

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

June 2018

*(Issued July 13, 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,

I am pleased to present my first report to the council on the operations of the City. The departments have been working diligently to bring me up to speed with their projects, facilities and areas of concern while providing introductions to city staff. Over the last few weeks, I have met with all the departments and many organizations throughout the community. This initial period of getting acquainted will help me carry out my responsibilities by providing a better foundation of understanding.

The previous month was hectic with the increased demands upon city services due to flooding and the 4<sup>th</sup> of July holiday. Sanitation picked up a total of 220 tons of flood debris and an additional 1500 televisions and 300 large appliances were collected during the flood cleanup. The departments have quickly stepped up to assist in this recovery and the staff is looking into the specific issues experienced during flooding to limit damage in future flood events. Several areas of interest were identified for study and this information will be brought back to the City Council when the analysis is ready for consideration.

Fireworks continue to be an issue around the community during the weeks leading up to the 4<sup>th</sup> of July. The Police Department received 223 calls for service related to fireworks and the entirety of the community experienced individuals violating the time periods and dates for the discharge of fireworks. The Chief Brinkley mentioned several potential changes at the previous council meeting and a discussion regarding these potential changes will be forthcoming once the staff can provide more research on the issue. Communities across the state have sought to address these issues in different ways and, while some may have produced slightly better outcomes, the issue remains difficult to address.

The summer programs and events have been in full swing at the library and the parks. The library summer reading programs had 1212 youth registrants and 179 adult registrants. The recreation department increased total people served by over 30,000 in comparison to 2017 and the MacNider Campground has increased its total nights stayed by nearly 300 in comparison to 2017. The campground also was the site of the River City Steak Cook-Off Challenge which had great attendance and reviews by participants.

The slip lining project on Rhode Island hit another snag with a collapse during preparation of the pipe. This pipe has since been repaired and the project should now be able to be completed. The staff did an amazing job of addressing this issue and getting the fix in place for the subsequent slip lining.

As you already know, Mr. Anderson has elected to withdraw from consideration for the Fire Chief position. This truly came as a surprise, but I respect his decision. He has stated this is not due to any issue with the department or city staff, but is rather a personal decision he made. Unfortunately, this leaves the city in a difficult position considering the impending retirement of Interim Chief Janssen. The city is most likely going to need to reconvene the civil service commission to establish a new list for the hiring of a Fire Chief and I will keep you informed as this hiring continues to progress.

Sincerely,

Aaron Burnett  
City Administrator

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:**           **June 2018**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 6/1/2018 – 6/30/2018	24123.4 Gallons	300 Buses
Enplaned 710    Deplaned 743		

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

- Preparation of Board Packet Information, Agenda and Attendance at June 2018 Airport Commission Meeting
- Operations – Paint airfield markings, and prepare for FAA inspection
- Training new Airport Secretary Belinda

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

- Preparation of Board Packet Information, Agenda and Attendance at the July 2018 Airport Commission Meeting
- Preparing for annual FAA Certification Inspection in July
- Painting airfield markings



# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of June:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings and tracking all items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 38 Resolutions 3 Ordinance based on various requirements
- Upload data for 2 Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 21 Alcoholic Beverages Licenses and 33 Tobacco Licenses through the State of Iowa Alcoholic Beverages Division and when necessary completion of corresponding background checks, deeds/lease agreements, sketches, and Police and Fire Inspection Forms within time constraints
- Publication of required documents following the Council Meetings in conjunction with State requirements and distribution of proof of publications to appropriate parties
- Recording of required documents with the Cerro Gordo County Recorder and distribution of documents to appropriate parties including contractors and legal entities
- Filing of property damage claims with the City's Insurance Company including supporting documents
- Collection and issuance of \$1,330.00 in animal license fees and \$3,805.00 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: June, 2018**

Steven J. Van Steenhuyse, AICP, Director

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

Iowa Reinvestment District Program: Staff learned that the June 30 sunset date of the Reinvestment District Act did not affect the approval for funding granted to the City in February. Therefore, even though G8 is still awaiting a final financing decision, the project can have a later contingency date. We expect to go before the IEDA Board at their July 20 meeting, at which time we hope to have a positive financing decision. In addition, a revised lease document was sent to the owner of the mall for the Multi-Use Arena; we are awaiting a response.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee did not meet, as no new CoRL or DoRL applications were received. Staff approved the work at LaCoste Accounting, 2402 South Federal Avenue, and disbursed the \$30,000 loan on June 25.

Fireworks Sales Reviews: The Development Review Committee reviewed two fireworks sales permits in May and six in June. Three new outdoor sales locations (as opposed to last year) were reviewed: just east of the Petco Store at Willow Creek Crossing; the Shopko parking lot; and the North Federal Dollar General. According to the Fire Marshall, it appears that overall sales this year are down from last year. This is likely due to some of the novelty wearing off, as well as a larger pool of sales outlets compared to last year.

Developments: 1) The STEM addition to the NIACC Science Building/McAllister Hall is nearly complete. This building is an exciting addition to the NIACC campus. 2) Construction of the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake, has commenced; the buildings are now framed and exteriors are being applied. 3) The new Mercy Medical Center – North Iowa Behavioral Health Unit is framed and interior work has begun. 4) The Farm Credit/Farm Services building addition, at the northwest corner of 4<sup>th</sup> Street SW and South Eisenhower Avenue, has been framed, with interior work underway. 5) Arby's and Wendy's are in the midst of major interior remodeling, with complete exterior upgrades. Arby's is now open to the public, but Wendy's interior work is still underway. 6) The Las Palmas Restaurant is renovating the former Ruby Tuesday and will relocate to the new address later this summer. 7) The former Pasta Bella building at 1303 South Federal Avenue is being converted to a Laundromat.

*Development Review Committee:* 4 meetings held in June: 6/5, 6/12, 6/19, and 6/26.

<b>DRC Activity</b>	<b>June, 2018</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	5	22
Concept plans reviewed/approved as a Minor Site Plan	1	5
Concept plans to be resubmitted as a Major Site Plan	2	13
<b>Total Concept Plans</b>	3	18
Major Site Plan Reviews Completed	2	4
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	1	1
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	1
Other Reviews (structure moves, etc.)	6	19
<b>TOTAL ITEMS REVIEWED</b>	11	42

## **DIVISIONAL REPORTS**

### **PLANNING AND ZONING DIVISION**

<b>Activity</b>	<b>June, 2018</b>	<b>YTD</b>
<b>Zoning Permits Issued:</b>		
Commercial, Principal Structure	0	4
Commercial, Accessory Structure	0	0
Residential, Principal Structure	8	22
Residential, Accessory Structure	18	35
Signs	5	24
Floodplain	0	8
<b>Encroachment Permits</b>	1	4
<b>Zoning Board of Adjustment Cases:</b>		
Appeal	0	0
Conditional Use Permit	0	0
Special Exception	1	4
Variance	4	5
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	1	1
Miscellaneous	1	2
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	0
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	1	2
Lot Splits	0	1
Final Plat (not requiring P&Z review)	1	1



Activity	June, 2018	YTD
<b>Zoning Violations</b>		
Reported	8	16
Unfounded	0	1
Founded-Resolved without citation	0	4
Citations	0	0
Open Cases (as of date of report)	18	N/A
Cases initiated by staff	7	14
<b>Zoning Inspections</b>		
Zoning – Case Request	7	15
Zoning – Violations	1	2
Zoning – Setback	2	9
Zoning - Final	3	7
<b>Permit Reviews</b>		
Zoning Reviews Completed	42	174
Floodplain Reviews Completed	46	175

