

# City Administrator's Monthly Activity Report

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Kevin Jacobson, Interim City Administrator

February 2018

*(Issued March 16, 2018)*



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

## City Administrator Comments

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Mayor and City Council Members,

Students from the University of Iowa College of Engineering are working with staff on community projects including a study of our waterways, their recreational potential and determining locations for canoe and kayak launch sites; a development plan on a bluff on the south side of the Winnebago River at 4<sup>th</sup> Street NE; and a 'complete streets' project on Pennsylvania Avenue. A group of students from the University of Iowa College of Business Marketing Institute are developing marketing studies for the North End Business District to advertise the location as a business destination. Four groups will provide a presentation to a group of judges that will choose the winning campaign which will then be available for publishing on media sources.

The Transit Division has received all 5 new buses and finishing touches are being completed. The buses should be ready and on the road early March. After 25 years on the Elmwood-St. Joseph Cemetery Board, Fred Fenchel is retiring. His years of volunteer service on this board have been greatly valued.

The design and assembling of plans for the 2018 construction season is underway with the Engineering Department. Several other projects will be completed awaiting spring and warmer temperatures. The damage to the brick wall at the museum will be repaired once spring arrives. The museum also concluded its Films in February and Movies in March series, which provides citizens an opportunity to see independent films and documentaries at no cost.

Operations & Maintenance Staff encountered a water main break this month. Once the weather allows, concrete will be poured at all locations of water main breaks this past winter. The Police Department has been preparing to go live with the new technology software in March, which will replace the current system. They will continue to share with Cerro Gordo County Sheriff's office and the Clear Lake Police Department.

Private funds were raised by the Library Director to purchase 12 new super heavy duty tables for the Mason City Room to replace the former tables that were unstable. Funds were also raised to replace 3 photocopiers that are outdated and needed to be replaced. The Highland Park Golf Course Clubhouse will be opening soon to start selling memberships and golf cart fees for the season. The course will open for play once the weather cooperates.

The One-on-One Mentoring Program of the Youth Task Force will be celebrating its 20<sup>th</sup> anniversary this spring. There continues to be a waiting list for children and youth referred to the program as the need outweighs volunteer mentor numbers.

Sincerely,

Kevin Jacobson  
Interim City Administrator

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:**           **February 2018**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 2/1/2018 – 2/28/2018	12,627.70 Gallons	300 Buses
Enplaned 545    Deplaned 512		

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

- Preparation of Board Packet Information, Agenda and Attendance at February 2018 Airport Commission Meeting
- Attended Meeting in Ames Iowa with the Department of Transportation
- Federal Grant Project Masterplan and Airport Layout Plan Completed

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

- Preparation of Board Packet Information, Agenda and Attendance at the March 2018 Airport Commission Meeting

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of February:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings, two Special Council Meetings and one Council Worksession and tracking all items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 12 Resolutions 1 Ordinance based on various requirements
- Upload data for 4 Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 7 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 \$860.00 in animal license fees and \$485.00 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: February 2018**

Steven J. Van Steenhuyse, AICP, Director

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

Iowa Reinvestment District Program: Contingent approval of the City's Reinvestment District project was approved by the IEDA Board on February 16. The contingencies include a financing commitment by G8 Development by May 18, and a Purchase, Sale and Development Agreement between the City and the Mason City Foundation for construction of the Convention Center and Meredith Willson Museum, also by 5/18. Staff is working with the various parties to meet the contingency dates.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met on February 27 to consider two requests: 1) an application from Allen and Lois Awe for a loan of \$24,054.77 to renovate the exterior and resurface the parking lot at Pro's Sandwich Shop, 629 South Federal Avenue; and 2) an application from North End MP, LLC for a loan of \$30,000 to renovate 1335-1337 North Federal Avenue. The Committee recommended approval of both requests. The City Council approved both at the March 6 meeting.

Iowa Initiative for Sustainable Communities Projects: Staff is working on three projects with students from the University of Iowa College of Engineering: 1) a study of Mason City waterways, their recreation potential, and locations for canoe and kayak launch sites; 2) a plan for a private development on a bluff on the south side of the Winnebago River, at 4<sup>th</sup> Street NE; and 3) a "complete streets" project on Pennsylvania Avenue, from 4<sup>th</sup> Street NE south to Willow Creek. Each group is approaching their project as if they were consulting engineers doing the design for the project.

On February 28, a group of students in the UI College of Business Marketing Institute came to Mason City to study the North Federal Avenue commercial corridor and develop marketing studies for the North End Business District. There will be four groups, who will each develop a campaign to advertise the North End as a business destination. There will be a "Shark Tank" style presentation of each campaign to a group of judges (including me and a North End business owner), who will choose the winning campaign. This work will then be available for publishing on social, broadcast, and print media.

Developments: 1) The STEM addition to the NIACC Science Building/McAllister Hall is under construction. 2) Construction of the Spring Lake Townhomes, behind the new Hampton Inn and

Suites on Spring Lake, has commenced; footings have been finished for two of the three buildings. 3) The new Mercy Medical Center – North Iowa Behavioral Health Unit has begun construction. 4) Bergland & Cram, owners of the Lapiner Building at 115 South Delaware Avenue, have moved into the first floor of their building (other than the areas occupied by Domino's Pizza and Midas Muffler). The Downtown area benefits from adding this group of professionals to the Main Street Mason City district.

*Development Review Committee:* 2 meetings held in February: 2/20 and 2/27.

<b>DRC Activity</b>	<b>February, 2018</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	1	3
Concept plans reviewed/approved as a Minor Site Plan	0	0
Concept plans to be resubmitted as a Major Site Plan	1	3
<b>Total Concept Plans</b>	1	3
Major Site Plan Reviews Completed	0	0
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	0
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	1
<b>TOTAL ITEMS REVIEWED</b>	2	4

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

<b>Activity</b>	<b>February, 2018</b>	<b>YTD</b>
<b>Zoning Permits Issued:</b>		
Commercial, Principal Structure	0	1
Commercial, Accessory Structure	0	0
Residential, Principal Structure	0	1
Residential, Accessory Structure	1	2
Signs	6	10
Floodplain	0	0
<b>Encroachment Permits</b>	0	0
<b>Zoning Board of Adjustment Cases:</b>		
Appeal	0	0
Conditional Use Permit	0	0
Variance	0	0
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	0	0
Miscellaneous	0	0
Preliminary Plat	0	0
Site Plan Approval	0	0



Activity	February, 2018	YTD
Zoning Ordinance Text Amendment	0	0
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	0	0
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
<b>Zoning Violations</b>		
Reported	1	1
Unfounded	0	0
Founded-Resolved without citation	0	0
Citations	0	0
Open Cases (as of date of report)	5	N/A
Cases initiated by staff	0	0
<b>Zoning Inspections</b>		
Zoning – Case Request	1	1
Zoning – Violations	1	1
Zoning –Setback	1	1
Zoning - Final	1	1
<b>Permit Reviews</b>		
Zoning Reviews Completed	14	32
Floodplain Reviews Completed	13	31

## **BUILDING INSPECTIONS DIVISION**

*Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Permits	February, 2018		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	8	\$ 3,963,091.07	21	\$5,155,180.47
Minor Building Permits	3	\$ 19,490.00	8	\$ 48,169.00
Electrical Permits	11		31	
Plumbing Permits	4		12	
Mechanical Permits	12		38	
Sign Permits	5	\$ 30,422.30	9	\$ 44,120.30
Demolition Permits	1	\$ 500.00	2	\$ 600.00
Structure Moving Permits	0	0	0	0
<b>Inspections</b>	<b>February, 2018</b>		<b>YTD</b>	
Number of inspections	102		222	

