

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

December 2019

*(Issued January 17, 2020)*



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

## City Administrator Comments

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Mayor and City Council Members,

The Mason City Arena officially opened with 2 near sellout North Iowa Bulls games. The public response has been outstanding and the interest in events continues to be strong. Staff and partners are working through the details of operating the space, but great planning has led to very few surprises while operating the arena in its various capacities over the last month. Additionally, the first concert event was announced and nearly one third of the tickets were acquired in the first two days. The Mason City Arena will host the State of North Iowa event which will feature the Iowa Economic Development Authority Director Debi Durham as a keynote speaker. Her keynote address at this event is fitting considering Mason City was recently highlighted by the IEDA as an example of developers utilizing the new federal Opportunity Zone program. The Talon apartment development south of the River City Renaissance project was the project featured and it is one of the first of its kind in the State of Iowa.

With the start of the New Year, the city is working through the process of budgeting and planning to achieve council priorities. Two of these initiatives are the Riverwalk and the High Line Trail. Both are included in the capital projects for the upcoming year and staff is seeking grants to further the development of these amenities. The Willow Creek area that encompasses the River Walk will be the subject of a public input meeting for the Willow Creek Master Plan on the 23rd. Planning and Zoning Commission has been working on this plan update for months and, once it is complete, it will be presented for council approval. This Master Plan will strengthen future grant applications and provide a better blueprint for the development of this underutilized area in Mason City. As for the High Line Trail, the final section of the trail is expected to be transferred soon and improvements will likely begin shortly after this acquisition.

This budget year continues to be tight with departments again being asked to do more with less. The allocation of resources toward departments is a process that the whole staff takes very seriously. This year we continue to work to build reserves and continue to budget conservatively while providing the same or better level of service. The workshops and budget presentations will continue through the spring and I cannot commend the staff enough for their partnership in working to present a fiscally responsible budget that continues to develop the city as high-amenity and high-quality public service community.

Staffing concerns continue to plague the city as 16 positions are currently open. Human Resources and the various departments continue to market and recruit quality employees to these positions, but the number of hires can be daunting when considering training and time committed to this process. The Fire Department recently held a swearing in ceremony for 3 new firefighters which featured new faces from outside the area. I believe this is representative of the city departments having a solid reputation statewide and effective recruitment efforts by the city staff to cast a wide net for applicants in open positions.

Lastly, winter weather has arrived in force and I would like to specifically thank city staff for their extra efforts during the season to keep our roads and community safe through this time.

Sincerely,



Aaron Burnett

City Administrator

# Airport

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Reported by David Sims, Airport Manager

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**Date: December 2019**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 12/1/2019 – 12/31/2019	20401.6	300 Buses
Enplaned 719 Deplaned 662		

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

- Retirement of Airport Manager Pamela Osgood on December 13th. David Sims started as the new airport manager December 9<sup>th</sup>
- Preparation of Board Packet Information, Agenda and Attendance at December 2019 Airport Commission Meeting
- Appointment of Officers and Committee for Board
- Approve Preliminary Operating Budget
- Maintenance staff continues to conduct operational needs of the airport

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

- Preparation of Board Packet Information, Agenda and Attendance at the January 2020 Airport Commission Meeting

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of December:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular 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 12 Resolutions and 2 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 7 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 960.00 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

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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: As Council knows, the ribbon cutting and Skating with Santa events to open the Multi-Purpose Arena to the public were a great success. The Performing Arts Pavilion Committee continues to meet; the architect has preliminary designs that are ready for review by the Development Review Committee. Gatehouse Capital reports that design work and financing are moving forward.

Staff worked with IEDA staff to complete amendments to the Reinvestment District application that reflect the changes to the plan that have occurred since 2017. Staff also completed a legal description of the district, which will be used in the City ordinance formally establishing the district.

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 December 18 to consider a request from Nicole Snyder for a \$30,000 DoRL loan to rehabilitate the Tease Salon and residence at 322 North Pennsylvania Avenue. The Committee recommended approval of this loan, which will be reviewed by the Council in January.

Section 657A.10 Program: Staff continues to work with attorneys Lynch Dallas on blighted and abandoned properties. We are thrilled that this effort has led to several abandoned houses being sold to new owners who will renovate them, or has provided the needed incentive to owners to begin renovations or demolition. Some of these places have been empty for years and have resisted City efforts to fix them. Our use of Iowa Code Section 657A.10 has finally given us the tools to make real progress.

Staff was notified on November 21 that we now have title to 328 8<sup>th</sup> 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. This is the second property the City has acquired under this program (the other is 328 2<sup>nd</sup> Street NW).

Nine additional abandoned properties were posted on November 12. We will monitor these cases as they continue through the process. We have heard from the owners of eight of them, who have provided us with plans for rehabilitation. We did not receive a response on the remaining house, and will proceed with court action. The others will be monitored for compliance with the owners' commitments.

Developments: Several projects are underway; the winter season does slow development somewhat, but the late frost has helped some projects to move faster than anticipated.

1) Wayne's Ski and Cycle completed their renovation and addition to the building at 15 6<sup>th</sup> Street SW. They intend to open during the first week of January. 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, the elevator tower and the below-grade parking lot are complete. 4) Construction of the new "Tommy" Car Wash, on Tiffany Drive near the Clear Lake Bank and Trust, is ongoing. This is a new "quick wash" concept that can move hundreds of cars a day. 5) The new Bushel Boy Farms greenhouse on 43<sup>rd</sup> Street SW has completed grading and is under construction. 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: 12/3 and 12/31.

<b>DRC Activity</b>	<b>December, 2019</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	3	55
Concept plans reviewed/approved as a Minor Site Plan	1	21
Concept plans to be resubmitted as a Major Site Plan	2	24
<b>Total Concept Plans</b>	3	45
Major Site Plan Reviews Completed	0	10
Preliminary Plat of Subdivision	0	1
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	10
<b>TOTAL ITEMS REVIEWED</b>	3	66
Cases to be reviewed by other review bodies (P&Z, ZBA or City Council)	0	9

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

<b>Activity</b>	<b>December, 2019</b>	<b>YTD</b>
Commercial, Principal Structure	1	28
Commercial, Accessory Structure	0	0
Residential, Principal Structure	1	68
Residential, Accessory Structure	1	65
Signs	1	47



Activity	December, 2019	YTD
Floodplain	0	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	11
Variance	3	17
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	0	2
Miscellaneous	0	5
Preliminary Plat	0	1
Site Plan Approval	0	2
Zoning Ordinance Text Amendment	0	3
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	0	11
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
<b>Historic Preservation Commission</b>		
Historic Demolition Reviews	0	10
<b>Zoning Violations</b>		
Reported	3	28
Unfounded	0	0
Founded-Resolved without citation	3	20
Citations	0	0
Open Cases (as of date of report)	5	N/A
Cases initiated by staff	3	26
<b>Zoning Inspections</b>		
Zoning – Case Request	3	26
Zoning – Complaint	0	1
Zoning –Setback	1	13
Zoning - Final	1	3
Floodplain - Final	0	1
Zoning – Landscaping Install	0	1
Removal Site Inspection	0	3
<b>Permit Reviews</b>		
Zoning Reviews Completed	17	427
Floodplain Reviews Completed	20	420
Historical Reviews Completed	3	33

