

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

October 2019

*(Issued November 15, 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,

As budget season is nearly upon the city, departments are completing their lists and preparing the proposals for review. I will start reviewing these soon and completing my recommendation to Council for the upcoming fiscal year's capital projects. This is always a difficult task due to the competition for scarce resources. However, the city has consistently worked to limit growth in the tax levy while maintaining strong reserves in the various funds. In fact the city has had an average annual increase in property taxes of less than 1% over the last 5 years. This fiscal responsibility creates a lower cost for interest payments on bonds and a higher confidence in the city withstanding any future economic uncertainty. This year will be no different as the city will balance the frequently conflicting interests of ensuring the highest level of service with the lowest tax burden possible and preparing for any potential negative impacts from upcoming legislative and economic changes.

With respect to the city workforce, we continue to experience significant turnover in the departments primarily due to retirements. City staff is working diligently to fill these positions and provide training to ensure the citizens do not experience any decrease in city services provided. Maintaining a well-trained workforce presents more of a challenge as we must accelerate promotions within the departments. To combat this challenge, city management has identified these obstacles as priorities for the upcoming year and efforts are already underway to ensure continuity and resiliency in the departments. This training is a mixture of external training, internal training and simple cross-training on duties within departments.

As for an update on the River City Renaissance projects, the arena is in the final push to open. Contractors are everywhere in the building and offices. The final efforts to complete installations, inspections, start-up, stocking and coordination with vendors and partners is daunting. The efforts of everyone involved cannot be commended enough through this hectic period. I would encourage anyone interested in holding an event in the new arena to start contacting the Recreation Department for general information or the North Iowa Bulls if it will be specifically during a Bulls hockey game. Staff is answering numerous questions related to groups interested in the space and a schedule is being established for both Ice and non-ice events. The hotel continues through design and the city is preparing for the spring transfer of the hotel land to Gatehouse for the construction of the hotel and conference center. Lastly, the preliminary designs for the pavilion should be released in the next month for the public to view.

Cold weather is setting in to North Iowa and residents need to be aware of the alternate side parking restrictions and stay updated via media, social media or the city's website to avoid tickets. The alternate side parking allows for streets to be cleared appropriately and enforcement this year will again be substantial to ensure the travel lanes of the city streets are as clear as possible. Last year was particularly hard on the city's equipment and several replacements will be identified in the upcoming budget. However, city staff has worked to prepare the city's snow removal and sanding equipment and the city is prepared for the eventual winter storms that will hit the area. As always, I would encourage people to call or email the city with any comments or concerns and to please report slippery streets, unshoveled sidewalks, and other dangerous winter conditions to the city for remediation.

Sincerely,



Aaron Burnett  
City Administrator

# Airport

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Reported by Pam Osgood, Airport Manager

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**Date: October 2019**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 10/1/2019 – 10/31/2019	21049.2	300 Buses
Enplaned 675 Deplaned 653		

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

- Preparation of Board Packet Information, Agenda and Attendance at October 2019 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Accepted Terminal Boiler Replacement Project as Complete.
- Approved Radio Marketing Contract.
- Approved Peterson Construction Contract Agreement for State of Iowa Grant for the General Aviation Expansion Grading Package.
- Airport Manager Osgood Submitted her Official Retirement Notice to the Airport Board Members with a tenure of over 29 years of employment with the Airport Commission

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

- Preparation of Board Packet Information, Agenda and Attendance at the November 2019 Airport Commission Meeting.
- Consider Farm Bids for Furleigh and Woerner.

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of October:

- 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 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 and 4 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 8 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 \$540.00 in animal license fees and \$460.00 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: Gatehouse reports that design for the hotel is progressing. They announced that the new hotel will have a Hyatt Place flag. The architects for the Performing Arts Pavilion have held two review meetings with the City and the Pavilion Committee, the design is on schedule. The Multi-Use Arena appears to be on schedule and the first ice events are anticipated for December.

Corridor Revitalization Loan (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee did not meet in October. One loan was disbursed, for \$17,450 to Dyball Properties for Mason City Honda Motorsports at 152 5<sup>th</sup> Street SW.

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 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. On October 28, the City was notified that our petition to declare 328 2<sup>nd</sup> Street NW abandoned was successful. The City now holds title to this property. Its condition does not warrant any effort to rehabilitate the structure; demolition is the reasonable choice. Bids will be sought and presented to the Council in December. We are awaiting the decision of the Court for 218 8<sup>th</sup> Place SE.

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 owners of Wayne's Ski and Cycle are completing a renovation and addition to the building at 15 6<sup>th</sup> Street SW (formerly Payday Loans and Crossfit Chiron). 2) Construction of the new Discount Tire, on the site of the former Carlos O'Kelly's, has commenced. 3) 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. 4) The 131-unit "The River" apartment complex by Talon Development has started construction. Site work is ongoing. 5) 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. 6) The new Bushel Boy Farms greenhouse on 43<sup>rd</sup> Street SW has completed grading and is beginning building construction. 7) 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: 3 meetings held in October: 10/1, 10/8, and 10/22.

<b>DRC Activity</b>	<b>October, 2019</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	5	47
Concept plans reviewed/approved as a Minor Site Plan	1	18
Concept plans to be resubmitted as a Major Site Plan	3	19
<b>Total Concept Plans</b>	4	37
Major Site Plan Reviews Completed	1	10
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	56
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	2	7

## **DIVISIONAL REPORTS**

### **PLANNING AND ZONING DIVISION**

<b>Activity</b>	<b>October, 2019</b>	<b>YTD</b>
Commercial, Principal Structure	5	25
Commercial, Accessory Structure	0	0
Residential, Principal Structure	5	65
Residential, Accessory Structure	8	64
Signs	7	42
Floodplain	1	5
Sidewalk Service Area Permits	0	2
<b>Zoning Board of Adjustment Cases</b>		
Appeal	0	0
Conditional Use Permit	0	6
Special Exception	1	10
Variance	2	14



Activity	October, 2019	YTD
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	0	2
Miscellaneous	0	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	1	9
<b>Zoning Violations</b>		
Reported	3	23
Unfounded	0	0
Founded-Resolved without citation	2	16
Citations	0	0
Open Cases (as of date of report)	5	N/A
Cases initiated by staff	2	21
<b>Zoning Inspections</b>		
Zoning – Case Request	3	21
Zoning – Complaint	0	1
Zoning –Setback	4	11
Zoning - Final	0	2
Floodplain - Final	0	1
Zoning – Landscaping Install	0	1
Removal Site Inspection	1	3
<b>Permit Reviews</b>		
Zoning Reviews Completed	27	391
Floodplain Reviews Completed	26	384
Historical Reviews Completed	4	29

## BUILDING INSPECTIONS DIVISION

### *Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Permits	October 2019		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	29	\$4,548,515.31	296	\$57,722,690.15
Minor Building Permits	18	\$ 122,936.06	255	\$2,512,659.59

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Electrical Permits	26		192	
Plumbing Permits	18		115	
Mechanical Permits	39		253	
Sign Permits	11	\$ 93,640.00	49	\$ 436,505.66
Demolition Permits	5	\$ 37,975.00	25	\$ 115,287.00
Structure Moving Permits	0	0	3	\$ 23,600.00
<b>Inspections</b>	<b>October 2019</b>		<b>YTD</b>	
Number of inspections	207		1,591	
<b>Permits by Type</b>	<b>New Construction</b>	<b>Addition/ Remodel</b>	<b>New Construction</b>	<b>Addition/ Remodel</b>
Residential: 1 and 2 family	1	37	9	434
Multi-residential	0	0	0	0
Commercial	1	8	9	89
Industrial	0	0	3	2
Institutional	0	0	0	4
Other (signs, demo, etc.)	0	16	0	77
<b>Fees Collected</b>	<b>October 2019</b>		<b>YTD</b>	
	\$37,787.24		\$ 313,133.11	

## **CODE ENFORCEMENT DIVISION**

### *Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>October, 2019</b>	<b>YTD</b>
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	160	1264
Staff Initiated	75	644
Non-Staff Initiated (total):	85	620
Response to Complaint	24	244
Anonymous Complaint	31	184
SeeClickFix	30	192
<b>Case Requests Disposition</b>		
Founded Case Requests	160	1264
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)	0	4

<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>October, 2019</b>	<b>YTD</b>
Dangerous Building	1	21
Abandoned Vehicle	1	36
Tree/Shrub Maintenance	1	2
Garbage	46	221
Inoperable Vehicle	12	82
Junk, Rubbish or Refuse	50	453
Other	22	267
Writ of Removal	0	30
Information Request	7	137
Snow Removal/Weeds & Tall Grass	20	834

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>October 2019</b>	<b>YTD</b>
Initial Inspections	14	121
Reinspections	94	844
5 yr. Inspections	101	1,187
Complaint Inspections	20	170
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	17	230
Inspection cancelled by Inspector	2	7
Failed inspections	18	178
Passed Inspections	61	750
No Shows	18	222
<b>Total # of Inspections</b>	<b>135</b>	<b>1,486</b>
Rental Dwelling Certificates Issued	18	460
Units White Tagged	10	62

## **TRANSIT AND SAFETY**

### *Transit*

During the month of October, Mason City Transit provided 15,366 rides on its Fixed-Route; that is an average of 668 rides per day.

