

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

May 2019

*(Issued June 14, 2019)*



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

## City Administrator Comments

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Mayor and City Council Members,

With the end of the school year and beginning of summer, community events are occurring regularly and city staff has been busy assisting with these events. These activities include assisting with parades, controlling parking, sweeping streets, providing signage and closures, tidying up event spaces, etc. This behind-the-scenes work is important to successful community events and the staff consistently steps up to provide the support needed. Additionally, the warm weather has led to the start of mowing lawns of nuisance houses and trash removal. We continue to encourage citizens to report properties on See, Click, Fix, by phone, email or through the website. We need to be aware of all out of compliance, vacant or dilapidated properties, but I would encourage patience as these often take considerable time to resolve. The stepped up enforcement against these homes should be evident over the next year as we continue to work to clean up neighborhoods.

As we get closer to the 4th of July, improper fireworks usage will start to spike and be a nuisance. The Police Department is proactively informing the public through various formats and has formed its plan for increased patrols and fines for offenders. We are hopeful that the message will be received and the community will have better compliance this year with dedicated patrols and a more restrictive timeframe. We will once again evaluate the outcomes after the 4th of July and bring those findings to the Council.

The City was recently visited by the Iowa Department of Cultural Affairs staff and board members regarding the City's selection as a finalist for the Iowa Great Places designation. This trip highlighted the work on trails, development of the downtown, support of cultural amenities, historic architecture and the momentum of the River City Renaissance Project. It was a great trip and we are hopeful that an announcement will be forthcoming. The City would be able to continue to develop the Willow Creek Master Plan with the grant opportunities through this program.

Lastly, the work on the River City Renaissance Project has continued to progress. The Council meeting has 2 actions related to the Hotel and Conference center development with Gatehouse and the arena is continuing to be completed at a rapid pace by the contractor. After approval of the PSDA, Gatehouse will commence with final design and financing. I am still hopeful for a winter start of construction, but it is likely that the majority of work will start next spring. The next step will be starting design on the pavilion and skywalk to complete the total requirements of the over \$9 million reinvestment district grant from IEDA. I will continue to provide updates on this progress as multiple sites will soon be under construction as part of this project or in close proximity to the reinvestment district.

Sincerely,



Aaron Burnett  
City Administrator

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:** May 2019

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 5/1/2019 – 5/31/2019	32017.9	300 Buses
Enplaned 737    Deplaned 716		

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

- Preparation of Board Packet Information, Agenda and Attendance at May 2019 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport
- Held public Hearing for Lease of Real Estate for Airport Hangar
- Approved two year lease agreement with Jefferson Lines

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

- Preparation of Board Packet Information, Agenda and Attendance at the June 2019 Airport Commission Meeting
- Consider quotes for Front Entrance Door Replacement
- Consider bids for New Paint Machine

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of May:

- 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 35 Resolutions 5 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 10 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 \$1,600.00 in animal license fees and \$785.00 in other miscellaneous licenses and fees and 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: Construction of the Multi-Purpose Arena is purportedly ahead of schedule. Steel for the new roof is being installed. Staff continues to work with Icon Architects on bid packages and construction of the Arena project. Negotiations with Gatehouse regarding the hotel are ongoing and we expect a new development agreement to come before Council soon. Staff has also been working with Gatehouse, the Mason City Foundation and project engineers on the skywalk element of the project.

Corridor Revitalization Loan (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met on May 13 to consider a DoRL loan request by Thrivent Financial for \$27,375 to rehabilitate 130 4<sup>th</sup> Street NE (the former intercity bus barn/Mark's Music). The Committee recommended approval of the loan, which was approved by the Council on May 21.

Boards and Commissions: Staff is excited to welcome Jenna Sheriff as a regular member of the Zoning Board of Adjustment. The ZBA still needs two more regular members and an alternate member. The City also seeks an additional member for the Planning and Zoning Commission. Applications from interested citizens are encouraged and are available on the City website ([www.masoncity.net](http://www.masoncity.net)).

Developments: Several projects are nearing completion, with new projects about to come online: 1) All of the Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake, are nearing completion. 2) The Mercy Medical Center – North Iowa Behavioral Health Unit is nearly finished. 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 this 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 SW extension from South Pierce Avenue. 5) Discount Tire has a permit to construct a new store at the former Carlos O'Kelly's site. Demolition of the old restaurant and construction is expected by mid-summer. 6) Construction of the new Kwik Star convenience store and gas station at the SW corner of South Federal and 15<sup>th</sup> Street SW is expected to begin soon. Kwik Star has also purchased land at the NE corner of South Eisenhower Avenue and 4<sup>th</sup> Street SW; Staff has been working with them on a concept plan for that site. 7) Talon Development has DRC approval for the 120 unit apartment complex on the old Southbridge Mall overflow parking lot. Construction is expected to begin this year.

Development Review Committee: 4 meetings held in May: 5/7, 5/14, 5/21, and 5/28.

<b>DRC Activity</b>	<b>May, 2019</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	5	23
Concept plans reviewed/approved as a Minor Site Plan	3	9
Concept plans to be resubmitted as a Major Site Plan	1	10
<b>Total Concept Plans</b>	4	19
Major Site Plan Reviews Completed	1	4
Preliminary Plat of Subdivision	0	1
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	4
<b>TOTAL ITEMS REVIEWED</b>	6	28
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	3

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

<b>Activity</b>	<b>May, 2019</b>	<b>YTD</b>
Commercial, Principal Structure	3	7
Commercial, Accessory Structure	0	0
Residential, Principal Structure	5	21
Residential, Accessory Structure	9	18
Signs	5	14
Floodplain	0	2
Sidewalk Service Area Permits	0	0
<b>Zoning Board of Adjustment Cases</b>		
Appeal	0	0
Conditional Use Permit	1	3
Special Exception	1	3
Variance	2	6
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	0	2
Miscellaneous	0	2
Preliminary Plat	1	1
Site Plan Approval	0	2
Zoning Ordinance Text Amendment	1	3

Activity	May, 2019	YTD
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	0	7
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
<b>Historic Preservation Commission</b>		
Historic Demolition Reviews	3	7
<b>Zoning Violations</b>		
Reported	2	7
Unfounded	0	0
Founded-Resolved without citation	1	4
Citations	0	0
Open Cases (as of date of report)	2	N/A
Cases initiated by staff	2	6
<b>Zoning Inspections</b>		
Zoning – Case Request	2	5
Zoning – Complaint	0	1
Zoning –Setback	1	4
Zoning - Final	0	2
Floodplain - Final	0	1
Removal Site Inspection	1	1
<b>Permit Reviews</b>		
Zoning Reviews Completed	44	170
Floodplain Reviews Completed	52	169
Historical Reviews Completed	4	11

## BUILDING INSPECTIONS DIVISION

*Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Permits	May 2019		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	34	\$15,251,564.35	132	\$27,832,945.87
Minor Building Permits	24	\$ 246,012.74	61	\$635,154.00
Electrical Permits	27	N/A	85	N/A
Plumbing Permits	17	N/A	55	N/A
Mechanical Permits	39	N/A	124	N/A
Sign Permits	6	\$42,795.00	14	\$ 190,610.00
Demolition Permits	2	\$ 2,100.00	8	\$ 24,500.00
Structure Moving Permits	1	\$ 20,000.00	2	\$23,500.00



<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Inspections</b>	<b>May 2019</b>		<b>YTD</b>	
Number of inspections	116		712	
<b>Permits by Type</b>	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition/Remodel</b>
Residential: 1 and 2 family	1	48	4	143
Multi-residential	0	0	0	0
Commercial	1	8	3	40
Industrial	0	0	1	1
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	9	0	24
<b>Fees Collected</b>	<b>May 2019</b>		<b>YTD</b>	
	\$ 59,577.50		\$ 134,229.80	

### **CODE ENFORCEMENT DIVISION**

*Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>May, 2019</b>	<b>YTD</b>
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	148	396
Staff Initiated	62	180
Non-Staff Initiated (total):	86	216
Response to Complaint	36	89
Anonymous Complaint	19	73
SeeClickFix	31	54
<b>Case Requests Disposition</b>		
Founded Case Requests	148	396
Citations Issued	0	0
Cases to Court	0	1
Unfounded Case Requests	0	0
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	1	2
Dangerous Building	1	5
Abandoned Vehicle	7	24
Tree/Shrub Maintenance	0	0
Garbage	34	84
Inoperable Vehicle	12	29
Junk, Rubbish or Refuse	69	141
Other	15	52
Writ of Removal	7	18
Information Request	2	41
Snow Removal/Weeds & Tall Grass	27	505

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



*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>April, 2019</b>	<b>YTD</b>
Initial Inspections	8	46
Reinspections	69	356
5 yr. Inspections	148	606
Complaint Inspections	11	63
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	32	119
Inspection cancelled by Inspector	0	0
Failed inspections	11	58
Passed Inspections	89	405
No Shows	29	101
<b>Total # of Inspections</b>	<b>168</b>	<b>716</b>
Rental Dwelling Certificates Issued	45	125
Units White Tagged	2	16

## **TRANSIT AND SAFETY**

*Transit*

During the month of April, Mason City Transit provided 15,745 rides on its Fixed-Route; that is an increase of 1,197 rides from April 2018.