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Permits by Type</b>	<b>New Construction</b>	<b>Addition/ Remodel</b>	<b>New Construction</b>	<b>Addition/ Remodel</b>
Residential: 1 and 2 family	0	7	0	18
Multi-residential	0	0	0	0
Commercial	0	4	0	10
Industrial	0	0	1	0
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	6	0	11
<b>Fees Collected</b>	<b>February, 2018</b>		<b>YTD</b>	
	\$ 12,993.26		\$22,843.54	

### **CODE ENFORCEMENT DIVISION**

*Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>February, 2018</b>	<b>YTD</b>
<b>Case Request Sources</b>		
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	99	260
Staff Initiated	69	205
Non-Staff Initiated (total):	30	55
Response to Complaint	9	16
Anonymous Complaint	7	17
SeeClickFix	14	22
<b>Case Request Disposition</b>		
Founded Case Requests	99	260
Citations Issued	0	0
Cases to Court	0	0
Unfounded Case Requests	0	0
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	0	0
Dangerous Building	4	6
Abandoned Vehicle	0	1
Tree/Shrub Maintenance	2	2
Garbage	20	37
Inoperable Vehicle	4	10
Junk, Rubbish or Refuse	15	64
Other	45	127
Writ of Removal	4	7
Information Request	5	6
Snow Removal/Weeds & Tall Grass	134	247

<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.



*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>February, 2018</b>	<b>YTD</b>
Initial Inspections	19	322
Reinspections	61	391
5 yr. Inspections	101	1,170
Complaint Inspections	7	182
Unregistered Unit Complaint	0	3
Inspections cancelled by Landlord	14	265
Inspection cancelled by Inspector	0	36
Failed inspections	19	261
Passed Inspections	59	890
No Shows	31	254
<b>Total # of Inspections</b>	<b>127</b>	<b>1,799</b>
Rental Dwelling Certificates Issued	26	583
New Landlord License Issued	0	48
Units White Tagged	1	48

## **TRANSIT AND SAFETY**

### *Transit*

During the month of February, Mason City Public Transit provided 14,080 rides on our Fixed Route; which averages to be 704 rides per day.

Mason City Public Transit also received all 5 new buses that were ordered and are putting the finishing touches on them. They should be ready for the road in early March.

### *Safety*

During the month of February, the Safety Department conducted CPR/First Aid & AED training for First Responders. This training is essential in keeping employees safe in the event of an emergency.

The Safety Department has also been busy training new employees for various departments within the City.

## **ANIMAL CONTROL**

<b>FEBRUARY</b>		<b>2018</b>	<b>YTD</b>
<b>ANIMAL CALLS FOR SERVICE</b>			
<b>HOURS</b>		<b>TOTAL</b>	<b>YTD</b>
700	800	=	5
800	900	=	7
900	1000	=	8

1000	1100	=	4	15
1100	1200	=	8	13
1200	1300	=	6	15
1300	1400	=	3	7
1400	1500	=	6	10
1st shift sub total			<b>39</b>	80
1500	1600	=	4	14
1600	1700	=	5	9
1700	1800	=	1	8
1800	1900	=	3	8
1900	2000	=	0	4
2000	2100	=	2	4
2100	2200	=	0	4
2200	2300	=	2	3
2nd shift sub total			<b>17</b>	0
2300	2359	=	0	2
0	700	=	4	6
3rd shift sub total			<b>4</b>	8
<b>TOTAL for Month</b>			<b>60</b>	142
<b>ARRESTS</b>				
Animal				
Sanitation				0
Chase/bite nuisance violation				3
Cruelty/Welfare of Animal				0
Vicious Animal				0
Disturbing the Peace				0
No Rabies Vaccination				5
No City License (approx)				2
Animal At Large			1	1
<b>Total People Arrested</b>			<b>1</b>	11
Animal Bites			3	8
Wild animal calls			3	7
<b>Pickup slips animal count</b>			<b>41</b>	<b>101</b>

# Elmwood-St. Joseph Cemetery

Reported by Randy Opheim, Cemetery Manager

## **Burial Services**

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
February	13	76%	4	24%	17
Year to Date	44	49%	46	51%	90

Burials in February were well above projections. Traditional burials were above projected and cremation burials were above projected for the year.

## **Sales**

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
February	11	0	11
Year to Date	35	6	41

Lot sales were well above projections and niche sales were as projected for the month. Lot sales are above and niche sales are equal to the year to date projections.

**Administration** – Office staff were busy with coordinating an increased number of burials. Bids were taken on the new columbarium and awarded to Mason City Monument. The Meredith Willson family lot improvements began with the removal of the large dying maple tree. The State National Register Committee meeting was postponed which may delay the mausoleum restoration project. Verifying CIMS information with lot cards and linking pictures of markers to the system continued.

**Operations** – With an above average number of traditional burials, grounds staff were very busy thawing and digging graves along with snow and ice removal.

**Board of Trustees** – The Board of Trustees reviewed the board membership matrix in light of the retirement of Fred Fenchel as required by the City Code after 5 consecutive terms. Fred has served on the board for 25 years. An increase in service fees was approved. The installation of an above ground single mausoleum was approved.

# 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	2
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	0
▪ New Installation	0
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	0
▪ New Sidewalk/Approach	0
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	157
● Emergency Call-outs	4
● Emergency Call-out after hours	0
● 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	2
▪ Review contractor Traffic Control Plan	0
● Permit Review & Approval - City	
▪ Commercial Building	0
▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	0
▪ Moving	0
● Permit Fees collected	\$500.00
● Sanitary Sewer records drawn and scanned (GIS)	6
● Field Book updates (GIS)	0



**12th Street NW Bridge Over Willow Creek Replacement Project:**

Final plans were completed and submitted to the Iowa DOT Office of Contracts for comment. The project is scheduled for an April 17th letting. Property acquisition for right-of-way needs and temporary construction easements were approved at the February 20th meeting of the City Council. City Engineering Staff and WHKS are continuing to coordinate with private utilities that need to relocate in conjunction with this project.

**Union Pacific Railroad Quiet Zone:**

The Engineering Department conducted a preconstruction meeting with Mid-Continent Contracting (City contracted contractor) and Union Pacific Railroad representatives on February 22nd. Mid-Continent provided a schedule of work and gave notice to the Union Pacific Railroad that they intend to begin work on March 19th. Work is planned to begin at the 4th Street SW and 9th Street NW crossings. Following the removal of street pavement, at these two crossings, Mid-Continent will install Supplementary Safety Measures (SSMs) at the three remaining Quiet Zone crossings. Those three will be reopened to traffic when the associated work at each is complete. The three crossings are 15th Street SW, 6th Street SW and 1st Street NW.

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

Engineering Staff continued coordination efforts with the IDOT for the upcoming Highway 122 Reconstruction project scheduled to begin in the spring of 2018. A preconstruction meeting is scheduled for March 14th. Wicks Construction Inc. was earlier awarded the project as the prime contractor.

Alliant Energy and their contractors continued with the installation of the new underground electrical system; this work is expected to continue throughout the spring. City Engineering Staff continued locating city utilities and providing records as the work zones shift throughout the project area.

**Downtown Traffic Signal Replacement Project:**

City Engineering Staff met with Engineers from WHKS for review and discussion of the preliminary plans. Additional information requested by WHKS is currently being assembled by Engineering Department Staff. Additional information for base and traffic signal pole styles was requested from vendors. That information along with product specifications is expected to be provided soon.