## **BUILDING INSPECTIONS DIVISION**

*Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Permits</b>	<b>June, 2018</b>		<b>YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	35	\$1,536,011.35	121	\$19,645,933.59
Minor Building Permits	26	\$ 210,084.00	87	\$ 683,585.25
Electrical Permits	23		101	
Plumbing Permits	3		34	
Mechanical Permits	5		62	
Sign Permits	5	\$19,233.00	23	\$ 119,095.30
Demolition Permits	3	\$ 9,757.00	12	\$ 25,912.00
Structure Moving Permits	0	0	1	\$ 500.00
<b>Inspections</b>	<b>June, 2018</b>		<b>YTD</b>	
Number of inspections	96		581	
<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	2	53	5	162
Multi-residential	0	0	1	0
Commercial	0	6	0	37
Industrial	0	0	1	2
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	8	0	36



<b>BUILDING INSPECTIONS PERMIT REPORT</b>		
<b>Fees Collected</b>	<b>June, 2018</b>	<b>YTD</b>
	\$ 16,294.79	\$ 106,106.94

### **CODE ENFORCEMENT DIVISION**

#### *Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>June, 2018</b>	<b>YTD</b>
<b>Case Request Sources</b>		
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	162	823
Staff Initiated	86	505
Non-Staff Initiated (total):	76	318
Response to Complaint	45	130
Anonymous Complaint	25	110
SeeClickFix	6	78
<b>Case Request Disposition</b>		
Founded Case Requests	162	823
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)	8	8
Dangerous Building	3	12
Abandoned Vehicle	4	8
Tree/Shrub Maintenance	2	10
Garbage	19	128
Inoperable Vehicle	12	39
Junk, Rubbish or Refuse	69	354
Other	21	212
Writ of Removal	6	26
Information Request	18	24
Snow Removal/Weeds & Tall Grass	67	675

#### *Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>June, 2018</b>	<b>YTD</b>
Initial Inspections	45	272
Reinspections	101	332
5 yr. Inspections	91	660
Complaint Inspections	27	91
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	17	105
Inspection cancelled by Inspector	2	2

<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>Rental Inspection Report</b>	<b>June, 2018</b>	<b>YTD</b>
Failed inspections	30	151
Passed Inspections	55	427
No Shows	20	157
<b>Total # of Inspections</b>	<b>147</b>	<b>906</b>
Rental Dwelling Certificates Issued	9	165
Units White Tagged	19	26

## TRANSIT AND SAFETY

### *Transit*

During the month of June, Mason City Public Transit provided 13,524 rides on its Fixed-Route; which averages to be 644 rides per day.

Mason City Public Transit also conducted transit facility assessments with the help of the Iowa DOT. This will allow us to better understand the condition of our facilities and the best practices to maintain them in the future.

### *Safety*

During the month of June, the Safety Department with the help of the VM Hoist & Crane conducted inspections of the various hoists owned and operated by the City of Mason City. These inspections are important to the longevity of the hoists and the safety of the employees that use them.

As always, the Safety Department has been busy training new and current employees for various departments within the City.

## ANIMAL CONTROL

<b>JUNE</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	=	15
1100	1200	=	13
1200	1300	=	15
1300	1400	=	7
1400	1500	=	10
1st shift sub total		<u>0</u>	<u>80</u>
1500	1600	=	4
1600	1700	=	5

JUNE		2018	YTD
ANIMAL CALLS FOR SERVICE			
HOURS		TOTAL	YTD
1700	1800	=	1
1800	1900	=	3
1900	2000	=	0
2000	2100	=	2
2100	2200	=	0
2200	2300	=	2
2nd shift sub total		0	0
2300	2359	=	2
0	700	=	6
3rd shift sub total		0	8
<b>TOTAL for Month</b>		<b>148</b>	<b>534</b>
<b>ARRESTS</b>			
Animal Sanitation			0
Chase/bite nuisance violation		1	5
Cruelty/Welfare of Animal			0
Vicious Animal			1
Disturbing the Peace			0
No Rabies Vaccination			5
No City License (approx)			3
Animal At Large			3
	<b>Total People Arrested</b>	<b>1</b>	17
Animal Bites			29
Wild animal calls			7
<b>Pickup slips animal count</b>		<b>113</b>	<b>376</b>
Dead animals			0
Animal Complaints			0
Stray animals			0



## **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>
June	1	7%	14	93%	15
Year to Date	57	45%	77	55%	134

Burials in June were much higher than projected. Traditional burials were as projected and cremation burials were well above projections for the year.

### **Sales**

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
June	5	0	5
Year to Date	64	8	72

Lot sales were slightly lower than projected and niche sales were lower than projected for the month. Lot sales are well above and niche sales are lower than projections for the year.

**Administration** – The Cemetery was notified of its listing on the National Register of Historic Places as a Historic District on June 7<sup>th</sup>. This will allow the Cemetery to request state funds for historic rehabilitation of our mausoleums. The dedication of the Meredith Willson monument restoration and lot enhancements was held on June 16<sup>th</sup>. The project was funded by the Questers and the Music Man Foundation in Los Angeles. A single above ground granite crypt is being installed by the Burgos family for their son Elliot.

**Operations** – The new columbarium was installed on the foundation. The new curbing, pavers and benches need to be done to complete the project. The storms and flooding caused more cleanup work for the grounds staff. The wet, hot weather made it difficult to keep up with the mowing.

**Board of Trustees** – The Memorial Day season was reviewed with good reports on flower, vase plot and niche sales. There were a couple of complaints about long grass in some of the older sections which was due to the wet, hot weather. The board approved the wage increases for non-bargaining staff and changes to the marker regulations for the Grandview cremation section.

# 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	9
• Storm Water Management Plan review & approval	1
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	3
▪ New Installation	6
▪ Disconnect	0
▪ Water – Commercial	
▪ New	0
▪ Repair	0
▪ Disconnect	0
▪ Water – Residential	
▪ New	7
▪ Repair	13
▪ Disconnect	0
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	10
▪ New Sidewalk/Approach	1
▪ Curb & Gutter	0
▪ Curb Cut	0
• Pedestrian Ramp survey & design	2
• Driveway Approach permit & inspection	0
• Iowa One-Call locates	607
• Emergency Call-outs	11
• Emergency Call-out after hours	1
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	0
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	6
▪ Moving/Oversized load	8
▪ Review contractor Traffic Control Plan	2
• Permit Review & Approval - City	
▪ Commercial Building	1
▪ Residential Building	1
▪ Demolition	1
▪ Remodel or Addition	0

▪ Moving	2
• Permit Fees collected	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

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

The bid and the award of contract with Henkel Construction were approved by City Council at the June 5th meeting. A preconstruction meeting was held on June 15th with WHKS, Henkel Construction and their subcontractors.

12th Street NW between North Taft Avenue south and north of 12th Street was closed on June 26th. Prior to the closure a detour was signed redirecting traffic at Taft Avenue, 4th Street SW (Highway 122) and Pierce Avenue.

The contractor began mobilizing equipment on-site and is currently waiting on private utilities companies to relocate. The utility relocations need to be completed before demolition of the existing bridge can begin. City Engineering Staff, WHKS and Henkel Construction continued coordination efforts with these private utilities owners.

City Engineering Staff and WHKS continued coordination efforts with private utilities that need to relocate in conjunction with this project. Permits have been issued for the relocation of a Cerro Gordo County fiber and a Mercy Hospital fiber. Mediacom has completed the relocation of their utility.

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

Engineering Staff attended weekly progress meetings with the Iowa Department of Transportation, Wicks Construction and their subcontractors.

