

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

November 2019

(Issued December 13, 2019)



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

City Administrator Comments

Mayor and City Council Members,

This week I would like to focus on several areas that often do not get attention within the city. The Mason City Airport is proud to have the new manager, David Sims, appointed. David will be taking over for Pam Osgood. Pam has been a fixture at the airport for decades and she will be missed in her retirement. However, David's promotion into the position will be a smooth transition and he is already doing a great job. Just a few facts on the airport, the staff has assisted with close to 15,000 passengers this year, over 7000 enplanements and deplanements each, and provided over 250,000 gallons of fuel.

The Recreation Department is also often overlooked when considering the operations of the city. This year the department has provided some class or service nearly 320,000 times to individuals in the area. These interactions range from youth basketball to the summer Fun and Sun program to visits to the Mason City Aquatic Center. With the completion of the new multipurpose arena and offices, the recreation department will be moving soon into the Southbridge center. This move will provide better access and higher visibility for these valuable services. This move will also allow for close supervision and operation of the new multipurpose arena by the recreation department staff.

The Mason City Public Library, while often associated with city services, is also not a regular feature of this report. The library this year has served over 300,000 types of services ranging from attendance at events, circulating books, providing meeting space, to simply providing a space for the public to gather in the commons. The constant changing nature of library services is often underappreciated, but these services help a diversity of populations some of which would not have access to services if not for the library. The Library also houses a History and Archives Department that possesses over 100,000 historic photos and thousands of other documents including a 106 piece autograph collection that was donated by the MacNider Family.

One of the ongoing projects for the city has been the remediation of the dams on the Winnebago River. The next step in the creation of the new water trail will be achieved soon with the award of the low head dam repair bid at this council meeting. The dam next to North Illinois Avenue will have boulders placed and modifications to the flow to make it safe for fish, canoes, kayaks and tubes. This work is partially funded by the Iowa Department of Natural Resources and the project will continue until all dams on the Winnebago are modified in the city limits.

Lastly, I would like to mention the odd jobs that so many departments complete weekly to support local events and organizations. Many city staff members serve on boards as liaisons and often the assistance of the city makes community events possible. Through work hours and continuing into individual's personal volunteer hours, staff are acting as true public servants advocating for the great work of so many nonprofits and clubs throughout the community. The holidays create many of these kinds of efforts and I have been fortunate enough to witness these efforts. I would like to commend and share my appreciation for city staff's efforts whether it is the installation of lights, assistance in downtown events, or simply volunteering time to help with holiday activities at the Library, Museum, or other entities. I believe we are fortunate to have so many dedicated, thoughtful people helping create our wonderful community.

Sincerely,



Aaron Burnett
City Administrator

Airport

Reported by Pam Osgood, Airport Manager

Date: November 2019

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 11/1/2019 – 11/30/2019	20064.20	300 Buses
Enplaned 685 Deplaned 634		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at November 2019 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Appointment of New Airport Manager David Sims effective 12/9/2019

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the December 2019 Airport Commission Meeting.
- Presentation by Blue Sky Proposed Airport Solar Project.
- Request for Qualifications for Consultant Selection for Taxiway Alpha Relocation Project
- Approve Foth Task Order #21 for Rehabilitate Taxiway Lighting
- Preliminary Capital Improvement Program Budget
- Airport Restaurant Improvement Request

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of November:

- 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 31 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 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 1,131.00 in animal license fees and \$100.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Staff continues to work with the IEDA to finalize the Reinvestment District application. We expect a final approval in January or February. The Performing Arts Pavilion committee continues to work with the architect, with preliminary design to be considered in December. Gatehouse Capital reports that design work and financing are moving forward.

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 November 6 to consider a request from Jay Lala for a \$30,000 DoRL loan to rehabilitate 201 North Federal Avenue and create seven high-end apartments. The Committee recommended approval of this loan, which was approved by the Council at the November 19 meeting.

Section 657A.10 Program: Through our attorneys (Lynch Dallas Law Firm of Cedar Rapids), the City filed action on two abandoned properties that did not respond to the City's notice to remediate: 328 2nd Street NW and 218 8th Place SE. On October 28, the City was notified that our petition to declare 328 2nd 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. A notice seeking bids will be presented to the Council in December.

Staff was notified on November 21 that we now have title to 328 8th Place SE. Since rehabilitation of this structure may be possible, staff will work with the attorney to create a purchase and sale agreement so that this property can go back on the tax roll.

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 were posted on November 12. 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 6th 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 131-unit "The River" apartment complex by Talon Development has started construction. Foundations and the elevator tower have been poured. 4) 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. 5) The new Bushel Boy Farms greenhouse on 43rd Street SW has completed grading and is under construction. They have received necessary variances to the landscaping requirements to protect their sensitive agricultural processes. 6) 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 November: 11/12 and 11/26.

DRC Activity	November, 2019	YTD
Total Development Plans Reviewed	5	52
Concept plans reviewed/approved as a Minor Site Plan	2	20
Concept plans to be resubmitted as a Major Site Plan	3	22
Total Concept Plans	5	42
Major Site Plan Reviews Completed	0	10
Preliminary Plat of Subdivision	0	1
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	2	10
TOTAL ITEMS REVIEWED	7	63
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	2	9

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	November, 2019	YTD
Commercial, Principal Structure	2	27
Commercial, Accessory Structure	0	0
Residential, Principal Structure	2	67
Residential, Accessory Structure	0	64
Signs	4	46
Floodplain	0	5
Sidewalk Service Area Permits	0	2
Zoning Board of Adjustment Cases		
Appeal	0	0
Conditional Use Permit	0	6
Special Exception	0	10

Activity	November, 2019	YTD
Variance	0	14
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	2
Miscellaneous	1	5
Preliminary Plat	0	1
Site Plan Approval	0	2
Zoning Ordinance Text Amendment	0	3
Land Subdivision Activities:		
Boundary Line Adjustments	0	11
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		
Historic Demolition Reviews	1	10
Zoning Violations		
Reported	2	25
Unfounded	0	0
Founded-Resolved without citation	1	17
Citations		0
Open Cases (as of date of report)	7	N/A
Cases initiated by staff	2	23
Zoning Inspections		
Zoning – Case Request	2	23
Zoning – Complaint	0	1
Zoning –Setback	1	12
Zoning - Final	0	2
Floodplain - Final	0	1
Zoning – Landscaping Install	0	1
Removal Site Inspection	0	3
Permit Reviews		
Zoning Reviews Completed	19	410
Floodplain Reviews Completed	16	400
Historical Reviews Completed	1	30

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	November, 2019		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	14	\$3,142,057.78	310	60,864,747.934
Minor Building Permits	23	\$ 332,251.00	278	\$2,844,910.59
Electrical Permits	24		216	
Plumbing Permits	19		134	

