

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

February 2019

(Issued March 15, 2019)



City Administrator Comments

Mayor and City Council Members,

The City Departments are once again working to address the flooding issues across the community. While the river and streams were at significant elevations, most flooding in the community has been caused by the intense saturation of the ground from record precipitation and a large amount of melting snow. Staff worked to relieve any ponding that could potentially impact property. Flows at the wastewater plant were very high, but not beyond capacity. With the extreme groundwater saturation in the State, it is likely that flooding will occur multiple times again this year. The city has budgeted this year for storm water projects to relieve problem areas identified after last year's flooding and will continue to work to limit the areas in the community that are most likely to experience flooding. Sandbags and clean up kits have been made available through the city and the city staff has worked to keep citizens informed of flood related information like road closures.

New construction projects are currently working through our development process with respect to the River City Renaissance Project and other projects throughout the community. The downtown apartment project has produced several actions that will be considered both at this meeting and future meetings including the amendment to the urban revitalization plan and the urban renewal plan. Additionally, the Development Review Committee, Planning and Zoning and the Zoning Board of Adjustment have been active with items as companies look toward starting construction as the weather warms up.

Alternate Side Parking has produced numerous complaints this winter, but has been absolutely critical to keeping streets passable and allowing snow removal crews to work to improve road conditions. The Police Department was very proactive in enforcement of the parking codes leading to a high level of compliance over the winter months. Accordingly, emergency vehicles have been able get to their calls throughout the community even with narrow streets created by large snow piles lining residential roads. While these parking tickets are met with contempt, the compliance was too important to not aggressively enforce over the winter.

The Fire Department is continuing to look at modifications to territory and staff to ensure appropriate response times and proper staffing. To help with these considerations, the Chief and I have met with the county and are meeting with Worth County to review the operations outside of the City of Mason City. The territory for MCFD's ambulance coverage is very large and produces unique challenges for staffing.

Sincerely,



Aaron Burnett
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: **February 2019**

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 2/1/2019 – 2/28/2019	15931.8	300 Buses
Enplaned 374 Deplaned 382		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at February 2019 Airport Commission Meeting
- Commission approved several airport farm leases
- Maintenance staff continues to conduct operational needs of the airport
- Ordered public hearing notices for terminal boiler replacement and snow removal equipment

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the March 2019 Airport Commission Meeting
- Hold public hearings for terminal boiler replacement and snow removal equipment

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of February:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings 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 22 Resolutions 2 Ordinance based on various requirements
- Upload data for 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 6 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 \$660.00 in animal license fees and \$600.50 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Groundbreaking of the Multi-Purpose Arena took place on February 2. Staff continues to work with Icon Architects on bid packages and construction of the Arena project. Negotiations with Gatehouse Mason City, LLC regarding the hotel are ongoing and are progressing. Staff has also been working with Gatehouse, the Mason City Foundation and project engineers on the skywalk element of the project.

Corridor (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met February 21 to consider a \$30,000 loan for rehabilitation of 514 South Federal Avenue. This property was purchased by the owner of the adjacent property (516 South Federal), who completed a rehab of that building with a CoRL loan last year. The Council will consider this request at the first meeting in March.

Boards and Commissions: The City is seeking an additional member for the Planning and Zoning Commission. In addition, the Zoning Board of Adjustment needs new members. Applications from interested citizens are encouraged and are available on the City website (www.masoncity.net).

Developments: 1) All of the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake, are framed and nearing completion. 2) The 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 6th 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 27th 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 6th Street SE (formerly the IDOT Region 2 garage). 6) Staff is working with Discount Tire on a new store at the former Carlos O'Kelly's site. Variances and special exceptions necessary to meet the store's site requirements were approved by the Zoning Board of Adjustment.

Development Review Committee: 2 meetings held in February: 2/5 and 2/19.

DRC Activity	February, 2019	YTD
Total Development Plans Reviewed	2	7
Concept plans reviewed/approved as a Minor Site Plan	1	4
Concept plans to be resubmitted as a Major Site Plan	1	2
Total Concept Plans	2	6
Major Site Plan Reviews Completed	0	1
Preliminary Plat of Subdivision	1	1
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	1
TOTAL ITEMS REVIEWED	4	9
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	2

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	February, 2019	YTD
Commercial, Principal Structure	2	3
Commercial, Accessory Structure	0	0
Residential, Principal Structure	0	0
Residential, Accessory Structure	0	2
Signs	1	3
Floodplain	1	1
Sidewalk Service Area Permits	0	0
Zoning Board of Adjustment Cases		
Appeal	0	0
Conditional Use Permit	0	1
Special Exception	0	1
Variance	2	3
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	1	1
Miscellaneous	0	0
Preliminary Plat	0	0
Site Plan Approval	1	2
Zoning Ordinance Text Amendment	0	2
Land Subdivision Activities:		
Boundary Line Adjustments	3	4
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		

Activity	February, 2019	YTD
Historic Demolition Reviews	2	3
Zoning Violations		
Reported	0	1
Unfounded	0	0
Founded-Resolved without citation	0	0
Citations	0	0
Open Cases (as of date of report)	0	N/A
Cases initiated by staff	0	1
Zoning Inspections		
Zoning – Case Request	0	1
Zoning – Complaint	0	1
Zoning –Setback	0	1
Zoning - Final	0	2
Permit Reviews		
Zoning Reviews Completed	24	48
Floodplain Reviews Completed	23	45
Historical Reviews Completed	3	5

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	February, 2019		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	18	\$ 835,392.00	33	\$1,748,827.00
Minor Building Permits	0	0	0	0
Electrical Permits	9		29	
Plumbing Permits	8		14	
Mechanical Permits	17		27	
Sign Permits	1	\$ 75.00	2	\$ 3,575.00
Demolition Permits	1	\$ 8,500.00	1	\$ 8,500.00
Structure Moving Permits	0	0	0	0
Inspections	February, 2019		YTD	
Number of inspections	146		336	
Permits by Type	New Construction	Addition/ Remodel	New Construction	Addition/ Remodel
Residential: 1 and 2 family	0	12	0	20
Multi-residential	0	0	0	0
Commercial	0	6	1	12
Industrial	0	0	0	0
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	2	0	3
Fees Collected	February, 2019		YTD	
	\$ 6,515.15		\$ 14,638.90	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	February, 2019	YTD
Total Requests Initiated (not including snow/weeds ¹)	50	131
Staff Initiated	26	64
Non-Staff Initiated (total):	24	67
Response to Complaint	20	34
Anonymous Complaint	3	23
SeeClickFix	1	10
Case Requests Disposition		
Founded Case Requests	50	131
Citations Issued	0	0
Cases to Court	0	1
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	0
Dangerous Building	1	3
Abandoned Vehicle	4	4
Tree/Shrub Maintenance	0	0
Garbage	6	16
Inoperable Vehicle	2	6
Junk, Rubbish or Refuse	17	47
Other	5	25
Writ of Removal	6	9
Information Request	9	21
Snow Removal/Weeds & Tall Grass	243	295

Rental Inspections Summary:

Rental Inspection Report	February, 2019	YTD
Initial Inspections	10	20
Reinspections	138	206
5 yr. Inspections	173	317
Complaint Inspections	39	46
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	52	69
Inspection cancelled by Inspector	1	1
Failed inspections	17	38
Passed Inspections	110	212
No Shows	32	43
Total # of Inspections	222	383
Rental Dwelling Certificates Issued	49	72

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	February, 2019	YTD
Units White Tagged	8	11

TRANSIT AND SAFETY

Transit

During the month of February, Mason City Transit provided 12,639 rides on its Fixed-Route; this averages to 631 rides per day.

