

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

June 2019

(Issued July 19, 2019)



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

City Administrator Comments

Mayor and City Council Members,

The city is consistently focused on safety and that safety is producing savings in the form of reduced premiums for workers compensation. This year the city will see a reduction of over \$40,000 primarily because work-related injury claims decreased over the last few years. Efforts to evaluate tasks to create safe work environments are constant. While often overlooked, it is a great accomplishment of the department managers and staff to send employees home healthy and safe after they work for the city considering the strenuous nature of many of jobs within the departments.

The city parking lot property was transferred and the groundbreaking was held for the new apartments along the Willow Creek. These apartments will be a vast improvement for the area by bringing life to a previously vacant parking lot. The residents of this property will shop, dine and live in the downtown, furthering the goals of the River City Renaissance and City Council priorities. Additionally, the recently announced Cultural and Entertainment District and Iowa Great Place designations will allow for further momentum and funding of the development of the area. Several businesses are currently exploring options available in the downtown and it is likely that more announcements will be forthcoming in this area. Other reinvestment districts in the state have enjoyed additional investment nearing 100s of millions of dollars and I believe that Mason City will experience similar outcomes in its reinvestment district.

The High Line Trail work is progressing and city staff is continuing to pursue grants to complete the trail. Several grants have already been secured from local businesses and organizations, but the large price tag for the full length of the trail will require securing significant additional private funding to match the public funding committed to the project. The Back Track portion of the trail has not yet been transferred, but work is continuing to facilitate the transfer. The Engineering Department is coordinating with the UPRR on a punch list and, once the site is turned over after the UPRR contractor completes the necessary punch list, the city will complete work to improve crossings and grade the trail.

Several special council meetings need to be scheduled as we enter fall to evaluate work on flood mitigation issues, fireworks enforcement, nuisance abatement efforts, the plans for the north end neighborhood and Willow Creek Master Plan update and a City Council goalsetting session. I will work to coordinate these well in advance so we can ensure the dates and times work with the councilmembers' schedules.

Sincerely,



Aaron Burnett
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: June 2019

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 6/1/2019 – 6/30/2019	32017.9	300 Buses
Enplaned Deplaned	Not Available	

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at June 2019 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport
- Maintenance staff continues to prepare for the FAA inspection
- CAVU-Patriot Wings Bar & Grill opened June 22nd
- Grant offer for Snow Removal Equipment was executed
- M-B Companies Inc. Equipment contract was executed

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the July 2019 Airport Commission Meeting
- FAA Inspection Results

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of June:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings and tracking 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 24 Resolutions, 5 Ordinances 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 21 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
- Issuance of 32 Tobacco Licenses
- 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 \$1,850.00 in animal license fees and \$4,500.00 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: Construction of the Multi-Purpose Arena is believed to be ahead of schedule. Staff continues to work with Icon Architects on bid packages and construction of the Arena project, with Bid Package #4 to be considered by the Council in July. Gatehouse has executed a Purchase, Sale and Development Agreement; a public hearing on this agreement is scheduled for the Council meeting on 7/23. Staff continues to work 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 in June to consider a DoRL loan request by Brian and Sara Huntley to renovate an existing vacant apartment house into two large, modern apartments. This project will increase the value of the property by 235%. The Committee recommended approval of the loan, which was approved by the Council on July 2.

Boards and Commissions: The Zoning Board of Adjustment 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's website (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) A ribbon cutting for the new Mercy Medical Center – North Iowa Behavioral Health Unit was held on June 6. 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 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 27th 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 soon. 6) Construction of the new Kwik Star convenience store and gas station at the SW corner of South Federal and 15th Street SW is expected to begin soon. 7) Groundbreaking for the 131-unit "The River" apartment complex by Talon Development is scheduled for July 17. 8) The construction on the new Arena has heightened interest in Southbridge Mall. The mall manager tells us that there are several businesses that will be opening in the coming months. Stay tuned as we learn more.

Development Review Committee: 3 meetings held in June: 6/4, 6/18, and 6/24.

DRC Activity	June, 2019	YTD
Total Development Plans Reviewed	3	26
Concept plans reviewed/approved as a Minor Site Plan	1	10
Concept plans to be resubmitted as a Major Site Plan	1	11
Total Concept Plans	2	21
Major Site Plan Reviews Completed	1	5
Preliminary Plat of Subdivision	0	1
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	5
TOTAL ITEMS REVIEWED	4	32
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	3

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	June, 2019	YTD
Commercial, Principal Structure	1	8
Commercial, Accessory Structure	0	0
Residential, Principal Structure	7	28
Residential, Accessory Structure	7	25
Signs	3	17
Floodplain	1	3
Sidewalk Service Area Permits	0	0
Zoning Board of Adjustment Cases		
Appeal	0	0
Conditional Use Permit	0	3
Special Exception	2	5
Variance	1	7
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	2
Miscellaneous	0	2
Preliminary Plat	0	1
Site Plan Approval	0	2
Zoning Ordinance Text Amendment	0	3

Activity	June, 2019	YTD
Land Subdivision Activities:		
Boundary Line Adjustments	3	10
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		
Historic Demolition Reviews	0	7
Zoning Violations		
Reported	0	7
Unfounded	0	0
Founded-Resolved without citation	0	4
Citations	0	0
Open Cases (as of date of report)	2	N/A
Cases initiated by staff	0	6
Zoning Inspections		
Zoning – Case Request	0	5
Zoning – Complaint	0	1
Zoning –Setback	0	4
Zoning - Final	0	2
Floodplain - Final		1
Zoning – Landscaping Install	1	1
Removal Site Inspection	0	1
Permit Reviews		
Zoning Reviews Completed	44	214
Floodplain Reviews Completed	44	213
Historical Reviews Completed	2	13

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	June, 2019		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	32	\$1,789,682.97	164	\$29,622,628.84
Minor Building Permits	50	\$ 344,202.01	111	\$979,356.01
Electrical Permits	27		112	
Plumbing Permits	10		65	
Mechanical Permits	6		130	
Sign Permits	3	\$ 33,480.00	17	\$ 224,090.00
Demolition Permits	1	\$ 10,000.00	9	\$ 34,500.00
Structure Moving Permits	0	0	2	\$23,500.00
Inspections				
Number of inspections	158		870	

BUILDING INSPECTIONS PERMIT REPORT				
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	1	67	5	210
Multi-residential	0	0	0	0
Commercial	1	10	4	50
Industrial	0	1	1	2
Institutional	0	2	0	2
Other (signs, demo, etc.)	0	4	0	28
Fees Collected	June, 2019		YTD	
	\$21,964.05		\$ 156,193.85	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	June, 2019	YTD
Total Requests Initiated (not including snow/weeds ¹)	119	658
Staff Initiated	70	349
Non-Staff Initiated (total):	49	309
Response to Complaint	31	142
Anonymous Complaint	10	92
SeeClickFix	8	75
Case Requests Disposition		
Founded Case Requests	119	658
Citations Issued	0	0
Cases to Court	1	2
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	2
Dangerous Building	0	10
Abandoned Vehicle	1	29
Tree/Shrub Maintenance	0	1
Garbage	28	129
Inoperable Vehicle	4	44
Junk, Rubbish or Refuse	50	233
Other	23	135
Writ of Removal	3	23
Information Request	10	63
Snow Removal/Weeds & Tall Grass	70	658

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 Inspections Summary:

Rental Inspection Report	June, 2019	YTD
Initial Inspections	18	68
Reinspections	85	547
5 yr. Inspections	95	862
Complaint Inspections	12	95
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	15	160
Inspection cancelled by Inspector	1	4
Failed inspections	16	102
Passed Inspections	64	573
No Shows	23	142
Total # of Inspections	126	1,027
Rental Dwelling Certificates Issued	60	326
Units White Tagged	6	26

TRANSIT AND SAFETY

Transit

During the month of June, Mason City Transit provided 13,322 rides on its Fixed-Route; that is an average of 666 rides per day.

Safety

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

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

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>
June	2	29%	5	71%	7
Year to Date	50	49%	53	51%	103

Burials in June were significantly lower than projected. Traditional burials were 12% lower than projections and cremation burials were also 12% lower than projections for the year. Cremations were 51% of total burials.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
June	3	1	14
Year to Date	44	14	54

Lot sales were significantly lower than projected and niche sales were as projected for the month. For the year, lot sales were 15% lower than projected and niche sales were 40% above projections.

Administration – The new columbarium was completed with pavers, fill dirt, sod, benches and flower planters being installed. To date, 10 of the 40 niches have been sold. Volunteer Karen Byrne developed and conducted two St. Joseph Cemetery tours and one Finishing Touches tour (featuring gravestone art, architecture and the stories behind the stones). Karen is a real advocate of the history within the cemetery. Beth Enright, also a great advocate, started writing grants for the Melson mausoleum historic rehabilitation. Planning meetings have begun for the Cemetery History Walk on September 28th.

