

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

August 2018

(Issued September 14, 2018)



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

City Administrator Comments

Mayor and City Council Members,

Community outreach and volunteering continue to be strong in the community. Last month the city hosted the 'Touch a Truck' event and had a great response from the public. This not only lets community members interact with the various vehicles and equipment in the city, but also allows citizens to get to know the employees in the departments. Additionally, this month the Newman Catholic Schools held their Service Day with over 80 people cleaning, fixing and preserving various aspects of the cemetery. While these activities are very positive, we are losing the Volunteer Coordinator to new position outside the city. This position will be covered by Pam in the short term but will have to be filled before next spring to ensure volunteer efforts continue to be strong in Mason City.

The River City Renaissance Project developer has not provided the city with the requested documents and accordingly has been provided with a Default Notice. This notice informs G8 of the default and provides them with 45 days to cure the default. This timeframe runs out on October 22nd. Considering the prior communication and reluctance from G8 to provide the financial documents required, the city will likely have to issue a new request for proposals once this date passes. I recently spoke with Director Debi Durham and the IEDA remains committed to the project in spite of this delay.

The city departments continue to carry out their normal tasks. However, transit ridership was up this month and has been trending higher over the year. We continue to look towards reducing maintenance on operating costs while increasing ridership. Additionally, Staff continues to trim and remove trees. While the Emerald Ash Borer (EAB) has not been identified in town, it is only a matter of time. The efforts of staff will help mitigate the damage when the EAB is active in the community. The Operation ReLeaf[®] Program which provides trees to Alliant Energy customers at a minimal cost is currently underway and forms are available in City Hall. These efforts have helped replace the lost trees in the community and keep the community beautiful.

The city's Quiet Zones efforts hit a snag during the review from the Federal Rail Administration. Several new issues were identified and city staff is working to clear these hurdles so the Quiet Zones can be implemented as quickly as possible. The issues will likely require modifications to the actions already taken, but will likely not significantly delay the project.

Kevin is working with various departments on researching the city's permitting and payment portals. Multiple departments believe that improvements can be made to our process and software. These improvements will likely create a better e government presence and a smoother interaction for citizens.

I attended the annual Iowa League of Cities Conference this week and was able to learn about new programs and policies from several other cities and agencies, including better interactions with citizens over the web, improved communication amongst staff, and addressing generation issues within the workforce just to name a few items. Council members Jaszewski and Symonds also attended this conference and can provide their insights if you are interested.

Lastly, two wonderful items of note. First, the Mason City Fire Explorers continues to be a strong program and placed 5th overall in the Governor's Fire Explorer Competition. Second, the City staff assisted the efforts of the Kiwanis Clubs in the establishment of the Kiwanis Park and the installation of equipment. Please take time to visit the park as it is an amazing asset to the community.

Sincerely,

Aaron Burnett
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: August 2018

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 8/1/2018 – 8/31/2018	21045.7 Gallons	300 Buses
Enplaned 742 Deplaned 808		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at August 2018 Airport Commission Meeting
- Operations – Paint airfield markings, mowing
- Denny Mihm started part time in our maintenance department
- David Sims accepted the Airport Safety Enhancement Award at the Four States Airport Conference on August 29th.

Activities planned for next month and other comments:

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

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of August:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings and one 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 20 Resolutions 2 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 11 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 \$890.00 in animal license fees and \$1,280.00 in other miscellaneous licenses including confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: August, 2018 Steven J. Van Steenhuyse, AICP, Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: At their August 17 meeting, the IEDA Board directed the City to provide either proof that G8 Development has an executed financing commitment or show that the City has begun the default process. A notice to produce the requested document was sent to G8 on August 29, allowing for five business days to respond. As of the end of August, we have not received anything from G8 Development.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review did not meet in August. On August 13, staff inspected the improvements to the new Colour Couture Salon at 516 South Federal Avenue. The improvements to both interior and exterior are completed; the \$30,000 forgivable loan was disbursed on August 23. Also on August 23, the improvements to 219-224 North Federal Avenue (Oak Leaf Collectibles) were inspected and found to be complete. The owners will receive a check for their \$25,766 DoRL forgivable loan in early September.

Developments: 1) The STEM addition to the NIACC Science Building/McAllister Hall is expected to be fully open in September. Portions of the building have been opened for the beginning of the Fall semester. 2) Construction continues on the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake. All buildings are framed and interior work is ongoing. 3) The new Mercy Medical Center – North Iowa Behavioral Health Unit is continuing with interior work. 4) The former Pasta Bella building at 1303 South Federal Avenue is being converted to a Laundromat. 5) LaCrosse, WI based Kwik Trip will build a Kwik Star convenience store and gas station on the SW corner of South Federal Avenue and 15th Street SW. This new store will bring groceries and gas to an underserved area on the south side of Mason City. Demolition of the former Wooz' Car Wash will commence later this fall or early in spring 2019.

Development Review Committee: 3 meetings held in August: 8/7, 8/21, and 8/28.

DRC Activity	August, 2018	YTD
Total Development Plans Reviewed	4	30
Concept plans reviewed/approved as a Minor Site Plan	1	7
Concept plans to be resubmitted as a Major Site Plan	2	16
Total Concept Plans	3	23
Major Site Plan Reviews Completed	1	7
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	1
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	1
Other Reviews (structure moves, etc.)	1	21
TOTAL ITEMS REVIEWED	5	52

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	August, 2018	YTD
Zoning Permits Issued:		
Commercial, Principal Structure	3	9
Commercial, Accessory Structure	0	0
Residential, Principal Structure	10	39
Residential, Accessory Structure	9	50
Signs	3	34
Floodplain	1	10
Encroachment Permits	0	4
Zoning Board of Adjustment Cases:		
Appeal	0	0
Conditional Use Permit	0	0
Special Exception	0	4
Variance	1	7
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	1
Miscellaneous	0	2
Preliminary Plat	0	0
Site Plan Approval	0	1
Zoning Ordinance Text Amendment	1	1
Land Subdivision Activities:		
Boundary Line Adjustments	0	3
Lot Splits	0	1
Final Plat (not requiring P&Z review)	0	1

Activity	August, 2018	YTD
Zoning Violations		
Reported	10	27
Unfounded	0	1
Founded-Resolved without citation	0	4
Citations	0	0
Open Cases (as of date of report)	25	N/A
Cases initiated by staff	7	21
Zoning Inspections		
Zoning – Case Request	10	26
Zoning – Violations	0	2
Zoning –Setback	0	11
Zoning - Final	1	9
Permit Reviews		
Zoning Reviews Completed	40	271
Floodplain Reviews Completed	33	254

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	August, 2018		YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	46	\$3,556,713.28	198	\$23,986,206.72
Minor Building Permits	47	\$ 271,943.94	196	\$ 1,920,014.68
Electrical Permits	20		141	
Plumbing Permits	30		69	
Mechanical Permits	53		131	
Sign Permits	4	\$ 21,600.00	34	\$ 164,620.30
Demolition Permits	2	\$ 1,000.00	14	\$ 26,912.00
Structure Moving Permits	1	\$ 500.00	2	\$ 1,000.00
Inspections				
	August, 2018		YTD	
Number of inspections	95		770	
Permits by Type	New Construction	Addition/ Remodel	New Construction	Addition/ Remodel
Residential: 1 and 2 family	2	82	8	325
Multi-residential	0	0	1	0
Commercial	1	8	1	56
Industrial	0	1	1	4
Institutional	0	0	0	0