**27th Street SW Street Paving and Utilities RISE Project:**

City Engineering Staff and the City's Grant Administrator continued working with neighboring owners for the acquisition of property needed to complete the project. City Engineering Staff continued working with the project consultant, SEH, on the assembly of the acquisition plats along South Pierce Avenue and at the intersection of South Pierce Avenue and 43rd Street SW.

**Hwy 122 and South Pierce Avenue Signal Project:**

Awaiting spring to finish the final remaining punch list items.

**2017 Street Rehabilitation Program:**

Awaiting spring to finish the final remaining punch list items.

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

Awaiting spring to complete the remaining paving and installation of signs.

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

Awaiting spring to complete the remaining paving and installation of signs.

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

- Engineering Staff continued with design and assembling of plans for the 2018 construction season. Draft plans for the annual Street Panel & Curb Replacement, Sidewalk Replacement and Pavement Marking Projects were completed. Final estimates are being computed as well as the drafting of the Notice to Bidders which is expected to be included in the March 20th City Council Packet.
- Engineering Staff continued coordination with the IDOT for the upcoming Highway U.S. 65/North Federal Avenue Rehabilitation Project which is scheduled for the 2018 construction season. A preconstruction meeting is scheduled for March 15th.
- A street survey was completed on South Eisenhower Avenue at the Canadian Pacific Railroad crossing. The survey indicated the need for replacement of a section of pavement adjacent to the crossing to minimize or eliminate the “bump” in the road that developed.
- The Engineering Department accepted the new city water main that was installed in conjunction with the development of the Orchard Glen Subdivision located off 12th Street NE. An Acceptance Letter was sent to the developer following the receipt of a Certification Letter from the developers Engineer.

### **Traffic Division:**

- Traffic Control
  - Sign work orders 9
  - Traffic Sign Orders 0
  - Streetlights
    - New Installation 0
    - Repair Request 3
    - Fixture Replacements 0
  - Traffic Signals
    - Respond to signal issue reports 21
    - Perform traffic signal repairs 8
  - Iowa One-Call locate reviews 186
  - Locate City-owned electrical utilities 1
  - Emergency Call-outs 1
  - 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.

- Downloaded traffic count data from the 4th Street SW & South Eisenhower Avenue intersection traffic cameras. Prepared and provided a spread sheet report for the City Engineer's review.
- Prepared a drawing of the signal timing plans for East State Street & Pennsylvania Avenue for U of I students. This is part of the 2018 IISC project.
- Checked siren controller and noted problems.

### **Water Supply Division:**

#### ○ Water Production

	<u>February</u>	<u>FY 2018</u>
• Total (gal)	98,552,000	1,033,873,000
• Daily Average (gal)	3,519,000	4,254,621
• Daily Maximum (gal)	3,892,000	6,342,000 *
• Daily Minimum (gal)	2,924,000	2,357,000**
	*Indicates Yearly High	
	**Indicates Yearly Low	

#### ○ Water Plant Maintenance and Repair

- Wash down EDR stacks and perform voltage checks
- Cleaned and recalibrated PH probe on Hypochlorite Generator
- Replaced the ventilation fan on #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 heater at Kentucky Tower building
- Rebuilt chemical line to Sodium Hypochlorite pump
- Replaced water heater
- Replaced the blower motor in the boiler
- Clean conductivity probes
- Rebuild 4-way valve on #2 EDR Train

#### ○ Customer Service

• Iowa One-Call locates	149
• Prepare and send service repair letters	20
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	3
• Correlate water main breaks and investigate for leaks	3
• Water Main shut down for repairs	2
• Water shut offs for non-payment	33
• Water shut for other	2
• Water service re-connects	18
• Assist with installation of Water Meters	6
• Repair Water Meters and collect reading	5

- Deliver Red or Tan Tag 22
- Update shut off data base and maps 167
- Water Service Permit/Inspection
  - Repair/Replace 2
  - New Installation 1
  - Disconnections 1

○ Meter Department

	<u>February</u>	<u>FY 2018</u>
• Meters Installed	124	509
▪ Industrial	0	0
▪ Commercial	3	14
▪ Residential	121	495
• Meters Repaired	0	12
• Contractor and Garden Meters Installed	0	6
• Meters Read	11,772	94,176
• Meters Ordered	11	627

<u>Meters Installed February 2018</u>			<u>Meters Ordered February 2018</u>		
5/8"	121		5/8"	0	
3/4"	1		3/4"	0	
1"	2		1"	0	
1 1/2"	3		1 1/2"	0	
2"	1		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	124		Total	0	
<u>Meter Inventory March 1, 2018</u>					
			5/8"	0	
5/8"	309		3/4"	0	
3/4"	9		1"	0	
1"	8		1 1/2"	0	
1 1/2"	4		2"	0	
2"	1		3"	0	
			4"	0	
Total	331		Total	0	

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

- Worked with contractor to pull Well #14 to resolve an issue with low flow. Low flow was caused due to a partially blocked suction inlet. This was performed under warranty.



- Continued working with filter supplier on plugging issues. (Supplier moved plant to new location and is having issues meeting demand. WTP is currently receiving a smaller micron filter which shortens the run time of the filter.)
- Submitted IDNR Reports
- Collected monthly water samples
- Collected daily water quality samples
- Continued monitoring scale deposits at discharge to river
- Continued to evaluate raw hardness and finish hardness for permit changes
- Monthly draw down on wells
- Calibrated chemical pumps
- Monthly Safety reports and inspections
- Continued to work with vendor on SCADA software update
- Snow removal at water plant and well sites

**Abbreviations:**

CIP	Clean-in-Place
WTP	Water Treatment Plant
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 February:

### Finance

Duties	February	Fiscal Year-to-Date
Prepare payable checks	485	12,032
Prepare receivable invoices	18	7,171
Prepare payroll checks	649	14,430
Certify invoices to County	-	415
Send letters to State Offset Collections	97	572
Record State Offset collections	\$ -	\$ 58,856.59
Sort Mail	5,800	94,325
Record ambulance receivables	156	3,500
Process utility payments	3,145	27,648

- Completed monthly payables
- Worked with vendors on payable issues
- Recorded end of month receipts
- Complete Ambulance direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for January
- Completed monthly ambulance deposits
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Prepared City Council memos for meetings
- Attended City Council meetings
- Finalized FY 19 budget
- Start working on preliminary FY 18 Comprehensive Annual Financial Report
- Continue Interim City Administrator duties

### Utility Collections

Duties	February	Fiscal Year-to-Date
Record ACH activities	26	797
Prepare Utility adjustments	60	1,295
Estimate billings		-
Issue utility bills	10,433	221,386
Answer phone calls	937	16,548
Respond to voicemail	307	4,755
Complete utility service orders	50	4,713
Complete landlord tasks	50	960
Issue shutoff notices	443	9,451
Process customer paid utility bills	5,468	126,951
Process customer deposits	446	9,153
Replace meters	119	1,723
Complete monthly sales tax report/hours	3.00	63.50

### Information Systems Coordinator

- Get with state to install Tracs on tablets for PD
- Update FD laptop for their key lock system
- Install computer in Car 10 at PD
- Finish tablets for PD
- Get with GIS to work on Water Treatment databases
- Remove former user from Housing email
- Contact Housing software tech about scheduled task issues
- Look for emails in spam filter for Engineering user
- Test DVR units in squad cars with different IP address
- Get with Jamie S at PD about WiFi information
- Search through spam filter for Finance user
- Look at reprograming tablet buttons for PD
- Call FD about lock view software issues
- Install new RMS and mobile software on squads at PD
- Check on printer status for Rec Department
- Copy GIS install files to remote servers
- Fix buttons on tablets in Cars 6 and 10
- Fix Granicus issues for Tom Thoma
- Install new RMS and mobile software on investigator and SRO tablets
- Show GIS Analyst how to remote in and take snap shots of menus prior to GIS update

