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# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

September 2020

*(Issued October 16, 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 City has been concentrating on completing projects as we enter winter and several large infrastructure projects are nearing completion. The 12<sup>th</sup> Street North reconstruction is finishing work and will reopen soon. The project included significant utility work and complete reconstruction of the street. The South Monroe RISE Grant Project has opened and provided a new road to the Bushel Boy Development. This project also opened new area for future development through the addition of new utility and pavement infrastructure. The Plymouth Road drainage improvements are being closed out and have provided an outlet for the ever increasing storm water drainage through the area. These improvements will likely be tested next spring and will show the increased capabilities of retention of storm water in the ponds.

Over the next few months, projects will be prepared for the upcoming construction season and a few winter projects will advance. Additionally, the staff will prepare the budget for the FY21-22 infrastructure projects and propose these expenditures for Council consideration. The work on surface transportation, storm water, sewer, and water infrastructure is costly and time consuming. However these critical projects provide reliable city services to citizens and provide continued opportunities for development and investment in Mason City.

Another project that is making progress is the water meter replacement program. The Council funded the hiring of a private company to replace the remaining outdated water meters and progress was quickly being made on this effort prior to COVID. During the beginning of the pandemic, many customers were concerned about individuals entering their homes regardless of mask usage. With the lessening of restrictions and better understanding of the pandemic, the project was able to resume and 157 meters were installed in September alone. This number will likely continue to rise as more contractors are brought back into our area to complete the work. This meter replacement program will improve efficiency due to radio read being the main method of meter reading. This decrease in time needed to read meters will allow city staff to better maintain and replace city water meters going forward.

Lastly, the Mason City Fire Department has received the new fire engine and the engine will soon be put into service. Training on the new fire engine and equipping the vehicle has occurred over the last few weeks. This vehicle will replace an aging engine and provide better reliability for the department when they arrive on a call. The Fire Department is working to get to a better rotation for replacement of vehicles, understanding the very high cost of replacement of each engine while balancing the importance of the investment in the reliability of this life saving equipment. We will continue to project these replacements on the 5 year Capital Improvement Plan outlook and communicate the timing with the Council for these necessary large expenditures.

Sincerely,



Aaron Burnett  
City Administrator

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of October:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings 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 15 Resolutions 3 Ordinances based on various requirements
- Upload data for Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 9 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 \$290.00 in animal license fees and \$275.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Send out renewal letters for various licenses

# Development Services Department

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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**DEVELOPMENT SERVICES DEPARTMENT MONTHLY REPORT: September, 2020**  
Steven J. Van Steenhuyse, AICP, Director

*Major Departmental Activities and Items of Interest:*

Iowa Reinvestment District Program: The City is working with the Mall owner on the lease for the Performing Arts Pavilion, so that construction can begin. Staff has been working with the bond attorneys on an agreement with the Mason City Foundation for operation and maintenance of the Skywalk with Music Man Square. In addition, we continue to be confident that Gatehouse is making progress on obtaining financing for the Downtown Hotel.

Corridor Revitalization Loan (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee did not meet in September. Funds for the DoRL program are restricted at this time, until all outstanding loans have been disbursed.

Section 657A.10 Program: The City has acquired 1450-1452 and 1454 North Federal Avenue, the dilapidated commercial buildings at the corner of North Federal and 15<sup>th</sup> Street NW. The City has contracted for asbestos testing, which is complete. The analysts found asbestos containing material in both buildings. Staff has released an RFQ for asbestos abatement and is awaiting bids. Demolition will follow asbestos abatement.

Of the six properties acquired by the City through the 657A.10 program, four have been demolished, one has been sold (with a brand new house being constructed on that property), and one is being considered for sale and renovation.

The City has been working with the owners of the remaining properties that received notices. Of these, six are either under rehabilitation, or have been brought back up to code. We have agreements with the owners of eight other properties, who intend to rehabilitate the structures and make them livable again. The remaining five properties still need to show progress; Staff is working with our attorneys to ensure that these properties are remediated.

There are an additional 15 properties being considered for future action. We expect to begin proceedings on them within the next few weeks. All in all, this has been a successful program; Iowa Code Section 657A.10. has been an effective tool to both encourage remediation of problem properties, or to remove structures that are blighting their neighborhoods.

Developments: Several residential, commercial, and industrial projects are still underway. They include:

- Bushel Boy Farms greenhouse on South Monroe Avenue and 43<sup>rd</sup> Street SW
- North Side Liquor Expansion
- The Veteran’s Administration Community Based Outpatient Clinic, on Tiffany Drive behind the new Tommy’s Car Wash
- The new Dollar Tree Store at 565 South Illinois Avenue at Regency Plaza is open for business
- Construction of the third Kwik Star at 4<sup>th</sup> Street SW and South Eisenhower Avenue is underway
- NIACC is beginning a major solar energy project to provide electricity to the campus
- Francis Lauer Youth Social Services is building an addition to the Activity Center
- Discount Tire, on the site of the former Carlos O’Kelly’s, is nearly complete and should open soon
- “The River” apartment complex by Talon Development is open for leasing; tenants are expected to begin moving into the townhouse units this fall. The apartments are expected to be ready in December.
- Grading and utility work for a new retail building at the corner of 4<sup>th</sup> Street SW and South Grover Avenue, in the parking area in front of Planet Fitness/Ashley Furniture, has started.

*Development Review Committee:* 3 meetings held in September.