*Safety*

During the month of April, the Safety Department participated in machine guarding inspection training as well as set up dates for seasonal employee group trainings.

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

# **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>
May	7	54%	6	46%	13
Year to Date	48	50%	48	50%	96

Burials in May were slightly higher than projected. Traditional burials were slightly lower than projections and cremation burials were also slightly lower than projections for the year. Cremations are the same as projected, at 51% of total burials.

## **Sales**

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
May	13	1	14
Year to Date	41	13	54

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

**Administration** –A tribute for Meredith Willson was held at his gravesite to recognize his contributions to music and the Band Festival. Flower sales, plot sales and assisting families during the Memorial Day season kept the office staff busy.

**Operations** – Getting the grounds in good condition for the Memorial Day season kept the ground staff busy, including the seasonal workers that mow and trim grass. A higher percentage of traditional burials took extra time to prepare for.

**Board of Trustees** – There was no board meeting in May.

# 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	6
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	2
▪ New Installation	5
▪ Disconnect	4
▪ Septic	0
▪ Sump Pump	4
● Water – Industrial/Commercial	
▪ New	0
▪ Repair	5
▪ Disconnect	2
● Water – Residential	
▪ New	4
▪ Repair	23
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	9
▪ New Sidewalk	3
▪ Approach Repair/Replace	6
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	9
● Driveway Approach permit & inspection	1
● Iowa One-Call locates	556
● Emergency Call-outs	16
● Emergency Call-out after hours	3
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	4
▪ Moving/Oversized load	2
▪ Review contractor Traffic Control Plan	2

• Permit Review & Approval - City	
▪ Commercial Building	2
▪ Residential Building	1
▪ Demolition	3
▪ Remodel or Addition	0
▪ Moving	0
• Permit Fees collected	\$2,280.00
• Sanitary Sewer records drawn and scanned (GIS)	2
• Field Book updates (GIS)	0

#### **2019 Pavement Marking Program:**

A preconstruction meeting was held with Quality Striping Inc. on May 9<sup>th</sup>. The contractor began the project on May 13<sup>th</sup> with the placement of the long line pavement markings. The placement of the long line markings was completed and the contractor is currently placing stop bars and crosswalk markings. Following the painting of stop bars and crosswalks, the contractor will begin placing directional arrows and bike lane markings.

#### **2019 Street Panel and Curb Replacement Program:**

The bids and the award of contract to Mid-Continent Contracting were approved at the May 7<sup>th</sup> meeting of the City Council. Approval of the contracts and bonds were approved at the May 21<sup>st</sup> meeting of the City Council.

A preconstruction meeting was held with Mid-Continent Contracting on May 31<sup>st</sup>. Work is planned to begin the week of June 3<sup>rd</sup> along the Frontage Road between South Roosevelt Avenue and the North Iowa Events Center. Engineering Staff marked forty-six sites for the contractor to begin saw cutting.

#### **2019 Sidewalk Replacement Program:**

The project is currently out for bidding. It will be let on June 11<sup>th</sup> and the award of contract is expected at the 2<sup>nd</sup> meeting of the City Council in June.

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

The Engineering Department continued working toward a resolution to address the issue at the 15<sup>th</sup> Street SW crossing.

#### **Highway 122 Reconstruct & City Utility Replacements Project:**

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

Wicks Construction removed the remaining 6<sup>th</sup> Street pavement from South Federal Avenue to South Monroe Avenue. The removed concrete material is being crushed, stockpiled and stored; the material will be reused as subbase for the new highway paving.

Reilly Construction continued with the installation of new storm sewer intakes, manholes and storm sewer piping at multiple locations along 6<sup>th</sup> Street east of South Federal Avenue. A conflict arose between the new storm sewer pipe and existing sanitary sewer service lines in the south right-of-way between South Jersey Avenue and South Massachusetts Avenue. The residential sanitary sewer service lines were found to be shallower than anticipated and new storm sewer pipe could not be placed over top of the services. This resulted in a redesign of the storm sewer pipe along this corridor.

Reilly Construction completed the installation of new water main, valves and service lines between South Pennsylvania Avenue and South Georgia Avenue. During the excavation it was discovered that the water main between South Georgia Avenue and South Connecticut Avenue was 4-inch diameter pipe, records showed this as a 6-inch diameter main. The replacement of this water main was added to the project and crews with Reilly Construction are currently working on its installation.

City Staff is working to reinstall the Emergency Vehicle Preemption Systems at 5<sup>th</sup> Street and North Federal Avenue and at 5<sup>th</sup> Street SE and South Carolina Avenue.

A new traffic signal conduit was installed on the south side of the 5<sup>th</sup> Street SE at the South Monroe Avenue intersection. The existing steel conduit was damaged when the concrete above was removed. A directional boring contractor placed a new conduit from SE corner of the intersection west to the island in South Monroe Avenue to the traffic signal pole.

The repair has been completed to the sanitary sewer main located at 6<sup>th</sup> Street SE & South Delaware Avenue. This damage was caused by a directional boring contractor working for a CenturyLink. A local contractor hired through CenturyLink made the repair by excavating alongside the storm sewer box culvert and removing a portion of box culvert to gain access to the sanitary sewer main. The damaged portion of the sanitary sewer main was able to be removed and replaced.

City Engineering and Water Department Staff continues to be a constant assistant for locating utilities and providing records as the work zones shift throughout the project area.

#### **Downtown Traffic Signal Replacement Project:**

K&W Electric completed the work at the South Delaware Avenue intersections with 2<sup>nd</sup> Street SE and 1<sup>st</sup> Street SE. The poles, mast arms and traffic signals were installed and are currently in operation.

K&W Electric is currently working at the South Delaware Avenue intersections with East State Street and 1<sup>st</sup> Street NE. Two of the four footings were drilled and poured at the East State Street intersection. WHKS is currently reviewing options for alternative base placement when solid rock is encountered. An alternate design may be approved that will limit the solid rock that needs to be drilled. The work process for traffic signal removals at 2<sup>nd</sup> Street NE and 3<sup>rd</sup> Street NE will occur when the signals at the East State Street and 1<sup>st</sup> Street NE intersections are fully operational.

**North End Lighting Improvements Project:**

The new street lighting poles were installed and are now operational. A new meter cabinet is scheduled to be installed near the city parking lot at 14<sup>th</sup> Street NW at a later date; it is expected soon.

A meeting was held with SEH, Alliant Energy, K&W Electric and the City to coordinate the sidewalk replacement and site restoration throughout the project corridor. Alliant Energy's contractor, Q3 Contracting, completed the sidewalk replacement at five areas where a gas main was relocated. K&W Electric and their subcontractor are currently placing sidewalk at the remaining locations. A protective covering was attached to the Mediacom cable at the new street light pole locations to protect the new poles from being damaged. After Mediacom's cable is relocated the utility poles will be removed from the right-of-way.

**27<sup>th</sup> Street SW Street Paving and Utilities RISE Project:**

Wicks Construction and their subcontractor Reilly Construction continued working on the project.

Reilly Construction finished the site preparation, placement of base material and paving along 43<sup>rd</sup> Street SW at the intersection with South Pierce Avenue and for the southbound right turn lane along South Pierce Avenue.