Operations – The weather this spring and early summer has kept the grass and weeds growing faster than usual which has increased the time seasonal workers are needed and the amount of fuel being used. This continues to be a budget concern. This situation has kept margins on operations at a minimum.

Board of Trustees – Activity on the CLG grant project was discussed which included the estimated cost of the project in the range of \$70-80,000. These costs will be raised from grants (CDBG and private foundations) and History Walk proceeds which have been put away for larger projects. A summary of the Memorial Day season was presented: Flower sales topped \$5,000 for the first time. This is a growing service provided to our families; the grass was high in some areas due to the abundance of rain and sunshine this spring. Pokemon Go game players were in the cemetery over the weekend, which was considered disrespectful to the many families decorating their loved ones gravesites. They left after a firm request by the manager.

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	3
▪ New Installation	5
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	1
● Water – Industrial/Commercial	
▪ New	1
▪ Repair	3
▪ Disconnect	1
● Water – Residential	
▪ New	3
▪ Repair	33
▪ Disconnect	5
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	10
▪ New Sidewalk	2
▪ Approach Repair/Replace	5
▪ Curb & Gutter	1
▪ Curb Cut	2
● Pedestrian Ramp survey & design	2
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	478
● Emergency Call-outs	3
● Emergency Call-out after hours	0
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	4
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	1

- Permit Review & Approval - City
 - Commercial Building 0
 - Residential Building 1
 - Demolition 1
 - Remodel or Addition 0
 - Moving 0
- Permit Fees collected \$140.00
- Sanitary Sewer records drawn and scanned (GIS) 0
- Field Book updates (GIS) 0

South Monroe Avenue RISE Project:

The City of Mason City’s application for a Revitalize Iowa’s Sound Economy (RISE) grant was approved by the Transportation Commission on June 11, 2019. The grant will provide up to \$555,078.00 toward the construction of a new roadway which will provide access to the future Bushel Boy Farms development which is to be located south of 43rd Street SW lying between the Alliant Energy and ITC facilities.

The proposed roadway will extend approximately 1,750’ south from 43rd Street SW, providing a city street that Bushel Boy Farms will utilize as their primary access and to which ITC will relocate their access. Additionally, the new street will create access opportunity to 60+ undeveloped acres.

2019 Pavement Marking Program:

Quality Striping Inc. painted stop bars and crosswalk markings. Following the painting of stop bars and crosswalks, the contractor will begin painting the directional arrows and bike lane markings. The Engineering Department also prepared maps for contractor. A revision was approved for alternate crosswalk markings in the intersection of 3rd Street SW and Taylor Avenue near Mercy One. Payment request #1 was prepared and processed.

2019 Street Panel and Curb Replacement Program:

Mid-Continent Contracting continued work on the project, completing concrete street patches at several locations. Some of the areas where recent work was completed include the Frontage Road between South Roosevelt Avenue and the North Iowa Events Center and on South Roosevelt Avenue north of 4th Street SW. The contractor is currently working on street patches on Village Green Drive and on the Frontage Road near the intersection with Tiffany Drive.

2019 Sidewalk Replacement Program:

One bid was received for the June 11th project letting; Larry Elwood Construction Inc. was the apparent low bidder. The bid was forty percent (40%) over the Engineer’s Opinion of cost and thirty three percent (33%) over the amount budgeted for the project. A recommendation to reject the bid was approved by the City Council at the June 18th meeting. The project will be re-bid with an addendum extending the completion date.

Union Pacific Railroad Quiet Zone:

Arrangements have been made with a contractor to construct a raised median at the 15th Street SW grade crossing. The eight-inch raised median will be constructed with Portland Cement Concrete (PCC), four feet in width and extend one-hundred feet back from the railroad gate arm in both directions. The PCC median will replace the QWICK KURB lane delineator devices that were damaged shortly after installation.

The immediate plan involves the construction of the median during the same time period as the 6th Street SW water main repair project. The lane delineators at the 6th Street SW crossing will be removed during the water main repair project. Upon completion of both projects, the Engineer will resubmit application for the Quiet Zone.

Highway 122 Reconstruct & City Utility Replacements Project:

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

Reilly Construction continued installation of new storm sewer intakes, manholes and storm sewer piping along 6th Street SW between South Monroe Avenue and South Jefferson Avenue, and east of South Federal Avenue up to South Connecticut Avenue. The contractor will continue installing storm sewer structures and pipe between South Jefferson Avenue and South Federal Avenue.

Reilly Construction completed the installation of new water main, valves and service lines between South Georgia Avenue and South Connecticut Avenue. The next segment of new water main replacement is between South Connecticut Avenue and South Massachusetts Avenue; the installation of new water main will require additional pavement removal east of South Connecticut Avenue.

Wicks Construction completed paving South Pennsylvania Avenue between 5th Street SE and 6th Street SE. Paving of the south return of South Monroe Avenue and paving of approximately 200' of 6th Street SE east of South Monroe Avenue was also completed.

K&W Electric installed new street lighting conduit along 6th Street SE between South Federal Avenue and South Pennsylvania Avenue.

South Federal Avenue between 5th Street and 6th Street is scheduled to be closed the last week in July. Traffic will be detoured during the closure. The detour will direct traffic to 19th Street SW, South Monroe Avenue and 4th Street SW. Temporary traffic signals will be in operation at the intersection of 15th Street SW and South Monroe Avenue. The detour will be removed after South Federal Avenue is reopened.

The Engineering Department and Water Division staff continue to be of constant assistance for locating utilities and providing records as the work zones shift throughout the project area.

Traffic Control pulled in new cable and changed wiring over to the conduit system at 5th Street SW & South Monroe Avenue; picked-up and delivered no parking signs to IDOT officials; re-

oriented the signal pole at 5th Street SW & South Federal Avenue that had been rotated because of a loose collar; and met with K&W Electric & Alliant to plan for a new electrical service to the signals near Fire Department.

Downtown Traffic Signal Replacement Project:

K&W Electric completed their work in the intersection of South Delaware Avenue and 1st Street NE. The poles, mast arms and traffic signals were installed, and the new system is currently in operation.

K&W Electric continues working at the intersections of South Delaware Avenue and 2nd Street NE and 3rd Street NE. All of the existing traffic signal poles, mast arms and bases were removed. Two of the four footings have been drilled and the concrete bases poured at the 2nd Street NE intersection. Three of the traffic signal bases and poles were set at the intersection of Delaware Avenue and State Street. WHKS is currently reviewing the options for an alternate spread footing design for the traffic signal base in the northwest corner. Terracon collected a soil boring, conducted an analysis of the material and provided the result to WHKS for their review.

Work will progress on the removal of the existing traffic signals at 4th Street NE when the signals at the East State Street and 1st Street NE intersections are operational.

Traffic Control (TC) periodically checked the project progress; responded to contractor's questions and relayed information regarding field adjustments. TC programmed the controller at 1st Street NE & North Delaware Avenue to set the coordination timing; placed temporary stop signs and mounted one-way directional signing. TC also reviewed damage to street lighting conduit caused by the directional boring contractor; picked up salvaged equipment and placed in storage; installed Emergency Vehicle Pre-emption (EVP) equipment in new cabinets; completed connections of the EVP antennas; prepared signs for installation; energized and performed troubleshooting at the intersection of 1st Street NE and North Delaware Avenue and attend bi-weekly project progress meetings.

North End Lighting Improvements Project:

K&W Electric's subcontractor, Mid-Continent Contracting, completed the sidewalk and surface restoration at the remaining locations where new street-light bases were installed along the west side of North Federal Avenue. The meter cabinet will be installed near the city parking lot at 14th Street NW.

27th Street SW Street Paving and Utilities RISE Project:

Wicks Construction completed the paving along 43rd Street SW at the intersection with South Pierce Avenue and for the southbound right turn lane along South Pierce Avenue.

The paving grade was completed and the contractor is scheduled to be on-site near the end of July to pave the street.

Popp Excavating Inc., the contractor for the new sanitary sewer force main system, is expected to begin work soon.

6th Street SW Water Main Repair – UPRR Crossing:

The utility crossing permit submitted to the Union Pacific Railroad was approved. Bob McKiness Excavating & Grading Inc. is currently working on a contract with RailPros Field Services whom the Union Pacific Railroad has appointed as the construction observer and inspector for the project.

The new water main will replace 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.

South Monroe Avenue Water Main Improvements Project:

Bob McKiness Excavating & Grading Inc. (McKiness) completed the installation of approximately 375' of new 6" water main. Pressure and bacteria testing was performed, with both testing procedures passing Iowa DNR (IDNR) standards.