<b>DRC Activity</b>	<b>September, 2020</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	6	51
Concept plans reviewed/approved as a Minor Site Plan	1	14
Concept plans to be resubmitted as a Major Site Plan	2	16
<b>Total Concept Plans</b>	3	30
Major Site Plan Reviews Completed	3	21
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	2	9
<b>TOTAL ITEMS REVIEWED</b>	8	60
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>September, 2020</b>	<b>YTD</b>
Commercial, Principal Structure	5	22
Commercial, Accessory Structure	0	0
Residential, Principal Structure	7	45
Residential, Accessory Structure	6	57
Signs	4	32
Floodplain	0	8
Sidewalk Service Area Permits	0	1

Activity	September, 2020	YTD
<b>Zoning Board of Adjustment Cases</b>		
Appeal	0	0
Conditional Use Permit	1	2
Special Exception	3	10
Variance	2	7
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	0	2
Miscellaneous	0	1
Preliminary Plat	0	0
Site Plan Approval	0	2
Zoning Ordinance Text Amendment	1	2
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	2	11
Lot Splits	0	2
Final Plat (not requiring P&Z review)	0	0
<b>Historic Preservation Commission</b>		
Historic Demolition Reviews	1	8
<b>Zoning Violations</b>		
Reported	0	7
Unfounded	0	0
Founded-Resolved without citation	0	3
Citations	0	0
Open Cases (as of date of report)	0	N/A
Cases initiated by staff	0	4
<b>Zoning Inspections</b>		
Zoning – Case Request	0	7
Zoning – Complaint	0	0
Zoning –Setback	0	5
Zoning - Final	0	1
Floodplain - Final	0	1
Zoning – Landscaping Install	0	0
Removal Site Inspection	0	1
<b>Permit Reviews</b>		
Zoning Reviews Completed	39	284
Floodplain Reviews Completed	53	359
Historical Reviews Completed	3	29

## BUILDING INSPECTIONS DIVISION

*Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Permits	September 2020		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	20	\$11,413,388.07	206	\$57,213,480.40



<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Minor Building Permits	28	\$ 394,206.45	219	\$3,646,466.33
Electrical Permits	21		157	
Plumbing Permits	9		77	
Mechanical Permits	35		200	
Sign Permits	4	\$ 31,848.00	32	\$ 391,658.50
Demolition Permits	2	\$ 4,000.00	20	\$ 243,485.00
Structure Moving Permits	0	0	2	\$ 29,500.00
<b>Inspections</b>	<b>September 2020</b>		<b>YTD</b>	
Number of inspections	170		1,318	
<b>Permits by Type</b>	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition/Remodel</b>
Residential: 1 and 2 family	1	40	5	346
Multi-residential	0	0	0	0
Commercial	0	5	7	56
Industrial	1	0	3	3
Institutional	0	1	0	2
Other (signs, demo, etc.)	0	6	0	54
<b>Fees Collected</b>	<b>September 2020</b>		<b>YTD</b>	
	\$ 54,611.68		\$ 276,480.61	

### CODE ENFORCEMENT DIVISION

*Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>September, 2020</b>	<b>YTD</b>
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	115	1029
Staff Initiated	40	554
Non-Staff Initiated (total):	75	475
Response to Complaint	41	162
Anonymous Complaint	10	153
SeeClickFix	24	160
<b>Case Requests Disposition</b>		
Founded Case Requests	115	1029
Citations Issued	0	4
Cases to Court	0	0
Unfounded Case Requests	0	0
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	2	9
Dangerous Building	1	22
Abandoned Vehicle	3	5
Tree/Shrub Maintenance	0	2
Garbage	27	237
Inoperable Vehicle	15	78

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

<b>CODE ENFORCEMENT REPORT</b>	<b>September, 2020</b>	<b>YTD</b>
Junk, Rubbish or Refuse	49	357
Other	7	148
Writ of Removal	11	34
Information Request	27	200
Snow Removal/Weeds & Tall Grass	74	699

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>September, 2020</b>	<b>YTD</b>
<b>Inspection Requests</b>		
Initial Inspections	71	not available*
Reinspections	37	"
Inspection Requests	0	"
<b>Total Inspections</b>	<b>108</b>	"
<b>Inspection Results</b>		
Inspections Cancelled by Landlord	3	"
Inspections Cancelled by Inspector	0	"
Failed Inspections	14	"
Passed Inspections	74	"
No Shows	13	"
Unfounded	1	"
Unavailable/Denied Entry	0	"
Units White Tagged	3	"
Rental Dwelling Certificates Issued		"

\*NOTE: Due to changes in our software program for rental inspections, the number of Rental Dwelling Certificates Issued is not yet available, and year-to-date numbers have to be added manually. We intend to have this report completely up to date for the next monthly report.

**TRANSIT OPERATIONS AND SAFETY DIVISION**

***Transit***

During the month of July, Mason City Transit provided 8,052 rides on its Fixed-Route; that is an average of 350 rides per day. This is a decrease of 6,301 rides compared to July 2019. (likely due to COVID-19).

Beginning on April 20<sup>th</sup> we required a face mask to ride all Mason City Transit services for health and safety reasons. We gave away 428 masks in April/May/June, and another 94 in July. This requirement has been extended for the foreseeable future.

During this difficult time, the Transit Department has adapted to the ever changing landscape and has continued to provide essential service to Mason City's most vulnerable citizens.

***Safety***

During the month of July, the Safety Department continued its response to COVID-19, as well as met with Argent to discuss the previous year's workers compensation totals.

