

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

November 2018

*(Issued December 14, 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,

City staff has been working long hours with evening meetings on several different topics. Three of these meetings were linked to the flood study and were held with each hydraulic study area. The flood study meetings were a great success in gathering information from the residents of the area and disseminating the findings of the studies. The well attended meetings were a good balance of providing information and allotting time for questions. A council workshop is being scheduled for the beginning of January to discuss these items and to allow council to provide guidance to staff on the desired next steps. The studies will provide recommended actions for the council to alleviate the likelihood of future damage from these threats in the neighborhoods studied.

The library has been closed recently due to demolition and construction in the water damaged area of the building. The library staff is working to stay open as much as possible while this work is completed, but the level of disruption made it unfeasible to stay open during the beginning stages of demolition and construction. The solution that was implemented to solve the failure of the roof and drains is working well and no water has entered the building since it was constructed.

The Golf Course closed for the season and ended up with a small loss this year. While it is never good to take a loss on the year, the amount was greatly reduced due to diligent efforts to limit expenses. The season was particularly difficult due to a late start and persistent wet weather. Further developing revenues will be a focus again next year.

I continue to work with the North Iowa Corridor on several development efforts and the furtherance of the Vision North Iowa plan. The Corridor is looking into the implementation of software that will enable better collaboration and reporting of data. This tool will not only be beneficial to VNI it will also allow the city to better communicate with the public. It is often difficult to show quantifiable information on city services and I believe that this system will provide easy access to this information and will provide it on a regional basis furthering our ability to tell our story in North Iowa as a region.

Sincerely,



Aaron Burnett  
City Administrator

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:**            **November 2018**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 11/1/2018 – 11/30/2018	23805.10	300 Buses
Enplaned 688    Deplaned 724		

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

- Preparation of Board Packet Information, Agenda and Attendance at November 2018 Airport Commission Meeting
- Maintenance continues to plow snow
- Survey and soil borings for the proposed taxi lane extension.
- Working on the design specifications for the new snow plow truck
- Iowa DOT performed a pavement inspection

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

- Preparation of Board Packet Information, Agenda and Attendance at the December 2018 Airport Commission Meeting
- Working on fiscal year 2019/2020 budget

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of November:

- 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 two Special Meetings and tracking 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 17 Resolutions 4 Ordinance based on various requirements
- Upload data for 3 Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 9 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 \$400.00 in animal license fees and \$200.00 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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## *Major Departmental Activities and Items of Interest:*

Iowa Reinvestment District Program: On November 27, the City Council approved a Pre-Development Agreement with Gatehouse Mason City, LLC, to become the developers of the Downtown Hotel. At the same meeting, the Council approved a contract with Icon Architects of Grand Forks, ND, to design the Multi-Use Arena. Icon has extensive experience with ice rinks and other indoor sports venues. Staff initially met with Icon on November 13, at which time it was determined that Icon would be the most qualified to complete the design and begin construction in the shortest time possible.

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 in November. Applications for interior work at 219-221 North Federal Avenue (DoRL) and a new office building for NISS Excavation at 3609 South Federal Avenue were received and will be reviewed by the Forgivable Loan Review Committee in early December.

Public Permitting Portal: The Building Inspections Division went “live” on November 6 with a new, online portal that allows building permit applicants to apply and pay for permits online. This saves time for applicants and streamlines the process for staff. Online applications go straight into our permitting software, cutting down on staff paperwork. Applicants may also pay with a credit card, both online and at the counter. As this system is integrated into the Department’s work flow, we will add more permit types (such as applying for a rental dwelling permit or applications for zoning-related requests).

Developments: 1) Construction continues on the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake. 2) The new Mercy Medical Center – North Iowa Behavioral Health Unit is nearing completion. 3) The owners of Wayne’s Ski and Cycle are completing a renovation and addition to the building at 15 6<sup>th</sup> Street SW (currently Payday Loans). They intend to move Wayne’s to this location sometime next year. 4) A new fermenter building and a storage building are under construction at Golden Grain Energy, 1822 43rd Street SW. A new Administration Building is also planned and will be added when a drive is extended from the new 27<sup>th</sup> Street extension from South Pierce Avenue. 5) The North Iowa Christian School is completing a capital campaign for a major addition to their new campus at 680 6<sup>th</sup> Street SE (formerly the IDOT Region 2 garage).

*Development Review Committee:* 3 meetings held in November: 11/13, 11/20, and 11/27.

<b>DRC Activity</b>	<b>November, 2018</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	7	48
Concept plans reviewed/approved as a Minor Site Plan	2	14
Concept plans to be resubmitted as a Major Site Plan	4	23
<b>Total Concept Plans</b>	6	37
Major Site Plan Reviews Completed	1	11
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	4
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	3
Other Reviews (structure moves, etc.)	0	24
<b>TOTAL ITEMS REVIEWED</b>	7	75

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

<b>Activity</b>	<b>November, 2018</b>	<b>YTD</b>
<b>Zoning Permits Issued:</b>		
Commercial, Principal Structure	3	17
Commercial, Accessory Structure	0	0
Residential, Principal Structure	4	53
Residential, Accessory Structure	1	60
Signs	7	46
Floodplain	0	10
<b>Encroachment Permits</b>	0	6
<b>Zoning Board of Adjustment Cases:</b>		
Appeal	0	0
Conditional Use Permit	0	1
Special Exception	0	6
Variance	1	13
<b>Planning and Zoning Cases:</b>		
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	0	1
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	0	5
Lot Splits	0	1
Final Plat (not requiring P&Z review)	0	2



Activity	November, 2018	YTD
<b>Zoning Violations</b>		
Reported	3	36
Unfounded	3	4
Founded-Resolved without citation	0	6
Citations	0	0
Open Cases (as of date of report)	10	N/A
Cases initiated by staff	0	26
<b>Zoning Inspections</b>		
Zoning – Case Request	3	35
Zoning – Violations	0	2
Zoning –Setback	1	15
Zoning - Final	2	11
<b>Permit Reviews</b>		
Zoning Reviews Completed	31	373
Floodplain Reviews Completed	34	359

## **BUILDING INSPECTIONS DIVISION**

*Building Permit Summary:*

BUILDING INSPECTIONS PERMIT REPORT				
Permits	November, 2018		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	25	\$1,028,109.91	272	\$29,580,059.83
Minor Building Permits	5	\$ 29,758.50	254	\$ 2,418,337.14
Electrical Permits	25		231	
Plumbing Permits	5		88	
Mechanical Permits	15		187	
Sign Permits	7	\$ 12,710.00	46	\$ 195,368.30
Demolition Permits	3	\$ 19,800.00	21	\$ 59,912.00
Structure Moving Permits	0	0	2	\$ 1,000.00
Inspections	November, 2018		YTD	
Number of inspections	130		1140	
Permits by Type	New Construction	Addition/ Remodel	New Construction	Addition/ Remodel
Residential: 1 and 2 family	1	22	10	437
Multi-residential	0	0	1	0
Commercial	1	5	3	71
Industrial	0	1	1	5
Institutional	0	0	0	0