Subbase and base material were placed along the entire length of 27<sup>th</sup> Street SW. Reilly Construction is currently proof rolling the base to verify the compaction standards are met. 27<sup>th</sup> Street SW full width paving via a slip form paver is expected to begin soon.

SEH completed plans and specifications for a new sanitary sewer lift station and force main system. The project was bid in two separate Contracts. Contract I was for the construction of the lift station structure as well as the pumping system, controls and electrical; Contract II was for the construction of the force main piping connecting the lift station and existing sanitary sewer gravity interceptor pipe.

A recommendation to reject all bids for Contract I and to approve the bid and award the contract for Contract II to Popp Excavating Inc. was presented to the City Council at their May 7<sup>th</sup> meeting.

**6<sup>th</sup> Street SW Water Main Repair – UPRR Crossing:**

The bids and the award of contract to Bob McKiness Excavating & Grading Inc. were approved at the May 7<sup>th</sup> meeting of the City Council. The contract and bonds were approved at the May 21<sup>st</sup> meeting of the City Council.

The new water main replaces a segment of existing main that began leaking and subsequently was isolated several months ago. The project will be accomplished by means of boring and jacking a steel casing beneath the Union Pacific Railroad line, within which a water main (carrier pipe) will be installed. The utility crossing permit was submitted to the Union Pacific Railroad for review and approval.

**South Monroe Avenue Water Main Improvements Project:**

The bids and the award of contract to Bob McKiness Excavating & Grading Inc. (McKiness) were approved at the May 7<sup>th</sup> meeting of the City Council. At the same meeting, the City Council approved the contract and bonds whereby allowing the project to begin sooner.

A preconstruction meeting was held on May 22<sup>nd</sup> and work began on May 30<sup>th</sup>. McKiness completed the concrete saw cutting and pavement removals and is currently installing water main pipe. Approximately 150' of new water main has been installed. Once the water main installation is complete, the new main will be pressure and bacteria tested before the service lines are switch over from the old main.

The new water main crosses beneath both a 15" and a 21" storm sewer main. Portions of these storms sewers mains will be removed and replaced with an approved material to meet the IDNR requirements for water main crossings.

South Monroe Avenue is currently reduced to one lane in the north and southbound directions. 7<sup>th</sup> Street SW is closed at the south Monroe Avenue intersection and is closed to through traffic between South Jefferson Avenue and South Monroe Avenue.

**Plymouth Road Storm Water Mitigation:**

WHKS completed the preliminary plans and after a short review period, met with Engineering Staff to discuss and make revisions. The major outstanding component of the project is the approval of a utility crossing from the Canadian Pacific Railroad (CPRR). 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.

**Eastbrooke Storm Water Mitigation:**

WHKS continued working on the preliminary plans.

**Mar Oak Drainage Improvements:**

The bids and the award of contract to Mid-Continent Contracting were approved at the May 7<sup>th</sup> meeting of the City Council. Action to approve the contracts and bonds occurred at the May 21<sup>st</sup> meeting of the City Council.

A preconstruction meeting was held with Mid-Continent Contracting on May 31<sup>st</sup>. Work is planned to begin in mid-June.

**12<sup>th</sup> Street NW Bridge Over Willow Creek Replacement Project:**

The contractor is addressing the last of the punch-list items and the Iowa DOT audit of the project is expected to begin soon.

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

- Staff met with representatives from Neptune to discuss and refine the terms of an agreement for the completion of the Water Meter Replacement Program.



- The Engineering Department continued working with Alliant Energy on the Commercial Alley project. In the beginning of May, Alliant Energy's contractor Michels Power started the underground conduit installation in Commercial Alley. Multiple conduits were placed between 4<sup>th</sup> Street NE and 3<sup>rd</sup> Street NE; these conduits will contain primary electric and Mediacom's communication fiber. Michels Power is currently installing conduit between 3<sup>rd</sup> Street NE and 2<sup>nd</sup> Street NE and in the alley north of LaJames.
- Alliant Energy continued installing underground electric in the area north of Lincoln Intermediate School. Engineering and Water Supply Staff continued assisting with city utilities locating and providing records as the work zone shifts throughout the project zone.
- Engineering Department Staff continued to work with Alliant Energy on two gas main projects. The Holcim Pipeline is the installation of a new gas main beginning at the intersection of 12<sup>th</sup> Street NW and North Pierce Avenue; then north to a private roadway through the Holcim property; then east to North Federal Avenue. Q3 Contracting completed much of the new 10" gas main installation through private property north of 12<sup>th</sup> Street NW. The tie-in location to the existing gas main will be on the north side of 12<sup>th</sup> Street NW at South Pierce Avenue; this work is expected to take place in mid-June and may require lane restrictions or a detour to be put in place on South Pierce Avenue. The North Washington Rebuild is planned to begin in mid-June, Q3 Contracting will be the contractor. This project involves the installation of new gas main beginning at the intersection of North Federal Avenue and 17<sup>th</sup> Street North; then west to North Washington Avenue; then south to 15<sup>th</sup> Street NW. As part of this project the gas service to the Holcim property will be discontinued.
- The IDOT US 65 (South Washington Avenue) Bridge Deck Overlay project began on May 6<sup>th</sup>. The contractor is nearly complete with Stage 1 of the project, which involved removing and replacing the bridge deck and abutment paving on the west side of the road. For Stage 2, the contractor will reopen the west lane of the roadway and close the east lane to begin the remaining pavement bridge deck and abutment paving removals.
- US 65 (South Washington Avenue) is currently reduced to one southbound lane and 2<sup>nd</sup> Street SW is closed to through traffic between South Adams Avenue and South Washington Avenue.
- The IDOT Highway 122 Microsurfacing Project began in the month of May. Department Staff attended a preconstruction meeting for the project on May 7<sup>th</sup>. Both the east and westbound lanes of Highway 122 between I-35 to Winnebago Way were milled and the application of the microsurfacing material nearly completed.
- Engineering Department Staff responded to multiple reports concerning residential flooding west of Springview Drive. After meeting with multiple homeowners Staff conducted a preliminary survey of the drainage way south of the Canadian Pacific Railroad track and east to the discharge into Pierce Pond. Several obstructions in the drainage channel were identified. Access to this drainage channel is very limited and options to remove these obstructions are currently under review.

#### **Traffic Division:**

- Traffic Control
  - Sign work orders 3
  - Traffic Sign Orders 0

- Streetlights
  - New Installation 0
  - Repair Request 3
  - Fixture Replacements 2
- Traffic Signals
  - Respond to signal issue reports 18
  - Perform traffic signal repairs 11
- Iowa One-Call locate reviews 599
- Locate City-owned electrical utilities 21
- Emergency Call-outs 3

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

- Calculated cemetery electrical bill from signal meter on 15<sup>th</sup> Street SE/SW and South Federal Avenue
- Coordinated with contractor to bore in new conduit at 4<sup>th</sup> Street SW & South Taft Avenue to relocate the existing conduit which in conflict with a storm sewer pipe
- Met with Alliant Energy regarding the replacement of the electrical service feeding power to the signals at 4<sup>th</sup> Street SW & South Grover Avenue. The signalized intersection was experiencing frequent power failures.
- Marked the existing signal loops on Hwy 122 west prior to the Iowa DOT micro-surfacing project
- Installed and programmed the new signal video system at 4<sup>th</sup> Street SE & South Illinois Avenue
- Responded to report of a damaged street light pole at 2<sup>nd</sup> Street NE & North Delaware Avenue
- Removed non-compliant signs at 2<sup>nd</sup> Street SW & South Taylor Avenue
- Removed non-compliant signs from the City lot west of arena project
- Reset the internal clock and monitored the coordination plans on Hwy 122 signals
- Reset the main breaker to the electrical service powering the North Federal Avenue streetlights

**Water Supply Division:**

- Water Production

	<u>May</u>	<u>FY 2019</u>
• Total (gal)	107,168,000	1,425,496,000
• Daily Average (gal)	3,457,000	4,255,212
• Daily Maximum (gal)	3,886,000	6,733,000 *
• Daily Minimum (gal)	2,823,000	2,710,000**