The new water main crossed beneath both a 15" and a 21" storm sewer main. Portions of these storms sewers mains were removed and replaced with an approved material to meet the IDNR requirements for water main crossings. Concrete paving was placed over the new water main (South Monroe Avenue), however a portion of South Monroe Avenue near the intersection with 7th Street SW was not paved. This area was treated with a temporary rock surface until the contractor is able to complete the disconnection, abandoning the old 4" main. Following ample cure time of the concrete, McKiness will re-open the east lanes of South Monroe Avenue then close the west lanes. The west lanes will be closed to allow the contractor to connect the water service lines on the west side south Monroe Avenue to the new main and to remove three water valve road boxes that are no longer in use.

Plymouth Road Storm Water Mitigation:

WHKS submitted final plans which will be used for information purposes during a Public Information Meeting (PIM). The meeting is being planned for the week of July 15th. Following the PIM, the entire contract package will be assembled and the project brought before the City Council to set a public hearing date.

The remaining 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 submitted preliminary plans for review.

Mar Oak Drainage Improvements:

Mid-Continent Contracting is planning to begin the project in August.

12th Street NW Bridge Over Willow Creek Replacement Project:

The project was completed and the Iowa DOT audit in progress.

Other Tasks Performed through the Engineering Department:

- The Engineering Department continued working with Alliant Energy on the Commercial Alley project. Alliant Energy’s contractor, Michels Power, continued with the installation of the new underground conduit in Commercial Alley. Multiple conduits were placed between 3rd Street NE and East State Street in the month of June; these conduits will contain primary electric and Mediacom’s communication fiber.
- 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 will be the installation of a new gas main from the intersection of 12th Street NW and North Pierce Avenue, then north to a private roadway through the Holcim property and then east to North Federal Avenue. Q3 Contracting completed the remaining 10” gas main installation through private property north of 12th Street NW. The tie-in location to the existing gas main will be on the north side of 12th Street NW at South Pierce Avenue; this work is planned to start the week of July 8th. The Q3 Contactor began and continues working on the North Washington Rebuild. This project involves the installation of new gas main beginning at the intersection of North Federal Avenue and 17th Street North, west to North Washington Avenue, then south to 15th Street NW. As part of this project the gas service to the Holcim property will be discontinued.
- Work continued on the IDOT US 65 (South Washington Avenue) Bridge Deck Overlay project. The contractor completed Stage 1 of the project, which involved removing and replacing the bridge deck and abutment paving on the west side of the road. The contractor is currently working on Stage 2, the removal and replacement the bridge deck and abutment paving on the west side of the road.
- IDOT Highway 122 MicroSurfacing Project was completed. Both the east and westbound lanes of Highway 122 from I-35 to Winnebago Way were milled and surfaced with a MicroSurfacing material. The remaining work consists of repainting the eastbound stop bars at the signalized intersections.
- Engineering Department Staff surveyed and assembled draft plans and specifications for the sanitary sewer main reroute in the Southbridge Mall parking lot.

Traffic Division:

- Traffic Control
 - Sign work orders 26
 - Traffic Sign Orders 0
 - Streetlights
 - New Installation 0
 - Repair Request 5
 - Fixture Replacements 2
 - Traffic Signals

▪ Respond to signal issue reports	12
▪ Perform traffic signal repairs	9
• Iowa One-Call locate reviews	510
• Locate City-owned electrical utilities	16
• Emergency Call-outs	2

Other Tasks Performed by the Traffic Division:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue.
- Contact electrical contractor to install new power conduit and meter pedestal at 4th Street SW & South Grover Avenue to repair electrical service that is failing.
- Evaluated damage to a traffic signal pole at 12th Street NE & North Rhode Island Avenue.
- Compiled a list of new trail signs and placed order with sign supplier. Worked with contractor and staked locations for the installation of new sign posts along the South Taft Avenue trail.
- Standby at 4th St SW & Mercy Drive while Alliant changed out a transformer that feeds the traffic signals.
- Replaced the tornado siren batteries at the 20th Street SW & South Taft Avenue site. Installed a temporary antenna at the 4th Street SW & South Eisenhower Avenue site. Attended a meeting along with the Assistant City Engineer and county staff to discuss the future operation and maintenance of the system.
- Worked with contractor on the installation of new lights and electrical service for the bridge on 12th Street NW at North Taft Avenue. Prepared electrical service application and submitted it to Alliant Energy.
- Worked on Job Description Questionnaire for human resources compensation study.
- Met with an Alliant Energy field representative and set a recording power meter to determine the cause of a main breaker tripping the power feed to the North Federal Avenue street-lights.
- Responded to traffic signal damage at 19th Street SW & South Eisenhower Avenue following a hit from a farm implement.
- Checked on the status of the pedestrian push buttons at 19th Street SW & South Monroe Avenue, 19th Street SW & South Federal Avenue, 15th Street SW & South Federal Avenue & 4th Street SE & South Illinois Avenue. New buttons were installed at 4th Street SE & South Illinois Avenue then verified for operation.
- Collected traffic data at 6th Street SE & South Tennessee Place.
- Measured for verification the height of the CPRR bridge on South Monroe Avenue for the Police Department; truck driver expressed concerns about clearance.
- Repaired a loose sign on signal arm at 4th Street SW & Village Green Drive.
- Worked on a sign plan and work order for the 00 and 100 blocks of South Pennsylvania Avenue.
- Made repairs to the traffic signal at 6th Street SE & South Kentucky Avenue.
- Worked on traffic counters and updating firmware.

Water Supply Division:

○ Water Production

	<u>June</u>	<u>FY 2019</u>
• Total (gal)	107,077,000	1,532,573,000
• Daily Average (gal)	3,569,000	4,198,830
• Daily Maximum (gal)	4,025,000	6,733,000 *
• Daily Minimum (gal)	3,032,000	2,710,000**

*Indicates Yearly High

**Indicates Yearly Low

○ Water Plant Maintenance and Repair

- Replaced control relay on the Sodium Hypochlorite Generator panel
- Cleaned air relief valve on raw water lines
- Cleaned flow tubes on EDR #1 and EDR #4
- Performed a sand test on Well #8 and Well #A-3
- Rebuilt air actuator #3 acid feed line
- Replaced water feed valve on the Sodium Hypochlorite Generator
- Adjusted altitude valve at the Federal Tower
- Wash down EDR stacks and perform voltage checks
- Calibrated Chemical Pumps
- CIP #4 EDR Train
- Replace filters 6-10 day run time
- Service on-line analyzers
- Cleaned conductivity probes

○ Customer Service

• Iowa One-Call locates	475
• Prepare and send service repair letters	12
• Monthly bacteria samples	30
• Collect project bacteria samples	6
• Check water quality at residents and businesses	4
• Correlate water main breaks and investigate for leaks	6
• Hydrant flow testing	1
• Hydrant Flushing	0
• Water Main shut down for repairs	2
• Water shut offs for non-payment	0
• Water shut for other	0
• Water service re-connects	1
• Assist with installation of Water Meters	4
• Repair Water Meters and collect reading	2
• Deliver Red or Tan Tag	0

- Update shut off data base and maps 14
 - Water Service Permit/Inspection
 - Repair/Replace 34
 - New Installation 1
 - Disconnections 5
- Meter Department
- | | <u>June</u> | <u>FY 2019</u> |
|--|-------------|----------------|
| • Meters Installed | 52 | 1,239 |
| ▪ Industrial | 0 | 3 |
| ▪ Commercial | 9 | 56 |
| ▪ Residential | 43 | 1,180 |
| • Meters Repaired | 2 | 25 |
| • Contractor and Garden Meters Installed | 0 | 14 |
| • Meters Read | 11,772 | 141,264 |
| • Meters Ordered | 288 | 1,260 |

<u>Meters Installed June 2019</u>			<u>Meters Ordered June 2019</u>		
5/8"		36	5/8"		288
3/4"		2	3/4"		0
1"		5	1"		0
1 1/2"		9	1 1/2"		0
2"		0	2"		0
3"		0	3"		0
4"		0	4"		0
	Total	52		Total	288
<u>Meter Inventory July 1, 2019</u>					
5/8"		384	5/8"		0
3/4"		7	3/4"		0
1"		3	1"		0
1 1/2"		1	1 1/2"		0
2"		2	2"		0
			3"		0
			4"		0
	Total	397		Total	0

Other Tasks Performed through the Water Supply Division:

- Assisted with solar power project at the Water Treatment Plant
- UMCR #4 Water Samples collected
- 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

Reported by Kevin Jacobson, Finance Director

Routine activities for June

Finance

Duties	June	Fiscal Year-to-Date
Prepare payable checks	493	6,748
Prepare receivable invoices	48	769
Prepare payroll checks	917	9,537
Certify invoices to County		226
Send letters to State Offset Collections	2	395
Record State Offset collections	\$ 2,599.83	\$ 31,152.17
Sort Mail	6,250	69,075
Ambulance accounts sent to collections	25	238
Record ambulance receivables	129	1,923
Process utility payments	445	13,007