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Other (signs, demo, etc.)	0	10	0	49
<b>Fees Collected</b>	<b>November, 2018</b>		<b>YTD</b>	
	\$ 10,380.30		\$ 201,251.67	

### **CODE ENFORCEMENT DIVISION**

#### *Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>November, 2018</b>	<b>YTD</b>
<b>Case Request Sources</b>		
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	82	1549
Staff Initiated	42	829
Non-Staff Initiated (total):	40	720
Response to Complaint	32	258
Anonymous Complaint	6	328
SeeClickFix	2	135
<b>Case Request Disposition</b>		
Founded Case Requests	82	1549
Citations Issued	0	0
Cases to Court	0	0
Unfounded Case Requests	0	0
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	0	14
Dangerous Building	8	28
Abandoned Vehicle	3	16
Tree/Shrub Maintenance	0	31
Garbage	11	243
Inoperable Vehicle	3	100
Junk, Rubbish or Refuse	24	652
Other	13	335
Writ of Removal	2	41
Information Request	17	97
Snow Removal/Weeds & Tall Grass	30	987

#### *Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>November, 2018</b>	<b>YTD</b>
Initial Inspections	65	672
Reinspections	129	766
5 yr. Inspections	128	1,266
Complaint Inspections	49	216
Unregistered Unit Complaint	0	0

<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>November, 2018</b>	<b>YTD</b>
Inspections cancelled by Landlord	33	231
Inspection cancelled by Inspector	0	4
Failed inspections	23	261
Passed Inspections	67	794
No Shows	29	281
<b>Total # of Inspections</b>	<b>194</b>	<b>1,722</b>
Rental Dwelling Certificates Issued	57	333
Units White Tagged	31	97

## TRANSIT AND SAFETY

### *Transit*

During the month of November, Mason City Transit provided 14,318 rides on its Fixed-Route; which averages to be over 715 rides per day. This is an increase of 1,212 rides compared to November 2017.

### *Safety*

During the month of November, the Safety Department met with Argent, the City's Loss Prevention agency, to discuss the prior year's claims and trends within the City.

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

## ANIMAL CONTROL

<b>NOVEMBER</b>		<b>2018</b>	<b>YTD</b>
<b>ANIMAL CALLS FOR SERVICE</b>			
<b>HOURS</b>			<b>YTD</b>
700	800	=	12
800	900	=	13
900	1000	=	15
1000	1100	=	25
1100	1200	=	24
1200	1300	=	25
1300	1400	=	15
1400	1500	=	22
1st shift sub total		0	151
1500	1600	=	12
1600	1700	=	15
1700	1800	=	10
1800	1900	=	15



1900	2000	=		12
2000	2100	=		8
2100	2200	=		4
2200	2300	=		9
2nd shift sub				
total			0	68
2300	2359	=		5
0	700	=		19
3rd shift sub total			0	24
<b>TOTAL for</b>				
<b>Month</b>			<b>100</b>	<b>1182</b>
<b>ARRESTS</b>				
Animal				
Sanitation				0
Chase/bite nuisance violation				9
Cruelty/Welfare of Animal				0
Vicious Animal				3
Disturbing the				
Peace				0
No Rabies Vaccination			1	7
No City License				3
Animal At Large				5
	<b>Total People</b>			
	<b>Arrested</b>		<b>1</b>	<b>27</b>
Animal Bites	<b>1</b>			48
Wild animal calls				7
<b>Pickup slips animal count</b>			<b>82</b>	<b>880</b>

Please note: the Police Department is changing reporting systems, and we are still working with them on how to include shift totals in the report. Thus, the "Total" column for each hour is empty; only the monthly total is shown. We expect to correct this before the end of the year.

# **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>
November	4	40%	6	60%	10
Year to Date	18	39%	28	61%	46

Burials in November were slightly higher than projected. Traditional burials were below projections and cremation burials were slightly above projections for the year. Cremations are significantly higher than expected at 61% of total burials.

## **Sales**

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
November	0	2	2
Year to Date	15	7	22

Lot sales were significantly lower than projected and niche sales were above projections for the month. For the year, lot sales are significantly lower than projected and niche sales are slightly above projections. The cemetery started selling niches in the new columbarium which accounts for 5 of the 7 sales to date.

**Administration** – Christmas wreaths and flowers were sold and placed on graves during the month. This continues to be a service that is appreciated by family members.

**Operations** – Staff were busy with burials, servicing and storing mowers for the winter and continued weather proofing the overhead doors of the shop building.

**Board of Trustees** – Goals for 2019 were discussed including: Stabilizing the south bank of pond, finishing the landscaping around the new columbarium, and replacing the section signs throughout the grounds. Other important items were securing a Certified Local Government grant for developing specifications and a budget for the Melson Mausoleum restoration and submitting a Historic Resource Development Program grant for restoring the mausoleum.

Requests for Capital Improvement Projects for Fiscal Year 2020 will include replacing two zero turn mowers, replacing a tractor mower and replacing a section of street by the pond.

There was discussion about filling the Vacancy on the Board. A list of people who may be interested in serving on the board is being generated. With the possible retirement of the manager within the next year or two, the job description for the manager's position will also be reviewed.

# 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	7
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	2
▪ Disconnect	1
▪ Septic	0
▪ Sump Pump	0
▪ Water – Industrial/Commercial	
▪ New	1
▪ Repair	1
▪ Disconnect	0
▪ Water – Residential	
▪ New	0
▪ Repair	5
▪ Disconnect	1
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	0
▪ New Sidewalk	0
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	264
● Emergency Call-outs	8
● Emergency Call-out after hours	0
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	0
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	2
● Permit Review & Approval - City	
▪ Commercial Building	0

▪ Residential Building	0
▪ Demolition	2
▪ Remodel or Addition	1
▪ Moving	0
• Permit Fees collected	\$815.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

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

The 12th Street Bridge over Willow Creek was completed and opened to traffic on December 3rd.

During the month of November, Henkel Construction completed the approach and shoulder panel paving as well as the installation of the separation and barrier rails.

Final project quantities are being measured and a final pay request is being assembled.

### **2018 Flood Study:**

Engineering Staff met with the City's consultants from WHKS on November 16th for a project progress update.

Public information meetings are scheduled to update residents on the progress of studies being conducted and to gather neighborhood comments and concerns. The first two meetings are scheduled to be held on December 5th. The first is to discuss options for future management and maintenance of the Asbury tile system and the second to present options for alleviating flooding in Eastbrooke, specifically in the area surrounding Saratoga Court. A third meeting is scheduled for December 12th at which time the city and consultant will discuss options to alleviate flooding caused by the overflowing of the ponds along Plymouth Road.

### **Union Pacific Railroad Quiet Zone:**

The City along with our contractor have completed the additional work required by the Federal Railroad Administration (FRA) following their review of the project in September. At one particular crossing, the City was not able to meet the FRA Rule due to the separation distance from a facility access to the railroad gate arm. For that reason, the City was required to reapply for the Quiet Zone under another category of the Rule. Since the access could not be relocated, but compliance to the Rule was required, the City was allowed to redesign and reconstruct the access following the approval by the FRA Associate Administrator in Washington DC.

