

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

September 2019

*(Issued October 11, 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,

City departments and staff have worked over the last year to achieve the 12 goals identified in the 2018-2019 list of Council Priorities. Many of these goals have been accomplished or had significant progress made to address the priority identified. I would like to take the time during this report to update the council and public on some of these priorities.

Execution of the River City Renaissance was the highest priority and the arena is scheduled to be open in December; bonds have been issued for the projects; the development agreement for the hotel and convention center has been signed with the developer; the hotel flag is identified, the skywalk and pavilion are in the design phase; and several spinoff projects and improvements have occurred.

Exploring the feasibility of solar power was identified as a priority and this council meeting has the identification of the developer included as an agenda item. Furthermore, a final agreement to authorize several solar sites should be closely following this meeting's action.

Regarding increased recreational amenities, the development of the water trail and High Line Trail were also included in the priorities. The mitigation of Dam #3 is already scheduled with grant funding from the state. The other 2 dams on the Winnebago are in design for mitigation and are seeking grant funding. Half of the High Line Trail land has been transferred with the process started on getting the second half transferred to the city. Grants have been received and design work will start soon on improvements along the High Line Trail.

Workforce development has consistently been a priority for the council and region and the city has supported such efforts by the North Iowa Corridor and the Pappajohn Entrepreneurial Center. Additionally, the council has identified the Vision North Iowa plan as the guiding document on many development efforts and has endorsed its execution.

The Willow Creek River Walk, incentivizing downtown living and expanding small business support were council priorities. In order to achieve these goals, the Willow Creek development is the focus of the Iowa Great Places designation and grant application. This effort is being aided by the development of 130 apartments along the Willow Creek and Planning and Zoning updating the Willow Creek Master Plan. The creek banks are getting cleared in the next year and additional grant funds are being pursued for the development of the River Walk. Additionally, the expansion of the city forgivable loan programs was completed and the urban revitalization area was modified to incentivize the construction and remodel of downtown dwellings.

While this is not an exhaustive list of the developments related to the council priorities, it shows a strong dedication by city staff over the last year to execute on the vision provided by the council. Work will continue on the full list of priorities from last year and city staff will start to integrate the new council priorities set at the last meeting.

Sincerely,



Aaron Burnett  
City Administrator

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date:** September 2019

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 9/1/2019 – 9/30/2019	20492.4	300 Buses
Enplaned 653 Deplaned 651		

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

- Preparation of Board Packet Information, Agenda and Attendance at September 2019 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport
- Awarded State Airport Improvement Program FY 2020 (AIP) General Aviation Expansion Grading Package to Peterson Contractors
- Approved FY2020 Commercial Air Service Vertical Infrastructure (CSVI) agreement, Replacement of radiator Units
- Approved 2020 State Marketing Agreement

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

- Preparation of Board Packet Information, Agenda and Attendance at the October 2019 Airport Commission Meeting
- Approve Peterson Contractors Construction Contract Agreement
- Authorize seeking competitive quotations for replacement of Terminal Radiator Units
- Acceptance of Terminal Boiler Project as Complete

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of September:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meeting, one Special Council Meeting and one Council Worksession 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 16 Resolutions and 1 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 12 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 \$1,210.00 in animal license fees and \$375.00 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: A kickoff meeting for the conference hotel was held with City officials, Gatehouse Capital personnel, and the architects, construction managers and engineers on August 28. Design for the hotel is progressing. While Gatehouse is not yet ready to announce the name of the hotel flag, they have assured us that approval by the hospitality company is imminent. The architects for the Performing Arts Pavilion have begun work and have scheduled review meetings with the City and the Pavilion Committee beginning in September.

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 September 11 to review a request for a \$30,000 DoRL forgivable loan from The Sports Page Mason City LLC to establish a restaurant in Southbridge Mall. While tenant improvements will not have a significant impact on the Mall's assessed value, the Committee found that providing an incentive to start a new, full service restaurant will help to secure the long-term viability of the Mall. The Council approved this loan at the October 1 meeting.

Section 657A.10 Program: Iowa Code 657A.10 provides a means for a Court to declare that a building is abandoned. The Court can then deed the property to the City, free and clear of any liens or encumbrances. The City is working with the Lynch Dallas law firm from Cedar Rapids.

The City has filed action on two abandoned properties that did not respond to the City's notice: 328 2<sup>nd</sup> Street NW and 218 8<sup>th</sup> Place SE. If successful, the Court will transfer title to these properties to the City. Staff will then evaluate next actions, which could include demolition.

Several other properties that received notice of pending action have either been sold to owners who have committed to repair them, or the current owners have begun remediation. For this reason, we believe that this program has been successful thus far. Nine additional abandoned properties have been sent to Lynch Dallas for review and possible notice. We will monitor these cases as they continue through the process.

Developments: Several projects are nearing completion, with new projects about to come online: 1) The Spring Lake Townhomes, behind the new Hampton Inn and Suites on Spring Lake, are essentially complete; several sales are about to close. 2) 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. 3) 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. 4) Construction of the new Discount Tire, on the site of the former Carlos O’Kelly’s, has commenced. 5) 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 proceeding apace. A November opening is anticipated. 6) The 131-unit “The River” apartment complex by Talon Development has started construction. Site work is ongoing. 7) Construction of the new “Tommy” Car Wash, on Tiffany Drive near the Clear Lake Bank and Trust, has commenced. This is a new “quick wash” concept that can move hundreds of cars a day. 8) The construction on the new Arena has heightened interest in Southbridge Mall. Several new businesses have opened, and a few more will be opening in the coming months. Stay tuned as we learn more.

Development Review Committee: 2 meetings held in September: 9/10 and 9/24.

<b>DRC Activity</b>	<b>September, 2019</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	5	42
Concept plans reviewed/approved as a Minor Site Plan	1	17
Concept plans to be resubmitted as a Major Site Plan	2	16
<b>Total Concept Plans</b>	3	33
Major Site Plan Reviews Completed	2	9
Preliminary Plat of Subdivision	0	1
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	8
<b>TOTAL ITEMS REVIEWED</b>	5	51
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	5

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

<b>Activity</b>	<b>September, 2019</b>	<b>YTD</b>
Commercial, Principal Structure	5	20
Commercial, Accessory Structure	0	0
Residential, Principal Structure	9	60
Residential, Accessory Structure	7	56
Signs	9	35
Floodplain	0	4



Activity	September, 2019	YTD
Sidewalk Service Area Permits	1	2
<b>Zoning Board of Adjustment Cases</b>		
Appeal	0	0
Conditional Use Permit	1	6
Special Exception	2	9
Variance	1	12
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	0	2
Miscellaneous	1	4
Preliminary Plat	0	1
Site Plan Approval	0	2
Zoning Ordinance Text Amendment	0	3
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	0	11
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
<b>Historic Preservation Commission</b>		
Historic Demolition Reviews	0	8
<b>Zoning Violations</b>		
Reported	4	20
Unfounded	0	0
Founded-Resolved without citation	4	14
Citations	0	0
Open Cases (as of date of report)	4	N/A
Cases initiated by staff	4	19
<b>Zoning Inspections</b>		
Zoning – Case Request	4	18
Zoning – Complaint	0	1
Zoning –Setback	2	7
Zoning - Final	0	2
Floodplain - Final	0	1
Zoning – Landscaping Install	0	1
Removal Site Inspection	1	2
<b>Permit Reviews</b>		
Zoning Reviews Completed	53	364
Floodplain Reviews Completed	59	358
Historical Reviews Completed	4	25

## BUILDING INSPECTIONS DIVISION

*Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>		
Permits	September, 2019	YTD

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	33	\$4,400,385.02	267	\$53,174,174.84
Minor Building Permits	54	\$ 663,808.00	237	\$2,389,723.53
Electrical Permits	11		166	
Plumbing Permits	15		97	
Mechanical Permits	33		214	
Sign Permits	13	\$ 79,635.66	38	\$ 342,865.66
Demolition Permits	2	\$ 1,000.00	20	\$ 77,312.00
Structure Moving Permits	0	0	3	\$ 23,600.00
<b>Inspections</b>	<b>September 2019</b>		<b>YTD</b>	
Number of inspections	162		1,384	
<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	0	74	8	397
Multi-residential	0	0	0	0
Commercial	1	11	8	81
Industrial	1	0	3	2
Institutional	0	0	0	4
Other (signs, demo, etc.)	0	15	0	61
<b>Fees Collected</b>	<b>September 2019</b>		<b>YTD</b>	
	\$ 32,485.03		\$ 275,345.87	