BUILDING INSPECTIONS PERMIT REPORT				
Mechanical Permits	18		271	
Sign Permits	4	\$ 57,705.00	53	\$ 494,210.66
Demolition Permits	2	\$ 2,500.00	28	\$ 117,787.00
Structure Moving Permits	0	0	3	\$ 23,600.00
Inspections	November, 2019		YTD	
Number of inspections	213		1,804	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	1	25	10	459
Multi-residential	0	0	0	0
Commercial	1	9	10	98
Industrial	0	1	3	3
Institutional	0	0	0	4
Other (signs, demo, etc.)	0	6	0	83
Fees Collected	November, 2019		YTD	
	\$ 21,324.14		\$ 334,457.25	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	November, 2019	YTD
Total Requests Initiated (not including snow/weeds ¹)	99	1363
Staff Initiated	44	688
Non-Staff Initiated (total):	55	675
Response to Complaint	13	257
Anonymous Complaint	35	219
SeeClickFix	7	199
Case Requests Disposition		
Founded Case Requests	99	1363
Citations Issued	0	0
Cases to Court	0	2
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	4
Dangerous Building	1	22
Abandoned Vehicle	5	41
Tree/Shrub Maintenance	1	3
Garbage	15	236
Inoperable Vehicle	2	84
Junk, Rubbish or Refuse	15	468

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

CODE ENFORCEMENT REPORT	November, 2019	YTD
Other	12	279
Writ of Removal	4	34
Information Request	9	146
Snow Removal/Weeds & Tall Grass	35	869

Rental Inspections Summary:

Rental Inspection Report	November, 2019	YTD
Initial Inspections	17	138
Reinspections	51	895
5 yr. Inspections	75	1,262
Complaint Inspections	15	185
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	7	237
Inspection cancelled by Inspector	0	7
Failed inspections	16	194
Passed Inspections	58	766
No Shows	16	238
Total # of Inspections	107	1,593
Rental Dwelling Certificates Issued	82	542
Units White Tagged	7	69

TRANSIT AND SAFETY

Transit

During the month of November, Mason City Transit provided 13,567 rides on its Fixed-Route; that is an average of 714 rides per day.

The Transit Department also participated in a Mission & Community Benefits work group at MercyOne to help identify service gaps within Mason City and the Region.

Safety

During the month of November, the Safety Department met with Argent, the City's Loss Prevention agency, about changes to our safety portal and new ways to use injury and workers compensation data.

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

Elmwood-St. Joseph Cemetery

Reported by Randy Opheim, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
November	6	50%	6	50%	12
FY to Date	27	42%	37	58%	64

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

Sales

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

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

Administration – Office staff were busy with the coordination of burials again this month. Christmas flower and wreath sales were lower than last year's sales. Revisions to the Cemetery Manager's job description were made with the Human Resource Director's assistance.

Operations – Grounds staff were busy with burials and getting equipment ready to remove snow from the streets and sidewalks. Cleaning and servicing vehicles and motor equipment was also done.

Board of Trustees – The board reviewed and accepted the Capital Improvement Projects proposed by the staff. They were: 1) Replacing one mower; 2) Replacing the older tent used for burials and 3) Replace the street east of the pond. Additional goals were to: 1) Secure funding for restoring the Melson Mausoleum; 2) Finish installing the new section signs and 3) Stabilize the south and east banks of the pond. Other ambitions were also discussed.

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	6
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	1
▪ Disconnect	1
▪ Septic	2
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	2
▪ Repair	0
▪ Disconnect	1
● Water – Residential	
▪ New	1
▪ Repair	5
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	1
▪ Approach New	0
▪ Approach Repair/Replace	2
▪ Curb & Gutter	1
▪ Curb Cut	0
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	318
● Emergency Call-outs	4
● Emergency Call-out after hours	1
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	3
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	2

• Permit Review & Approval - City	
▪ Commercial Building	1
▪ Residential Building	0
▪ Demolition	0
▪ Remodel or Addition	1
▪ Moving	0
• Permit Fees collected	\$900.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

South Monroe Avenue RISE Project:

Engineering Staff has a meeting scheduled with the consultant to review preliminary design parameters. The consultant continued design and coordination between the Bushel Boy development and the new street.

2019 Street Panel and Curb Replacement Program:

Mid-Continent Contracting completed the contract work related to the project, completing concrete street patches at several locations. Some of the areas where recent work was completed include South Eisenhower Avenue south of 19th Street SW and at the intersection of Augusta Drive and Calloway Court. Final quantities are being tabulated for a final pay request. Acceptance of the project and approval of final payment will be on the December 17th agenda for City Council's consideration.

2019 Sidewalk Replacement Program:

Sidewalk Repair Notices were sent by certified mail to properties owners in the program with non-compliant sidewalks. The notices were mailed out in September. Upon receipt of the notice the property owner has 30 days to complete the repair or within the same 30-day period hire a City Licensed contractor of their choice to perform the work. The contractor then has 30 days to complete the work following the issuance a permit through the Engineering Department. The time period for both, the property owner and their contractor expired toward the end of November and all remaining work associated with the sidewalk program became part of the contract with the City hired contractor, Mid-Continent Contracting Inc. The project is expected to begin in the spring; the completion for the project is June 23, 2020.

Union Pacific Railroad Quiet Zone:

Mid-Continent Contracting, Inc. completed a portion of the 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.

Normal head to head traffic was re-established along 5th Street following the opening of 6th Street on November 15th. The traffic signals at the intersection of 6th Street and South Federal Avenue were placed in full, functional operation for the 6th Street opening. The lane delineators throughout the 5th Street corridor were removed which opened all intersection to cross traffic.

Wicks Construction completed the remaining full width paved construction of the curve on 6th Street SE near South Massachusetts Avenue and the median east of South Monroe Avenue. Subcontractors completed the remaining sidewalk and driveway approach paving along 6th Street. Heartland Asphalt completed a mill and Hot Mix Asphalt overlay on a section of South Adams Avenue between 5th and 6th Streets. The work was completed prior to the opening of 6th Street.

K&W Electric completed the installation of the new street lighting conduit along 6th Street. They continue to work on the installation of street lighting bases as well as setting the new light poles along 6th Street SW. The street lighting work is expected to be complete and in full operation by mid-December.

K&W Electric completed the installation of the new traffic signals at the intersection of 6th Street and South Federal Avenue. A rock drill was brought onto the project to drill the proper depth for the traffic signal bases. Once the bases were constructed, the traffic signals poles and mast arms were erected followed by the attachment of the signal heads and signage. Traffic control signage was also installed throughout the corridor. City crews installed the street markers while K&W Electric installed the signage incorporated with the project.

Downtown Traffic Signal Replacement Project:

K&W Electric continued working on the few final remaining items on Washington Avenue. The Emergency Vehicle Preemption system was installed but not yet operational. K&W Electric is awaiting the delivery of additional wiring. Three of the street light luminaires mounted on the new traffic signal poles have yet to be energized. WHKS is currently exploring options to supply power to these lights.

All of the traffic control signs were installed on the new traffic signal poles and mast arms.