After the remaining work was completed the City then prepared As-Built plans for review by the FRA Associate Administrator, the Region 6 Federal Railroad Administrator, the Iowa DOT Rail Crossing Manager and the Union Pacific Railroad. In addition to the As-Built plans, the U.S. DOT Crossing Inventory Forms were updated for each of the five crossings. The Engineer was also required to recalculate the Quiet Zone Risk Index after Quiet Zone improvements for comparison to the Quiet Zone Risk Index with horns prior to the improvements.

The complete package of information was assembled, attached to the new application and sent by certified mail to the list of recipients for their review as required by the Rule. This reapplication begins a new review period however, those who have been involved with the project should be able to respond sooner.

**Central Heights Street Paving Project:**

WHKS continued working on preliminary plans and refining the preliminary assessment schedule following a review by the City. A conference call with Bond Counsel, Ahlers & Cooney is planned for December 4<sup>th</sup> during which several questions are expected to be answered providing clarification of ambiguity related to a few items.

**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.

The Highway 122 project wrapping up for the winter season. East and westbound traffic was placed back in normal operation. The remaining ongoing work is the installation of the traffic signal at the Highway 122 and South Carolina Avenue Intersection.

Crews with Reilly Construction completed the installation storm sewer, sub drain and sanitary sewer and water service lines on the south half of 5th Street SE between South Massachusetts and South Carolina Avenue.

Wicks Construction completed the paving operation on the south half of 5th Street SE between South Massachusetts and South Carolina Avenue. This was the last major paving operation for this construction season. During the time of paving eastbound Highway 122 traffic was detoured to 6th Street SE and to South Carolina Avenue.

Sidewalk installation continued throughout November and is now complete.

Alliant Energy continued with the installation of their new underground electrical system. Mediacom, CenturyLink and their subcontractors continued with the relocation of underground utilities. City Engineering Staff and Water Supply Staff continued 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 was nearly completed with the adjustment of fixture along the North Federal Avenue corridor at the end of the month. Pavement markings were applied and the traffic signals at 12th Street were reconfigured to accommodate the four to three-lane conversion.

**Downtown Traffic Signal Replacement Project:**

K&W Electric will begin working on 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:**

K&W Electric completed the installation of underground conduit via directional boring from 13th Street to 15th Street. The street light bases have been delivered to the site and K&W Electric plans to begin drilling holes soon.

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

To meet the needs of future development, a sanitary sewer collection system is being incorporated into the project. The Engineering Department and consultants with SEH drafted a professional services agreement for the design of a new sanitary sewer lift station and force main system. A professional services agreement is on the agenda for approval at the December 4th meeting of the City Council.

Reilly Construction completed the installation of the storm sewer intakes structures and piping. The installation of the water main was also completed. The new water main will be pressure tested, then disinfected prior to final testing.

The paving of 27th Street SW, pavement widening on South Pierce Avenue and 43rd Street SW will be performed in the spring.

Engineering Staff, SEH and Wicks Construction continued meeting bi-weekly to review and discuss the progress of the project.

**Mason City Jordan Wellfield Project:**

A contract was approved with the University of Iowa and the Iowa Geological Survey for the creation and development of a local-scale groundwater model. The model can be used in conjunction with a Regional Model currently being developed for the Cerro Gordo County area. Similar regional modelling has been completed in other areas of the state where large amounts of water are pumped annually from the Jordan Aquifer. Together, the models will provide Mason City with a tool to plan for increased pumping, systematic cycling of well pumping, expansion of new well(s) and permitting with the Iowa Department of Natural Resources.

The local-scale model will be calibrated using actual pumping data from the City's Jordan wells. The objective and goal will be to utilize the calibrated model to maximize future groundwater withdrawal from the Jordan aquifer, while complying with the regulatory rules of the Iowa Department of Natural Resources. The model will allow the City to quantify the additional water available from the Jordan aquifer over the next 20 to 50 years. The resulting information can be used for numerous purposes including the promotion of economic development, industry growth and expansion, residential usage and the placement of future wells.

Engineering and Water Supply staff are scheduled to meet with the Principal Investigator on December 10th to begin strategizing a plan for test pumping.

**2017 Street Rehabilitation Program:**

The project was accepted and final payment for the contractor approved at the November 6th meeting of the City Council.

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

The remaining contract work was completed. Acceptance of work and a final pay request is planned to be on the agenda for the December 18th meeting of the City Council.

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

The project was accepted and final payment for the contractor was approved at the November 20th meeting of the City Council

**2018 Sidewalk Program:**

The project was accepted and final payment for the contractor was approved at the November 20th meeting of the City Council.

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

- Staff researched, collected data and conducted field reviews and investigations for the preparation of several Engineer's Opinion of Project Costs. The information was compiled then used by the Engineer during the planning and preparation for FY20 projects and the Capital Improvement Program for FY20-24.
- Clear Lake Telephone completed their network extension along South Federal Avenue and South Delaware Avenue extending from 15th Street South to East State Street. Engineering and Water Supply Staff continued coordination efforts with Clear Lake Telephone personnel and continued providing locating services for city utilities throughout out the duration of the project.
- Engineering Staff continued to collect field data for design of projects preliminarily planned for 2019. The projects include street rehabilitation, street panel and curb replacement, sidewalk replacement and other miscellaneous projects.
- Approximately 150' of curb and gutter along East State Street adjacent to the Egloff House was constructed. The Engineering Department hired a contractor to remove and replace the existing curb in preparation for driveway approach installation. Engineering Staff has been coordinating the timing and location of the driveway approaches, sidewalk and curb replacement with the Project Manager and their contractor.
- The Engineering Department continued working with ATC Group Services to coordinate the installation of additional monitoring wells near the intersection of 12th Street SE and South Hampshire Avenue. This site was classified as a Leaking Underground Storage Tank (LUST) site due to the petroleum impacted soils. Last year, the known contaminated soils were removed and replaced clean fill however this site continues to be monitored.
- The Engineering Department coordinated work with Alliant Energy for the Commercial Alley steam tunnel removal project. Alliant Energy's contractor completed saw cutting the alley pavement above the steam tunnel between 3rd Street NE and 1st Street SE. Next, sections of alley will be removed to provide access to the steam tunnel. The holes are needed for workers to remove the asbestos from the pipes within the steam tunnel. Following the removal of asbestos, the remaining pavement above the steam tunnel will be removed along with the tunnel itself. Upon the completion of work, temporary fill material will be placed in the trench until spring.

**Traffic Division:**

- Traffic Control
  - Sign work orders 9
  - Traffic Sign Orders 0
    - Streetlights
    - New Installation 0
    - Repair Request 1
    - Fixture Replacements 44
  - Traffic Signals
    - Respond to signal issue reports 13
    - Perform traffic signal repairs 11
  - Iowa One-Call locate reviews 296
  - Locate City-owned electrical utilities 8
  - Emergency Call-outs 0
  - Tornado Siren repairs 0

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

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue.
- Mobilized message boards at 6th Street SW & South Monroe Avenue for a water main break repair.
- Responded to multiple reports of damaged signs and issued work orders.
- Inspected the installation of conduits on the 12th Street NW bridge. Prepared a plan with Alliant Energy to bring utility to provide power for lighting on the bridge.
- Logged sign removals and edited the GIS map.
- Performed a night-time street lighting survey. Followed up by compiling a list of needed repairs for Alliant Energy and Operations & Maintenance.