Construction crews with Reilly Construction continued installing new storm sewer intakes and pipe, sanitary sewer manholes, water valves and fire hydrants at multiple locations along 5th Street. Several sections of existing water main have been relocated to avoid conflicts with new storm sewer structures that are being installed. Traffic between South Massachusetts Avenue and South Carolina Avenue is currently shifted to the outside lanes; this was done because of a sanitary sewer manhole replacement in the center of 5th Street SE west of South Carolina Avenue. Following the manhole replacement traffic will be shifted to the south side of 5th Street SE and crews will begin replacing the water main between South Connecticut Avenue and South Carolina Avenue, directional boring pits will be dug on the north side of 5th Street SE to bore water service lines to the houses on the south side. Wicks Construction will soon bring in the paving machine to begin the full depth paving of 5th Street. The first section to be paved is between South Federal Avenue and South Pennsylvania Avenue followed by the section between South Federal Avenue and South Adams Avenue. Once South Pennsylvania Avenue is opened South Federal Avenue between 5th and 6th Streets will be closed for reconstruction. A Federal Avenue detour will be put in place directing traffic to use 19th Street SW, South Monroe Avenue and 4th Street SW. Temporary traffic signals will be put in place at the intersection of 15th Street SW and South Monroe Avenue.



Alliant Energy continued with the installation of their new underground electrical system. CenturyLink and their subcontractor continued with the relocation of underground utilities. City Engineering and Water Supply Staff continue to be a constant assistant for locating city utilities and providing records as the work zones shift throughout the project area.

**Highway U.S.65/ North Federal Avenue Rehabilitation Project:**

Heartland Asphalt has temporally removed the traffic control and opened all lanes on North Federal Avenue with plans to resume work in mid-July. Work will continue on the construction of pedestrian ramps on the south end of the corridor. The new pedestrian ramps will be ADA compliant including the required detectable warming panels.

Following the completion of the pedestrian ramps, North Federal Avenue will be milled and overlaid with Hot Mix Asphalt, then new pavement markings will be placed. Finally, the traffic signals at 12th Street will be reconfigured to accommodate the four to three-lane conversion.

**Downtown Traffic Signal Replacement Project:**

The bid and the award of contract with K&W Electric Inc. were approved by City Council at the June 5th meeting. A preconstruction meeting is being scheduled for the 2nd or 3rd week in July with WHKS and the K&W Electric Inc.

**North End Lighting Improvements Project:**

The bid and the award of contract with K&W Electric Inc. were approved by City Council at the June 5th meeting. A preconstruction meeting will be held soon with SEH and the K&W Electric Inc.

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

The bid, award of contract and approval of contract and bonds with Wicks Construction Inc. were approved by City Council at the June 5th meeting. A preconstruction meeting was held on June 6th with City Engineering and Water Supply Departments, SEH, Wicks Construction and their subcontractors.

Site preparation and top soil removal began on the site immediately following the preconstruction meeting. Reilly Construction is hauling fill material to the site and ongoing compaction testing is being conducted. Previously unknown field tiles have been discovered and options to reroute or incorporate them into the new storm sewer system are being considered.

City Engineering Staff continued working with property owners on final documentation for acquisition of property needed to complete the project. Acquisition and easement agreements for the two final properties were approved by City Council at the June 5th meeting.

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

The final payment to Mid-Continent Contracting was approved by City Council at the June 5th meeting.

**2017 Street Rehabilitation Program:**

Awaiting contractor to finish remaining punch list items. The remaining items are being addressed.

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

The Canadian Pacific Railroad completed the installation of one rail crossing section at the South Taft Avenue railroad crossing; a second section needs to be installed by the railroad before Heartland Asphalt can place the remaining trail section adjacent to this crossing.

**Monroe Avenue Pedestrian Trail:**

Heartland Asphalt received their agreement from Union Pacific Railroad. Coordination with Heartland Asphalt is underway to complete the final trail crossing on South Monroe Avenue.

**2018 Street Panel & Curb Replacement Program:**

Mid-Continent Contracting continued work on the project, completing concrete street patches at several locations. Some of the areas where recent work has been completed are at the intersection of North Pierce Avenue and 9th Street NE, the intersection of South Pierce Avenue and 15th Street SW and at the intersection South Taft Avenue and the Frontage Road. The contractor is currently working on North Hoover Avenue north of 4th Street NW and on South Virginia Avenue north of 19th Street SE.

**2018 Sidewalk Program:**

Over twenty sidewalk repair waiver forms were returned to the City Engineering Department. Mid-Continent Contracting is replacing the damaged sidewalk as the signed waivers are returned. The sidewalk repair notification letters were delivered the first week of June. If there are “no response” properties, meaning the city has been contacted by the owner or no sidewalk repair permit has been requested by another contractor within 30-days, Mid-Continent Contracting will be assigned to complete the repair work at those “no response” properties.

**2018 Pavement Marking Program:**

Quality Striping finished placing the waterborne directional arrows, bike lane markings and parking lot striping. The long line pavement markings are planned to be placed the second week of July. Quality Striping will also be placing 26 epoxy shared bike lane symbols as part of this year’s project.

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

- Staff from the City Engineering Department and Iowa Department of Transportation met with Engineers from Synder and Associates to initiate the planning of an upcoming Traffic Engineering Assistance Program (TEAP) study that will be conducted this year along Highway 122 within the limits of South Monroe Avenue and Indianhead Drive.
- Engineering Staff continued coordination efforts with Alliant Energy on a gas main project along 19th Street SW. The project consists of new gas main installation on the south side of 19th Street SW between South Eisenhower Avenue and South Pierce Avenue along with new gas main on South Pierce Avenue extending from 19th Street SW north to 15th Street SW. Engineering Staff attended bi-weekly progress meetings

- with Alliant Energy and their contractor and continued providing locating services for city utilities as well as providing records as the work shift throughout the project area.
- Engineering Staff met with Alliant Energy regarding a gas main project that is expected to begin in mid-July. The project is along 2nd Street NE with limits between North Connecticut Avenue and North Delaware Avenue. As part of the project new gas main will also be placed on North Pennsylvania Avenue between 1st Street NE and 3rd Street NE.
- Engineering Staff spoke and/or met with citizens and property owners at several areas that experienced flooding following the heavy rain events in early June. Photos and other documentation were compiled and will be saved for use when considering future mitigation efforts.

#### **Traffic Division:**

- Traffic Control
  - Sign work orders 3
  - Traffic Sign Orders 0
    - Streetlights
      - New Installation 0
      - Repair Request 5
      - Fixture Replacements 0
  - Traffic Signals
    - Respond to signal issue reports 16
    - Perform traffic signal repairs 22
  - Iowa One-Call locate reviews 638
  - Locate City-owned electrical utilities 8
  - 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 and South Federal Avenue.
- Set up message board trailers for the Police Department Running with the Law event.
- Reviewed signage for bike and pedestrian Route 1.
- Worked with contractor to complete the installation of a new base to accommodate a solar powered beacon along North Pierce Avenue near Hoover School.
- Worked with contractor to install a new pedestrian push button and signal head system at 4th Street SW and South Pierce Avenue.
- Worked with contractor to install a new electrical meter pedestal at the 12th Street North traffic signals.
- Worked with contractor to install new video cable at 4th Street SW and South Pierce Avenue in preparation for a new video detection system.
- Responded to reports of damage to the traffic signals located in the intersection of 6th Street South and South Federal Avenue. Repaired damage caused by large turning vehicles in the Hwy 122 Reconstruction Project.



- Placed message board trailers along 12th Street NW, providing advanced notice to motorists of a pending street closure for the 12th Street NW Bridge over Willow Creek Replacement Project.
- Downloaded and assembled traffic count data from the cameras at 4th Street SW and South Eisenhower Avenue.
- Began preparing plans for replacement lighting west and north of City Hall.