Safety

During the month of February, the Safety Department conducted CPR/First Aid for First Responders along with the help of the Fire Department. The Safety Department also prepared for Spring/Summer seasonal hires.

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

ANIMAL CONTROL

FEBRUARY		2019	YTD	
ANIMAL CALLS FOR SERVICE				
HOURS			YTD	
700	800	=	3	4
800	900	=	1	4
900	1000	=	2	5
1000	1100	=	5	15
1100	1200	=	4	6
1200	1300	=	2	6
1300	1400	=	2	9
1400	1500	=	3	8
1st shift sub total			22	57
1500	1600	=	9	13
1600	1700	=	7	16
1700	1800	=	1	4
1800	1900	=	0	3
1900	2000	=	5	9
2000	2100	=	2	5
2100	2200	=	1	4
2200	2300	=	2	2
2nd shift sub total			27	0
2300	2359	=	0	2
0	700	=	3	6

3rd shift sub total	<u>3</u>	<u>8</u>
TOTAL for Month	<u><u>52</u></u>	<u>121</u>
ARRESTS		
Animal Sanitation		0
Chase/bite nuisance violation		1
Cruelty/Welfare of Animal		0
Vicious Animal		0
Disturbing the Peace		0
No Rabies Vaccination	1	3
No City License (approx.)	1	4
Animal At Large		2
Total People Arrested	<u><u>2</u></u>	<u>10</u>
Animal Bites	<u>3</u>	7
		0
Pickup slips animal count	<u>36</u>	<u>98</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>
February	5	60%	3	40%	8
Year to Date	28	44%	35	56%	63

Burials in February were as projected. Traditional burials were significantly lower than projections and cremation burials were slightly below projections for the year. Cremations continue to be higher than the projected 51% of total burials.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
February	1	0	1
Year to Date	26	11	37

Lot sales were lower than projected and niche sales were same as projected for the month. For the year, lot sales are significantly lower than projected and niche sales are significantly above projections.

Administration – Bergland & Cram architectural firm was selected to develop plans and specifications for the historic rehabilitation of the Melson mausoleum under the CLG grant. Contractors were selected to complete the pavers, curbing and benches for the new columbarium in the spring.

Operations – Burials and clearing the ice and snow kept the grounds staff busy in February.

Board of Trustees – The Board meeting was cancelled due to the weather.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	4
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	0
▪ New Installation	0
▪ Disconnect	0
▪ Septic	0
● Sump Pump	8
● Water – Industrial/Commercial	
▪ New	0
▪ Repair	4
▪ Disconnect	0
● Water – Residential	
▪ New	0
▪ Repair	13
▪ Disconnect	0
● 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	78
● Emergency Call-outs	13
● Emergency Call-out after hours	3
● 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	1
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	1
● Permit Review & Approval - City	
▪ Commercial Building	1

▪ Residential Building	0
▪ Demolition	3
▪ Remodel or Addition	0
▪ Moving	0
• Permit Fees collected	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

Plymouth Road Ponds Storm Water Improvements:

The project was unofficially approved for inclusion as a FY 2020 Capital Improvement Project. The City's consulting engineer, WHKS, was given approval to begin working on plans consistent with the recommendations presented to the City Council on January 8th. The proposed improvements include reconnecting the ponds divided by Plymouth Road, constructing an outlet through the CPRR embankment, construct an overflow with controlled outlet at the northwest end of the west pond and construct a dry hydrant for urgent pumping.

2019 Pavement Marking Program:

The Engineering Department completed draft plans for the 2019 Pavement Marking Program. A final review of the quantities and location is being done along with the estimated cost of the project. The remaining contract documents will be finalized in the upcoming weeks and the project will be bid in March/April.

Union Pacific Railroad Quiet Zone:

The following is an email message received from the FRA on February 13, 2019.

Good morning Mark – I have been in contact with DC about your Quiet Zone. Unfortunately, the government shutdown impacted much of the staff in DC that work on Quiet Zones. What I have learned is you need to submit a Public Authority Application (PAA) to the FRA Associate Administrator. This application must also address the Union Pacific's comments about their crossing concerns (which have already been corrected or addressed). I know this sounds redundant but it really isn't. Also, when you submit the PAA, and address the UP's comments and any other comments, the 60 day comment period can be waived. You can use your original letter but you need to change it to a PAA and reference 49CFR222.39b (instead of 39a). You will still need to send out the PAA to the same agencies as before and ask them to send a "no comment" to the FRA AA (if there indeed is no comment). This will expedite the process. The PAA will also include the 6 pages as the NOI did and HQ needs a new Quiet Zone calculation from you as to the new QZ index ratings. One comment from HQ was for the ASM value on 6th St SW (with the right out driveway). The calculation you used was .80 for the SSM but the ASM value needs to be calculated by splitting the SSM in two halves (.40 for the west side) and then .20 for the east side. This brings the ASM value to .60. I believe there is more than enough cushion in the numbers for the QZ to qualify with the ASM.

The sooner you can get this PAA completed and sent to the FRA AA, railroads, State DOT, etc., the sooner the ASM and QZ can be approved. I am hopeful the Mason City QZ can be established in a matter of a few weeks barring future shutdowns.

The Engineering Department is once again following the directive of the FRA in anticipation of their approval for the establishment of the Quiet Zone.

Central Heights Street Paving Project:

Public Information Meeting notices were prepared and sent to 132 Central Heights property owners. The mailing included a letter identifying several key items related to the project and a notice of a second neighborhood public information meeting. The mailing also contained a survey asking residences their individual preference to move ahead with or abandon the project.

The second Public Information Meeting was held on February 20th. City staff and representatives from WHKS were available to present the revised preliminary assessment values and to answer questions. A decision on the future of the project is expected to be made at the March 5th meeting of the City Council.

Highway 122 Reconstruct & City Utility Replacements Project:

Engineering and IDOT Staff continued reviewing outstanding issues related to the 5th Street phase of the project and are currently working to identify any potential additions or changes to the upcoming 6th Street phase of the project.

Downtown Traffic Signal Replacement Project:

Engineering and WHKS Staff held a preconstruction meeting on February 13th. K&W Electric plans to begin working on the project in late March, weather permitting. K&W Electric is currently assembling a schedule of signal replacements that allow them to progress as efficiently as possible while minimizing traffic interruptions. Private utility companies have been notified of the project and are currently coordinating with Engineering and WHKS Staff to identify potential conflicts.