BUILDING INSPECTIONS PERMIT REPORT				
Other (signs, demo, etc.)	0	7	0	50
Fees Collected	August, 2018		YTD	
	\$ 27,373.52		\$ 153,308.32	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	August, 2018	YTD
Case Request Sources		
Total Requests Initiated (not including snow/weeds ¹)	199	1203
Staff Initiated	58	680
Non-Staff Initiated (total):	141	523
Response to Complaint	22	170
Anonymous Complaint	107	249
SeeClickFix	12	104
Case Request Disposition		
Founded Case Requests	199	1203
Citations Issued	0	0
Cases to Court	0	0
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	4	13
Dangerous Building	3	17
Abandoned Vehicle	2	12
Tree/Shrub Maintenance	5	18
Garbage	25	190
Inoperable Vehicle	24	66
Junk, Rubbish or Refuse	79	531
Other	50	270
Writ of Removal	2	33
Information Request	5	51
Snow Removal/Weeds & Tall Grass	60	832

Rental Inspections Summary:

Rental Inspection Report	August, 2018	YTD
Initial Inspections	21	396
Reinspections	113	512
5 yr. Inspections	82	856
Complaint Inspections	32	139
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	32	163

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

Rental Inspection Report	August, 2018	YTD
Inspection cancelled by Inspector	1	3
Failed inspections	19	199
Passed Inspections	43	529
No Shows	20	205
Total # of Inspections	134	1,192
Rental Dwelling Certificates Issued	13	194
Units White Tagged	18	53

TRANSIT AND SAFETY

Transit

During the month of August, Mason City Transit provided 13,549 rides on its Fixed-Route; which averages to be over 615 rides per day. This is an increase of 736 rides compared to August 2017.

Safety

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

A new training room has been outfitted on the 3rd floor of City Hall. This new facility uses a new flat-screen TV and can be connected to a computer to provide up-to-date training materials. This new setup provides a much more positive impression to new employees when watching required safety videos.

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

ANIMAL CONTROL

AUGUST		2018	YTD
ANIMAL CALLS FOR SERVICE			
HOURS			YTD
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>

AUGUST		2018	YTD
ANIMAL CALLS FOR SERVICE			
1500	1600	=	4
1600	1700	=	5
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
TOTAL for			
Month		173	849
ARRESTS			
Animal			
Sanitation			
Chase/bite nuisance violation		2	7
Cruelty/Welfare of Animal			
Vicious Animal			2
Disturbing the			
Peace			
No Rabies Vaccination			5
No City License			3
Animal At Large			4
Total People			
Arrested		<u>2</u>	21
Animal Bites		<u>6</u>	41
Wild animal calls			7
Pickup slips animal count		<u>134</u>	<u>608</u>

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>
August	1	14%	6	86%	7
Year to Date	5	36%	9	64%	14

Burials in August were much lower than projected. Traditional burials were well below projections and cremation burials were below projections for the year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
August	6	0	6
Year to Date	9	0	9

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

Administration – Staff assisted Beth Enright in submitting a Certified Local Government grant for design work and analysis for the historic rehabilitation of the 1915 Melson mausoleum. Planning for the History Walk has started in earnest with the October 6th date approaching. The Stebens Charitable Foundation has contributed \$1,000 to this year's event.

Over 80 volunteers of Newman Catholic School students, parents and children worked on cleaning the limestone wall along Federal Avenue and at the Garden of Ascension sculpture. They also spruced up the historic 10th Street entrance by cleaning limestone columns, painting the bell, replanting and mulching the landscaped areas. Gravestone preservation work was done in the St. Joseph section. Staff spent a great deal of time preparing instructions, equipment and supplies for all the projects.

Operations –With the return of the rain and hot weather, grass has started to grow fast again. The crews are working extra time to keep up with the mowing and trimming. They also assisted with the Newman Impact Day work.

Board of Trustees – Along with reviewing the regular business, the board approved the submission of the CLG grant.

Engineering Department

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

Engineering Division:

○ Engineering

• DRC Site Reviews	5
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	2
▪ Disconnect	0
▪ Septic	1
▪ Sump Pump	0
▪ Water – Industrial/Commercial	
▪ New	1
▪ Repair	12
▪ Disconnect	0
▪ Water – Residential	
▪ New	1
▪ Repair	30
▪ Disconnect	0
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	22
▪ New Sidewalk/Approach	0
▪ Curb & Gutter	1
▪ Curb Cut	0
• Pedestrian Ramp survey & design	4
• Driveway Approach permit & inspection	2
• Iowa One-Call locates	587
• Emergency Call-outs	13
• Emergency Call-out after hours	2
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	3
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	2
▪ Review contractor Traffic Control Plan	2

• Permit Review & Approval - City	
▪ Commercial Building	2
▪ Residential Building	1
▪ Demolition	0
▪ Remodel or Addition	0
▪ Moving	0
• Permit Fees collected	\$1,945.00
• Sanitary Sewer records drawn and scanned (GIS)	11
• Field Book updates (GIS)	0

12th Street NW Bridge Over Willow Creek Replacement Project:

Pile driving was completed by the second week in August. Both bridge abutments were also constructed in August. Henkel Construction is planning to begin setting beans the first week in September.

The signed 12th Street NW detour is in place and will remain in place until completion of the project. The signed detour redirects traffic to Taft Avenue, 4th Street SW (Highway 122) and Pierce Avenue.

2018 Flood Study:

The Engineering Department received a proposal for consideration, to conduct a hydrological study with recommended improvements covering three specific areas that were heavily impacted by flooding in June. The proposal provided information that was then shared with the City Council during a work session on August 28. Although the proposal was thorough and contained the scope of work desired, the consultant's fees exceeded that allowed by City Policy for the direct procurement of Professional Services and therefore other consultants were invited to submit individual proposals for the study, including their fee. Two additional proposals were received during the first week of September and after reviewing the proposals, a recommendation for the procurement of Professional Services will be brought to the City Council at the September 18 meeting.

Union Pacific Railroad Quiet Zone:

The Federal Railroad Administration (FRA) and Union Pacific Railroad (UPRR) conducted their inspection of the Quiet Zone project on August 24. Following a final walk through of the project, the city received comments from both agencies. The final comments from the FRA included items that both the city and the UPRR need to address before they can grant approval of a compliant Quiet Zone. The Engineering Department is diligently working to meet the requirements and continues to keep in close contact with the FRA Grade Crossing Inspector, keeping him updated on progress to assure the remaining items are completed as quickly and compliant as required by the Rule.

Highway 122 Reconstruction & City Utility Replacements Project:

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

South Federal Avenue was closed between 5th and 6th Streets on August 10th. South Pennsylvania Avenue and South President Avenue were then opened to north and southbound traffic. A Federal Avenue detour was implemented directing traffic to use 19th Street SW, South Monroe Avenue and 4th Street SW. Along with the detour, temporary traffic signals were placed into operation at the intersection of 15th Street SW and South Monroe Avenue.

Crews with Reilly Construction began installing storm sewer pipe and intakes along South Federal Avenue between 5th and 6th Streets. Crews also continued with the installation of new water valves at multiple locations throughout the project. The new water main between South Connecticut Avenue and South Carolina Avenue passed inspections and was placed into service with the distribution system. New water service lines were installed to residential homes along the newly installed section of main. The service lines were directionally bored beneath the travelled lanes of 5th Street. Several new sanitary sewer service lines were also installed in the same area.

The installation of stairs, part of the retaining wall on the north side of 5th Street will begin during the first week in September. A retaining wall is planned to be constructed between South Massachusetts Avenue and South Carolina Avenue; the stairs are being installed to give sidewalk access to the residential homes.

K&W Electric continued working on the installation of new street light conduit and new street light bases along 5th Street. New traffic signal conduit was installed at the intersection of 5th Street and South Federal Avenue; the traffic signal bases will be installed at the same intersection in the upcoming weeks.

Full width slip form paving was completed between South Pennsylvania Avenue and South Massachusetts Avenue. The next full width paving operation will be performed between South Monroe Avenue and South Jefferson Avenue; it is planned to begin on September 10th.

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 Staff 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.

Traffic Control worked with an “outside the project” contractor to bore in new conduit and install cables for the signals at Hwy 122 and South Monroe Avenue. The existing signal cabinet was also replaced and upgraded at that same time. Traffic Control also moved the message trailers to alternate locations to accommodate changes in traffic patterns.