Engineering Staff along with representatives from WHKS reviewed the work completed on Washington Avenue and are compiling a punch list.

North End Lighting Improvements Project:

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 has been some settling of backfill material around one of the light bases and we just need to be certain that there are no issues in the future. Acceptance of the project and approval of final payment is expected to be on a January agenda for City Council's consideration.

27th Street SW Street Paving and Utilities RISE Project:

The contractor working on the sanitary sewer force main, Popp Excavating Inc., began with the installation of a new sanitary sewer force main system. The force main piping will connect a future lift station to the existing sanitary sewer gravity interceptor pipe south along South Pierce Avenue.

The directionally bored force main pipe was installed and the contractor continues working on the open excavation portion of the force main installation. The project is scheduled to be substantially completed by the end of December.

The Engineering Department continued working and coordinating with Alliant Energy for the installation of electrical power to energize the street lights along 27th Street SW, provisions will be 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.

6th Street SW Water Main Repair – UPRR Crossing:

The excavation of the bore and receiving pits by the City's contractor Bob McKiness Excavating & Grading Inc. (McKiness Excavating) was ahead of schedule in anticipation of Iowa Trenchless on November 11th. However, after several months of planning and working through the permitting process with the Union Pacific Railroad (UPRR) and their secondary party flagging contractor, RailPros Field Services (RailPros); the project schedule was abruptly interrupted on Friday, November 8th when the City received notice that the flagging contractor was delayed on another project and would not be in Mason City as scheduled. RailPros rescheduled the flagging contractor for November 18th; no work could be done on UPRR right-of-way until the flagging contractor was present. The cancellation delayed the completion date of this project by at least one week.

On November 18th the flagging contractor and construction observer were on site. Iowa Trenchless was then able to mobilize and set up their equipment for the bore and jack of the 24" steel casing pipe. The casing installation was completed on November 20th, which began a 7-day period of track monitoring as required by the UPRR. WHKS provide surveying services to meet this requirement. On November 26th another subcontractor mobilized with specialized pumping equipment to fill the abandoned 12" water main with flowable mortar, another requirement of the UPRR. A Railpros construction observer was remobilized to witness the fulfillment of the backfilling requirement.

McKiness Excavating completed the installation of the new water main through the 24" casing and completed the connection of the old 12" water main on the west side of the tracks. A temporary hydrant was installed on the east side of the rails as a mechanism for flushing and testing purposes. The new segment of water main passed the pressure test and was then disinfected by the use of chlorine tablets. While isolating the rest of the distribution system, the new segment of main was sterilized and confirmed for the absence of bacteria through a two-step testing process. The second test passed on December 4th. McKiness Excavating then removed the temporary hydrant and connected the new main to the existing system. Upon completion of the water main work, the paving subcontractor began paving the street. Following the completion of the paving, the City's O & M Department will re-install the lane delineators, part of the Quiet Zone requirement.

Plymouth Road Storm Water Mitigation:

Bob McKiness Excavating & Grading Inc. began the project with the closing of Plymouth Road on November 6th. A complete road closure was needed while the contractor open excavated the road for the installation of the 36" culvert connecting the east and west ponds. The culvert was installed the road paved and reopened for normal traffic a couple of weeks later. A 24" culvert was also installed through the Highland Golf property which under given conditions, controls the high water elevation of the ponds. A cast iron flap gate was installed on the outlet end of the 24" pipe to prevent backflow. A dry hydrant was installed at the west end of the west pond as part of the project. The dry hydrant allows for a quick and easy connection for a mobile pump in the event the west pond should need to be pumped.

The utility crossing permit for the installation of a 10" drainage pipe was approved by the Canadian Pacific Railroad. The pipe will be bored through the bed beneath the rails and will function as a slow release outlet for storm water flowing into the ponds under normal conditions. The Engineering Department and WHKS are currently assisting the contractor with the coordination and scheduling of a time to complete the boring operation.

High Line Trail:

The Engineering Department completed the survey work for the first segment of the trail with an anticipated construction schedule in 2020-21. Work to develop design plans and specifications will begin later in the winter season along with other capital projects. 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 assisting, when needed, the City's Grant Administrator to pursue funding.

Eastbrooke Storm Water Mitigation:

Engineering Staff met with the agricultural property owner on November 20th to discuss the project and the need for property acquisition. The owner is supportive of the project but wanted time to review the impact of sectioning off land with the tenant, farming the property. The concern is related to the size of equipment used by the farmer and the inefficiencies that will be created by cutting into the field as necessary for the project. A follow up meeting has not yet been scheduled.

Southbridge Sanitary Sewer Reroute:

A meeting is scheduled with the contractor, Bob McKiness Excavating & Grading Inc. to review final project quantities. Acceptance of the project and approval of final payment will be on the December 17th agenda for City Council's consideration.

Mar Oak Drainage Improvements:

Mid-Continent Contracting, Inc. substantially completed the work on the project. The remaining work consists of seeding the disturbed areas; the remaining work will be completed in the spring.

Water Treatment Plant Discharge Stream:

WHKS continued working on options for a resolution for the Water Treatment Plant Discharge Permit Compliancy Project.

A report is expected to be completed with options and budgetary estimates which will be presented for consideration during the budgeting process. The project is intended to reach a resolution to an on-going discharge permit issue.

Highland Golf Storm Sewer Repair:

Engineering Staff completed a site survey and developed plans for reconstruction of approximately 175' of 15" storm sewer pipe crossing the Highland Golf Course. The segment of new storm sewer will replace a section of collapsed 12" storm sewer which is the outlet for three storm intakes located in the intersection 17th Street NE and North Rhode Island Avenue. The three storm intakes have functioned inefficiently for the past several years, which caused flooding on the street and residential properties as well as on a portion of the course during periods of heavy rain events. The Engineering Department solicited three quotes from local contractors and all three submitted quotes. The low quote was submitted by Mid-Continent Contracting, Inc. Work is expected to begin during the second week in December.

12th Street NW Reconstruction Project:

The City's consultant performed the majority of the field survey but continues collecting final topographic features and utility information necessary to begin design. The Engineering Department compiled and provided utility and service records to assist with design.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued coordination efforts with Alliant Energy representatives on the remaining items on the Commercial Alley project. Custom Concrete completed the grading and paving back of the city alley north of LaJames between Commercial Alley and North Delaware Avenue.
- Engineering Staff continued compiling traffic data and utility records which will be provided to the Iowa Department of Transportation (IDOT) to assist in the U.S. 65 Location & NEPA Study. The IDOT partnered HDR to begin a traffic study of the U.S. 65 corridor extending from 6th Street SW to 27th Street SW.