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 Tyler Anderson, Cemetery Manager

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## **Burial Services**

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
September	5	50%	5	50%	10
FY to Date	13	35%	20	65%	23

Burials in September were slightly higher than projected. Cremation burials were slightly lower than anticipated. Traditional burials are on pace with the fiscal year to date projections and cremation burials were higher than projected by one.

## **Sales**

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
September	11	1	12
FY to Date	21	4	25

Lot sales were above projection and niche sales were at projection. Fiscal year to date, lot sales are much higher than projected and niche sales are slightly higher than projected.

**Administration** – Office staff were coordinating burials, selling plots, and preparing to roll out the Winter flower program

**Operations** – Grounds staff were busy cleaning the grounds and preparing equipment for Summer, in addition to preparing for burials.

**Board of Trustees** – Approved new HVAC unit in main shop area

# 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 8
  - Storm Water Management Plan review & approval 0
  - Sanitary/Storm Sewer Service permit & inspection
    - Repair/Replace 1
    - New Installation 2
    - Disconnect 2
    - Septic 2
    - Sump Pump 0
  - Water – Industrial/Commercial
    - New 2
    - Repair 1
    - Disconnect 2
  - Water – Residential
    - New 1
    - Repair 8
    - Disconnect 0
  - Sidewalk Permit & Inspection
    - Sidewalk Violation Notice 0
    - Sidewalk New 2
    - Sidewalk Repair/Replace 8
    - Approach New 0
    - Approach Repair/Replace 4
    - Curb & Gutter 0
    - Curb Cut 0
  - Pedestrian Ramp survey & design 2
  - Driveway Approach permit & inspection 0
    - Iowa One-Call locates 474
    - Emergency Call-outs 8
    - Emergency Call-out after hours 1
    - Permit review & approval
      - IDOT Highway ROW for utilities accommodation 1
      - DOT perform work within state highway ROW 2
      - Application for new utility construction in City ROW 7
      - Moving/Oversized load 1
      - Review contractor Traffic Control Plan 2
    - Permit Review & Approval - City

▪ Commercial Building	3
▪ Residential Building	1
▪ Demolition	2
▪ Remodel or Addition	1
▪ Moving	0
• Permit Fees collected	\$60
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

**2020 Street Panel and Curb Replacement Program:**

Mid-Continent Contracting continued work on the project, completing concrete street patches at several locations. Some of the locations where recent work was completed include South Ohio Avenue, the intersection of 4th Street SE (Hwy 122) and on 7th Street SW at the intersection of South Adams Avenue. The contractor is currently working on street repairs on South Georgia at 7th Street SE and on 7th Street SW near the intersection with South Adams Avenue.

**2020 Street Rehabilitation Program:**

Heartland Asphalt placed the surface course on the Cemetery Road the week of September 21st; this completed the Hot Mix Asphalt (HMA) work for this year’s program. The work remaining consists of fixture adjustments on overlaid streets, shoulder and backfill restoration, and cleanup.

**Mar Oak Drainage Improvements:**

Mid-Continent Contracting, Inc. replaced a portion of a driveway approach that had developed a crack shortly after it was constructed. The final pay request was prepared and is expected to be on the agenda for the October 6th meeting of the City Council.

**Plymouth Road Storm Water Mitigation:**

Engineering Staff met with the owner of a private driveway that extends along the south side of the east pond on September 24th. The meeting was in regards to damage that had been caused by construction equipment. The driveway was damaged during ingress and egress for the construction of the outfall structure and pipe that was installed within the pond and beneath the railroad. The soils were saturated and not able to completely support the heavy equipment. This was somewhat expected and efforts were made to minimize the amount of damage. Heartland Asphalt was asked to submit an estimate to repair the damage and we are now working with the owner on a cost sharing plan to get the work completed and close out the project.

**12th Street NW Reconstruction Project:**

A pre-pave meeting was held on September 28th. Those attending the meeting were representatives from the Engineering Department, SEH, Bob McKiness Excavating & Grading Inc. (McKiness), Wicks Construction Inc. (Wicks) and the Iowa Department of Transportation. Wicks began the main line slip form paving on September 29<sup>th</sup> completing the first of two segments from South Madison Avenue to South Adams Avenue. The second segment extending from South Adams Avenue to South Washington Avenue was completed the following day. Approximately 1,400’ of 31’ wide 8” thick Portland Cement Concrete pavement was placed during the two day operation. Wicks also completed saw cutting the contraction joints.

Wicks crews are currently working on paving the north returns of the side streets that intersect with 12th Street NW. When the new concrete is cured out and can be driven on, the south returns of South President Avenue and South Adams Avenue will be paved. Following the paving of the returns Custom Concrete, a subcontractor, will begin work paving the new sidewalk pedestrian ramps. The new pedestrian ramps will be ADA compliant and include detectable warning panels.

Engineering Staff continued attending weekly progress meetings with SEH, McKiness, local private utility providers and representatives from the Iowa Department of Transportation. City Engineering and Water Supply Staff continued to be a constant assistant for locating city utilities and recording the GPS locations of new utilities.

**South Monroe Avenue RISE Project:**

Linahon Electric completed the installation of the street lighting control and metering cabinet. The remaining wires were also pulled through the conduit. One of the new street lights located near the intersection with 43rd Street SW was struck by a vehicle shortly after being mounted on the base. Engineering Staff worked with Linahon Electric to reset the concrete base that had been shifted by the hit and to salvage any reusable components. The transformer base was damaged and will need to be welded; after the transformer base is repaired, a replacement pole will be installed and energized.