- Help Steven V set up email on his new phone
- Get revised PO to HP for Rec Printer order
- Set up users for Animal Shelter
- Get a quote for PDF converter for PD
- Fix issues with Dave Studer's laptop
- Call Motoral Tech for PD
- Double check tablet button settings for PD
- Try to get old photos off of BNS tablet
- Set up new BNS tablet
- Help GIS Analyst trouble shoot addins
- Look at email issues for YTF user
- Get new Admin set up for third floor
- Take install files to Cemetery and download on server
- Work with GIS to move and permanently fix Water Customer service database
- Install fonts on Steven V's computer
- Call L-3 about vehicle viewer issue
- Get emails out of quarantine for Council Member
- Check permissions on folder for Steven V
- Add new admin to third floor conference room folder
- Get with GIS to start updating ArcView software
- Check with Tricia about adobe and flash issues
- Look for missing emails for Logan W
- Look at printer in Car 4
- Get with FD about tablet equipment
- Get with RSM about PD RMS and mobile connections from cars
- Fix RMS in Car 6
- Restore files for FD user
- Look at Rec Department printer issues
- Install new printer for Rec Department
- Call Central Stores about supplies for new Rec Department printer
- Check with PD Lieutenant about why he can't log into new RMS system
- Check for missing emails for Angela D
- Look for emails for Animal Shelter
- Reset user password for YTF
- Reset password for user account at Cemetery
- Create print shortcut for Water Billing user
- Configure new hotspot for FD ambulance
- Take tablet to FD
- Get quotes for projector for museum
- Check with Tracs and County for transmit issues with new RMS
- Get contacts to new admin assistant on third floor
- Reconfigure scan folder for new admin assistant
- Look at scanner in Car 3
- Clean up former users in AD
- Get next smart phone for FD programmed
- Get a printer quote for Finance



- Configure GPS on new tablets for PD
- Look at issues with Finance servers
- Get with Dave Johnson about costs for new cell devices
- Get RSM working with Water Rec about comms from 15<sup>th</sup> Street lift station
- Order printer for Finance
- Get a quote for more netmotion licenses
- Program all Squads for GPS configuration

## **GIS Department**

### **Cemetery**

- Download updated ArcGIS software and toolbar Add ins to staff computers
- Troubleshoot toolbar for CIM

### **Development Services**

- Download updated ArcGIS software and toolbar Add ins to staff computers
- Discuss mapping updates for a grant proposal
- Create map for Moonlight bike ride route
- Check on parcel data drawing error
- Troubleshoot and update projects for staff
- Complete map for grant proposal
- Update map for grant
- Fix security privileges on some GIS folders
- Create bi-monthly Parcel data CSV file
- Troubleshoot County Data layer not drawing properly
- Email map changes for Grant proposal

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

- Download updated ArcGIS software and toolbar Add ins to staff computers
- Troubleshoot point location search
- Download and update GPS points to ArcMap shapefile
- Copy database and change editing source database location
- Work on Access database updates, merging different databases, updating GIS layers by linking data
- Create new maps based on merged and linked databases
- Download and update GPS points to ArcMap shapefile
- Transfer annotation data between layers for ArcMap project
- Discuss changes to map project, adding layers and data
- Troubleshoot and show staff how to label
- Discuss updates needed to parcel data in map projects
- Update map with new group layers and transfer data
- Update maps with new county server parcel data locations
- Locate shapefile to be added to map project
- Update drop down list for field attributes, create instruction list for staff
- Discuss updates to the access database, troubleshoot ArcMap questions
- Discuss adding ArcMap to staff computer and training on ArcMap and ArcReader

- Assist staff in making changes to project so it will load quicker

#### **Fire**

- Download updated ArcGIS software and toolbar Add ins to staff computers
- Discuss possible switch to new software for dispatch and record keeping, integration with Pre-plan maps
- Email and discuss meetings with software company for pre-plan data incorporation

#### **Finance**

- Download updated ArcGIS software and toolbar Add ins to staff computers

#### **Operations / Utilities/ Water Reclamation / Parks**

- Download updated ArcGIS software and toolbar Add ins to staff computers
- Create new maps based on merged and linked databases
- Transfer Maps and databases to a hard drive to update water trucks and water Recl
- Update ArcGIS software toolbars and discuss meeting

#### **Police**

- Create shapefiles of beat map and email for inclusion in CAD software program
- Update police beat map for incorporation to CAD software
- Download updated ArcGIS software and toolbar Add ins to staff computers
- Update ArcGIS project with imagery toolbars.

#### **General**

- County: discuss changes to file locations with new server
- Troubleshoot ArcGIS Add In tool
- Prepare for ArcGIS Software update
- Complete ArcMap Software and Toolbar updates for 15 staff
- Request pricing for additional ArcMap licenses
- Update GIS user and map database
- Update maps with database links from customer service water database
- Discuss and create map for City Administrator tour
- Test conflicts between Add In toolbars
- Continue county parcel data updates
- Create training map and training materials for ArcGIS updates, imagery software and toolbars
- Create quarterly parcel data layers
- Continue updating maps for City website
- Research access databases, joined files
- Create new orthoimagery grid map for 2017 imagery and notify GIS users

#### **March initiatives**

#### **Finance Department**

- Work on February 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 RCR project
- Finalize budgeting process for FY 19
- Attend meetings as Interim City Administrator

#### **Information Systems Coordinator**

- Finalize programming database for Water Billing Department and begin testing
- Look at the rack system at the Police Department for better organization
- Complete expansion of the Wireless Network for City owned devices
- Get new PD server set up
- Complete migration to new servers at Water Rec
- Get new computers configured and distributed
- Finish installs of new tablets for PD Cars

#### **GIS Department**

- Providing training and support for GIS users
- Provide maps (printed and digital) as requested
- Edit and Maintain GIS data
- Continue staying abreast of new and changing ArcGIS software options and updates
- Import GPS data and update map layers for engineering staff as needed
- Work on scheduled rotation of aerial, oblique, Lidar, and street level imagery
- Participate in County GIS meeting
- Participate in EOC meeting

# Fire Department

Reported by Doug Janssen, Interim Fire Chief



## Monthly Council Report

		FEB 2018	YTD
9-1-1 Calls/Emergency Calls			
	Fire	29	76
	EMS	326	685
Non-Emergency Calls			
	Fire	2	2
	EMS	101	196
Total Calls for Service (Fire & EMS)			
		458	959
Personnel Training Hours			
	On-Site	540	1,176.25
	Off-Site	112	144
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	98	230
	Existing Building Inspections	4	10
	Plan Review	7	17
	Fire Investigations	2	2
	Liquor/State License Inspections	8	13
Community Involvement			
	Public Tours of the Fire Station (Number)	0	0
	Public Fire Safety Appearances/Trainings (Number)	0	0
	EMS/Fire Student Ride-Along	8	14
	Training Hours	185.75	315.75
Overtime Hours			
	Fire	57.5	72
	EMS	359	704

**Overtime Analysis**

February overtime is slightly higher due to maintaining for staff being on sick leave. We also had a couple of major EMS calls out in the county that required our offshift to be called in to cover for staff and a report of a house fire required our 11 men offshift to be activated to maintain staffing requirements. In addition, our EMS training hours doubled this month due to more classes being scheduled for our two paramedic students/employees, but we expect this number to be lower next month.

**Significant Events**

House fire with no injuries at 1406 S Georgia Avenue.