## BUILDING INSPECTIONS DIVISION

*Building Permit Summary:*

### BUILDING INSPECTIONS PERMIT REPORT

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Permits</b>	<b>December, 2019</b>		<b>YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	10	\$ 166,130.00	320	\$61,030,877.93
Minor Building Permits	6	\$ 66,036.70	284	\$2,910,947.29
Electrical Permits	13		229	
Plumbing Permits	6		140	
Mechanical Permits	7		278	
Sign Permits	1	\$ 300.00	54	\$ 494,510.66
Demolition Permits	1	\$ 10,000.00	28	\$ 127,787.00
Structure Moving Permits	0	0	3	\$ 23,600.00
<b>Inspections</b>	<b>December, 2019</b>		<b>YTD</b>	
Number of inspections	185		1,989	
<b>Permits by Type</b>	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition/Remodel</b>
Residential: 1 and 2 family	0	10	10	469
Multi-residential	0	0	0	0
Commercial	0	5	10	103
Industrial	0	1	3	4
Institutional	0	0	0	4
Other (signs, demo, etc.)	0	2	0	85
<b>Fees Collected</b>	<b>December, 2019</b>		<b>YTD</b>	
	\$ 4,506.55		\$ 338,963.80	

## **CODE ENFORCEMENT DIVISION**

### *Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>December, 2019</b>	<b>YTD</b>
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	69	1432
Staff Initiated	34	722
Non-Staff Initiated (total):	35	710
Response to Complaint	20	277
Anonymous Complaint	12	231
SeeClickFix	3	202
<b>Case Requests Disposition</b>		
Founded Case Requests	69	1432
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>December, 2019</b>	<b>YTD</b>
Dangerous Building	1	23
Abandoned Vehicle	0	41
Tree/Shrub Maintenance	0	3
Garbage	5	241
Inoperable Vehicle	0	84
Junk, Rubbish or Refuse	30	498
Other	13	292
Writ of Removal	5	39
Information Request	15	161
Snow Removal/Weeds & Tall Grass	0	869

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>December, 2019</b>	<b>YTD</b>
Initial Inspections	7	145
Reinspections	37	932
5 yr. Inspections	18	1,280
Complaint Inspections	16	201
Unregistered Unit Complaint	0	0
Inspections cancelled by Landlord	10	247
Inspection cancelled by Inspector	1	8
Failed inspections	2	196
Passed Inspections	16	782
No Shows	2	240
<b>Total # of Inspections</b>	<b>41</b>	<b>1,634</b>
Rental Dwelling Certificates Issued	41	583
Units White Tagged	10	79

## **TRANSIT AND SAFETY**

### **Transit**

During the month of December, Mason City Transit provided 14,628 rides on its Fixed-Route; that is an average of 696 rides per day. This is an increase of 1,440 rides compared to December 2018.

The Transit Department also continued its involvement with the Mission & Community Benefits work group at MercyOne to help identify service gaps within Mason City and the Region.

### **Safety**

During the month of December, the Safety Department made preparations for the annual safety meeting, as well as finalized the training forecast for 2020.

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>
December	7	78%	2	22%	9
FY to Date	34	42%	39	53%	73

Burials in December 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>
December	3	0	3
FY to Date	23	0	23

Lot sales were slightly above projected and niche sales were much lower than projected for the month. Fiscal year to date, both lot sales and niche sales are much lower than projected.

**Administration** – Office staff were busy with the coordination of burials again this month. Using vacation time was also a priority.

**Operations** – Grounds staff were busy with burials and designing ways to reduce vase problems in the grounds. Using vacation time was also a priority.

**Board of Trustees** – The board reviewed the Cemetery Manager's job description which was revised by Perry Buffington, City HR Director. Some final changes will be made based on the board's input. Preliminary discussion was held on the FY 2021 budget

# 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	3
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	0
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
• Water – Industrial/Commercial	
▪ New	0
▪ Repair	3
▪ Disconnect	0
• Water – Residential	
▪ New	0
▪ Repair	5
▪ Disconnect	1
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	0
▪ Approach New	0
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	2
• Pedestrian Ramp survey & design	0
• Driveway Approach permit & inspection	0
• Iowa One-Call locates	124
• Emergency Call-outs	0
• Emergency Call-out after hours	0
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ 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	0

• Permit Review & Approval - City	
▪ Commercial Building	0
▪ Residential Building	1
▪ Demolition	2
▪ Remodel or Addition	0
▪ Moving	0
• Permit Fees collected	\$390.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

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

Engineering Staff met with WHKS and reviewed the preliminary design parameters. A Draft set of plans and specifications were completed and provided to the City and local utility companies for review. The Engineering Department and WHKS worked with Alliant Energy on the coordination of the placement of a new high pressure gas main that will be installed in the south right-of-way of 43rd Street SW. At some point, the new gas main will cross the future South Monroe Avenue intersection and a new future water main. To avoid a future conflict the planned and coordinated elevation of each of the improvements is critical to the placement of the gas main.

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

The project was accepted and final payment for the contractor was approved at the December 17th meeting of the City Council.

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

Due to winter weather conditions, all sidewalk work has ceased until after the spring thaw. All remaining work associated with the sidewalk program is now under contract with the City hired contractor, Mid-Continent Contracting Inc. The project will resume in the spring; the completion date for the project is June 23, 2020.

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

Following the completion of the 6th Street SW Water Main Restoration project in December; correspondence with the UPRR will resume in January, addressing their comments submitted prior to additional improvements and adjustments being completed at several of the crossings within the quiet zone. When all comments have been addressed to the satisfaction of the railroad authorities, the Engineer will resubmit an application for the Quiet Zone followed by the submission of the Notice of Establishment.

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

K&W Electric completed the installation of the street light pole bases along 6th Street SW and is currently erecting the street light poles and pulling the electric wire that will energize the lights. Completion of the new street lights along 6th Street is expected by the second week of January.

Wicks Construction, along with their subcontractors, de-mobilized their equipment from the site. A punch list of outstanding items is being compiled by IDOT and Engineering Department staff. The remaining surface restoration and punch list items will be addressed in the spring.

**Downtown Traffic Signal Replacement Project:**

K&W Electric completed the installation of the Emergency Vehicle Preemption system on Washington Avenue. Three of the street light luminaires mounted on the new traffic signal poles have yet to be energized. WHKS is currently looking at options to supply power to these lights. Engineering Staff along with representatives from WHKS continued reviewing the work completed along Washington Avenue. A punch list of outstanding and corrective items is being compiled.

**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 February agenda for City Council's consideration.

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

Popp Excavating Inc. completed the installation of the new sanitary sewer force main along South Pierce Avenue and 27<sup>th</sup> Street SW. The force main piping will connect a future lift station to the existing sanitary sewer gravity interceptor pipe south along South Pierce Avenue. Testing of the main will be performed during the second week of January.

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

During the first week of December, contractor Bob McKiness Excavating & Grading Inc. (McKiness) completed the installation of the new 12" water main and associated items as well as performing the required testing prior to making connection with the existing water distribution system. McKiness also completed backfilling the excavated areas, then placed and graded the subbase material. A McKiness subcontractor, Custom Concrete, completed the street paving on December 7th. Due to inclement air temperatures, cold weather protection blankets were required to ensure proper curing of the concrete. After the initial curing period, the cold weather protection blankets were removed and the City's O&M Department re-installed the lane delineators which are a component of the Quiet Zone requirements. The traffic control barricades were removed and 6th Street SW was re-opened to traffic on December 13th.