The topsoil in the right-of-way was finish graded and the entire area hydro seeded on September 16th. A “project walkthrough” was completed by Engineering and WHKS staff to compile punch list of items requiring attention. The contractor, Bob McKiness Excavating & Grading Inc., and their subcontractors are currently working on punch list items.

**Eastbrooke Storm Water Mitigation:**

The City Engineer submitted the Acquisition Plats and property descriptions to the City Attorney on September 4th who in turn drafted an acquisition agreement. After the Engineer’s review the agreement was forwarded to the property owner’s attorney. The city’s attorney received comments from the owner’s attorney and responses addressing each of those were promptly returned. The city is anticipating receipt of a signed agreement in time to be included on the agenda for the October 20th meeting of the City Council.

**Water Treatment Plant Discharge Stream:**

The City Engineer is scheduled to review plans then meet with WHKS on October 14<sup>th</sup> regarding the coordination of the water plant outfall and Dam 1 mitigation project. The meeting discussion will address the draft plans and present proposed dam mitigation, staging areas, sequencing and schedule, and proposed water plant outfall modifications. The discussion will also address updates to the IDNR on water plant outfall.

**Union Pacific Railroad Quiet Zone:**

The Contractor Right of Entry (CROE) agreement which is required to complete the raised median at the 15th Street SW crossing, along with the administrative fee, was submitted to the Union Pacific Railroad (UPRR) by the contractor, Mid-Continent Contracting Inc. on September 16th. A UPRR representative responded with a request for additional clarification on the information submitted with the CROE agreement and an inquiry to the status of the other Quiet

Zone crossings. A response was sent back on September 22nd; we are currently waiting for a UPRR reply or the approval of the CROE agreement. Once the CROE agreement is in place the contractor will have to enter into an agreement with a flagging service and coordinate with their schedule to meet the UPRR flagging requirements.

A materials order was received that included replacement Quiet Zone centerline delineators and associated surface mount panels and bolts. In coordination with the Operation and Maintenance Department, additional surface mount panels were placed at the 1st Street NW Crossing on September 11th. On September 15th, additional surface mount panels and delineators were placed on the 6th Street SW Crossing. The pedestrian opening on the east side of this crossing was closed and the length of the lane separation from the gate arm to the end delineator was increased for 60' to 103'.

An email containing attachments, including revised and updated plans and official responses to existing comments was sent to the UPRR on September 4th. The following is the email message sent to the UPRR:

*Melinda,*

*I spoke with David Huntley on August 4, 2020 after I had read that our plans were moving forward in the email from you on July 28<sup>th</sup>. Based on our conversation, a few things were changed on the project and I have attached a more recent set of plans that are more closely representative of the project in the field. I have also attached my comments to your letter dated February 5, 2019. I would like to review those responses with you at your convenience. I converted your letter so I could more easily add my comments following each of your comments so please forgive the formatting of the document, I was not able to correct it to the original.*

*I left you a voice message on Friday morning. I would have preferred to discuss the content being sent before time but I also wanted to get the information to you as soon as possible. As you will see in my replies, the city has collected recent traffic data and I am in the process of updating the QZRI for comparison and the U.S. DOT Crossing Inventory Forms.*

*Please call me any time before or after you have had a chance to review the attachments.*

*Thank you.*

**MARK A. RAHM, P.E. | CITY ENGINEER**

*City of Mason City*

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### **Water Meter Replacement Program:**

Ferguson Waterworks began installing meters on September 22nd. Scheduled appointments through the remainder of September resulted in 157 meters being installed. Periodic notices continue to be sent to populate the appointment schedule.

### **Monroe Avenue Street and Utility Rehabilitation:**

WHKS prepared a draft set of plans along with the design phase geotechnical evaluation which was completed by Chosen Valley Testing, Inc. for the City's review. Engineering Staff met with the WHKS design engineers for the purpose of providing comments and answering questions related to the draft plans, and to discuss rehabilitation options and methods based on the pavement core sample analysis included in the geotechnical evaluation. WHKS's lighting sub-consultant reviewed the corridor and currently working on the details of the street lighting design. The existing street lights are mounted on the Alliant Energy primary utility poles, the poles will be removed once all the overhead utilities are relocated underground.

### **Blue Sky Solar Project:**

The City Engineer submitted the Acquisition Plat and property description to the City Attorney on September 4th who in turn drafted an acquisition agreement. After the Engineer's review the agreement was forwarded to the property owner's attorney. The city's attorney received comments from the owner's attorney and responses addressing each of those were promptly returned. The city is anticipating receipt of a signed agreement in time to be included on the agenda for the October 20th meeting of the City Council.

The city also worked with Blue Sky and the owner of a parcel of property that is being considered for a solar array to provide power for the operation of the Mason City Water Works facility. A semi-final plan with solar array layout is expected in October after Blue Sky is able to determine the absolute size and equipment requirements.