Traffic Division:

- Traffic Control
 - Sign work orders 22
 - Traffic Sign Orders 370
 - Streetlights
 - New Installation 0
 - Repair Request 3
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 9
 - Perform traffic signal repairs 6

- Iowa One-Call locate reviews 370
- Locate City-owned electrical utilities 8
- Emergency Call-out 0

Other Tasks Performed by the Traffic Division:

- Calculated cemetery electrical bill from signal meter on 15th Street SE/SW and South Federal Avenue
- Repaired trailer jacks and performed maintenance on the batteries of the message board trailers
- Deployed message trailers to 6th Street SW for water main replacement project
- Palletized a lot of sign panels for shipping to Iowa Prison Industries to be refurbished
- Repaired conduit for fire alarm to MacNider campground shelter
- Reviewed the recently installed signs along bike Route #9
- Picked up damaged signs and put out portable STOP sign at 1st Street NW & North Jackson Avenue
- Compiled drawings for future traffic signal projects

Water Supply Division:

- Water Production

	<u>November</u>	<u>FY 2020</u>
• Total (gal)	141,079,000	667,659,000
• Daily Average (gal)	3,802,000	4,364,000
• Daily Maximum (gal)	4,776,000	6,242,000 *
• Daily Minimum (gal)	2,777,000	2,777,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair
 - CIP EDR #4
 - Clean flow tube at Federal Booster Station
 - Replace gas valve at Kentucky Power Building
 - Replaced nonworking GFCI outlets in main plant
 - Repair antennae lead on Well A3 radio
 - Replace Motor Saver power monitor Well A1
 - Replace bearings in 4 way valve actuator on EDR #2 and replace O-rings
 - Clean out air relief valve CIP feed line
 - Clean Ground rods all EDR stacks
 - Clean conductivity probes
 - Calibrated Chemical Feed Pumps
 - Replace filters 6-12 day run time
 - Service on-line analyzers
 - Wash-down EDR stacks and perform voltage checks

○ Customer Service

• Iowa One-Call locates	332
• Prepare and send service repair letters	2
• Monthly bacteria samples	30
• Collect project bacteria samples	2
• Check water quality at residents and businesses	3
• Correlate water main breaks and investigate for leaks	5
• Hydrant flow testing	0
• Hydrant Flushing	200
• Water Main shut down for repairs	5
• Water shut offs for non-payment	3
• Water shut for other	0
• Water service re-connects	7
• Assist with installation of Water Meters	2
• Repair Water Meters and collect reading	1
• Deliver Red or Tan Tag	0
• Update shut off data base and maps	55
• Water Service Permit/Inspection	
▪ Repair/Replace	7
▪ New Installation	3
▪ Disconnections	0

○ Meter Department

	<u>November</u>	<u>FY 2020</u>
• Meters Installed	34	229
▪ Industrial	1	1
▪ Commercial	14	40
▪ Residential	19	188
• Meters Repaired	1	10
• Contractor and Garden Meters Installed	0	7
• Meters Read	11,772	58,860
• Meters Ordered	34	89

<u>Meters Installed November 2019</u>			<u>Meters Ordered November 2019</u>		
5/8"	19		5/8"	20	
3/4"	1		3/4"	0	
1"	5		1"	5	
1 1/2"	7		1 1/2"	8	
2"	1		2"	0	
3"	1		3"	1	
4"	0		4"	0	
Total	34		Total	34	

<u>Meter Inventory December 1, 2019</u>						
					5/8"	0
5/8"		221			3/4"	0
3/4"		13			1"	0
1"		4			1 1/2"	0
1 1/2"		7			2"	0
2"		6			3"	0
					4"	0
	Total	251			Total	0

Other Tasks Performed through the Water Supply Division:

- Finished hydrant flushing city-wide and private hydrant
- Repaired holes in sand settling by welding a patch over bottom cone area and wash out tank. This tank needs to be evaluation by a tank company for repair and painting
- 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
- Snow removal at plant, wells, booster stations, and water towers

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

Reported by Kevin Jacobson, Finance Director

Routine activities for November

Finance

Duties	November	Fiscal Year-to-Date
Prepare payable checks	489	3,122
Prepare receivable invoices	62	431
Prepare payroll checks	676	4,257
Certify invoices to County	31	110
Send letters to State Offset Collections	3	96
Record State Offset collections	\$ 11,855.46	\$ 47,236.66
Sort Mail	6,800	27,730
Ambulance accounts sent to collections	31	150
Record ambulance receivables	129	729
Process utility payments	262	1,090

- Completed weekly payables
- Completed bi-weekly payroll
- Worked with vendors on payable issues
- Recorded end of month receipts
- Recorded Ambulance direct deposits
- Recorded Inspection collections
- Completed monthly IPERS report
- Completed monthly reconciliation for October
- 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
- Start FY21-25 CIP

Utility Collections

Duties	November	Fiscal Year-to-Date
Record ACH activities	31	161
Prepare Utility adjustments	84	310
Estimate billings		-
Issue utility bills	10,380	50,611
Answer phone calls	699	4,012
Respond to voicemail	94	537
Complete utility service orders	338	934
Complete landlord tasks	88	228
Issue shutoff notices	426	2,166
Process customer paid utility bills	5,063	27,866
Process customer deposits	431	2,496
Replace meters	35	215
Complete monthly sales tax report/hours	-	-

Information Systems Coordinator

- Install new card reader for new computer at PD.
- Get with RSM regarding firewall issue at Park Department.
- Manually download Park Department time clock.
- Finish new tablet for FD Marshal.
- Re-image FD EMS laptop.
- Change permissions on sign-in sheets for Danielle.
- Perform additional FOIA search for Aaron B.
- Organize training room equipment.
- Apply new licenses to security software.
- Look at issues connecting Trimble unit for GIS.
- Troubleshoot miExcel issue for Finance.
- Get quote signed and returned for RSM maintenance agreement renewals.
- Get with RSM about replacing firewall at Parks Department.
- Get with Jennifer S about her video issues.
- Take FD tablet back to department and pick up next tablet.
- Re-image next FD tablet.
- Change permissions on R drive folder for Mike M.
- Follow up with CDW-G regarding tablets and W9s.
- Get Happy tech support connected to housing server again.
- Get with Finance about miExcel again.
- Program access points for new FD Marshal tablet.
- Take updated tablet back to FD and pick up next tablet.
- Order laptop for Museum.
- Order printer cable for PD.