Quantities are being tabulated for a pay request and a Change Order with multiple items is being prepared for the City Council's approval.

**Plymouth Road Storm Water Mitigation:**

Bob McKiness Excavating & Grading Inc. (McKiness Excavating) continued clearing trees and brush on the east side of the Canadian Pacific Railroad (CPRR) rail. The clearing operation is being completed to establish a pronounced drainage way and to provide an open area for the excavation of a bore pit to be used during the bore and jacking of the drain pipe through the CPRR rail bed. During the excavation of the bore pit, a layer of cobble stone was uncovered at the very elevation for the installation of the 10" pipe planned to be bored through the rail bed. After consulting with the boring subcontractor it was clearly evident that a larger diameter bore would be necessary to maintain the planned elevation of the drain pipe and to be able to extract

cobble stones encountered during the boring operation. Increasing the pipe size will require plan revisions, additional CPRR permitting and change order items.

**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:**

The property owner has not yet provided feedback following a November meeting in regards to how his tenant's farming operation would be impacted by the project. 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.

**Southbridge Sanitary Sewer Reroute:**

The project was accepted and final payment for the contractor was approved at the December 17th meeting of the City Council.

**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 in January containing 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:**

Mid-Continent Contracting Inc. completed the installation of approximately 175' of 15" storm sewer pipe at the Highland Golf Course. The new storm sewer pipe replaces a segment of 12" corrugated metal pipe that had corroded and collapsed over time. The repaired storm sewer is the outlet for three storm intakes located in the intersection of 17th Street NE and North Rhode Island Avenue. The three storm intakes have functioned inefficiently for the past several years, which caused flooding in the street and residential properties as well as on a portion of the course during periods of heavy rain events.

Final project quantities are being tabulated for a pay request.



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

The Engineering Department continued compiling and providing utility records for SEH review. The City's O&M Department also performed hydro-excavation at predetermined locations to positively identify multiple sanitary sewer services on the north side of 12th Street NW. Once exposed, the depths of the services lines were recorded by SEH Staff. The elevations of the services are critical for design elevations of the new large diameter or elliptical storm sewer pipe that is planned to be installed along the north side of the street. A preliminary set of plans was completed and submitted for review. The plans will be submitted to the IDOT on January 7, 2020.

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

- Engineering Staff continued collecting field data used in the design of projects being planned for 2020. The projects include the Street Rehabilitation Program, Street Panel and Curb Replacement Program, Sidewalk Replacement Program and other miscellaneous projects.
- 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.
- Coordination with Snyder & Associates, Inc. on budgetary estimates relating to traffic improvements identified during the TEAP Study performed along a portion of the Highway 122 corridor. A draft report following the TEAP study is expected soon.

### **Traffic Division:**

○ Traffic Control	
• Sign work orders	39
• Traffic Sign Orders	370
• Streetlights	
▪ New Installation	0
▪ Repair Request	2
▪ Fixture Replacements	0
• Traffic Signals	
▪ Respond to signal issue reports	17
▪ Perform traffic signal repairs	15
• Iowa One-Call locate reviews	159
• Locate City-owned electrical utilities	4
• 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
- Worked to improve and update traffic sign physical stock spreadsheet
- Repaired the cable on the Water Reclamation sewer camera
- Worked on a list identifying future traffic signal projects
- Updated the GIS mapping on-street parking layer
- Repaired the loose poles supporting the wayfinding signs on the downtown loop

- Compiled a sign work order to complete the sign replacements in downtown Central Business District
- Checkout overhead door operator at old bus garage for O&M
- Diagnosed and repaired a damaged street light conduit at 2nd Street NE & Enterprise Alley

**Water Supply Division:**

- Water Production

	<u>November</u>	<u>FY 2020</u>
• Total (gal)	102,506,000	770,165,000
• Daily Average (gal)	3,306,000	4,364,000
• Daily Maximum (gal)	3,664,000	6,242,000 *
• Daily Minimum (gal)	2,584,000	2,584,000**
	*Indicates Yearly High	
	**Indicates Yearly Low	

- Water Plant Maintenance and Repair

- CIP EDR #3
- Replaced the air actuator on #4 EDR off spec line
- Repaired 4 way valve on #3 EDR
- Cleaned flow tube at the Hoover Booster Station
- Replaced the cooling water solenoid valve on the Hypochlorite Generator
- Repaired the hardness analyzer on service contract
- Cleaned Ground rods all EDR stacks
- Cleaned 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	122
• Prepare and send service repair letters	6
• Monthly bacteria samples	30
• Collect project bacteria samples	2
• Check water quality at residents and businesses	0
• Correlate water main breaks and investigate for leaks	6
• Hydrant flow testing	0
• Hydrant Flushing	0
• Water Main shut down for repairs	2
• Water shut offs for non-payment	4
• Water shut for other	3
• Water service re-connects	0
• 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 1,499
- Water Service Permit/Inspection
  - Repair/Replace 10
  - New Installation 1
  - Disconnections 2

○ Meter Department

	<u>December</u>	<u>FY 2020</u>
• Meters Installed	36	265
▪ Industrial	1	1
▪ Commercial	13	53
▪ Residential	23	211
• Meters Repaired	0	10
• Contractor and Garden Meters Installed	0	7
• Meters Read	11,772	70,632
• Meters Ordered	36	125

<u>Meters Installed December 2019</u>			<u>Meters Ordered December 2019</u>		
5/8"	21		5/8"	0	
3/4"	2		3/4"	0	
1"	9		1"	20	
1 1/2"	4		1 1/2"	0	
2"	0		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	36		Total	20	
<u>Meter Inventory January 1, 2020</u>					
			5/8"	0	
5/8"	200		3/4"	0	
3/4"	11		1"	0	
1"	16		1 1/2"	0	
1 1/2"	3		2"	0	
2"	6		3"	0	
			4"	0	
Total	236		Total	0	

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

- Replaced the padlock at the Kentucky Avenue Tower power building following a weekend break in
- Collected the second round of sample for the EPA UCMR 4 sampling report
- Televised Well #10
- 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
UPRR	Union Pacific Railroad

# Finance Department

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Reported by Kevin Jacobson, Finance Director

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Routine activities for December

## Finance

Duties	December	Fiscal Year-to-Date
Prepare payable checks	463	3,585
Prepare receivable invoices	33	464
Prepare payroll checks	660	4,917
Certify invoices to County	45	155
Send letters to State Offset Collections	1	97
Record State Offset collections	\$ 511.37	\$ 47,748.03
Sort Mail	6,600	34,330
Ambulance accounts sent to collections	30	180
Record ambulance receivables	151	880
Process utility payments	439	1,529

- 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 November
- 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
- Complete 2019 CAFR
- Continue work on securing licensing software
- Start on end of year reporting
- Start FY21-25 CIP

- Open enrollment for payroll
- Work on W2/1099

### Utility Collections

Duties	December	Fiscal Year-to-Date
Record ACH activities	27	188
Prepare Utility adjustments	114	424
Estimate billings		-
Issue utility bills	10,242	60,853
Answer phone calls	714	4,726
Respond to voicemail	136	673
Complete utility service orders	312	1,246
Complete landlord tasks	10	238
Issue shutoff notices	454	2,620
Process customer paid utility bills	6,100	33,966
Process customer deposits	475	2,971
Replace meters	32	247
Complete monthly sales tax report/hours	-	-

### Information Systems Coordinator

- Update cell driver for EMS tablet.
- Install new SIM card in EMS tablet.
- Get quote for new key fobs for City Hall.
- Order new key fobs for City Hall.
- Check network wiring for new office at FD.
- Set up new printer for Airport.
- Get RSM to put quote together for switches for new arena.
- Follow up on POS system for new arena.
- Restart main server at City Hall.
- Create shortcuts for Alan L.
- Change password for Jim S.
- Fix network drive connection for Jeannett.
- Reboot Housing server again.
- Contact Keltek about Car 3.
- Check task schedule for PD reports.
- Swap out bad DVD drive in burner for PD.
- Get quotes for Windows Server OS.
- Restore files for Diana B.
- Restart server at City Hall to see if it corrects logon script errors.
- Trouble shoot connection issues at FD.
- Set up Alan L with access to Jess G's files.
- Take new laptop to museum.