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

- Engineering Staff completed a preliminary set of plans for remaining bike trail segment on South Monroe Avenue between 6th Street SW and the driveway approach to Airgas. The plans were revised due to the revisions in the Quiet Zone delineator placement on 6th Street SW.
- Alliant Energy continued work on their rebuild of the electric system along Monroe Avenue. The work is being performed between the limits of 4th Street SW (Highway 122) and 12th Street NW. Engineering Staff was busy locating city utilities along the corridor and also coordinating sidewalk and pedestrian ramp repair with Alliant's paving subcontractor. Alliant's contractor has resumes work in this area; during the month of August they were diverted to different locations in Iowa for storm repairs.
- Engineering Staff continued working with a representative from a design company representative working with a cellular provider concerning the installation of 5G antennas throughout the city. Installation locations could include existing utility poles, street lights and traffic signals, or independent of the City's infrastructure. Approximately 35 node locations are being considered.
- Engineering Staff continued reviewing plans and approving permits for a new Mediacom underground installation in the northwest area of the city. In the first phase of the project Mediacom is installing underground conduit and setting pedestals in the right-of-way in areas

between 14th Street NW and 17th Street NW from North Federal Avenue to North Quincy Avenue. During the second phase, Mediacom’s contractor will continue with similar work south of 14th Street NW to 12th Street NW. Once complete, the old Mediacom overhead cables will be removed from the Alliant utility poles.

- An Alliant Energy contractor began working on the gas rebuild project in the area between South Louisiana Avenue and South Indiana Avenue from 7th Street SE to 10th Street SE. Engineering Staff coordinated pavement removal areas. Due to the shallow depth of solid rock in the area, some locations will be open excavated so the rock can be removed by method of hammering as oppose to directional boring.
- Engineering Staff met with a University of Iowa medical student who is working on a research report studying traffic safety and motor vehicle fatalities from a public health perspective. Mason City traffic infrastructure and traffic safety issues that are unique to Mason City were points of discussion.

**Traffic Division:**

- Traffic Control
  - Sign work orders 4
  - Traffic Sign Orders 0
    - Streetlights
      - New Installation 0
      - Repair Request 3
      - Fixture Replacements 16
  - Traffic Signals
    - Respond to signal issue reports 7
    - Perform traffic signal repairs 4
  - Iowa One-Call locate reviews 506
  - 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.
- Installed new traffic sensor loops at Hwy 122 & South Kentucky Avenue as part of a street panel replacement.
- Assessed damage to the pedestrian crossing signal at 19th Street SE & South Pennsylvania Avenue caused by a semi-truck hit. Due to age and the lack of replacement parts, tried existing controller was upgraded to create a semi actuated signal with activated push buttons as a pedestrian crossing feature.
- Assessed damage to a recently installed street light at the intersection of 43rd Street SW and South Monroe Avenue caused by a truck that back into it. The light will be replaced as soon as a replacement pole is received, approximately 11 to 14 weeks. The damaged

transformer base was repaired and welded together; it will be used until the replacement is received.

- Downloaded traffic data from the equipment on 14th Street NW and along North Madison Avenue. Printed data for City Engineer’s review.
- Finished the electrical service for the parking lot lights at 1st Street NE and North Delaware Avenue. This was necessary, a result of the Alliant Energy rebuild of the electrical system through Commercial Alley.
- Set out a temporary stop sign and removed the existing pole mounted sign at 1st Street NW and North Adams Avenue. This was a result of the sidewalk being removed for buried utility installation.
- Picked up a sign damaged at the intersection of 2nd Street NW and North Monroe Avenue following a traffic accident.
- Repaired the signal interconnect conduit at 9th Street NE and North Federal Avenue. This had been damaged during a water valve repair project.
- Investigated a new street light installation on River Heights Dr.

**Water Supply Division:**

- Water Production

	<u>September</u>	<u>FY 2021</u>
• Total (gal)	116,240,000	420,311,000
• Daily Average (gal)	3,875,000	4,569,000
• Daily Maximum (gal)	4,694,000	6,616,000*
• Daily Minimum (gal)	3,137,000	3,137,000**

\*Indicates Yearly High

\*\*Indicates Yearly Low

- Water Plant Maintenance and Repair
  - Lead and Copper test results returned, and both passed the required 90% levels
  - Repaired the check valve on #4 High Service Pump
  - The annual boiler inspection was completed
  - Replaced the solenoid valve on the Hypochlorite Generator raw brine feed valve
  - Cleaned and calibrated the flow switch on #2 High Service Pump
  - Rebuilt 4-way valves on #3 EDR train
  - Replaced a leaking hose #1 EDR train
  - Rebuilt the recirculation valve on the Hypochlorite Generator
  - Performed troubleshooting related to a radio communication issue from the Eisenhower Tower. Discovered a bad connection at the antennae was causing failure of the signal.
  - The annual radium water samples were collected and sent for analysis
  - CIP EDR train #4
  - Added the required federal offence signage at water supply locations following an insurance safety inspection

○ Customer Service

• Iowa One-Call locates	471
• Prepare and send service repair letters	14
• Monthly bacteria samples	30
• Collect project bacteria samples	1
• Check water quality at residents and businesses	10
• Correlate water main breaks and investigate for leaks	10
• Hydrant flow testing	1
• Hydrant Flushing	1,263
• Water Main shut down for repairs	6
• Water shut offs for non-payment	2
• Water shut for other	2
• Water service re-connects	4
• Assist with installation of Water Meters	1
• Repair Water Meters and collect reading	0
• Deliver Red or Tan Tag	0
• Update shut off data base and maps	45
• Water Service Permit/Inspection	
▪ Repair/Replace	8
▪ New Installation	2
▪ Disconnections	0