- Reseat memory for computer at PD.
- Re-image tablet for FD.
- Conduct FOIA records search.
- Follow up with Rec for wireless for new arena.
- Configure new computer for Rec Department.
- Reset password for user at FD.
- Pick up tablet from PD and check screen.
- Contact Keltek about replacing screen for Car 1 tablet at PD.
- Change Donna B's name over weekend.
- Reset password for Carl G.
- Take updated tablet back to FD and pick up next unit for updates.
- Re-image tablet for FD.
- Set up new folder in shared drive for Beth E.
- Reset password for Pam J at museum.
- Send Car 1 computer in for repairs.
- Fix Shoretel group for Jason H.
- Follow up on cameras for Animal Shelter.
- Take tablet back to FD and pick up next unit for updates.
- Re-image next unit for FD tablet.
- Get RCC to move phones for Finance department.
- Move Finance department to 2nd floor.
- Take updated tablet back to FD and pick up next unit.
- Get quotes for tablets for Fire Marshal.
- Reseat SIM for FD tablet.
- Look at Antivirus issues for Ray Q.
- Get Museum tablet configured.
- Re-image tablet for FD.
- Order extra memory for new museum tablet.
- Order cartridges for Rimage unit at PD.
- Get new cell phones configured for FD.
- Set up computer for Hannah H and Jennifer M to use for Animal Database.
- Start coordinating new IP address changes.
- Get with Kevin about fiber work around new apartment complex.
- Restart housing server again.
- Follow up on missing monitor and speaker bar order.
- Follow up on HP invoices.
- Get new SIM card order for FD tablet.
- Set up new user for O and M.
- Send Corby F the instructions for the new IP address change.
- Get with Webb Wireless about replacing backup radios for ring.
- Set up new group for PD.
- Set up time with Don T to get new security training completed.
- Set up meeting with Brad M about segmenting computers at Treatment Plant.
- Set up meeting with Kyle regarding server upgrades.
- Reset password for Airport User.
- Get next tablet from FD to update OS.

- Get all VPN clients reconfigured with connection information.
- Check encryption settings on City wireless.
- Check PD mobiles for new VPN connection settings.
- Take updated tablet back to FD.
- Get Car 11 video vault reprogrammed.
- Get different quote for Fire Marshal Tablets.
- Set up new user for Internal Services.
- Meet with Aaron B about wiring closets for new arena.
- Go to arena with Webb Wireless to run new line for wireless.
- Make key for Finance construction workers.
- Take tablet back to FD and pick up final tablet to update.
- Re-image FD tablet.
- Send out email regarding IP address change.
- Change DNS settings.
- IP address change.
- Install memory in new museum laptop.
- Set Krystal and Jeannett up with scan folders on Engineering copier.
- Trouble shoot GIS connection to Cyclomedia.
- Clean up dual antivirus entries.
- Look for missing emails for Scott B.
- Get with RSM about connection issues.
- Fix email issues.
- Order projectors and mounts for Recreation.
- Get two more detanglers for Kevin.
- Meeting with RSM regarding final server updates.
- Fix printer in Car 11.
- Look at screen issue in Car 3.
- Take Car 1 computer back to PD and reinstall.
- Look at PD machines that are still having issues with L-3.
- Finish configuring new cellphones for FD when cases arrive.
- Stop by and check VPN configurations at PD.
- Change permissions on FD folders as per Yeni K.
- Look for missing emails for Tiffany H.
- Look for missing emails for Duane K.
- Get with CLTel about network at arena.
- Call L-3 about burner issues.
- Send cell spreadsheet to FD.
- Check link issue for YTF.
- Look at Alan L's drive connection issue.
- Continue working on L-3 computer issue at PD.
- Finish Danielle C's L-3 problem at PD.
- Fix Jamie S's L-3 player.
- Get serial number off of burner at PD.
- Get with consultants about Fiber and WAPs for arena and office area.
- Get with L-3 and Rimage about burner issues again.
- Put IT Committee meeting agenda together.

GIS Department

Airport

Cemetery

City Administrator

- Discuss options for City maps page and web applications for public information
- Work on Publicly accessible web maps and interactive apps
- Create and print new wall map

Development Services

- Create 1st and mid-month CSV parcel file
- Transit: discuss route and stop changes, timeframe to complete map updates
- Update transit route maps, create combined route map
- Export transit maps to PDF, review and print large format maps
- Look into options to create a polygon from lines

Engineering/Water Treatment/Customer Service

- Follow up with current road closures
- Troubleshoot street level view historic recordings not working
- Discuss updating Sidewalk layer
- Create new Sidewalk layer to allow length calculation
- Help user turn off Imagery toolbar that is not working due to IP address change
- Update new sidewalk layer from latest aerial imagery and planimetric data
- Update users computer with new Add In toolbar for imagery
- Work on data collection options for GIS layer: points and photos in the field
- Update GIS/Asset management project with requested layers
- Assist with downloading images from GPS unit and delete old projects
- Troubleshoot web-based GIS not working correctly: Windows -Chrome compatibility issue
- Update ArcMap program to download to handheld data collection device
- Discuss updating attributes from coded values list with staff

Fire

- Locate previously created map and email PDF
- Discuss maps created and printed
- Make updates and print wall maps x4
- Re-size and print wall map

Finance

Operations / Utilities/ Water Reclamation / Parks

- Update changes to Sanding routes, export PDF and print map
- Look up property owner information

Police

General

- Troubleshoot GIS links to video and PDFs not working due to IP address change
- Troubleshoot imagery access problems due to IP address change
- Troubleshoot problems with IP address change with IT and software vendor
- Discuss data request with vendor
- Update road closure map x 9
- Work on maps for City website re-design

November initiatives

Finance Department

- Work on November 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
- Work with insurance on property updates
- Start work on FY 21 budget
- Start work on FY21 CIP

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.
- Get Rec Department moved to new location.

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 if scheduled
- Participate in EOC meeting
- Participate in Quarterly Iowa Geographic Information Council meeting

Fire Department

Reported by Erik Bullinger, Fire Chief



Mason City Fire Department

November 2019

Monthly Council Report

	November 2019	YTD
9-1-1 Calls/Emergency Calls		
Fire	47	497
EMS	318	4,008
Non-Emergency Calls		
Fire	25	195
EMS	88	854
Total Calls for Service (Fire & EMS)		
	478	5,554
Total Calls for Service by County (EMS)		
Cerro Gordo County	Worth County	Floyd County
350	45	8
Personnel Training Hours		
	Goal (Hrs.)	Actual (Hrs.)
EMS	132	126.50
Fire	1056	705.50
	Total Training Hours for November	832.00
	YTD Training Hours	13,208.71
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	131	1,564
Existing Building Inspections	8	306
Plan Reviews	20	211
Fire Investigations	1	14
Liquor/State License Inspections	3	96
Community Involvement		
Public Tours of the Fire Station (Number)	2	16
Public Fire Safety Appearances/Trainings (Number)	1	251

EMS/Fire Students - Ride-Along	3	48
Preceptor Training Hours	48	613

National Fire Statistics

Line of Duty Deaths - YTD	Civilian Fire Deaths - YTD
52	1,852

Fire Property Loss Report – Mason City

Estimated Property Value	\$26,687,610	\$664,287,927
Estimated Property Loss	\$108,590	\$845,826
Total Saved	\$26,579,020	\$663,442,101

Overtime Hours

Fire	97.25	1,749.50
EMS	295.00	5,091.00

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	4	2	6
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	10	19	29
Engineering	17		17
Finance	10		10
Fire	44		44
Human Resources	2		2
Library	13	2	15
Museum	6	2	8
Operations & Maintenance	58		58
Parks	6		6
Police	52	2	54
Recreation	8		8
Youth Task Force	4	1	5
Grand Total	240	30	270

Staffing

Activity

Hiring Activity:

- Police Officer-2+ openings (Police):
Conducted extensive recruitment for candidates, exploring alternative labor markets.