The Transit Department also participated in the Midwest Zero Emission working group and Trillium's GTFS webinar for transit agencies.

### *Safety*

During the month of October, 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>
October	8	50%	8	50%	16
FY to Date	21	40%	31	60%	52

Burials in October were higher than projected. Both traditional and cremation burials were above the year to date projections.

## **Sales**

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
October	2	0	2
FY to Date	20	0	20

Both lot and niche sales were lower than projected for the month. Year to date, lot sales are as projected and niche sales are much lower than projected.

**Administration** – Office staff were busy with the coordination of burials again this month. The Christmas flower and wreath flyer was completed and mailed.

**Operations** – Grounds staff were also busy with burials. Spraying for weeds and fertilizing for grass growth was completed. Mulching leaves started and will continue until it snows. Fencing was put around a number of trees to protect them from the deer eating them during the winter.

**Board of Trustees** – There has been no progress on the Melson Mausoleum. The State Historic Preservation Office is encouraging the City and Cemetery to do a presentation about the journey we've been on to preserve the records, gravestones and mausoleums at a conference in June 2020. Statistics for the first quarter were reviewed. Further discussion was held on succession planning. A summary of the History Walk was given which showed \$3,600 was raised for preservation projects.

# 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	2
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	3
▪ New Installation	3
▪ Disconnect	0
▪ Septic	1
▪ Sump Pump	0
• Water – Industrial/Commercial	
▪ New	2
▪ Repair	2
▪ Disconnect	1
• Water – Residential	
▪ New	1
▪ Repair	4
▪ Disconnect	1
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	4
▪ Sidewalk Repair/Replace	11
▪ Approach New	4
▪ Approach Repair/Replace	1
▪ Curb & Gutter	0
▪ Curb Cut	0
• Pedestrian Ramp survey & design	4
• Driveway Approach permit & inspection	0
• Iowa One-Call locates	400
• Emergency Call-outs	10
• Emergency Call-out after hours	4
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	7
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	2
▪ Review contractor Traffic Control Plan	3

• Permit Review & Approval - City	
▪ Commercial Building	3
▪ Residential Building	1
▪ Demolition	2
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$2,410.00
• Sanitary Sewer records drawn and scanned (GIS)	63
• Field Book updates (GIS)	0

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

The Engineering Department received the property acquisition plats and they are currently under review. Once finalized, the plats will be signed as official documents and the Engineer will work with the City's attorney on drafting of the agreements.

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

The City Council accepted the work and approved final pay at their October 15th meeting. Final payment will be made to the contractor thirty days following 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 Elm Drive at 10th Street NE and at the intersection of North Georgia Avenue and 9th Street NE. The contractor is currently working on street patches on South Eisenhower Avenue south of 19th Street SW and at the intersection of Augusta Drive and Calloway Court.

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

Seventy-five sidewalk repair notices were sent by certified mail to the properties with out of compliance sidewalk. By the end of October, Twenty-seven signed sidewalk waivers were returned and an additional eight permits were taken individual sidewalk contractors or by the property owner. The work related to the non-response properties will be assigned to the City Contractor, Mid-Continent Contracting Inc.

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

Mid Continent Contracting completed atrial construction of the raised median at the 15th Street SW grade crossing. The nine-inch raised median was constructed with Portland Cement Concrete (PCC), four feet in width beginning 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 between 5th and 6th Streets was reopened to traffic on October 9th. Wicks Construction continued with intermediate outside lane closures on this section of South Federal Avenue for sidewalk and driveway approach work and for traffic signal base excavations. The Federal Avenue detour is no longer in-place and will not be needed again; the temporary traffic signals were powered down and are expected to be removed soon from the South Monroe Avenue and 15th Street SW intersection.

Reilly Construction completed the installation of storm sewer structures and pipe between South Connecticut Avenue and South Massachusetts Avenue. Their crews also finished installing the remaining new water main and service lines east of South Connecticut Avenue. Except for final grade fixture adjustments, all of the water, sanitary and storm sewer work on the project is complete.

K&W Electric continued with the installation of new street light conduit and new street light bases along 6th Street. Crews continued drilling shafts for signal bases at the intersection of South Federal Avenue and 6th Street; one traffic signal base was installed. K&W Electric encountered solid rock and will be bringing in their rock drill to finish the excavations. Crews also completed the installation of the traffic signal interconnect conduit along South Federal Avenue between 5th and 6th Streets.

Wicks Construction completed full width paving on 6th Street SW between South Connecticut Avenue and South Massachusetts Avenue. The crews also completed paving on the west side of South Federal Avenue between 5th and 6th Streets and the medians near the 5th Street SE and South Connecticut Avenue intersection. The locations remaining to be paved include part of the new curve on 6th Street SE near South Massachusetts Avenue and the median just east of the South Monroe Avenue. The paving of the north and south returns on South Adams Avenue at the 6th Street SW intersection was completed. South Adams Avenue between 5th and 6th Streets was surveyed and is planned to be milled and overlaid with HMA prior to the opening of 6th Street.

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

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

K&W Electric completed the installation of the new traffic signal poles, mast arms and signal heads at all four of the Washington Avenue intersections. All of the remaining new traffic controller and battery backup cabinets were installed. The crews continued pulling wire through the newly underground conduit.

The remaining work on Washington Avenue consists of mounting the emergency vehicle preemption equipment on the mast arms, connecting power to the street lights that are mounted in the traffic signals and placing signage on the new traffic signal poles.

City Engineering Department Staff along with representatives from WHKS have been reviewing the work completed on Washington Avenue and are currently putting together a punch list.

**North End Lighting Improvements Project:**

The punch list items were addressed and final project quantities calculated. There is one remaining area of interest that will continue to be monitored until such time the city can verify by camera that there is no damage to a nearby storm sewer. There had been some settling of backfill material around one of the light bases and we just need to certain that there are no issues in the future. Acceptance of the project is expected to be on the council agenda in December.

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

The paving contractor completed their punch list items except for the completion of the seeding. The contractor for the sanitary sewer force main, Popp Excavating Inc., will begin installing the new sanitary sewer force main system the second week of November. The force main piping will connect a future lift station to the existing sanitary sewer gravity interceptor pipe south along South Pierce Avenue.

The Engineering Department continued working with Alliant Energy for the installation of electrical power to energize the street lighting along new 27th Street SW, provisions are incorporated into the electrical design to supply power to the new future lift station. The quotes for the electrical work were approved and Alliant Energy is drafting the contract for review. CLTel completed the installation of a new underground fiber line which extends 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 Work Plan was approved by the Union Pacific Railroad and RailPros Field Services (RailPros). Bob McKiness Excavating & Grading Inc. (McKiness Excavating) received their approved contract with RailPros for construction observation and inspection along with a flagger agreement. The first available date that flaggers could be on-site was November 11th. The flaggers are required, by the Union Pacific Railroad, to be on site during the boring and jacking of the steel casing beneath their rail line and for seven consecutive days following for track monitoring.