- 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 May
- 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
- Worked on FY 19 CAFR
- Continued work on securing licensing software
- Started on end of year reporting

Utility Collections

Duties	June	Fiscal Year-to-Date
Record ACH activities	18	324
Prepare Utility adjustments	83	1,086
Estimate billings		-
Issue utility bills	10,470	124,149
Answer phone calls	772	9,149
Respond to voicemail	93	2,355
Complete utility service orders	72	1,629
Complete landlord tasks	66	813
Issue shutoff notices	291	5,050
Process customer paid utility bills	5,283	67,604
Process customer deposits	480	5,768
Replace meters	55	1,111
Complete monthly sales tax report/hours	-	14.00

Information Systems Coordinator

- Update laptop quote for Safety
- Order another hard drive for backup to disk
- Fix wireless for PD laptop
- Replace KVM at Water Rec
- Record Water Rec KVM in system
- Check other bad hard drive at Task Force
- Take replacement hard drive to Task Force
- Replace power supply for Task Force server
- Get JDQ completed and turned in
- Replace second hard drive for Task Force server
- Work with Housing Pro for database issues
- Add more domains to the allowed list in the spam filter
- Get quote for Samsung tablets for 3rd Floor
- Get with City Engineer about tablets for Water Treatment
- Order tablets for Water Treatment
- Finish setting up 3rd extra Ipad
- Get with Rachel V about printing issue
- Check with Jamie S about L-3 issues
- Order bigger hard drive for Task Force backup
- Change passwords for Animal Shelter users
- Coordinate with RSM and River City Communications about Fiber ring
- Conduct IT Committee meeting
- Order laptop for Safety
- Remove former volunteer coordinator from AD
- Move data for Task Force to temp server

- Update browsers for Briana H
- Install and configure hard drive for Task Force Backup
- Fix Adobe Reader issue on IT computer
- Order new ring switch to replace aging switch at County
- Check Novatime shortcut for Steven S
- Restart backup services on main server
- Restart mail servers
- Go over Car 11 computer and return to PD
- Order dual video card for FD
- Reset password for Steve M
- Meeting regarding copiers
- Install BluRay disk in Jamie S's computer
- Run test backup with Task Force server
- Look at issue with Task Force server
- Check Firehouse software for FD Training officer
- Finish implanting Car 11 computer after car battery gets charged
- Order final tablets for Engineering
- Help Finance Director with iLegislate on Ipad
- Configure new tablets for Water Treatment
- Change password for City Clerk
- Change password for Edith B
- Fix issues with SPAM email
- Restart Housing server
- Find out when new Government Broadcast equipment will be installed
- Check on invoice for new Government Broadcast equipment
- Check on tablet quote for 3rd Floor
- Check video connection for computer at PD
- Check KVM at Water Rec
- Fix email voice mail issues for Task Force
- Fix scan issues for Task Force
- Set up new users for FD
- Look for missing emails for Rachel S
- Follow up with RSM about ongoing projects
- Get with Kelttek to swap out computers at PD
- Help Cathy B with sending Quickbooks file to accountant
- Install dual video card at FD
- Look at cell connection in PD Car 4
- Look for missing emails for Carl G at FD
- Turn in invoice for Government Broadcast equipment
- Get Steven V access to Demo folder
- Update Quickbooks for Housing
- Get with Nancy O about printing monthly reports
- Restore file for Danielle C at PD
- Close out Water Treatment user account
- Look for missing emails for Erik B
- Look at IE issues for Penny B at Rec

- Make changes to Animal Shelter information for PD
- Configure new Safety laptop
- Look for missing Animal Control folder
- Install mobile license on FD Deputy Chief
- Configure new tablet for Engineering
- Get with Carl G about connectivity issues at FD
- Get with RSM about replacing fiber ring switch at County
- Add Steven S to local accounts on new Safety laptop
- Set permissions on new user scanner files at FD
- Install projector software on Safety laptop
- Look for missing emails for FD users
- Set up backup job to run again on Task Force Server
- Configure new tablet for City Engineer
- Order SIM cards for new tablets
- Get with Jess at Internal Services about his SPAM filter
- Get with Nancy O about budget sheets again
- Help Hannah S replace her UPS
- Look for blocked emails for Finance Director
- Get with RSM about ESO issue at FD
- Set up FD users as power users on workstations
- Get security scan information to RSM to correct issues
- See about replacing dual video card on computer at PD
- Get with Carl G about troubleshooting ESO
- Coordinate backup duties for next week
- Force restart of Engineering and Database servers
- Get with Finance Director about insurance
- Go to PD and help Keltek with Car 8
- Program new feature for computer control in database
- Check with CDW about final invoice for the fiscal year
- Fix folder permissions on J drive for PD
- Remove former users from PD AD
- Get with Perry B about email on his phone
- Fix remote agent software on City Hall backup server
- Readjust GIS backup to fit data on one tape
- Look through computer lists for Tracs installs
- Check backups at City Hall
- Swap Car 8 and Car 10 computers and test
- Reprogram database to had specific fields about mobile information
- Make PD user group changes
- Check crashing computer at Water Rec
- Fix Car 10 screen timeout
- Restart main server at City Hall
- Have Krystal G change out backup tapes as a dry run
- Set up new distributions group for PD

GIS Department

Cemetery

- Update St Joseph walk map
- Work on history walk and signage maps
- Complete 2 maps for History Walks
- Discuss duplicate invoice from vendor, contact vendor
- Create map for existing and new Section Signs

City Administrator

Development Services

- Create updated parcel data CSV file 1st and mid-month
- Update individual and combined Transit route maps, export PDF for print
- Reconnect hyperlink tool to individual layers
- Create web app for City Zoning layer
- Look into map selection properties issue
- Update digital maps with updated transit layers
- Create shortcut on user's desktop for new map

Engineering/Water Treatment/Customer Service

- Update Water Tx map, download to laptop
- Update ArcReader map for laptop that does not have cellular capabilities
- Fix hyperlink error in Water Service Database
- Research address change and water records to tie information together
- Research duplicate water service record, update and make changes
- Make requested changes to reports and forms in SQL database and software
- Update access database on laptop, troubleshoot connection issues

Fire

- Research Fire Service Maps
- Look up hydrant location for specific property

Finance

- IT: cover IT calls x 5 days
- IT: troubleshoot slow connection speeds
- IT/Grants: troubleshoot PDF error message, incompatibility error
- IT: research and send out notice on spam and phishing email hacks
- IT: Comm Dev & Fire: assist users with running scans through Malwarebytes and Symantec
- IT: reset password
- IT: reboot server for Housing dept
- Look up census tract boundary for grant data
- Work on Highline Trail Phase 1 map, export to PDF
- Create maps for Highline trail grants: overview and series of 7 pages

Operations / Utilities/ Water Reclamation / Parks

- Look up Alley ROW width for staff in the field
- IT: Assist user with sending attachment through email: connection issues

Police

- Re-create old map, update data, export to PDF

General

- Attend 2 day GIS software course at Iowa State University
- Review Aerial Imagery quote for 2020 fly over
- Work on long term projected budget and contracts for imagery
- Download and set up Street level view add in to mapping software
- Download new Arc GIS program and import maps
- Download templates for new software
- Download Imagery Add on tool and import into new software, test functionality
- Review / QA 2019 Contour files obtained from vendor fly over in Spring
- Discuss data request from vendor, process GIS layers for request and export
- Look into error messages with software application Cyclomedia
- Discuss street level view imagery with vendor, discuss contracts for future imagery
- Update road closure map, multiple times
- Create new shapefile of roads and alleys for potential street level view imaging

July initiatives

Finance Department

- Work on June 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 FY 19 CAFR
- Prepare PECORI report for health insurance
- Work with insurance on property updates

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
- Finish Task Force server upgrade

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 June 2019

Monthly Council Report

	JUNE 2019	YTD
9-1-1 Calls/Emergency Calls		
Fire	63	322
EMS	329	2,221
Non-Emergency Calls		
Fire	6	42
EMS	79	400
Total Calls for Service (Fire & EMS)	477	2,985
Total Calls for Service by County (EMS)		
Cerro Gordo County	Worth County	Floyd County
365	35	11
Personnel Training Hours		
	Goal (Hrs.)	Actual (Hrs.)
EMS	132	114.75
Fire	1056	1,630.25
	Total Training Hours for June	1,745.00
	YTD Training Hours	7,500.60
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	130	808
Existing Building Inspections	5	272
Plan Reviews	20	104
Fire Investigations	0	9
Liquor/State License Inspections	4	63
Community Involvement		
Public Tours of the Fire Station (Number)	1	5
Public Fire Safety Appearances/Trainings (Number)	2	206
EMS/Fire Students - Ride-Along	10	36
Preceptor Training Hours	135.50	444.50

National Fire StatisticsLine of Duty Deaths - YTD
24Civilian Fire Deaths - YTD
1104**Fire Property Loss Report – Mason
City**

Estimated Property Value	\$8,341,140	\$191,803,992
Estimated Property Loss	\$2,805	\$647,836
Total Saved	\$8,338,335	\$191,156,156

Overtime Hours

Fire	417.25	1,297.00
EMS	431	3,104.25

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	10	19	29
Engineering	17		17
Finance	10		10
Fire	43		43
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	59		59
Parks	6		6
Police	51	1	52
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	240	29	269

Staffing

Activity

Hiring Activity:

- Police Officer-2 openings (Police): Job offers extended and accepted, pending Council approval.