\*Indicates Yearly High

\*\*Indicates Yearly Low

○ Water Plant Maintenance and Repair

- Performed trouble shooting of treatment plant shutdown. Shutdown was caused by a programming error that prevented the restart of the EDR units. Reprogramming adjustments were made to correct the problem.
- Cleaned flow tubes on EDR #2 and #3
- Performed disinfection byproduct sampling
- Replaced air filters in the roof air handling unit
- Rebuilt filter for the Sodium Hypochlorite Generator
- Replaced motor on the Sodium Hypochlorite Generator blending tank
- Wash down EDR stacks and perform voltage checks
- Cleaned ground connections EDR #2
- Calibrated feed pump pressure gauges
- Cleaned ground rods on all EDR stacks
- Calibrated Chemical Pumps
- CIP #2 EDR Train
- Replace filters 6-10 day run time
- Service on-line analyzers
- Cleaned conductivity probes

○ Customer Service

● Iowa One-Call locates	551
● Prepare and send service repair letters	22
● 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	14
● Hydrant flow testing	1
● Hydrant Flushing	0
● Water Main shut down for repairs	5
● Water shut offs for non-payment	13
● Water shut for other	1
● Water service re-connects	12
● Assist with installation of Water Meters	17
● Repair Water Meters and collect reading	4
● Deliver Red or Tan Tag	2
● Update shut off data base and maps	18
● Water Service Permit/Inspection	
▪ Repair/Replace	13
▪ New Installation	3
▪ Disconnections	1

○ Meter Department

	<u>May</u>	<u>FY 2019</u>
• Meters Installed	40	1,187
▪ Industrial	0	3
▪ Commercial	2	47
▪ Residential	38	1,137
• Meters Repaired	5	23
• Contractor and Garden Meters Installed	8	14
• Meters Read	11,772	129,492
• Meters Ordered	6	972

<u>Meters Installed May 2019</u>			<u>Meters Ordered May 2019</u>		
5/8"	36		5/8"	0	
3/4"	1		3/4"	0	
1"	1		1"	0	
1 1/2"	2		1 1/2"	5	
2"	0		2"	1	
3"	0		3"	0	
4"	0		4"	0	
Total	40		Total	6	
<u>Meter Inventory June 1, 2019</u>					
5/8"	132		5/8"	0	
3/4"	9		3/4"	0	
1"	8		1"	0	
1 1/2"	10		1 1/2"	0	
2"	2		2"	0	
			3"	0	
			4"	0	
Total	161		Total	0	

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

- Assisted Customer Service Division and Meter Department as needed
- Submitted IDNR Reports
- Collected monthly water samples
- Collected daily water quality samples
- Continued monitoring scale deposits at discharge to river

- Continued to evaluate raw hardness and finish hardness for permit changes
- Monthly draw down on wells
- Monthly Safety reports and inspections
- Mowed the grass at the Water Treatment Plant, underground storage site, north well sites and fire station ENGINE #2

**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 May

### Finance

Duties	May	Fiscal Year-to-Date
Prepare payable checks	699	6,255
Prepare receivable invoices	60	721
Prepare payroll checks	739	8,620
Certify invoices to County	55	226
Send letters to State Offset Collections	25	393
Record State Offset collections		\$ 28,552.34
Sort Mail	6,675	62,825
Ambulance accounts sent to collections	33	213
Record ambulance receivables	174	1,794
Process utility payments	744	12,562

- Completed monthly payables
- Completed monthly payroll
- Worked with vendors on payable issues
- Recorded end of month receipts
- Recorded Ambulance direct deposits
- Recorded Inspection collections
- Recorded Golf direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for April
- Performed monthly investment activities
- Met with Department Managers on financial questions
- Updated monthly Capital Projects sheet
- Prepared cash reconciliation for department managers
- Prepared City Council memos for meetings
- Attended City Council meetings
- Reviewed department expenditures for budget to actual
- Started initial work on FY 20 RCR and CIP bonds

- Updated Opengov
- Continued work on securing licensing software
- Attended IMFOA board meeting

### Utility Collections

Duties	May	Fiscal Year-to-Date
Record ACH activities	32	306
Prepare Utility adjustments	45	1,003
Estimate billings		-
Issue utility bills	9,105	113,679
Answer phone calls	841	8,377
Respond to voicemail	103	2,262
Complete utility service orders	100	1,557
Complete landlord tasks	75	747
Issue shutoff notices	461	4,759
Process customer paid utility bills	5,930	62,321
Process customer deposits	543	5,288
Replace meters	39	1,056
Complete monthly sales tax report/hours		14.00

### Information Systems Coordinator

- Added virtual servers to inventory database
- Added virtual servers to DNS records
- Checked on printer issue for Finance user
- Created user for GIS Mpower system
- Worked with GIS regarding PDFs in new Mpower system
- Worked with GIS to troubleshoot link to PDFs in Mpower system
- Configured new APs for PD
- Looked up data storage size for Engineering user
- Met with City Engineer about Civil 3D and tablets
- Looked at issues with Arc Reader on Development and Planning computer
- Upgraded Arc Reader on Development and Planning user
- Met with Museum users about front desk issues and email
- Set up two new data lines for O and M
- Ordered another tablet for O and M
- Met with Museum about Nuance software swap
- Looked at sound issues on PD computer
- Met with Fire Marshal about his printing issues
- Tested speakers for 2<sup>nd</sup> Detail Sergeant's computer
- Retrieved IMEI numbers for data plans for O and M tablets
- Replaced APs at PD



- Set up printer for Fire Department Admin Assistant's tablet
- Changed default setting on new copier at FD to print single sided
- Checked on warranty status of 2<sup>nd</sup> Detail PD computer
- Configured new APs for Fire Department
- Cleaned up Pro Shop computer at Highland
- Looked at toner printing issues for City Clerk
- Configured new tablet for O and M
- Installed video player software for Fire Department Training Officer
- Ordered two more cell lines for O and M
- Installed demo software for APs
- Followed up on Leightronix quote
- Cleaned up and updated computer at Museum
- Installed and tested SIM cards in O and M tablets
- Searched folder in former users files for PD Admin Assistant
- Looked for missing emails for Jim S
- Met with GIS and Mpower to troubleshoot connection issues again
- Restored files for City Clerk
- Called Keltek about Car 8 computer issues again
- Checked status of swapping Car 8 and Car 5 at PD
- Re-installed AP software on server
- Reprogrammed demo AP software for network
- Received quote for AP software
- Closed out former FD user accounts
- Copied disk for Pam S
- Met with O and M users to fix Mpower mobile access
- Ordered license for demo AP software
- Met with PD Officer about his printing issues
- Sent out instructions on how to fix Outlook issue for FD
- Fixed driver for copier demo on 3<sup>rd</sup> Floor
- Set up new user for Rec Department
- Copied desktop icons over to another computer for PD officer
- Restored another file for City Clerk
- Ordered parts for temp server for Task Force
- Met with Central lock about security installation
- Met with City Administrator about security questions
- Installed wireless card for computer at YTF
- Swapped Array controller to new temp server
- Updated conference room computer and laptop for YTF
- Set up new user for Animal Shelter
- Set up new user for FD
- Set up new group for PD Animal Control
- Removed former FD users
- Registered AP software
- Checked about missing hard drives for temp server
- Configured temp server
- Purchased extension cables at Staples

- Reconfigured security IPs and passwords
- Looked for blocked emails for Tricia S and Rachel V
- Checked on replacement APs for PD cars
- Initiated printer quote for PD
- Looked at power point clicker for Museum
- Ordered Power Point remote for Museum
- Picked up Car 11 computer and sent in for repair
- Installed security software on IT computer and tablet
- Installed security software on manager computers
- Ordered printer for Major Case Room
- Worked with getting Housing temporary location and connection to servers
- Cleaned off and updated Training Officer computer at FD
- Recreated scanner account for David O
- Took temp server to Task Force
- Finished domain config for temp server
- Set up users for security system
- Looked at security system issue for Museum
- Provided former user data to Brian P
- Set up City Admin with connections to Healthy Mason City
- Set up shared calendar for Rec Department
- Met with PD Investigator about downloading pictures
- Attended Employee Compensation meeting
- Set up Housing computer in former GIS office
- Took new printer to PD
- Changed and added IP reservations for DHCP list
- Ordered new network equipment for Housing
- Configured DHCP settings on temp server
- Met with EE about Museum security system
- Continued working on new security software updates and installs
- Looked at calendar sync issues for Museum user
- Set up spare IPADs to be up and running
- Looked at Zuercher on East workroom computer
- Finished Task Force security software
- Reconfigured APs for City Hall
- Took small switch to PD for temporary use
- Reprogrammed Housing AP address
- Meeting with Council Copier
- Checked problems with battery for City Hall 2<sup>nd</sup> floor switch
- Ordered replacement battery for City Hall 2<sup>nd</sup> floor switch
- Corrected user name at Recreation
- Set up housing network to be up and running in new location
- Met with RSM about credit card security
- Looked at FAX connection at PD
- Looked for missing emails for Finance user
- Set up another new user for Rec
- Programmed extra IPs to work with Wireless