- Remove retirees from O and M.
- Get quotes on new servers.
- Check Police daily reports.
- Fix permissions on folder for airport.
- Get a fresh quote for server secs for Windows Server.
- Look at Center workroom computer at PD.
- Order final ceiling mounts for Rec.
- Order projector and ceiling mounts for Youth Hockey.
- Pick up key fobs from Central Lock.
- Respond to fiber connection questions for arena.
- See if CLTel can hit the Cyclomedia site.
- Order extra hard drives for Task Force.
- Reset password for Aaron B at FD.
- Set Krystal up with extra laptop.
- Troubleshoot email system.
- Order replacement drive for Task Force.
- Replace bad hard drive at Task Force.
- Install hard drives for Task Force.
- Look for information in Melinda's files for PD.
- Order licenses for new servers.
- Change detail email group for Josh M.
- Reset password for Jennifer S.
- Update laptop for Krystal G.
- Order switches for Rec and arena.
- Install VLC player and scanner for Josh M.
- Get with CLTel about arena ports and switches.
- Figure out with servers to order.
- Get with Krystal to go over laptop.
- Finish extending hard drive for Task Force.
- Change user group assignments for FD.
- Reset password for temp employee at Rec.
- Check new user for O and M.
- Go through all DHCP and make sure old server is removed from DNS.
- Check on status of Car 3 RMA.
- Arena conference call.
- Look at CD drive at O and M.
- Order memory for next set of Windows 10 upgrades.
- Install memory for Windows 10 upgrades.
- Continue working on Windows 10 upgrades.
- IT Committee Meeting.
- Remove user from animal shelter.
- Restore file for Diana B.
- Update Fire Department Group for FD.
- Fix NetMotion server after DC demotion.
- Go through batteries to change DNS information.
- Order KVM cables for new servers.

- Look at DNS issues for Housing.
- Install memory in O and M computer.
- Look at printer issue for Tammy O.
- Pick up Car 3 computer from PD.
- Download and create Windows Server 2016 install package.
- Fix Google issue for Airport.
- Remove old equipment from City Hall rack.
- Start next round of Windows 10 upgrades and O and M.
- Get keys from Bob for O and M.
- Check clock at Park again.
- Create scanner list on temp PD copier.
- Send Car 3 tablet in for repair.
- Finish video play install on O and M computers.
- Set up printer for O and M computer.
- Fix Chrome issue on Randy O's computer.
- Set up new users in L-3 for PD.
- Get with Danielle D about issues with GIS system.
- Get with Tyler at Keltek about Car 3.
- Get with Diana about system upgrade.
- Reset permissions on FTO folder for Logan W.
- Go to Rec and arena with RSM.
- Renew Barracuda license.
- Set Water Treatment users up with new security.
- Restore archived emails for David S.
- Check with Aaron B about arena switches.
- Call Granicus about streaming issues.
- Conference call with Leightronix.
- Download MCPD files to server.
- Get with Granicus about a new encoder.
- Look at Council computer.
- Look at issues with Jeannett's favorites list.
- Re-connect SRO mobile computer to network.
- Try uploading video from council meeting.
- Look a PDF for Tiffany H.
- Take drive back to PD.
- Retrieve email for Logan W.
- Order tablets for Jamey M.
- Finish ACA install on Krystal's laptop.
- Look at phones for FD.
- Try video conversion again.
- Look for missing email for Tiffany H.
- Get with PD about L-3 software.
- Look at L-3 video for PD.
- Make new key for Krystal G.
- Move Rec Department.
- Finish Rec Department move.

## **GIS Department**

### **Airport**

### **Cemetery**

### **City Administrator**

- IT/City Admin: fix Chrome compatibility issue on desktop computer
- Create map for Main Street Mason City grant

### **Development Services**

- Create 1<sup>st</sup> and mid-month CSV parcel file
- Discuss ideas for online Zoning App
- Work on updates and changes to Zoning District online app
- Create Interactive Public Transit app for City website

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

- IT/Customer Service: look into and fix, Chrome not displaying GIS data: computer needed updates
- Find location of specific GIS layer, look into last updates
- IT/Water: troubleshoot Tablets not connecting to online GIS- computer update problem
- Review updates to Parking layers, combine and upload to online map system
- Research roads in Clear Lake that are not in the County Roads layer
- IT/Engineering: fix Google Chrome not working on tablet

### **Fire**

- Update and print wall size maps
- Update ArcReader map and download to Tablet

### **Finance**

- Cover IT calls and change backup tapes x 3 days
- Parks&Rec/IT: two computers not connecting to intranet, ethernet connections were mixed up
- Parks&Rec/IT: fix Google Chrome not working on 3 computers

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

- Set up two new users for GIS/Asset mgmt. system
- Troubleshoot data not displaying correctly in GIS/Asset mgmt. system on Tablet, consult with IT, windows updates needed

### **Police**

- Update map, create ArcReader version, download to computer and create shortcut

- Discuss and work on updating map books for officer

### **General**

- Update road closure map x 5
- Work on maps for City website re-design
- Update Downtown Parking App
- GIS data not displaying, reboot server
- Create data disclosure for online public apps
- Troubleshoot Aerial imagery tile service not working, contact vendor
- Contact ESRI support to fix ArcPad connection issue, product end of life and support of software: research new options for point data collection
- Research roads in Clear Lake that are not in the County Roads layer

### **January initiatives**

#### **Finance Department**

- Work on December financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Work with insurance on property updates
- Start work on FY 21 budget
- Continue 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.