**Water Supply Division:**

- Water Production
 

	<u>November</u>	<u>FY 2019</u>
• Total (gal)	108,360,000	640,808,000
• Daily Average (gal)	3,612,000	4,188,000
• Daily Maximum (gal)	4,173,000	6,733,000 *
• Daily Minimum (gal)	2,710,000	2,710,000**
		*Indicates Yearly High
		**Indicates Yearly Low
- Water Plant Maintenance and Repair
  - Wash down EDR stacks and perform voltage checks
  - Repaired altitude valve at the Kentucky Tower and inspected the Federal tower altitude valve
  - Replace hose and piping on #4 EDR
  - Repair sample port on sodium hypo generator
  - Replace air relief valve #4 EDR

- CIP #3 EDR
- Replace bearings in fan Well #14
- Repair heat controller high service pump room
- Replace filters 6-10 day run time
- Service on-line analyzers
- Clean conductivity probes
- Customer Service
  - Iowa One-Call locates 299
  - Prepare and send service repair letters 7
  - Monthly bacteria samples 30
  - Collect project bacteria samples 2
  - Check water quality at residents and businesses 5
  - Correlate water main breaks and investigate for leaks 3
  - Hydrant flow testing 0
  - Hydrant Flushing 0
  - Water Main shut down for repairs 10
  - Water shut offs for non-payment 6
  - Water shut for other 0
  - Water service re-connects 0
  - Assist with installation of Water Meters 1
  - Repair Water Meters and collect reading 0
  - Deliver Red or Tan Tag 0
  - Update shut off data base and maps 34
  - Water Service Permit/Inspection
  - Repair/Replace 2
  - New Installation 1
  - Disconnections 0

○ Meter Department

	<u>November</u>	<u>FY 2019</u>
• Meters Installed	131	591
▪ Industrial	1	2
▪ Commercial	10	18
▪ Residential	120	571
• Meters Repaired	2	4
• Contractor and Garden Meters Installed	0	4
• Meters Read	11,772	58,860
• Meters Ordered	8	303

<u>Meters Installed November 2018</u>			<u>Meters Ordered November 2018</u>		
5/8"		115		5/8"	0
3/4"		1		3/4"	0
1"		10		1"	8
1 1/2"		4		1 1/2"	0

2"		1			2"	0
3"		0			3"	0
4"		0			4"	0
	Total	131			Total	8
<u>Meter Inventory December 1, 2018</u>						
					5/8"	0
5/8"		121			3/4"	0
3/4"		9			1"	0
1"		7			1 1/2"	0
1 1/2"		1			2"	0
2"		1			3"	0
					4"	0
	Total	139			Total	0

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

- Working with Iowa geological Survey on Jordan Well Study
- Reprogrammed Well #7 flow meter
- Troubleshoot pump issue on the Sodium Hypochlorite Generator
- Troubleshoot a communication issue with Well #8
- Installed the snow blower attachment on the lawn tractor
- Submitted IDNR Reports
- Cleaned ground rods on all EDR stacks
- 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 working with vendor on PLC upgrades at well buildings

**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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Routine activities for November

## Finance

Duties	November	Fiscal Year-to-Date
Prepare payable checks	610	2,974
Prepare receivable invoices	89	354
Prepare payroll checks	647	4,068
Certify invoices to County	-	115
Send letters to State Offset Collections	-	52
Record State Offset collections	\$ 209.00	\$ 26,868.00
Sort Mail	5,450	31,000
Ambulance accounts sent to collections	19	65
Record ambulance receivables	141	869
Process utility payments	544	1,778

- 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 October
- 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
- Finalize working on FY 18 Comprehensive Annual Financial Report
- Start work on FY 20 Capital Improvements Plan
- Attend budget meeting in Waverly

## Utility Collections

Duties	November	Fiscal Year-to-Date
Record ACH activities	26	160
Prepare Utility adjustments	150	580
Estimate billings		-
Issue utility bills	10,474	52,737
Answer phone calls	735	3,787
Respond to voicemail	343	1,405
Complete utility service orders	100	840
Complete landlord tasks	75	270
Issue shutoff notices	536	2,155
Process customer paid utility bills	5,908	28,264
Process customer deposits	500	2,347
Replace meters	118	560
Complete monthly sales tax report/hours	-	14.00

## Information Systems Coordinator

- Work on default desktop profile for all Windows 10 users.
- Look at tablet for Aaron O at PD again.
- Set up new tablet for PD Evidence.
- Check emails for Aaron B.
- Update antivirus license file on server.
- Update Silverlight on FD clerk's computer.
- Add R drive for new computers at Water Treatment.
- Install Quicktime on Fire Chief's computer.
- Remove references to outdated county systems from PD logon scripts.
- Test new start layout for Records tablet at PD.
- Perform BMR on PD mobile server.
- Restart time clock at cemetery.
- Install replacement protective screen on Safety tablet.
- Take new tablet to Tammy at PD.
- Set permissions on Training Folder for PD.
- Create new shared folder for PD Department drive.
- Get new shelving system for storage room.
- Set up new shelving system in storage room.
- Start cleaning out storage room to make room for new organizational shelves.
- Get with Aaron B at FD regarding his questions.
- Get with Rec Department about laptop versus tablet requisition.
- Look for missing emails for Angela D.
- Order new tablet for O and M.
- Order new tablet for Rec.

- Restore files for City Clerk.
- New security software training.
- Help with equipment setup for credit card payments for 3<sup>rd</sup> floor.
- Start organizing storage room.
- Show Jess G how to access and use Spam filter.
- Install new security software and management console on server.
- Test new security software on desktop, tablet, and server.
- Perform BMR on server at City Hall.
- Get with Aaron B at FD about limited access to new tablets.
- Look through Battalion List for FD.
- Test MCVV Volunteer Email delivery.
- Check status of back door lock at City Hall.
- Look at Phone system issues for PD.
- Empower training for GIS.
- Clean up phone account for former user at PD.
- Install new security software on GIS and City Admin's computers as test.
- Install new GIS software on tablet and desktop.
- Install SQL Studio on tablet and desktop for GIS system.
- Science and Technology meeting.
- Look for emails for YTF user.
- Order USB to VGA adapter for tablet.
- Set up new user for Animal Shelter.
- Order new tablet for FD.
- Check HP POs for payments.
- Look at Aaron O's tablet again.
- Order Blu-ray disks for PD burner system.
- Get with PD Investigator about email on his phone.
- Install Firehouse add-on for user at FD.
- Start installing new security software on computers City wide.
- Get with PD Investigator about Apple phone connectivity issues.
- Remove former PD user from system.
- Start updating antivirus on City wide computers.
- Check generator fuel level.
- Look for missing emails for GIS analyst.
- Run through reports from new security system and clean up computers.
- Configure new tablet for Rec Department.
- Get with Techs to look at Fire Alarm and phone systems for City Hall.
- Find USB printer cable for user at PD.
- Reset user password for new user at Animal shelter.
- Help City Clerk with account access.
- Order USB to VGA adapter for Rec tablet.
- Take new tablet to Rec Department.
- Order projector for Museum.
- Help Barb W with getting Bill S access to shared files at Water Rec.
- Order two more tablets for Rec Department.
- Take printer cable to PD and install new printer.