- Retrieved part number from hard drive on temp server array and ordered new drive
- Created temporary storage location for Task Force users
- Followed up with EE on museum issues
- Ordered two charging cords for extra IPADs
- Worked with GIS to test extra IPADs function with Mpower
- Installed new battery in 2<sup>nd</sup> floor unit
- Reconfigured email notifications in 2<sup>nd</sup> Floor battery unit
- Returned battery for recycling
- Ordered styluses for FD
- Met with RSM to rehang radio for Housing
- Attended meeting about ordering new channel equipment
- Ordered new channel equipment
- Put IT Committee Agenda together and sent out
- Installed Epson software on City Hall iPad
- Ordered Blu Ray play for PD
- Get SIM card information for PD mobiles
- Get replacement SIM card for Car 11
- Get with PACE about credit card security

## **GIS Department**

### **Cemetery**

#### **City Administrator**

- Volunteer Coordinator: updated ArcReader software on computer
- Volunteer Coordinator: updated Sparkle Sign layer, updated associated map and exported spreadsheet
- Added requested layer to ArcReader map

#### **Development Services**

- Created updated parcel data CSV file 1<sup>st</sup> and mid-month
- Updated ArcReader map, publish and create instructions on address lookup feature
- Created new GIS map project for user
- Researched possible incorrect easement attachment
- Updated transit map route, created PDF for print

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

- Discussed proper format for entering dates into SQL database, fixed incorrect entries
- Edited Sanitary Sewer lines
- Discussed upcoming construction and road closures
- Discussed tablets for access to GIS data in the field
- Looked into double entry in Water Customer Service database
- Discussed error with entry – timed out
- Discussed incorrect easement in GIS

**Fire**

- Looked into income based GIS layer, census data
- Worked on data table to format for spatial analysis
- Looked into address point discrepancy
- Discussed options to update Fire software with GIS data

**Finance**

- Grants: created map for brochure
- IT: Troubleshoot permissions issues with database
- IT: worked with software company on permission issues to hyperlink data
- Updated Wireless location on IT map

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

- Looked up easement data in GIS for user
- Looked into storm sewer discharge discrepancy, contact Engineering Department

**Police****General**

- Worked on SQL procedures for GIS/Asset database
- Discussed and updated Road Closure map
- Worked on reports and updates to GIS/Asset mgmt. database for users
- Fixed data problem in SQL database
- Worked with updating records in database
- Worked on Job Description Questionnaire
- Brought in new GIS layer to GIS/Asset mgmt. system
- Looked up parcel data in regard to possible conveyance

**June initiatives****Finance Department**

- Work on May financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Continue work to update financial transparency platform

**Information Systems Coordinator**

- Start upgrading eligible computers to Windows 10
- Start working on Guest WiFi Network and security
- Finish all memory upgrades City wide

- Replace Wireless Ring Backup Radios
- Replace Wireless Radio for Recreation

#### **GIS Department**

- Provide 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
- Participate in Quarterly Iowa Geographic Information Council meeting

# Fire Department

Reported by Erik Bullinger, Fire Chief



## Mason City Fire Department May 2019

### Monthly Council Report

	MAY 2019	YTD
<b>9-1-1 Calls/Emergency Calls</b>		
Fire	43	259
EMS	360	1,892
<b>Non-Emergency Calls</b>		
Fire	16	36
EMS	58	321
<b>Total Calls for Service (Fire &amp; EMS)</b>	477	2,508
<b>Total Calls for Service by County (EMS)</b>		
Cerro Gordo County	Worth County	Floyd County
376	29	9
<b>Personnel Training Hours</b>		
	<b>Goal (Hrs.)</b>	<b>Actual (Hrs.)</b>
EMS	132	198.50
Fire	1056	843.76
	Total Training Hours for May	1,042.26
	YTD Training Hours	5,755.60
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	163	678
Existing Building Inspections	31	267
Plan Reviews	18	84
Fire Investigations	0	9
Liquor/State License Inspections	8	59
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	2	4
Public Fire Safety Appearances/Trainings (Number)	197	204
EMS/Fire Students - Ride-Along	7	26
Preceptor Training Hours	97.75	309.00

**National Fire Statistics**Line of Duty Deaths - YTD  
19Civilian Fire Deaths - YTD  
1001**Fire Property Loss Report – Mason  
City**

Estimated Property Value	\$270,830	\$183,462,852
Estimated Property Loss	\$2,000	\$645,031
Total Saved	\$268,830	\$182,817,821

**Overtime Hours**

Fire	208.75	879.75
EMS	517.50	2,673.25

**Significant Events**



## 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	19	30
Engineering	17		17
Finance	10		10
Fire	44		44
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	60		60
Parks	6		6
Police	53	2	55
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	245	30	275

### Staffing

### Activity

Hiring Activity:

- Police Officer-2 openings (Police): Interviews conducted, background checks started

- Police Lieutenant-5 openings (Police): Assessment Center & Chief interviews conducted of all Civil Service test candidates

- Swing Worker-1 opening (Operations & Maint): No internal interest so advertised and posted externally, Civil Service test administered & external entry level hiring list created

- Firefighter/Paramedic-2 openings (Fire): Follow-up interviews conducted of prior candidates, 2 job offers accepted pending Council approval

- Heavy Equipment Operator-1 opening (Operations & Maint): Upcoming opening this summer to be posted in a month internally

Positions Filled:	- Hired 1 Reg PT employee: Transit Driver and 110 seasonal employees during the month
Turnover:	- 3 Reg employee voluntary resignations (Swing Worker, 2 Firefighters) 1 military leave
Seasonal Hiring:	- Hired 110 Seasonal staff for recreation, pool, golf, park maintenance, band, Conducted additional interviews
Employee Orientations/exit interviews:	- 5 group and 8 individual orientations for summer seasonal staff and Transit
Civil Service Commission:	- No meetings held during the month

### **Labor Relations/Legal**

### **Activity**

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

### **Employee Involvement**

### **Activity**

Retirement Presentation	- Coordinated retirement presentation for retiring Police Lieutenant
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### **Benefits**

### **Activity**

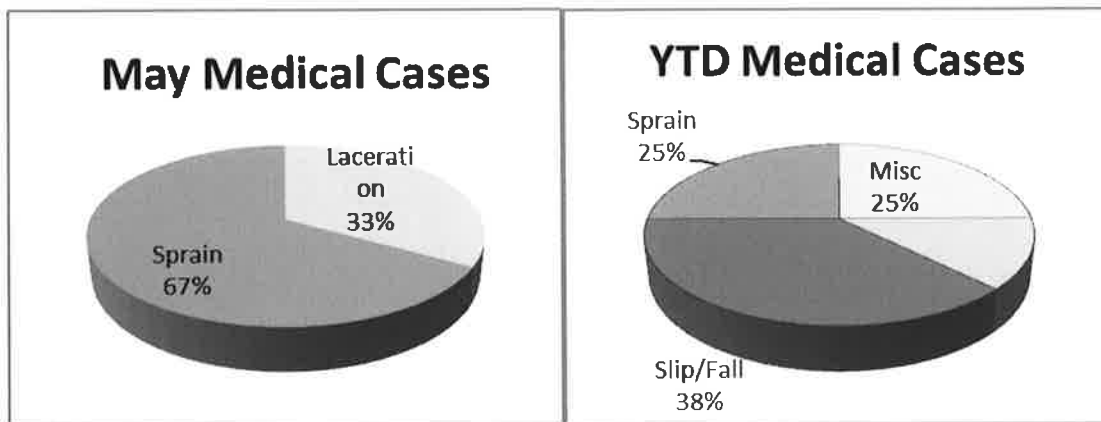
Employee benefit support:	- Ongoing support resolving employees benefit issues
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### **Miscellaneous**

### **Activity**

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases
Drug Testing Compliance Activities:	- Conducted required monthly drug testing. HR Asst & Safety Director attended DOT drug/alcohol training workshop
Comp Study:	- Coordinated manager and employee information meetings, distributed job description questionnaires to affected employees
Training:	- Attended mandatory safety training
Professional/Community Support:	Attended IAPELRA Spring training conference

<b>Safety Statistics</b>	<b>Month</b>	<b>2019 YTD</b>	<b>2018 YTD</b>
# of Work Comp Cases	3	16	11
# of OSHA Injuries	3	16	11
# of Days Missed	0	44	53
# of Employees Off	0		



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: May 2019**

## **Routine Activities:**

In the month of May, 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.