## **CODE ENFORCEMENT DIVISION**

*Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>September, 2019</b>	<b>YTD</b>
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	171	1104
Staff Initiated	44	569
Non-Staff Initiated (total):	127	535
Response to Complaint	47	220
Anonymous Complaint	32	153
SeeClickFix	48	162
<b>Case Requests Disposition</b>		
Founded Case Requests	171	1104
Citations Issued	0	0
Cases to Court	0	2
Unfounded Case Requests	0	0
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	1	4
Dangerous Building	5	20

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



<b>CODE ENFORCEMENT REPORT</b>	<b>September, 2019</b>	<b>YTD</b>
Abandoned Vehicle	2	35
Tree/Shrub Maintenance	0	1
Garbage	14	175
Inoperable Vehicle	10	70
Junk, Rubbish or Refuse	59	403
Other	49	245
Writ of Removal	1	30
Information Request	30	130
Snow Removal/Weeds & Tall Grass	42	814

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>September 2019</b>	<b>YTD</b>
Initial Inspections	12	113
Reinspections	66	750
5 yr. Inspections	86	1,086
Complaint Inspections	12	150
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	16	213
Inspection cancelled by Inspector	1	5
Failed inspections	21	160
Passed Inspections	44	689
No Shows	21	204
<b>Total # of Inspections</b>	<b>110</b>	<b>1,351</b>
Rental Dwelling Certificates Issued	25	442
Units White Tagged	5	52

## **TRANSIT AND SAFETY**

### *Transit*

During the month of September, Mason City Transit provided 13,928 rides on its Fixed-Route; that is an average of 696 rides per day. That's an increase of 827 rides from September 2018.

### *Safety*

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

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>
September	7	54%	6	46%	13
FY to Date	13	36%	23	64%	36

Burials in September were higher than projected. Traditional burials were as projected and cremation burials were higher than projected for the year.

## **Sales**

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
September	9	0	9
FY to Date	18	0	18

Lot sales were higher than projected and niche sales were lower than projected for the month. Year to date, lot sales are higher and niche sales are much lower than projections.

**Administration** – Office staff were busy with the coordination of burials and lot sales again this month. History Walk preparations were more challenging this year with unexpected issues, but the show went on and was enjoyed by around 170 people. Close to \$4,000 was raised for historic preservation within the cemetery. These funds will be used toward restoration of the Melson Mausoleum.

**Operations** – Grounds staff assisted with preparations for the History Walk. They were also busy with burials. Marker foundations were completed which entails digging holes, pouring concrete and finishing it.

**Board of Trustees** – An update on the Melson Mausoleum was given: preliminary drawings have been drafted, the temporary door was redesigned to reduce the costs and in-kind donations are being sought for the materials. Ron and Lea Norlinger are completing the new section signs which are quite an improvement. A performance evaluation of the Cemetery Manager was completed.

# 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	5
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	3
▪ Disconnect	3
▪ Septic	0
▪ Sump Pump	1
● Water – Industrial/Commercial	
▪ New	4
▪ Repair	2
▪ Disconnect	5
● Water – Residential	
▪ New	0
▪ Repair	6
▪ Disconnect	4
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Repair/Replace	9
▪ New Sidewalk	0
▪ Approach Repair/Replace	1
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	15
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	346
● Emergency Call-outs	4
● Emergency Call-out after hours	0
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	6
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	3
▪ Review contractor Traffic Control Plan	2

• Permit Review & Approval - City	
▪ Commercial Building	2
▪ Residential Building	0
▪ Demolition	3
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$975.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

#### **South Monroe Avenue RISE Project:**

The Engineering Department is awaiting WHKS preparation of the property acquisition plats for the purchase and transfer of private property for public right of way.

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

Quality Striping Inc. completed the remaining punch list items. Final quantities are being tabulated for the preparation of the final pay request for City Council's approval.

#### **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 20th Street SW & South Harding Avenue and South Connecticut Avenue south of 9th Street NE. The contractor is currently working on street patches on Elm Drive at 10th Street NE and at the intersection of North Georgia Avenue and 9th Street NE.

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

One bid was received for the August 27th project letting; Mid-Continent Contracting Inc. was the low bidder. The bid and award of contract were approved by the City Council at the September 3rd meeting.

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

Mid Continent Contracting was hired to begin construction on the raised median at the 15th Street SW grade crossing. The nine-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 contractor is awaiting the permit from the UPRR to finish the work in the railroad right of way.

Following the completion of work on the 6th Street SW Water Main Repair – UPRR Crossing, the Engineer will resubmit application for the Quiet Zone.

#### **Highway 122 Reconstruction & 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.

South Federal Avenue remained closed between 5th and 6th Streets for the month of September; Wicks Construction plan to have the paving complete and South Federal Avenue open by the second week of October. The Federal Avenue detour is still in place directing traffic to use 19th Street SW, South Monroe Avenue and 4th Street SW. The temporary traffic signals are still in operation at the intersection of 15th Street SW and South Monroe Avenue. The detour will expire when South Federal Avenue is reopened.

Reilly Construction completed the installation of storm sewer structures and pipe between South Adams Avenue and South Federal Avenue. Their crews also finished the pavement removals of 6<sup>th</sup> Street east of South Connecticut Avenue along with the installation of storm sewer structures and pipe along South Federal Avenue between 5th and 6th Streets. Crews are currently installing new water main between South Connecticut Avenue and South Massachusetts Avenue.

K&W Electric continued with the installation of new street light conduit and new street light bases along 6th Street. Crews are currently drilling and installing traffic signal bases at the intersection of South Federal Avenue and 6th Street, traffic signal interconnect conduit will be installed at the same intersection in the upcoming weeks.

Wicks Construction finished the full width paving on 6<sup>th</sup> Street SW between South Adams Avenue and South Federal Avenue. Crews also completed the paving on the east side of South Federal Avenue between 5th and 6th Streets. Paving of the west side of South Federal Avenue is scheduled for the first week in October.

The Engineering Department and Water Division staff continue 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 continued to work at the four signalized intersection on South Washington Avenue. All of the traffic signal bases were installed and the poles and mast arms mounted. Crews are currently mounting traffic signal heads, emergency vehicle preemption equipment and signage on these poles and mast arms. Crews are also pulling wire through the newly placed underground conduit. Locations for the traffic signal and battery back-up unit bases have been staked and construction on these bases is expected soon.

City Engineering Department Staff along with representatives from WHKS have been reviewing the work completed on Delaware and have provided a punch list to K&W Electric.

**North End Lighting Improvements Project:**

A review of the punch list items will be completed soon and final project quantities calculated.

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

Engineering Staff and a representative with SEH completed a review of the project and collected data for the assembly of a punch list.

A preconstruction meeting including the Engineering Staff, SEH and Popp Excavating Inc. (Popp) was held on September 5th. The contractor, Popp will be installing the new sanitary

sewer force main system. The force main piping will connect a future lift station with the existing sanitary sewer gravity interceptor pipe south along South Pierce Avenue. Work on the force main project is expected to begin in mid-October.

The Engineering Department continued working and coordinating with Alliant Energy for the placement of street lighting along the new 27th Street SW, provision are being incorporated into the electrical design to supply power to the new future lift station. Alliant Energy recently provided a quote for the street lighting and associated electrical work, the quote is currently under review. The Engineering Department approved a permit allowing CLTel to place a new buried fiber line which will extend from South Pierce Avenue along 27th Street SW through the cul-de-sac and to the Golden Grain property.