6th Street SW was closed to through traffic on October 28th in preparation for the mobilization of the directional boring contractor, Iowa Trenchless. Following the street closure, McKiness Excavating installed two 12" water main valves; the valves were needed to isolate the damage segment of water main and to keep water supplied to the nearby businesses for the duration of the project.

The excavation of the bore and receiving pits being done by the City's contractor was ahead of schedule in anticipation of Iowa Trenchless on November 11<sup>th</sup>. However, after several months of planning and working through the permitting process with the UPRR and their second party flagging contractor, RailPros; the project schedule was abruptly interrupted on Friday, November 8<sup>th</sup> when I received an email stating the flagging contractor was delayed on another project and would not be in Mason City as scheduled. During a phone conversation with RailPros I was informed that they were rescheduling the 6<sup>th</sup> Street project for the 18<sup>th</sup> of November. No additional work could be performed until railroad flaggers are on site. The cancellation will delay the completion of the project by at least one week.



**Plymouth Road Storm Water Mitigation:**

A contract with Bob McKiness Excavating & Grading Inc. was awarded at the October 15th meeting of the City Council.

The project and bid was then reviewed with the contractor and a number of the bid items were identified as areas where reductions could be made without compromising the effectiveness and success of the project. The reduction of cost will be provided through a Change Order which will be brought forward for City Council's approval along with the contract and bonds on November 5th. The reduction of channel excavation and the method of clearing and grubbing were two items resulting in the majority of reductions.

A preconstruction meeting was held on October 28th with Engineering Staff along with representatives from WHKS, Bob McKiness Excavating & Grading Inc. and their subcontractor. Work is planned to begin on November 6<sup>th</sup>. The project will begin with the installation of the culvert connecting the two ponds through Plymouth Road.

**High Line Trail:**

The Engineering Department is 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:**

Engineering Staff is planning to meet with the agricultural property owner again in November for acquisition purposes. Once the cost for the property is established, it will be brought forward for consideration, followed by the preparation of an Acquisition Plat and Purchase Agreement.

**Southbridge Sanitary Sewer Reroute:**

Bob McKiness Excavating & Grading Inc. completed with the installation of all the underground utility work. Their subcontractor also completed the replacement of the paving that had been removed during the project. Final quantities are being measure from which a final pay request will be prepared.

**Mar Oak Drainage Improvements:**

Mid-Continent Contracting continued work along Oak Run Drive in the Mar Oak Subdivision. They completed the installation of the driveway culverts and paving. The ditch cleaning and shaping between driveway approaches was also completed. Some of the disturbed areas have been seeded; the remaining areas will be seeded in the spring.

**Water Treatment Plant Discharge Stream:**

A Professional Services Agreement with WHKS was approved at the October 15th meeting of the City Council for the Water Treatment Plant Discharge Permit Compliancy Project. During the initial phase of a project, WHKS will provide the Engineering Department with a design for cost estimating purposes for budgeting. The project is intended to reach a resolution to an on-going waste stream discharge permit issue.

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

The project audit by the Iowa DOT was completed and the final pay request was prepared. Acceptance of the project and approval of final payment will be on the November 19th agenda for City Council's consideration.

### **12th Street NW Reconstruction Project:**

The Engineering Department received proposals from two local consultants through which demonstrating their abilities for providing the City with the services necessary move the project through final plans, specifications and bid letting. The proposals were reviewed by committee and a recommendation was brought forward for hire.

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

- The Engineering Department continued working with Alliant Energy on the Commercial Alley project. Alliant Energy's contractor completed the repaving operation throughout Commercial Alley. Engineering Staff continued coordination efforts with Alliant Energy representatives on the replacement of pavement in the City alley north of LaJames. A contractor was hired by a neighboring property owner to rebuild the roof drainage system through the alley connecting to a city storm sewer. The drain system was completed and Alliant Energy's contractor can begin grading and paving the alley.
- Engineering Staff continued compiling traffic data and utility records which will be provided to the Iowa Department of Transportation (IDOT) in assisting with the US 65 Location & NEPA Study. The IDOT partnered HDR to being a traffic study of the US 65 corridor from 6th Street SW to 27th Street SW.
- Engineering Staff work with the Iowa Department of Transportation (IDOT) on an Agreement and Approval of a Traffic Control Device for a Historic Federal Avenue City Wayfinding Cultural Interest sign. The sign was placed on a decorative Sternberg pole at the southbound North Federal Avenue transition curve to North Washington Avenue.
- Engineering Staff conducted a survey of the west ditch of South Pierce Avenue adjacent to the former Mason City Iron and Metal yard. The survey was necessary to determine the elevations of nearby culvers and flowlines of the drainage ditch. A nearby construction entrance to the Golden Grain property will be removed to improve the drainage in this area. Staff will continue working with Golden Grain representatives and the new property owner.

### **Traffic Division:**

- Traffic Control
  - Sign work orders 76
  - Traffic Sign Orders 220
  - Streetlights
    - New Installation 0
    - Repair Request 29
    - Fixture Replacements 12
  - Traffic Signals
    - Respond to signal issue reports 9
    - Perform traffic signal repairs 17

- Iowa One-Call locate reviews 433
- Locate City-owned electrical utilities 24
- Emergency Call-out 1

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

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue.
- Updated and made changes to the Pavement Marking Program Master Spreadsheet
- Performed a night-time street light survey, compiled lists of repairs and sent them to Alliant Energy and Operations & Maintenance
- Repaired the underground wiring to the City Hall flag pole lights
- Worked with the City Sign Crew to install a historic sign on North Federal Avenue
- Installed median signs at the Quiet Zone location on 15th Street SW
- Evaluated pedestrian push-button signs at signalized intersections. Ordered new signs to replace the faded
- Repaired a broken signal fiber conduit at 15th Street and South Federal Avenue

**Water Supply Division:**

- Water Production

	<u>October</u>	<u>FY 2020</u>
• Total (gal)	141,782,000	553,580,000
• Daily Average (gal)	4,573,000	4,501,000
• Daily Maximum (gal)	5,939,000	6,242,000 *
• Daily Minimum (gal)	4,002,000	3,008,000**
	*Indicates Yearly High	
	**Indicates Yearly Low	

- Water Plant Maintenance and Repair
  - Removed a leaking sampling line in the Pumping Plant (the line broke at the wall of the Clear Well Reservoir and was no longer needed)
  - Replaced valve on the Sodium Hypochlorite Generator vacuum line
  - CIP EDR #1 & #2
  - Cleaned Ground Rods all EDR stacks
  - Wash down EDR stacks and perform voltage checks
  - Calibrated Chemical Feed Pumps
  - Replace filters 6-12 day run time
  - Service on-line analyzers
  - Cleaned conductivity probes
- Customer Service
  - Iowa One-Call locates 401
  - Prepare and send service repair letters 10
  - Monthly bacteria samples 30
  - Collect project bacteria samples 6
  - Check water quality at residents and businesses 12
  - Correlate water main breaks and investigate for leaks 4

- Hydrant flow testing 3
- Hydrant Flushing 900
- Water Main shut down for repairs 6
- Water shut offs for non-payment 2
- Water shut for other 0
- Water service re-connects 4
- Assist with installation of Water Meters 4
- Repair Water Meters and collect reading 0
- Deliver Red or Tan Tag 0
- Update shut off data base and maps 10
- Water Service Permit/Inspection
  - Repair/Replace 10
  - New Installation 3
  - Disconnections 4

○ Meter Department

	<u>October</u>	<u>FY 2020</u>
• Meters Installed	57	195
▪ Industrial	0	0
▪ Commercial	18	26
▪ Residential	39	169
• Meters Repaired	2	9
• Contractor and Garden Meters Installed	1	7
• Meters Read	11,772	47,088
• Meters Ordered	30	55

<u>Meters Installed October 2019</u>			<u>Meters Ordered October 2019</u>		
5/8"	39		5/8"	0	
3/4"	4		3/4"	12	
1"	11		1"	10	
1 1/2"	2		1 1/2"	8	
2"	0		2"	0	
3"	1		3"	0	
4"	0		4"	0	
Total	57		Total	30	
<u>Meter Inventory November 1, 2019</u>					
			5/8"	0	
5/8"	220		3/4"	0	
3/4"	14		1"	0	
1"	4		1 1/2"	0	