May at the museum was mostly spent preparing for the annual MacNider Art Festival which is always held the second Saturday of June. This year's 2019 theme was selected as Art Splash! Staff worked together to create a Band festival float to promote this major event and theme. The Museum won the 3<sup>rd</sup> Place for the Mr. Toot award this year. Oversized paint tubes, palettes, brushes, crayons, and easels adorned the float along with lots of color to celebrate art.

Staff prepared for our June event by purchasing supplies, ordering food, organizing crafts, and caring for our facilities in anticipation of the big day. All the crafts this year were colorful and artful such as easel painting, paper collage, salt, glue, and watercolor painting, shaving cream marbling, and tie-dye bandanas. Museum staff worked hard to setup a great event to be enjoyed by all.

Again this year, May was filled with rental events as the Museum has gained a popular reputation for holding weddings and graduation parties. Some weeks held as many as three events with two graduations consecutively booked on Saturday and Sunday. This was a lot of work for staff as they organized, set up, worked, and cleaned up for each event. Several graduations had over 100 people attend. All the hard work paid off as the rental program continued to be a steady source of income for the Museum. It was also a great opportunity for many folks to return to the Museum, as some have not been since they attended for school trips in their childhood.

Aside from events and Festival, the staff attended the yearly Blood borne Pathogen and Fire training provided by the City. Five end-of-school year tours were led by volunteers and staff throughout the month for educational groups. Dehumidifiers were also switched out for

humidifiers in anticipation of the heat for summer. Other seasonal tasks completed were planting new flowers by the entranceway, weeding garden beds, and mowing grass. Sculptures on the Park again changed the sculptures around the museum. The YIELD Group painted a “Mirror Me” design on the sidewalk outside the Museum to encourage healthy children activities in the City. The Lunch and Learn topic for the month was presented by Associate Curator, Mara Linskey-Deegan, and discussed current & temporary exhibitions in the MacNider Art Museum.

The Museum Board of Trustees also had a busy meeting in May. A cost of living adjustment of 2.75% was approved by the Board for the Museum staff again this year. Such adjustments were budgeted and suggested by the City to counteract local inflation and help with employee retention. Three bids for replacement carpet and installation for the Salisbury Room were submitted. The board agreed to accept the lowest proposal by Floor to Ceiling. Carpet should be ordered in May and installation is expected to occur in August. Also, they approved the acquisition of a Bob White Sketch, a gift from the Jim and Jean Marinos family. Lastly, a new Board of Trustees member was welcomed. Dee Dienst attended his first meeting and joined the group this month.

**Membership:**

Members: 300

**Attendance:**

Gallery / Open Studio / Shop: 702

Programs: Volunteer Social (17), Board Meeting (8)

Outreach: Outreach Classes (105), Volunteers (15)

Tours: 168

Rentals: NIACC (6), Graduations (642 adults, 45 kids), Wedding (84 adults, 17 kids), Iowa Land Records Training (21), Rehearsal Dinner (56 adults, 10 kids)

Classroom: 29 adults, 44 kids

Playground: 34 adults, 52 kids

**2019 May Attendance**

Gallery attendance	702
Tour attendance	168
Event attendance	906
Classes	73
Playground	86
Outreach	120
TOTAL	2055

# 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
Leak Detection	(3 leak detection)
Cement Work	(7 cement pours)
Cutoff Repairs	(1 cutoff repair)
Hydrant Installation	(2 fire hydrants installed)
Hydrant Removal	(2 fire hydrants were removed)
Hydrant Repair	(3 fire hydrants were repaired)
Hydrant Painted	(25 fire hydrants were painted)
Water Service Repair	(1 service repair at Campground)
Yard Hydrant Repair	(1 yard hydrant rebuilt East Park)
Sewer Manhole Repair	(1 ring & cover replaced)
Valve Replacement	(6 water valve replacements)
Water Main Taps	(1 6 on 6 water main taps)

Two fire hydrants were hit and damaged this past month. One was at 19<sup>th</sup> & S. Federal (the individual left the scene) and the hydrant will need to be replaced. The other was at 8<sup>th</sup> and S. Polk (the hydrant got knock off in an accident) and the responsible party has been billed for the repairs.

## Internal Service Division:

### Mechanical

Service and repair 0 inspection vehicle  
Service and repair 0 Engineering vehicle  
Service and repair 6 fire trucks and ambulances  
Service and repair 3 park vehicles  
Service and repair 3 police cars  
Service and repair 0 Recreation Department vehicle  
Repair and service 7 Sanitation trucks, brakes, etc.  
Repair and service 14 Street Department vehicles  
Service and repair 3 Water Reclamation vehicles  
Service and repair 0 Water Utilities vehicle  
Service and repair 4 Water Supply vehicles

### Electrical

Repair lighting at Water Supply  
Repair chlorine pump at pool  
Repair traffic signal at 19<sup>th</sup> Street and S. Taft Avenue

Repair scoreboards at the adult ball complex  
Repair street lights along Highway 122 and 19<sup>th</sup> Street  
Repair traffic signal at Highway 122 and Indiana Avenue  
Repair the a/c at the adult ball complex  
Repair traffic signal at 6<sup>th</sup> Street and S. Federal Avenue  
Repair lighting at the golf course  
Repair electrical at Water Reclamation lab  
Repair street lights on S. Federal Avenue  
Repair parking lot lights at Water Supply  
Repair traffic signals at Highway 122 and Monroe and Taft Avenues  
Repair traffic signal at Highway 122 and Grover Avenue  
Repair street light on north loop  
Repair clock tower in Central Park  
Research solar termination information at Airport, Water Supply  
Repair boiler at pool  
Connect power to new HWP #1 motor at Police Department  
Repair street lights on E. State Street  
Repair street lights at State and Pennsylvania Avenue  
Repair traffic signal camera at 19<sup>th</sup> Street SW  
Repair electrical at Water Reclamation clarifier  
Repaired lot light at Georgia Hanford Park  
Repair lighting at Campground office  
Repair lighting at Campground restroom  
Repair door opener at Street Department  
Repair street lights near Central Park  
Repair street lights at Highway 122 and S. Illinois Avenue  
Repair traffic signal cameras at 122 and S. Illinois Avenue  
Repair hot water circulation pump at the Police Department  
Replace power switch in Street Department sander truck  
Repair lot lights at Southbridge Mall  
Repair water level switch at Water Reclamation digester  
Replace on board battery maintenance unit on tower truck for the Fire Department  
Repair street lights downtown  
Repair water heater at the Muse Norris Youth Complex  
Repair duck pond pumps at East Park  
Repair tornado sirens  
Repair traffic signal at 15<sup>th</sup> Street and S. Federal Avenue  
Repair flag pole lighting at City Hall  
Repair parking lot lighting at 1<sup>st</sup> Street and N. Washington Avenue  
Repair clarifier switch at Water Reclamation  
Repair street lights at State Street and Delaware Avenue  
Install new street light from Mercy Drive to Indianhead



**Wastewater Division:**

- Wastewater treated:

Monthly Total:	397.916	million gallons
Daily Average:	12.836	million gallons per day
Daily Maximum:	18.783	million gallons per day
Sludge processed	2.03	million gallons

**Collection System:**

- Lift station inspection/maintenance M/W/F and as needed  
Set 4 pumps out in the system to alleviate backed up sewers due to heavy rains
- Sewer calls: 4 with one being city line problem
- Replaced small air compressor in Lakeview LS