○ Meter Department

	<u>September</u>	<u>FY 2021</u>
• Meters Installed	27	83
▪ Industrial	0	0
▪ Commercial	12	15
▪ Residential	15	66
• Meters Repaired	0	16
• Contractor and Garden Meters Installed	3	11
• Meters Read	11,772	35,316
• Meters Ordered	8	58
• Water shut offs for non-payment	0	10
• Water service re-connects	0	4

<u>Meters Installed September 2020</u>				<u>Meters Ordered September 2020</u>			

5/8"		15			5/8"	0
3/4"		0			3/4"	0
1"		9			1"	0
1 1/2"		1			1 1/2"	0
2"		2			2"	3
3"		0			3"	2
4"		0			4"	3
	Total	27			Total	8
<u>Meter Inventory October 1, 2020</u>						
					5/8"	0
5/8"		36			3/4"	0
3/4"		9			1"	0
1"		6			1 1/2"	0
1 1/2"		8			2"	0
2"		4			3"	0
					4"	0
	Total	63			Total	0

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

- Mason City Water Plant is serving as a distribution point for Region #2 for FEMA issued face masks. We began distribution of masks on Wednesday May 6, 2020. City's set up a time to pick up one package of 5 washable cloth masks for each front line operator who cannot social distance in their work. This was set up by Des Moines Waterworks with distribution points across the state. On June 22, 2020 the Mason City Water Treatment facility began distribution of infrared thermometers to Region #2.
- Hosted Suez Water for a plant visit and to update contact information for parts and technical service
- Completed Monthly Safety Inspections and Reporting
- Submitted IDNR Reports
- Assisted Customer Service Division and Meter Department as needed
- Replaced Raw Water filters 6-12 day run time



- Cleaned Ground Rods on all EDR stacks
- Cleaned conductivity probes
- Calibrated chemical feed pumps
- Washed-down the EDR stacks and performed voltage checks
- Serviced online analyzers
- Collected daily water quality samples
- Collected monthly water samples
- Monthly draw down on wells
- Continued monitoring scale deposits at discharge to river
- Continued to evaluate raw hardness and finish hardness for permit changes
- Mowed grass at the water treatment plant, South Federal Water Tower and South Federal Fire Station

**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 September

## Finance

Duties	September	Fiscal Year-to-Date
Prepare payable checks	532	1,695
Prepare receivable invoices	19	49
Prepare payroll checks	658	2,376
Certify invoices to County		16
Send letters to State Offset Collections	2	33
Record State Offset collections	\$ 1,129.75	\$ 1,129.75
Sort Mail	6,100	11,950
Ambulance accounts sent to collections		24
Record ambulance receivables	86	317
Scanned invoices for myView point processing	645	645
Process utility payments		56

- 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
- Recorded Arena direct deposits
- Recorded Golf direct deposits
- Recorded Cemetery direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for August
- Performed monthly investment activities
- Meet with Department Managers on financial questions
- Update monthly Capital Projects sheet
- Prepare cash reconciliation for department managers
- Update monthly health cost report

- Continue work on FY 20 CAFR
- Review completed funds for CAFR
- Prepared City Council memos for meetings
- Attended City Council meetings via ZOOM
- Continue to review department expenditures for budget to actual
- Implemented AP Workflow for payables

### Utility Collections

Duties	September	Fiscal Year-to-Date
Record ACH activities	33	92
Prepare Utility adjustments	69	263
Estimate billings		-
Issue utility bills	10,327	31,001
Answer phone calls	1,022	2,713
Respond to voicemail	109	350
Complete utility service orders	329	1,114
Complete landlord tasks	26	181
Issue shutoff notices	453	1,450
Process customer paid utility bills	5,331	15,384
Process customer deposits	385	1,058
Replace meters	25	64
Complete monthly sales tax report/hours		-

### Information Systems Coordinator

- Order memory for Jamie S's PC at animal shelter.
- Reset password for FD user.
- Pick up old servers from Rec and animal shelter.
- Help Jamie S with her password reset.
- Program access point for Rec Guests.
- Order backup software for new GIS server.
- Check AppAssoc file to verify that Google is set as default.
- Check network patch panel at YTF after repairs are complete.
- Check radio for Housing and O and M.
- Configure temp server for Airport.
- Fix credential issue for Heather J's PC.
- Fix password for Terry B.
- Fix quickbooks for YTF.
- Pickup server from YTF.
- Set up new hotspots for FD.
- Take access point to Rec and test.
- Coordinate with RSM to replace radio on PD tower.

- Finish config of Airport server.
- Fix scanning issues for animal shelter.
- Take memory to animal shelter.
- Take temp server to airport.
- Start final configure for temp airport server.
- Set up new user for FD.
- Reset passwords for users at O and M.
- Look at lighting controls for arena.
- Get battery backups for arena equipment.
- Contact Central Lock about front door issues.
- Get with Central Lock to fix front door cable.
- Check task schedule for GIS system.
- Configure DHCP for airport server.
- Look at RSM connection issues.
- Get with Kevin about document system.
- Get a quote for a server for the document system.
- Order server for document system.
- Download and program press conference on Government channel.
- Download printer package for YTF and install driver.
- Fix Barracuda filter.
- Fix cell card in FD laptop.
- Look at videos on tablet for Mike L again.
- Program Press conference in granicus.
- Start working on new document server configuration.
- Get CACHE battery for document server.
- Order KVM cable for new document server.
- Help Bob B and Alan L with his default printer.
- Order USB extension cable.
- Program database to auto generate PO numbers.
- Get with YTF to fix their printer issues.
- Start new computer for Rachael S.
- See about getting different array parts for new document server.
- Order three more computers.
- Have RSM check firewall at Library for route back to City Hall.
- Fix Tiffany H's default browser.
- Check status of route for connection from Library.
- Airport data migration over weekend.
- Get quote for dual monitors for Rachael S.
- Install new UPS equipment for arena.
- Look at body cam software for Jeff B.
- Look at Kemna's PC at PD.
- Look at Rachael S's desk for dual monitor setup.
- Look at time clock at Water Rec.
- Take new computer to Rachael S.
- Update security software for Airport computers.
- Add array card to new server and test.