- Install new monitors for Engineering user.
- Fix DHCP services at PD.
- Check L-3 for new user access at PD.
- Reprogram IT database to include field for PO submission date.
- Look at email attachment issue on mobile unit for PD.
- Pick up and check mobile connections for PD Car 8.
- Configure new tablet for O and M.
- Look at backup UPS for Task Force.
- Order new tower unit for PD.
- Order new iPad for Council Member.
- Order new mobile connection for GIS server.
- Make list of computers at PD that need memory upgrades.
- Configure new tablet for Fire Department.
- Update browser on John A's computer.
- Take tablet to FD.
- Run scan on PD laptop to look for issues with registration.
- Check Car 8 connections again.
- Look at printer issuers for YTF.
- Follow up on new user account for Animal Shelter.

## **GIS Department**

### **Cemetery**

### **Development Services**

- Run script and create CSV file
- Troubleshoot AutoCAD files for Plats not projecting correctly
- Research where data for the address subunit layer originates, request data to update GIS layer

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

- Download GPS Data, export to shape file and update GIS layers x 13
- Troubleshoot and fix security access to editing, users locked out
- Research "find" tool not working properly
- Troubleshoot AutoCAD crashing for user
- Research and work on solutions for editor tracking on GIS data
- Create new layers, edit symbology, add to data group
- Troubleshoot editing problems
- Discuss adding layers into map project
- Assist with creating a map legend, scale bar, changing print size
- Update laptop software and map
- Update map and customer service database, download to laptop

### **Fire**

- Troubleshoot street level view imagery question

- Assist with creating radius of specific distance around a location
- Research and fix graphic on map

## **Finance**

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

- Troubleshoot layer not showing, instruct on how to turn it on
- Update and download map to new tablet computer
- Meet with Supervisor to discuss asset management /GIS software needs
- Find and download video and report for a section of sewer main

## **Police**

### **General**

- Update road closure map
- Update City Admin map
- City admin: create two maps for meetings
- Complete data request for outside agency
- 3 days training on database management program and set up of asset management /GIS system
- Work on asset management software maps and queries
- Work with creating maps and reports in new software system
- Create and print large format Precinct map
- Work on asset management database
- Troubleshoot SQL server updating GIS data
- Add new geodatabases to SQL server updates

## **December initiatives**

### **Finance Department**

- Work on November 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
- Finalize work on FY 18 CAFR and MD & A
- Start work on FY 2020 CIP
- Start preliminary budget analysis

### **Information Systems Coordinator**

- Start testing and training of Windows 10 implementation.
- Complete expansion of the Wireless Network for City owned devices,



- Replace final two outdated servers.
- Install new security software on network and computers.

### **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 November 2018

### Monthly Council Report

		NOV 2018	YTD
9-1-1 Calls/Emergency Calls			
	Fire	65	466
	EMS	359	3,380
Non-Emergency Calls			
	Fire	3	42
	EMS	93	874
Total Calls for Service (Fire & EMS)		520	5,282
Personnel Training Hours			
	On-Site	643.18	7,658.91
	Off-Site	52.00	714.75
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	106	1,447
	Existing Building Inspections	9	85
	Plan Reviews	8	147
	Fire Investigations	3	16
	Liquor/State License Inspections	3	126
Community Involvement			
	Public Tours of the Fire Station (Number)	1	24
	Public Fire Safety Appearances/Trainings (Number)	3	51
	EMS/Fire Students - Ride-Along	3	63
	Preceptor Training Hours	30	1,079.75
Overtime Hours			
	Fire	97.75	1,247.04
	EMS	472.00	4,597.75

### **Overtime Analysis**

November was a busy month for the fire department and our overtime numbers are higher than expected. The increase in overtime is due to higher transfer requests which make up about 83% of all ambulance overtime reported for November. MCFD also had two separate building fires that caused our fire offshift to be activated and raise our fire overtime. Looking ahead we expect December overtime numbers to stay about the same. Winter is not officially here but we have started to notice a small increase in accident calls and transfers. MCFD will continue to monitor overtime and work with our staff to cover the station and stay within our staffing requirements while providing quality service to our community.

### **Lieutenant Promotions**



Lt. Bob Rush – 3<sup>rd</sup> Battalion

Congratulations to Firefighter/PM Bob Rush on his promotion to Lieutenant. Lt. Rush has been with MCFD for over 17 years and also volunteers with the Manly Fire Department. Lt. Rush is Firefighter I & II certified and is a member of our HazMat team. Congratulations and thank you for your service and dedication to the fire and rescue industry and for serving the citizens of Mason City and Manly.



Lt. Gary Akins – 2<sup>nd</sup> Battalion

MCFD would also like to congratulate Firefighter/PM Gary Akins on his promotion to Lieutenant. Lt. Akins has been with the fire department for over 10 years. Lt. Akins is Firefighter I & II certified, he is a member of our HazMat team and also volunteers with the Rockwell Fire Department. MCFD thanks you for selflessly serving Rockwell and Mason City residents. Congratulations Lt. Akins!

### **Training Officer Promotion**



Lt. Carl Ginapp  
Training Officer/Fire Bureau

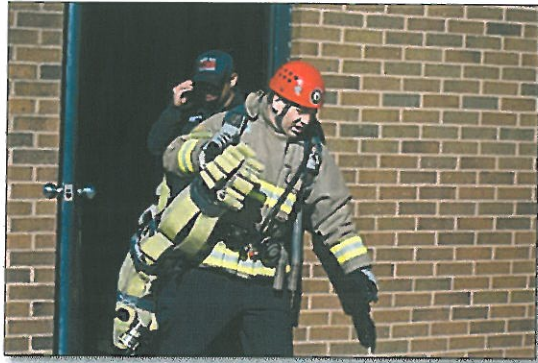
MCFD would like to congratulate Lt. Carl Ginapp on his recent promotion to Training Officer/Fire Bureau. Lt. Ginapp will be our Fire and EMS Training Officer and will assist Fire Marshal, Jamey Medlin with inspections. Lt. Ginapp has certifications in Firefighter I & II, Training Officer I & II, Hazardous Materials and 22 years of experience with MCFD. Congratulations Lt. Ginapp!

### **Welcome Aboard Firefighter Christopher Ward!**

We are excited to welcome our newest firefighter to the MCFD family. Christopher Ward is EMT certified and currently volunteers with the Clear Lake Fire Department. Firefighter Ward will fill our last vacancy and we are thrilled to finally have fully staffed battalions. Welcome Chris!