**Laboratory/Pretreatment Activities:**

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Completed annual DMRQA testing for EPA
- Performed laboratory analysis on plant samples
- Completed DNR Pretreatment Audit
- Issued 3 NOV's to Industries
- Completed 3 Industrial Pretreatment Inspections

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

- Notify Industries of delinquencies
- DMRQA 35 performance testing
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles

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

- Perform bypass pumping throughout the system due to heavy rains
- Completed monthly safety inspections
- Hosed off all clarifiers weirs
- Built new steps for east inter clar
- Washed all primary clarifiers weirs
- Replaced gas regulator on heat exchanger
- Fire extinguisher training for all personal
- Mowed plant grounds almost daily
- Had an IDNR plant inspection

- Started rebuild of pump in aeration
- Checked oil in all lift pumps
- Had heavy rains that the plant personal had to address
- Rebuilt door on lagoon mixing building
- Repaired mount for compressor in PS #2
- Pumped out of west pond on Plymouth Rd
- Changed oil in all clarifier drives
- Power washed both belt thickener belts

#### **Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	227.33 tons	2,198.00 tons
Recycling collected	129,720 pounds	623,180 pounds
Yard waste collected	202.86 tons	410.41 tons
Large item number of stops	72	214
Materials collected:		
Large furniture	55	161
Small furniture	55	163
Tubs & toilets	8	11
Appliances & TVs	29	29
Electronics	1	2
Request for service calls	286	1,262

#### **Street Division:**

Clean and maintain shops and equipment as necessary  
 Fill potholes with cold patch and hot patch  
 Install statues and adjust rocks and platforms  
 Clean up accident debris, various locations  
 Haul barricades for events  
 Repair storm intakes as needed  
 Pick up dead deer  
 Install hanging baskets from the plaza  
 Mow buyout lots, street shoulders, etc.  
 Install signs as directed by City Engineering Office  
 Repair flashers and barricades  
 Fill potholes with cold mix and spray patch machine  
 Grade gravel roads and alleys  
 Plant 40 trees along the Maple Drive neighborhood with kids from John Adams School  
 Clean storm drains as needed  
 Plant 40 trees along the River Heights neighborhood with kids from the Alternative School  
 Haul old appliances to salvage yard  
 Plant 30 trees along the N. Pennsylvania Avenue neighborhood  
 Grade and add gravel to the street shoulders along the outskirts of town  
 Haul spoil to gun range for the Police Department

Mulch and re-stake new trees as needed

Sweep streets as needed

Trim and respond to 50 tree requests, remove 20 trees

Deliver mulch as needed

Haul barricades, install no parking signs for Band Festival parade, set up road closure, fill potholes along the parade route, sweep all streets along parade route and downtown area for Band Festival

**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

Mow, trim and maintain parks and city property

Mow sidehills along highway

Sweep the trails

Haul tables, trash cans and do maintenance for Band Festival prep

Conduct pool maintenance as needed

Remove vulgarities at the skate park

Trim all trees and shrubs along the Willow Creek Trail from Washington bridge to Monroe Avenue

Haul tables and cans to pool for the Stu Neverman run

Mow the disc golf course

# Police Department

Reported by Jeff Brinkley, Police Chief

## Patrol

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Total Calls for Service	1475	1562	1516	1512	1750	0	0	0	0	0	0	0	7815
Alarm - Business	81	50	56	48	39	0	0	0	0	0	0	0	274
Animal	42	29	41	60	77	0	0	0	0	0	0	0	249
Collision - Prop Damage	85	121	82	52	60	0	0	0	0	0	0	0	400
Collision - Pers Injury	10	8	4	6	10	0	0	0	0	0	0	0	38
Collision - Hit and Run	17	18	21	13	24	0	0	0	0	0	0	0	93
Disorderly	107	97	130	135	152	0	0	0	0	0	0	0	152
Domestic - Physical	8	8	11	18	13	0	0	0	0	0	0	0	58
Domestic - Verbal	28	26	31	34	27	0	0	0	0	0	0	0	146
Fireworks	3	1	0	3	7	0	0	0	0	0	0	0	14
Harassment	40	34	43	46	68	0	0	0	0	0	0	0	231
Medical	128	111	137	101	109	0	0	0	0	0	0	0	586
Motorist Assist	59	180	51	24	41	0	0	0	0	0	0	0	355
Parking	70	115	76	34	50	0	0	0	0	0	0	0	345
Stray Animal	23	20	51	50	52	0	0	0	0	0	0	0	196
Suspicion	140	115	142	154	210	0	0	0	0	0	0	0	761
Theft	49	56	43	62	85	0	0	0	0	0	0	0	295
Welfare Check	96	95	89	81	107	0	0	0	0	0	0	0	468

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	124	83	142	147	161	0	0	0	0	0	0	0	657
New Investigations	425	411	400	430	495	0	0	0	0	0	0	0	2161
Traffic Citations	118	121	140	136	114	0	0	0	0	0	0	0	629
Written Warnings	174	86	155	172	153	0	0	0	0	0	0	0	740
Crash Reports	93	128	85	60	86	0	0	0	0	0	0	0	452

Parking Tickets	991	1140	957	214	183	0	0	0	0	0	0	0	3485
Traffic Stops	290	144	272	303	254	0	0	0	0	0	0	0	1263
Extra Patrol Checks	1013	614	768	859	675	0	0	0	0	0	0	0	3929
Business Checks	85	80	79	36	32	0	0	0	0	0	0	0	312
Offender Checks	28	27	37	45	34	0	0	0	0	0	0	0	171

Many of our officers helped out with the 2019 Band Festival Parade on Memorial Day Weekend. We were happy that it stopped raining for a couple of days!

Calls for service were up in May, which follows along with the improvement in the weather. We saw some increases in suspicious activity and welfare checks.

### **Criminal Investigations**

CID was assigned fifteen new cases in May. They closed 7 cases and cleared 2 by arrest. One defendant was sentenced to 25 years in prison following a stabbing last summer in Mason City. Another defendant took a plea to 2<sup>nd</sup> degree robbery and will receive a 10-year prison sentence.

Four Child Protection Center interviews and two death investigations were completed in May. CID personnel assisted with a crash that injured several people and the ensuing investigation and charges. CID personnel worked with the Clear Lake Police Department on a prostitution investigation and charged two local women. CID personnel assisted with Police Officer applicant interviews and are now working on background investigations.

### **Administration**

We completed interviews for police officer candidates. We have two applicants who are moving into background checks. We have a target hire date in time for the August Iowa Law Enforcement Academy.

Lieutenant applicants completed the assessment center and chief's interviews in May. Offers were made to candidates and offer letters were completed. The list is in front of City Council for approval at the June 4 meeting.

Captain McKelvey attended training on Evacuation and Re-Entry Planning at Cerro Gordo Emergency Management. He also presented at three informational meetings at NIACC on Identity Theft.

We met with our Mental Health Community Stakeholder group to work on putting together an application for an implementation grant as part of the Justice and Mental Health Collaboration Program. The application is due on June 25, 2019.

<b>MCPD Social Media</b>	<b>April 2019</b>	<b>May 2019</b>	<b>Difference</b>
Facebook	7,187	7,237	+50
Twitter	1,861	1,883	+22

## Public Library

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Reported by Mary Markwalter, Library Director

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The library hosted an author talk by Linda McCann who presented her newest book, *Prisoners of War in Iowa*.

The library live music series started on May 31, 2019 with Sam Crosser. There were more than 70 people in attendance for this first program of the season.

More than 600 people registered for library summer reading programs of all ages during May. Registration remains open until July 5, 2019.