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

Heartland Asphalt crews returned to the project in August to resume working. They continued with the construction of pedestrian sidewalk ramps and re-shaping of the adjacent ground surface throughout the project corridor. The northbound outside lane was milled, and crews are now milling the southbound outside lane in preparation of the HMA overlay. After completing the milling operation of the outside lanes, the traffic control devices will be reconfigured and the inside lanes will be milled.

Following the milling operation, North Federal Avenue will be resurfaced with Hot Mix Asphalt, then with an application of new pavement makings. Finally, the traffic signals at 12th Street will be reconfigured to accommodate the four to three-lane conversion.

Downtown Traffic Signal Replacement Project:

K&W Electric plans to begin the project in the spring of 2019. The project is being delayed due to the availability of critical materials. A preconstruction meeting with WHKS and K&W Electric will be scheduled closer to the start date of the project.

North End Lighting Improvements Project:

Alliant Energy finished removing the wires and cables from the utility poles on the west side of North Federal Avenue. Mediacom is currently planning for the relocation of their cables from those same utility poles. Following the removal of all lines and cables, the utility poles will be taken down making room for the installation of the new street light bases and poles. Some of the existing utility poles providing street lighting will temporarily remain in place. The removal of those poles will be coordinated during street lighting project.

A preconstruction meeting was held on August 22nd with City Staff, SEH and K&W Electric. K&W Electric is planning to begin the directionally boring of new conduit and installation of the light bases in early September.

27th Street SW Street Paving and Utilities RISE Project:

The stripping of top soil and site preparation continued with the placement of fill material. Reilly Construction continued hauling fill material to the site and ongoing compaction testing is being conducted.

Pavement cutting was completed along South Pierce Avenue in preparation for pavement removals. Exploratory excavation is planned to locate a 12" drainage tile located in the existing field so it can be incorporated into the project. The installation of the box culvert is planned to begin in mid-September followed by the remaining storm sewer system installation. City and SEH staff worked to coordinate the relocation of utilities on the south side of 43rd Street SW at the South Pierce Avenue intersection. ICN, another utility provider in the area, plans to install a temporary above ground fiber until the street widening construction is complete. HZ Wind Power will be verifying the depth of their line in the south right-of-way of 43rd Street SW. Engineering Staff, SEH and Wicks Construction continued meeting for progress updates.

2017 Street Rehabilitation Program:

Pedestrian ramps at the corner of South Maryland Avenue and 6th Street SE were reconstructed. The curb and gutter section damaged during the milling process on South Tennessee Avenue was reconstructed. The remaining punch list items need to be completed by Blacktop Services. Once completed, the project can be accepted and closed out.

2014 Pedestrian Trail Improvements - Phase 2:

Heartland Asphalt completed the concrete crossing at the Canadian Pacific Railroad crossing on South Taft Avenue. The final lift of HMA was also placed on the Taft Trail section between 16th and 19th Streets.

Monroe Avenue Pedestrian Trail:

Heartland Asphalt completed the concrete crossing at the Union Pacific Railroad 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 was completed during August include the intersection of Asbury Drive and Sumac, the intersection of North Kentucky Avenue and Birch Drive and on North Illinois Avenue south of 12th Street NW. The contractor has remaining work near the Canadian Pacific Railroad crossing on South Eisenhower Avenue and on the Calmus Court cul-de-sac.

2018 Sidewalk Program:

Mid-Continent Contracting continued work on the project, replacing damaged sidewalk as signed waivers were returned. Mid-Continent Contracting was also assigned to sidewalk repair work for the “no response” properties within the project.

2018 Pavement Marking Program:

A final pay request was assembled, and the acceptance of the project and final payment approval is planned to be on the Council Agenda for the first meeting in September.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued coordination efforts with Alliant Energy on a gas main project along 19th Street SW. This 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 from 19th Street SW to 15th Street SW. KS Energy has resumed work on this project. The Cheslea Creek rock bore on 15th Street SW has been completed. The bores underneath of the Progressive Rail crossings on the north side of 19th Street SW have also been completed. Crews are currently installing service off the new main.
- Engineering Staff continued coordination efforts with Alliant Energy on a gas main project along 2nd Street NE 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.
- The installation of the new gas distribution system is complete. Q3 Contracting is working to complete on street and right-of-way restoration. Engineering Staff is assisting with the design and inspection of the pedestrian ramps to assure ADA compliance. Engineering and Water Supply Staff continue providing locating services for city utilities as well as providing records as the work zones shift throughout the project area.
- Engineering Staff coordinated construction efforts with McKiness Excavating for a new storm sewer culvert crossing 25th Street NW east of North Taft Avenue. Engineering established flow line elevations and inspected the installation of this new culvert.

Traffic Division:

- Traffic Control
 - Sign work orders 36
 - Traffic Sign Orders 0
 - Streetlights
 - New Installation 0
 - Repair Request 4
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 12
 - Perform traffic signal repairs 15
 - Iowa One-Call locate reviews 569
 - 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.
- Worked with a contractor to install new solar powered school beacons on North Pierce Avenue.
- Diagnosed power failure to the street lights on the North Illinois Avenue Bridge.
- Relocated the hand-box inside of the sidewalk for street lighting conduit on 1st Street NE & North Pennsylvania Avenue for a concrete contractor constructing compliant pedestrian ramps at that intersection.
- Performed repairs on the tornado siren at 20th Street SW and South Taft Avenue.
- Programmed school beacons for the start of the new school year.
- Removed & replaced damaged signal cables that were cut during the process of cutting pavement at the intersection of 12th Street NE/NW and North Federal Avenue. Also restored signal operations.

Water Supply Division:

- Water Production

	<u>August</u>	<u>FY 2019</u>
● Total (gal)	139,718,000	304,652,000
● Daily Average (gal)	4,507,000	4,914,000
● Daily Maximum (gal)	5,385,000	6,733,000 *
● Daily Minimum (gal)	3,611,000	3,611,000**
		*Indicates Yearly High
		**Indicates Yearly Low
- Water Plant Maintenance and Repair
 - Wash down EDR stacks and perform voltage checks
 - CIP #3 and #4 EDR Trains
 - Repair wiring from short on EDR #1

- Rebuild valve mounting brackets for EDR line sample taps
- Replace check valve on sump pump line Eisenhower Water Tower
- Repair leak in hypo generator caustic line
- Replace air relief valve on raw water line from south wells
- Replace batteries in backup at Hoover Booster Station
- Replace check valve in EDR #2 acid line
- Clean vacuum relief valves all EDR Trains
- Replace filters 8-10 day run time
- Service on-line analyzers
- Clean conductivity probes

○ Customer Service

• Iowa One-Call locates	608
• Prepare and send service repair letters	17
• Monthly bacteria samples	30
• Collect project bacteria samples	4
• Check water quality at residents and businesses	6
• Correlate water main breaks and investigate for leaks	2
• Hydrant flow testing	0
• Hydrant Flushing	2
• Water Main shut down for repairs	5
• Water shut offs for non-payment	3
• Water shut for other	5
• Water service re-connects	1
• Assist with installation of Water Meters	0
• Repair Water Meters and collect reading	0
• Deliver Red or Tan Tag	0
• Update shut off data base and maps	3
• Water Service Permit/Inspection	
▪ Repair/Replace	25
▪ New Installation	30
▪ Disconnections	5

○ Meter Department

	<u>August</u>	<u>FY 2019</u>
• Meters Installed	88	155
▪ Industrial	0	0
▪ Commercial	1	6
▪ Residential	87	149
• Meters Repaired	2	2
• Contractor and Garden Meters Installed	2	2
• Meters Read	11,772	23,544
• Meters Ordered	288	288