North End Lighting Improvements Project:

K&W Electric completed pulling wire through the new conduits. The poles and lights that were able to be installed are now energized and have been functioning for the past several weeks. There is an Alliant Energy gas main that is conflicting with the design location of the four remaining light pole bases. Alliant Energy has acquired an Iowa Department of Transportation Utilities Accommodation permit for the relocation of the gas main and as soon as they are able to relocate from conflict, the remaining bases and light poles will be installed. An existing overhead Mediacom cable remains an issue as it is in close proximity to the new light poles. A protective covering has been attached to the Mediacom cable at the new light pole locations to protect the new poles. After Mediacom's cable is relocated the utility poles will be removed from the right-of-way.

27th Street SW Street Paving and Utilities RISE Project:

Wicks and Reilly Construction shut down work for the winter.

City Staff reviewed draft plans with SEH on the sanitary sewer lift station and force main system associated with the project. SEH will continue working on final plans and specifications which are expected to be ready to bid by mid-March. The sanitary sewer collection system will meet the needs of future development in this district area.

12th Street NW Bridge Over Willow Creek Replacement Project:

Final restoration and seeding or reseeding will be completed in the spring.

6th Street SW UPRR Water Main Crossing Project:

The Engineering Department completed draft plans for the replacement of a 12" water main lying beneath the Union Pacific Railroad crossing on 6th Street SW. The new water main will replace a segment of the existing main that began leaking and subsequently isolated several months ago. The project will be accomplished by means of boring, and jacking a steel casing beneath the railroad line, within which a water main (carrier pipe) will be installed. Staff is also working on the utility crossing permit which will be submitted to the Union Pacific Railroad for their approval.

Mar Oak Drainage Improvements Project:

The Engineering Department completed draft plans for drainage improvements in the Mar Oak Subdivision. The project includes the reshaping of the drainage ditches adjacent to Oak Run Drive and the replacement and upgrading of residential driveway approach culverts. Draft plans were sent to private utility companies for review and comment.

Highway 122 & South Eisenhower Avenue Right Turn Lanes Project:

The Engineering Department completed draft plans for the Highway 122 & South Eisenhower Avenue Right Turn Lane Project. The project involves the construction of right turn lanes on westbound Highway 122 at South Eisenhower Avenue and southbound South Eisenhower Avenue at Highway 122. The existing left turn lane on westbound Highway 122 at South Eisenhower Avenue will also be extended as part of the project. Draft plans were sent to private utility companies for review and comment.

Mason City Jordan Wellfield Project:

The Water Supply Division finished pump testing and the last of the data collected was sent to the Iowa Geological Survey Principal Investigator for analysis and processing. The data has been analyzed and preliminary reporting indicates the City's Well Field is healthy. With that, there are differences within the field in the areas of productivity, permeability and storage. We are still early into the findings and more will be revealed as the Investigator continues to calibrate the model with the latest sets of data.

The objective and goal is 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.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued collecting field data and working on design of projects being planned for 2019 construction season. These projects include Street Panel and Curb

Replacement, Water Main Replacement, Sidewalk Replacement, Storm Sewer Intake Replacement and other miscellaneous projects.

- The Engineering Department continued working with Alliant Energy on the Commercial Alley steam tunnel removal project. McKiness Excavating and Active Thermal continued working in the alley between 1st Street NE and south 1st Street SE.
- Alliant Energy continued installing underground electric in the area north of Roosevelt School. Engineering and Water Supply Staff continued assisting with city utilities locating and providing records as the work zone shifts throughout the project zone.

Traffic Division:

- Traffic Control
 - Sign work orders 106
 - Traffic Sign Orders 9
 - Streetlights
 - New Installation 0
 - Repair Request 2
 - Fixture Replacements 3
 - Traffic Signals
 - Respond to signal issue reports 22
 - Perform traffic signal repairs 10
 - Iowa One-Call locate reviews 174
 - Locate City-owned electrical utilities 0
 - 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.
- Placed an order for Quiet Zone delineation replacement materials.
- Coordinated and arranged to have an electrical contractor perform repairs on a damaged street light in the 100 Block of 1st Street NE.
- Coordinated the production and installation of DETOUR signs for the Southbridge Mall entrance during the Multi-purpose Arena construction project.
- Completed review of training videos and CPR class.
- Assisted with traffic control until law enforcement officer arrived on several occasions.

Water Supply Division:

- Water Production

	<u>February</u>	<u>FY 2019</u>
● Total (gal)	134,331,000	1,083,104,000
● Daily Average (gal)	4,797,000	4,457,000
● Daily Maximum (gal)	5,154,000	6,733,000*
● Daily Minimum (gal)	4,069,000	2,710,000**

*Indicates Yearly High
**Indicates Yearly Low

- Water Plant Maintenance and Repair
 - Wash down EDR stacks and perform voltage checks
 - Repaired pH patch cord #2 EDR
 - Repaired sample pump for analyzers
 - Repaired air leak in main compressor
 - Repaired actuator on product line #3 EDR
 - CIP #2 EDR
 - Replaced motor on roof ventilation fan
 - Replaced fan bearings in roof ventilation fan
 - Repaired motor temperature sensors on Well #7
 - Replace filters 6-10 day run time
 - Service on-line analyzers
 - Clean conductivity probes

- Customer Service

● Iowa One-Call locates	71
● Prepare and send service repair letters	2
● Monthly bacteria samples	30
● Collect project bacteria samples	0
● Check water quality at residents and businesses	3
● Correlate water main breaks and investigate for leaks	9
● Hydrant flow testing	0
● Hydrant Flushing	0
● Water Main shut down for repairs	4
● Water shut offs for non-payment	15
● Water shut for other	2
● Water service re-connects	14
● Assist with installation of Water Meters	6
● Repair Water Meters and collect reading	0
● Deliver Red or Tan Tag	14
● Update shut off data base and maps	45
● Water Service Permit/Inspection	
▪ Repair/Replace	5
▪ New Installation	0
▪ Disconnections	0

- Meter Department

	<u>February</u>	<u>FY 2019</u>
● Meters Installed	143	993
▪ Industrial	0	2
▪ Commercial	6	38
▪ Residential	137	953
● Meters Repaired	3	15
● Contractor and Garden Meters Installed	0	4

• Meters Read	11,772	94,176
• Meters Ordered	313	946

Meters Installed February 2019			Meters Ordered February 2019		
5/8"	117		5/8"	288	
3/4"	5		3/4"	12	
1"	12		1"	8	
1 1/2"	5		1 1/2"	4	
2"	1		2"	1	
3"	0		3"	0	
4"	0		4"	0	
	Total	143		Total	313
Meter Inventory March 1, 2019					
			5/8"	0	
5/8"	314		3/4"	0	
3/4"	11		1"	0	
1"	2		1 1/2"	0	
1 1/2"	0		2"	0	
2"	1		3"	0	
			4"	0	
	Total	328		Total	0

Other Tasks Performed through the Water Supply Division:

- Patched and painted floor in the CIP room
- Assisted Customer Service Division and Meter Department as needed
- 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
- Removed snow at the Water Treatment Plant, well sites, booster stations and tower sites

Abbreviations:

CIP	Clean-in-Place
WTP	Water Treatment Plant
DRC	Development Review Committee
EDR	Electrodialysis Reversal