- Check permissions on batch file for GIS backup.
- Check versions of VLC for PD.
- Download council meeting and program on government channel.
- Get with George about wireless security cameras.
- Program press conference in Granicus.
- Program and upload press conference to government channel.
- Send new server back to vender for repairs.
- Order video adapters for new PCs.
- Download new backup software and licenses.
- Reinstall older VLC player on PD workstations.
- Look at video issue for PD again.
- Order replacement power cord for Acer Spin 5.
- Set up Belinda S at Museum.
- Order another hard drive for FD server.
- Get with Madole about his printing issues.
- Clean up FD data drive to create more space.
- Program press conference.
- Start new server again.
- Upload press conference to government channel.
- Configure new computer for Jon G.
- Finish configuring new Finance server.
- Get Tracs installed on Jamie S's PC.
- Look through DART tablet and get back to PD.
- Order four NetMotion licenses.
- Reset password for user at Task Force.
- Turn in invoices.
- Update bat file for Task force.
- Get with document management company about setting up system.
- Order hard drive for FD server.
- Order three more cell accounts for PD.
- Set up new scanner for Finance.
- Start new computer for Steven V.
- Upgrade reader for Laura A at museum.
- Upload press conference to government channel.

## **GIS Department**

### **Airport**

### **Cemetery**

### **City Administrator**

- Create shapefile for Code Red notification
- Create road closure map, export as pdf x2



## **Development Services**

- Run script and create 1<sup>st</sup> and mid-month Parcels files, export as CSV file
- Fix URL on tablet for online GIS/Asset management system

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

- Assist user with adding GIS layer to map project
- Discuss data request for 36 locations throughout the City of Mason City
- Create point layer, buffer and create PDFs x36
- Update online GIS to show USGS contour lines
- Troubleshoot shapefile not working, corrupt group layer, fixed
- Assist user with exporting shapefile to different database
- Discuss road & address discrepancy, County records and plat is correct
- Assist user with adding new imagery and contour layers
- Staff getting error when saving, adjust folder permissions
- Export layer to G: drive, assist user in updating map projects

## **Fire**

### **Finance**

- IT: Look into GIS online data not updating, IT updated script on new server
- IT back up for 5 days
- IT: check server room and change backup tapes x5 days
- IT: discuss server requirements to upgrade to Arc Enterprise
- IT: overnight GIS/SQL update not working, contact IT, IT requests software company support
- IT/Dev Services: reset users password
- IT/Engineering: troubleshoot printer not connecting to computer

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

- Discuss map options since their office is offline

## **Police**

## **Recreation**

### **General**

- Update road closure map x3
- Verify GIS/SQL update worked, overnight task scheduler not working, contacted IT
- Zoom meeting with software vendor, assessing license upgrade
- Verify overnight GIS update still not working since server upgrade & IT updates
- Discussion and troubleshooting with software company to fix GIS transfer to SQL
- Discuss process to upgrade to ArcServer with software tech

- Update Covid site with new information
- Create Road Right Of Way layer to add to online GIS/Asset management system
- Download software update
- Attend half day ArcPro software course online
- Set up new user in ArcGIS online

## **October initiatives**

### **Finance Department**

- Work on September financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Continue work on FY 20 CAFR
- Work on TIF annual report
- Work on annual financial report

### **Information Systems Coordinator**

- Start working on Guest WiFi Network and security.
- Continue upgrading servers to newer version of server OS.
- Replace switches at Highland Tower and Kentucky tower with newer switches.
- Replace older switches at YTF, and Highland.

### **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 September 2020

### Monthly Council Report

ACTIVITY	SEPT. 2020	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	56	556
EMS	478	4,006
Total Calls for Service (Fire & EMS)	534	4,562
<b>Calls for Service by County</b>		
Cerro Gordo County	Worth County	Floyd County
418	49	8
<b>Personnel Training Hours</b>		
EMS	84.25	2,236.95
FIRE	1,075.97	7,695.03
Total Training Hours	1,160.22	9,931.98
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	206	1,781
Existing Building Inspections	4	87
Plan Reviews	35	174
Fire Investigations	1	19
Liquor/State License Inspections	11	114
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	0	2
Public Fire Safety Appearances/Trainings (Number)	0	7
EMS/Fire Students - Ride-Along	1	16
Preceptor Training Hours	8	300

<b>National Fire Statistics - YTD 10.1.2020</b>		<b>Line of Duty Deaths</b>	<b>Civilian Fire Deaths</b>
		67	1,514
<b>Fire Property Loss Report – Mason City</b>			
Estimated Property Value		\$414,710	\$15,080,698
Estimated Property Loss		\$101,500	\$1,006,232
Total Saved		\$313,210	\$14,074,451
<b>Overtime Hours</b>			
Fire		77.75	1,192.50
EMS		317.75	2,595.50
<b>Significant Events</b>			
September 3, 2020		Building Fire: 811 N Adams Ave	
September 16, 2020		Building Fire: 50 Country Circle	

# 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	11		11
Fire	48		48
Human Resources	2		2
Library	12	1	13
Museum	6	2	8
Operations & Maint	58		58
Parks	6		6
Police	47	2	49
Recreation	7		7
Youth Task Force	4		4
<b>Grand Total</b>	<b>238</b>	<b>28</b>	<b>266</b>

## Staffing

## Activity

Hiring Activity:

- Police Officer-7 openings (Police):  
Background checks completed, 2 contingent job offers were made subject to additional required selection activities and Council approval in November.