Meters Installed August 2018			Meters Ordered August 2018		
5/8"	87		5/8"	288	
3/4"	0		3/4"	0	
1"	1		1"	0	
1 1/2"	0		1 1/2"	0	
2"	0		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	88		Total	288	
Meter Inventory September 1, 2018					
			5/8"	0	
5/8"	516		3/4"	0	
3/4"	12		1"	0	
1"	11		1 1/2"	0	
1 1/2"	0		2"	0	
2"	1		3"	0	
			4"	0	
Total	540		Total	0	

Other Tasks Performed through the Water Supply Division:

- Trouble shooting generator transfer switch in pumping plant. The generator transfer switch failed to reconnect to normal power following a maintenance run. As is the switch must be manually operated following a power interruption. Estimates for repair and replacement are being investigated.
- Submitted IDNR Reports
- Clean ground rods on all stacks
- Clean vacuum relief valves on all 4 EDR Trains
- Calibrated Chemical Pumps
- 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 the water plant, well sites, Federal Water Tower and ENGINE 2 building

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

Reported by Kevin Jacobson, Finance Director

As reported by Finance Director

Routine activities for August

Finance

Duties	August	Fiscal Year-to-Date
Prepare payable checks	702	1,224
Prepare receivable invoices	70	113
Prepare payroll checks	1,155	2,039
Certify invoices to County	-	38
Send letters to State Offset Collections	1	32
Record State Offset collections	\$ -	\$ -
Sort Mail	6,850	13,350
Ambulance accounts sent to collections	19	19
Record ambulance receivables	175	376

- Completed monthly payables
- Complete monthly payroll
- Worked with vendors on payable issues
- Recorded end of month receipts
- Recorded Ambulance direct deposits
- Recorded Golf direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for July
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Update monthly Capital Projects sheet
- Prepare cash reconciliation for department managers
- Prepared City Council memos for meetings
- Attended City Council meetings
- Continue working on FY 18 Comprehensive Annual Financial Report
- Review staff work on Comprehensive Financial Report

- Work on Street Finance Report
- Start work on Tax Increment Finance report
- Start work on Annual Financial Report for State

Utility Collections

Duties	August	Fiscal Year-to-Date
Record ACH activities	40	71
Prepare Utility adjustments	75	150
Estimate billings		-
Issue utility bills	10,622	21,195
Answer phone calls	741	1,225
Respond to voicemail	252	493
Complete utility service orders	415	515
Complete landlord tasks	45	95
Issue shutoff notices	441	893
Process customer paid utility bills	6,121	11,691
Process customer deposits	511	977
Replace meters	97	173
Complete monthly sales tax report/hours	4.00	8.00

Information Systems Coordinator

- Change name of user at Rec Dept.
- Install new server at Rec Department.
- Finish configuring Rec Dept. server.
- Look for missing emails for Finance Director.
- Order new laptop for Task Force.
- Order replacement battery cartridge for Rec.
- Purchase extra hubs for general use.
- Change password for user at PD.
- Pick up computer from Rec department to reconfigure.
- Start reinstalling OS on Rec computer.
- Finish changes printer script information for O and M.
- Look at computer printer issue at Rec Department.
- Start configuring new FD server.
- Get DHCP installed and configured on new Rec server.
- Remove Brent Trout's account.
- Get with Task Force user about connection issues.
- Clean up user accounts for O and M.
- Look for missing file for PD Chief.
- Install new server at Fire Department.

- Configure new server at Fire Department for AD.
- Replace the battery at Rec Department.
- Order replacement DVD drive for third floor.
- Order printer for Task Force.
- Order printer for Human Resources.
- Create connection scripts for users at Task Force.
- Get with new users at Task Force to get equipment hooked up.
- Get new smart phones for Task Force users set up to wireless.
- Get PD Captain's new smart phone connected to wireless.
- Recreate DHCP reservations on new Rec server.
- Install and configure DHCP on new FD server.
- Configure new tablets for PD.
- Check battery on third floor switch at City Hall.
- Check with issues regarding county emailing PD.
- Contact Granicus about replacement encoder for Council Room.
- Convert bike video to DVD format for Healthy Mason City.
- Convert Council DVD to format suitable for uploading to Granicus.
- Look into email issues for Health Mason City.
- Turn on DHCP for new server at FD.
- Clean up old user folders on FD server.
- Look for emails for PD Chief.
- Start migrating user data to new server for FD.
- Final migration of data for new Water Treatment server.
- Fix update problem on Steven V's computer.
- Install DVD drive for Steven V.
- Restore PD Captains email archives from backup.
- Remove former HR employee.
- Get with Civic Systems about Library connection to Finance software.
- Look into web certificate error for link to City's website.
- Reprogram IP reservations on new FD server.
- Fix scanning issue with Airport printer.
- Troubleshoot VPN connection on new PD tablets.
- Contact cell provider regarding SIM card issues for new PD tablets.
- Fix scanning folder for Pat G.
- Get with Consultants about VPN path for Task Force.
- Fix time clock at Cemetery.
- Continue troubleshooting email issues for Healthy Mason City.
- Get quote for additional VPN licenses for FD.
- Set up new FD Chief.
- Remove former FD Chief from AD.
- Get quote from HP regarding new computers.
- Find Windows 7 spare computers for training lab.
- Install new printer at Task Force.
- Set up new laptop for City Clerk.
- Attend Science and Technology Committee meeting.
- Order replacement battery for third floor equipment.

- Install new printer for HR.
- Set up training lab for Finance.
- Update browsers for user at O and M.
- Re-activate account for Airport User.
- Get library connected to Finance software after training.
- Conduct webinar for Finance Training.
- Contact Granicus again about replacement encoder.
- Install new UPS battery for third floor equipment.
- Look for blocked emails for Beth E and Kevin J.
- Get SIM cards programmed for the final PD tablets.
- Tear down training lab and store equipment.
- Get with City Admin Assistant about quote for new playback equipment.
- Look for missing emails for PD Captain.
- Get with Animal Shelter user to check email settings.
- Look for missing files for Engineering user.
- Fix website DNS issues.
- Install Finance software on City Admin's computer.
- Configure new laptop for Task Force.
- Order five VPN licenses for FD.
- Order replacement hard drive for server at Airport.
- Set up new for PD.
- Order KVM for PD computers.
- Set up new DVD burner for PD.
- Order DVDs for new PD burner.
- Set up admin user for Mpower.
- Get with tech support regarding camera issues with new PD tablets.
- Look into VPN connection for Paul V.
- Mpower meeting for GIS.
- Add VPN licenses to server.
- Swap out hard drive for server at Airport.
- Uninstall malware software from Museum computer.
- Troubleshoot issue with new burner at PD.
- Clean up users hard drive at PD.
- Have GIS project installed on new FD Chief's tablet.
- Order cases for new O and M tablets.
- Remove former Finance user from AD.
- Change name of accountant in AD.
- Get tablet to new FD Chief.
- Start working on new tablets for O and M.
- Download and burn Windows 10 to install disk.
- Test Windows 10 upgrade.
- Look at phone in community room at PD.
- Get tablets to GIS for configuration of Water Treatment systems.
- Check and reboot network equipment for O and M.
- Get new phone for FD Chief connected to wireless.
- Fix other two tablets for PD.

- Get with Mpower to install database for new project.
- Look at O and M Access database error.
- Rearrange burner and install KVM at PD.
- Remove former user from PD AD.
- Get VPN software installed on Task Force computer.
- Set up new users for FD.
- Set up new users for O and M.
- Set up email on Perry B's phone.
- Rebuild failed laptop for Task Force.
- Check clock at Parks department again.
- Help get new safety training equipment connected.
- Pick up old items from Museum.
- Recreate user profile for user at Museum.
- Fill out paperwork for software return license.