#### **6th Street SW Water Main Repair – UPRR Crossing:**

The Engineering Department continued coordination efforts with RailPros Field Services (RailPros) for the approval of a Work Plan. Bob McKiness Excavating & Grading Inc. has an approved contract with RailPros for construction observation and inspection along with a flagger agreement. The Engineering Department continued coordinating with WHKS on a Professional Services Agreement to provide a Union Pacific Railroad required survey of the rails during and after the project, a draft of the is currently under review.

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.

#### **Plymouth Road Storm Water Mitigation:**

The project was reworked and advertised for bid following approval of the plans and specification by City Council at the September 3rd meeting. One bid was received for the September 24th letting; Bob McKiness Excavating & Grading Inc. submitted the bid. Action on the bid was delayed to the first meeting of the City Council in October.

#### **High Line Trail:**

The Union Pacific Railroad's (UPRR) contractor completed the punch list items. The Engineering Department immediately began coordinating with the Operations and Maintenance Department on the removal and salvage of the existing rail crossing warning equipment at 3rd Street NE and 4th Street NE. The salvaged equipment will be incorporated into a High Line Trail project at some later time. The Engineering Department is currently planning and preparing to survey a portion of the property; the data collected will be used in the design of the first segment of trail. The initial trail segment is planned to begin at 2nd Street NE and extend north to near the Water Treatment Plant, approximately 3,600 feet in length. Engineering Staff is also actively assisting the City's Grant Administrator on pursuing funds for the initial trail project.

#### **Eastbrooke Storm Water Mitigation:**

Property acquisition discussion was initiated with the owner by the Engineering Department.



**Southbridge Sanitary Sewer Reroute:**

Bob McKiness Excavating & Grading Inc. completed the installation of the entire sanitary sewer main, approximately 450', along with the installation of three new sanitary sewer manholes. A segment of 8" water main was removed and replaced to allow for the construction of the sanitary sewer that needed to be placed at greater depth. The water main replacement required water to be shut off to a portion of Southbridge Mall. Engineering Staff coordinated the shut-down with Southbridge Mall Staff, and directed the contractor to construct a temporary water connection to keep the Southbridge Mall tenants supplied with water during construction. The new sanitary sewer main passed the required deflection and air test and the trench was backfilled. The parking lot paving is expected to begin soon.

**Mar Oak Drainage Improvements:**

Mid-Continent Contracting continued working along Oak Run Drive in the Mar Oak Subdivision. Mid-Continent completed all the driveway approach culvert replacements and began placing back the concrete driveway approach sections. Crews also continued with the ditch cleaning and shaping between driveway approaches.

**Water Treatment Plant Discharge Stream:**

Two Proposals of Qualifications were received for the project, a third engineering firm declined the invitation by letter. The proposals were reviewed by Engineering and Water Supply Staff, then discussed through which a consensus was reached to extend communication with the favored consultant. The consultant was contacted and questioned on various details of the proposal. They were then directed to draft a Professional Services Agreement (PSA) for City Council's consideration. The PSA will be presented at one of the two October City Council Meetings.

The recipient of the initial phase of a project will assist the Engineering Department with a design for cost estimating purposes for budgeting, to reach a resolution to an on-going waste stream discharge permit issue.

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

The project remained under audit by the Iowa DOT. Acceptance of the project and final payment for the City Council's approval will be come forward upon completion of the audit.

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

- The Engineering Department continued working with Alliant Energy on the Commercial Alley project. Alliant Energy's contractor continued with re-pavement operation throughout Commercial Alley. The alley and sidewalk sections adjacent to Southbridge Mall south of East State Street were recently completed. City Engineering Department Staff continued coordination with Alliant Energy representatives on the inspection of the city alley north of LaJames; due to the amount of pavement that was removed the entire alley may need to be replaced.
- An Alliant Energy contractor completed the replacement of fifteen sidewalk pedestrian ramps that were disturbed during the course of underground utility installations this summer. The Engineering Department inspected the installation of the ramps to assure they meet current PROWAG and ADA compliance.

- Engineering Department Staff continued to assemble traffic data and utility records that will be provided to the Iowa Department of Transportation (IDOT) to assist in the US 65 Location & NEPA Study. The IDOT has partnered HDR to begin a traffic study of the US 65 corridor beginning at 6th Street SW and extending to 27th Street SW.

#### **Traffic Division:**

- Traffic Control
  - Sign work orders 43
  - Traffic Sign Orders 0
  - Streetlights
    - New Installation 0
    - Repair Request 1
    - Fixture Replacements 0
  - Traffic Signals
    - Respond to signal issue reports 16
    - Perform traffic signal repairs 10
  - Iowa One-Call locate reviews 346
  - Locate City-owned electrical utilities 22
  - Emergency Call-outs 1

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

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue.
- Reprogrammed the school beacons because of the school system's change in start and end times.
- Replaced batteries and check the operation of the tornado siren on South Taft Avenue.
- Assessed damage to the underground wiring for the lights in the parking lot lights at the Southbridge Mall, contractor snagged and damaged the wires while performing work on the sewer reroute project. Repaired the damaged conduits, re-pulled wires and tested the lights.
- Responded to a report of a street light that was knocked down on 4th Street NE, removed the damaged pole and sent it to be repaired.
- Met with Alliant Energy to re-energize the traffic signals at 12th Street NE & North Federal Avenue following the replacement of a transformer.
- Performed utility locates on the new street lights along North Federal Avenue, then had the information recorded into the GIS map system for future reference.
- Checked on and perform repairs to pedestrian pushbuttons and signal heads at 19th Street SW & South Pierce Avenue, 19th Street SW & South Monroe Avenue and 19th Street SW & South Federal Avenue. Tested for proper operation.
- Rebooted the traffic cameras along 19th Street SW.
- Repaired a street light at 19th Street SW & South Eisenhower Avenue.
- Worked with the pavement marking contractor to complete the punch list items add some extra work to the contract.

- Met with Operations & Maintenance personnel regarding scraping unusable salvaged light and traffic signal poles.
- Reviewed removed sign tags and updated sign inventory map.
- Staked locations and worked with the sign crew on installation of new sign posts and signs on Bike Routes 4 & 7.
- Located broken street light conduit in NE corner of 5th Street SE & South Federal Avenue.
- Responded to a lighting strike to the traffic signal equipment at 5th Street SW & South Federal Avenue.
- Responded to a power outage and discovered the battery backup unit was not working properly. The control unit replaced.
- Programmed the emergency vehicle pre-emption (EVP) system at 5th Street SE & South Carolina Avenue. Worked with EVP vendor to resolve software issues on the laptop computer.
- Met with the traffic signal contractor at 6th Street SW & South Federal Avenue regarding cabinet arrangement and ground box placement.

#### **Water Supply Division:**

##### ○ Water Production

	<u>September</u>	<u>FY 2020</u>
• Total (gal)	140,571,000	411,798,000
• Daily Average (gal)	4,685,000	4,476,000
• Daily Maximum (gal)	5,847,000	6,242,000 *
• Daily Minimum (gal)	4,022,000	3,008,000**
	*Indicates Yearly High	
	**Indicates Yearly Low	

##### ○ Water Plant Maintenance and Repair

- Replaced switch in the air handler for in the treatment plant
- Replaced communications device net box on EDR #4 Train
- Calibrated and cleaned PH Probe on the Sodium Hypochlorite Generator
- CIP EDR #3 & 4
- Repaired a 4-way valve on EDR #2 Train
- Repaired the cooling water valve on the Sodium Hypochlorite Generator
- Repaired the cooling fan in EDR #1 rectifier cabinet
- Repaired a leak in the cooling line on the Sodium Hypochlorite Generator
- Cleaned Ground Rods all EDR stacks
- Wash down EDR stacks and perform voltage checks
- Calibrated Chemical Pumps
- Replace filters 6-12 day run time
- Service on-line analyzers
- Cleaned conductivity probes

○ Customer Service

• Iowa One-Call locates	329
• Prepare and send service repair letters	12
• Monthly bacteria samples	32
• Collect project bacteria samples	2
• Check water quality at residents and businesses	3
• Correlate water main breaks and investigate for leaks	11
• Hydrant flow testing	0
• Hydrant Flushing	0
• Water Main shut down for repairs	7
• Water shut offs for non-payment	1
• Water shut for other	0
• Water service re-connects	9
• Assist with installation of Water Meters	3
• Repair Water Meters and collect reading	0
• Deliver Red or Tan Tag	1
• Update shut off data base and maps	41
• Water Service Permit/Inspection	
▪ Repair/Replace	7
▪ New Installation	9
▪ Disconnections	7