#### **Water Supply Division:**

##### ○ Water Production

	<u>June</u>	<u>FY 2018</u>
• Total (gal)	187,944,000	1,601,177,000
• Daily Average (gal)	6,264,000	4,386,786
• Daily Maximum (gal)	7,206,000	7,206,000 *
• Daily Minimum (gal)	5,315,000	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 #4 EDR Train
- CIP #3 EDR Train
- Replace filters 8-10 day run time
- Service on-line analyzers
- Repaired water line on Hypo Chlorite Generator
- Repaired Sodium Hypo Chlorite storage tank (Plastic Weld repair)
- Clean conductivity probes

##### ○ Customer Service

• Iowa One-Call locates	604
• Prepare and send service repair letters	4
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	6
• Correlate water main breaks and investigate for leaks	5
• Hydrant flow testing	1
• Hydrant Flushing	3
• Water Main shut down for repairs	14
• Water shut offs for non-payment	5
• Water shut for other	8
• Water service re-connects	2
• Assist with installation of Water Meters	3
• Repair Water Meters and collect reading	1
• Deliver Red or Tan Tag	0
• Update shut off data base and maps	6
• Water Service Permit/Inspection	
▪ Repair/Replace	14

- New Installation 2
- Disconnections 2

○ Meter Department

	June	FY 2018
• Meters Installed	15	989
▪ Industrial	0	0
▪ Commercial	1	31
▪ Residential	14	958
• Meters Repaired	0	12
• Contractor and Garden Meters Installed	0	6
• Meters Read	11,772	141,264
• Meters Ordered	0	1,132

Meters Installed June 2018			Meters Ordered June 2018		
5/8"	13		5/8"	0	
3/4"	0		3/4"	0	
1"	2		1"	0	
1 1/2"	0		1 1/2"	0	
2"	0		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	15		Total	0	
Meter Inventory July 1, 2018					
5/8"	76		5/8"	0	
3/4"	12		3/4"	0	
1"	13		1"	0	
1 1/2"	1		1 1/2"	0	
2"	1		2"	0	
			3"	0	
			4"	0	
Total	103		Total	0	

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

- Purchased trailer to transport lawn tractor for mowing at out-lying sites
- Monitored water treatment plant for flooding issues (no issues were encountered during the recent heavy rain events)
- Completed the Water Quality Report and submitted it to be published in the Globe Gazette and to be certified with the Iowa DNR
- Well #14 was reinstalled following inspection and removal of an air line that had been drawn into the pump. The well will be tested and placed back into service in July

- Submitted IDNR Reports
- Clean ground rods on all 4 EDR Trains
- Clean vacuum relief valves on all 4 EDR Trains
- Calibrated Chemical Pumps
- Calibrated flow meters at all Well sites
- 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
- Monthly Safety reports and inspections
- Continued to work with vendor on SCADA software update
- Mowing 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 June:

#### Finance

Duties	June	Fiscal Year-to-Date
Prepare payable checks	600	14,327
Prepare receivable invoices	43	7,440
Prepare payroll checks	884	17,600
Certify invoices to County	38	490
Send letters to State Offset Collections	6	678
Record State Offset collections	\$ -	\$ 82,818.02
Sort Mail	6,700	122,025
Record ambulance receivables	178	4,267
Process utility payments	384	33,913

- 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 May
- 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 working on preliminary FY 18 Comprehensive Annual Financial Report
- Continue Interim City Administrator duties

## Utility Collections

Duties	June	Fiscal Year-to-Date
Record ACH activities	43	933
Prepare Utility adjustments	100	1,620
Estimate billings		-
Issue utility bills	10,499	261,958
Answer phone calls	1,252	20,799
Respond to voicemail	369	6,135
Complete utility service orders	100	5,263
Complete landlord tasks	75	1,235
Issue shutoff notices	403	11,143
Process customer paid utility bills	5,672	150,703
Process customer deposits	502	11,172
Replace meters	60	2,233
Complete monthly sales tax report/hours	3.00	76.50

## Information Systems Coordinator

- Complete rebuilding computer for Steven V.
- Get with Danielle about getting GIS settings restored on Steven V's computer.
- Send quotes for tables to Joe B at O and M.
- Get quote for Adobe Pro for Steven V.
- Contact Tech Support regarding Housing software issue.
- Finish rebuilding computer for Animal Shelter over weekend.
- Take new/rebuilt computer to Animal Shelter.
- Reboot main server at City Hall over weekend.
- Put IT Committee agenda together and send to members.
- Get new mini switch for Water Billing Department Metter Reading units.
- Make new cable for new switch for Water Billing.
- Get with RSM about failing ports on PD switch.
- Reinstall Adobe XI on Steven V's computer.
- Follow up on Adobe quote for 3<sup>rd</sup> floor City Hall.
- E-mail Jeff B about replacement server.
- Troubleshoot phone and computer connection issues for Investigator at PD.
- Conducted quarterly IT Committee meeting.
- Order tables for Joe B at O and M.
- Re-install local printer for Steven V.
- Replace printer for Rachael V on 3<sup>rd</sup> floor of City Hall.
- Get with Tech Support for Housing software again.
- Update IE for Jamie M at FD.
- Look for Email in the SPAM filter for Edith at Museum.
- Set up new user for Airport.

- Set up new user for FD.
- Help Pam S install battery backup for computer.
- Conference call with RSM and Webb Wireless about new year projects.
- Check on status for new servers for Water Treatment.
- Change the name of the new user at the Airport.
- Troubleshoot copier for Rec Department.
- Order servers for Water Treatment.
- Order travel power cable for Finance.
- Clean up flooding mess in basement of City Hall.
- Double check scan folder for user at FD.
- Add temporary user for HR.
- Install software for Steven V.
- Double check quarantine access for Penny at the Rec Department.
- Reinstall computer in Car 2 at the PD.
- Check on server quotes from CDW-G.
- Set up new user for Finance.
- Get with Novatime about the time clock issues.
- Check the switch port for the north computer in the south work room at PD.
- Rejoin computer at Rec Department to the domain.
- Get with Sybil at Animal Shelter about failed battery backup.
- Fix printer tray for Healthy Mason City.
- Finish cables for Task Force.
- Look at printing issues for Penny at Rec.
- Check monitor for Tricia S.
- Contact CDW-G about printers.
- Get invoices straightened out with O and M.
- Install Google Chrome and update IE on HR computer.
- Order hard drives for Task Force server.
- Remove former FD user.
- Remove former HR user.
- Set up Jennifer B in L-3 System.
- Set up new user for Water Treatment.
- Make changes to the FD Lieutenants group in AD for Doug J.
- Send out email to departments with older servers regarding replacement costs.
- Order servers for Water Treatment.
- Get with Danielle about FD tablets.
- Double check wireless connection at Task Force for GIS.
- Send deadline to HP for server quote.
- Add Sarah's email as an alias for Perry.
- Pick up laptop from PD and check hard drive.
- Install new hard drives for Task Force and start expansion process.
- Get server quote to Edith at Museum.
- Make restore disk for PD laptop.
- Verify that Kevin's ArcReader is updated while his is out of the office.
- Check printer at Animal Shelter for failure.
- Order new server for YTF.



- Try getting image for Task Force laptop from similar unit.
- Try to restore Task Force laptop from image.
- Get with Safety regarding training.
- Check switches at Water Rec for failure.
- Look at Time clock at Parks department.
- Look for emails for Rachael at Museum.
- Get FD tables updated with new GIS information.
- Order new hard drive for Task Force laptop.
- Check on invoices from Viking Computer Parts.
- Get iPad charged and configured for new City Admin.
- Work with Civic Systems to get Finance software updated.
- Program Key Card for new City Admin.
- Set up new user for Meter Reading.
- Get the SSL certificate for the email system renewed.
- Update the miView Point shortcut.
- Set up and program new City Admin phone.
- Close out FD user account.
- Fix Pat Gansen's printers.
- Get with new City Admin to finish configuring his Ipad.
- Install Office on server at Water Rec.