1 1/2"		6		2"	0
2"		7		3"	0
				4"	0
	Total	251		Total	0

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

- Replaced soft start on Well #16 following a lightning strike
- Provided a tour of the facilities to the insurance company for Policy update
- Washed out the Settling Tank
- Flushed the Fire Hydrants throughout the City with assistance from the Utility Crew
- Replaced PLCs at Wells 14 and 16, 43<sup>rd</sup> Street SW Water Tower, Hoover Water Tower and the South Federal Avenue Water Tower
- Pulled Well #10 for maintenance. Discovered the pump bowl had numerous holes through it and will need to be replaced. The well has been in-service since 2012
- 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.
- Mounted Snow Blower on Tractor
- Winterized Well Houses
- Replaced tires on Van #33
- Replaced Blower Fan on Van #33
- Replaced packing in Well #8
- The Bulk Water Salesman was broken in to by vandals, no money was lost but there was damage to the lock and box

**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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### Finance

Duties	October	Fiscal Year-to-Date
Prepare payable checks	757	2,633
Prepare receivable invoices	147	369
Prepare payroll checks	731	3,581
Certify invoices to County	79	79
Send letters to State Offset Collections	63	93
Record State Offset collections	\$ 12,949.00	\$ 35,381.20
Sort Mail	6,800	20,930
Ambulance accounts sent to collections	44	119
Record ambulance receivables	171	600
Process utility payments	69	828

- 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 September
- 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	October	Fiscal Year-to-Date
Record ACH activities	47	130
Prepare Utility adjustments	45	226
Estimate billings		-
Issue utility bills	10,464	40,231
Answer phone calls	1,009	3,313
Respond to voicemail	128	443
Complete utility service orders	452	596
Complete landlord tasks	32	140
Issue shutoff notices	499	1,740
Process customer paid utility bills	5,922	22,803
Process customer deposits	525	2,065
Replace meters	48	180
Complete monthly sales tax report/hours	-	-

### Information Systems Coordinator

- Get with Tiffany H about her questions.
- Fix issue with Parking Enforcement Phone Group.
- Contact RSM about issues with Parking Enforcement Phone Group.
- Get quote signed and returned to RCC for fiber move.
- Get replacement invoice to Rec regarding Adobe software.
- Get with RSM about replacing firewalls for Cemetery and YTF.
- Troubleshoot time clock and access point at cemetery.
- Order new switch for cemetery.
- Program vender PO into ITIS database.
- Order new computer for center workstation at PD.
- Set up new user for housing.
- Look at video playback issue for HR.
- Get Offline folders working for Mark R.
- Look at connection issues for Mark R's tablet.
- Send in revised HP order for PD computer.
- Replace switch at Cemetery.
- Order new firewalls for Cemetery and YTF.
- Reset backup start time for Task Force server.
- Check to see if HR laptop is on FD wireless.
- Update Danielle C's computer over weekend.
- Look at printer issue for Belinda at Airport.
- Check printer issues for Nancy O at O and M.
- Redo invoice for Rec and Insight.
- Look for missing emails for Logan W.
- Follow up on printer quote for Airport.

- Get memory specs for Windows 10 computers at PD.
- Order memory for PD computers.
- Check printer in ACO truck.
- Look at Car 5 printer connection again.
- Follow up on NetMotion renewals.
- Get with Museum about laptop order.
- Follow up on tablet specs for FD.
- Look at issues with Car 3 tablet.
- Update Car 3 OS.
- Continue programing report in database.
- Re-install Adobe for Steve O.
- Look at Calculator issue for Danielle C.
- Look for missing email for Curt S.
- Bet Car 10 tablet and run updates.
- Re-image Car 3 computer.
- Reinstall Car 3 computer in car.
- Set up user for Rec.
- Government Channel Equipment switch out.
- Get MPower set up with new secure login.
- Get with Brian P about POS for arena.
- Install memory for computers at PD.
- Install new channel software on Pam S's computer.
- Look at tablet for FD.
- Order extra memory for PD computers again.
- Order printer for Airport.
- Try to fix Skype on Aaron B's computer.
- Update tablet for FD.
- Re-image tablet for FD after updates failed.
- Get with Aaron B about fiber cable run for arena and Rec Department.
- Get time clocks inventoried in system.
- Update AIM system for PD.
- Take tablet back to FD.
- Get Car 8 computer and run updates.
- Restart SQL Server for City Hall.
- Install memory in computers at PD prior to Windows 10 Upgrade.
- Run windows 10 upgrades over weekend at PD.
- Run updates for Windows 10 computers at PD.
- Add Jason H as local admin for his laptop.
- Get with MPower regarding new login procedure.
- Get with Jeannett W about repair work on Finance printer.
- Look at Car 5 printer again.
- Replace printer in ACO truck.
- Fix video issue for Car 10 computer.
- Look at video issue for Housing.
- Check email settings for Aaron B.
- Figure out mobile device connection for Rick S.

- Fix video connection for Car 8.
- Follow up on quote for video conversion software.
- Follow up with RCC regarding fiber move.
- Get replacement printer ordered for Car 5.
- Help John J with his Granicus account.
- Pick up Car 2 computer from PD to run updates.
- Program council meeting to play.
- Re-image Car 2 computer after updates failed.
- Take replacement video cable to PD for investigator computer.
- Get Car 11 computer from PD and start updates.
- Look at software issues for cameras at Animal Shelter.
- Finish Car 2 computer and reinstall in squad car.
- Get with Josh M about new printer for SRO.
- Look through security system for Aaron B.
- Order one more memory chip for computer at PD.
- Take printer to Airport.
- Update Tyson A's computer at PD over weekend.
- Upgrade computer at PD to Windows 10 over weekend.
- Fix Animal Bite connection for Houser.
- Install memory for computer at PD.
- Update north computer in south workroom at PD.
- Order new computer for Rec.
- Run updates on south computer in south workroom at PD.
- Check L-3 video playback on new Windows 10 units.
- Swap DVD drive for HR computer.
- Look at software issues for cameras at Animal Shelter again.
- Figure out problem with chrome not working on Windows 10 computers.
- Fix chrome for Danielle C at PD.
- Fix chrome for Paula at Cemetery.
- Get quote for video conversion software.
- Help Aaron B with his password reset.
- Look at Active911 on FD computers.
- Look at scanner in Car 3.
- Look for missing emails for Terrance P.
- Order new charging cable for Kevin J's Ipad.
- Order new tablet.
- Re-image FD tablet again.
- Reset Dylan's password for security system.
- Trouble shoot tablet from FD again.
- Try fixing animal shelter video software again.
- Update Car 1 tablet.
- Send Yeni instructions on how to stop Auto Archive.
- Re-image Car 1 tablet.
- Take tablet back to FD.
- Update wireless and DHCP for new IT tablet.
- Order video conversion software for City Admin.

- Follow up on tablets for FD.
- Order security software renewal.
- Set up new IT tablet.
- Open records search.
- Fix chrome on south computer in EMS room at FD.
- Order extra monitor for Danya M at Rec.
- Fix wireless for new IT tablet.
- Update Car 6 computer for PD.
- Re-image Car 6 computer for PD.
- Test new mobile connections.
- Fix chrome for Carl G at FD.
- Update cars 7 and 9 to newer playback L-3 video.
- Work with River City regarding fiber move.
- Update video playback in Car 4.
- Configure new computer for PD.
- Check with Edd W on Car 7 video issues.
- Finish open records search.
- Fix video software in Car 4.
- Get with Jamey M about his archived emails.
- Look at Bill H's computer at O and M.
- Check printer and scanner in Car 3.
- Look for missing emails for Tiffany H.
- Restart Housing server.
- Get with Jamey M about donated tablet.
- Change permissions on J drive folder for Jamie at PD.
- Install video conversion software for Pam S.
- Take new monitor to Rec.
- Update tablet for FD.
- Re-image tablet for FD.
- Configure new tablet for FD.