#### **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

December 2020

### Monthly Council Report

DEC 2019 YTD

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

Fire	24	485
EMS	380	4,402

#### Non-Emergency Calls

Fire	15	188
EMS	85	939

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

504	6,014
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#### Total Calls for Service by County (EMS)

Cerro Gordo County	Worth County	Floyd County
413	37	12

#### Personnel Training Hours

Goal (Hrs.)	Actual (Hrs.)
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EMS	132	91.0
Fire	1056	837.32

Total Training Hours for December	928.32
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YTD Training Hours	14,137.03
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#### Fire Bureau Inspections/Site Visits

New Construction/Remodel	147	1,711
Existing Building Inspections	0	306
Plan Reviews	14	225
Fire Investigations	2	16
Liquor/State License Inspections	2	98

#### Community Involvement

Public Tours of the Fire Station (Number)	0	16
Public Fire Safety Appearances/Trainings (Number)	2	253
EMS/Fire Students - Ride-Along	6	54

Preceptor Training Hours	55	668
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**National Fire Statistics**

Line of Duty Deaths - YTD	Civilian Fire Deaths – YTD 2019
57	2134

**Fire Property Loss Report – Mason City**

Estimated Property Value	\$17,963,630	\$682,251,557
Estimated Property Loss	\$49,600	\$895,426
Total Saved	\$17,914,030	\$681,356,131

**Overtime Hours**

Fire	181.25	1,930.75
EMS	326.25	5,417.25



## Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	10	19	29
Engineering	17		17
Finance	10		10
Fire	43		43
Human Resources	2		2
Library	14	1	15
Museum	6	2	8
Operations & Maint	58		58
Parks	6		6
Police	51	2	53
Recreation	8		8
Youth Task Force	4	1	5
Grand Total	240	29	269

### Staffing

### Activity

Hiring Activity:

- Police Officer-3 openings (Police): Conducted civil service testing and certified hiring list.
- Operations Coordinator-1 opening (Airport): Conducted recruitment, will interview in January.
- Street Maint Worker (O&M): Filled with internal candidate.
- Arborist-Heavy Equip Opr (O&M): Will create external civil service list.
- Arborist-Heavy Equip Opr (O&M): Posted vacancy internally.

	- Heavy Equip Opr-Street (O&M): Posting internally.
	- Firefighter/EMT - 4 openings (Fire): Made job offers to 3 previously interviewed candidates to fill SAFER grant openings subject to Council approval and review existing list for 4th opening.
	Fire Training Officer - 1 opening (Fire): Will review position and begin replacement in January.
	- Library Clerk (PT) - 1 opening (Library): Posted upcoming vacancy internally and externally.
	- Arena Concessions Lead -1 opening (Rec): Seasonal position, conducted interviews and filled position externally to start at first of the year.
Positions Filled:	- Hired no employees during the month.
Turnover:	- 3 resignations and 4 retirements of regular employees during the month.
Employee Orientations/exit interviews:	- 2 orientations for seasonal staff, conducted exit interviews
Civil Service Commission:	- One meeting 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:	- Held 1 meeting with fire union negotiations.
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 2 upcoming retirees and conducted 1 retirement celebration.
Employee Activities	- Conducted employee service recognition celebration.

## **Benefits**

### **Activity**

Employee benefit support:	- Ongoing support resolving employees benefit issues
Annual Benefit Enrollment	Organized HSA meetings with affected employees.

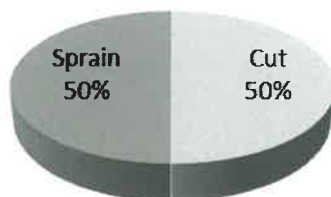
### Miscellaneous

### Activity

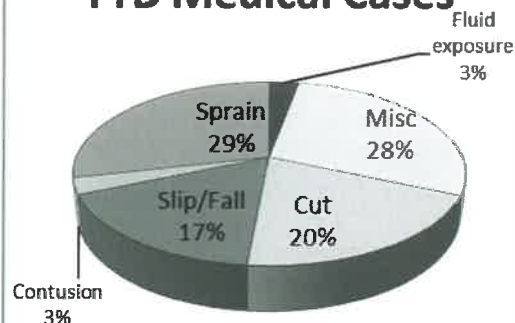
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
Comp Study:	- Participated in multiple meetings with consultant and City Administrator to analyze preliminary results.
Professional/Community Support:	Attended winter IAPELRA conference and training meeting.

Safety Statistics	Month	2019 YTD	2018 YTD
# of Work Comp Cases	2	35	24
# of OSHA Injuries	2	35	24
# of Days Missed	6	83	89
# of Employees Off	1		

### No December 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 December, the Museum completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparing for all the Museum classes, scheduling volunteers, hosting rentals of the Museum facility. Museum staff also kept the Museum in clean and working condition, as well as called repair persons when necessary. Staff registered students for classes, waited on visitors in the Museum gift shop, and met with persons interested in rentals of the Museum. The Museum hosted daily visitors to the Museum building. Museum staff purchased supplies for classes, exhibits, and repairs, and paid invoices as they arrived. Museum staff conducted outreach and gave informative talks to service clubs and social groups. Museum administration attended a variety of community events, as well as conducted the monthly board meeting.

The Holidays were a primary theme of activity at the MacNider Art Museum in the month of December. Staff setup two Christmas trees, organized décor, gathered cookie donations, prepared holiday crafts, and coordinated the many volunteers for the month's events. Holiday Open House and Holiday Off the Clock were both held the second weekend of the month. On Friday, the Holiday Off the Clock provided about 125 adult visitors with beverages, appetizers, live piano carols, a prize drawing, and holiday cheer. On Saturday, over 300 adults and over 350 children attended the festivities. Free holiday crafts, cookies and punch, story time with the Mayor, and pictures with Santa Claus marked the day. This event took over 48 volunteers and 75 dozen cookies to share with the community. Staff alone could not have done all the setup, cooking, baking, and preparations for these annual Holiday events to be successful, so the support of volunteers was very much appreciated. The continued sponsorship from both the Dettmer and MacNider families made such programming free for the public.

Holiday classes such as Whimsical Winter Canvas Painting and Santa's Little Helper provided the community with more chances to be jolly. A new class, Vintage Jewelry Christmas Trees, brought participants from as far as Chicago and Omaha. Adult participants selected vintage jewelry and made merry trees on velvet backed boards to take home for decorations. Several groups held art classes at the Museum's Studio such as a Homeschool Group from Eldora and Mercy Family Connections. Additionally, the studio was ringing with excitement this month as it unveiled a 3D printer. Staff and social media onlookers experienced the slow methodical process of the machine laying its fibrous filament to create a multi-dimensional object such as an octopus. Grants from the 3M Foundation and Community Foundation of Northeast Iowa made the purchase of this printer system and accompanying supplies possible. Templates created from the machine provided Holiday Open House crafters guides to make scratch art for their Christmas tree cards.

Two board meetings marked the December calendar this year. During the first regularly scheduled meeting, the board approved to accept a bid from Henkel Construction for the museum's capital improvement siding replacement project this fiscal year. Meanwhile, the second meeting was called to address a potential political rental at the museum. When rentals were started at the museum, the board established a standard of reviewing political events before booking. The process included a questionnaire to better understand the needs of the rental and make the board aware of the parameters of the gathering. The board decided to keep the helpful questionnaire and the process of notifying the board of such rentals for informational purposes, but they approved that to book such rentals board approval will no longer be required. This will help with ease of setting up such quickly changing events that are common in our area. Many rental requests came in during December, while just two large Holiday parties were actually held this month by KIMT and Disciplined Growth Investors of Minneapolis. December proved to be a 2019 jovial endcap for the museum.

**Membership:**

Members: 303

**Attendance:**

Gallery / Open Studio / Shop: 374

Programs: Holiday Off the Clock (125), Holiday Open House (306 adults, 362 children), Board Meeting (7), Special Board Meeting (7)

Outreach: Outreach Classes (95), Volunteers (51)

Tours: 0

Rentals: Holiday Parties (88), NIACC (18)

Classroom: 76 adults, 29 kids

Playground: 43 adults, 50 kids

## **Operations & Maintenance/Parks Department**

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Reported by Bill Stangler, Operations & Maintenance Manager

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### **Utility Division:**

REPAIR TYPE	REPAIR #
Water Main Repaired	(2)
Cement Pours	(1)
Hydrant Repaired	(12)
Hydrant Painting	(15)
Vac	(11)
Vehicle Maintenance	(2)
Hauling Spoils	(2)
Sanding /Plowing	(3)
Safety Training	(2)
Sanitation	(4)
Arena	(2)

The Utility Crew had two water main breaks on South Taft this past month. The breaks occurred on a 16" water main and happened on the same day but were about 15' apart.