○ Meter Department

	<u>September</u>	<u>FY 2020</u>
• Meters Installed	57	138
▪ Industrial	0	0
▪ Commercial	2	8
▪ Residential	55	130
• Meters Repaired	0	7
• Contractor and Garden Meters Installed	2	6
• Meters Read	11,772	35,316
• Meters Ordered	8	25

<u>Meters Installed September 2019</u>				<u>Meters Ordered September 2019</u>		
5/8"		55		5/8"		0
3/4"		0		3/4"		0
1"		1		1"		0
1 1/2"		0		1 1/2"		1
2"		1		2"		6
3"		0		3"		1

4"		0		4"	0
	Total	57		Total	8
<u>Meter Inventory October 1, 2019</u>					
				5/8"	0
5/8"		259		3/4"	0
3/4"		6		1"	0
1"		5		1 1/2"	0
1 1/2"		8		2"	0
2"		7		3"	0
				4"	0
	Total	285		Total	0

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

- Investigated a lightning strike at Well #16, will need to replace soft start for the pump
- Guided the City's Insurance representative to the Wells, Booster Stations and Towers
- Cleaned out a storage area for stocking meters for the Water Meter Replacement Program
- Rerouted sample line to the chlorine analyzer in the Pumping Plant
- 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
CPRR	Canadian Pacific Railroad

# Finance Department

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Reported by Kevin Jacobson, Finance Director

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Routine activities for September

## Finance

Duties	September	Fiscal Year-to-Date
Prepare payable checks	559	1,876
Prepare receivable invoices	41	222
Prepare payroll checks	725	2,850
Certify invoices to County		-
Send letters to State Offset Collections	3	30
Record State Offset collections		\$ 22,432.20
Sort Mail		14,130
Ambulance accounts sent to collections	28	75
Record ambulance receivables	154	429
Process utility payments		759

- 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 August
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Update monthly Capital Projects sheet
- Prepare cash reconciliation for department managers
- Prepared City Council memos for meetings
- Attended City Council meetings
- Review department expenditures for budget to actual
- Continue work on FY 19 CAFR
- Continue work on securing licensing software
- Start on end of year reporting



**Utility Collections**

Duties	September	Fiscal Year-to-Date
Record ACH activities	32	83
Prepare Utility adjustments	69	181
Estimate billings		-
Issue utility bills	8,857	29,767
Answer phone calls	779	2,304
Respond to voicemail	130	315
Complete utility service orders	44	144
Complete landlord tasks	78	108
Issue shutoff notices	298	1,241
Process customer paid utility bills	4,872	16,881
Process customer deposits	423	1,540
Replace meters	54	132
Complete monthly sales tax report/hours		-

**Information Systems Coordinator**

- Get replacement mouse to Jess G.
- Get with Jerry R and Jason H to show them how to connect to media contacts.
- Quiet down Steven V's computer.
- Finish install of Civil 3D for engineering
- Check on re-imaging Car 5 tablet.
- Find out what Cemetery needs for memory.
- Order memory for Cemetery computers.
- Order signature pads for PD.
- Configure new computer for Rec Department
- Take new computer to Rec Department.
- Configure new computer for FD EMS.
- Get with RSM and County to test Zuercher connection from FD.
- Update IE on Mara L's computer.
- Disable offline folders for Rec computer.
- Fix StartLayout on Penny B's new computer.
- Get with RSM about authentication.
- Look at Outlook issues for Mara L.
- Put IT Committee Agenda together and send out.
- Look for missing emails for Erik B.
- Install Skype on YTF computer.
- Add Steve O to permission on Shared File.
- Install memory upgrade for Cemetery computers.
- Upgrade Cemetery computers to Windows 10 over weekend.
- Get City Hall Windows 10 machines upgraded to 1903 over weekend.
- Get Jeannett setup with Dual Authentication.
- Look at volunteer computer issues at Museum.

- Get quote for laptop to Museum.
- Configure new computer for Belinda at Airport.
- Fix printer issues for Paula B at Cemetery.
- Conduct IT Committee Meeting.
- Document search for Aaron B.
- Finish Zuercher install for Aaron B at FD.
- Get with Chief Brinkley about folder and users for outside law enforcement officers.
- Have FD test Zuercher connection.
- Look at printer issues for Highland.
- Make plans to get new Windows 10 upgrades completed.
- Make plans to get the next set of Windows 10 machines updated to 1903.
- Re-image Car 5 tablet.
- Set voice mails to go to Tyson A's email.
- Check Stranton S's phone account for voice mail delivery options.
- Help Edith find downloaded video.
- Get with Steve O about converting a document to PDF.
- Continue email search for Aaron B.
- Configure new computer for Pam O at Airport.
- Take new computers to Airport.
- Look at printer issues at Airport.
- Update Rec and FD Windows 10 computers to 1903.
- Conduct new email search for Aaron B.
- Get Tracs installed on Car 5 tablet.
- Look for missing email for Duane K at PD.
- Fix Office Activation issue for Scott B at O and M.
- Upgrade DART tablet to 1903.
- Get with CLTel about rerouting Internet equipment.
- Replace training rooms' computers at FD.
- Take new PC to Fire Department.
- Get with RSM about IP address changes for City.
- Look for updated Trimble software for Rick S.
- Get quote for new printer for airport.
- Look through videos for Jeannett W.
- Check mouse and Keyboard for Tyson A.
- Look for missing email for Lindsay T.
- Get with Pam S about web meeting.
- Meet with Finance about temporary workspaces for staff.
- Get with Danielle d and Rick S about Trimble unit.
- Get with Jamie S to test Car 5 computer prior to reinstall in squad car.
- Get with Jamie M about purchasing new tablets.
- Hook up new phone at PD.
- Take Car 5 computer back and reinstall in squad car.
- Change IP Address of server at Water Rec.
- Change auto attendant for PD.
- Look through Steven's email again for document search.
- Look at video problem for Tyson A.
- Call Control Techs about Water Rec connection.
- Take a look at laptops for Rachel V.
- Reorganize tape storage.

- Get quote from CDW-T for FD Tablets.
- Take monitor and Car 5 cable to FD.
- Get with PD about replacing ACO computer.
- Check cell connection again in Car 5.
- Get RSM to look at remote issues for Water Treatment.
- Set up work group for parking enforcement at PD on phone system.
- Get invoice back from Rec regarding Insight.
- Restart Finance server to clear up errors.
- Reset password for Sybil S.
- Look at Car issues at PD (Sunday)

## **GIS Department**

### **Airport**

- Work on web-based map

### **Cemetery**

- Make update to History Walk map
- Update History Walk map with notes

## **City Administrator**

### **Development Services**

- Create 1<sup>st</sup> and mid-month CSV parcel file
- IT/Comm Dev: account locked, discuss process to reset
- Look into Plat line discrepancy
- IT/Dev Services: fix computer not opening programs

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

- Look into Trimble handheld not connecting to computer after windows 10 update
- Look into Plat line discrepancy
- Fix incorrect easement lines
- Create new query and SQL report for specific data
- Staff unable to view attached video, file type proprietary, user does not have correct software
- IT/Water: Staff states email not getting through, troubleshoot connections, etc.
- Make change to Water Customer Service Database form and report
- Assist user with editing lines
- Change file extension on many videos linked in GIS data, to allow viewing on any computer

### **Fire**

- Determine total number of Fire Hydrants connected to City main.