# HEALTHY – Mason City Project

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Reported by Angie Determan, Coordinator

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## **Community Policy –**

- Active Living and Transportation Commission (A.L.T.-C) agenda prep and regular meetings,
- Water Feature work and meeting with Leadership North Iowa Chamber representative
- DRAFT: Mason City meet-up hosted on March 26, sponsored by PeopleForBikes
- SPIN DEVO Information & Recruitment Event – targeting active kids and bike education/Rules of the Road
- Trail Count meeting with City Engineer and Volunteer Service Coordinator, target dates week of June 18
- Discussions on trailhead signage, meeting scheduled for later in March on possible design
- Education Video meeting with Chamber for three additional videos on Rules of the Road and usage of the bike system
- Community Garden –continued interest in gardens, Willow Creek Garden is full
- Webinar: Opening Day of Trails

**Schools** – discussions with food director on summer feeding program

**Worksites** – electronic newsletter developed under Healthy Mason City, scheduled meeting with worksite on CSA promotion

## **Healthy Foods (Grocery/Restaurant) –**

- Participated in The Gathering promoting healthy food choices and local food system
- Visited with new restaurant owner

## **Engagement –**

- Facebook posts –or both HEALTHY – Mason City and MCVC
- KCMR interview on Active Living and Transportation Commission work
- Radio ads (sponsored by POET) featured Introduction to HEALTHY-Mason City, Dinner plate size, vegetables, healthy snacks
- Meeting on Moonlight Bike Ride scheduled for July 28. Facilitated creation of proposed route(s), meeting scheduled with MCPD
- Newsletter –HEALTHY- Mason City working to reinstate a monthly news blast
- City website updates – added Community Garden, Mason City Volunteer Center and Active Living & Transportation Commission pages
- HHT – conference call on engagement needs

## **Volunteer Center –**

- Radio program 1<sup>st</sup> & 3<sup>rd</sup> Mondays on KGLO – sponsored by Cerro Gordo County Community Foundation
- KCMR Volunteer Corner weekly segment sponsored by Mason City Motors/Brian Taylor – updates Feb. 12, 19, 26 & Mar. 5

- February Newsletters: Member organizations (34); 74 recipients and Volunteers (545) sent out week of February 26<sup>th</sup>. Here is a link to the February Volunteer Newsletter <https://us13.campaign-archive.com/?u=eecff029d344662caed667b9b&id=388e70a4bf>
- 117 volunteer opportunities currently active on website. Updates to website and edits for HEALTHY-Mason City
- 34 member organizations
- 5 new volunteer applications received since last report
- 7 Placements since last report –including (assisted in volunteer placement for Hawkeye Harvest Food Bank, North Iowa Youth Center, Music Man Square, Mason City Family YMCA, and Crisis Intervention Service)
- Member meetings: Lime Creek Nature Center, North Iowa Youth Center, Mercy Medical Center
- Volunteer meetings – multiple contacts with volunteers for placement
- Continued work on “Volunteer Appreciation Event 2018” – theme 2017 Community Impact!
- Webinars: VolunteerMatch Learning Center: Writing Accurate and Useful Volunteer Position Descriptions
- Communications on education webinar targeted for spring
- Volunteer Centers of Iowa quarterly meeting by webinar due to weather

**Other –**

- HEALTHIEST STATE INITIATIVE Community impact award along with \$5,000 monetary award
- Speaking Engagements: River City Kiwanis, Leadership NI (Commission member)
- Monthly meeting with interim administrator
- Weekly staff meetings

**Upcoming Dates:**

National Volunteer Week – April 15 – 21, 2018

Volunteer Recognition Day - April 20, 2018

Bike Month – May

Bike Share Launch – May 1<sup>st</sup> announcement at Council Meeting

May 3<sup>rd</sup> event

# 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	3	1	4
Development Services	11	16	27
Engineering	17		17
Finance	8		8
Fire	44	1	45
Human Resources	2		2
Library	14	2	16
Museum	5	2	7
Operations & Maintenance	60		60
Parks	6		6
Police	52	2	54
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	241	27	268

## Staffing

## Activity

Hiring Activity:

- Fire Chief (1 opening): On hold pending replacement of City Administrator.
- City Administrator (Admin): Background checks and Interviews conducted on 5 finalists and public Open House held. Pending decision by Council.
- Administrative Assistant (Dev Services): Internal promotion approved by Council and hired.
- Cashier (Finance): Civil Service test administered and list created. Interviews conducted.
- Office Manager (Museum): Recruitment underway.

	- Maintenance Worker (Parks): Job posted internally.
	- Transit Driver - Dev Services: Recruitment underway.
	- Fire Lieutenant (Fire): Promotional Civil Service list being created, testing scheduled early April.
	- Fire Captain (Fire): Promotional Civil Service list being created, testing scheduled early April.
	- Police Officer (Police): Existing candidates under review.
Positions Filled:	- Hired None during the month.
Turnover:	- 2 retirements (Police Officer and Museum Office Mgr); 1 resignation (Admin Asst Dev Svcs)
Seasonal Hiring:	- Conducted 2108 Seasonal Planning meetings with all affected departments. Began seasonal recruitment process.
Employee Orientations/exit interviews:	- 1 exit interview.
Civil Service Commission:	- 2 meeting held during the month.

## **Labor**

### **Relations/Legal**

### **Activity**

Grievance Activity:	- Fire: 4 open grievances. - Teamsters: No open grievances. - AFSCME: 3rd Step meeting held on 1 open grievance.
Labor Negotiations/Relations:	- None
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

## **Employee**

### **Involvement**

### **Activity**

Retirement Open House:	- Assisted in retirement open house for Police Officer Connor.
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## **Benefits**

### **Activity**

Employee benefit support:	- Ongoing support resolving employees benefit issues
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Open Record Requests	- Semi annual medical plan review conducted with Benefits Broker.
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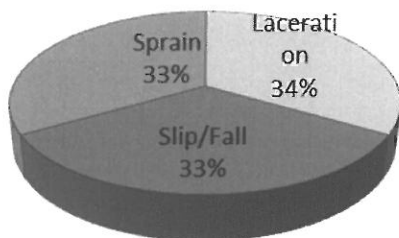
### Miscellaneous

### Activity

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Safety Training:	- HR Asst attended First Aid/CPR first responder training.
Open Record Requests	- Processed multiple open record requests from news media.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
United Way:	- Received Community Impact Team orientation training.
Professional/Community Support:	- Attended local HR Assoc. meeting

Safety Statistics	Month	2018 YTD	2017 YTD
# of Work Comp Cases	1	3	6
# of OSHA Injuries	1	3	6
# of Days Missed	9	53	6
# of Employees Off	0		

### YTD Medical Cases



### Feb Medical Cases



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: February 2018**

**Routine Activities:**

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

The two ice storms represented special challenges for the Museum staff. In order to keep the walks clear the staff spent countless hours clearing ice and preventing build up. A large storm on President's day did create a particularly difficult situation that was eventually removed. The Museum never uses salt on the special brick stamped driveway and uses special salt on the sidewalk. Increased cleaning of carpets occurred due to the increase of grit being tracked into the Museum.

The Museum's rock wall was hit in late January and the Director spent a fair amount of time reviewing video surveillance tapes and working with the Mason City Police Department to determine who did the damage. The incident was found on footage and the owner of the vehicle contacted. The Museum has successfully obtained insurance payment and contracted the rock wall to be repaired once spring occurs.