- Police Lieutenant-5 openings (Police): Promotions of five existing staff to Lt.

- Swing Worker-1 opening (Operations & Maint): External candidates interviewed from Civil Service list, job offer was accepted by candidate, and approved by Council. Will start in July.

	- Firefighter/Paramedic-1 openings (Fire): Prior positions filled. Creating new Civil Service list with testing in July.
	- Meter Utility Person (Water Supply): Posted internally.
	- Animal Control/Parking Enforce (Police): Developing replacement position to Animal Control Officer and meet with Civil Service.
	- Crossing Guard (Police): Recruiting to fill part-time school crossing guard vacancy.
	- Heavy Equipment Operator-1 opening (Operations & Maint): Upcoming opening this summer to be posted in a month internally.
Positions Filled:	- Hired 2 Reg FT employees: Firefighters and 28 seasonal employees during the month.
Turnover:	- 2 Reg employee voluntary resignations (Firefighter, Meter Utility. 1 Retirement (Police Lt)
Seasonal Hiring:	- Hired 28 Seasonal staff for recreation, pool, golf, park maintenance, band. Conducted additional interviews
Employee Orientations/exit interviews:	- Multiple group and individual orientations for regular and seasonal staff.
Civil Service Commission:	- 1 meeting held during the month.

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: 2 open grievance. Grievance meeting held - Teamsters: No open grievances, meeting held. - 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

Police Promotion Ceremony	Attending swearing in ceremony for 5 new Police Lieutenants
Retirement Presentation	- Coordinated retirement presentation for retiring Heavy Equipment Operator.

Benefits

Activity

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

Activity

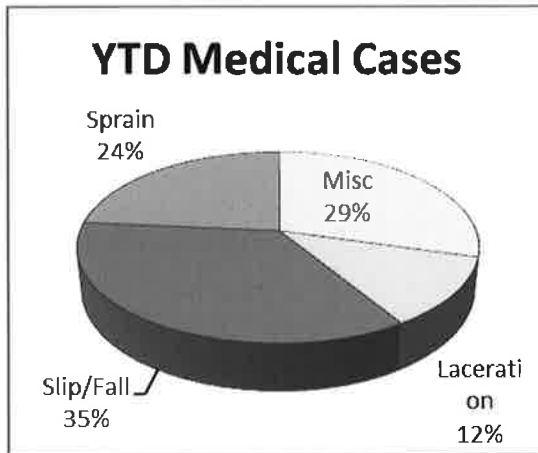
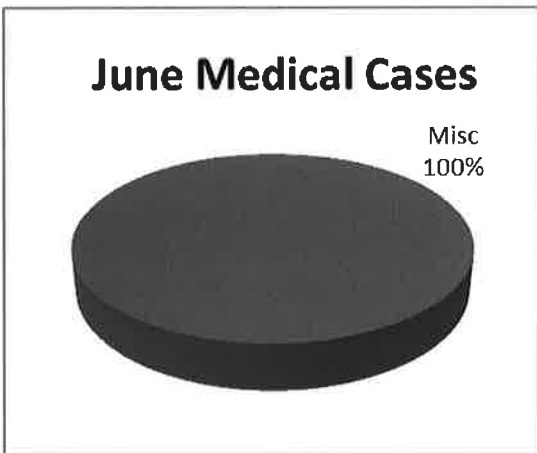
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
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Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
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Comp Study:	- Gathering Job Description Questionnaires for 102 employees and begin review of them.
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Professional/Community Support:	Attended local SHRM meeting.
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Safety Statistics	Month	2019 YTD	2018 YTD
# of Work Comp Cases	1	17	14
# of OSHA Injuries	1	17	14
# of Days Missed	8	52	53
# of Employees Off	1		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: June 2019

Routine Activities:

In the month of June, the Museum completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparing for all the Museum classes, scheduling volunteers, hosting rentals of the Museum facility. Museum staff also kept the Museum in clean and working condition, as well as called repair persons when necessary. Staff registered students for classes, waited on visitors in the Museum gift shop, and met with persons interested in 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.

June was most notable as the month for the MacNider Arts Festival. This annual event attracted people from all over North Iowa as well as into Southern Minnesota and beyond. The theme was *Art Splash* to celebrate colors and artful creations. Live music was performed all day starting with the Mason City Municipal Band and followed by three other area musical groups and solo acts. A free pancake breakfast was cooked and served by the Mayor, City Council, City Administrator, and volunteers to over 350 people. Afterwards, families enjoyed craft projects for kids, a bouncy slide, face painting, the Imagination Playground, and giant lawn games provided by Healthy Mason City. Most activities were free while some were low cost due to the price of supplies such as concrete stepping stones and tie dye bandanas. Twenty five local artists displayed and sold art at the Outdoor Art Market which also took place during the festivities. Food was again available for a small purchase. All proceeds from the event helped with program funding for the Museum. An estimated 3,200 people attended this year's Festival as the weather was enjoyable and this program has become an established tradition in the community. This event took a lot of planning and hard work by the eight person staff and around 130 volunteers, but continued to be a success as a fantastic art outreach opportunity to North Central Iowans.

Aside from Festival excitement, the museum continued to host graduations and special events such as birthdays and showers every weekend of the month. The Imagination Playground made appearances at Friday Night Live and Cannonball Days. These big blue blocks continued to be enjoyed by many kids at these community events as well as on the museum's front lawn during days of good weather. Also, all museum staff completed Job Description Questionnaires in compliance with the City's Classification and Compensation study.

The Board of Trustees discussed the possibilities of a secondary site for housing the Museum's collection due to space constraints. The board declined to make an offer on a piece of property they were considering due to concerns with the expense of remodeling the building to suit collection storage needs. The Museum will continue to explore options that are suitable.

Education classes, programs, and exhibits also continued as usual. One new exhibit was organized, placed, and opened in June. *Ceramics at the MacNider* has been presented before, but this year returns as a competitive exhibition highlighting pieces more recently created at the Museum. This exhibit focuses on artists that belong to the Museum's ceramic studio or have taken a class in the facility. Artists could enter any ceramic piece that was created and fired in the Ceramics Studio since January 2015. Also, summer kicked off this month with the Museum's Art Party Camp the last week of June. This camp was held 8:00 A.M. to noon Monday thru Friday for one week. Young artists ages 5-12 completed art creations based on famous masterpieces such as Monet's waterlilies, Jim Dine's hearts, and Calder's mobile. Summer ceramic classes also started up with two 5-week sessions of Creating with Clay and one session of Learning to Throw. Finally, the Lunch n' Learn program this month was presented by Director, Edith Blanchard, which explored Native American pottery.

Membership:

Members: 303

Attendance:

Gallery / Open Studio / Shop: 782

Programs: Festival (2500 adults, 700 kids), Board Meeting (8)

Outreach: Outreach Classes (90), Volunteers (34), Friday Night Live (29 adults, 57 kids)

Tours: 37

Rentals: Graduations (505 adults, 77 kids), Birthday Parties (69 adults, 28 kids), Lunch Rental (31 adults)

Classroom: 74 adults, 214 kids

Playground: 84 adults, 180 kids

2019 June Attendance

Gallery attendance	782
Tour attendance	37
Event attendance	3918
Classes	288
Playground	264
Outreach	210
TOTAL	5499

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Water Main Installation	(100')
Main Pressure Test	(1)
Bacteria Samples	(1)
Cement Work	(3)
Road Box Repair	(3)
Service Repair	(2)
Sewer M/H Repair	(1)
Valve Installation	(3)
Hydrant Installation	(2)

This past month, the Utility Crew replaced a 100' of 6" water main on Willowbrook Drive. The main had been isolated since it broke over the winter. Staff had to work with two property owners to move their private fences that were installed in the Utility Easement so the work could be done.

In the past year, the Utility Crew has replaced 37 water valves; worked on 99 other valves and road boxes; 19 fire hydrants were replaced, another 32 repaired, 258 were repainted; 18 water main breaks; poured over 247 yards of concrete on these projects; 12 sewer manholes were repaired along with plowing/hauling snow on assigned routes. We had at least 1 crew member assist other departments for over 80 days in the past year. The other areas we assisted include the Airport, Campgrounds, Aquatic Center, Parks, Sanitation, Golf Course and Meters.