GIS Department

Cemetery

- Use mapping app to create points along the History and Grave Stone art Walk
- Update map and application for Walks

Development Services

- Run script and create first and mid-month parcel CSV file
- Troubleshoot ArcMap not responding
- Look into possible error in County Annotation layer
- Research County annotation of rivers/streams with Iowa DNR data layers
- Update maps for code enforcement

Engineering/Water Treatment/Customer Service

- Research road name: public or private and signage question
- Complete data requests for hydro study
- Download GPS data and upload to GIS layers x 18 times
- Troubleshoot editing error
- Follow up on GIS data request uploads
- Research Easement Plat on county site, download pdf of filed easement and attach to GIS data
- Digitize easement in a subdivision from drawing in pdf format and add to easement layer
- Troubleshoot Survey GPS unit, state base station was down
- Update Road Closure Map
- Look into Addressing map error
- Research updating photos linked to address points
- Discuss Easement information and data need
- Create links to photos for the GPS raw data attributes
- Discuss uploading CAD drawings to ArcGIS

Fire

- Upload maps and data to new laptop computer
- Assist with creating shortcut to map on desktop computer
- Look into MCFD member requesting large format paper maps

Finance

- Look up Park address

Operations / Utilities/ Water Reclamation / Parks

- Update project with data layer
- Update road closure map/application
- Add Water Pipe Service layer to map project
- Update map for new laptops
- Repair Water Access Database
- Download Map and Access Database to new Tablet computers (2), fix links and test
- Discuss timeline to transfer Water Database to SQL

Police

- Create map of North IA event center for PGI event and print 3 large format maps
- Create map for DMZ, preview PDF

General

- Work on online maps and update existing layers
- Review updated 28E agreement from the County
- County: discuss and update 28E data sharing agreement
- Review changes in IA DOT REST GIS services
- Look up Ward by address
- Create app for City Website: Find my Ward & Council Person
- EOC: create map and spreadsheet of Outdoor siren locations
- City Admin: Add layer to project.
- Update Parks and Bike Routes app
- Discuss quote from vendor in regard to GIS and Water database merge
- Conference call regarding GIS and Water Database merge
- Finalize Memo for Council and email as requested
- Attend City Council Meeting
- Webex meeting for project kick off, implementation
- Conference call: Software download, update on progress, discussion for data conversion

September initiatives

Finance Department

- Work on August financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments

- Complete city payables
- Process city payroll
- Continue work to update financial transparency platform
- Continue work on FY 18 CAFR
- Continue work on Annual Finance Report for State
- Continue work on Annual TIF report for state

Information Systems Coordinator

- Start testing and training of Windows 10 implementation.
- 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.
- Replace final two outdated servers.
- Start the next phase of the firewall upgrades.
- Look at getting the cemetery back on the wireless network.

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 Erik Bullinger, Fire Chief



Mason City Fire Department August 2018

Monthly Council Report

		August 2018	YTD
9-1-1 Calls/Emergency Calls			
	Fire	63	391
	EMS	345	2,715
Non-Emergency Calls			
	Fire	13	32
	EMS	82	691
Total Calls for Service (Fire & EMS)		503	3,829
Personnel Training Hours			
	On-Site	433.46	5,951.01
	Off-Site	20.00	542.75
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	165	1076
	Existing Building Inspections	5	54
	Plan Reviews	14	96
	Fire Investigations	1	10
	Liquor/State License Inspections	13	103
Community Involvement			
	Public Tours of the Fire Station (Number)	7	15
	Public Fire Safety Appearances/Trainings (Number)	2	22
	EMS/Fire Students - Ride-Along	5	56
	Preceptor Training Hours	103.75	1,021.75
Overtime Hours			
	Fire	260.75	809.75
	EMS	570.00	3,360.00

Overtime Analysis

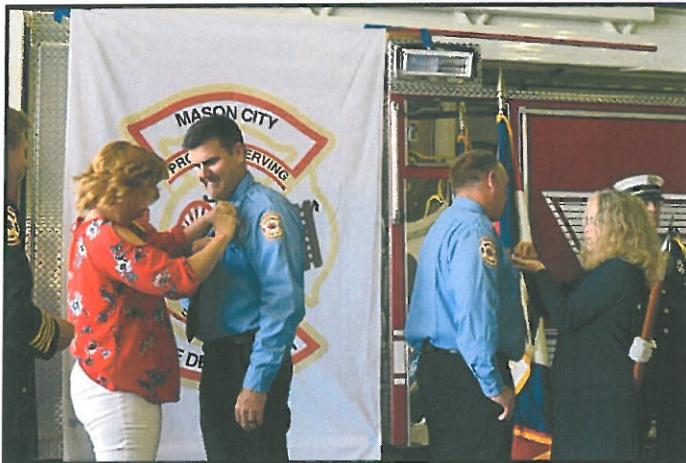
MCFD continues to monitor overtime and as expected August overtime numbers were higher due to all three battalions being short staffed and having to maintain for several staff members being on sick leave. In addition, we also had several public events that created overtime for our department but also presented an opportunity for MCFD to connect with our community to educate the public about fire safety. The Fire Department hopes to report lower numbers in September when all battalions and all other positions are filled.

Overtime Outlook

We have hired five new firefighters that will be starting in early September and all battalions will be fully staffed for the first time in months. We anticipate this will cut back on some overtime and maintaining staff numbers should go down by the end of the month. Transfer overtime numbers remain steady but this also represents revenue for the department.

Swearing-In Ceremony

On August 23rd MCFD hosted a Swearing-In Ceremony for two Captains, three Lieutenants and three new firefighters. The following were sworn in by Mayor Bill Schickel: 2nd Battalion Captain, Steven Bull and 1st Battalion Captain, Jon Anderson; Lieutenant, Carl Ginapp, Aaron Beemer and Randy Elsbernd; Firefighter EMT/Paramedic, Ben Bimbo, Esther Jones and Jordan Rush. It was nice to see family and community members welcome them to the City of Mason City and recognize their achievement. Congratulations to everyone!



Fire Explorer's Competition

On August 24th 2018 the MCFD Fire Explorers attended the Governor's Fire Explorer Competition at the MN State Fair. This year MCFD Fire Explorer leaders trained two teams to compete in six different events and placed 5th overall. We are very proud of the hard work,

dedication and commitment they put forth at the competition. A huge thank you goes out to the community for supporting this program and to the MCFD leaders for taking time to shape and encourage these young adults to learn and have a greater appreciation of the fire & rescue profession. We would also like to point out that one of our Fire Explorers was sworn in as a firefighter the day before the competition and she is now an advisor to the leaders.



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	17	28
Engineering	17		17
Finance	10		10
Fire	40		40
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maint	59		59
Parks	6		6
Police	52	2	54
Recreation	6		6
Youth Task Force	4	1	5
Grand Total	238	27	265
Plus 134 Summer Seasonal employees			

Staffing

Activity

Hiring Activity:	- Fire Chief (1 opening): Hired.
	- Crossing Guard (Police): Hired
	- Swing Worker (Utility): Internal Job bid approved by Council.
	- Refuse Collector (Sanitation): Posted internally, no bidders. Conducted entry level Civil Service testing
	- Transit Driver - 1 opening (Dev Services): Additional recruitment underway.
	- Human Resources Assistant (HR): Recruitment conducted, interviews conducted, offer accepted by candidate, approved by Council.

	<ul style="list-style-type: none"> - Police Officer-1 openings (Police): Conducting recruitment for a new Civil Service list, conducted recruitment at ISU. - Deputy Fire Chief-Ops (Fire): Internal promotional Civil Service list created, interviews conducted, offer made subject to Council Approval. - Firefighter/EMT-6 openings (Fire): Conducted interviews, 5 offers accepted & approved by Council. 1 opening remaining. - Recreation Programmer-Golf Course (Recreation): Recruitment on hold until end of the year.
Positions Filled:	- Hired 2 Reg employees: Police Officer & Fire Chief, 3 PT employees: Transit Driver, Crossing Guard, Airport Maint; & 3 seasonal hires during the month.
Turnover:	- Retire: 1 Firefighter, Vol Quit: Rec Programmer, 4 seasonal employees
Seasonal Hiring:	- Hired 3 additional seasonal staff.
Employee Orientations/exit interviews:	- Orientations for 2 full-time, 2 PT & 3 seasonal staff
Civil Service Commission:	- 1 meeting held during the month.