## **GIS Department**

### **Airport**

### **Cemetery**

- Forward message to IT, Cemetery server is down

### **City Administrator**

- For city website redesign: create overall, and individual Park maps
- Create map with transit routes and parks
- Work on parks maps, update attribute data

### **Development Services**

- Create 1<sup>st</sup> and mid-month CSV parcel file

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

- Work on adding data to online GIS / Asset mgmt. mapping
- Troubleshoot user unable to edit specific layer, other user editing
- Research address and road name discrepancy
- Discussion on address change and related records in databases
- Add queries and reports to GIS/ Asset management site for user
- Discuss needs of updated road centerline layer
- Look up and print off info on water cutoff location

### **Fire**

- Meet with Fire Chief and staff to add new data to Fire maps and discuss online mapping options
- Discuss and work on requested wall size maps x4
- Edit Fire/EMS response boundary layer
- Calculate area of Fire coverage in different counties
- Create new layers for Fire online maps
- Work on online maps

### **Finance**

- IT: look up Police Department computer IP address
- IT: Reboot Firewall for IT dept
- IT: Change backup tapes, check on server room x 2 days
- Grants: create map for Grant application

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

- Update parks attribute layer

### **Police**

### **General**

- Attended IGIC quarterly meeting via webcast
- Update road closure map x 12
- Work on maps for City website re-design
- Conference call with software vendor for upgrades and support
- Work on advanced reporting for GIS/ Asset management system
- Discuss data access with Contracting company
- Update City Road Index maps
- CG Dispatch: send map files of boundary lines created for Fire Department MABAS
- Update parcel data, queries and reports in GIS/ Asset management system
- Work on adapting GIS layer to work with Trace feature in GIS/ Asset mgmt. system
- Conference call to discuss Address point/ subunit discrepancy
- HR: create map with buffers as requested
- Research and download GIS data from Iowa DOT data portal website

### **October initiatives**

**Finance Department**

- Work on October 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
- Start work on FY 21 budget

**Information Systems Coordinator**

- Update Fire Department EMS computers.
- 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
- 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 October 2019

Monthly Council Report		
	October 2019	YTD
<b>9-1-1 Calls/Emergency Calls</b>		
Fire	25	450
EMS	368	3,690
<b>Non-Emergency Calls</b>		
Fire	35	170
EMS	92	766
<b>Total Calls for Service (Fire &amp; EMS)</b>	520	5,076
<b>Total Calls for Service by County (EMS)</b>		
Cerro Gordo County	Worth County	Floyd County
407	41	10
<b>Personnel Training Hours</b>		
	<b>Goal (Hrs.)</b>	<b>Actual (Hrs.)</b>
EMS	132	174.50
Fire	1056	849.58
Total Training Hours for October		1,024.08
YTD Training Hours		12,376.71
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	161	1,433
Existing Building Inspections	9	298
Plan Reviews	17	191
Fire Investigations	0	13
Liquor/State License Inspections	2	93
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	7	14
Public Fire Safety Appearances/Trainings (Number)	33	250
EMS/Fire Students - Ride-Along	2	45

	Preceptor Training Hours	20	565
National Fire Statistics			
	Line of Duty Deaths - YTD	Civilian Fire Deaths - YTD	
	48	1,654	
Fire Property Loss Report – Mason City			
Estimated Property Value	\$28,593,405	\$637,600,317	
Estimated Property Loss	\$6,450	\$737,236	
Total Saved	\$28,586,955	\$636,863,081	
Overtime Hours			
Fire	74.50	1,652.25	
EMS	233.75	4,796.00	
Significant Events			
MCFD spoke to over 1,583 children and over 50 adults during Fire Prevention Week.			

## 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	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:

- Police Officer-2+ openings (Police): Exhausted current Civil Service hiring list/create new list in Nov.
- Multipurpose Arena Supervisor (Recreation): Council approved appointment of external candidate, started in Oct.
- Airport Manager-1 opening (Airport): Continued nationwide recruitment.
- Tree Crew Foreman-1 opening (O&M): Creating internal Civil Service hiring list
- Mechanic-1 opening (O&M): Creating internal Civil Service hiring list, conducted testing

	- Deputy Chief-EMS -1 opening (Fire): Civil Service approved creating internal hiring list, posted opening.
Positions Filled:	- Hired 2 Reg FT employees: Utility Worker and Multipurpose Arena Supervisor during the month.
Turnover:	- No regular employees terminated and 20 seasonal terminations
Employee Orientations/exit interviews:	- 2 orientations for regular staff.
Civil Service Commission:	- Two meetings held during the month.

<b>Labor Relations/Legal</b>	<b>Activity</b>
Grievance Activity:	- Fire: No open grievances. - Teamsters: No open grievances. - AFSCME: No open grievances.
Labor Negotiations/Relations:	- All 3 unions were recertified following required PERB elections. Continued negotiations preplanning.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

<b>Employee Involvement</b>	<b>Activity</b>
Employee Recognition Committee:	Committee met to discuss updating of employee recognition processes.
Employee Activities	- Conducted multiple employee blood draw/flu shot clinics.

<b>Benefits</b>	<b>Activity</b>
Employee benefit support:	- Ongoing support resolving employees benefit issues
Employee Benefits	- Held 2 days of employee benefit meetings and began annual enrollment process.

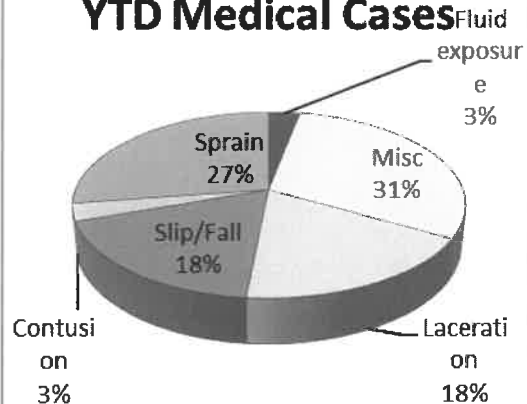
<b>Miscellaneous</b>	<b>Activity</b>
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.

Comp Study:	- Conducted individual department head review meetings with consultant.
Professional/Community Support:	Attended state SHRM training conference.

Safety Statistics	Month	2019 YTD	2018 YTD
# of Work Comp Cases	0	33	22
# of OSHA Injuries	0	33	22
# of Days Missed	0	77	88
# of Employees Off	0		

## No October Medical Cases

## YTD Medical Cases



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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## **Routine Activities:**

In the month of October, 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.

October was full of activities surrounding the museum's annual fundraiser, Artoberfest. This event helps to supplement the funds between the city support and those raised by the museum to fulfill the year's budget. All staff and over 20 volunteers worked on picking up donations, selling auction items, serving beverages, decorating all the rooms, and cleaning up to make this a wonderful event for museum supporters who have attended year after year. From delicious food to intriguing fall brews, this occasion has developed a reputation for great auctions, good fare, entertaining live music, and a wonderful time to see other Mason City residents in a fun local venue. This year, over 190 people attended, four different auctions were conducted, and the Mockingbird band again provided the tunes for it all.

Other than Artoberfest, staff continued to support normal operations. Building and Grounds staff maintained the lawn, cut unwanted seedling trees along the property perimeter, and kept walkways clear of leaves and debris. In October, the *Material Pulses* exhibit closed as staff prepared for the fundraiser and began installation of a new exhibit to open in November. In addition to exhibit preparation, the Assistant Curator transported several permanent artworks to the Midwest Art Conservation Center in Minneapolis for conservation assessments.

Fall classes such as Halloween Mania and Adult Wine Glass Painting, enticed locals to get artistically, spooky this month. High schoolers from the Mason City High School engaged in a day of service throughout the city and some came to the museum for a morning. The students helped the studio teachers to prepare for Holiday Open House coming up in December as well as maintain art supplies such as fill glue, check markers, organize supplies, etc. On one Saturday this month, many high schoolers and their families also used the beautiful museum as a backdrop for their Homecoming photos again this year.