GIS	Geographical Information System
IDOT	Iowa Department of Transportation
ROW	Right-of-Way
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest
SCADA	Supervisory Control and Data Acquisition

Finance Department

Reported by Kevin Jacobson, Finance Director

Routine activities for February

Finance

Duties	February	Fiscal Year-to-Date
Prepare payable checks	509	4,566
Prepare receivable invoices	28	467
Prepare payroll checks	650	5,985
Certify invoices to County		115
Send letters to State Offset Collections	62	293
Record State Offset collections		\$ 27,691.17
Sort Mail	6,200	43,600
Ambulance accounts sent to collections	31	132
Record ambulance receivables	122	1,290
Process utility payments	1,731	8,408

- Completed monthly payables
- Complete monthly payroll
- Worked with vendors on payable issues
- Recorded end of month receipts
- Recorded Ambulance direct deposits
- Recorded Inspection collections
- Completed monthly IPERS report
- Completed monthly reconciliation for January
- 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 work on 2020 Budget
- Budget workshop meeting with Council in FY 20 CIP and Budget
- Work on RCR and refunding bonds

Utility Collections

Duties	February	Fiscal Year-to-Date
Record ACH activities	18	231
Prepare Utility adjustments	55	860
Estimate billings		-
Issue utility bills	10,324	83,867
Answer phone calls	706	6,123
Respond to voicemail	112	1,998
Complete utility service orders	50	1,257
Complete landlord tasks		602
Issue shutoff notices	342	3,409
Process customer paid utility bills	5,273	45,157
Process customer deposits	442	3,719
Replace meters	123	869
Complete monthly sales tax report/hours		14.00

Information Systems Coordinator

- Contact Central Lock about security items
- Finish rebuilding Car 8 computer
- Get memory numbers from GIS server
- Program door lock system for 2019 holidays
- Security meeting
- Get with City Electrician about outlets for projectors
- Order server for Airport
- Put exact quote together for conference room upgrades
- Order projectors and laptops for conference room upgrades
- Check connection to Chamber's website
- Get missing hard drive ordered for new museum server
- Configure new server for museum
- Get with Tom T about finishing his iPad setup
- Order memory for GIS server
- Get with Nancy O about using Chrome for miView Point
- Verify 1st detail group active members for PD
- Get with Respond Billing about moving database at FD
- Close out accounts for former reserve officers at PD
- Help Dylan S with email issues
- Update IE on Penny B's computer
- Look for email for Steve K at PD
- Make changes to detail emails for Logan W at PD
- Get with Happy software to troubleshoot housing software
- Call Novatime tech support about failed clock

- Update browser on James S's computer at museum
- Help Captain McKelvey with printer issues at PD
- Find emails for Beth E
- Install new server at museum
- Finish configuring new museum server for AD
- Get Tracs reinstalled on Car 8 from the state
- Update security on Water Reclamation servers
- Fix investigator printer issue
- Configure new server for Airport
- Configure new GIS computer
- Reinstall RMS on West and Center workroom computers at PD
- Look into issues with PD computers shutting down instead of logging off
- Re-install Car 8 computer in squad and test fixes
- Add exception to antivirus for new security software
- Change permissions on training folder for PD
- Change printers at museum to run from new server
- Take new server to airport and install in rack
- Finish configuring new airport server to run AD
- Get RSM in touch with County regarding Tracs issues
- Order hard drive for server backup at Water Treatment Plant
- Order VGA adapter for new computers
- Try moving Proxium software to different server other than GIS
- Help Yeni K at FD with her mapped drive issue
- Add exceptions to SEP for security software again
- Help Stratton S with his password issues
- Configure new laptops for conference room use
- Help PD with water alarm IP addresses
- Hook up hard drive at Water Treatment and reconfigure backup
- Get new projector configured for basement conference room
- Install wireless projector software on GIS tablet/laptop
- Test Aaron B's iPad with wireless projector
- Update Kevin's laptop
- Restart time clock at Park Department
- Change printer references from old server to new server at Airport
- Get DHCP switched for museum servers
- Get DHCP switched for airport servers
- Look into email issues for department email for Yeni K
- Migrate data to new server for museum
- Change scan folders for museum
- Order memory for Kevin's laptop
- Restore file for Rachel V
- Set up training lab for GIS
- Look at connection issues for Car 8 computer again
- Test GIS computer for dual monitor connection
- Help with GIS training
- Check color settings on museum printer

- Order two new access points for City Hall
- Clean up and update training room computers
- Pick up new switch for training room
- Install memory in laptop for Kevin
- Look at antivirus on Pam S's computer
- Speak with O and M regarding mobile computers
- Speak to Engineering about mobile computers
- Reboot spam firewall to see if it fixes IP issues
- Change default printer for Carl G at FD
- Get access to Toby's computer for Rich J
- Change user name for use at FD
- Add new group for FD
- Contact tech support for Car 8 computer
- Test Car 8 computer again after tech support looked at it
- Set up new user for PD
- Order replacement battery for museum server
- Look at connection to HVAC system for airport
- Get API Key information to Dylan S
- Follow up on changes for Animal shelter database
- Check museum projector connection issues
- Double check with RSM regarding Story County email issues
- Tear down training room
- Restore file for Healthy Mason City
- Get spam login information to RSM
- Look for missing emails for Steve O
- Help Angela D with her smart phone connection for photos
- Configure new access points for City Hall conference rooms
- Configure new tablet for airport
- Get with Central Lock to look at security plans
- Check Shoretel system for problems with Admin phone
- Get with Happy Tech support to update database
- Order three more access points
- Check on Healthy Mason City's laptop
- Configure new computers for replacement schedule
- Hook up new printer for Animal Shelter
- Check email issue for Angela D again
- Clean up computer for Heather B at Water Reclamation
- Get new mouse for computer at PD
- Re-connect phone to WiFi for Stratton S
- Check Admin's phone at PD
- Update Paul R's computer to IE 11
- Set up new user for Housing
- Organize new projector and laptop equipment for Conference Rooms
- Get with Kyle P about projector in basement conference room
- Answer RSM's email regarding subnet connections
- Forward additional email problems to RSM

- Change API keys for webhost to test
- Install replacement battery at museum
- Contact vendor about internal memory card readers for new computers
- Take new computer to GIS Analyst
- Fix Office activation on GIS computer
- Run HDMI cable for basement conference room projector
- Contact Civic Systems about Finance module for new computer
- Make Novatime shortcuts available for Danielle C at PD
- Clean out temp files for Jamie S at PD
- Restart time clock at Parks Department again
- Migrate data for Airport to new server
- Swap tape drive from old to new server at airport
- Install Quickbooks server on airport server
- Get Past Perfect transferred from old to new server at museum
- Install new computers in Finance
- Order HDMI to USB video adapters for conference room project
- Get with vendor about projector connections for museum
- Reinstall Office and antivirus software on City Admin Assistant's computer
- Check with RSM regarding email problems
- Put Novatime employee shortcut on Heather B's computer
- Demote old airport server
- Demote old museum server
- Call Keltek about Car 8 again
- Change all museum printer scripts to point to new server
- Change permissions on folders for Danielle C at PD
- Create user group for PD Billing
- Re-install security software on new computers for City Hall
- Configure new projector for 2nd Floor Conference Room
- Set up new user for Highland Park Golf Course
- Send Car 8 in for repair