Labor Relations/Legal

Activity

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

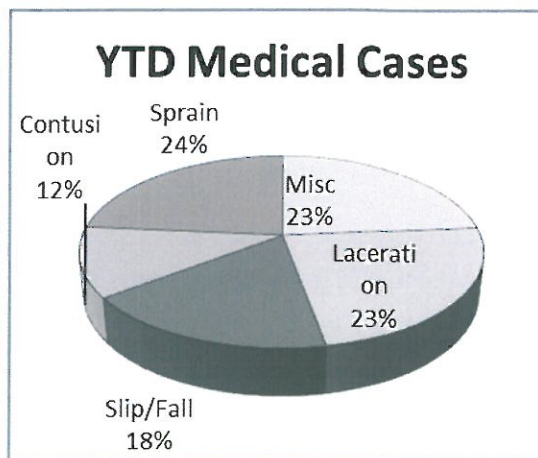
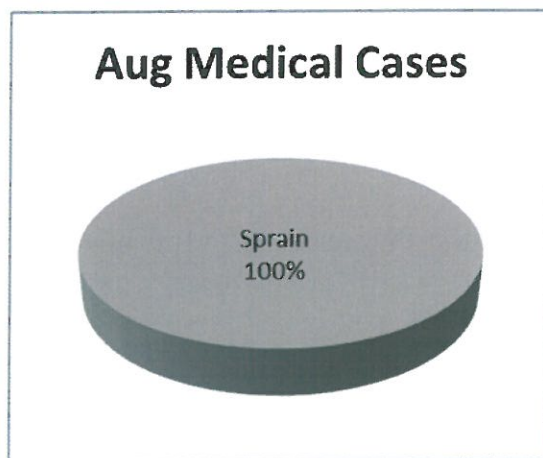
Activity

Wellness Activities:	- Participated in Wellness Committee meeting & planned Fall Festival.
Swearing In Ceremony's	- Assisted in swearing-in ceremony for new Police Officer, 3 firefighters, promotions for 3 Fire Lieutenants, 2 Fire Captains.

Benefits	Activity
Employee benefit support:	- Ongoing support resolving employees benefit issues
Benefit Broker Meetings	- Planning fall benefit enrollment with Benefit broker

Miscellaneous	Activity
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases. Participated in W/C case training.
Finance MyViewpoint Training	- Participated in training on revised MyViewpoint finance software system.
Miscellaneous	- Served on Engineering RFP review committee for paving project.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing. - Responded to Federal Transit Administration audit finding of our drug testing program

Safety Statistics	Month	2018 YTD	2017 YTD
# of Work Comp Cases	2	17	17
# of OSHA Injuries	2	17	15
# of Days Missed	11	64	34
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: August 2018

Routine Activities:

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

As one of the main summer duties, the custodian kept the lawn cut neat, garden beds tidy, and the walkways clear of debris. Also, he touched up the exterior painting of the museum. Acorns continuously fall from the variety of oak trees around the premises keeping the custodian busy with raking them out of the garden beds and swept off of walkways. Although we did have one injury on walkway which was reported to the City Administrator, no action has been taken at this point by the party. Additionally, we did report a domestic dispute on the lawn to law enforcement which was dealt with by the Police Department. In efforts to rehabilitate the yard, seed was spread in the fall and spring which unfortunately led to unwanted crab grass. Efforts continue to mitigate these areas of the yard and encourage healthy growth, especially in an attempt to provide a scenic backdrop for events and weddings throughout this season. The custodian also led successful fire and tornado drills along with all staff completing safety training in compliance with safety awareness this month.

The Imagination Playground Blocks have also been in the Museum's front yard most days, and are a draw for the Museum. The Museum has found YMCA, Parks & Rec, and daycare groups have traveled to the Museum just to use the blocks. The Museum again hauled the blocks to Friday Night Live downtown this month. This unique equipment introduces the Museum to audiences that may not traditionally utilize the Museum.

Our own Art Camp also utilized the blocks and rest of our facilities. For one week, children explored the theme of Storytellers and created a range of art projects from bookends, pencil holders, and book bags to writing a collective story based on their inspirations from a temporary exhibit, *Off Center: Ceramic Works of Hank Hall*, here at the Museum. Several other classes were also conducted such as Unicorn Painting, One Point Perspective, and Art Bugs: Fair Fun Time.

Two new exhibits were setup and opened to the public. First, a collection of paintings from Kim Bromley who is a professor at North Dakota State University was collected from Fargo by our curator and hung in our Kinney Lindstrom Gallery. His works are inspired from the books *Moby Dick* and *In the Heart of the Sea*. Secondly, an assortment of watercolors from Cle Edgar was presented in our Weston Room. This artist is locally from the Clear Lake area and practiced architecture in Arizona.

This month the Board officially approved a new pottery piece for accession in memory of Betty Chang. "A Sibling System" by Peter Pincus adds color and variety to our collection displayed in the Chang Gallery. This piece was purchased from Museum Endowment Interest funds through the already established Chang acquisitions fund as well as memorial gifts. Similarly, the board received information from the Police Department on our camera deer study. Bow hunting was suggested and the department is putting together a proposal for the Board to vote on next month. The board and staff alike are vigorously planning Artoberfest and were able to finalize sponsors for the event. As mentioned in the report last month, the Board of Trustees continues to consider franchising their long running walking architecture tour to Wright on the Park. Such a contract would give the transition 2 years to changeover the programming related to Rock Crest/ Rock Glenn. This would enable the museum to focus on tours more closely related to fine art or the Sculpture tour which have regularly been requested.

Staff has been busy with several events throughout August. We kicked off the month with a lively Off the Clock. These events offer the community a fun way to explore the museum after regular hours on a Friday evening while enjoying snacks, wine, networking, and live music. In conclusion to the month, we held our monthly Lunch n' Learn. Intaglio Printmaking was the theme discussed by our curator. Staff finished and distributed fall class flyers, the Fall Newsletter, and the 52nd Annual Report for the 2017-18 year. Overall, staff has been shorthanded due to staff time off, but they have been able to maintain regular operations.

The summer months are the busiest time for the Museum in regards to visitors and tours. The Museum hosts a variety of bus tours that require a variety of services from guided tours to self-directed tours that may only require an introduction. This month we also had individual visitors from the PGI Firework Convention and Winnebago International Travelers Rally stop by while they were in the area. Family groups and individuals vacationing are also frequent users of the Museum's facility. August is the last big "push" for traveling visitors before kids return to school and the tourist industry slows down. After this, the Museum goes back to mostly day trip and local visitors.