## **GIS Department**

### **Cemetery**

#### **Development Services**

- Export data and create CSV file for SmartGov
- Research county data error with connection
- Troubleshoot color match printing problems
- Meeting to discuss updates to Moonlight Bike ride updates
- Add parcel data to map
- Assist with extracting parcel data, joining to another table and exporting data
- Assist with displaying flood plain data in project
- Proof and print Transit map
- Update county server setting in map project
- Troubleshoot select by location problems – resolved – completed
- Update Moonlight Bike Ride map x2
- Update City Streets map, preview, and print large format
- Troubleshoot data display error & data export to dbf
- Add shapefile to geodatabase and verify attributes

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

- Download GPS points and update corresponding GIS layers x 15
- Investigate annotation parcel dimension question
- Research addressing questions from CG County
- Data request from engineering firm

- Discuss questions on road name from the county
- Create new point shapefile layer

## **Fire**

- Download maps to tablets x 7

## **Finance**

- Budget updates
- Work on maps for grant proposal
- IT meeting
- IT: answer calls for IT while out of the office for a week
- IT: Troubleshoot problem with computer at PD, hardware and network failure
- IT: reset password Youth Task force
- IT: request for Wifi password and more connections for task force
- IT: Rec Dept: troubleshoot computer not connecting to network
- IT: questions about updating access

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

- Provided data for updates to 2018 flood map, edit and update
- Download data to their Server, remotely add map project and connect data
- Update map projects with new layer as requested

## **Police**

- Update changes to police beat map layer, forward to the County
- Meeting with task force to discuss mapping needs
- Create 9 county map for task force, print large format
- Set up new user for Street level view imagery

## **General**

- Update City website maps
- Update road closure map from flood event
- EOC: discuss mapping needs with Emergency Management Coordinator
- Work on EOC map
- EOC: Respond to Flash Flood event, assist with mapping needs in the City
- EOC: update mapping layer and create new one for damage assessment, enter point data for damage reports
- EOC: discuss MC street map needs with CERT members
- EOC: create Mason City street map with indexing for CERT team
- EOC: Create new user for access to damage report mapping
- EOC: Complete edits for mapping from Flash Flood event
- EOC: Create new layers for 2018 flash flood from reported damage types
- Create new map project for 2018 flood with City data combined
- Published 2018 Flash Flood map project and notify departments
- Discuss quote from vendor for GIS – Water database merge
- Webex meeting with software vendor for Water utilities database and GIS merge.
- Research use of GIS data on Beacon website

- Work on draft memo software vendor comparison
- Create road closure map for City notification: FB, websites etc.

## **June initiatives**

### **Finance Department**

- Work on May 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
- Continue initial work on FY 18 CAFR
- Attend meetings as Interim City Administrator

### **Information Systems Coordinator**

- Finalize programming database for Water Billing Department and begin testing.
- Complete expansion of the Wireless Network for City owned devices.
- Work with Water Treatment on updating servers and computers with new SCADA system.
- Complete installation and data file move for new PD server.
- Get new servers configured for Water Treatment.
- Get new server configured for YTF.
- Order new server for Museum.
- Start the next phase of the firewall upgrades.

### **GIS Department**

- Providing training and support for GIS users
- Provide maps (printed and digital) as requested
- Edit and Maintain GIS data
- Continue staying informed of new and changing ArcGIS software 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

		June 2018	YTD
9-1-1 Calls/Emergency Calls			
	Fire	70	273
	EMS	356	2,062
Non-Emergency Calls			
	Fire	4	13
	EMS	86	538
Total Calls for Service (Fire & EMS)		516	2,886
Personnel Training Hours			
	On-Site	796.75	4,747.05
	Off-Site	32	480
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	126	804
	Existing Building Inspections	2	49
	Plan Reviews	10	74
	Fire Investigations	2	9
	Liquor/State License Inspections	23	81
Community Involvement			
	Public Tours of the Fire Station (Number)	1	8
	Public Fire Safety Appearances/Trainings (Number)	2	17
	EMS/Fire Students - Ride-Along	11	45
	Preceptor Training Hours	186	769
Overtime Hours			
	Fire	76.25	356.25
	EMS	446.25	2,277

### Overtime Analysis

MCFD continues to monitor overtime and hopes to have all battalions fully staffed by the end of August. We are currently taking application for the Civil Service Commission entrance examination for the full-time position of Firefighter, which consists of a physical ability and written examination. The test is scheduled for Saturday, July 21,

2018 9:00 am and we hope to have a good number of applicants to fill our vacancies. We are also in the process of hiring a Fire Chief and we anticipate to have this position filled by the end July.

### MCFD Promotions



Lt. Carl Ginapp – 1<sup>st</sup>  
Batt.



Lt. Aaron Beemer – 2<sup>nd</sup>  
Batt.



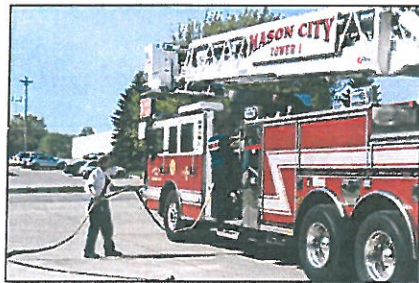
Lt. Randy Elsbernd –  
1<sup>st</sup> Batt.

MCFD would like to congratulate Lt. Carl Ginapp, Lt. Aaron Beemer and Lt. Randy Elsbernd on being promoted to the Lieutenant rank. Together these individuals have over 53 years of service with the Mason City Fire Department! Congratulations and thank you for service and dedication!!

### MCFD in Pictures



Anonymous donation of boots and  
helmet wood sculpture – Thank you!!



Hose Training



Rigs going on a fire call



2018 Band Festival



St. Ansgar visits MCFD



Hose testing



Ladder training



## 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	10		10
Fire	42		42
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	59		59
Parks	6		6
Police	51	1	52
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	240	25	265

Plus 134 Summer Seasonal employees

### Staffing

### Activity

Hiring Activity:	- Fire Chief (1 opening): Finalizing hiring decision.
	- Crossing Guard (Police): Job posted and recruitment underway.
	- Cashier (Finance): External candidate approved by Council and hired.
	- Heavy Equipment Opr (Street): Job bid internally & approved by Council.
	- Street Maint Worker (Street): Job bid internally pending approval by Council.
	- Transit Driver - 1 opening (Dev Services): Recruitment underway.



	<ul style="list-style-type: none"> <li>- Fire Lieutenant (Fire): Offers made and approved by Council for 3 internal promotions from the Civil Service list</li> </ul>
	<ul style="list-style-type: none"> <li>- Police Officer-2 openings (Police): Creating a new Civil Service list late summer.</li> </ul>
	<ul style="list-style-type: none"> <li>- Firefighter/EMT-2 openings (Fire): Creating a new Civil Service list.</li> </ul>
Positions Filled:	- Hired 5 Reg employees: Firefighter, Cashier, Airport Secretary, City Administrator, Transit Driver & 15 seasonal hires during the month.
Turnover:	- 2 Firefighters, Crossing Guard, Transit Driver, 3 seasonal employees
Seasonal Hiring:	- Have 134 seasonal employees & conducting additional interviews as needed.
Employee Orientations/exit interviews:	- Orientations for 45 full-time/part-time & 15 seasonal staff
Civil Service Commission:	- 1 meeting held during the month.