Several groups visited the museum in October. Some such groups were MOPS (Moms of Preschoolers) utilized the indoor imagination playground, OLLI (Osher Lifelong Learning Institute at Iowa State University) came from Ames, and a group from the Fourth Baptist Church in Plymouth Minnesota came for a guided visit. This month's Lunch 'n Learn topic was about Bob Ross. Over thirty attended the engaging talk about the former painter and his intriguing career as a PBS art star.

### **Membership:**

Members: 309

### **Attendance:**

Gallery / Open Studio / Shop: 717

Programs: Foundation Board Meeting (5), Board Meeting (7), Artoberfest (191)

Outreach: Outreach Classes (92), Volunteers (63)

Tours: 15

Rentals: Birthday (3 adults, 4 children), NIACC (56)

Classroom: 138 adults, 82 kids

Playground: 67 adults, 101 kids

#### 2019 October Attendance

Gallery attendance	717
tour attendance	15
event attendance	266
Classes	220
Playground	168
Outreach	155
TOTAL	1541

## 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 Replacement	(4 Water Valves Replaced)
Cement Pours	(7 Cement Pours)
Water Main Repairs	(2 Mains Repaired)
Water Service Disconnect	(1 Service Disconnect)
Sewer Manhole Repair	(1 Box Out)
Water Service Extension	(1)
Fire Hydrant Installations	(2 Hydrants Installed)
Hydrant Repairs	(8 Hydrants Repaired)
Hydrant Flushing	(2 Guys for Month)
Water Main Taps	(1 Tap)
Sanitation	(4 days 1 Man)
Safety Inspections	(1)

There was two water main breaks this past month: one was on a City owned main and the other a private main.

The Utility Crew assisted Customer Service in flushing fire hydrants. We had two men flushing for most of the month. We have found a number of hydrants in need of repairs and these will be worked on in November.

We also had a man fill in at the Sanitation Department for 4 days this past month.

### Internal Service Division:

#### Mechanical

Service and repair 0 Inspection vehicle  
Service and repair 0 Engineering vehicle  
Service and repair 4 fire trucks and ambulances  
Service and repair 1 park vehicle  
Service and repair 3 police cars  
Service and repair 0 Recreation Department vehicle  
Repair and service 7 Sanitation trucks, brakes, etc.  
Repair and service 12 Street Department vehicles  
Service and repair 1 Water Reclamation vehicle  
Service and repair 5 Water Utilities vehicle  
Service and repair 2 Water Supply vehicles

### Electrical

Replace switch in aeration building at Water Reclamation  
Replace lighting at 1st and N. Washington parking lot  
Repair traffic signal at 122 and Illinois  
Repair light heads in shop  
Repair various traffic signals  
Repair parking lot lights at 1st and N. Penn  
Repair lighting at Southbridge parking lot  
Repair street lights on N. Federal  
Repair parking lot lights at 1st and N. Delaware

### **Wastewater Division:**

Routine Activities for the month:

**October**

**2019**

#### **Division: Wastewater**

- Wastewater treated:
  - Monthly Total: 273.892 million gallons
  - Daily Average: 8.835 million gallons per day
  - Daily Maximum: 13.542 million gallons per day
  - Sludge processed 1.5 million gallons

#### **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Helped dig up crew with valve boxes
- Cleaned storm sewers throughout the city

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

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Completed 1 industrial inspection
- Collected industrial samples
- Issued 14 NOVs to Industries
- Ran E.Coli testing 5 x/month for DNR reporting
- Passed effluent toxicity testing
- Stephany North (Laboratory Technician) completed six month probationary period

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

- Notify Industries of delinquencies
- Calculate totals for all industries and plant
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance

- Continue hauling biosolids
- Track mileage for all vehicles

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

- Removed blower from preair for repair
- Hauled 2,087,700 gallons of biosolids
- Replaced 6" valve in thickener basement
- Cleaned UV lights
- Check oil in all clarifiers
- Repaired broken water line on west belt thickener
- Back flushed tricking filter's
- Repaired broken drip trap in digester basement
- Completed safety training for all employees
- Hosed off primary clarifier weirs
- Completed Annual Sampling of Industries.
- Changed oil in all lift pumps
- Replaced packing in #4 recirc pump
- Hauled ballast rock to washed out water ways

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	546.31 tons	4,781.36 tons
Recycling collected	124,380 pounds	1,222,380 pounds
Yard waste collected	269.28 tons	1,198.38 tons
Large item number of stops	75	470
Materials collected:		
Large furniture	60	425
Small furniture	31	420
Tubs & toilets	4	25
Appliances & TVs	15	169
Electronics	0	4
Request for service calls	275	2,687

**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, Library Lot and PPG  
 Clean up accident debris, various locations  
 Haul barricades for events  
 Repair storm intakes as needed  
 Pick up dead deer  
 Mow buyout lots, street shoulders, trails, etc.  
 Install signs as directed by City Engineer 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 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 15 tree requests, remove 20 trees  
Deliver mulch as needed  
Grind stumps as needed  
Remove the delineators from 6th Street SW

**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  
Replace broken springs on rider at Georgia Hanford Park  
Sweep the trails  
Replace springs on rider at Parkers Woods Park  
Winterize all shelters  
Remove all drinking fountains for season  
Cleaned out pool for floor remodel  
Repair the rain gutter drains at the Cannonball  
Support for Rhythm Church volunteer group to do maintenance and repair at PPG, new mulch, repair chain climbers, etc.  
Repair BBQ grill at Dustin Colby Park  
Haul benches for wedding

# 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	1708	0	0	16683
Alarm - Business	81	50	56	48	39	58	61	45	48	47	0	0	533
Animal	42	29	41	60	77	88	79	92	64	85	0	0	657
Collision - Prop Damage	85	121	82	52	60	77	71	60	64	90	0	0	762
Collision - Pers Injury	10	8	4	6	10	5	6	8	9	11	0	0	77
Collision - Hit and Run	17	18	21	13	24	14	14	18	11	13	0	0	163
Disorderly	107	97	130	135	152	140	133	132	141	114	0	0	1281
Domestic - Physical	8	8	11	18	13	27	22	15	16	11	0	0	149
Domestic - Verbal	28	26	31	34	27	35	40	43	39	21	0	0	324
Fireworks	3	1	0	3	7	26	91	8	4	1	0	0	144
Harassment	40	34	43	46	68	56	48	51	49	49	0	0	484
Medical	128	111	137	101	109	89	92	105	116	122	0	0	1110
Motorist Assist	59	180	51	24	41	30	37	29	37	42	0	0	530
Parking	70	115	76	34	50	57	53	58	45	42	0	0	600
Stray Animal	23	20	51	50	52	80	52	51	57	58	0	0	494
Suspicion	140	115	142	154	210	171	197	208	173	186	0	0	1696
Theft	49	56	43	62	85	79	73	85	80	80	0	0	692
Welfare Check	96	95	89	81	107	115	102	156	99	103	0	0	1043

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	124	83	142	147	161	164	169	168	153	148	0	0	1459
New Investigations	425	411	400	430	495	495	487	479	464	481	0	0	4567
Traffic Citations	118	121	140	136	114	120	152	118	122	116	0	0	1257
Written Warnings	174	86	155	172	153	119	164	200	139	125	0	0	1487
Crash Reports	93	128	85	60	86	81	75	71	75	98	0	0	852
Parking Tickets	991	1140	957	214	183	169	231	195	133	247	0	0	4460
Traffic Stops	290	144	272	303	254	181	282	288	218	188	0	0	2420
Extra Patrol Checks	1013	614	768	859	675	380	503	729	537	657	0	0	6735

Business Checks	85	80	79	36	32	41	75	61	51	80	0	0	620
Offender Checks	28	27	37	45	34	29	41	39	30	28	0	0	338

1<sup>st</sup> Detail completed three safety presentations to a variety of organizations in October. They also coordinated the annual Mason City High School homecoming parade.

The school resource officer has charged 13 students to date this school year with possession of tobacco. In every case, the items seized have been vaping products.