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

The Museum shows films during Films in February and Movies in March in order to enhance the lives of north Iowa residents. This year 6 films were shown. They were: The Eagle Huntress, Cezanne & I, I am Not Your Negro, Rebel in the Rye, Seed: The Untold Story, and Prison in Twelve Landscapes. The Museum raises funds to pay for these films, which cost anywhere from \$250 - \$350 to show due to licensing costs. This gives residents of North Iowa an opportunity to see independent films and documentaries that they would otherwise not see. Of course, since it is a movie, we serve free popcorn!

The topic for Lunch and Learn this month was a presentation about the process for the School Art Show by Mara Linskey Deegan. The Museum has good attendance for this event, averaging approximately 30 participants each time. In this presentation, our Curator explained the working relationship with area teachers, how artwork is selected, and how a show of this nature is hung in the galleries. These presentations give insight to the participants in what it is like to work in a Museum.

The Museum began also preparing for Spring Break Art Camp. This year's theme is the natural world and will feature a wide variety of artistic methods that the Museum will teach the students participating. The program is important not only for childcare opportunities but also for kids to have a safe place to go during the week and create something fun and creative.

**Special Events / Programs:**

Classes offered: Lunch 'n' Learn (25), Kids Club (2 Adult, 20 kids), Art Bugs (9 Adults, 8 kids), Handbuilding (3 Adults, 19 kids); A.M. Handbuilding (27 Adults); P.M. Throwing (20 Adults), Valentine Canvas (6 kids), Superheros (5 Kids).

Specialty Classes (like Boy Scouts): Prairie Ridge Outreach (70), Salvation Army Outreach (17), Manly Outreach (8), Docent Training (5 Adults), Rockwell Care Center (12 adults)  
Specialty Programming: Board Meeting (9 Adults); 16 volunteers.

Programs: Films (85 adults);  
Special Event : Board Meeting (9 adults).

**Outreach / Specialty Tours:**

Groups touring: Rockin' Tours (12 adults)  
Outreach locations: Prairie Ridge Outreach (70), Salvation Army Outreach (17), Manly Outreach (8), Rockwell Care Center (12 adults).

**Membership:**

320 members

**Attendance:**

Gallery / Open Studio / Shop: 380  
Programs: 85  
Outreach: 124 adults (includes volunteers & docent training)  
Tours: 12  
Rentals: Birthdays (43 adults, 35 kids), NIACC (55 Adults); Lions Club (12 adults); City Admin (50 adults)  
Classroom: (66 adults, 57 kids)  
Playground: (36 adults, 44 kids)

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

Reported by Bill Stangler, Operations & Maintenance Manager

### **Utility Division:**

Repair Type	Repair ID
Building Maintenance	(1 BUILDING MAINTENANCE)
General Maintenance	(1 General Maintenance)
Hydrant Repair	(7 Hydrant Repair)
Hydrant Repair (Paint)	(1 Hydrant Repair (PAINT))
Hydrant Repair (Thaw)	(2 Hydrant Repair (THAW))
Road Box Repair	(2 Road Box Repair)
Safety Training	(1 SAFETY TRAINING)
Sanitation	(1 SANITATION)
Snow Plowing	(5 SNOW PLOWING)
Water Main Repair	(1 Water Main Repair)
Water Service Tap	(1 Water Service Tap)

We had one water main break this past month in the 1800 block of South Wilson. When the weather allows we will go back and pour the concrete. We have 3 or 4 spots that need to be poured back from main breaks over the winter.

We did a live tap on a water main so a contractor could run a new service to a house.

The crew was also out plowing and hauling snow when needed.

We supplied a person to fill in at sanitation 1 day.

### **Internal Service Division:**

#### Mechanical

Service and repair 3 fire trucks and ambulances

Service and repair 2 Engineering Department vehicles

Service and repair 4 police cars



Repair and service 2 Sanitation trucks, brakes, etc.

Repair and service 16 Street Department vehicles

Service and repair 1 Water Rec. vehicle

Service and repair 2 Water Utilities vehicle

Service and repair 1 Water Supply vehicle

Service and repair Rec Department van

#### Electrical

Repair street light at 100 block of South Pennsylvania

Repair lights in basement at City Hall

Repair outlet at Water Reclamation

Repair outlets at Park Department

Repair traffic signal at 19th and S. Federal

Repair street lights at 19th and S. Pierce

Repair lights at Southbridge Mall main lot

Repair building lighting at Water Reclamation

Repair street light at 12<sup>th</sup> and N. Benjamin

Repair emergency light at Water Reclamation

Repair traffic lights at 19th and S. Taft and S. Monroe

Repair street lights at 800 block of S. Federal

Repair street lights at 1<sup>st</sup> and Pennsylvania parking lot

Repair street light at 200 block N. Pennsylvania

Repair lights in break room at Park Department

Repaired lighting in the Sanitation Department

Repair outlet on 2<sup>nd</sup> floor break room at City Hall

Repair parking lot lights at Police Department

Repair parking lot lights at Animal Shelter

Repair parking lot lights at the Police Department

### **Wastewater Division:**

As reported by William Stangler, Operation and Maintenance Manager  
Routine Activities for the month:      **February      2018**

#### **Division: Wastewater**

- Wastewater treatment:

Monthly Total:	127.75	million gallons
Daily Average:	4.563	million gallons per day
Daily Maximum:	6.542	million gallons per day
Sludge processed	1.69	million gallons

#### **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- responded to 4 sewer calls

#### **Laboratory/Pretreatment Activities:**

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Completed and sent the Pretreatment annual report
- Performed laboratory analysis on plant samples

#### **Treatment Plant Activities:**

- Removed snow from plant and dog kennel
- Started to install new aeration blower
- Did monthly inspections
- Conducted rounds of the plant every four hours
- Worked on UV system to get it ready to be reinstalled for summer
- Ran thickener five days for sludge removal
- Changed oil in all small air compressors
- Repaired alum tank drive
- Cleaned heat exchangers

- Built racks in old thickener building for hose  
Did some special testing of the thickener wash water for the nutrient reduction
- study

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

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

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	310.42 tons	700.11 tons
Recycling collected	103,580 pounds	234,200 pounds
Yard waste collected (includes Christmas trees)	0 tons	0 tons
Large item number of stops	25	34
Materials collected:		
Large furniture	14	23
Small furniture	7	8
Tubs & toilets	0	0
Appliances & TVs	7	7
Electronics	0	0
Request for service calls	157	362

**Street Division:**

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch

Ice control and plow snow

Haul sand to re-supply stock

Trim ditches and remove stumps as needed

Trim trails for snow removal

Paint shops and clean shops

Repair signs as requested by Engineer's office

Trim trees 11 calls, remove trees, 25

Split wood for the campground for the 2018 season

Pick up dead deer

Clean up paint spillage on roadway

Remove ice along curb at Southbridge Mall old theater lot entrance

Remove ice build-up from intersections that don't drain and refreeze overnight at 15th St. NE, 15th Pl. NE and Hampshire and Rhode Island, also 25th and S. Washington

Clean storm intake at 7th and S. Penn that don't drain, need to inspect and rebuild in summer

Grind stumps from tree crew removals

**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

Make ice at the rinks

Snow removal downtown, bridges, parking lots, parks and trails

Split wood for the campground 2018 season

Trim trees in parks, trails and buyout lots as needed

Pick up and assemble Ardella Shannon memorial bench

Do playground safety checks and repairs



# Police Department

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Reported by Jeff Brinkley, Police Chief

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## Patrol

Total Calls For Service: February – 1,694; 2018 Total – 3,544

	CFS Type	Month Total	YTD Total
1	Traffic Contacts	370	727
2	Medical	208	442
3	Suspicion	133	241
4	Disorderly/Disturbance	120	257
5	Collision	108	244
6	Welfare Check	65	134
7	Animal	59	139
8	Alarm	54	119
9	Theft	51	110
10	Parking	44	97

Patrol Shift	Hours	CFS Total
1 <sup>st</sup> Detail	7 a.m. – 3 p.m.	684
2 <sup>nd</sup> Detail	3 p.m. – 11 p.m.	726
3 <sup>rd</sup> Detail	11 p.m. – 7 a.m.	284
<b>Total</b>		<b>1,694</b>

1<sup>st</sup> Detail charged a male with robbery after a shoplifting incident in late-February at a local retailer where store employees were assaulted. Officers spent several hours with the male at Mercy following the incident. Lt. Stearns provided in-service training to a local company on responding to an active shooting. Over 100 employees attended the training at NIACC.