## Human Resources Department

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Reported by Perry Buffington, Human Resources Director

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Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration Development	3		3
Services	11	17	28
Engineering	17		17
Finance	10		10
Fire	44		44
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	59		59
Parks	6		6
Police	51	2	53
Recreation	6		6
Youth Task Force	4	1	5
Grand Total	241	27	268

### Staffing

### Activity

Hiring Activity:	<ul style="list-style-type: none"> <li>- Fire Lieutenant (Fire): Promoted 2 FF to Fire Lieutenant from promotional Civil Service list, approved by Council</li> <li>- Police Officer-2 openings (Police): Interviewed, background, job offer on 1 opening, continuing background on 2nd applicant</li> <li>- Firefighter/EMT-1 opening (Fire): Conducted interviews, background checks, job offer and Council Approval</li> </ul>
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	- Volunteer Coordinator-1 opening (Admin): Recruitment on hold until end of the year
	- Administrative Assistant-1 opening (Police): Began recruitment
	- Golf Clubhouse Manager/Recreation Special Events (Recreation): Began recruitment
Positions Filled:	- Hired 1 Reg employee: Police Officer during the month
Turnover:	- Vol Quit: 1 - Pretreatment Coordinator/ 8 seasonal employees
Employee Orientations/exit interviews:	- Orientations for 1 full-time staff
Civil Service Commission:	- 1 meetings held during the month

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

#### **Activity**

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

#### **Employee Involvement**

#### **Activity**

5k Run/Walk One Vision	- City employees developed a team to participate in the 5k fundraising event for One Vision raising 2nd highest pledges
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#### **Benefits**

#### **Activity**

Employee benefit support:	- Ongoing support resolving employees benefit issues
2019 Benefit Enrollments	- Concluded 2019 employee benefit enrollment enrollments

#### **Miscellaneous**

#### **Activity**

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases
Drug Testing Compliance Activities:	- Conducted required monthly drug testing

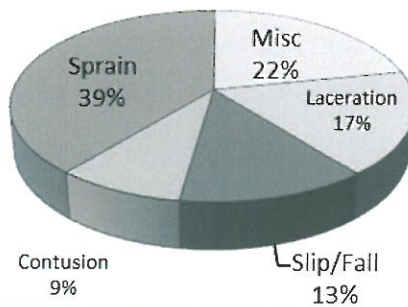


Safety Statistics	Month	2018 YTD	2017 YTD
# of Work Comp Cases	1	23	20
# of OSHA Injuries	1	23	18
# of Days Missed	1	77	37
# of Employees Off	0		

**Nov Medical Cases**



**YTD Medical Cases**



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: November 2018**

**Routine Activities:**

In the month of November, 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 rentals 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.

November started off with puppet shows by Eulenspiegel Puppets. The two person cast performed "Appleseed." A story about Johnny Appleseed and a few other apple related heroes including Henderson Lluelling, who traveled from Iowa to Oregon with a wagon full of 300 growing apple trees. School classes, homeschool groups, and families enjoyed this entertaining tale at one of three performances presented here at the museum.

One new temporary exhibit opened at the Museum during November. Joanne Alberda, of Sioux Center, was given the Best in Show award during the Charles H. MacNider Art Museum's Iowa Craft Show: 43 in 2017 for her fiber piece, *Improvisations on a Square*. This award granted Alberda a solo exhibition at the Museum. Alberda's exhibition, Blue Marbles, explored themes of stars and planets through a collection of quilted works. This month a new piece of artwork was approved for accession. Jim Dine's "Untitled (From Dutch Hearts)" was added to the permanent collection using Museum Trust funds through the already established Kelly Paulson fund. Jim Dine is an American multimedia artist known for being a very private person. He gained a lot of his artistic inspiration from his family hardware store. Tools, hearts, and Pinocchio are some of his most famous art subjects.

With the winter weather during November, staff switched their routines to tasks related to the new season. Dehumidifiers were switched out for humidifiers to counteract the effects of dry heated air on the art. Staff cleared walkways and the driveway of snow and ice. A Winter Newsletter and Class Flyer were prepared and mailed to members of the museum. Winter and Holiday themed classes such as Gingerbread Houses, Christmas Cards & Ornaments, and My Doll and Me: Holiday were taught. Planning for Holiday Open House and Holiday Off the Clock also kept the staff busy. Preparations included setting up and decorating two Christmas trees, preparing Holiday crafts, establishing volunteers to operate craft or food tables, arranging cookie donations, organizing a volunteer to decorate the banister, and distributing ads or flyers for the

events. Those programs are scheduled for Friday and Saturday of the second weekend of December.

**Membership:**

Members: 308

**Attendance:**

Gallery / Open Studio / Shop: 524

Programs: Puppet Shows (79 adults, 204 kids), Artoberfest Committee (3), Board Meeting (8)

Outreach: 125

Tours: 20

Rentals: NIACC (35), Birthdays (112 adults, 25 kids)

Classroom: 75 adults, 108 kids

Playground: 76 adults, 114 kids

2018 November Attendance

Gallery attendance	524
tour attendance	20
event attendance	466
Classes	183
Playground	190
Outreach	125
TOTAL	1508

# **Operations & Maintenance/Parks Department**

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Reported by Bill Stangler, Operations & Maintenance Manager

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## **Utility Division:**

Repair Type	Repair ID
Cement Work	(3 Cement Work)
Dirt Work	(2 Dirt Work)
EQUIPMENT MAINTENANCE	(1 EQUIPMENT MAINTENANCE)
HAUL SPOILS	(1 HAUL SPOILS)
Hydrant Repair	(2 Hydrant Repair)
METER READING	(4 DAYS METER READING)
Ring & Cover Repair	(1 Ring & Cover Repair)
SANITATION	(3 DAYS MAN WORKING IN SANITATION)
SNOW PLOWING	(1 SNOW PLOWING)
VaC-ON	(1 VaC-ON)
Valve Installation	(6 Valve Installation)
Valve Repair	(1 Valve Repair)
Water Main Repair	(1 Water Main Repair)
Water Service Repair	(3 Water Service Repair)

We had one water main break this past month. It was under the tracks on 6th SW and valves were installed in the east and west side of the tracks to isolate this leak until a new main can be bored in. Engineering is working on getting this accomplished.

We had a staff member read water meters for 3 days this past month and he also filled in for sanitation another 3 days.

We started and will continue in December checking fire hydrants for high ground water. Fire hydrants found to have high ground water in the barrels are pumped out and winterized so they will be useable if needed over the winter.

Reminder if anyone is in need of fill we do haul it to properties by the dump truck load as time allows. We will not level it. This fill may include sweepings, concrete, clay, dirt and/or bricks. People who may be interested may contact Joe Bohl, Utility Supervisor at 641-421-3677.