### **Finance**

- Cover IT department x 7 days
- IT: change backup tapes and check server room x 7 days

- IT/Finance: reset password
- IT/Finance: assist with setting up shortcut
- IT/Youth Task Force: no network connection, contacted RSM to work on it
- Grants: update High Line Trail Map

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

- IT/O&M: discuss options for microphone during webinar
- Update interactive park map
- Work on Park maps / apps for new City Website
- IT/O&M: troubleshoot email on phone app not updating new password

#### **Police**

- IT/PD: troubleshoot computer not allowing user login
- IT/PD: reset user passwords x 2
- IT/PD: change security permissions on specific folder in shared drive
- IT/PD: trouble logging into computer
- Reset software password for user, email instructions on use

#### **General**

- Make changes and updates to queries and reports in online GIS system
- Update road closure map x 11
- County: discuss address points, upload current data to software vendor for validation
- Update and print maps for EOC exercise
- EOC: Large scale exercise
- Complete review of 2020 LUCA Census review and return documents
- Work on maps for City website re-design

### **October initiatives**

#### **Finance Department**

- Work on September 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 TIF Report
- Prepare TIF requests from taxes
- Work with insurance on property updates
- Start work on FY 19 Annual Finance Report

#### **Information Systems Coordinator**

- Continue upgrading eligible computers to Windows 10.
- Start working on Guest WiFi Network and security.
- Replace Wireless Ring Backup Radios.
- Start upgrading servers to newer version of server OS.

**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

September 2019

### Monthly Council Report

September 2019

YTD

#### 9-1-1 Calls/Emergency Calls

Fire	22	425
EMS	378	3,322

#### Non-Emergency Calls

Fire	28	135
EMS	98	674

#### Total Calls for Service (Fire & EMS)

526 4,556

#### Total Calls for Service by County (EMS)

Cerro Gordo County	Worth County	Floyd County
414	47	12

#### Personnel Training Hours

Goal (Hrs.) Actual (Hrs.)

EMS	132	150.75
Fire	1056	784.50

Total Training Hours for  
September 935.25

YTD Training Hours 11,352.63

#### Fire Bureau Inspections/Site Visits

New Construction/Remodel	165	1,272
Existing Building Inspections	4	289
Plan Reviews	29	174
Fire Investigations	0	13
Liquor/State License Inspections	11	91

#### Community Involvement

Public Tours of the Fire Station (Number)	0	7
Public Fire Safety Appearances/Trainings (Number)	8	217



EMS/Fire Students - Ride-Along	4	43
Preceptor Training Hours	638	545

#### **National Fire Statistics**

Line of Duty Deaths - YTD	Civilian Fire Deaths - YTD
38	1464

#### **Fire Property Loss Report – Mason City**

Estimated Property Value	\$32,505,660	\$609,006,912
Estimated Property Loss	\$600	\$730,786
Total Saved	\$32,505,060	\$608,276,126

#### **Overtime Hours**

Fire	44.25	1,577.75
EMS	410.75	4,562.25

#### **Significant Events**

Swearing in ceremony for Firefighter/EMT Zachary Au on 9.17.2019

## Human Resources Department

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Reported by Perry Buffington, Human Resources Director

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Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development Services	10	19	29
Engineering	17		17
Finance	10		10
Fire	45		45
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maint	59		59
Parks	6		6
Police	53	2	55
Recreation	7		7
Youth Task Force	4	1	5
Grand Total	244	30	274

Staffing	Activity
Hiring Activity:	<ul style="list-style-type: none"> <li>- Police Officer-1 opening (Police): Reviewing the existing Civil Service hiring list</li> <li>- Utility Worker-1 opening (Operations &amp; Maint): No internal candidates. Job offer accepted by candidate from external Civil Service hiring list and approved by Council</li> <li>-Community Safety Supvr (Animal Control): Job offer to internal candidate and approved by Council</li> </ul>

	- Multipurpose Arena Supervisor (Recreation): Interviewed finalists, conducted background checks, job offer made to external candidate pending approval of Council
	- Airport Manager-1 opening (Airport): Began recruitment throughout the Midwest
Positions Filled:	- Hired 1 Reg FT employee: Firefighter; and 1 seasonal employee during the month
Turnover:	- No regular employees terminated and 43 seasonal terminations
Employee Orientations/exit interviews:	- 2 orientations for regular and seasonal staff
Civil Service Commission:	- No meetings held during the month

### **Labor**

#### **Relations/Legal**

#### **Activity**

Grievance Activity:	- Fire: No open grievances - Teamsters: No open grievances - AFSCME: No open grievances
Labor Negotiations/Relations:	- Completed PERB supplemental data requests for recertification elections for all 3 unions in October, began negotiations preplanning
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation

#### **Employee Involvement**

#### **Activity**

Firefighter Swearing In Ceremony	Assisted with swearing in ceremony for 1 new Firefighter
Employee Activities	- Conducted employee Fall Cookout/blood draw signup

#### **Benefits**

#### **Activity**

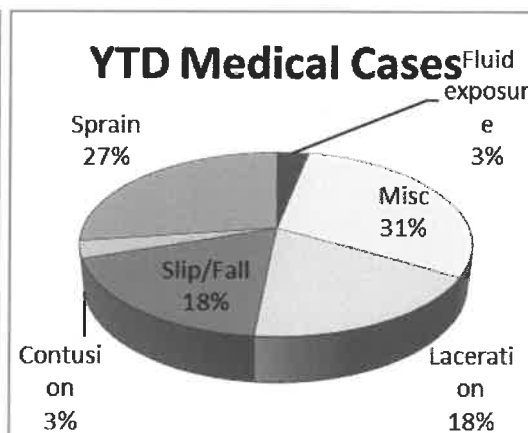
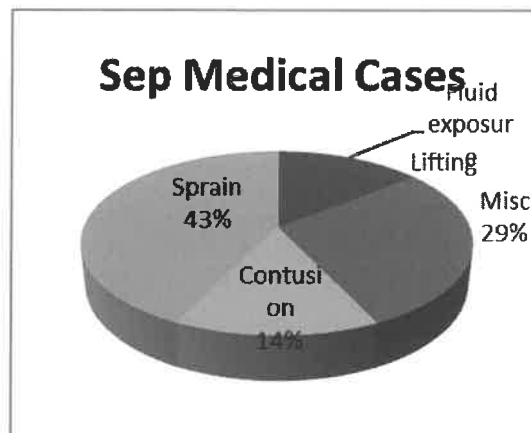
Employee benefit support:	- Ongoing support resolving employees benefit issues
Employee Benefits	- Began preparations for employee benefit meetings/annual enrollment to be held in October

#### **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
Comp Study:	- Completed planning and preparations for individual department head review meetings with consultant
Training:	- Attended city website update meeting
Professional/Community Support:	Attended state IAPELRA training conference

Safety Statistics	Month	2019 YTD	2018 YTD
# of Work Comp Cases	7	33	21
# of OSHA Injuries	7	33	21
# of Days Missed	0	77	88
# of Employees Off	0		



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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## **Routine Activities:**

In the month of September, 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.

The September Board of Trustee's Meeting was busy with action items this month. A Mary Cassatt lithograph went to auction in Chicago. The piece was originally owned by the MacNider family for which the museum is named. The acquisitions committee moved and was successful in acquiring the lithograph in honor of Margaret MacNider with memorials and acquisitions trust funds. As the auction house only gave winning bids one week to collect items, the associate curator drove to Chicago to personally transport the piece back to the museum. This month, the board also approved to loan a piece from the collection to other requesting art museums. Metcalf's *Haystacks* will be on loan to the Denver Art Museum from November 2021-February 2022 and to the Virginia Museum of Fine Arts from March 2022-June 2022. Finally, the board again approved deer hunting on museum grounds during the 2019-20 bow hunting season. This continued the efforts of the city to control the deer population in city limits as the board started allowing bow hunting just last year through this program. Lastly to note, the board welcomed another member, Angela Konrad, this month. Angie filled the final vacancy on the board at this time.