We also assisted at the ice arena for two days and had one crew member fill in at sanitation for 4 days. I would also like to thank the Fire Department for including us in their rope and confine space training. Next month we will also send some people to trenching & shoring training at the Fire Department.

Some of the work totals over the past 12 months include 24 water mains breaks. This is up from 18 last year. We replaced 37 water valves and 14 fire hydrants. 140 fire hydrants were repaired and another 140 were painted. 4 water main taps were completed for contractors, 9 water services were repaired and 6 sewers had repairs done to them. Over 245 yards of concrete were poured on all our different projects. The crew plowed, sanded or hauled snow for another 23 days and we had one crew member fill in at sanitation for over 25 days. Other departments we assisted throughout the year include Engineering, Customer Service, Parks, Recreation, Sanitation, Street and Traffic.

### **Internal Service Division:**

#### Mechanical

Service and repair 0 inspection vehicle  
Service and repair 0 Engineering vehicle  
Service and repair 9 fire trucks and ambulances  
Service and repair 0 park vehicle  
Service and repair 4 police cars



Service and repair 1 Rec Department vehicle  
 Repair and service 2 Sanitation trucks, brakes, etc.  
 Repair and service 10 Street Department vehicles  
 Service and repair 2 Water Rec. vehicle  
 Service and repair 4 Water Utilities vehicle  
 Service and repair 1 Water Supply vehicles

#### Electrical

Repair electrical at museum  
 Repair street lights

#### **Wastewater Division:**

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

#### **Division: Wastewater**

- Wastewater treatment:
 

Monthly Total:	227.30	million gallons
Daily Average:	7.33	million gallons per day
Daily Maximum:	9.45	million gallons per day
Sludge processed	2.33	million gallons
Biosolids Hauled	0.4649	million gallons

#### **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls      5
- Assisted McKiness Excavating with sewer line collapse repair
- Set up 6" pump at golf course

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

- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Performed laboratory analysis on seven Industries
- Issued 1 NOV to Industry
- Completed and passed Quarterly Proficiency Testing

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

- Notify Industries of delinquencies
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Begin preparing Annual Pretreatment Report
- Complete Annual Calculations for Laboratory QC
- Routine plant maintenance
- Track mileage for all vehicles

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

- Calibrated DO probes
- Continued hauling biosolids

- Cleaned all hauling equipment and stored for the winter
- Monthly inspections
- Changed oil in large aeration blower
- Got snow removal equipment ready for the upcoming winter
- Cleaned final clarifiers
- Changed oil in all small air compressors
- Worked on FEMA paper work
- Inspected thickener transfer pump
- Meeting with WHKS
- Painted new sediment trap
- Removed #1 pump in pump station #1 for repair
- Repair leak in lab
- Replaced gear reducer on west intermediate clarifier
- Plowed snow

#### **Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	491.85 tons	5,711.61 tons
Recycling collected	127,520 pounds	1,453,960 pounds
Yard waste collected	25.78 tons	1,549.63 tons
Large item number of stops	43	569
Materials collected:		
Large furniture	41	504
Small furniture	22	488
Tubs & toilets	1	30
Appliances & TVs	15	194
Electronics	0	4
Request for service calls	280	3,301

#### **Street Division:**

Clean and maintain shops and equipment as necessary  
 Fill potholes with cold patch and hot patch  
 Install signs as directed by City Engineer Office  
 Clean up accident debris, various locations  
 Haul barricades for events  
 Repair storm intakes as needed  
 Pick up dead deer  
 Repair flashers and barricade  
 Clean storm drains as needed  
 Haul old appliances to salvage yard  
 Sweep streets as needed  
 Trim and respond to 6 tree requests, remove 16 trees  
 Deliver mulch as needed  
 Reinstall delineators at 6<sup>th</sup> Street and S. Monroe

Haul spoil pile to the gun range  
Haul Recreation Department to the new office at the mall  
Plow snow and sand ice as needed  
Install the paper towel holders in the arena restrooms

**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  
Do playground safety checks at the parks  
Install new lime chip walk path at the arboretum  
Paint picnic tables as needed  
Moved the Recreation Department to the new office at the mall

# 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	1406	19582
Alarm - Business	81	50	56	48	39	58	61	45	48	47	52	47	632
Animal	42	29	41	60	77	88	79	92	64	85	55	51	763
Collision - Prop Damage	85	121	82	52	60	77	71	60	64	90	109	84	955
Collision - Pers Injury	10	8	4	6	10	5	6	8	9	11	8	5	90
Collision - Hit and Run	17	18	21	13	24	14	14	18	11	13	13	21	197
Disorderly	107	97	130	135	152	140	133	132	141	114	124	104	1509
Domestic - Physical	8	8	11	18	13	27	22	15	16	11	16	10	175
Domestic - Verbal	28	26	31	34	27	35	40	43	39	21	25	24	373
Fireworks	3	1	0	3	7	26	91	8	4	1	0	12	156
Harassment	40	34	43	46	68	56	48	51	49	49	31	38	553
Medical	128	111	137	101	109	89	92	105	116	122	95	120	1325
Motorist Assist	59	180	51	24	41	30	37	29	37	42	36	38	604
Parking	70	115	76	34	50	57	53	58	45	42	46	46	692
Stray Animal	23	20	51	50	52	80	52	51	57	58	43	39	576
Suspicion	140	115	142	154	210	171	197	208	173	186	123	168	1987
Theft	49	56	43	62	85	79	73	85	80	80	60	49	801
Welfare Check	96	95	89	81	107	115	102	156	99	103	114	106	1263

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	125	1693
New Investigations	425	411	400	430	495	495	487	479	464	481	425	425	5417
Traffic Citations	118	121	140	136	114	120	152	118	122	116	115	86	1458
Written Warnings	174	86	155	172	153	119	164	200	139	125	129	139	1755
Crash Reports	93	128	85	60	86	81	75	71	75	98	111	81	1044
Parking Tickets	991	1140	957	214	183	169	231	195	133	247	234	112	4806
Traffic Stops	290	144	272	303	254	181	282	288	218	188	199	215	2834
Extra Patrol Checks	1013	614	768	859	675	380	503	729	537	657	1164	1251	9150
Business Checks	85	80	79	36	32	41	75	61	51	80	152	88	860
Offender Checks	28	27	37	45	34	29	41	39	30	28	51	38	427

Open Records Requests	402	364	433	372	445	429	498	412	449	533	383	484	5204
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Officers responded to a false report of a violent incident in progress and the threat of ongoing harm to residents at a local hotel on December 6. Officers were able to work with hotel management to address the issue and insure the safety of the hotel staff and guests.

We had an uptick in fireworks calls at the end of 2019 and into early 2020. Retail sales of fireworks in Iowa make them readily available to residents. Since the first of the year there have been no reports.

3<sup>rd</sup> Detail completed uniform and vehicle inspections in December. Weapon inspections were also completed and documented. Fourth quarter vehicle operations reviews were completed and found that staff were in compliance.