## **Internal Service Division:**

### Mechanical



Service and repair 3 fire trucks and ambulances  
Service and repair 0 park vehicle  
Service and repair 2 police cars  
Service and repair 1 Recreation Department vehicle  
Repair and service 3 Sanitation trucks, brakes, etc.  
Repair and service 20 Street Department vehicles  
Service and repair 3 Water Reclamation vehicles  
Service and repair 1 Water Utilities vehicle  
Service and repair 1 Water Supply vehicle

#### Electrical

Repair streetlights in the downtown area  
Repair lights at Street Department  
Install Christmas lights and decorations  
Repair outlets in Central Park  
Repair clock in Central Park  
Repair parking lot lights for Southbridge Mall  
Install electrical for the locks at Frederick Hanford Park shelter  
Breaker repair in thickener building at Water Reclamation  
Repair traffic signal head, spare  
Repair outlets in shelter at Frederick Hanford Park  
Repair traffic signals at 19<sup>th</sup> and S. Monroe  
Repair streetlights at 122 and S. Taft  
Repair traffic signals at 6<sup>th</sup> and S. Monroe  
Winterize damper and exhaust fans at MacNider Campground  
Repair streetlights on pedestrian bridge  
Install signs on West State Street  
Repair door locks at MacNider Campground  
Run generator test at MacNider storm shelter  
Repair street lights at Northbridge  
Repair door locks at shelter 4 in East Park  
Install new led lights in Police parking garage  
Repair traffic signals at 6th and S. Federal  
Repair roof vent on mechanic shop  
Traffic signal repair at 19<sup>th</sup> and S. Taft  
Traffic signal repair at 6<sup>th</sup> and S. Federal  
Repair lighting at the East Mason City entrance sign  
Repair parking lot lights at 1<sup>st</sup> and N. Pennsylvania  
Repair streetlights on the 12<sup>th</sup> Street overpass  
Install led lighting in the Sanitation Department  
Install circuit breaker and emergency backup battery at Water Reclamation  
Install led lighting at Highland Park maintenance garage  
Repair streetlights at 4<sup>th</sup> Street NW  
Repair lighting at the south Mason City entrance sign

**Wastewater Division:**

Routine Activities for the month:

**November 2018****Division: Wastewater**

- Wastewater treatment:

Monthly Total:	221.2	million gallons
Daily Average:	7.37	million gallons per day
Daily Maximum:	9.06	million gallons per day
Sludge processed	1.75	million gallons

**Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 2
- Assisted WHKS with locating manholes

**Laboratory/Pretreatment Activities:**

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Sample collection/Annual inspections completed
- Performed laboratory analysis on plant samples

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

- Notify Industries of delinquencies
- Calculate flows, organic and inorganic totals for all industries and plant
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles

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

- Received new pickup for plant
- Cleaned mowers and put away for winter
- Checked all clarifiers for proper oil level for winter
- Met with FEMA several times to try and recoup monies from summer flooding
- Installed catwalk in sludge loadout for safely loading semi-trucks
- Monthly inspections
- Changed oil in large electric blower
- Installed new "plows" on thickener
- Returned rental semi that was being used for sludge hauling
- Hauled 2,452,108 gallons of biosolids to farm land
- Changed oil in all small air compressors
- Shut down and removed UV system for the winter



**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	52.63 tons	5,318.00 tons
Recycling collected	138,440 pounds	1,434,040 pounds
Yard waste collected	256.16 tons	1,672.66 tons
Large item number of stops	46	456
Materials collected:		
Large furniture	32	395
Small furniture	42	423
Tubs & toilets	3	15
Appliances & TVs	14	124
Electronics	0	1
Request for service calls	380	3,365

**Street Division:**

Clean and maintain shops and equipment as necessary  
Fill potholes with cold patch and hot patch  
Install Christmas baskets on poles in plaza  
Install Christmas wreaths and garland on streetlights around Central Park  
Clean up accident debris, various locations  
Install Christmas lighting on City Hall and the tree in Central Park  
Send employees to Sanitation as needed  
Sand and remove streets, parking lots, etc. as needed  
Trim trees 21 calls, remove trees, 19  
Repair barricades and work zone supplies as needed  
Pick up dead deer  
Grade the streets and alleys  
Sweep streets as needed  
Haul spoil pile to fill site  
Remove ice from streets created by sump pumps for approximately one week  
Haul mulch pile to fill site  
Prepare snow removal equipment for the winter season  
Haul tables, cans and bleachers for all events  
Help install erosion berm in East Park along the Willow Creek  
Pick up parts of dead deer dumped at 19th and S. Pierce  
Pick up recliner from 19th and S. Federal  
Haul and mix sand and salt for snow and ice removal  
Prep snow removal equipment  
Haul mulch to citizen  
Respond to call from citizen that drove over a storm intake and got a flat tire. No problem found.

**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 issues in the Bandshell  
Move snow and sand sidewalks, bridges, etc. as needed  
Trim trees in parks, trails and buyout lots as needed  
Clean up leaves from the plaza  
Place the Urban Deer Hunting signs at hunting locations  
Start flooding the ice rink at Ray Rorick  
Install donated benches in East Park and the Arboretum  
Deliver volleyball poles to City Hall plaza for Home for the Holidays  
Haul bleachers for Home for the Holidays  
Place tires at the East Park sledding hill  
Clean up garden debris at the Cannonball Garden

# Police Department

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Reported by Jeff Brinkley, Police Chief

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## Patrol

Total Calls For Service: Month – 1,450

	Call Type	# CFS
1	Suspicion	143
2	Collision	114
3	Medical	110
4	Animal	99
5	Disorderly	98
6	Theft	89
7	Welfare Check	83
8	Alarm	71
9	Parking	45
T10	Motorist Assist	40
T10	Harassment	40

Parking Tickets	121
Traffic Citations	104
Written Warnings	117
Motor Vehicle Crash Reports	98
Traffic Stops	197
Extra Patrol Checks	564

1<sup>st</sup> Detail responded to a shots fired call on November 24 where one person was arrested. Officers and investigators received great cooperation from residents in getting statements and putting the case together. 1<sup>st</sup> Detail officers are also working on updating business contacts across Mason City.

2<sup>nd</sup> Detail responded to a shooting involving a railroad police officer on November 29. Shift personnel worked to secure the scene and to identify witnesses. MCPD crime scene and crash investigation personnel were notified to process the scene. 2<sup>nd</sup> Detail staff has been working to prepare for upcoming field training assignments.

3<sup>rd</sup> Detail had a couple of notable cases in November. The first occurred early in the month when an officer on patrol observed a suspicious vehicle that was being operated by a wanted person. After a brief foot pursuit, the suspect was taken into custody. Officers also recovered drugs, paraphernalia, and large amount of cash from the suspect. The second case was later in the month and stemmed from a report of a domestic incident. Officers arrived on scene to find drug paraphernalia, a strong odor of marijuana, and a large amount of cash in the possession of one of

the residents. Officers applied for and obtained a search warrant found drugs, cash, and a gun. The investigation into this incident is ongoing.

Community Events: Rum with Rudolph 5K, Arresting Hunger, No Shave November, Home for the Holidays Story Time, North Iowa Social Media Breakfast, and Crisis Intervention Board Meeting.

### **Criminal Investigations**

CID personnel opened 17 new cases this month and closed 7. Those included: five sexual assaults; two North Central Iowa Narcotics Task Force search warrants; and a case on a juvenile related to online threats. A wide array of felonies were filed by detectives this month on a variety of cases.

### **Administration**

We hired Tyson Anderson as a police officer in November. Tyson had previously served as a full-time officer with MCPD. We re-hired him and he is currently in his field training program.

Sergeant Tiffany Creekmur was officially appointed by Governor Reynolds to be the Iowa Police Officer Association representative on the Iowa Law Enforcement Academy Council. Sgt. Creekmur attended her first meeting in late-November.

Captain Mike McKelvey continues to serve as a member of the Iowa Medical Cannabidiol Board. This involves monthly meetings in the Des Moines-area. He also serves on the board for the Iowa Police Officer Association and attended their board meeting in November.