Staff members were busy with organizing rentals, exchanging exhibits, and supporting classes this month. Three consecutive Saturdays in September were booked for weddings at the museum. This brought over 400 adults and children to visit. The Mason City Police Department also chose to have trainings at the museum utilizing the rental room and presentation equipment. Two new exhibits opened this month. *Material Pulses: Seven Viewpoints* focused on the art of quilt-making, presented seventeen works by seven fiber artists representing the United States, Canada, and the United Kingdom. The exhibition featured quilts, mixed media, and installation work until it closes October 16<sup>th</sup>. *New to the Collection* featured the newest additions to the Museum's Permanent Collection. The Charles H. MacNider Art Museum's collection of American artworks grows each year through donations, bequests, and designated monetary gifts. *New to the Collection* highlighted additions to the Charles H. MacNider Art Museum's

Permanent Collection from 2013 – present. These recent acquisitions included a watercolor by Mason City native Charles Fritz, a colorful print collage by Jim Dine and a life-sized sculpture by internationally recognized sculptor Jonathan Borofsky. In relation to the Material Pulses exhibit, a Quilt workshop was held at the museum. This contemporary painted fabric class taught by a guest instructor introduced participants to dying their own fabrics for their fiber creations. It was held for two days on the last weekend of the month.

As fall approached, September again served as a transition to a new season at the Museum-Artoberfest. In preparation for the annual fundraiser held in October, staff mailed invitations, solicited event sponsorships, contracted live music, held committee meetings, sold event tickets, organized tasks for volunteers, and collected auction donations. The hard work of staff and volunteers for this major event tends to lead to a beautiful, fruitful, and fun event that all involved hope to accomplish again this year.

### **Membership:**

Members: 307

### **Attendance:**

Gallery / Open Studio / Shop: 549

Programs: Board Meeting (7), Artoberfest Committee Meeting (2), Exhibition Meeting (4)

Outreach: Outreach Classes (101), Volunteers (10)

Tours: 0

Rentals: PD Training (53 adults), Weddings (339 adults, 71 children), NIACC (40)

Classroom: 143 adults, 67 kids

Playground: 26 adults, 39 kids

### 2019 September Attendance

Gallery attendance	549
tour attendance	0
event attendance	516
Classes	210
Playground	65
Outreach	111
TOTAL	1451



## Operations & Maintenance/Parks Department

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Reported by Bill Stangler, Operations & Maintenance Manager

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### Utility Division:

Repair Type	Repair #
Valve Installations	(4)
Cement (Valve Installations)	(3)
Valve Turning	(30)
Fire Hydrant Installation	(1)
Fire Hydrant Removal	(1)
Fire Hydrant Repair	(3)
Hydrant Cement	(2)
Fire Hydrant Painting	(25)
Manhole Repair	(3)
Water Service Disconnects	(2)
Building Maintenance	(1)
Water Main Repair	(2)

We had 2 broken water mains this past month. We replaced 31' of pipe on the one on West State.

### Internal Service Division:

#### Mechanical

Service and repair 1 inspection vehicle  
Service and repair 0 Engineering vehicles  
Service and repair 9 fire trucks and ambulances  
Service and repair 0 park vehicles  
Service and repair 5 police cars  
Service and repair 5 Recreation Department vehicle  
Repair and service 3 Sanitation trucks, brakes, etc.  
Repair and service 19 Street Department vehicles  
Service and repair 3 Water Reclamation vehicles  
Service and repair 2 Water Utilities vehicle  
Service and repair 1 Water Supply vehicle

#### Electrical

Replace traffic signal lights on North Federal  
Replace batteries in tornado siren on South Taft  
Repair street lights on the 12th Street overpass  
Repair street lights on the Meredith Willson footbridge  
Replace fuses at Water Reclamation  
Repair parking lot lights at Southbridge

Replace lighting in garage at Park Department  
 Repair lighting at Street Department  
 Repair street light at 19th and S Eisenhower.  
 Remove unused railroad crossing cabinets at 4th and N. Massachusetts  
 Repair lighting at the west entrance sign.  
 Repair traffic signal at 19th and South Eisenhower  
 Repair overload relay at Water Reclamation  
 Repair circuit breaker at Water Reclamation  
 Repair street light on South Pennsylvania  
 Repair traffic signal at State and Pennsylvania  
 Check security camera at the Prairie Playground  
 Replace lights at Police Department  
 Repair door locks at Georgia Hanford Park  
 Repair street lights at 1st and N. Delaware parking lot  
 Repair street lights at Central Park  
 Repair street lights at 4th Street NE  
 Repair tie down straps on the salt shed at Street Department

#### **Wastewater Division:**

Routine Activities for the month:      **September      2019**

- Wastewater treatment:
 

Monthly Total:	144	million gallons
Daily Average:	4.81	million gallons per day
Daily Maximum:	7.076	million gallons per day
Sludge processed	1.168	million gallons

#### **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Cleaned and televised sewer lines around town

#### **Laboratory/Pretreatment Activities:**

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Acute Toxicity testing for wastewater
- Completed 1 industrial inspection
- Collected industrial samples
- Issued 4 NOVs to Industries
- Completed and passed Quarterly Proficiency Testing

- **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
- Continue hauling bio solids
- Track mileage for all vehicles

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

- Replaced pinch valve in preair building
- Continued interaction with industries
- Had Packard Electric look at plant generator
- Plant staff safety training
- Continued mowing plant grounds
- Reinstalled pump station 2 double door after being fixed
- Started hauling biosolids
- Replaced brushes on final arms
- Cleaned UV system also had manufactures rep come and go over issues with system
- Finished up cleaning north aeration basin
- Replaced sludge load out valve
- Replaced carbon in odor control vessel in PS #1
- Heather Brown attended Pretreatment Conference and Laboratory Symposium
- Removed broken yard hydrant
- Installed new blower in thickener bldg.
- Removed blower in preair for repair
- Changed oil in all lift pumps

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	484.57 tons	4,235.05 tons
Recycling collected	122,920 pounds	1,098,000 pounds
Yard waste collected	107.78 tons	929.10 tons
Large item number of stops	72	395
Materials collected:		
Large furniture	58	365
Small furniture	43	389
Tubs & toilets	2	21
Appliances & TVs	26	154
Electronics	0	4
Request for service calls	237	2,412

**Street Division:**

Clean and maintain shops and equipment as necessary

Fill potholes with cold patch and hot patch  
Haul supplies for volunteer groups cleaning up Central Park  
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, alleys and shoulders  
Clean storm drains as needed  
Haul old appliances to salvage yard  
Grade alleys and streets as needed  
Haul spoil to gun range for the Police Department  
Mulch and restake new trees as needed  
Sweep streets as needed  
Trim and respond to 46 tree requests, remove 21 trees  
Deliver mulch as needed  
Grind stumps as needed  
Install silt fence on 26th and S. Monroe to keep debris in the field  
Clean up and haul old traffic signal supplies to salvage yard

**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  
Clean interior of Bandshell and remodel bathrooms and repair ceiling  
Clean up debris at Kiwanis Park  
Install the Simmons and Juhlin donated benches  
Repair and repaint the picnic tables at the east park gazebo  
Install new sidewalk at Shelter 4 in East Park  
Trim all trees and shrubs, repaint the fence and poles and sign at the entrance to Zerble Trail  
Repair leaking water line to the deer pen  
Rebuild stairways on Calmus Creek  
Support for the Civil War Re-enactment  
Repair sprinkler heads in Central Park

# 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	1787	1840	1834	1699	0	0	0	14975
Alarm - Business	81	50	56	48	39	58	61	45	48	0	0	0	486
Animal	42	29	41	60	77	88	79	92	64	0	0	0	572
Collision - Prop Damage	85	121	82	52	60	77	71	60	64	0	0	0	672
Collision - Pers Injury	10	8	4	6	10	5	6	8	9	0	0	0	66
Collision - Hit and Run	17	18	21	13	24	14	14	18	11	0	0	0	150
Disorderly	107	97	130	135	152	140	133	132	141	0	0	0	1167
Domestic - Physical	8	8	11	18	13	27	22	15	16	0	0	0	138
Domestic - Verbal	28	26	31	34	27	35	40	43	39	0	0	0	303
Fireworks	3	1	0	3	7	26	91	8	4	0	0	0	143
Harassment	40	34	43	46	68	56	48	51	49	0	0	0	435
Medical	128	111	137	101	109	89	92	105	116	0	0	0	988
Motorist Assist	59	180	51	24	41	30	37	29	37	0	0	0	488
Parking	70	115	76	34	50	57	53	58	45	0	0	0	558
Stray Animal	23	20	51	50	52	80	52	51	57	0	0	0	436
Suspicion	140	115	142	154	210	171	197	208	173	0	0	0	1510
Theft	49	56	43	62	85	79	73	85	80	0	0	0	612
Welfare Check	96	95	89	81	107	115	102	156	99	0	0	0	940