Halloween was an opportunity for 2<sup>nd</sup> Detail to do some community outreach and also then respond to a swatting incident. Officers were in neighborhoods as part of Trick-or-Treating when dispatch took a call about a shooting incident on North Madison. The immediate response discovered that there had not been a shooting and that the call was a hoax. The quick response by officers helped to insure there was no ongoing threat to the community. MCPD was assisted by the Cerro Gordo County Sheriff's Office, the Iowa State Patrol, the Iowa Department of Transportation Motor Vehicle Enforcement in the incident.

From October 17-21, 3<sup>rd</sup> Detail was involved in three motor vehicle pursuits. Two suspects were arrested immediately following the pursuit. One incident remains under investigation at this time. While generally infrequent, these are some of the most dangerous events that police officers are involved in. In one case, a firearm had been displayed related to an assault. This is a good opportunity to review these incidents to insure that we are compliant with policy and to improve safety/response.

The Safe Neighborhoods Team has been working closely with the North Central Iowa Drug Task Force on some case work recently. In addition, they also completed probation checks with the Department of Correctional Services for local residents who were on probation or parole. SNT was part of the Drug Take Back program at Wal-Mart on October 26 and 19.4 pounds of prescription medication was turned in for destruction.

### **Criminal Investigations**

Nine new cases were assigned to CID in October. They cleared seven of those cases by arrest or arrest warrant. Monthly activity also included: two search warrants, three child protection center interviews, and six felony charges filed. Two presentations were also made to local financial institutions on safety and security.

Case work included an arrest of an area man for two sexual assault cases, the arrest of a man for several thefts from local clinics, and an ongoing investigation into stolen credit card information from the Dark Web being used in Mason City in a fraud case.

### **Administration**

We completed department-wide training on firearms in October. We received our new Glock 45 handguns, chambered in 9mm, and issue them for duty use after officers had completed qualification. We also had a training meeting to plan MCPD in-service training for most of 2020.

We are routinely working with the City Rental Inspector on potential rental and health code violations that our officers encounter while they are responding to calls for service. This regularly results in properties being white tagged until the violations can be mitigated.

Captain McKelvey continues to serve on the Medical Cannabidiol Advisory Board for Iowa. The ongoing public and legislative debate about CBD and THC requires his presence at regular meetings to provide updates and to solicit information and feedback from patients and advocacy groups.

Chief Brinkley attended and presided over the FBI National Academy Associates Fall Luncheon in Ames on October 16. He has served as president of the Iowa Chapter for the past two years. His term on the state board includes two more years as Past-President.

<b>MCPD Social Media</b>	<b>Sept 2019</b>	<b>Oct 2019</b>	<b>Difference</b>
Facebook	7,524	7,570	+46
Twitter	1,932	1,935	+3



# Public Library

Reported by Mary Markwalter, Library Director

<i>Circulation-Books</i>	19-Oct	19-Sep	19-Aug	19-Jul	YTD	LYTD
Adult Fiction	1635	1493	1928	1914	6970	6406
Adult Non Fiction	595	576	672	858	2701	2242
Large Print	1096	1004	1271	1247	4618	4102
Young Adult	862	663	872	848	3245	2856
Juvenile Fiction	2174	1908	2414	2685	9181	9085
Juvenile Non-Fiction	415	358	378	448	1599	1716
<b>TOTAL BOOKS</b>	6777	6002	7535	8000	28314	26407
<i>Circulation-Other</i>						
Audio/CD/Playaway	343	369	477	501	1690	1745
Periodicals	205	222	252	177	856	718
Software	0	1	0	2	3	3
Other(puppets, misc)	125	143	163	169	600	509
DVD	2021	1142	2138	2186	7487	8515
Tumblebooks	189	77	10	51	327	233
Creativebug (users)	7	13	14	11	45	11
Heritage Quest	135	4	9	30	178	34
Ancestry.com	178	135	245	127	685	447
Bridges	1322	1283	1284	1161	5050	4440
Ebsco	0	0	0	0	0	55
GALE Databases (sessions)	0	68	20	15	103	124
Newspaper Archive	11	24	115	117	267	221
Hoopla!	455	454	428	455	1792	1427
RB Digital (e-audiobooks)		282				0
Zinio	143	408	98	121	770	242
Credo Reference	7	5	6	5	23	11
BRAINFUSE	0	0	0	0	0	0
<b>Total-Other</b>	5141	4630	5259	5128	20158	18743
<b>Grand Total Circ.</b>	11918	10632	12794	13128	48472	45150
Item Records Added	431	508	425	378	1742	1733
Patrons Registered	96	95	120	103	414	418
Renewals	1200	1045	1396	1415	5056	4809
Holds Filled	330	261	264	259	1114	931
Holds Placed	363	265	316	269	1213	1021
Discs Cleaned	0	0	0	0	0	0

Photocopies	2261	1595	3456	3068	10380	9756
MeetingRoomGuests	1338	1669	1646	1546	6199	3353
Meeting Room Used	229	166	136	220	751	658
SILO request unfilled	16	7	13	9	45	27
SILO request filled	0	0	0	0	0	23
SILO MCPL Request Filled	10	4	13	4	31	27
SILO MCPL Request Unfilled	4	2	13	5	24	27
Attendance	20000	21000	26000	26000	93000	63500
Children's Programs	7	7				
Childrens Program Attendance	1150	420				
Young Adult Programs	5	4				
YA Program Attendance	53	28				
Adult Programs	5	7				
Adult Program attendance	93	21				
Programs	0	0	2	13	15	41
Program Attendance	0	0	261	1706	1967	2562
In Library Use	4500	4500	4500	6500	20000	15857
Faxes Received	7	9	4	4	24	23
Faxes Sent	82	77	72	79	310	283
Scan	102	102	0	0	0	0
Handouts, Brochures, etc.	5000	4000	4295	7000	20295	19000
Genealogy Referrals	0	1	4	2	7	45
Archive Referrals	9	15	10	10	44	50
Photo Prints	0	0	0	0	0	5
OCLC Borrowed from MCPL	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0
Reference Questions	3000	2000	2500	5000	12500	12910
Internet Users	1125	1100	1475	1425	5125	4850
WI-FI Users	1297	1131	705	685	3818	4136
Microfilm Users	2	4	2	0	8	13
Website Visits	2208	1995	2179	2110	8492	10270
<b>TOTAL PUBLIC SERVICES</b>	44923	42038	49807	57810	194578	139035
<b>GRAND TOTAL SERVICE UNITS</b>	56841	94708	62601	70938	285088	254470
<b>VOLUNTEER HOURS</b>	37	4	8	15.5	64.5	731.5

## 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
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 208 nights stayed at MacNider Campgrounds

### Daily Participation Rates:

Total People Served in 2019 through October: 307,810  
Total People Served in 2018 through October: 310,578  
Nights stayed at MacNider Campgrounds in 2019 through October: 6,081  
Nights stayed at MacNider Campgrounds in 2018 through October: 6,661

### Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	2019	2018
○ Family	67	31
○ Class A	176	183
○ Class B	23	30
○ Youth	13	16
○ Punch Cards	67	82
- Season Concession Sales:

	2019	2018
	\$68,428.97	\$60,009.38
- Motor Cart Fees:

	2019	2018
	\$91,944.51	\$87,160.11

- Rounds played at Highland
- Ordered food and beverages for concession
- Mowed the greens 36 times
- Mowed the tees and collars 10 times
- Mowed the fairways 20 times
- Mowed the rough 2 times
- Mowed the back mounds
- Blew and raked up leaves and debris on around of clubhouse 4 times
- Trimmed the mows with grounds master 2 times
- Changed the cups 10 times
- Changed the practice cups 2 times
- Back lapped the greens, tees, fairway mowers 1 time

#### Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 1 new winter staff
- Certified 13 youth coaches with NYSCA
- Addressed Fall & Winter Staff needs (email/letter)
- Attended the NIACC Wellness Advisory Board
- Finished up safety corrections from the annual inspections
- Started preparing for CIP proposal for the Park and Recreation Board
- Worked on a number of projects for the Multi-Purpose Arena