Internal Service Division:

Mechanical

- Service and repair 0 inspection vehicles
- Service and repair 0 Engineering vehicles
- Service and repair 3 fire trucks and ambulances
- Service and repair 0 park vehicles
- Service and repair 6 police cars
- Service and repair 10 Recreation Department vehicle
- Repair and service 4 Sanitation trucks, brakes, etc.
- Repair and service 15 Street Department vehicles
- Service and repair 0 Water Reclamation vehicles
- Service and repair 0 Water Utilities vehicles
- Service and repair 0 Water Supply vehicles

Electrical

- Repair golf course electrical
- Repair streetlights at Northbridge
- Repair lighting at Water Reclamation
- Repair streetlight at the golf course
- Repair streetlights on N. Pennsylvania
- Repair electrical for grit pump at Water Reclamation
- Repair the chlorine pump at the pool
- Repair lighting at campground
- Repair lights at West Park Tennis court
- Repair electrical at campsite E5
- Repair tornado siren on S. Taft
- Repair lights at City Hall
- Repair streetlights at 3rd St. NW
- Repair lighting at East entrance sign
- Repair traffic signal at 19th and S. Eisenhower
- Repair scoreboard at adult ball diamond
- Repair streetlights at campground.
- Repair traffic signal at 122 and S. Monroe
- Repair streetlights at Southbridge parking lot
- Repair electrical at the comfort station

Wastewater Division:

- Wastewater treatment:

Monthly Total:	257.469	million gallons
Daily Average:	8.582	million gallons per day
Daily Maximum:	12.699	million gallons per day
Sludge processed	1.83	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Lines cleaned, Ft. 500
- Televised storm sewer for engineering
- Sewer calls 4

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- DMR QA results submitted
- Completed 1 industrial pretreatment inspection
- Completed 1 industrial pretreatment sampling inspection

- Issued 2 NOVs to Industries

Activities planned for next month at the water reclamation plant:

- Notify Industries of delinquencies
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles
- Run thickener

Special Activities/Accomplishments of particular note:

- Rebuilt scum box pump in aeration
- Checked belts on all equipment that are belt driven for wear
- Replaced grit pump
- Yearly inventory
- Continued mowing plant grounds
- Hosed off intermediate clarifier weirs
- Cleaned UV bulbs
- Had a contractor clean #1 digester
- Changed oil and inspected all clarifier drives
- Power washed LP tanks and painted
- Checked over all sludge hauling equipment
- Repaired diaphragm pump

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	475.2 tons	2,673.20 tons
Recycling collected	110,560 pounds	733,740 pounds
Yard waste collected	180.4 tons	590.81 tons
Large item number of stops	70	284
Materials collected:		
Large furniture	49	210
Small furniture	47	210
Tubs & toilets	8	19
Appliances & TVs	26	85
Electronics	2	4
Request for service calls	317	1,579

Street Division:

Clean and maintain shops and equipment as necessary
 Fill potholes with cold patch and hot patch
 Transplant trees from downtown to new location for construction project

Clean up accident debris, various locations
Haul barricades for events
Repair storm intakes as needed
Pick up dead deer and other critters
Mow buyout lots, street shoulders, trails, 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 and shoulders
Clean storm drains as needed
Haul old appliances to salvage yard
Grade and add gravel to the street shoulders along the outskirts of town
Haul spoil to gun range for the Police Department
Mulch and restake new trees as needed
Sweep streets as needed
Trim and respond to 25 tree requests, remove 26 trees
Deliver mulch as needed
Haul barricades, install no parking signs for Friday Night Live, set up road closure, sweep the street and area

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 events and shelter reservations
Conduct pool maintenance as needed
Repair and paint the basketball hoop and replace net at Washington Park
Trim all trees away from playground equipment at Washington Park and Lewis Kipper Park
Stain the picnic tables at Lewis Kipper Park
Remove a downed tree from the trail along the Winnebago River
Repair the bicycle repair station in East Park
Repair the xylophone at Prairie Playground
Repair the ADA swing at Parkers Woods Park
Move the bleachers and goals from the Hoover School fields
Pick up all the rocks from the 12th St. NW bridge

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	147	156	151	151	175	178							960
	5	2	6	2	0	7	0	0	0	0	0	0	2
Alarm - Business	81	50	56	48	39	58	0	0	0	0	0	0	332
Animal	42	29	41	60	77	88	0	0	0	0	0	0	337
Collision - Prop Damage	85	121	82	52	60	77	0	0	0	0	0	0	477
Collision - Pers Injury	10	8	4	6	10	5	0	0	0	0	0	0	43
Collision - Hit and Run	17	18	21	13	24	14	0	0	0	0	0	0	107
Disorderly	107	97	130	135	152	140	0	0	0	0	0	0	761
Domestic - Physical	8	8	11	18	13	27	0	0	0	0	0	0	85
Domestic - Verbal	28	26	31	34	27	35	0	0	0	0	0	0	181
Fireworks	3	1	0	3	7	26	0	0	0	0	0	0	40
Harassment	40	34	43	46	68	56	0	0	0	0	0	0	287
Medical	128	111	137	101	109	89	0	0	0	0	0	0	675
Motorist Assist	59	180	51	24	41	30	0	0	0	0	0	0	385
Parking	70	115	76	34	50	57	0	0	0	0	0	0	402
Stray Animal	23	20	51	50	52	80	0	0	0	0	0	0	276
Suspicion	140	115	142	154	210	171	0	0	0	0	0	0	932
Theft	49	56	43	62	85	79	0	0	0	0	0	0	374
Welfare Check	96	95	89	81	107	115	0	0	0	0	0	0	583

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	124	83	142	147	161	164	0	0	0	0	0	0	821
New Investigations	425	411	400	430	495	495	0	0	0	0	0	0	2656
Traffic Citations	118	121	140	136	114	120	0	0	0	0	0	0	749
Written Warnings	174	86	155	172	153	119	0	0	0	0	0	0	859

Crash Reports	93	128	85	60	86	81	0	0	0	0	0	0	533
		114											365
Parking Tickets	991	0	957	214	183	169	0	0	0	0	0	0	4
													144
Traffic Stops	290	144	272	303	254	181	0	0	0	0	0	0	4
Extra Patrol	101												430
Checks	3	614	768	859	675	380	0	0	0	0	0	0	9
Business Checks	85	80	79	36	32	41	0	0	0	0	0	0	353
Offender Checks	28	27	37	45	34	29	0	0	0	0	0	0	200

We experienced a significant jump in the number of animal and stray calls this month. That resulted in a several citations being issued for no rabies, no city license, or allowing dog to run at-large. We also issued citations for vicious animal. Follow-up was completed on a couple of cases that resulted in the execution of a search warrant at one residence and the inability to identify the owner in a bite case.

Officers attended the ServPro Open House on Saturday, June 15. We had our motorcycle and a patrol unit on display.

1st Detail officers responded to a suicidal male on June 25 on the north side of Mason City. Officers encountered a male subject who was paranoid and appeared to be under the influence of drugs. Patrol officers made several efforts over several hours to talk him down and were unsuccessful. Family members were asked to assist and eventually, they were able to talk him down to safety. He was taken by family to meet with a mental health professional for follow-up.

We had 26 calls for service for fireworks for June 2019 compared to 113 calls during the same period in 2018. To date, it would appear that the regulatory changes made by the City Council and the education and enforcement efforts by MCPD have reduced complaints. We will report back in July with final numbers for 2019.

Criminal Investigations

Thirteen new cases were assigned to CID in June. They closed 7 cases. Unit activity for the month included seven child protection interviews, two death investigations, and one search warrant. CID personnel attended our regional LEIN meeting and met with federal agents in an ongoing case.

Notable casework included the arrest of a local man for three counts of third degree sexual abuse, the recovery of \$5,000 that was defrauded from a local business, and the recovery of a stolen motorcycle.

Administration

We were notified that we were awarded Byrne JAG funding for the 2020 fiscal year that supports the North Central Iowa Narcotics Task Force. That funding will support MCPD efforts in drug enforcement.

We also worked with our Mason City Mental Health Stakeholders to complete and submit our application for an implementation grant for the Justice and Mental Health Collaboration Program. We hope to hear about the results of our application around September 1.

We are finishing the conditional offer of employment process on two candidates for police officer. That process should be wrapped up by mid-July. We have an officer currently attending basic training at the Iowa Law Enforcement Academy. He will graduate in mid-August and get assigned for field training.

We have been handling operations for animal control since April. The job description review is nearing completion and we expect that to post sometime in July. We have been preparing to handle the administrative work of animal control and will assume that on July 1 with the start of the new fiscal year. MCPD staff has been working closely with the Humane Society on shelter operations and animal issues.