- Airport Manager-1 opening (Airport):
Conducted interview, prepared job offer to internal candidate subject to Commission approval in December.

- Tree Crew Foreman-1 opening (O&M):
Conducted Civil Service testing. Job offer made to internal candidate and approved by Council.

	- Mechanic-1 opening (O&M): Conducted Civil Service testing. Job offer made to internal candidate and approved by Council.
	- Deputy Chief-EMS -1 opening (Fire): Conducted interview of internal candidate. Job offer made and approved by Council.
	- Street Maint Worker (O&M): Posted vacancy internally.
	- Arborist-Heavy Equip Opr (O&M): Posted vacancy internally.
	- Firefighter/EMT - 3 openings (Fire): Made job offers to previously interviewed candidates to fill SAFER grant openings subject to Council approval.
	Fire Training Officer - 1 opening (Fire): Will review position and begin replacement in January.
	- Library Asst I - 1 opening (Library): Posted upcoming vacancy internally.
	- Arena Concessions Lead -1 opening (Rec): Seasonal position, began recruitment.
Positions Filled:	- Hired 1 seasonal employee during the month.
Turnover:	- No turnover during the month.
Employee Orientations/exit interviews:	- 1 orientation for 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:	- Started negotiations with fire union with initial 2 open meetings
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

Employee Involvement

Activity

Retirement Recognition:	Presented retirement recognition to upcoming retiree.
Employee Activities	- Participated in Volunteer Recognition

luncheon

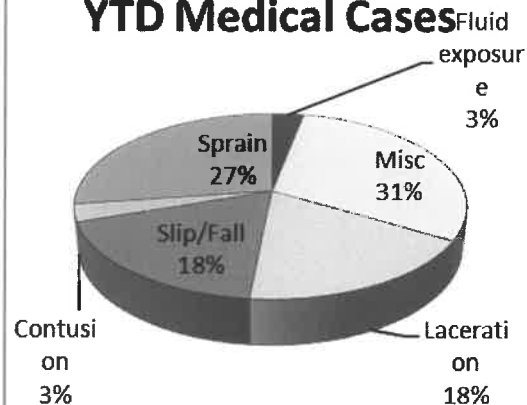
Benefits	Activity
Employee benefit support:	- Ongoing support resolving employees benefit issues
Voluntary Benefit Program	Coordinated voluntary online employee medical testing program with Lifeline Screening.
Employee Benefits	- Completed annual enrollment process.

Miscellaneous	Activity
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases. Met with workers comp ins carrier on various issues.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
Comp Study:	- Met with consultant and City Administrator to begin reviewing preliminary results.
Professional/Community Support:	HR Asst. attended employment law conference and local SHRM training conference.

Safety Statistics	Month	2019 YTD	2018 YTD
# of Work Comp Cases	0	33	23
# of OSHA Injuries	0	33	23
# of Days Missed	0	77	89
# of Employees Off	0		

No November Medical Cases

YTD Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Routine Activities:

In the month of November, 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.

In November, staff prepared for the colder weather. Dehumidifiers were switched with humidifiers to maintain optimal humidity levels for artwork. A Winter Newsletter and Class Flyer were prepared and mailed to members of the museum or distributed in city water bills. Preparing for Holiday Open House and Holiday Off the Clock also started as these events will be held the second weekend of December. Also, staff maintained walkways and the driveway when winter weather arrived the week of Thanksgiving.

Several rental and museum events were hosted at the museum in the month of November. Rentals included: two baby showers, a birthday party, the City Volunteer Luncheon, and a meeting for the HR Association of Iowa. Docent led tours for 9th grade art class and homeschool groups were led. The museum's annual fall puppet show performed by the Eulenspiegel Puppet Theater was held in November. "The Snow Queen" was the show this season with three showings throughout one day that brought in over 275 visitors. In addition, a guest speaker, Terry Harrison, presented the Lunch n' Learn topic in November. He spoke about Stained Glass artworks and the process to create and restore such beautifully delicate pieces.

Museum Board of Trustees was busy in November as the museum was offered a number of art pieces as donations recently. The Acquisitions committee reviewed the items and declined the donations as they did not meet the museum's guidelines and criteria for growing the collection at this time. Two upcoming estates will have art from their collections donated that will most likely expand the collection in the next few months. Also, a slate of Foundation Board Appointments was set by the Museum Board to send to the Foundation for a vote. Nominees included Charlie MacNider and Paul MacGregor to continue in renewed positions. Scott Borcharding was nominated to fill the position vacated by Tim Dettmer and Julie Kim to fill the position vacated by Soc Pappajohn. The Foundation is scheduled to vote on these assignments at their next meeting in January.

Finally, exhibitions changed in November. *Iowa Crafts: 44* opened at the beginning of the month. This statewide competition was open to all artists above high school age and residing in the state of Iowa. Thirty artworks by fifteen artists were selected for the final show. Winners in categories of clay, fiber, metal/wood, and other media were awarded monetary rewards sponsored by NSB Bank. Meanwhile, the best in show winner received a solo exhibition in 2020 to be displayed in the Museum's Center Space Gallery. Also, *Everyone is a Critic III* opened at the end of the month. Previously, this type of show has been conducted twice before at the museum and been very successful. This interactive art exhibition gave visitors the opportunity to write down their thoughts, feelings, and ideas about several pieces from the Museum's permanent collection on comment cards. The cards were then displayed on the gallery walls, next to the artwork, for all to see. This gave the public another chance to tell Museum staff and other visitors what they really think about the Charles H. MacNider Art Museum's Permanent Collection of American Art.

Membership:

Members: 308

Attendance:

Gallery / Open Studio / Shop: 472

Programs: Artoberfest Meeting (2), Iowa Crafts:44 Reception (23), Board Meeting (8), Puppet Shows (91 adults, 189 children)

Outreach: Outreach Classes (98), Volunteers (15)

Tours: 29

Rentals: Baby Showers (61 adults, 20 children), HR Ass. IA (40), City Volunteer Lunch (88), Birthday (9 adults, 6 children), NIACC (37)

Classroom: 81 adults, 60 kids

Playground: 43 adults, 55 kids

2019 November Attendance

Gallery attendance	472
tour attendance	29
event attendance	574
Classes	141
Playground	98
Outreach	113
TOTAL	1427

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

REPAIR TYPE	REPAIR #
Water Main Repaired	(1)
Cement Pours	(3)
Valve Installations	(2)
Hydrant Installations	(2)
Hydrant Repairs	(18)
Hydrant Flags	(100)
Road Box Repair	(1)
Water Service Repair	(1)
Leak Detection	(1)
Vac	(3)
General Maintenance	(2)
Vehicle Maintenance	(1)
Sanitation	(8)
Snow Plowing	(1)
Sanding	(4)

We had one water main break this past month. Most of the month was devoted to working on fire hydrants that were found in need of repair during flushing. Some of these were very minor repairs while others needed complete rebuilds and a few will require to be replaced as time allows. We will continue into next month working on them. We will also be checking on fire hydrants that do not drain back and will need to be pumped and winterized. This is a time consuming task but needs done. We also installed over 100 hydrant flags on hydrants the crews thought needed them for the upcoming winter.