GIS Department

Cemetery

Development Services

- Run program and update monthly parcel CSV file
- Research building outlines on map and distinguish between parcel and building outlines for user
- Discuss Landmark building layer needing updates

Engineering/Water Treatment/Customer Service

- Discuss potential of linking spreadsheet data to GIS parcel data
- Work on linking excel spreadsheet data to GIS for mapping purposes
- Assist with linking video to shapefile attribute
- Join spreadsheet to GIS parcel data, export as separate layer for map, verify data

- Discuss parameters of printed map for Central Heights Project
- Work on Map for Central Heights Project: adjust labels, scale to size and text
- Research missing sanitary sewer video links, look through old hard drives
- Discuss making changes to annotation layer
- Create and add shapefile to project
- Discuss data needed in the field and work on map project
- Discuss utility easement
- Draw utility easement based on legal written description
- Create link in sanitary sewer main to respective relining videos
- Make a change to a project map and preview for print
- Download GPS points and upload to GIS layers
- Work on creating new site for GIS/Asset management
- Edit sanitary sewer mains, link videos to GIS

Fire

- Discuss editing options in ArcReader software
- Edit polygons and create 3 maps for printing
- Research geocoding addresses to make point file to create heat map (density map)
- Convert pdf to tiff file, georeference and measure road lengths for approx. length

Finance

- Grants: work on High Line Trail map
- Grants: update Phase 1 High Line trail project map, download county trails data to add to map
- IT: troubleshoot SQL management studio not working properly
- IT: troubleshoot SQL not updating nightly as programmed
- Grants: research water services and parcel data for residential homes
- Grants: discuss creating map for new grant, research data to be used
- Grants: update map for grant project

Operations / Utilities/ Water Reclamation / Parks

Police

General

- Work on SQL programming for GIS/Asset management database
- Update GIS data to County Server

March initiatives

Finance Department

- Work on February financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll

- Continue work to update financial transparency platform
- Finalize work on FY 2020 budget
- Continue bonding process for RCR and refunding bonds

Information Systems Coordinator

- Start upgrading eligible computers to Windows 10
- Complete expansion of the Wireless Network for City owned devices
- Complete conference room technology upgrades
- Remove final XP machines from networks
- Start working on Guest wireless network

GIS Department

- Providing training and support for GIS users
- Provide maps (printed and digital) as requested
- Edit and maintain GIS data
- Continue updating GIS/Database management system
- 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

February 2019

Monthly Council Report

	FEB 2019	YTD
9-1-1 Calls/Emergency Calls		
Fire	49	90
EMS	373	757
Non-Emergency Calls		
Fire	5	10
EMS	44	108
Total Calls for Service (Fire & EMS)		
	471	965
Total Calls for Service by County (EMS)		
Cerro Gordo County	Worth County	Floyd County
366	42	9
Personnel Training Hours		
	Goal (Hrs.)	Actual (Hrs.)
EMS	132	142.83
Fire	1056	830.37
Total Training Hours for February		973.20
YTD Training Hours		2,490.72
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	132	185
Existing Building Inspections	30	41
Plan Reviews	15	26
Fire Investigations	1	4
Liquor/State License Inspections	5	16
Community Involvement		
Public Tours of the Fire Station (Number)	0	0
Public Fire Safety Appearances/Trainings (Number)	0	2
EMS/Fire Students - Ride-Along	5	8
Preceptor Training Hours	42.25	78.25

National Fire StatisticsLine of Duty Deaths - YTD
6Civilian Fire Deaths - YTD
472**Fire Property Loss Report – Mason
City**

Estimated Property Value	\$21,246,730	\$21,609,250
Estimated Property Loss	\$248,430	\$332,540
Total Saved	\$20,998,300	\$21,276,710

Overtime Hours

Fire	188.25	286.25
EMS	592.00	1,036.75

Significant Events

Structure Fire: 2.16.2019 – 1514 N Pennsylvania Avenue

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	17	28
Engineering	17		17
Finance	10		10
Fire	45		45
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	59		59
Parks	6		6
Police	51	2	53
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	243	28	271

Staffing

Activity

Hiring Activity:

- Police Officer-2 openings (Police): 1 Offer accepted. New Civil Service list to be created in March/April
- Campground Manager (Recreation): External candidate offer approved by Park Board, start in March
- Transit Driver - 1 opening (Development Services): Offer accepted, to start in March
- Volunteer Coordinator-1 opening (Admin): External candidate offer approved by Council. Started in February

	- Laboratory Technician-1 opening (Wastewater): External Civil Service testing conducted and list created
	- Golf Clubhouse Manager/Recreation Special Events (Recreation): Interviews and background checks conducted, offer was accepted pending Council approval
Positions Filled:	- Hired 2 Regular employees: Volunteer Coordinator, Golf Clubhouse Manager and one seasonal employee during the month
Turnover:	- 1 resignation - Police Officer
Seasonal Hiring:	- Began summer hiring planning and contacts
Employee Orientations/exit interviews:	- Orientations for 2 full-time and 1 seasonal staff
Civil Service Commission:	- 1 meeting held during the month

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No open grievances - Teamsters: No open grievances - AFSCME: 1 open grievance
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation

Benefits

Activity

Employee benefit support:	- Ongoing support resolving employees benefit issues
---------------------------	--

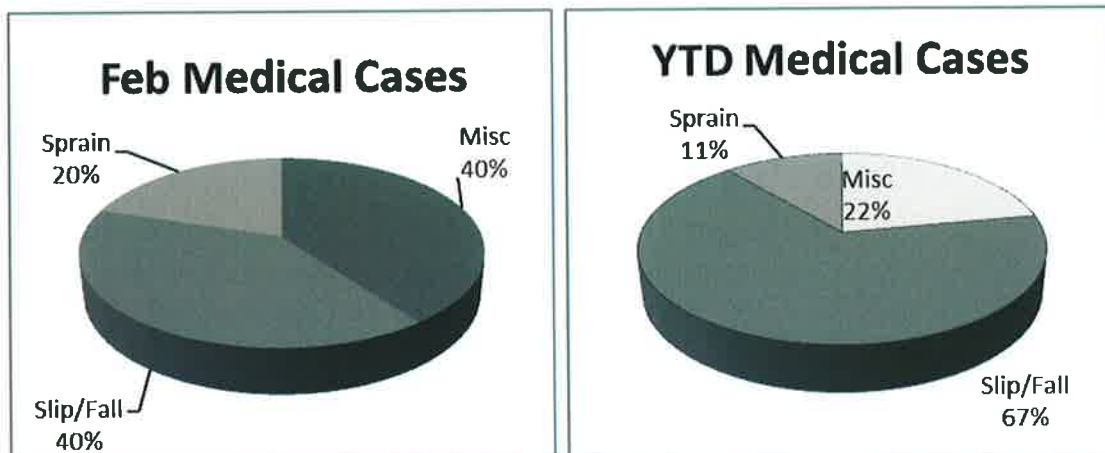
Miscellaneous

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 Training:	- First Aid and CPR training received
Performance Evaluations:	- Revised Performance Review process and kicked off to Departments

Safety Statistics	Month	2019 YTD	2018 YTD
# of Work Comp Cases	5	9	3
# of OSHA Injuries	5	9	3

# of Days Missed	17	25	53
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: February 2019

Routine Activities:

In the month of February, the Museum completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparing for all the Museum classes, scheduling volunteers, and 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.