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

- Started preparing for CIP proposal for the Park and Recreation Board
- Performed staff evaluations
- Raked traps and push up sides after rain events and deer 3 times
- Changed the oil leaf blower and vacuum
- Marked course to enable carts to run after heavy rain
- Applied growth regulator, fungicide, liquid fertilizer to greens
- Put on blower and hooked up the large vacuum
- Blew leaves on front and back vacuumed up over 60 loads leaves
- Fixed 1 cart shed doors replacing springs and adjusting
- Changed the mowing deck on grounds master
- Fixed drive belt on grounds master
- Mowed gully on #11
- Blew the tees and greens of acorns every morning
- Cleaned gutters to clubhouse 5 times refasten gutters
- Dug up and replaced the valve on hole number 12 greens
- Started blowing the water from irrigation lines
- Sprayed all the greens and collar with winter protectant for snow mold
- Power washed the deck
- Replaced rotting boards on deck
- Removed all of the outside water fountains
- Cleaned up limbs and debris

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Youth Volleyball
- Run Tiny Tot Flag Football
- Run Adult Volleyball
- Run Youth Dodgeball
- Run Preschool Sports
- Continue to addressing Fall & Winter Staff needs (email/letter)
- Prepare for Lunch with Santa
- Prepare for Santa Calls

Highland Park Golf Course Work to Done in Coming Month:

- Start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Grind stumps remove debris and fill with soil and seed
- Finish spraying for broadleaf weeds on front
- Continue to blow and pick up leaves
- Spray greens and tees for winter molds
- Top dress greens for winter protection
- Identify trees for removal

Continue to maintain course until closing

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## **Activities for the Month of October:**

- 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 report compiled for Kenny Lindstrom Grant.
- Setup gardening meeting with gardeners to review budget, add new vender, and plan for upcoming 2020 planting season.
- Assisted Rec Department, Museum, 457, and Parks find volunteers for different projects.
- Attended Committee meetings, Chamber Design, Aging Coalition, and Committee meetings.
- Attended Salt Forum, talked with several groups about the opportunities Mason City has for volunteer candidates, placed volunteers in several different departments.
- On-going : Worked with present and new volunteers on the importance of reporting hours to volunteer coordinator, sent emails to all active volunteers for reporting of hours, and keeping volunteers abreast of upcoming events.
- Set up with the Schools and service clubs to do volunteer tree plantings to get younger people involved in volunteering –ongoing, talked at Hoover Elementary, John Adams Middle School, and Senior Center.
- Sent out emails to all volunteers about volunteer events, Museum, Park, Library, and Recreation.
- Working with and setup different groups on Service Days in October.
- Arranged Volunteer activities for John Adams Middle School Students, in the upcoming months.
- Set date for Volunteer Appreciation November 14 2019 sent invitations to attendees
- Collected invoices for Beautification Beds worked on Grant Report.
- Attended Iowa Nonprofit Summit

## **Routine Activities:**

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

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

<b><u>Site</u></b>	<b><u>Assignment</u></b>	<b><u>Hours</u></b>
Museum	Misc. Projects	147.25
Recreation	Bikes	25.0
Beautification	Garden Maintenance/Cleanup	273.0
457	Maintenance/ Watering	103.0
Library	Misc. Jobs	0
Cemetery	Walk/Misc.	911.0
Miscellaneous Projects	Police Department	29.5
	Transit Tokens	7.5
Parks	Misc. Jobs/Street cleanup	90.0
	Tree Plantings	201.5
Earth Day	Meeting/cleanup	245.0
<b><u>Total Hours</u></b>		<b>2,032.75</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)

Four Youth Action Team (YAT) meetings were held during October with 25 student members to date (2 each at Mason City Alternative High School [MCAHS] and Newman Catholic High School [NCHS]). Active parental consent was obtained for student participation. Photos were taken of each student to include within YAT Coordinator's binder in the event another Youth Task Force (YTF) member needs to fill in. The photos also serve as a tool to help validate meeting attendance reported regularly to school administrative liaisons. Youth Coordinator provided an overview of YTF and reviewed past YAT projects with groups. Pre-surveys were completed by students as a baseline to measure outcomes at school year-end (substance usage, perception of risk/harm, and "how wrong" they believe it is to use).

Students received folders and were asked to bring them to each meeting. Information to help explain SAMHSA's Strategic Prevention Framework (SPF) process was included for reference during project periods.



The steps of the SPF include:

- **Step 1: Assess Needs:** What is the problem, and how can I learn more?
- **Step 2: Build Capacity:** What do I have to work with?
- **Step 3: Plan:** What should I do and how should I do it?
- **Step 4: Implement:** How can I put my plan into action?
- **Step 5: Evaluate:** Is my plan succeeding?

The Strategic Prevention Framework (SPF) also includes two guiding principles:

- **Cultural competence:** The ability to interact effectively with members of diverse population
- **Sustainability:** The process of achieving and maintaining long-term results

NIPAGUIDE.org cards were added to folders access behavioral health resource information available locally – especially important if they know someone who might be struggling.

Future activity possibilities are being discussed. One group is interested in contacting the MCFD to bring a wrecked car to the school parking lot and asking a Firefighter to talk about the consequences of substance use and driving. Another group is interested in investigating ways to educate their peers and the general community about various substance use happening locally and dangers associated with use.

Youth Action Teams each designated a Chair/Vice-chair who will attend monthly Executive Committee meetings to provide updates. October 16, the Chair & Vice-chair from MCAHS



attended their first meeting. NCHS representatives had a known conflict that day and will begin in November.

## **PREVENTION THROUGH MENTORING**

### **One on One Mentoring/Peer Mentoring**

- Mentoring Coordinator attended Iowa Mentoring Partnership (IMP) conference in Des Moines on October 7
- Iowa Mentoring Partnership (IMP) monthly call held to share program updates with other state grantees, October 10

### **Peer Mentoring**

Active parental consent was obtained for student participation. Peer Mentoring Matches (11) met weekly during October at John Adams Middle School mentored by students from MC Alternative High School. Peer Mentoring Coordinator started year by providing pizza while students completed their pre-surveys. She plans fun activities for each week and includes substance use prevention activities occasionally.

## **SAMHSA GRANT**

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

During Year One, 196 people received training in mental health awareness through Youth Mental Health First Aid and Mental Health First Aid (adult). Trained “First Aiders” made 1,515 youth referrals to a mental health/behavioral health-related service, resource, or support.

Director is working on a comprehensive Year One Progress Report, Evaluation, and Project Budget Narrative due to SAMHSA on December 29 of this year.

- Webinar meeting for MHAT grantees – October 8

## **STAFF / OTHER**

**RED RIBBON WEEK** October 23-31. Red Ribbon Week is an alcohol, tobacco, and other drug and violence prevention awareness campaign observed annually in October in the United States. It began as a tribute to fallen DEA special agent Enrique Camerena in 1985. YTF distributed about 350 red silicone bracelets to 7<sup>th</sup> and 8<sup>th</sup> graders during their lunch periods. (printed outside: **RESPECTFUL · RESPONSIBLE · DRUG FREE! YOUTH TASK FORCE** Inside: **Believe in Yourself · Stand up for what’s right · Make smart decisions**)

This year, during 3 lunch periods, YTF showed a 6-minute-video created by The 5C Coalition from Clayton County, IA. The message focuses on telling a story of a night of partying that turns tragic. Very powerful and captured the attention of students. The lunch attendant tearfully thanked us for our efforts.

The hyperlink has been provided. <https://www.youtube.com/watch?v=dYBUHUVtxdg> OR you can search YouTube for: **"Party Your Life Away" - Mannequin Challenge** Check it out!

### **Executive Committee**

The Executive met October 16, with Chair & Vice-chair from MC Alternative High School present for their first meeting. They provided an update about concerning substance use happening in our area and possible project options that might be worked on within their Youth Action Team.

### **Staff Education/Conferences**

- Director, IDPH Substance Use Prevention Webinar: *Sustaining Change: Building Sustainability Throughout the SPF*
- Mentoring and Peer Coordinators attended the Iowa Non-profit Summit, Des Moines, on October 29 & 30.

### **Community Collaboration**

- North Iowa Consortium - Opioid Response Planning Meeting, October 2
- Nicotine Coalition -- Special meeting with panelists on vaping trends within some North Iowa Schools and next steps, October 8
- Cerro Gordo Health Improvement Plan Meeting, October 15