Membership:

Members: 303

Attendance:

Gallery / Open Studio / Shop: 914

Programs: Off the Clock (71), Board Meeting (7), Artoberfest Meeting (3)

Outreach: 104 adults; 19 kids

Tours: 47 adults

Rentals: Health Walk Meeting (13), Shower (36 adults, 6 kids)
Classroom: 69 adults, 147 kids
Playground: 78 adults, 140 kids

2018 August Attendance

Gallery attendance	914
Tour attendance	47
Event attendance	136
Classes	216
Playground	218
Outreach	123
TOTAL	1654

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
Cement Work	(7 Cement Work)
General Maintenance	(1 General Maintenance)
Hydrant Installation	(4 Hydrant Installation)
Hydrant Repair	(3 Hydrant Repair)
Road Box Repair	(2 Road Box Repair)
Sewer M/H Repair	(1 Sewer M/H Repair)
Sewer Main Repair	(2 Sewer Main Repair)
Sewer Manhole Repair	(1 Sewer Manhole Repair)
Valve Installation	(3 Valve Installation)
Valve Repair	(1 Valve Repair)
Water Service Repair	(3 Water Service Repair)
Water Service Tap	(1 Water Service Tap)

Internal Service Division:

Mechanical

Service and repair 5 fire trucks and ambulances
Service and repair 0 park vehicle
Service and repair 5 police cars
Repair and service 7 Sanitation trucks, brakes, etc.
Repair and service 23 Street Department vehicles
Service and repair 2 Water Reclamation vehicle
Service and repair 3 Water Utilities vehicle
Service and repair 1 Water Supply vehicle
Service and repair 0 Rec Department vehicle
Service and repair 0 Engineering vehicle
Service and repair 1 Inspection vehicle
Service and repair ACO vehicle

Electrical

Install electrical power and outlets to Monroe Park shelter
Repair conduit in the thickener building at Water Reclamation
Repair street light at 1st Street and N. Pennsylvania Avenue
Repair miscellaneous traffic signal heads

Repair miscellaneous street light heads
 Repair lights at the adult ball diamonds
 Repair wires and fuse for street light on Federal Avenue
 Repair lights for the Sanitation Department
 Repair street light in 0 block N. Pennsylvania Avenue
 Repair traffic signal at 12th Street and N. Federal Avenue
 Repair street lights in the downtown area
 Install new wiring for street light on S. Federal Avenue
 Repair electrical for furnace in north Storage Garage
 Repair light in Prairie Playground restroom
 Replace bad light at Cannonball Gardens

Wastewater Division:

Routine Activities for the month:

August

Division: Wastewater

- Wastewater treatment:

Monthly Total:	323.867	million gallons
Daily Average:	10.447	million gallons per day
Daily Maximum:	18.659	million gallons per day
Sludge processed	1.675	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 6
- assisted Visue Sewer with lining project
set pump 6" pump at golf course for flood control

Laboratory/Pretreatment Activities:

- Notify Industries of delinquencies
- Completed DNR Monthly Operating Report
- Industrial inspections
- Industrial sampling
- Performed laboratory analysis on seven Industries
Performed laboratory analysis on plant samples

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries in delinquencies in reporting
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Continue hauling biosolids
- Track mileage for all vehicles

Special Activities/Accomplishments of particular note:

- Hauled 552,800 gallons of biosolids
- Repaired hall lane into Harris field after being washed out by heavy rains
- Repaired diaphragm pumps 1 & 4
- Checked all v-belts on vent fans and replaced as needed
- Check all pump oil
- Mowed plant grounds
- Cleaned final weirs
- Performed general maintenance on UV system
- Drained Alum tank for inspection
- Hired Tuttle asphalt to repair plant driveway
- Installed new air compressor in thickener building

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	593.07 tons	3,790.00 tons
Recycling collected	132,820 pounds	1,042,920 pounds
Yard waste collected	161.89 tons	779.98 tons
Large item number of stops	59	287
Materials collected:		
Large furniture	40	283
Small furniture	43	282
Tubs & toilets	0	6
Appliances & TVs	8	71
Electronics	0	1
Request for service calls	252	2,335

Street Division:

Clean and maintain shops and equipment as necessary
Fill potholes with cold patch and hot patch
Install playground at Kiwanis Park
Install large street marker at the major intersections on Highway 122 and 19th Street SW
Clean up accident debris, various locations
Trim trails
Clean debris off storm intakes
Repair signs as requested by Engineer's office
Trim trees 52 calls, remove trees, 25
Grind 40 stumps
Pick up dead deer
Grade the shoulders
Sweep streets as needed
Grade gravels and alleys as needed
Jet plugged storm sewer lines

Hot patch and cold patch holes as needed
Haul tables, cans and bleachers for all events

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 broken and damaged items at Prairie Playground
Haul bleachers, tables and cans for events
Trim trees in parks, trails and buyout lots as needed
Install donated bench for Stangler
Paint shelter houses and work with the Newman Day volunteers on other painting projects
Rebuild the south end of the warming house at Ray Rorick Park Skate Rink by volunteers
Mow side hills as time allows
Repair fire ring at the campground
Mulch and water new trees and seedlings
Paint and install new tree ID signs in the Arboretum
Get the Muse Norris Youth Complex ready for the Recreation Department soccer league
Mow fairways on the disc golf course
Clean up all the cig butts at the Comfort Station in Central Park
Repair broken sewer line at the campground
Flush the sanitary sewer at shelter 4 in East Park
Install new playground equipment at campground and install new pea gravel for fall protection
remove the old disc golf pads in East Park
Remove and clean up old tree stumps in various parks
Repair bike trail signs
Repair the retaining wall at the Muse Norris Youth Complex
Paint over the bridge graffiti at various bridges
Trim and remove all the tree, limbs and pick all the trash along the willow Creek trail from
West Park to Monroe Avenue
Remove all the volunteer growth from the landscape areas in Central Park
Pick up dead carp along the sidewalk at the 12th Street NE bridge over the Winnebago River
Paint the shelter house doors
Kill as many wasps around shelter 2 playground as possible
Haul picnic tables for events
Install the new sign at Kiwanis Park
Build and haul soccer goals for the Recreation Department
Repair the BBQ grill at shelter 4

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Total Calls For Service: Month – 1,951

	Call Type	# CFS
1	Suspicion	278
2	Animal	167
3	Disorderly	137
4	Medical	129
5	Welfare Check	113
6	Collision	91
7	Theft	84
8	Domestic	65
9	Harassment	60
10	Parking	10

Parking Tickets	266
Traffic Citations	122
Written Warnings	227
Motor Vehicle Crash Reports	70
Traffic Stops	381
Extra Patrol Checks	649

Parks and Recreation invited MCPD to participate in their “Touch a Truck” event on August 18. 1st Detail took the motorcycle and a patrol unit and participated in the event.

3rd Detail had a couple of notable cases from August. In the first one, an officer was completing a vehicle check in a park after hours. The officer found a female who began to experience a medical issue. We learned that she was listed as missing and suicidal. She was transported to the hospital and then admitted on a committal order from Des Moines for substance abuse.

In the other case, an officer could hear voices and yelling near a park. Upon further investigation, an officer found a male and female in the grass near the park. We believe the officer interrupted a sexual assault. The case remains under investigation.

Many officers from MCPD were involved in a fraud/identity theft investigation during the month of August. Quick work resulted in the recovery of a truck that had been purchased with a fraudulent loan. One person has been arrested so far and the case remains under investigation.

We had several MCPD officers assist with an Iowa Special Olympics fundraiser at Culvers on August 2, called “Butterburgers and Badges.” We raised over \$1,300 for Special Olympics at our event!

Criminal Investigations

CID had a busy month. They started ten new sexual assault cases, are still working a large fraud/identity theft investigation, and were heavily involved in a murder trial. Additionally, they charged a local man with three counts of 2nd Degree Sexual Abuse.

Other, more routine, casework for the month included vehicle theft and forgery and follow-up on a Facebook post about suspicious males following females that does not appear to be criminal in nature. Several additional charges were filed on older cases. For the month, 17 new cases were assigned to investigators in August.

Administration

We hired two new employees this month. Quentin Hutchinson is our newest police officer and he started on August 13. We hired Meryem Celik as a new crossing guard to start the school year.

We are wrapping up work on the Justice and Mental Health Collaboration Program grant that we received to write the local planning guide. The planning guide will soon be submitted for review. We continue to work closely with the Justice Coordinator, County Social Services, and our local stakeholders to improve outcomes for those impacted by mental health issues.

We also met with Mason City Community Schools and Four Oaks to help manage the school/police response to students in mental health crisis. This is something we’ve been working on for the past couple of years and we have made much progress and improved communication around these issues.

MCPD Social Media	July 2018	August 2018	Difference
Facebook	5,791	5,947	+156
Twitter	1,716	1,726	+10

Public Library

Reported by Mary Markwalter, Library Director

September is library card signup month. Please come in and get a library card if you don't have one. OR update your card if you have not visited the library recently.