Blizzards and winter snow storms presented challenges throughout the month of February. Snow and ice kept staff busy clearing the walks and drive along with removing heavy drifts from accumulating on the Museum's roof. Sand provided traction on walks. This led to increased cleaning of rugs and floors due to the rise of grit getting tracked inside. Unfortunately, the storms also tested patrons as they tried to get to the museum for classes, programs, and visits. Attendance was lower this year during February and several classes were cancelled or rescheduled around the snow. Docent classes continued this month but were rearranged based on the timing of the weather.

The Museum shows free films during Films in February and Movies in March in order to combat cabin fever for local residents. This year three films were shown in February and four are expected to run in March. One film was rescheduled to March due to weather. The films were: *The Queen of Katwe*, *Heaven is a Traffic Jam on the 405*, *Antonia's Line*, *Three Identical Strangers*, *The Insult*, and *A Man Called Ove*. The Museum raised funds to pay for these films, which cost anywhere from \$250-\$370 to show due to licensing costs. This program gave residents of North Iowa an opportunity to see independent films and documentaries that they may not otherwise have the chance to watch. All the films and accompanying popcorn is free to all!

One program that was thankfully unaffected by the weather was the MacNider's *Rockin' Art of the 50s & 60s* tours. The Museum partnered once again to give free tours in cooperation with the Surf Ballroom's Buddy Holly Weekend featuring their Winter Dance Party. The three tours were open to the public including those visiting for this weekend. This acted as a way to draw visitors to Mason City during these Clear Lake based festivities. After the tours are over, guests often shop and eat in local restaurants in the community.

One new exhibit opened in February. The School Art Show this year featured the talents of local area High School aged students. Works presented ranged from paintings, sketches, watercolors, sculptures, to jewelry. Many talented aspiring artists submitted works for this show. The topic for Lunch 'n' Learn this month was a presentation about the period of the "Surrealism Movement" by Program Associate Pam Jost. Unfortunately, attendance was down for this program due to the cold and weather the last week of the month.

Additionally, the board met for their monthly meeting in February. An elevator project was discussed to bring equipment up to code and a motion passed to fund this project. Also, a new donation policy was adopted to guide people wanting to donate either artwork or monetary donations with the intention of acquiring new works for the Museum's collection. Finally, the Board voted to approve a loan request by the University Museum at Iowa State University. *Young Corn* by Francis McCray will be featured in the University Museum's exhibit *Artists in Iowa: The First Century* from September 19th to December 20th of this year.

Membership:

Members: 297

Attendance:

Gallery / Open Studio / Shop: 318

Programs: Films (62), Acquisition Meeting (2), Board Meeting (6)

Outreach: Outreach Classes (66), Volunteers (5), Docent Class (8)

Tours: 15

Rentals: NIACC (28), Birthday (5 adults, 11 kids)

Classroom: 42 adults, 53 kids

Playground: 48 adults, 67 kids

2019 February Attendance

Gallery attendance	318
tour attendance	15
event attendance	114
Classes	95
Playground	115
Outreach	79
TOTAL	736

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair ID
CONFINED SPACE ENTRY	(1 CONFINED SPACE ENTRY)
Hydrant Repair	(3 Hydrant Repairs)
Leak Detection	(4 Leak Detection)
Meter Read	(4 Days Meter Reading)
Service Disconnect	(1 Service Disconnect)
Snow Hauling	(4 Snow Hauling)
Snow Plowing	(10 Snow Plowing)
Valve Installation	(1 Valve Installation)
Valve Repair	(1 Valve Repair)
Water Main Repair	(4 Water Main Repair)
Water Service Repair	(1 Water Service Repair)

This past month was very busy with snow plowing and hauling of snow plus we had 4 water mains break that were repaired.

We had one man assist with reading water meters in between the plowing and water main breaks.

Three fire hydrants were repaired and one that is out of service. We hope to have it back and operational within the week.

Many of the employees in the Operations & Maintenance Department have put in 15 and 16 hour days cleaning up after these storms and I would like to acknowledge their hard work and dedication. It is them willing to put in the long hours that makes Mason City a great community.

Internal Service Division:

Mechanical

Plow snow as needed
Service and repair 0 inspection vehicles
Service and repair 0 Engineering vehicles
Service and repair 5 fire trucks and ambulances
Service and repair 1 park vehicle
Service and repair 5 police cars
Service and repair 0 Recreation Department vehicles

Repair and service 1 Sanitation trucks, brakes, etc.
Repair and service 18 Street Department vehicles
Service and repair 1 Water Reclamation Department vehicle
Service and repair 1 Water Utilities vehicle
Service and repair 0 Water Supply vehicles

Electrical

Install ceiling projector in basement conference room at City Hall
Repair streetlight on 2nd Street NW, 100 block
Repair traffic signal at State Street and Pennsylvania Avenue
Repair emergency light in north garage at Street Department
Check timeclocks around loop for streetlights
Replace line filter and surge protector at Monroe lift station
Repair traffic signals at 5th Street and S. Monroe, 19th and S. Taft and Eisenhower Avenue
Repair heater at Street Department
Locate pole wiring at Water Reclamation Department
Repair traffic sign at Highway 122 and Indianhead Avenue
Repair traffic signal at Highway 122 and S. Pierce Avenue
Repair traffic signal at S. Carolina Avenue and N. Taft Avenue
Repair street light heads in shop
Repair lights for Water Supply
Repair traffic signal at Highway 122 and Taft Avenue
Repair light at Water Reclamation facility
Rebuild and install lights at Northbridge
Plow snow

Wastewater Division:

- Wastewater treatment:

Monthly Total:	146.17	million gallons
Daily Average:	5.22	million gallons per day
Daily Maximum:	7.33	million gallons per day
Sludge processed	1.74	million gallons

Collection System:

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

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Completed and sent the Pretreatment annual report
- Performed laboratory analysis on plant samples
- Updated Laboratory Manual
- Issued 3 Violations to Industries

Treatment Plant Activities:

- Removed snow from plant and dog kennel
- Installed two new expansion tanks for heat exchangers
- Did monthly inspections
- Conducted rounds of the plant every four hours
- Worked on UV system to get it ready to be reinstalled for summer
- Ran thickener five days for sludge removal
- Changed oil in all small air compressors
- Installed two new 6" valves on sludge line
- Had all plant fire extinguishers inspected by Federal Fire
- Checked and changed oil in all lift pump seals
- Worked on FEMA reimbursement

Activities planned for next month at the Water Reclamation Plant:

- DNR Laboratory Certification Inspection
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	333.63 tons	770.18 tons
Recycling collected	133,800 pounds	254,600 pounds
Yard waste collected	0 tons	0 tons
Large item number of stops	12	40
Materials collected:		
Large furniture	6	25
Small furniture	3	26
Tubs & toilets	0	0
Appliances & TVs	2	8
Electronics	0	0
Request for service calls	248	508

Street Division:

Clean and maintain shops and equipment as necessary
Fill potholes with cold patch and hot patch
Split wood for campground
Clean up accident debris, various locations
Haul snow from downtown
Sand and remove snow and ice from streets, parking lots, etc. as needed
Pick up dead deer
Remove ice from streets created by sump pumps for approximately one week

Haul and mix sand and salt for snow and ice removal
Install signs as directed by City Engineer Office

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
Split wood for the campground
Move snow and sand sidewalks, bridges, etc. as needed

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2019 Total
Total Calls for Service	1475	1562	0	0	0	0	0	0	0	0	0	0	3037
Alarm - Business	81	50	0	0	0	0	0	0	0	0	0	0	131
Animal	42	29	0	0	0	0	0	0	0	0	0	0	71
Collision - Prop Damage	85	121	0	0	0	0	0	0	0	0	0	0	206
Collision - Pers Injury	10	8	0	0	0	0	0	0	0	0	0	0	18
Collision - Hit and Run	17	18	0	0	0	0	0	0	0	0	0	0	35
Domestic - Physical	8	8	0	0	0	0	0	0	0	0	0	0	16
Domestic - Verbal	28	26	0	0	0	0	0	0	0	0	0	0	54
Fireworks	3	1	0	0	0	0	0	0	0	0	0	0	4
Harassment	40	34	0	0	0	0	0	0	0	0	0	0	74
Medical	128	111	0	0	0	0	0	0	0	0	0	0	239
Motorist Assist	59	180	0	0	0	0	0	0	0	0	0	0	239
Parking	70	115	0	0	0	0	0	0	0	0	0	0	185
Stray Animal	23	20	0	0	0	0	0	0	0	0	0	0	43
Suspicion	140	115	0	0	0	0	0	0	0	0	0	0	255
Theft	49	56	0	0	0	0	0	0	0	0	0	0	105
Welfare Check	96	95	0	0	0	0	0	0	0	0	0	0	191

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2019 Total
Arrests	124	83	0	0	0	0	0	0	0	0	0	0	207
New Investigations	425	411	0	0	0	0	0	0	0	0	0	0	836
Traffic Citations	118	121	0	0	0	0	0	0	0	0	0	0	239

Written Warnings	174	86	0	0	0	0	0	0	0	0	0	0	260
Crash Reports	93	128	0	0	0	0	0	0	0	0	0	0	221
Parking Tickets	991	1140	0	0	0	0	0	0	0	0	0	0	2131
Traffic Stops	290	144	0	0	0	0	0	0	0	0	0	0	434
Extra Patrol Checks	1013	614	0	0	0	0	0	0	0	0	0	0	1627
Business Checks	85	80	0	0	0	0	0	0	0	0	0	0	165
Offender Checks	28	27	0	0	0	0	0	0	0	0	0	0	55

Weather had a major impact on our operations for February – crashes, motorist assists, and parking. Officers worked diligently to enforce alternate side parking, which helped to keep streets cleared so that Operations and Maintenance could move snow.

2nd Detail completed 24 offender checks in February. Despite the weather, the ongoing effort to serve warrants and to work with the Department of Corrections is ongoing. Shift personnel attending training on Knock and Talk Investigations, Marijuana Education, and Leadership. Sgt. Tiffany Creekmur attended an Iowa Law Enforcement Academy Council meeting where she serves as a representative of the Iowa Peace Officers Association.

3rd Detail assisted the Cerro Gordo County Sheriff's Office with a pursuit on February 14. The suspect was fleeing from a deputy and was wanted. Officers were able to deploy StopSticks at three different locations and were able to impact the vehicle's ability to maneuver. Winter road conditions helped and the vehicle stopped when it got hung up on a snow bank after losing control.

Criminal Investigations

In February, CID completed three death investigations, assisted an outside agency in serving a search warrant, met with federal prosecutors on pending cases, and submitted two information bulletins to the Law Enforcement Intelligence Network. That work included taking ten new cases, closing out four old cases, and filing felony charges in three cases.

Administration

We completed our budget presentation and worked with Human Resources and Finance to plan for a department reorganization to be implemented on July 1, 2019. Our budget request included funding for an extra academy seat and an increase in the price of Ford Police Interceptor sport utility vehicle we use for patrol.

Our February in-service training day was spent on Defensive Tactics, an update on CBD regulation/licensing in Iowa, a Zuercher software review, and department operations update.

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Total People Served in 2019 thru February: 72,043

Total People Served in 2018 thru February: 66,842

Highland Park Golf Course Monthly Activities:

- Brought in 2017 and 2013 greens tractors for maintenance check
- Changed oil and filters in 2017 and 2013 greens tractors
- Disassembled carrier rollers on 2013 greens tractor and new bearings in all
- Checked all bearings in reels grease and check seals

Recreation Special Activities/Accomplishments:

- The Event Coordinator started
- Finalized the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds
- Assisted in answering a number of questions to help the City of Rockwell Aquatic Center
- Recruited an intern for the Recreation and Golf Department
- Started preparation for a city wide track meet
- Started preparation for Easter Egg Hunt
- Started preparation for Earth Day
- Budget process and changes
- Worked with the North Iowa Band Festival Committee
- Held an internal study on the department operations
- Renewed the beer license for Frederick Hanford Park
- Attended the ground breaking for the Multi-Purpose Arena
- Held a planning meeting for on boarding new and rehire seasonal employees with Human Resources

- Met with a number of sales representatives
- Assisted in a Leisure, Youth, and Human Services Young Professional Mentoring Program
- Performed a team building exercise
- Attended a number of River City Renaissance meetings
- Worked with iJAG students on a project
- Set up the West Park Tennis Painting CIP – work should be completed in June
- Met with local Steak Cookoff Association Representatives on expansion of current events and new events
- Participated in Youth Standing Committee Meeting for Iowa Work Force
- Attended a local workshop on dealing with teenagers and the life a current teen goes through
- Attended IPRA workshop sessions:
 - Recreation Programing in Parks
 - Adult League Programing
 - Concession Operations
 - Summer Camp Program Preparations
 - Aquatic Workshop
- Researched concession stand operations for Multi-Purpose Arenas and Ice Arenas

Highland Park Golf Course Special Activities/Accomplishment:

- Club House Manager started
- Created the 2019 score card
- Sold score card advertising
- Renewed the beer and liquor license for Highland Park Club House
- Booked an evening social at the Club House for a Class Reunion which will include a day event on the course
- Held a planning meeting for on boarding new and rehire seasonal employees with Human Recourse
- Added a Golf Ball Tournament August 10th
- Added a Chili Tournament October 20th
- Ordered an under warranty carrier frame for 2017 tractor unit due to factory defect
- Built 6 new cross buck signs (path only) for carts on wet days
- Replaced hinges on some of the cabinets in clubhouse
- Snow removed around clubhouse 4 times
- Replaced hydraulic line on 1998 grounds mower to control leak, new hydraulic oil and filter
- Brought in 1983 grounds master and stripped dashboard and front lift assembly, tires and transmission so we could use any workable parts of use for 1998 model
- Scrapped bad motor on 1983 model grounds mower
- Disassembled lift assembly inspect and replaced broken spring with used spring from 1983 grounds master
- Cleaned up two downed Ash trees on hole 14
- Prepared for opening of golf course
- Removed radiator due to leak and took to kings radiator to fix in the 1998 grounds master
- Performed maintenance check on 1998 grounds master, changed oil and grease remove deck

- Reassembled 6700 mower with new water pump, clutch fan and replaced fixed radiator fill and checked for leaks in the 2008 mower
- Put the reels back on 6700 mower after assembly and set up it for the season
- Brought in 1998 6700 mower, checked for maintenance issues
- Changed the oil and replaced oil and air filters on 1998 6700 mower
- Rebuilt 6 rollers with bearings

Recreation Work to Be Completed in Coming Month:

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

Highland Park Golf Course Work to Done in Coming Month:

- Clean up and prepare for opening
- Opening the Club House March 15th for Season Pass Sales
- Put radiator in 1998 6700 fairway tractor
- Go through golf accessories (pins, tee markers etc.)
- Continue with winter maintenance on tractors, utility vehicles, topdresser and sprayer.
- Clean up two downed Ash trees next to #1 fairway

Volunteer Program

Reported by Pamela Stecker, Interim Volunteer Program Coordinator

Activities for the Month (February):

- Newly hired Volunteer Coordinator Mary Litterer started the last week in February, orientation and training conducted
- Attended one Earth Day Committee planning meeting, one meeting cancelled due to weather
- Followed-up with contacts for Earth Day donations, organized letter for first contact of volunteers, coordinated plans to insert flyer in March City water utility bills, updated website with current years' information, discussed logistics of sanitation equipment with staff for cleanup day, contacted partners for booth options
- Coordinated clean-up kits and pick-up locations for Adopt-A-Street and Adopt-A-Lot cleanup groups
- Restocked volunteer supplies for events
- Worked with GIS Analyst on beautification mapping locations and confirm adoption locations
- Updated and Programmed Education Government Channel
 - Programmed two videos and of regular Council meetings for rebroadcast at 1 and 7 am and pm daily
 - Programmed PowerPoint updates from City Departments and other governmental/educational entities
 - Updated Education Government Channel slides
- Routine Activities:
 - Tracked volunteer hours
 - Updated database with volunteer hours

Projects/Programs Completed or Ongoing:

Site	Assignment	Hours
Recreation	Basketball Games & Practice	1,138.25
	(Hours for both January and February 2019)	
Earth Day	Committee/Event Staff	12
Miscellaneous Projects	Miscellaneous Departments	2
	Police Department	29.25
	Transit Tokens	4
February Volunteer Hours Total		1,185.50

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH DEVELOPMENT

Youth Action Teams (YATs)

- Snow and bad weather impacted Youth Action Team meetings with four held during the month. Due to school cancellations the Executive Committee meeting was rescheduled; change did not allow YAT representatives to attend. The YAT Coordinator shared project updates with fellow committee members.
- For the month - Displayed posters included the following questions for student/staff feedback: “What is the most commonly used drug in the community?” Teams came up with four drugs they thought were most commonly used – opioids, prescription drugs, marijuana and steroids. Polling participants included were: students, faculty, parents/guardians and school guests. Overwhelmingly, respondents felt marijuana was the most commonly used drug. Their next poster is designed to determine, “Who is the most common marijuana user?”

Additionally, another school determined through responses that males were the most common vape users. They followed up and posted: What do you think is the best way to prevent vaping? Choices: 1. Raise age to use? 2. Raise prices? 3. Eliminate tasty flavors? Team will collect outcome responses and share results with students/teachers.

Projects are intended to promote thought/discussion around various topics and provide correct facts about the substance abuse-related topic.

Positive Action

- Second semester students began Positive Action curriculum at John Adams Middle School. Pre-surveys were conducted as a baseline to measure changes in substance abuse attitude or usage at the end of the school year. Surveys (129) were entered to electronic Qualtrics System used by the state to tabulate Iowa Department of Public Health-sponsored program results. (Surveys contain no identifiable information)

PREVENTION THROUGH MENTORING

One on One Mentoring

- The Iowa Mentoring Partnership funding was released and will begin March 1, 2019 – end date September 30, 2021; intended to reimburse program expenses of \$50,377 each year for three years. Sub-grants were awarded to six programs in Iowa. The funding will help cover: salaries/benefits; mentoring supplies; transportation to activities; cost of attendance to mentoring meetings/conferences.

- Additionally, Jessica applied for funding to support the Mentoring Program from United Way (\$15,000) and Alliant Energy (\$3,800). If approved, these funds will help cover the program Outreach Coordinator and provide some much-needed funding for mentoring activities.
- A staff-member attended a noon Kiwanis meeting to update the group about mentoring activities.

Peer Mentoring

- Mentors from the MC Alternative High School met with John Adams Middle School students for group gatherings/activities facilitated by our Peer Mentoring Coordinator. Recent activities related to underage drinking and substance abuse. Penny McCaslin, Cerro Gordo County Department of Public Health, attended a meeting to speak to the students about Vaping.

PROMISE TEAMS

Academic and Marketable Skills Promise Team

Purpose: To increase expectations for personal development so that Mason City youth are prepared for college, work, and life.

February meeting cancelled due to storm. Mock interviews were rescheduled to March 20.

SAMHSA GRANT

NIPA Mental Health Awareness Training (MHAT) Project

Submitted SAMHSA grant Year Two Continuation application and 3-year training plan with projected mental health awareness trainings during Year One. Four confirmed Mental Health Awareness Training workshops have been scheduled to date. Goal for First Aiders trained this year is 200.

The attending Executive Committee members were asked, “Do you see barriers that prohibit youth or adults from receiving mental health services? Stigma? Financial? Not knowing how to obtain services? Unable to get appointments during the day due to employment (youth or their parents)? The group responded that ALL are barriers that likely prohibit people from seeking mental health services.

Although absent due to meeting date change, we intended to ask our YAT representatives for their opinions to the following: If another student was having a rough time emotionally, do you think they would reach out for help? If so, to whom? We will ask for their input next month during our regular meeting.

STAFF / OTHER

Community Collaboration Updates: No word yet on North Iowa Consortium grant application submitted by Cerro Gordo County Department of Public Health. Youth Task Force is one of four core partners

Annual Spring Recognition Luncheon: Scheduled for Wednesday, May 8, from 11:15 to 12:15. Likely to be held at Music Man Square, but YTF staff are investigating other possible ideas for something a bit different. The event provides an opportunity to celebrate student participation in activities and their accomplishments, along with community partners who support Youth Task Force programs and efforts. This year, invitations will be sent and luncheon will not be posted to Facebook or other social media in an attempt to provide a more intimate atmosphere and control expenses.