2<sup>nd</sup> Detail spent some directed enforcement time this month on dark windows and using the tint meter. We sent the MRAP to Cresco to assist the Iowa State Patrol with a standoff. Several shift officers attended computer training at the Iowa Police Officer Association Annual Conference at Camp Dodge. Shift supervisors provided briefing training on handcuffing, noise ordinance, and our mission statement. Uniform and weapons inspections were also completed.

3<sup>rd</sup> Detail assisted the Cerro Gordo County Sheriff's Office with a pursuit that resulted in the arrest of a suspect who had been involved in a pursuit with MCPD in January. We also completed pursuit policy review. Shift officers assisted the Criminal Investigation Division with an ongoing case. That extra surveillance support resulted in officers recovering two stolen snowmobiles.

### **Criminal Investigations**

CID completed the investigation into a local massage business, charging an employee with prostitution. The employee was wanted for prostitution in another county for a similar case. The massage business is now closed. We also charged an employee for embezzling from their employer. That case is charged and awaiting trial.

We continue to make good use of technology tools in many of our criminal investigations. That technology allows us to save overtime hours by alerting staff to incidents that are in-progress.

We spent some time working with the Mason City Community School District this month on a couple of cases where threats were made toward students and/or staff. We continue to have a great working relationship with MCCSD and we are looking for ways to continue to respond better to these incidents in the future.

We received a grant from First Citizens Bank in the amount of \$1,500 towards our soft interview room. We hope to continue toward finishing this project in the near future.

### **Administration**

Officer Charlie Connor retired in February. We are preparing to make a conditional offer of employment to an eligible candidate on our hiring list. We have two officers who are progressing through their Field Training programs and one who is currently in basic training at the Iowa Law Enforcement Academy.

Much staff time has been involved in the final preparations as we prepare to Go-Live with Zuercher Technology software in March. This will replace our current LETG system that we share with Clear Lake Police and the Cerro Gordo County Sheriff.

Staff attended a Strategic Planning meeting in Washington D.C. for our Mental Health Planning Grant. We are progressing as planned in the grant process and are continuing to meet with our local stakeholders during this process.

Monthly meetings attended by administration included: Seniors and Law Enforcement Together (SALT); Cerro Gordo County Juvenile Drug Court, Cerro Gordo County Drug Court, North Iowa Crimestoppers, Mason City Youth Task Force Executive Team, Mason City College Access Network, North Central Iowa Narcotics Task Force, Cerro Gordo County Emergency Management Operations, and the Cerro Gordo County 911 Board.

In-service training in February included the first in a series of training on Bias Awareness. The instructors are from Iowa State University and we are bringing a multi-session approach to this block of instruction over the next couple of years. We also completed Traffic Incident Management training with Mason City Fire Department and several other first responder organizations.

<b>MCPD Social Media</b>	<b>Jan 2018</b>	<b>Feb 2018</b>	<b>Difference</b>
Facebook	4,899	4,964	+65
Twitter	1,595	1,614	+19

## Public Library

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Reported by Mary Markwalter, Library Director

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Pre-Order Geraniums forms are being accepted now by the Friends of the Library. Pre-Orders will be accepted until March 30.

Mason City Public Library provided 756000 services units to the public in FY2017 and logged more than 2200 volunteer hours at the library. The library is open 60 hours per week with 14 full time staff members, 2 part-time staff members and the library contracts with a cleaning service to supplement the library full time maintenance staff of one person.

The Library Director raised private funds this past year to purchase 12 new super heavy duty tables for the Mason City Room. These tables are moved weekly and the tables that were replaced were unstable and dangerous. The Library Director raised private funds to replace 3 photocopiers that are 10 years old and need to be updated. The public requests scanning services frequently and the new photocopiers will have this ability.

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

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Reported by Brian Pauly, Recreation Superintendent

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## Recreation Monthly Activities:

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

## Daily Participation Rates:

Monday	1,583
Tuesday	1,616
Wednesday	1,793
Thursday	1,613
Friday	187
Saturday	1,698

Total People Served in 2018 thru February: 66,842

Total People Served in 2017 thru February: 53,135

## Highland Park Golf Course Monthly Activities:

- Assisted the Parks Department
- Serviced the 1999 6700 fairway unit, oil, filters, grease, tire pressure etc.
- Put reels on the 1999 fairway unit set and adjust
- Fabricated 6 reels to raise above the ground in transport
- Serviced the 2008 6700 fairway unit, oil, filters, grease, tire pressure etc.
- Put reels on the 2008 fairway unit set and adjust
- Washed and waxed 2008 fairway mower
- Brought in both of the greens mowers
- Changed the oil and filters on both greens mowers
- Washed and waxed both the greens mowers
- Changed the oil, plugs, and filters on the Toro workman

- Ran a diagnose with the Toro workman and repaired
- Ordered coupler parts on drive shaft and installed them
- Serviced 4052 John Deere loader tractor
- Cleaned the interior cab
- Washed and waxed 4052 John Deere Tractor
- Started to tear down 1993 Cushman carburetor and order parts
- Washed the 2012 Cushman utility vehicle
- Serviced the 2012 Cushman oil, filters, and spark plugs
- Washed 2016 Cushman utility vehicle
- Serviced 2016 Cushman oil, filters, and spark plugs
- Waxed both Cushman utility vehicles
- Serviced the Kubota mower and blower
- Washed and waxed Kubota
- Inspected and adjusted Kubota blower
- Washed 1997 Toro grounds master
- Removed transmission and replaced drive gear in 1997 Toro grounds mower
- Replaced micro switch on transmission and made adjustment in 1997 Toro grounds mower
- Reassembled transmission put back in and test in 1997 Toro grounds mower
- Set all valve clearances on motor of 1997 Toro grounds mower
- Remove injectors on 1997 Toro grounds mower and clean and put back
- Adjust fuel shutoff on motor on 1997 Toro grounds mower
- Change oil and filters in 1997 Toro grounds mower
- Weld seat carriage on 1997 Toro grounds mower
- Ordered cups and flags and accessories

#### Recreation Special Activities/Accomplishments:

- Finalized the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds
- Continue working with the I JAG Class
- Assisted in answering a number of questions to help the City of Nora Springs Aquatic Center
- Brainstormed ideas for new items for the Camp Grounds store for resale
- Recruited an intern for the Recreation and Golf Department
- Started preparation for a city wide track meet
- Started preparation for Easter Egg Hunt
- Started preparation for Earth Day
- Budget process and changes
- Worked with the North Iowa Band Festival Committee
- Held a discussion with the Mason City Youth Little League on future partnership
- Held an internal study on the department operations
- Renew the beer license for Frederick Hanford Park

#### Highland Park Golf Course Special Activities/Accomplishment:

- Created the 2018 score card
- Sold score card advertising



- Renew the beer and liquor license for Highland Park Club House

Recreation Work to Be Completed in Coming Month:

- Run Adult Basketball
- Run Adult Volleyball
- Run Before and Afterschool Care
- Run Preschool Sports
- Run Tiny Tot Basketball
- Run Youth Tumbling
- Prepare for Youth Soccer
- Find Youth Sponsor for Spring and Summer Sports
- Continue to work on Phase 2 for Ray Rorick Soccer Complex

Highland Park Golf Course Work to Done in Coming Month:

- Inspect and service 2012 progressive mower
- Continue work on 1993 Cushman
- Service rest of carts and tractors
- Prepare for opening of the season
- Make cart path signage
- Service 12 foot rough mower
- Clean up and prepare for opening
- Opening the Club House March 15<sup>th</sup> for Season Pass Sales
- Assist the Recreation Department in staff storage

# Volunteer Program

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Reported by Drew Verstegen, Volunteer Program Coordinator

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## Routine Activities for the Month:

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

## Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Earth Day	Committee/Event Staff	28
Total		28
Miscellaneous Projects	Housing Authority	24
	Miscellaneous	36
	Police Department	19.5
	Transit Tokens	18
Total		97.5
Tree Planting	Tree Planning	16
Total		16
Recreation Department	Basketball Games & Practice	230
Total		230
Friends of 457	Planning and recruiting	6
Total		6
Grand total		377.5

# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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*“Youth and adults working together to build a Healthy Community for Healthy Youth.”*

## YOUTH DEVELOPMENT

- Youth Task Force (YTF), with collaboration from North Iowa Community Action Organization, Prairie Ridge Integrated Behavioral Health Care, and CG County Department of Public Health, is presenting a professional development event which includes a film screen presentation of the movie, *Paper Tigers*. The event will be held at Music Man Square on Wednesday, March 21, from 6-8:30 p.m.

*Paper Tigers* is a film that intimately examines the inspiring promise of Trauma Informed Communities; a movement that is showing great promise in healing youth struggling with Adverse Childhood Experiences (ACES). Mason City Schools, along with NIACC’s Human Services Club and Education Dept. received first-priority invitations as space is limited due to the film screen presentation. Two weeks later, the invitation opportunity was extended to twelve area schools.

Youth Task Force implemented the registration process utilizing Survey Monkey and to date, 94 participants have registered (figure does not include partner staff-members). YTF, North Iowa Community Action Organization and CG County Dept. of Public Health will have tables displaying program information/updates and educational handouts. Prairie Ridge will set up a mock “teen bedroom” space to display, “In Plain Sight” (a substance abuse educational exhibit) for viewing immediately before or after the film. Popcorn bar, soft drinks, and water will contribute to the “movie” atmosphere – all donated.

YTF will gather post-surveys to gauge participant satisfaction and increased awareness that might impact participant’s interaction with youth.

### Youth Action Teams (YATs)

Currently, 39 high school students are involved in teams representing all three local high schools. The Youth Development Coordinator continues to meet with Youth Action Teams (YATs) twice each month (unless school calendar conflict) to work on Strategic Prevention Framework (SPF) – based projects of the students’ choosing. Teams are working on their projects.

The Newman Youth Action Team raised \$120 during a basketball game that will be used purchase wristbands to raise awareness against alcohol/substance abuse. The MC Alternative High School YAT is holding a bake sale on April 14, to help fund T-shirts to raise awareness against tobacco/nicotine use and marijuana. Coordinator is researching possibilities for additional activities teams might enjoy once projects are finished.



### **Positive Action**

The Positive Action Coordinator spends several days/week co-facilitating the second-semester Positive Action program curriculum to six sections of John Adams 7<sup>th</sup> grade students. She collected /processed 117 post-surveys during January, representing the first semester group. Three students were not present to complete surveys, which still left an outstanding 97.5% follow-up rate.

Second semester instruction began and is being presented to 141 additional students in six sections. Pre-surveys were collected from the 127 students present prior to lesson startup. (Fourteen students out to illness) Post-surveys will be completed at the end of the semester. This brings the school-year total to 262 students who might benefit from the presentation throughout the current school year. Our grant goal is 100 students – so we have an opportunity to make a difference in the perception of alcohol, tobacco, and marijuana use among middle-school youth and positively impact a much higher number of Mason City students under the program.

### **PREVENTION THROUGH MENTORING**

#### **Mentoring Advisory Board and Mentoring Programs**

- 2018-2019 United Way application submitted requesting continued support of the Mentoring Program. Majority of funding received through United Way covers salary time for the Clear Lake Outreach Coordinator.
- The One-On-One Mentoring Program Coordinator has been busy orienting 8 new mentors. The program will celebrate its 20<sup>th</sup> anniversary this spring. There continues to be a waiting list for children/youth referred to the program as the need outweighs volunteer mentor numbers.
- Newman High School students continue to provide the mentoring experience for their younger students (K-7<sup>th</sup>), currently 13 active matches.
- The Peer Mentoring Program is active at John Adams. Mason City Alternative High School students work with the students at John Adams Middle School, currently 6 matches. The Peer Mentoring Coordinator plans activities for group participation. Activities might encompass substance abuse prevention, good conduct, or fun & games.

### **SAMHSA Project AWARE**

#### **Youth Mental Health First Aid**

- Workshop Forecast: 5/25 Northwood-Kensett CSD  
5/30 Clear Lake CSD  
AUG Lake Mills CSD (date pending)  
AUG North Iowa CSD (date pending)  
Planning Conversations: Osage CSD, Charles City Community Schools, Forest City Community Schools, Riceville CSD
- Grant Year Three First Aiders trained to date: 121 - Goal is 300 for the grant year (ends September 30).
- Referrals to date (October 1, forward): 882 – 58.8% of Year Three Goal, 1,500 referrals

\*\*2/14/18 - Garner Hayfield Ventura School District: YMHFA Instructor, supported by YMHFA Coordinator, presented Adverse Childhood Experiences (ACEs) information not included in YMHFA workshop packets at the time of group's initial training (Aug. 2016, 85 first aiders trained). Three sessions were available for staff with attendance of 51. The instructor also provided an update on local mental health statistics.

#### **STAFF / OTHER**

- Request submitted to United Way for consideration of special funding donor-designated for mental health purposes: PRESCRIPTION DRUG ABUSE AND THE MENTAL HEALTH CONNECTION.
- YTF researching "phone app" development as a free, readily available resource tool targeted for teens. Intent is to ask YMHFA Instructors and Health & Safety Promise Team for content input.

#### **MARCH MEETING & EVENT SCHEDULE**

- 1- Partners For Children (P4C) Meeting
- 1- MC Alternative High School Youth Action Team Meeting
- 5 - SAMHSA Live Steam meeting
- 7 - City Dept. Head Meeting
- 7 - IDPH - Youth Substance Abuse Prevention Monthly Meeting
- 7 - Peer Mentoring, John Adams
- 7 - Staff Meeting
- 8 - NCHS Youth Action Team (YAT ) Meeting
- 8 - Child Abuse Prevention/Domestic Violence Meeting
- 12 - Meeting with Osage HS - YMHFA
- 13 - Tobacco Free CG County Meeting
- 21 - City Dept. Head Meeting
- 21 - Executive Meeting
- 21 - Staff Meeting
- 21 - Peer Mentoring - John Adams
- 21 - MC Alternative High School Youth Action Team Meeting
- 21 - *Paper Tigers* Event, Music Man Square
- 27 - NITT Leadership Discussion Hour: Project AWARE Grantees Implementing MHFA/YMHFA
- 28 - Peer Mentoring - John Adams
- 28 - Staff meeting
- 28 - MCHS Youth Action team
- 28 - Garner Education Center - Lunch and Learn