Total monthly circulation of print and electronic items was 11219

Total monthly service units were 53812

## Recreation Department/Highland Park Golf Course

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Reported by Brian Pauly, Recreation Superintendent

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### Recreation Monthly Activities:

- Before and Afterschool Care
- Adult Archery
- Adult Softball
- Adult Tennis
- Youth Archery
- Youth Soccer
- Tiny Tot Soccer
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

### Daily Participation Rates:

Monday	474
Tuesday	2,104
Wednesday	636
Thursday	1,539
Friday	388
Saturday	2,444
Sunday	142

Total People Served in 2019 through May: 145,151

Total People Served in 2018 through May: 149,455

Nights stayed at MacNider Campgrounds in 2019 through May: 1,113

Nights stayed at MacNider Campgrounds in 2018 through May: 1,117

### Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2019	2018
Family	30	31
Class A	176	177
Class B	22	29
Youth	13	13
Punch Cards	58	57

- 1725 rounds played at Highland in May (2843)

- Hired and train part time help
- Completed safety inspections
- Applied pre-emergent fertilizer to fairways, aprons, and tees
- Picked up and blew debris from greens 9 times
- Mowed greens 22 times
- Rolled greens 3 times
- Back lapped and reset reels adjusting for lower cut
- Mowed tees and collars 12 times
- Raked traps 4 times
- Cut cups 15 times
- Mowed fairways 9 times not including double cuts
- Filled irrigation pipes and test lines
- Trimmed around all irrigation heads around greens
- Mowed the rough on 2, 3, and 4 with Kubota mower
- Mowed all of the course rough 4 times
- Mowed mounds at 3 times
- Weed-eated front side trees once
- Marked out of bounds with white lines 3 times
- Sprayed greens once with fertilizer and plant protectants

#### Recreation Special Activities/Accomplishments:

- Continued pool preparation
- Hosted a city wide track meet
- Started Adult Softball
- Attended North Iowa Youth Standing Committee meeting
- Attended Tobacco Free Cerro Gordo County meeting
- Presented at Sunrise Rotary Club
- Hired, safety trained, and provided hands on training to 70 new summer staff
- Worked with the IJAG class
- Worked with the John Adams Junior High School classrooms on Job Readiness
- Continued life guarding hiring campaign
- Gave three KCMR interviews
- Attended City Wide Training
- Assisted Pokeman Go National Park Monthly Park Play
- Assisted in Band Festival planning
- Started preparation for the West Park Tennis Repainting project
- Met with Junior Rugby Association of America about possible partnering on Youth Rugby programs in Mason City
- Met with Clear Lake Parks and Recreation staff for a regional rendezvous
- Continued planning and partnering with 2019 River City Steak Challenge – July 5-6, 2019
- Worked on the Zip Line Project for East Park
- Assisted the school district on a playground project
- Assisted a neighborhood on a playground project
- Provided input on the RCR arena project



- Replaced the playground unit slide at the Mason City Family Aquatic Center
- Met with the North Iowa Childs Discovery Center on possible partnerships
- Took over the Bike Share program
- Took over the Community Garden program

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

- Hired and trained part time help
- Ordered food and beverages for concession
- Tore down PTO in 1998 grounds master mower to fix a bad bearing and shaft
- Rebuilt PTO in 1998 grounds master mower for new shaft and bearings and bushings and reassemble
- Trimmed three large poplar trees from 1 path (blew down in 50 mph wind)
- Picked up limbs and sticks that have blown down
- Trimmed buck thorn on 7 rough area

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

- Prepare the pool to be open
- Run Before and Afterschool Care
- Run Fun N Sun
- Run Youth Softball
- Run Tiny Tot T-ball
- Run Adult Softball
- Run Youth Tennis
- Run Adult Tennis
- Run for Spring Soccer
- Prepare for Fun N Sun
- Prepare for Facilities for T-Ball and Softball
- Run Archery Program
- Host a First Aid, CPR, Lifeguarding Classes for staff

#### Highland Park Golf Course Work to Done in Coming Month:

- Prepare course for busy month of outings and tournaments
- Reassemble and calibrate herbicide sprayer
- Spray roughs with herbicide for broadleaf weeds
- Removal of dead trees
- Trim trees of low limbs
- Top-dress greens with sand and soil
- Monitor for insect activity
- Finish score board decking
- Junior Golf League starts June 11
- Co-Run the Ladies City Tournament - June 8
- Host the Final Round of the Men's City Tournament – June 9
- Run the Highland Park Father/Son/Daughter Tournament - June 16
- Tall Boy Classic – June 22

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## Activities for the Month of May:

- Helped in two tree plantings with Parks Department and school personnel
- Coordinated garage bag pickups with Sanitation Department for Earth Day teams
- Prepared totes, and gave out supplies for Earth Day
- Restocked Volunteer supplies for various events (on going)
- Worked on GIS mapping and updating garden locations
- Sent letters to Beautification volunteers and met with vendors for supplying flowers
- Did radio interview at KCMR Radio about Beautification
- Did tour of gardens, with gardeners to make changes as needed
- Assisted Recreation Department finding volunteers for Track Meet
- Attended Chamber Design Committee meeting, Earth Day Committee meeting, met with possible community service candidate
- Met with several potential volunteer candidates, placed volunteers at cemetery, 457 Cannonball, museum, and with Recreation Department.
- Worked with present volunteers on the importance of reporting hours to Volunteer Coordinator, sent emails to all active volunteers for reporting of hours
- Recruited three teams for Adopt a Trail and adopt a Parking Lot
- Set up with the Schools to do volunteer talks in September to get younger people involved in volunteering
- Did radio (Volunteer Corner) with KCMR Radio about Beautification, Cemetery, Park Watch and Recreation

## Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active
3. Updated Volunteer Brochures
4. Updated Volunteer Information Board

**Projects/Programs---Completed or Ongoing:**

<b>Site</b>	<b>Assignment</b>	<b>Hours</b>
Recreation	Track Meet	7.5
Earth Day	Volunteer Hours	1415.0
	Bags Collected (5045 pounds)	385
	Number of Volunteers	567
Beautification	Garden Maintenance/Cleanup	317.75
Miscellaneous Projects	Police Department	
	Tree Planting	130.0
	Transit Token	8.0
	Housing Authority	
	Miscellaneous Departments	8.25
<b><u>Total Hours</u></b>		<b>1886.5</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 (YATs) wrapped up projects for the year and presented them during the Spring Recognition Luncheon, held May 8, at Music Man Square. Recognized that day were 27 Youth Action Team members from our Mason City High Schools. All received a Certificate of Appreciation for performance and dedication to YOUTH ACTION TEAM 2018-2019. Eight Seniors were recognized who additionally, received a graduation card containing a \$20 gift card.
- Twenty-five members completed year-end surveys.
- YAT groups created banners to be printed for use in the Band Festival. "Escape the Vape" and "Don't Let Drugs Get in the Way of Your Dreams".

### Positive Action

- Second semester John Adams seventh-grade classes (6) completed the Positive Action curriculum during the month. Coordinator collected 116 post-surveys to be entered to the Qualtrics System for outcome evaluation by Iowa Department of Public Health. We will receive report in mid-summer.

## PREVENTION THROUGH MENTORING

### One on One Mentoring/Peer Mentoring

- Ten Seniors were recognized for their participation in the Mentoring Program during the Spring Recognition Luncheon; 4 Peer Mentors and 6 Mentees. All received a graduation card containing a \$20 gift card. Additionally, 9 underclassmen Mentors were recognized. All participants received a Certificate of Participation for the year. Fifteen adult Mentors were invited to the luncheon.
- Year-end surveys were collected from all Mentoring Program participants.
- The Peer Mentoring group wrapped up their year with a pizza party. The focus will now be on students meeting through the summer for the first time.
- One-on-One Mentoring participants wrapped up their year with a pizza party.

## SAMHSA GRANT

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

- Three workshops are scheduled for June. Notified Mason City Community School District WILL recertify current staff in August and have untrained staff complete the training as well.

## STAFF / OTHER

YTF Spring Recognition Luncheon was held May 8. Approximately 70 people attended, including Senator Ragan and Representative Steckman. Youth Mental Health First Aid Instructors and their organizations were recognized for their partnership and mental health awareness efforts: Mike McKelvey/MCPD; Jeremy White & Jamie Heard/MCCSD; Robin Schwickerath/Four Oaks; Cindy Rurup/Central Rivers AEA; Nicolas Determann/YSS; and our own YTF staff-member, Heather Jacobs.

Band Festival - YTF was awarded the Grand Marshal Award for our float entry, "Forward, March...Oh, the Places You'll Go!" (Dr. Seuss) "Mentoring balls" and book marks depicting the theme were distributed to youth. Many enjoyed the smokestack overflowing with bubbles and the "pipe organ" played "76 Trombones continuously!"