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

#### **Activity**

Grievance Activity:	<ul style="list-style-type: none"> <li>- Fire: 3 open grievances.</li> <li>- Teamsters: No open grievances.</li> <li>- AFSCME: No open grievances.</li> </ul>
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**

Wellness Activities:	- Planning Employee Recognition lunch & wellness survey for July.
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#### **Benefits**

#### **Activity**

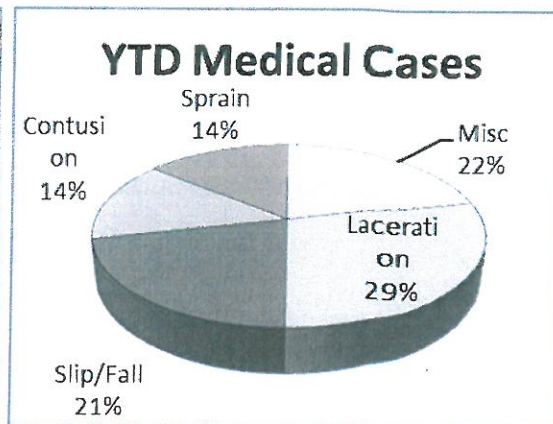
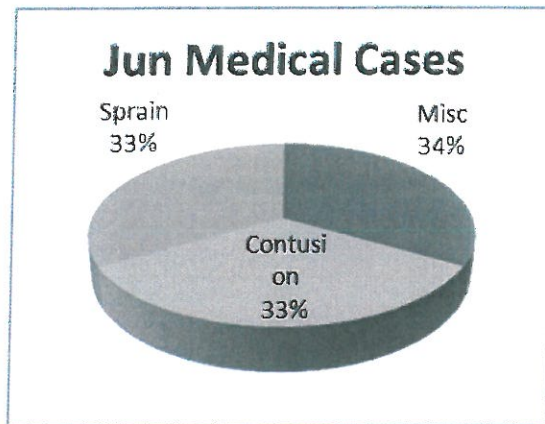
Employee benefit support:	- Ongoing support resolving employees benefit issues
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#### **Miscellaneous**

#### **Activity**

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Open Record Requests	- Worked on open record request.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.

Safety Statistics	Month	2018 YTD	2017 YTD
# of Work Comp Cases	3	14	13
# of OSHA Injuries	3	14	11
# of Days Missed	0	53	20
# of Employees Off	0		



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: June 2018**

**Routine Activities:**

In the month of June, the Museum completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparing for all the Museum classes, scheduling volunteers, hosting rentals of the Museum facility. Museum staff also kept the Museum in clean and working condition, 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.

Like most of our June months here at the Museum, we spent a lot of time preparing and hosting our annual MacNider Arts Festival. This community event started off with our yearly pancake breakfast served by the Mayor and City Council. Breakfast was enjoyed this year to the sounds of the Mason City Municipal Band. Afterward, kids roared their way to 10 different dinosaur activities all matching our theme of “Jurassic Art”. Over half of the activities were free to the children while the rest were low-cost, depending on the cost of materials. The outstanding outdoor Art Market was back again this year drawing 24 quality artists to sell their unique pieces. Live music set the tone of the day, as 3 bands entertained the crowd. Unfortunately, the day was abruptly cut short at 3:20pm by an intense, approaching storm and tornado warning, preventing one of the bands from performing. Visitors, vendors, volunteers, and staff were rushed to the Museum’s basement and first floor handicapped area to wait out the weather. Visitors were informed they had to either go to the basement or vacate the building due to the Museum’s tornado weather policy since we have no one to watch the art when taking shelter. Leftover food and drinks from the Festival were served while visitors waited out the back to back warnings. Once everyone emerged from the safety of the building, most of the museum’s tents were found mangled and 18 inches of water stood in the area between the Museum and Library. Overall, the staff’s swift and comforting reactions were commended by the basement goers for their response to the severe weather.

This month was busy for Building and Grounds, as the severe weather and rain hit the museum. Friday before Festival, a hole formed in the drywall ceiling of studio A. This was discovered to be caused by some roof drains that were newly clogged by debris due to high winds the night prior. Roof drains were cleaned and the problem was resolved. Ultimately, a small tear the size of a quarter, in a crescent shape, was found on the roof above the hallway outside the studio – where, there was wet carpet which is what led us to look upstairs. This was repaired promptly by



Midwest Roofing that afternoon. Again, the cause was puncture by flying debris. Also, the Chang gallery leaked due to the high winds and rain – this is not an uncommon problem, but was thought to have resolved itself in recent years. We are watching and monitoring to see if it will happen again. Not to mention, the Saturday of Festival held its own challenges. While visitors sought shelter in the museum during the tornado warnings, water came in the basement, but did not amass to anything serious once Jim unclogged the drain. Stranded visitors were moved to another part of the basement and compressed with other groups. The drain in the driveway of the museum filled with debris and flooded the driveway; however, the drain was able to empty once the debris was removed. Almost all of the museum's tents were destroyed and will need replacing. Finally, the Chang gallery roof did leak again, but has not done so since. We were quite lucky for such minor damage compared to other buildings in the area and recovered quickly with responsive roofers and maintenance.

Aside from our Festival excitement, the museum continued to host graduations and special events such as family reunions and showers every weekend bringing in revenue. Our Imagination Playground made appearances at Festival, Friday Night Live, and Cannonball Days throughout the month. The blue blocks continued to be enjoyed by youngsters at these community events and our front lawn throughout the summer.

In regards to our Art Programs and Traveling Exhibitions, the Lunch and Learn topic for the month was done by Chris White. Her topic was "Warm Glass Passion" as she explored glass creations with her audience. We wrapped up our Cerro Gordo Photo Show and prepared for another local art exhibit opening our Area Show 46 which highlights a variety of art works created by all local artists. We continued to be busy with children's classes like our clay Handbuilding and Learning to Throw, to hand art with Two Thumbs Up, tactile creations with Texture Art, and many others. Our largest youth class was our Summer Art Camp I: Blast Off which was completely full all week long! Campers enjoyed making space themed crafts and experiencing out of this world adventures. Their awesome art can be admired on the picnic tables outside of the museum.

Recently a friend and supporter of the museum, Betty Chang, passed away. Throughout this month many of her generous friends and family members sent in donations in her memory. The museum continues to collect funds for the Betty Chang Memorial and is exploring options in how to best honor her here.

Finally, the Museum's Board of Trustees took action at their board meeting this month. They approved the Police department's request to place trail cameras on Museum property to collect data on the expanding deer herd in the area. Also, they approved a 2.75% city recommended cost of living raise for the staff. Additionally, the museum has long sought after a Guy Carleton Wiggins piece for their permanent collection. This month the Board approved the purchase of Wiggins' "Snowstorm in Midtown Manhattan" paid for by the Bonnie McCoy Trust. We look forward to this exciting addition to our collection.

**Membership:**  
308 members

**Attendance:**

Gallery / Open Studio / Shop: 1064

Programs: Area Show Reception (35 adults), Board Meeting (7), Photo Club (13)

Outreach: 189 adults; 113 kids

Tours: 23 adults

Rentals: Birthdays (9 adults, 6 kids), Graduations (450 adults, 39 kids), Festival (1800 adults, 450 kids), Labyrinth Class (16 adults), Reunion (34 adults, 6 kids), Shower (33 adults, 6 kids)

Classroom: 33 adults, 207 kids

Playground: 92 adults, 270 kids

Gallery attendance	1064
Tour attendance	23
Event attendance	2904
Classes	240
Playground	362
Outreach	302
TOTAL	4895

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

Reported by Bill Stangler, Operations & Maintenance Manager

### **Utility Division:**

Repair Type	Repair ID
Cement Work	(2 Cement Work)
Exploratory Dig	(1 Exploratory Dig)
FLOOD	(8 DAYS FLOOD CONTROL & PICKUP)
General Maintenance	(2 General Maintenance)
Hydrant Installation	(1 Hydrant Installation)
Hydrant Repair	(1 Hydrant Repair)
LEAK DETECTION	(3 LEAK DETECTION)
MECHANIC WORK	(1 MECHANIC WORK)
Ring & Cover Repair	(1 Ring & Cover Repair)
Road Box Repair	(2 Road Box Repairs)
Sewer Main Repair	(1 Sewer Main Repair)
Valve Installation	(3 Valve Installations)
Water Main Repair	(3 Water Main Repairs)
WATER SAMPLE	(2 Water Samples)
Water Service Repair	(2 Water Service Repairs)

The Utility crew assisted during the flood and in the clean up afterwards by hauling trash, tv's and other appliances. Many of the normal duties had to be put off due to this effort. We also dealt with a couple main breaks and the sewer collapse on Rhode Island. I would like to acknowledge the employees for putting in the extra effort during these events. We couldn't accomplish what we did without their hard work and dedication.