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	124	83	142	147	161	164	169	168	153	0	0	0	1311
New Investigations	425	411	400	430	495	495	487	479	464	0	0	0	4086
Traffic Citations	118	121	140	136	114	120	152	118	122	0	0	0	1141
Written Warnings	174	86	155	172	153	119	164	200	139	0	0	0	1362
Crash Reports	93	128	85	60	86	81	75	71	75	0	0	0	754
Parking Tickets	991	1140	957	214	183	169	231	195	133	0	0	0	4213
Traffic Stops	290	144	272	303	254	181	282	288	218	0	0	0	2232
Extra Patrol Checks	1013	614	768	859	675	380	503	729	537	0	0	0	6078

Business Checks	85	80	79	36	32	41	75	61	51	0	0	0	540
Offender Checks	28	27	37	45	34	29	41	39	30	0	0	0	310

MCPD responded to two shooting incidents in September. Both cases remain under investigation. Search warrants were served in both cases. There was some exceptional police work done by the responding officers that helped to identify the involved parties/vehicles in both of these cases. That work led to the basis for search warrants to further the criminal investigation.

Patrol responded to a fatal crash on South California Avenue on September 28. This required a number of first responder agencies – MCPD, MCFD, the Iowa State Patrol, the Cerro Gordo County Sheriff's Office, and the Clear Lake Fire Department. It is a good example of how we work together on a regular basis when we have an incident that needs additional resources.

A 2<sup>nd</sup> Detail officer this month made a traffic stop for a routine traffic violation – no seatbelt. After he had the vehicle stopped, he was able to get consent to search from the driver. The officer located a small quantity of methamphetamine and marijuana in the vehicle. That subsequent investigation led to the discovery that the vehicle was a suspect vehicle in a hit-and-run investigation that happened just minutes before the initial traffic stop. Good teamwork and police work helped to put the pieces of this crash together and identify the driver as the suspect. He was arrested for the drug violations and cited for speed generally and no insurance.

### **Criminal Investigations**

CID picked up 18 new investigations in September. Eight new cases were cleared. Three were cleared by arrest/arrest warrant. A vehicular homicide case from 2018 plead out ahead of trial. An arrest warrant was issued for a suspect in a third degree sex abuse case.

Investigators worked two shooting investigations, two death investigations, wrote four search warrants, submitted three bulletins to LEIN, completed one child protection center interview, and gave a presentation to a local business.

### **Administration**

We filled the Community Safety Supervisor position as of September 23. This is a new position that was created after Animal Control was moved back to MCPD this spring. The Community Safety Supervisor has oversight of animal control and parking operations for MCPD.

The 2019 Deer Management Zone hunt started on September 14 and runs through January 10, 2020. This year there are 150 doe tags available and several incentivized tags from last year's hunt. The vendor for tags this year is Hart Brothers. They are also providing proficiency testing at their indoor range.

On September 10, numerous local agencies participated in a training exercise with Cerro Gordo Emergency Management. It was an opportunity to assess our local readiness for disasters. There were several new faces and agencies in attendance that helped us to learn more about resources and needs.

<b>MCPD Social Media</b>	<b>Aug 2019</b>	<b>Sept 2019</b>	<b>Difference</b>
Facebook	7,375	7,524	+149
Twitter	1,912	1,932	+20

## Public Library

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Reported by Mary Markwalter, Library Director

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<i>Circulation-Books</i>	19-Sep	19-Aug	19-Jul	YTD	LYTD
Adult Fiction	1493	1928	1914	5335	4754
Adult Non Fiction	576	672	858	2106	1677
Large Print	1004	1271	1247	3522	2968
Young Adult	663	872	848	2383	2234
Juvenile Fiction	1908	2414	2685	7007	6841
Juvenile Non-Fiction	358	378	448	1184	1239
<b>TOTAL BOOKS</b>	6002	7535	8000	21537	13919
<i>Circulation-Other</i>					
Audio/CD/Playaway	369	477	501	1347	1214
Periodicals	222	252	177	651	521
Software	1	0	2	3	3
Other(puppets, misc)	143	163	169	475	388
DVD	1142	2138	2186	5466	6307
Tumblebooks	77	10	51	138	121
Creativebug (users)	13	14	11	38	0
Heritage Quest	4	9	30	43	25
Ancestry.com	135	245	127	507	152
Bridges	1283	1284	1161	3728	421
Ebsco	0	0	0	0	0
GALE Databases					
(sessions)	68	20	15	103	63
Newspaper Archive	24	115	117	256	192
Hoopla!	454	428	455	1337	1063
Zinio		98	121	219	123
Credo Reference	5	6	5	16	7
BRAINFUSE	0	0	0	0	5
<b>Total-Other</b>	3940	5259	5128	14327	13741
<b>Grand Total Circ.</b>	9942	12794	13128	35864	33454
Item Records Added	508	425	378	1311	1093
Patrons Registered	95	120	103	318	298
Renewals	1045	1396	1415	3856	3686
Holds Filled	261	264	259	784	718
Holds Placed	265	316	269	850	777
Discs Cleaned	0	0	0	0	0
Photocopies	1595	3456	3068	8119	6496



MeetingRoomGuests	1669	1646	1546	4861	3134
Meeting Room Used	166	136	220	522	583
SILO request unfilled		13	9	22	0
SILO request filled		0	0	0	15
SILO MCPL Request Filled		13	4	17	10
SILO MCPL Request Unfilled		13	5	18	27
Attendance	21000	26000	26000	73000	60600
Children's Programs					
Children's Program Attendance					
Young Adult Programs	4				
YA Program Attendance	28				
Adult Programs	7				
Adult Program attendance	21				
Programs	0	2	13	15	24
Program Attendance	0	261	1706	1967	1591
In Library Use		4500	6500	11000	12000
Faxes Received	9	4	4	17	18
Faxes Sent	77	72	79	228	238
Scan	102				
Handouts, Brochures, etc.	3500	4295	7000	14795	12500
Genealogy Referrals	1	4	2	7	39
Archive Referrals	15	10	10	35	44
Photo Prints	0	0	0	0	5
OCLC Borrowed from MCPL	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0
Reference Questions	2000	2500	5000	9500	9500
Internet Users	950	1475	1425	3850	3750
WI-FI Users	1131	705	685	2521	3151
Microfilm Users	4	2	0	6	10
Website Visits	1995	2179	2110	6284	7746
<b>TOTAL PUBLIC SERVICES</b>	36448	49807	57810	144065	128053
<b>GRAND TOTAL SERVICE UNITS</b>	82838	62601	70938	216377	198499
<b>VOLUNTEER HOURS</b>	4	8	15.5	27.5	546

# Recreation Department/Highland Park Golf Course

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Reported by Brian Pauly, Recreation Superintendent

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## Recreation Monthly Activities:

- Adult Archery
- Adult Softball
- Adult Volleyball
- Before and After School Care
- Tiny Tot Football
- Tiny Tot Soccer
- Youth Archery
- Youth Flag Football
- Youth Soccer
- Youth Tennis
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 787 nights stayed at MacNider Campgrounds

## Daily Participation Rates:

Total People Served in 2019 through September: 283,205  
Total People Served in 2018 through September: 287,693

Nights stayed at MacNider Campgrounds in 2019 through September: 5,873  
Nights stayed at MacNider Campgrounds in 2018 through September: 6,461

## Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2019	2018
Family	30	31
Class A	176	183
Class B	23	30
Youth	16	16
Punch Cards	67	80

- Season Concession Sales:

2019	2018
\$68,429	\$56,982

- 1,932 rounds played at Highland (year to date 11,335)
- Ordered food and beverages for concession
- Mowed greens 41 times included days they were double mowed
- Rolled greens 8 times when not double mowing
- Mowed tees and collars 9 times including double mow
- Mowed fairways 7 times double mow
- Mowed rough 3 times some areas
- Raked traps and push up sides after rain events and deer 10 times
- Mowed back mounds at 3 inches 3 times
- Trimmed mows with grounds master 4 times
- Changed cups 16 times
- Changed practice cups 3 times
- Back lapped greens, tee, fairway mowers 2 times
- Weed eat area around tees 1 times
- Painted white lines 2 times
- Blew tees and greens of acorns every morning before mowing

#### Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 4 new summer staff
- Addressed Fall & Winter Staff needs (email/letter)
- Attended Iowa Parks and Recreation Association Fall Workshop
- Participated in safety walk through
- Continued our Partnership A For A Tobacco Free Cerro Gordo County
- Assisted with North Iowa Band Festival preparation
- Assisted in the planning for the 2020 River City Steak Cook-off Challenge
- Interviewed and selected a candidate for the Arena Managers position
- Open soft drink bids – Award a five year contract with Atlantic Bottle Company (Coke)
- Gave a radio interview
- Met with the Executive Director with the YMCA
- Started reviewing different options and bids for pool chemicals
- Gave a number of tours of the new arena
- Assisted on a number of arena discusses

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

- Put new blades on Kubota
- Changed the oil in Kubota
- Picked up 6 loads of debris after 1 strong wind event
- Changed the oil in tee mower and both greens mowers
- Blew and rake up acorns on north side of clubhouse 2 time
- Applied growth regulator, fungicide, liquid fertilizer to greens twice
- Applied wetting agent to greens once
- Fixed a cart shed doors replacing springs and adjusting
- Fixed white grub damage where was not sprayed
- Adjusted mower speed on 2018 greens mower

- Fixed tire on mower deck
- Cleaned gutters to clubhouse 3 times, refastened gutters
- Fixed 3 irrigation heads on green and tees
- Back lapped and adjust reels on fairway and green mowers

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run the Campgrounds
- Run Youth Soccer
- Run Youth Flag Football
- Run Youth Archery
- Run Youth Volleyball
- Run Tiny Tot Flag Football
- Run Tiny Tot Soccer
- Run Youth Tennis
- Run Youth Archery
- Run Adult Softball
- Run Adult Volleyball
- Run Adult Archery
- Prepare for Youth Volleyball
- Prepare for Youth Dodgeball
- Prepare for Adult Dodgeball
- Prepare for Preschool Sports
- Prepare for Indoor Soccer
- Continue to addressing Fall & Winter Staff needs (email/letter)

Highland Park Golf Course Work to Do in Coming Month:

- Prepare and be a host site for the November Election
- Close concession in mid to late October
- Mow greens, tees, fairways as needed
- Continue to monitor for grubs, cutworms, fungal diseases and summer stress on greens
- Maintain course as needed
- Shut down water system and winterize
- Make fall order for winter green protectants
- Attach blower to Kubota for leaf removal
- Blow leaves and remove from course
- Order winter protectants
- Blow out irrigation system
- Work out a landscaping plan for the South and West side of the club house
- Power wash and start the process on replacing rotten wood on the deck north of the club house

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## Activities for the Month of September:

- Restocked Volunteer supplies for various events (on going)
- Did tour of all gardens, to make changes as needed in active garden list and took photos of gardens for board at city hall to show progress of flowers.
- Assisted Rec Department, Museum, 457, and Parks find volunteers for Events,
- Attended Committee meetings, Chamber Design, Aging Coalition, and Committee meetings.
- Met with several potential volunteer candidates, placed volunteers at cemetery, 457 Cannonball, museum, and with parks department.
- On-going : Worked with present volunteers on the importance of reporting hours to volunteer coordinator, sent emails to all active volunteers for reporting of hours
- Set up with the Schools and service clubs to do volunteer talks in September to get younger people involved in volunteering –ongoing, talked at John Adams Middle School, and Senior Center.
- Did radio (Volunteer Corner) with KCMR Radio about, Museum, Park, Library, and Recreation.
- Working with and setup different Groups on Service Days in, September and October.
- Arranged Volunteer activities for John Adams Middle School Students.
- Set date for Volunteer Appreciation November 14 2019
- Collected invoices for Beautification Beds worked on Grant Report.
- Attended Volunteer Fair at NIACC

## 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>
Museum	Misc. Projects	34.25
Recreation	Soft Ball/Bikes	1396.5
Beautification	Garden Maintenance/Cleanup	137.25
457	Maintenance/ Watering	164.0
Library	Misc. Jobs	14.5
Cemetery	Walk/Misc.	57.5
Miscellaneous Projects	Police Department	26.0
	Transit Tokens	7.5
Parks	Misc. Jobs/Street cleanup	137.0
Earth Day	Meeting/cleanup	13.0
<b><u>Total Hours</u></b>		<b>1987.5</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 Team (YAT) meetings were scheduled to begin September 17, at Mason City High School and September 19, at the Mason City Alternative High School. Administrative liaison turnover has complicated/delayed recruitment. Both schools will meet twice monthly on Tuesdays/Thursdays throughout the school year. Newman Catholic School's first meeting is scheduled for October 4. They will hold three meetings in October followed by two meetings each month (Thursdays) thereafter. Youth Action Team representatives will begin attending the Executive Committee monthly meeting in October.

### Youth *keepin' it REAL*, Rural Program

Six sections of seventh-graders at John Adams middle school completed pre-surveys on September 4 & 5. Implementation of the new curriculum followed and continues through the first semester for the first group of students who will complete a post-survey to evaluate changes in perception/attitude/usage.

*Keepin' it REAL*, Rural Program strives for better outcomes: Identifying Risks and Consequences, Self-Management, Personal Responsibility, Refusal Self-Efficacy, Substance Use Resistance Skills, and Decision-Making Skills.

- IDPH monthly "Touch Base" webinar meeting held with report-ins from grantees statewide.

## PREVENTION THROUGH MENTORING

### One on One Mentoring/Peer Mentoring

Mentoring Coordinator will serve on the Iowa Mentoring Partnership (IMP) Provider Board for a period of two years.

Quarterly "Mentor memo" sent to mentors & Advisory Board. The newsletter included Facts and Approaches to Talking About E-Cigarettes/Vaping With Your Mentee along with Tips for Starting the Vaping Conversation.

- Mentor Training held September 26 at Mason City Alternative High School (MCAHS).
- Mentoring Coordinator attended NIACC's Volunteer Fair, September 24, to promote Mentoring Program and encourage adults to volunteer for the program.

- Iowa Mentoring Partnership (IMP) monthly call held to share program updates with other state grantees, September 12.
- IDPH monthly “Touch Base” webinar held with report-ins from grantees statewide.

### **Peer Mentoring**

The program is scheduled to begin October 2, at John Adams Middle School. Students from MC Alternative High School will meet with middle school students referred to the program.

## **SAMHSA GRANT**

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

- Youth Mental Health First Aid (YMHFA) training workshop on September 16, with sixteen people trained.
- We received notification that our YMHFA Instructor representing the MCPD is no longer able to conduct workshops under the program due to changing responsibilities. We thank him for four years of service helping our community better understand mental health symptoms and resources available to help youth exhibiting signs/symptoms of behavioral health problems. We will investigate the possibility of training another person as an instructor.
- Webinar meeting for MHAT grantees – September 10
- Director attended the AWARE Mental Health and Violence Prevention Summit, September 24, Des Moines

## **STAFF / OTHER**

### **Executive Committee**

Board met September 25, due to member training conflict. They continue to be held on the 3<sup>rd</sup> Wednesday of each month unless schedules conflict.

### **Staff Education**

IDPH Substance Use Prevention Webinars: *Nailed It! Creating Trainings and Presentations with Lasting Impact*

### **Community Collaboration**

- **Cerro Gordo Health Improvement Plan Meeting**, September 30. The group is currently working on collaborative community health needs assessment throughout the year-end. Plans for surveys, focus group discussions, and community meetings have begun, with special attention on capturing input from diverse community sectors.

**Dom Violence & Child Abuse Meeting** held September 12.