### **Criminal Investigations**

Sixteen new cases were assigned to CID in December. Eight of those were cleared and one was cleared by arrest. CID case work for the month included the investigation of a house fire, charges filed in an ongoing criminal conduct and identity theft case, and an arrest for possession of a stolen snow blade.

Other CID activity included three child protection center interviews, hosting the LEIN Region 2 meeting, testifying at a sexual assault trial, and attending federal sentencing for two defendants in a residential burglary in Mason City. The defendants were part of an organized crew responsible for home invasions and burglary.

The Safe Neighborhoods Team conducted alcohol compliance checks in December and cited three local businesses for selling alcohol to minors. We also completed tobacco compliance checks and found all of our local retailers to be compliant. A 28E agreement with the Iowa Alcoholic Beverages Division providing funding for the tobacco compliance checks.

### **Parking/Animal Control**

Parking enforcement sent out 151 delinquency letters in December. We have fully transitioned to our Zuercher software product for parking tickets and enforcement. Ten vehicles were towed for overtime parking on city streets.

In December, 22 animals were taken to the shelter – 9 cats and 13 dogs. Nine citations were issued for violations of city ordinances. Two investigations were completed as a result of animal bites.

### **Administration**

Officers McKenna Whitehill and Amber Axon graduated from the Iowa Law Enforcement 286<sup>th</sup> Basic class on Friday, December 13. They have been assigned to patrol for field training.

Applicant testing was completed on December 14. We are working to fill three current vacancies, two that are a result of retirement or disability.

A number of MCPD personnel participated in Shop With a Cop 2019 with Unit 18. Our thanks to the community for supporting and funding this opportunity to have a positive interaction with those who need a helping hand at Christmas. We also had several officers volunteer to ring the bell for the annual Salvation Army kettle drive.

We expect to have our JMHCP Implementation Grant kickoff call in early January. After that, we will get to work on our grant award and start planning our next three years of grant activity.

<b>MCPD Social Media</b>	<b>Nov 2019</b>	<b>Dec 2019</b>	<b>Difference</b>
Facebook	7,632	7,680	+48
Twitter	1,956	1,970	+14

# Public Library

Reported by Mary Markwalter, Library Director

<i>Circulation-Books</i>	19-Dec	19-Nov	19-Oct	19-Sep	19-Aug	19-Jul	YTD	LYTD
Adult Fiction	1582	1613	1635	1493	1928	1914	10165	8684
Adult Non Fiction	512	538	595	576	672	858	3751	3014
Large Print	947	979	1096	1004	1271	1247	6544	5713
Young Adult	587	652	862	663	872	848	4484	3793
Juvenile Fiction	1390	1943	2174	1908	2414	2685	12514	12128
Juvenile Non-Fiction	230	349	415	358	378	448	2178	2193
<b>TOTAL BOOKS</b>	<b>5248</b>	<b>6074</b>	<b>6777</b>	<b>6002</b>	<b>7535</b>	<b>8000</b>	<b>39636</b>	<b>35525</b>
<i>Circulation-Other</i>								
Audio/CD/Playaway	403	360	343	369	477	501	2453	1955
Periodicals	142	158	205	222	252	177	1156	939
Software	1	9	0	1	0	2	13	3
Other(puppets, misc)	112	147	125	143	163	169	859	575
DVD	1659	1224	2021	1142	2138	2186	10370	11830
Tumblebooks	8	35	189	77	10	51	370	426
Creativebug (users)	17	14	7	13	14	11	76	63
Heritage Quest	9	7	135	4	9	30	194	49
Ancestry.com	39	86	178	135	245	127	810	569
Bridges	1159	1266	1322	1283	1284	1161	7475	6862
Ebsco	0	53	0	0	0	0	53	45
GALE Databases (sessions)	2	2	0	68	20	15	107	244
Newspaper Archive	228	47	11	24	115	117	542	540
Hoopla!	398	440	455	454	428	455	2630	2551
RB Digital (e-audiobooks)			18	282				0
Zinio		111	281	408	98	121	1019	517
Credo Reference			7	5	6	5	23	13
BRAINFUSE	9	2	0	0	0	0	11	0
<b>Total-Other</b>	<b>4186</b>	<b>3961</b>	<b>5297</b>	<b>4630</b>	<b>5259</b>	<b>5128</b>	<b>28461</b>	<b>26694</b>
<b>Grand Total Circ.</b>	<b>9434</b>	<b>10035</b>	<b>12074</b>	<b>10632</b>	<b>12794</b>	<b>13128</b>	<b>68097</b>	<b>62240</b>
Item Records Added	379	251	431	508	425	378	2372	2256
Patrons Registered	48	71	96	95	120	103	533	518
Renewals	1197	1211	1200	1045	1396	1415	7464	6460
Holds Filled	268	276	330	261	264	259	1658	1389
Holds Placed	311	297	363	265	316	269	1821	1600
Discs Cleaned	0	0	0	0	0	0	0	0

Photocopies	1900	1880	2261	1595	3456	3068	14160	11764
MeetingRoomGuests	1243	1222	1338	1669	1646	1546	8664	4541
Meeting Room Used	157	162	229	166	136	220	1070	947
SILO request unfilled	0	6	16	7	13	9	51	61
SILO request filled	4	0	0	0	0	0	4	34
SILO MCPL Request Filled	3	2	10	4	13	4	36	35
SILO MCPL Request Unfilled	24	9	4	2	13	5	57	27
Attendance	22400	21000	20000	21000	26000	26000	136400	101500
Children's Programs	4	8	7	7	0	0	26	0
Children's Program Attendance	110	501	1150	420	0	0	2181	0
Young Adult Programs	3	4	5	4	0	0	16	0
YA Program Attendance	21	29	53	28	0	0	131	0
Adult Programs	7	6	5	7	0	0	25	0
Adult Program attendance	40	34	93	21	0	0	188	0
Programs	0	0	0	0	2	13	15	65
Program Attendance	0	0	0	0	261	1706	1967	3108
In Library Use	5000	5000	4500	4500	4500	6500	30000	21057
Faxes Received	2	4	7	9	4	4	30	25
Faxes Sent	28	76	82	77	72	79	414	325
Scan	23	52	102	102	0	0	0	0
Handouts, Brochures, etc.	2700	3500	5000	4000	4295	7000	26495	24100
Genealogy Referrals	4	0	0	1	4	2	11	47
Archive Referrals	3	2	9	15	10	10	49	62
Photo Prints	0	0	0	0	0	0	0	5
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0
Reference Questions	3000	3000	3000	2000	2500	5000	18500	17962
Internet Users	1050	1025	1125	1100	1475	1425	7200	6200
WI-FI Users	2126	2528	1297	1131	705	685	8472	5388
Microfilm Users	0	0	2	4	2	0	8	18
Website Visits	1808	1839	2208	1995	2179	2110	12139	14849
<b>TOTAL PUBLIC SERVICES</b>	<b>43863</b>	<b>43995</b>	<b>44923</b>	<b>42038</b>	<b>49807</b>	<b>57810</b>	<b>282436</b>	<b>223613</b>
<b>GRAND TOTAL SERVICE UNITS</b>	<b>53297</b>	<b>54030</b>	<b>56997</b>	<b>94708</b>	<b>62601</b>	<b>70938</b>	<b>392571</b>	<b>322845</b>
<b>VOLUNTEER HOURS</b>	<b>36</b>	<b>33</b>	<b>37</b>	<b>4</b>	<b>8</b>	<b>15.5</b>	<b>133.5</b>	<b>760.5</b>