The Utility Crew supplied one man to the Sanitation Department again for 9 days this past month. It does put a strain on our department when we have to give a person with little or no notice to another department.

Internal Service Division:

Mechanical

Service and repair 0 inspection vehicle
Service and repair 0 Engineering vehicle
Service and repair 6 fire trucks and ambulances
Service and repair 1 park vehicle
Service and repair 8 police cars
Service and repair 1 Recreation Department vehicle
Repair and service 5 Sanitation trucks, brakes, etc.

- Issued 17 NOV's to Industries

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries of delinquencies
- Calculate flows, organic and inorganic totals for all industries and plant
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles

Special Activities/Accomplishments of particular note:

- Checked oil in all lift pumps
- Cleaned mowers and put away for winter
- Checked all clarifiers for proper oil level for winter
- Automatic Systems checked calibration on all plant flow meters
- Rebuilt influent sample line
- Monthly inspections
- Changed oil in large electric blower
- Repaired sludge load out valve
- Returned rental semi that was being used for sludge hauling
- Hauled 939,200 gallons of biosolids to farm land
- Changed oil in all small air compressors
- Shut down and removed UV system for the winter
- Removed brushes on finals for winter
- Calibrated all DO probes

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	438.40 tons	5,219.76 tons
Recycling collected	104,060 pounds	1,326,440 pounds
Yard waste collected	325.47 tons	1,523.85 tons
Large item number of stops	56	526
Materials collected:		
Large furniture	38	463
Small furniture	46	466
Tubs & toilets	4	29
Appliances & TVs	10	179
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
 Hang Christmas lighting in Central Park
 Clean up accident debris, various locations

Haul barricades for events
Repair storm intakes as needed
Pick up dead deer
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
Sweep streets as needed
Trim and respond to 40 tree requests, remove 5 trees
Deliver mulch as needed
Grind stumps as needed

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
Remove snow and ice control
Paint over the graffiti on the viaduct
Prep the skating rink for ice
Trim shrubbery and trees in parking lots
Received new dump, plow and garbage truck

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	1493	0	18176
Alarm - Business	81	50	56	48	39	58	61	45	48	47	52	0	585
Animal	42	29	41	60	77	88	79	92	64	85	55	0	712
Collision - Prop Damage	85	121	82	52	60	77	71	60	64	90	109	0	871
Collision - Pers Injury	10	8	4	6	10	5	6	8	9	11	8	0	85
Collision - Hit and Run	17	18	21	13	24	14	14	18	11	13	13	0	176
Disorderly	107	97	130	135	152	140	133	132	141	114	124	0	1405
Domestic - Physical	8	8	11	18	13	27	22	15	16	11	16	0	165
Domestic - Verbal	28	26	31	34	27	35	40	43	39	21	25	0	349
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	31	0	515
Medical	128	111	137	101	109	89	92	105	116	122	95	0	1205
Motorist Assist	59	180	51	24	41	30	37	29	37	42	36	0	566
Parking	70	115	76	34	50	57	53	58	45	42	46	0	646
Stray Animal	23	20	51	50	52	80	52	51	57	58	43	0	537
Suspicion	140	115	142	154	210	171	197	208	173	186	123	0	1819
Theft	49	56	43	62	85	79	73	85	80	80	60	0	752
Welfare Check	96	95	89	81	107	115	102	156	99	103	114	0	1157
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	109	0	1568
New Investigations	425	411	400	430	495	495	487	479	464	481	425	0	4992
Traffic Citations	118	121	140	136	114	120	152	118	122	116	115	0	1372
Written Warnings	174	86	155	172	153	119	164	200	139	125	129	0	1616
Crash Reports	93	128	85	60	86	81	75	71	75	98	111	0	963
Parking Tickets	991	1140	957	214	183	169	231	195	133	247	234	0	4694
Traffic Stops	290	144	272	303	254	181	282	288	218	188	199	0	2619
Extra Patrol Checks	1013	614	768	859	675	380	503	729	537	657	1164	0	7899
Business Checks	85	80	79	36	32	41	75	61	51	80	152	0	772
Offender Checks	28	27	37	45	34	29	41	39	30	28	51	0	389

We completed four shooting investigations in November. The first two were individuals who were uncooperative with our investigations. The other two occurred at private residences. In one, the resident was also uncooperative with investigating officers. In the other, officers recovered evidence from the front door of the residence. The wounded persons in the first two incidents had minor injuries. These incidents remain under investigation.

Criminal Investigations

Seventeen new cases were assigned to CID in November. They closed eight cases and cleared two new cases by arrest.

CID assisted with the shooting investigations listed above. In addition, they attended two child protection center (CPS) interviews, CPC case review, and one death investigation.

Parking/Animal Control

Parking issued 213 parking tickets in November. Notices for delinquent tickets were mailed to 51 people. Seven vehicles were towed for overtime parking or for being abandoned.

Animal Control numbers continue to run high this year. In November we had three more bite cases. Six citations were issued to animal owners. Shelter placements included fourteen cats and eight dogs.

Administration

MCPD participated in the CG Public Health Opioid grant strategic planning. We were able to share some perspective from what we are experiencing during calls for service.

MCPD in-service training for November included physical fitness testing, a presentation on proactive use of social media for public safety employees, and an update from the County Attorney's Office.

Captain McKelvey continues to serve as a member of the Iowa Medical Cannabidiol Advisory Board and attended a meeting in Ankeny on November 1.

On November 14, MCPD personnel presented to two different career events that were held at Mason City High School. We were able to help share some information for students on careers in policing as we work ahead in recruiting. We also delivered a presentation to North Iowa CERT on crime scene recognition and evidence preservation.

We worked with Neighborhood Services on a variety of issues this month to address some nuisance properties and to address some quality-of-life issues in a couple of different neighborhoods.