Library circulation of materials in print and electronic format for August 2018 was: 10410 items

Library meeting rooms were used 176 times in August 2018 by approximately 1135 people

Library Internet stations were used by 1176 people

Library Wi-Fi was used by approximately 1380 people

Library Databases were used by 1737 people

The library hosted 6 programs in August with a total attendance of 301 people

The library website had 2677 hits

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Softball
- Adult Tennis
- Before and After School Care
- Fun N Sun
- Swim Lesson
- Youth Nature Camp
- Youth Tennis
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 1,540 nights stayed at MacNider Campgrounds

Daily Participation Rates:

Monday	734
Tuesday	658
Wednesday	297
Thursday	340
Friday	460
Saturday	616
Sunday	491

Total People Served in 2018 through August: 256,983

Total People Served in 2017 through August: 247,935

Nights stayed at MacNider Campgrounds in 2018 through August: 5,314

Nights stayed at MacNider Campgrounds in 2017 through August: 4,588

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2018	2017
Family	31	33
Class A	183	200
Class B	30	32
Youth	16	20
Punch Cards	79	74

- Season Concession Sales:

2018	2017
\$51,440.26	\$53,648.85

- 3,629 rounds played at Highland
- Ordered food and beverages for concession
- Mowed the greens 48 times
- Rolled the greens 16 times
- Mowed the tees and collars 10 times
- Mowed the fairways 15 times double mow
- Mowed the rough 5 times
- Raked the traps and push up sides after rain or deer events 15 times
- Mowed the back mounds 4 times
- Blew and raked up acorns on north side of clubhouse 3 times
- Blew the tees and greens of acorns every morning before mowing
- Trimmed mows with grounds master 4 times
- Changed the cups 16 times
- Changed the practice cups 4 times
- Back lap greens, tee, and fairway mowers 3 times
- Weeded eat the course 2 times
- Paint the white lines 1 times
- Blew the tees and greens of acorns every morning before mowing

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 5 new summer staff
- Held 9 pool parties at the Family Aquatic Center
- Addressing Fall & Winter Staff needs (email/letter)
- Staffed booths at multiple schools during registration
- Closed out all Spring and Summer Programs
- Read through Spring and Summer Program Evaluation
- Recruited and ran background checks for 61 youth coaches
- Assisted with the Mason City Youth Soccer Club
- Assisted with the Water Feature Sub Committee from ALTC
- Working with a local Boy Scout on an Eagle Scout Project at MacNider Campgrounds
- Host the second annual Touch A Truck event
- Staff attended My View Point Training (financial software)
- Researched options on different sound systems for the pool
- Dealt with an issue with our Aquatic Center with the State Health Department
- Continued our Partnership A For A Tobacco Free Cerro Gordo County

Highland Park Golf Course Special Activities/Accomplishment:

- Ran the Highland Park Men's Senior Amateur Tournament – August 14th
- Ran the Highland Park Ladies Club 4 Gal Best Shot – August 16th

- Ran the Highland Park 4 Person 8 Inch Cub (Big Cup) Tournament – August 19th
- Run the Highland Park 2 Person Best Shot – August 26th
- Hosted 3 Mason City High School Home meets
- Hosted Men's Club Stage Night
- Hosted one private outings
- Hired, safety trained, and gave hands on training to 1 new summer staff
- Gave two different interview on about the course
- Applied growth regulator, fungicide, liquid fertilizer to greens twice
- Fixed 5 cart shed doors replacing springs and adjusting
- Fixed white grub damage
- Spiked greens due to dry spots on 7 and 18
- Cut limbs around clubhouse and 9 green along with cut swamp willow on 2
- Fixed the 1998 grounds master mowers motor bad rod bearings
- Removed motor on 1998 grounds master
- Removed motor from 1983 grounds master
- Put 1983 motor into 1998 grounds master replace motor mounts recheck and put back into service
- Put new belts on deck of progressive and fix pulley alignment on the 1998 grounds master
- Adjust mower speed on the 2018 greens mower
- Fixed the 2013 greens mower (electrical)
- Fixed tires on 3 pieces of equipment
- Finished the score board railing
- Dug and formed area on 9 forward tee box for bench placement

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run the Camp Grounds
- Run Youth Soccer
- Run Youth Flag Football
- Run Tiny Tot Flag Football
- Run Tiny Tot Soccer
- Run Youth Tennis
- Run Youth Archery
- Run Adult Softball
- Run Adult Tennis
- Run Adult Archery
- Run NFL Punt, Pass and Kick
- Prepare for Youth Soccer
- Prepare for Flag Football
- Continue to addressing Fall & Winter Staff needs (email/letter)
- Host a First Aid and CPR Classes for staff
- Assist in the Employee Appreciation Luncheon

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland 1 Person Best Shot Tournament – September 30th
- Host 2 Mason City High School Home meets
- Mow greens, tees, fairways as needed
- Continue to monitor for grubs, cutworms, fungal diseases and summer stress on greens
- Removal of dead damage trees
- Aerify greens
- Prepare for fall conditions leaf vacuum order plant protectants
- Fall spray clover and other broadleaf weeds

Volunteer Program

Reported by Drew Verstegen, Volunteer Program Coordinator

Routine Activities for the Month:

- Tracking hours
- Channel 4 updates
- Park Watch
- Beautification program
- Trinity Lutheran Project planning
- Adopt A Street cleanup
- Newman Service Day event
- Earth Day Meetings
- River Float planning, event
- Recycling Day Event planning
- Mason City Service Day Planning
- River Cleanup planning and event
- Skate Park Painting project

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Cleanup teams	10
Total		10
Beautification Project	Garden Maintenance	80
Total		80
Earth Day	Meetings	10.5
	River Cleanup	168
Total		178.5
Miscellaneous Projects	Housing Authority	20
	Police Department	24
	Newman Service Day	600
Total		644
Park Watch Ambassadors	Park Watch Tour	14
Total		14
Parks and Streets Projects	Graffiti Cover up	22
	Community Service	20
Total		42
Grand total		968.5

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH DEVELOPMENT

Iowa Department of Public Health approved the release of Youth Development grant funds initially withheld (3%) to ensure all specific project points were covered during the grant year.

Youth Action Teams (YATs)

- Youth Action Team Coordinator is working on new strategies for 2019 school-year recruitment. Plans are evolving for each high school and logistics are being finalized.

Positive Action

- Planning meetings with John Adams Middle School began in August. Evidenced-based Positive Action Curriculum will be presented in two separate classrooms (all sections) during the entire school-year. (In the past, students received the instruction for one semester from one teacher) The change resulted through collaboration with the middle-school educators. Youth Task Force is working to improve our partnerships. Students will complete a pre-survey prior to the start of any instruction and again at the end of the school-year.

PREVENTION THROUGH MENTORING

Iowa Department of Public Health approved release of Prevention Through Mentoring grant funds, initially withheld (3%) to ensure all specific project points were covered during the grant year.

One on One Mentoring

- Coordinator has been evaluating needs of current mentor matches and working on new match details. Youth Task Force will be at KCMR on September 25, to highlight current programs and promote the need for more male mentors.

Peer Mentoring

- Youth Coordinator and school staff-members completed planning stages for the upcoming school year. Students from John Adams Middle School will be matched with mentors from the MC Alternative High School. The group will participate in activities held at the middle school. Periodically, outside speakers (Prairie Ridge, CG County Dept. of Public Health, etc.) will present short educational activities.

SAMHSA Project AWARE

Youth Mental Health First Aid

- During August, an additional 75 educators/school staff were trained in Youth Mental Health First Aid. 393 new First Aiders have been trained this year to date, 31% above project annual goal (300).

STAFF / OTHER

**Youth Task Force continues collaboration on the development of a phone app focused on mental health awareness, intended for youth use.

** Staff are cross-training in preparation for planned medical procedures and an upcoming maternity leave.

** Staff vacations continued in August before school start-up.