## **Recreation Department/Highland Park Golf Course**

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Reported by Brian Pauly, Recreation Superintendent

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### Recreation Monthly Activities:

- Adult Volleyball
- Before and After School Care
- 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: 326,772  
Total People Served in 2018 through November: 327,521

### Highland Park Golf Course Monthly Activities:

- Explored social media and email marketing options
- Study and recertify by test for commercial pesticide license
- Sort tee markers and have volunteer pick up for refinishing

### Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to new staff
- Addressing Winter Staff needs (email/letter)
- Sat in a conference call on topics dealing with our state government parks and recreation policies along with proposes in changes in our laws
- Assisted in Earth Day Committee
- Called 76 children for our Santa Calls Program
- Hosted 27 participants with Lunch with Santa
- Held 7 different staff meetings for upcoming programs
- Attended the North Iowa Sports Authority Meeting
- Work on CIP Proposal for FY 2021
- Finished up end of the year grant paper work for three different grants

- Attended the Statewide Aquatic meeting
- Assisted Bandfest committee with paperwork
- Attempted to recruited an intern for Spring 2020
- Continue prep work at MacNider Campgrounds will host the three stand-alone Steak Cookoff Competition July 4 and 5, 2019
- Met with different chemical provides to see options for the Aquatic Center
- Work on a number of items for the Arena
- Moved to our new location at Southbridge Mall

#### Arena Activities/Accomplishments

- Continue with construction
- Ribbon Cutting
- Hosted Skate with Santa

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

- Started working on creating an in-house score card
- Started working on selling marketing on our score cards
- Become a Steak Cookoff Association Judge Training Site for 2019
- Assist Park Department with snow removal and park activities

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

- Run Before and After School Programs
- Run Adult Volleyball
- Run Preschool Sports
- Run Tiny Tot Basketball
- Run Tiny Tot Cheerleading
- Run Youth Basketball
- Run Youth Cheerleading
- Host the Annual Ice Fishing Derby January 11<sup>th</sup>
- Run the Kids Karnival January 25<sup>st</sup>
- Continue to unpack our office

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

- Continue selling advertising on our scorecards
- Order accessories for spring opening (flags, cups, poles)
- Disassemble 14 fairway reels and bed knives
- Disassemble 15 greens and tee reels and bed knives
- Replace worn out reels with new bearings in the 2004 greens mower

- Assess for worn, damaged parts bearings, frames etc.
- Grind reels and bed knives on all reel mowers
- Started fixing the irrigation system that was destroyed in the storm sewer replacement project

#### Arena Special Activities/Accomplishment

- Continue with construction
- Assist with 12 games or events

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## Activities for the Month of December 2019:

- On-going restocked Volunteer supplies for various events
- Assisted Recreation 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, talked with school administration about volunteer opportunities with the city
- Sent out emails to all volunteers about volunteer events, Museum, Park, Library, and Recreation
- Worked on nomination for volunteer hall of fame
- Presented Rookie of the Year Trophy to High School student
- Recruited 4 volunteers for transit Brochure project
- Recruited 12 volunteers for Santa calls, for 90 children
- Sent out emails to all volunteers 6 times for different holiday projects

## 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>Site</b>	<b>Assignment</b>	<b>Hours</b>
Museum	Misc. Projects	146.75
Recreation	Volley/soccer	275.0
	Santa Calls	30.0
	Lunch with Santa	21.0
Beautification	Garden Maintenance/Cleanup	14.0
457	Maintenance	5.0
Library	Misc. Jobs	0
Cemetery	Misc.	0
Miscellaneous Projects	Police Department	30.0
	Transit Tokens	9.0
	Misc. Departments	10.5
Parks	Misc. Jobs/Street cleanup	0
<b>Total Hours</b>		<b>541.25</b>

# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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## YOUTH DEVELOPMENT

### Youth Action Teams (YATs)

Youth Action Teams met twice in December due to school holiday schedules. Both groups held discussion around current status of chosen projects. The MCAHS Team is holding a community “Minds of Youth” panel discussion at Music Man Square on Friday, March 20<sup>th</sup> from 11-1. NCHS Team is waiting for an outcome response from the MCPD and MCFD before continuing with their project. They would like to have a wrecked car brought to the school parking lot and have a firefighter speak to each high school class about their First Responder process and consequences resulting from substance use and driving. At the same time, they would like an officer from MCPD present to explain the legal consequences surrounding the scenario.

Twenty-two students from MCAHS and NCHS were present for YAT Holiday Parties. Students enjoyed pizza and worked on a lighted craft to keep for themselves or give as a gift.



## PREVENTION THROUGH MENTORING

### One on One Mentoring/Peer Mentoring

- Mentoring staff finalized plans for a One on One Mentoring group activity scheduled for January 20, since students are off for Martin Luther King Jr. Day. Group will travel to Waterloo together. More to follow.
- Mentoring Coordinator distributed a quarterly newsletter which included activity ideas, Approaches to Talking About Substances, information about vaping and E-cigarettes, and Conversations on the Go: Clever questions to keep youth and grown-ups talking.
- Iowa Mentoring Partnership (IMP) monthly call held to share program updates with other state grantees, December 2.
- A Holiday Event was held on December 18, from 4-6 p.m. at Music Man Square. Mentors/Mentees and their parents/family members were invited for hot chocolate and cookies. A tour was provided and they were given the opportunity to help work on the hand-tied blankets mentioned below.

### **Peer Mentoring**

John Adams Middle School students and mentors from MC Alternative High School met twice during the month to work on their chosen community service project. The group made hand-tied fleece blankets and six were distributed to New Beginnings House of Hope (Northern Lights Alliance for the Homeless, serves women and children) during the month. Director, Jeannie Kingery, confirmed previously that children were currently housed with them and the blankets were very much appreciated!

## **SAMHSA GRANT**

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

Director submitted Year One Progress Report/Evaluation, Project Budget Narrative/Federal Financial Report prior to deadline. We will carry over \$16,332.11 for Year Two special use needs in addition to the Year Two original award of 125,000. The carryover is due to SAMHSA's decision NOT to hold the previously required Washington DC Grantee meeting, one staff-member discontinued city insurance, and designated media funding was held over to explore broader opportunities "outside the box".

## **STAFF / OTHER**

- Martha Crail, Administrative Coordinator, received her 10-Year Certificate of Appreciation during the City Employee Recognition Luncheon held December 10.
- Youth Task Force staff used up vacation days over the holidays with students off.

### **Staff Education/Conferences**

- SAMHSA webinar: *Submitting Your Federal Financial Report Through eRA Commons*
- SAMHSA webinar: *Submitting a Continuation Application Through eRA Commons*
- IDPH: Youth Substance Abuse Prevention (YSAP) Qualtrics Webinar

### **Community Collaboration**

- Partners 4 Children meeting at DHS, December 5.
- Domestic Violence and Child Abuse meeting held December 12
- North Iowa Consortium - Opioid Response Planning meeting held December 12 at CG Public Health
- North Iowa Consortium - Opioid Response Planning, Needs Assessment Review December 17 & 18
- Executive Committee meeting held December 18, with two students present