Some of the Utility Crews accomplishments from this past year have been we replaced 24 water valves, 14 fire hydrants and made repairs to 17 water mains. This was along with the 23 sewer/MH repairs. We poured over 229 yards of cement on these projects.

We also supplied a person 27 days to fill in at sanitation. This work was done along with tapping water mains for contractors, hydrant painting, valve maintenance, snow plowing/hauling and assisting other departments when we could.

### **Internal Service Division:**

#### Mechanical

Service and repair 5 fire trucks and ambulances

Service and repair 1 park vehicle  
 Service and repair 5 police cars  
 Repair and service 4 Sanitation trucks, brakes, etc.  
 Repair and service 12 Street Department vehicles  
 Service and repair 2 Water Reclamation vehicles  
 Service and repair 0 Water Utilities vehicle  
 Service and repair 1 Water Supply vehicle  
 Service and repair Recreation Department vehicle  
 Service and repair Engineering vehicle  
 Service and repair Inspection vehicle

#### Electrical

Repair deck boxes at pool  
 Repair outlets in Central Park  
 Check power and reset breaker in shelter 1  
 Wire outlet for chlorine pellet system at pool  
 Repair traffic signal at 122 and Eisenhower  
 Repair door locks at Georgia Hanford Park  
 Work with manufacturer to repair chemical controller at pool  
 Repair light at campground  
 Repair security lights at pool  
 Program door locks at the youth complex  
 Repair on door openers at the Street Department  
 Repair streetlights at the campground  
 Repair electrical at the Lakeview lift station for Water Reclamation  
 Set up for Friday Night Live electrical  
 Reset timeclocks for park tennis courts  
 Repair traffic signals at 4th and Illinois, Eisenhower, and 19th Street  
 Set up electrical for Band Festival  
 Repair motion sensor in campground restroom  
 Repair water heaters at pool  
 Repair traffic signal at 6th and S. Federal  
 Repair under water lights at pool

#### **Wastewater Division:**

Routine Activities for the month:

**June**

**2018**

#### **Division: Wastewater**

##### ● Wastewater treatment:

Monthly Total:	418.176	million gallons
Daily Average:	13.939	million gallons per day
Daily Maximum:	20.222	million gallons per day
Sludge processed	1.83	million gallons



**Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Lines cleaned, Ft. 500
- Televised 500
- Sewer calls several due to heavy rains

**Laboratory/Pretreatment Activities:**

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

**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
- Track mileage for all vehicles
- Run thickener

**Special Activities/Accomplishments of particular note:**

- Pumping throughout the collection system due to heavy rains
- Dealt with very heavy rains and some minor flooding at the treatment plant
- Checked and replaced air filters on HVAC systems
- Yearly inventory
- Continued mowing plant grounds
- Repaired sewer collapsed on south Rhode Island
- Cleaned UV bulbs
- Filled million gallon biosolids storage tank
- Worked on plugged grit system due to the rains
- Unplugged NW primary clarifier due to heavy rains
- Trouble shoot methane gas system
- Replaced manhole that blew off during the heavy rains

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	559.82 tons	2,578.00 tons
Recycling collected	134,880 pounds	774,760 pounds
Yard waste collected	207.35 tons	628.35 tons
Large item number of stops	40	236
Materials collected:		
Large furniture	43	205

Small furniture	25	188
Tubs & toilets	3	5
Appliances & TVs	8	51
Electronics	0	1
Request for service calls	468	1,780
<i>Flood Items collected</i>	<i>220.02 tons</i>	

#### **Street Division:**

Clean and maintain shops and equipment as necessary  
 Fill potholes with cold patch and hot patch  
 Pick up, haul flood damage and free trash pickup items over entire city for 2 weeks  
 Pick up and haul storm and wind damage trees and limbs for the entire month  
 Clean up accident debris, various locations  
 Trim trails  
 Clean debris off storm intakes  
 Repair signs as requested by Engineer's office  
 Trim trees 400 calls, remove trees, 40  
 Move soccer goals for the Recreation Department  
 Pick up dead deer  
 Clean debris from various storm intakes  
 Sweep streets as needed  
 Grade all gravel roads and alleys  
 Jet plugged storm sewer lines  
 Pick up down limbs & trees all over town from wind storms on May 25 and June 2  
 Hot patch and cold patch holes as needed  
 Haul tables, cans and bleachers for all events  
 Hang banners at the Norris Youth Complex  
 Haul approximately 1500 televisions and 300 large appliances

#### **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  
 Repair the big blue dock for the second time this summer, vandalism  
 Haul bleachers, tables and cans for events  
 Trim trees in parks, trails and buyout lots as needed  
 Install water fountains  
 Weed, mulch, remove sucker trees, sweep sand, pickup trash in downtown lots & public areas  
 Mow all parks as needed  
 Mow side hills as time allows  
 Wash out the shelter houses, bb courts and clean up east park after going under water for the 4th time this season  
 Playground prep at Kiwanis Park, playground is now moved to July 16 due to weather

Repair broken and leaking toilets in shelters as needed

Pour bench pads and install donated benches for the Roth, Shannon and Espinosa families

Remove and replace the tattered American flag in Parker's Woods that was then stolen two days later and now replaced and donated by Robin Faught

Install new benches from storage in Monroe Park

Install wire mesh in the restrooms at Lester Milligan to keep birds from nesting the light fixtures

Replaced basketball nets as needed at East Park and Monroe Park

# Police Department

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Reported by Jeff Brinkley, Police Chief

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## Patrol

Total Calls For Service: June – 2,601

	Call Type	# CFS
1	Suspicion	207
2	Animal	145
3	Disorderly	141
4	Welfare Check	126
5	Medical	114
6	Fireworks	113
7	Theft	96
8	Collision	92
9	Alarm	69
10	Civil Call	56

Parking Tickets	197
Traffic Citations	114
Written Warnings	148
Motor Vehicle Crash Reports	78
Traffic Stops	282
Extra Patrol Checks	235

Much of our efforts in early-June were focused around weather and flooding. We had officers working holdover and callback to make sure that notifications were done to those impacted by high water.

The end of the month we spent much of our time responding to fireworks complaints, a shooting investigation, and daily patrol response.

## Criminal Investigations

June was a month of varied activity for CID. Personnel assisted with evacuation of Autumn Park and Chelsea Creek Apartments during the first wave of flooding. In addition they completed: three child protection center interviews; three search warrants; a death investigation; two intelligence bulletins; and three ATF traces. They also deployed a bait bike.

Current casework continues on a shooting investigation and a robbery by a local resident who men the suspect on Grinder. We cleared the following cases in June: a second-degree robbery; two charges on a sex abuse case; three burglaries; a second-degree theft; six forgery charges; a child endangerment case; and two defendants were charged for unauthorized use of a credit card.



### **Administration**

We spent much time at the beginning of June assisting with flood-related matters. We worked with Cerro Gordo Emergency Management and North Iowa CERT in coordinating some of the response. Officers also kept an eye on other low-lying areas like East Park.

We continue to be regular attendees at a wide variety of community meetings. That schedule is a little lighter in the summer. We have the summer off from in-service training, minus a firearms training session that had to be rescheduled from late-May due to rain.

Social media was a very useful tool for us during the flood to share information with our community. We also used it successfully this month to identify a suspect in a theft case.

<b>MCPD Social Media</b>	<b>May 2018</b>	<b>Jun 2018</b>	<b>Difference</b>
Facebook	5,328	5,662	+334
Twitter	1,668	1,694	+26

## Public Library

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Reported by Mary Markwalter, Library Director

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The library Summer Reading Program for adults had:

179 registrants

3 special programs

42 people attended programs

The library Summer Reading Program for Youth ages 0 to 18 had:

1212 registrants

19 programs

2787 people attended programs so far. (There are still two events left this year and the number of attendees for programs will go over 3000 for this summer.)

## Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

### Recreation Monthly Activities:

- Before and Afterschool Care
- Adult Softball
- Adult Tennis
- Fun N Sun
- Youth Bowling League
- Youth Miniature Golf League
- Youth Softball
- Youth T-ball
- Youth Tennis
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

### Daily Participation Rates:

Monday	2,562
Tuesday	2,327
Wednesday	2,229
Thursday	2,330
Friday	1,994
Saturday	1,057
Sunday	582

Total People Served in 2018 through June: 205,409

Total People Served in 2017 through June: 174,128

Nights stayed at MacNider Campgrounds in 2018 through June: 2,344

Nights stayed at MacNider Campgrounds in 2017 through June: 2,052

### Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2018	2017
Family	31	33
Class A	179	198
Class B	29	32
Youth	15	19
Punch Cards	68	66



- 1,580 rounds played at Highland (3,376 in June 2018)
- Mowed greens 48 times including double mowing
- Rolled greens 23 times
- Mowed tees and collars 19 times
- Mowed fairways 18 times
- Mowed all rough 5 times and cutting holes 2-5 an extra 3 times
- Changed the cups 19 times
- Changed practice cups 8 times
- Raked, blew and cleaned up after wind and rain events 7 times
- Sprayed green with plant protectants and fertilizer 3 times
- Sprayed clover in rough on front and back twice 10 loads
- Sprayed tees for crabgrass and clover backside tees
- Mowed mounds 6 times at 4.0 inches
- Fixed tire on tractor
- Top-dressed all greens 2 times
- Verticut all greens 3 time and mow
- Back lap greens mowers 8 times
- Back lap tee mowers and grease 3 time
- Back lap fairway mowers 4 times
- Weeded the course 3 times
- Fertilized tees and approaches
- Raked and push up sides on traps 17 times check daily for deer damage

#### Recreation Special Activities/Accomplishments:

- Held 5 pool parties at the Family Aquatic Center
- Held the Annual Fishing Derby with the Iowa DNR
- Worked with the North Iowa Sports Authority
- Gave three KIMT interviews on a variety of subjects
- Gave three radio interviews
- Assisted with the planning of the River City Steak Cook-Off Challenge
- Assisted with the Moon Light Movies
- Help the town of Rockwell with aquatic issues

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

- Worked on 3 leads for outings in 2019
- Ran our Junior golf league has 27 golfers
- Fixed a pipe break on #5 and dig up fix and fill back in
- Recalibrated greens sprayer
- Replaced tire on 2010 Cushman
- Fertilized fairways on 1,6,and 9 with grub control
- Trimmed trees on 1, 5, 6, and 9, and haul the debris

#### Recreation Work to Be Completed in Coming Month:

- Run the Pool
- Run the Camp Grounds
- Run Fun N Sun
- Run Youth Softball
- Run Tiny Tot T-ball
- Run Adult Softball
- Run Youth Tennis
- Run Adult Tennis
- Find Youth Sponsor for Fall Sports
- Run for Spring Soccer
- Run Archery Program
- Run Adult Softball
- Help host the River Steak Cook-off Challenge

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland Park Amateur Tournament - July 7<sup>th</sup>
- Run the Highland Park Men's Season Pass Championship – July 8<sup>th</sup>
- Host the City of Mason City Junior Tournament – July 20<sup>st</sup>
- Three private outings
- Mow greens, tees, fairways as needed
- Continue to monitor for grubs, cutworms and fungal diseases on greens
- Removal of dead damage trees
- Continue to spray for clover
- Topdress greens
- Trim trees
- Assess condition of the course and make adjustments

# Volunteer Program

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Reported by Drew Verstegen, Volunteer Program Coordinator

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## Routine Activities for the Month:

- Beautification Tracking
- Log Volunteer Hours
- Update Government Channel
- Park Watch Tours
- Community Service Hours
- Weeding & Mulching projects
- Service Day Meetings
- Adopt A Program Cleanup
- Lefty Lewis Fishing Derby
- Earth Day Meetings
- River Cleanup Meetings
- Flood Cleanup
- Walking/Bike Trail Counts
- Operation Releaf meetings

## Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Adopt a Street	22.50
Total		22.50
Beautification Project	Routine Upkeep of Flower Gardens	150
Total		150.00
Mason City Police Dept.	Park Watch	24
	June Hours	20
Total		44.00
Friends of the 457	Cannonball Day	140
	Watering	28
Total		168.00
Parks and Streets Projects	Flood Cleanup	14
	Weed pulling/mulching	40
	Trail Counts	20
Total		74.00
Recreation Department	T-Ball/Softball/Baseball	400
	Lefty Lewis Fishing Derby	2
Total		402.00
Grand total		860.50



# 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 Substance Abuse Prevention (YSAPS), Youth Development, FY 2018 contract funds were expended according to grant terms with no funds remaining. Staff working on end-of-year program reports.

### **Youth Action Teams (YATs)**

- 33 Post-surveys were entered to the Qualtrics system and confirmed as received by the Iowa Department of Public Health (IDPH), per contract requirements.
- Youth Action Team Coordinator is working on new strategies for 2019 school-year recruitment.

### **Positive Action**

- 125 Post-surveys were entered to the Qualtrics system and confirmed as received by the Iowa Department of Public Health (IDPH), per contract requirements.
- Working with Positive Action educator liaison to enhance classroom experience by providing coordinating videos on various substance use topics.

## **PREVENTION THROUGH MENTORING**

Youth Substance Abuse Prevention (YSAPS), Prevention Through Mentoring FY 2018 contract funds were expended according to grant terms with no funds remaining. Staff working on end-of-year program reports.

Mentor Coordinator issued 4<sup>th</sup> Quarter "Mentor Memo" publication which contained helpful hints and educational information:

- Supplemental Mentor Training: Mentees and Alcohol
- What Gets Crushed When You Drink
- Relationship Building– a few questions to keep things fresh!
- Area Events (highlighting - <http://www.visitmasoncityiowa.com/events-calendar>)
- SAMHSA's "Talk. They Hear You." Discussion Starter Video
- Video & Website information Alcohol: Peer Pressure; Alcohol's effect on teenage brains
- Answering a Mentee's Tough Questions About Alcohol

## **SAMHSA Project AWARE**

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

- 318 new First Aiders have been trained this year to date.
- Staff working on quarterly report submission to SAMHSA

## STAFF / OTHER

**\*\*Youth Task Force staff take more time in summer months for vacation while schools are not in session.**

Youth Task Force is collaborating on a phone app focused on mental health awareness, intended for youth use. Promotion is expected to begin in the fall and winter.

## STAFF / OTHER continued

Recruitment supply items were ordered to prepare for the next school year. A private donation earmarked for youth activities and “extras” was used to purchase the following items:

- Water bottles with Youth Task Force (YTF) logo were ordered for next year. They will be given to Youth Action Teams participants within the 3 high schools; Peer Mentoring volunteer Mentors and their Mentees and Newman, Alternative HS, and John Adams Middle School.
- Pencils with YTF name/phone number were ordered for give-away during educational setups at schools or community events. They will be given to the almost 300 middle school students who complete the Positive Action curriculum pre and post surveys.
- Supplies for 2018 Red Ribbon Week will be held October 23-31. (**Red Ribbon Week** is an alcohol, tobacco, and other drug and violence prevention awareness campaign observed annually in October in the United States.) Youth Task Force implemented a campaign last year and will expand this year to more area schools within the county. Red ribbons (Good Character, Good Choices, Drug & Bully Free) and silicone wrist bands (RESPECTFUL. RESPONSIBLE. DRUG FREE/// Believe in yourself. Stand up for what’s right. Make smart decisions) targeted to appeal to 5&6 grade students were ordered under the same donation.