MCPD Social Media	Oct 2019	Nov 2019	Difference
Facebook	7,570	7,632	+62
Twitter	1,935	1,956	+21

Public Library

Reported by Mary Markwalter, Library Director

<i>Circulation-Books</i>	19-Nov	19-Oct	19-Sep	19-Aug	19-Jul	YTD	LYTD
Adult Fiction	1613	1635	1493	1928	1914	8583	7782
Adult Non Fiction	538	595	576	672	858	3239	2696
Large Print	979	1096	1004	1271	1247	5597	5022
Young Adult	652	862	663	872	848	3897	2901
Juvenile Fiction	1943	2174	1908	2414	2685	11124	11385
Juvenile Non-Fiction	349	415	358	378	448	1948	2051
TOTAL BOOKS	6074	6777	6002	7535	8000	34388	32397
<i>Circulation-Other</i>							
Audio/CD/Playaway	360	343	369	477	501	2050	1775
Periodicals	158	205	222	252	177	1014	840
Software	9	0	1	0	2	12	3
Other(puppets, misc.)	147	125	143	163	169	747	562
DVD	1224	2021	1142	2138	2186	8711	11167
Tumblebooks	35	189	77	10	51	362	388
Creativebug (users)	14	7	13	14	11	59	33
Heritage Quest	7	135	4	9	30	185	34
Ancestry.com	86	178	135	245	127	771	512
Bridges	1266	1322	1283	1284	1161	6316	5656
Ebsco	53	0	0	0	0	53	45
GALE Databases (sessions)	2	0	68	20	15	105	170
Newspaper Archive	47	11	24	115	117	314	247
Hoopla!	440	455	454	428	455	2232	2196
RB Digital (e-audiobooks)		18	282				0
Zinio	111	281	408	98	121	1019	380
Credo Reference		7	5	6	5	23	13
BRAINFUSE	2	0	0	0	0	2	0
Total-Other	3961	5297	4630	5259	5128	24275	23778
Grand Total Circ.	10035	12074	10632	12794	13128	58663	56175
Item Records Added	251	431	508	425	378	1993	2147
Patrons Registered	71	96	95	120	103	485	481
Renewals	1211	1200	1045	1396	1415	6267	5961
Holds Filled	276	330	261	264	259	1390	1226
Holds Placed	297	363	265	316	269	1510	1378

Discs Cleaned	0	0	0	0	0	0	0
Photocopies	1880	2261	1595	3456	3068	12260	11764
Meeting Room Guests	1222	1338	1669	1646	1546	7421	4390
Meeting Room Used	162	229	166	136	220	913	872
SILO request unfilled	6	16	7	13	9	51	61
SILO request filled	0	0	0	0	0	0	26
SILO MCPL Request Filled	2	10	4	13	4	33	31
SILO MCPL Request Unfilled	9	4	2	13	5	33	27
Attendance	21000	20000	21000	26000	26000	114000	96500
Children's Programs	8	7	7	0	0	22	0
Children's Program Attendance	501	1150	420	0	0	2071	0
Young Adult Programs	4	5	4	0	0	13	0
YA Program Attendance	29	53	28	0	0	110	0
Adult Programs	6	5	7	0	0	18	0
Adult Program attendance	34	93	21	0	0	148	0
Programs	0	0	0	2	13	15	54
Program Attendance	0	0	0	261	1706	1967	2909
In Library Use		4500	4500	4500	6500	20000	19857
Faxes Received	4	7	9	4	4	28	24
Faxes Sent	76	82	77	72	79	386	322
Scan	52	102	102	0	0	0	0
Handouts, Brochures, etc.	3500	5000	4000	4295	7000	23795	24000
Genealogy Referrals	0	0	1	4	2	7	47
Archive Referrals	2	9	15	10	10	46	60
Photo Prints	0	0	0	0	0	0	5
OCLC Borrowed from MCPL	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0
Reference Questions	3000	3000	2000	2500	5000	15500	16962
Internet Users	1025	1125	1100	1475	1425	6150	5975
WI-FI Users	2528	1297	1131	705	685	6346	5103
Microfilm Users	0	2	4	2	0	8	16
Website Visits	1839	2208	1995	2179	2110	10331	12656
TOTAL PUBLIC SERVICES	38995	44923	42038	49807	57810	233573	211855
GRAND TOTAL SERVICE							
UNITS	49030	56997	94708	62601	70938	334274	305022
VOLUNTEER HOURS	33	37	4	8	15.5	97.5	746.5

Recreation Department/Highland Park Golf Course

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Volleyball
- Before and After School Care
- Preschool Sports Class
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the City's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Total People Served in 2019 through November:	316,628
Total People Served in 2018 through November:	321,049

Highland Park Golf Course Monthly Activities:

- Closed the concession for the season
- Top dressed all the greens
- Mowed the brush in no mow areas and all the edges around the golf course

Recreation Special Activities/Accomplishments:

- Addressing Winter Staff needs (email/letter)
- Assisted Bandfest committee with paperwork
- Assisted in Earth Day Committee
- Assisted the safety department
- Work on CIP Proposal for FY 2021
- Attempted to recruited an intern for Spring 2020
- Finalized that MacNider Campgrounds will host the three stand-alone Steak Cookoff Competition July 4 and 5, 2019 (only a handful of triples competition in the world)
- Met with different chemical provides to see options for the Aquatic Center
- Worked on a number of items for the Arena

Highland Park Golf Course Special Activities/Accomplishment:

- Finished blowing water lines
- Closed and checked all drain valves
- Pulled all reels off all of the greens mowers and store greens tractors
- Checked all radiator anti-freeze levels on equipment

- Winterized back bathrooms
- Winterized sprayer
- Drained and cleaned kitchen fryer
- Deep cleaned the kitchen
- Provided two bids for outings in 2019
- Blew, raked and picked up leaves around clubhouse and course four times
- Fixed a tire on a greens mower
- Picked up all accessories flags, markers and signs
- Put chains on 1970 tractor
- Pushed back all the brush piles with end loader
- Cut down small brushes and trees near the path between 9 green and 10 tee box
- Grinded a number of stumps on course
- Pushed back leaf pile and separate from compost pile

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Youth Volleyball
- Run Adult Volleyball
- Run Youth Dodgeball
- Run Preschool Sports
- Run Santa Calls
- Run Lunch with Santa
- Host Winter Break Camp and other specialty day camps

Highland Park Golf Course Work to Done in Coming Month:

- Continue score card marketing
- Develop and start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Grind stumps remove debris and fill with soil and seed
- Order parts for winter maintenance
- Renew pesticide license
- Assess all equipment for winter repair and maintenance
- Evaluate all equipment for repairs and maintenance

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of November 2019

- On-going Restocked Volunteer supplies for various events
- Compiled information for Kenny Lindstrom Grant
- Assisted Rec Department, Museum, and Parks find volunteers for different projects
- Attended Committee meetings, Chamber Design, Aging Coalition, and Committee meetings
- 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, service projects that get younger people involved in volunteering –ongoing
- Sent out emails to all volunteers about volunteer events, Museum, Park, Library, and Recreation
- Arranged Volunteer activities for John Adams Middle School Students, in the upcoming months
- Volunteer Appreciation November 14 2019, 65 volunteers attended
- Worked with Newman staff and adopting street and park for 2020

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:

Site	Assignment	Hours
Museum	Misc. Projects	37.0
Recreation	Football/soccer	1378.0

Beautification	Garden Maintenance/Cleanup	354.5
457	Maintenance	60.0
Library	Misc. Jobs	0
Cemetery	Misc.	0
Miscellaneous Projects	Police Department	24.5
	Transit Tokens	2.0
Parks	Misc. Jobs/Street cleanup	39.0
Total Hours		1895.0

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

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 Camarena in 1985. YTF distributed about 350 red silicone bracelets to 7th and 8th 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