We completed in-service training this month. The morning training was in cooperation with the Transportation Security Administration (TSA) and included an overview program on explosives and TSA operations at airports. The afternoon was a defensive tactics refresher course. That wrapped up our in-service training for 2018.

<b>MCPD Social Media</b>	<b>Oct 2018</b>	<b>Nov 2018</b>	<b>Difference</b>
Facebook	6,221	6,316	+95
Twitter	1,747	1,748	+1

## Public Library

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Reported by Mary Markwalter, Library Director

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In November 2018 the library hosted 14 special programs. Programs were offered for all children and adults. All library programs are offered for free to the public.

Total electronic database usage was 2008

Total print circulation was 9293

Total circulation of other items such as: DVD's, puppets, Playaways, audio books, software, etc. was: 2313

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

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Reported by Brian Pauly, Recreation Superintendent

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## Recreation Monthly Activities:

- Adult Volleyball
- Before and After School Care
- Preschool Sports Class
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the City's website and channel 4
- Audited 9 first aid kits

## Daily Participation Rates:

Monday	694
Tuesday	398
Wednesday	243
Thursday	588
Friday	81
Saturday	447

Total People Served in 2018 through November:	321,049
Total People Served in 2017 through November:	317,650

## Highland Park Golf Course Monthly Activities:

- Closed the concession for the season
- Top dressed all the greens
- Picked up all limbs with trailer - 33 loads
- Mowed the brush in no mow areas and all the edges around the golf course

## Recreation Special Activities/Accomplishments:

- Addressing Winter Staff needs (email/letter)
- Assisted Band Festival Committee with paperwork
- Assisted in Earth Day Committee



- Assisted the safety department
- Work on CIP Proposal for FY 2020
- Attempted to recruit an intern for Spring 2019
- Met with a Blue Zone Group Sub Committee on add splash pads to Central Park
- Finalized that MacNider Campgrounds will host the three stand-alone Steak Cookoff Competition July 5 and 6, 2019 (only a handful of triples competition in the world)
- Met with different chemical provides to see options for the Aquatic Center
- Received the new 15 person van
- Assisted with the 5-2-1-0 initiative for Mason City

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

- Finished blowing water lines
- Closed and checked all drain valves
- Pulled all reels off all of the greens mowers and store greens tractors
- Checked all radiator anti-freeze levels on equipment
- Winterized back bathrooms
- Winterized sprayer
- Drained and cleaned kitchen fryer
- Deep cleaned the kitchen
- Provided two bids for outings in 2019
- Blew, raked and picked up leaves around clubhouse and course four times
- Fixed a tire on a greens mower
- Picked up all accessories flags, markers and signs
- Trimmed trees on front side 1, 2, 3, 4, 5, 6 and around clubhouse
- Put chains on 1970 tractor
- Pushed back all the brush piles with end loader
- Cut down small brushes and trees near the path between 9 green and 10 tee box
- Grinded a number of stumps on course
- Pushed back leaf pile and separate from compost pile

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

- Run Before and After School Programs
- Run Youth Volleyball
- Run Adult Volleyball
- Run Youth Dodgeball
- Run Preschool Sports
- Run Santa Calls
- Run Lunch with Santa
- Host Winter Break Camp and other specialty day camps

Highland Park Golf Course Work to Done in Coming Month:

- Continue score card marketing
- Develop and start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Grind stumps remove debris and fill with soil and seed
- Order parts for winter maintenance
- Renew pesticide license
- Assess all equipment for winter repair and maintenance
- Evaluate all equipment for repairs and maintenance

# Volunteer Program

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Reported by Pamela Stecker, Interim Volunteer Program Coordinator

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Activities for the Month (November):

- Coordinate clean-up kits and pick-up locations for Adopt-A-Street and Adopt-A-Lot cleanup groups
- Restock volunteer supplies for events
- Beautification program season wrap up/clean up
- Submit beautification grant final report
- Prepare grant application for next year's beautification program
- Recruit volunteers for Santa Calls and other programs
  - Get materials ready for Santa Calls
- Program Education Government Channel
  - Program three videos and of regular and special Council meetings for rebroadcast at 1 and 7 am and pm daily
  - Program PowerPoint updates from City Departments and other governmental/educational entities
  - Update Education Government Channel slides
  - Program 'Overseas Military Cemeteries' video for broadcast during November
- Routine Activities:
  - Park Watch
  - Beautification program – season wrap up/clean up
  - Adopt A Street and Adopt A Lot cleanup groups
  - Track volunteer hours
  - Update database with volunteer hours

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
'Adopt A' Programs	Cleanup teams	67.5
Beautification Project	Garden Maintenance/Cleanup	19
Miscellaneous Projects	Police Department	34.25
	Housing Authority	40.5
	Transit Tokens	9
<b>November Volunteer Hours Total</b>		<b>170.25</b>

# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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## YOUTH DEVELOPMENT

### Youth Action Teams (YATs)

- Youth Action Teams met six times during the month of November within the three high schools. Groups are working on their substance use/abuse education and prevention projects with first activity display readily available to fellow students. Interactive displays are designed to engage students to think about at-risk behavior topics/questions and provide a way for students to input individual responses, hopefully increasing awareness of the real facts. Correct informational responses are revealed the next week with report-out of student number totals for each answer choice. The projects are intended to provide an avenue to promote thought and discussion among peers.

### Positive Action

- Positive Action curriculum continues through the first semester at John Adams Middle School. Post-surveys are expected to be completed in early January before semester end to measure changes in substance abuse attitude or usage during the semester.

## PREVENTION THROUGH MENTORING

### One on One Mentoring

- Coordinator has been working on start-up logistics for new matches. Currently, 48 youth are matched with mentors. Coordinator is working on new activity ideas and provides educational information to mentors for use with their “mentees” as appropriate. Mentoring Advisory Board Meeting scheduled.

### Peer Mentoring

- Peer Mentoring is up and running at Johns Adams Middle School. Mentors from the MC Alternative High School are meeting several times per month with their “mentees”. The groups participate in educational and fun activities held at the middle school, with an occasional outside “field trip”.

## SAMHSA PROJECTS

### **North Iowa Project Aware (Youth Mental Health First Aid)**

Director and staff continued compiling data covering the entire 3-year project period. Director is working on comprehensive final progress reports, evaluation of project overall, and financial accountability. This will continue through most of December with all final reports due December 27.

### **NIPA Mental Health Awareness Training (MHAT) Project**

Start-up details for the new grant continue. Many mandatory webinar trainings occurred in November and continue through December, surrounding reporting requirements within the



various new web-based systems. Terms and Conditions documents outlined within the Notice of Award were submitted and approved by SAMHSA. Application was made and approved for our Youth Mental Health First Aid (YMHFA) coordinator to become an additional instructor under the new grant. She will prove a good addition to our current group of instructors. The coordinator is also a veteran and should prove a valuable liaison for increased efforts to reach adults who interact with youth family members of service men/women affected by a unique set of problems.

#### **STAFF / OTHER**

Heavy vacation usage during final two months. Staff are cross-trained in several areas and covering effectively.