MCPD Social Media	May 2019	May 2019	Difference
Facebook	7,237	7,269	+32
Twitter	1,883	1,895	+12

Public Library

Reported by Mary Markwalter, Library Director

Below are the annual statistics from the library:

<i>Circulation-Books</i>	19-Jun	19-May	19-Apr	19-Mar	19-Feb	19-Jan	18-Dec	18-Nov	18-Oct	18-Sep	18-Aug	18-Jul	YTD	LYTD
Adult Fiction	1640	1456	1648	1687	1461	1429	920	1376	1652	1406	1576	1772	18023	20470
Adult Non Fiction	684	625	678	601	455	562	318	454	565	577	479	621	6619	7958
Large Print	1045	1143	1017	1068	996	1172	691	920	1134	903	1048	1017	12154	12559
Young Adult Juvenile Fiction	1086	725	604	577	363	61	332	605	622	568	699	967	7209	10075
Juvenile Non-Fiction	4160	2349	1893	1960	1145	1229	743	2300	2244	2167	1977	2697	24864	26962
TOTAL BOOKS	9333	6680	6360	6293	4670	4619	3149	5990	6694	6031	6156	7526	73501	82665
<i>Circulation-Other</i>														
Audio/CD/Play away	571	382	305	372	224	235	180	330	531	388	339	487	4344	6266
Periodicals	238	193	170	214	169	145	99	122	197	197	157	167	2068	2462
Software	300	0	0	1	0	0	0	0	0	2	1	0	304	18
Other(puppets, misc)	175	115	157	148	76	92	13	53	121	133	55	200	1338	1741
DVD	2171	1756	1664	1975	1188	869	663	2090	2208	1990	1965	2352	20891	25921
Tumblebooks Creativebug (users)	59	50	48	116	18	59	38	155	112	96	22	3	776	615
Heritage Quest	10	90	7	26	73	28	30	21	11	0	0	0	296	37
Ancestry.com Bridges	11	0	6	0	9	32	15	0	9	9	7	9	107	1121
Ebsco	72	60	11	3	4	86	57	65	199	80	46	122	805	1088
GALE Databases (sessions)	1074	1256	1257	1211	1204	1205	1206	1216	1027	1113	1154	1146	14069	12590
Newspaper Archive	11	0	3	7	5	1	0	0	7	31	17	0	0	97
Hoopla!	30	9	10	35	53	38	74	46	61	33	19	11	419	2522
Zinio	102	34	61	21	23	12	49	26	29	28	51	113	549	649
Creedo	425	417	419	272	376	376	355	769	364	346	377	340	4836	3852
BRAINFUSE	166	114	15	124	135	137	138	119	60	39	24	24	1071	792
Learning Express	1	11	5	7	17	2	0	2	4	5	2	0	56	48
Learning Express	9	1	2	1	0	0	0	0	0	0	0	0	13	0
Total-Other	0	4540	4239	4424	3563	3315	2916	5035	5002	4513	4254	4974	46775	55320
Grand Total Circ.	9333	11220	10599	10717	8233	7934	6065	11025	11696	10544	10410	12500	120276	137985
Item Records Added	217	465	464	453	408	534	109	414	640	347	349	397	4797	5286
Patrons Registered	190	111	79	74	57	58	37	63	120	96	102	100	1087	1134
Renewals	1528	1024	1176	990	820	770	769	1152	1123	1226	1147	1313	13038	14480
Holds Filled	228	233	231	240	214	355	163	295	213	204	226	288	2890	3870
Holds Placed	295	244	253	267	229	384	222	357	244	241	277	259	3272	4273
Discs Cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	14
Photocopies	2539	2088	2008	2378	2009	3085	0	2008	3260	2168	2129	2199	25871	29167
MeetingRoom Guests	2232	1511	1452	1120	957	1214	151	1037	219	887	1135	1112	13027	13774

Meeting Room Used	197	191	151	185	134	58	75	214	75	156	176	251	1863	1876
SILO request unfilled	0	15	10	0	0	4	0	34	27	0	0	0	90	131
SILO request filled	8	6	3	11	5	16	7	3	8	7	0	8	82	61
SILO MCPL Request Filled	16	13	6	4	3	17	4	4	17	5	0	5	94	88
SILO MCPL Request Unfilled	0	5	6	6	20	0	0	0	0	3	0	24	64	81
Attendance Programs	25000	21250	19200	18800	10000	5000	5000	17000	18900	17550	17550	25500	200750	217200
Program Attendance	53	9	16	13	17	9	11	13	17	10	6	8	182	168
In Library Use	5726	2731	284	338	241	175	199	347	971	374	301	916	12603	9763
Faxes Received	8000	6778	3812	3507	2812	2114	1200	3000	3857	3000	4000	5000	47080	60815
Faxes Sent	6	15	20	24	8	0	1	1	5	8	1	9	98	158
Handouts, Brochures, etc.	108	129	25	72	134	0	3	39	45	135	31	72	793	743
Genealogy Referrals	9500	6400	2500	2446	600	500	100	5000	6500	3500	2000	7000	46046	52337
Archive Referrals	0	1	0	0	1	5	0	2	6	8	22	9	54	217
Photo Prints	19	7	11	3	11	29	2	11	6	5	29	10	143	174
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reference Questions	7100	5103	1700	1896	1340	745	1000	4052	3410	2500	2000	5000	35846	51986
Internet Users	1475	1100	750	875	800	750	225	1125	1100	1250	975	1525	11950	15058
WI-FI Users	1454	1321	881	824	1106	1008	285	967	985	927	1380	844	11982	9425
Microfilm Users	5	5	0	2	3	0	2	3	3	4	4	2	33	24
Website Visits	2599	3009	2438	2373	2148	2587	2193	2386	2524	2381	2677	2688	30003	31437
TOTAL PUBLIC SERVICES GRAND TOTAL SERVICE UNITS	68495	53812	37476	36901	24077	19417	11758	39527	44275	36992	36522	54539	463791	523740
VOLUNTEER HOURS	40.75	48	21	21	25	25	14	14	185.5	181	177.75	187.25	940.25	2570.25

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Daily Participation Rates:

Total People Served in 2019 through June: 188,452
Total People Served in 2018 through June: 205,409
Nights stayed at MacNider Campgrounds in 2019 through June: 2,227
Nights stayed at MacNider Campgrounds in 2018 through June: 2,344

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2018	2018
Family	30	31
Class A	176	179
Class B	22	29
Youth	15	15
Punch Cards	64	68
- 1,877 rounds played at Highland (4720 yearly rounds)
- Mowed greens 48 times including double mowing
- Rolled greens 23 times
- Mowed tees and collars 19 times
- Mowed fairways 18 times
- Mowed all rough 5 times and cutting holes 2-5 an extra 3 times

- Changed the cups 19 times
- Changed practice cups 8 times
- Raked, blew and cleaned up after wind and rain events 7 times
- Sprayed green with plant protectants and fertilizer 3 times
- Sprayed clover in rough on front and back twice 10 loads
- Sprayed tees for crabgrass and clover backside tees
- Mowed mounds 6 times at 4.0 inches
- Fixed tire on tractor
- Top-dressed all greens 2 times
- Verticut all greens 3 time and mow
- Back lap greens mowers 8 times
- Back lap tee mowers and grease 3 time
- Back lap fairway mowers 4 times
- Weeded the course 3 times
- Fertilized tees and approaches
- Raked and pushed up sides on traps 17 times

Recreation Special Activities/Accomplishments:

- Held 1 pool party at the Family Aquatic Center
- Held the Annual Fishing Derby with the Iowa DNR
- Gave four KIMT interviews on a variety of subjects
- Gave six radio interviews
- Assisted with the planning of the River City Steak Cook-Off Challenge
- Assisted with the Moon Light Movies
- Got the bike rental programming up and running successfully
- Had conversations and meeting with ICON
- Assisted with the Great Places community tour
- Continued to work on new rental agreements and pricing for the MPC
- Continued to fix grass issues at the Soccer Complex

Highland Park Golf Course Special Activities/Accomplishment:

- Worked on 2 leads for outings in 2020
- Hosted the Chamber of Commerce Outing
- Hosted the Tall Boy Classic Outing
- Hosted the Iowa National Guard Outing
- Ran our Junior golf league, 24 golfers
- Recalibrated greens sprayer
- Fertilized fairways on 1, 6, and 9 with grub control
- Trimmed trees on 1, 5, 6, and 9, and hauled the debris

Recreation Work to Be Completed in Coming Month:

- Run the Pool
- Run the Camp Grounds
- Run Fun N Sun

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

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland Park Amateur Tournament - July 8th
- Run the Highland Park Men's Season Pass Championship – July 13th
- Host the City of Mason City Junior Tournament – July 19th
- Host five private outings
- Mow greens, tees, fairways as needed
- Continue to monitor for grubs, cutworms and fungal diseases on greens
- Removal of dead and damaged trees
- Continue to spray for clover
- Topdress greens
- Trim trees
- Assess condition of the course and make adjustments

