neighborhoods, park and trail patrol via motorcycle, and a texting while driving project. They also are working on updating our business contact information. Over 400 businesses/premises contacts were made this month.

Shift activity included a shift in focus back to schools as we got back into the swing of the school year routine. 1<sup>st</sup> Detail is currently staffed with eight officers. We have been using some supplemental staffing over the past couple of months to help fill in some gaps. Shift officers issued 93 traffic tickets and 22 parking tickets this month.

3<sup>rd</sup> Detail officers filed 49 criminal charges for the month of September. They also issued 31 citations and 49 warnings for traffic violations. Shift personnel have been busy working a variety of cases that included good proactive patrol work on people who were wanted, who have suspended, revoked, or barred driver's licenses, and who are in possession of drugs. Shift officers also continue to monitor late night social behavior and local liquor license establishments.

## Criminal Investigations

September was a steady month for CID. They took 13 new cases and closed 5. Four cases were cleared by arrest or issuance of an arrest warrant.

Monthly activity included the following: one search warrant, three child protection center interviews, one federal narcotics indictment, a routine death investigation, and deployment of electronic devices to assist with criminal investigations.

CID personnel are following up on a credit card skimmer that had been placed on a local ATM machine. The investigation is ongoing and we have shared information with our law enforcement intelligence networks. CID staff also provided robbery response training to a local financial institution to help their staff be more prepared in the event a robbery occurs. We also completed the interview and selection process and have assigned a new investigator to CID to start in October.

### **Administration**

Crime prevention and outreach was busy this month. Our social media accounts continue to be useful and our reach continues to grow. We now have 1,516 followers on Twitter and 4,289 Facebook followers.

We took applications for most of September for the position of Police Officer. We were able to attend the Iowa State University People-to-People career fair on September 21. That was a good stop for us and we believe it will be a useful recruiting stop in the future. On September 30, the applicants completed physical fitness assessments and the written exam.

We completed a second Dog Walker Watch training class and that program is growing slowly. We participated in several monthly events to include: KCMR's Coffee With a Cop monthly feature, SALT Committee Meeting, and CrimeStoppers Board Meeting, among others.

Our build team attended the Zuercher One Conference in Sioux Falls, South Dakota. Zuercher is the new RMS, CAD, mobile, and JMS software solution that we purchased with Cerro Gordo County 911, Cerro Gordo County Sheriff's Office, and the Clear Lake Police Department. We completed some build work while we were there and are continuing with it now, planning for go-live sometime by mid-2018.



## Public Library

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Reported by Mary Markwalter, Library Director

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The library has circulated 39087 items since July 1, 2017.

The library has provided over 40000 public service items since July 1, 2017, these items include cataloging, inter library loan services, website visits, programs, meeting rooms, etc.

The library has used 628 volunteer hours since July 1, 2017.

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

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Reported by Brian Pauly, Recreation Superintendent

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### Recreation Monthly Activities:

- Adult Archery
- Adult Softball
- Adult Volleyball
- Before and After School Care
- Tiny Tot Football
- Tiny Tot Soccer
- Youth Archery
- Youth Flag Football
- Youth Soccer
- Youth Tennis
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 1025 nights stayed at MacNider Campgrounds

### Daily Participation Rates:

Monday	637
Tuesday	2,342
Wednesday	349
Thursday	2,235
Friday	239
Saturday	1,785
Sunday	615

Total People Served in 2017 through September: 280,978

Total People Served in 2016 through September: 211,754

Nights stayed at MacNider Campgrounds in 2017 through September: 5,613

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

### Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2016	2017
Family	31	33
Class A	209	200
Class B	26	32
Youth	30	20
Punch Cards	63	74

- Season Concession Sales:

2016	2017
\$47,167.45	\$62,719.83

- 2,420 rounds played at Highland
- Ordered food and beverages for concession
- Mowed greens 34 times including double mowing
- Clean up acorns on greens and tee before each mowing
- Fertilized all greens before aerification
- Scheduled aerification - deep tine
- Aerified all 18 greens
- Top-dressed all greens and drag in
- Mowed tees and collars 8 times
- Mowed fairways 10 times
- Changed cups 21 times
- Changed practice cups 4 times
- Moved tee markers daily
- Raked traps 20 times
- Mowed mounds at weekly
- Sprayed greens with protectants 3 times
- Back lapped greens mowers 2 times
- Back lapped fairway mowers 2 times
- Changed out water on the ball washers and cleared out the garbage 3 times a week
- Blew greens daily of leaves, sticks, and acorns
- Fertilized tees and banks
- Blew and pickup leaves

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 3 new summer staff
- Addressed Fall & Winter Staff needs (email/letter)
- Continued working on the MacNider Camp Grounds playground project (swing sets)
- Held management meetings with staff in four different recreational areas
- Certified 66 youth coaches with NYSCA
- Attended Iowa Parks and Recreation Association Fall Workshop
- Assisted with the Youth Employer Committee of North Iowa
- Worked on the Pool Improvements Projects – Painting and Filter Sand Replacement
- Started the process for purchasing and installing a new infant swing set at MacNider Campgrounds
- Revisited the Urban Deer Hunting program
- Reviewed our current Security System at the Mason City Family Aquatic Center and Norris Youth Complex
- Attended the North Iowa Sports Authority Meeting
- Met with a citizen group on add splash pads to our parks
- Lead the City Wide Employee Appreciation Luncheon
- Participated in safety walk through

Highland Park Golf Course Special Activities/Accomplishment:

- Held the interview process for the Assistant Groundskeeper
- Revisited the Urban Deer Hunting program
- Reviewed our current Security System at the Club House
- Hosted two Mason City High School meets
- Continued to meet with Jim Cornick about the Mason City High School Golf Team and practice and meet schedule
- Participated in safety walk through
- Hosted a company outing for 84 people
- Order greens sprayer
- Fixed 2 private cart shed doors
- Mixed divot mix and fill divots on 3, 7, 11, and 17 weekly
- Sprayed grub control
- Changed oil on Turf leaf vacuum and Kubota
- Fixed deck on the 325 out front mower
- Chip sealed parking lot set up barricades help golfers work around it
- Prepared for numerous outings and tournaments
- Mulched leaves
- Repair grub damage
- Sprayed 7 greens for cutworm

Recreation Work to Be Completed in Coming Month:

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



Highland Park Golf Course Work to Done in Coming Month:

- Prepare and be a host site for the November Election
- Close concession in mid to late October
- Mow greens, tees, fairways as needed
- Continue to monitor for grubs, cutworms, fungal diseases and summer stress on greens
- Removal of dead damage trees
- Maintain course as needed
- Shut down water system and winterize
- Make fall order for winter green protectants
- Blow leaves and remove from course
- Attach blower to Kubota for leaf removal
- Order winter protectants
- Blow out irrigation system

# Volunteer Program

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Reported by Drew Verstegen, Volunteer Program Coordinator

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## Routine Activities for the Month:

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

## Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Adopt a Lot	16
	Adopt a Street	12
	Total	28
Beautification Project	Garden Maintenance	44
Total		44
Miscellaneous Projects	Housing Authority	20
	Mason City Service Day	2000
	Transit Tokens	4
Total		2024
Park Watch Ambassadors	Park Watch Tour	18
Total		18
Parks and Streets Projects	Carpentry/Painting	210
	Park Cleanup	36
Total		246
Grand total		2,360

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# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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## Youth Action Teams

### YOUTH ACTION TEAMS (YATs)

Youth Development Coordinator met with Youth Action Teams (YATs) from MCAHS and MCHS (Newman pending). She will meet with teams twice each month to work on Strategic Prevention Framework (SPF) – based projects of the students’ choosing. Groups assess needs of the community or their school and proceed with prioritizing and ranking needs. Projects are chosen to add a Protective Risk Factor in order to reduce risks toward substance use/abuse or actually work to alleviate a specific risk factor to reduce use/abuse. Teams go through specific steps of the Specific Prevention Framework Process to identify their project, plan, and evaluate outcomes.

MCHS and MCAHS have chosen their chairmen and vice-chairs. They will participate in their first Executive Committee meeting on October 18.

## Marketable Skills Focus Areas

- Mason City Youth Task Force's Marketable Skills Promise Team held their first two meetings to evaluate past goals/purpose/strengths and how the team might evolve to correspond with the workforce needs and academic needs. In the past, direction was more focused toward marketable skills due to grant funding. The group intends to hold Listening Circle focus groups with a cross-section of students to gain insight on current needs/ problems.
- The group decided to change the team’s name to better represent areas of effort. Now: Academic and Marketable Skills Promise Team.

## Mentoring Advisory Board and One-On-One Mentoring Program

### PREVENTION THROUGH MENTORING – One-On-One Mentoring Program

- The Mentoring Coordinator is administering pre-surveys to participants in various schools to gauge a baseline level for mentees this year.
- Peer mentoring plans are being made with John Adams Middle School and MCAHS with program start date targeted for late October.

## Staff/Other

- The SAMHSA grant year 2 ended September 30. We are wrapping up statistics for our annual progress report/evaluation and continuing on with year 3. During the past grant year an additional 251 people were trained in Youth Mental Health First Aid. Of those trained, 176 represent areas of the education system. We continue to partner with AEA instructors who received the grant at the state level to coordinate efforts. Changes within the National Institutes of Health (NIH) reporting system have prompted additional local staff education and collaborative efforts with City Grants Administration staff.
- Staff working with area middle and intermediate schools to promote National Character Counts Week (Oct. 15-21) and Red Ribbon Week (Oct. 23 – 31) which focuses on substance abuse prevention. Youth Task Force has obtained red ribbons with gold lettering: Good Character, Good Choices, Drug & Bully Free. YTF Team will partner with schools during student lunch breaks to distribute ribbons.

### OCTOBER MEETING & EVENT SCHEDULE

- 4 - Academic/Marketable Skills Promise Team Meeting
- 5 – Partners For Children (P4C) Meeting
- 5 – MCHS Mentoring Surveys
- 5 – MC Alternative HS Youth Action Team (YAT ) Meeting
- 5 – Staff Meeting
- 6 – Remember My Name
- 6 – John Adams Middle School Mentoring Surveys
- 10- Authentic Youth Engagement Educational Session
- 10 – City Grants Administration Meeting
- 11 - Staff Meeting
- 12 – Child Abuse Prevention Meeting
- 12 – MCAHS Mentoring Surveys
- 12 – Newman Catholic High School Youth Action Team (YAT) Meeting
- 16 – Lincoln Intermediate School, National Character Counts & Red Ribbon Week (hand out ribbons)
- 18 – City Department Head Meeting
- 18 - Staff Meeting
- 18 – Executive Committee Meeting
- 18 – Center for Mental Health Services Educational Session
- 19 – Director speaks to Rotary Club, Youth Mental Health First Aid training
- 19 – MCAHS YAT Meeting
- 23 – Clear Lake Middle School, National Character Counts & Red Ribbon Week (hand out ribbons)
- 24 - Leadership Discussion Hour: Project AWARE Grantees Implementing MHFA
- 24 – Mental Health First Aid Training, Community
- 25 – MCHS Youth Action Team (YAT ) Meeting
- 25 - Staff Meeting
- 26 – NCHS Youth Action Team (YAT ) Meeting