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of June:

- Restocked Volunteer supplies for various events (on going)
- Worked on GIS mapping and updating garden locations
- Did tour of gardens, with gardeners to make changes as needed
- Assisted Recreation Department find volunteers for various programs
- Attended Chamber Design Committee meeting, River Cleanup Committee meeting, Gardeners of North Iowa, and Aging Coalition Meeting
- 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 lot, trail and street
- 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, 457 Cannon Ball, Museum, and Recreation
- Presented Earth Day trophy to North Iowa Gardening Club
- Set up four talks on volunteer opportunities for July and August
- Checked on Sparkle signs in the west side of Mason City for wear and tear

Routine Activities:

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

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Recreation	Soccer	1401.5
Museum	Art Festival (145 volunteers)	393.0
	Art Party Camp	101.0
Beautification	Garden Maintenance/Cleanup	530.25
457 Cannonball	Gardens/watering /Maintenance Cannonball Day	584.0
Adopt a Trail	Big Blue Walk Path (19 th)	2.0 5.0
Library	Program	40.75
Miscellaneous Projects	Cemetery	45.0
	Transit Tokens	4.0
	Housing Authority	8.0
	Miscellaneous Departments	31.5
Total Hours		3,146.0

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH DEVELOPMENT

Youth Action Teams (YATs)

Qualtrics survey outcome comparison data was received late in the month. Categories displayed below provide comparison data between YAT participants and similar high school-age-participants from Cerro Gordo County Iowa Youth Survey compiled results (IYS-CG).

GOAL: To increase or maintain 30 day non-use of alcohol, tobacco, and marijuana among 25 high school-age youth participating in Youth Action Teams from a baseline average of 82%.

Objectives:

- 1. To increase or maintain a perception of great risk of alcohol, tobacco, & marijuana use among 25 youth participating in Youth Action Teams from a baseline average of 50%, through engagement in the SPF process.*
- 2. To increase or maintain perception of social disapproval-wrong or very wrong -for alcohol, tobacco, and marijuana use among 25 youth participating in Youth Action Teams from a baseline average of 41% through the SPF process.*

30 Day use: Percentage who improved or maintained positive response (no use)

Alcohol: 94.1% (+/maintained) –IYS-CG-11th= 84% Tobacco: 100% (+/maintained) – IYS-CG-11th= 98% (all)

Marijuana: 94.1% (+/maintained) – IYS-CG-11th=84% **Average: 96.07% (+/maintained)**

GOAL MET

Risk of Harm: HOW MUCH DO YOU THINK YOU RISK HARMING YOURSELF

Alcohol: 94.1% (+/maintained) –IYS-CG-11th=51% Tobacco: 94.1% (+/maintained) –IYS-CG-11th=72%

Marijuana: 82.4% (+/maintained) –IYS- CG-11th=42% **Average: 90.2% (+/maintained) GOAL**

MET

Social Disapproval: HOW WRONG DO YOU THINK IT IS FOR SOMEONE YOUR AGE

Alcohol: 82.4% (+/maintained) –IYS-CG-11th=46% Tobacco: 94.1% (+/maintained) –IYS-CG-11th=72%

Marijuana: 100% (+/maintained) –IYS-CG-11th=57% **Average: 92.17% (+/maintained) GOAL**

MET

Youth Positive Action Program

GRANT: FY20 IDPH Youth Development Application was released, completed and submitted June 17. Outcome expected in late June (not yet received at the time of this report). If awarded,

(\$57,000) will allow continuation of current Youth Development/Strategic Prevention Framework program efforts to prevent/reduce Youth Substance Abuse.

PROGRAM CURRICULUM CHANGE: The above grant application presented an opportunity to update/change workplans around some existing youth programs. The John Adams Health Teacher shared during the year that she felt the instruction needed an update. YTF researched evidence based programs (EBP) seventh graders might find more current/interesting than the existing Positive Action program. We compared programs, ensured the curriculum was validated as an EBP and held a meeting at school to provide relevant research-based information to help the teacher evaluate possibilities. The curriculum we felt held the most promise in the classroom met her core standards for Health and she was delighted with the process.

Implementing *keepin' it REAL Rural* (EBP) in 7th grade will work to reinforce healthy beliefs around substance use at a critical age and steps to say "NO". Customized for rural middle school.

Discusses Risks/Consequences: **Risk:** Taking a chance without knowing the outcome
Consequences: What happens after a choice is made

R-E-A-L =

Refuse: Saying no, I don't want to do something
Explain: Saying why I don't want to do something
Avoid: Staying away from a situation that I don't want to be involved in
Leave: Taking myself out of a situation I don't want to be in

YTF purchased the new curriculum in the digital version as a cost-effective choice given the number of seventh-grade students involved each year. YTF provides classroom support as needed and helps administer student pre & post surveys to determine any usage changes or increased perception of wrong or risk. This fall, we predict the teacher will exhibit more excitement/interest in presenting the updated curriculum, especially after she participated heavily in the selection process.

BRIDGES out of POVERTY workshop was held at Music Man Square on June 6, 2019. Total of 40 participants. (Eleven registered but did not come)

***Post-survey responses:**

MEASURE: Attendance increased my awareness and/or knowledge of how living in poverty has the potential to impact youth development and how strengthening Positive Youth Development Assets can make a difference. Strongly Agree / Agree = 100% GOAL MET

Additional survey question responses:

-This event raised awareness of how living in poverty might influence behavioral health issues: Strongly Agree / Agree = 100%

-Information shared during this event related to my work, community efforts, or personal interaction with youth: Strongly Agree / Agree = 100%

-The event shared information that is relevant to our community: Strongly Agree / Agree = 100%

-I will use at least one strategy or idea presented in this workshop: Strongly Agree / Agree = 100%

****Responses were especially rewarding since many attendees were “seasoned” staff representing:**

CG County Fine Recovery Program; Law enforcement/Judicial System; Salvation Army (Social Workers, Youth Pastor, Pastor); Mason City & Central Springs School Systems (Social Workers/Educators); North Iowa Community Action Organization (including Head Start & First Five); Crisis Intervention; VA Clinic; Mentors from our One on One Program; Prairie Ridge Integrated Behavioral Healthcare; Mercy One-Clinic and Hospital; NIACC; the Faith Community; Volunteers from School System and Food Bank

PREVENTION THROUGH MENTORING

One on One Mentoring/Peer Mentoring

62 mentor matches were served in FY19. Of these matches, 40 were adult/youth matches and 22 were peer matches. Currently, there are 6 boys waiting for a mentor.

The Mentoring Coordinator is currently working toward program certification by the National Quality Mentoring System (NQMS). This process creates recognized standards and procedures for the operation of high quality mentoring programs based on evidence and a process for continuous improvement within a program. Staff from the Iowa Mentoring Partnership has been assisting the process as needed.

FY19 Objectives:

- 1. To provide 59 Cerro Gordo County youth, ages 5-18, with a mentor through adult/youth and peer mentor matches in the certified One on One Mentoring program in FY19- **GOAL MET with 62 matches.***
- 2. To **increase or maintain perception of risk of harm** of tobacco, alcohol and marijuana use at 60% among 61 Cerro Gordo County youth, ages 5-18, with mentors. **GOAL MET-95.23%** (Alcohol=95.2% / Tobacco=100% / Marijuana=90.5%)*
- 3. To **reduce 30 day use or maintain 30 day non-use** of tobacco, alcohol, and marijuana at 92% among 61 Cerro Gordo County youth, ages 5-18, with mentors. **GOAL MET-96.82%** (Alcohol=95.2% / Tobacco=95.25% / Marijuana=100%)*
- 4. To increase relationship building/skill development 60% among 61 Cerro Gordo County youth, ages 5-18, with mentors. **GOAL MET-83.75%***

SAMHSA GRANT

NIPA Mental Health Awareness Training (MHAT) Project

- Three Youth Mental Health First Aid (YMHFA) workshops were held during the month with 73 people trained.
- Large workshops within two school districts planned for August. YTF continues partnership efforts with AEA, County Social Services to cover larger Youth Mental Health First Aid (YMHFA) workshops.

STAFF / OTHER

Community Collaboration

Cerro Gordo County Health Improvement Meeting, June 4

North Iowa Consortium - Opioid Response Planning Meeting, June 7 (Initial consortium members: Cerro Gordo County Dept. of Public Health (Grantee); Prairie Ridge Integrated Behavioral Healthcare; Mercy One; Youth Task Force)

Cerro Gordo County Board of Health - Director presented annual update to the Board of Health on June 21. Board expressed their approval and appreciation of current programs/projects provided to the community through YTF efforts. Lengthy discussion with good questions coming from the Board.