Head of Adult Services - 1 opening (Library):  
Job was put on temporary hold for budgetary reasons.

Firefighter - 1 opening (Fire): Council approved candidate and hired.

Lead Collector - 1 opening (O&M): Internal candidate awarded position.

Heavy Equip Operator - 1 opening (O&M): Internal candidate awarded position.



	Office Manager - 1 opening (Museum): Internal candidate was awarded the job promotion.
	Technical Services Coordinator - 1 opening (Library): Interviews were conducted, and job offer accepted by internal candidate.
	Admin Specialist - 1 opening (Dev Services): Interviews were conducted, and job offer made subject to Council approval in Oct.
	Heavy Equip Operator - (O&M): External Heavy Equipment Operator Civil Service testing was conducted and hiring list was established.
	Swing Worker - 2 openings (O&M): Job offers made to 2 candidates from the civil service hiring list, subject to Council approval in October.
	Admin Assistant - 1 opening (Airport): Recruitment was conducted, and interviews scheduled for October.
	Custodian I (P/T) - 1 opening (Library): Recruitment is underway.
Positions Filled:	- Hired 1 firefighter and 1 library custodian during the month.
Turnover:	- 1 full-time resignation, and 1 seasonal resignation during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 2 hires.
Civil Service Commission:	- Held two Civil Service meetings and conducted testing.

<b>Labor Relations/Legal</b>	<b>Activity</b>
Grievance Activity:	- Fire: No open grievances. - Teamsters: No open grievances. - AFSCME: No open grievances.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

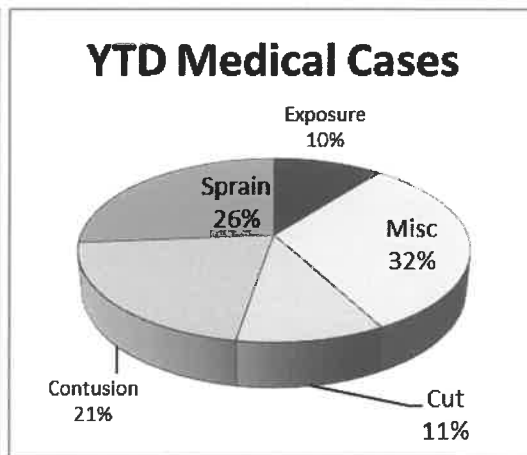
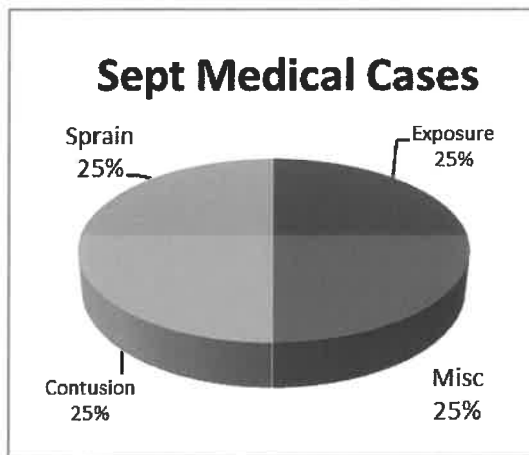
**Benefits**

**Activity**

Employee benefit support:	- Ongoing support resolving employees benefit issues
Benefits:	Finalized new benefit option for fall and added new online benefit enrollments for upcoming annual enrollment process.

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.
Professional/Community Support:	Attended IAPELRA Fall training conference and participated in local HR group mtg via zoom meeting.

Safety Statistics	Month	2020 YTD	2019 YTD
# of Work Comp Cases	4	20	33
# of OSHA Injuries	4	19	33
# of Days Missed	5	202	77
# of Employees Off	1		



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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## **Routine Activities:**

In the month of September, the Museum continued to be open during the ongoing COVID-19 pandemic. The Museum continued to see many visitors to the galleries. Staff completed a number of routine activities that kept the Museum operating smoothly. These activities included, but are not limited to, scheduling and preparing for classes and outreach kits, scheduling volunteers, and planning events for future dates. Museum staff also kept the Museum in clean and working condition, as well as called repair persons when necessary. Extra cleaning protocols have been followed due to Covid-19. Staff registered students for classes, waited on visitors in the Museum gift shop, and talked 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 distributed kits to care facilities in the area. Museum administration attended some virtual community events, as well as conducted the monthly board meeting via zoom.

The Museum hosted in-person classes in the studios this past month. During the summer most classes were canceled due to lack of attendance. Parents were uncomfortable sending their children to classes, however, as people began to adapt to life due to Covid-19 classes were once again full. Although the Museum had scheduled a smaller amount of classes due to uncertainty, they have now scheduled additional classes and second sessions of classes to keep up with the demand.

The Museum did not host any rentals in the month of September. Like prior months most guests do not feel comfortable having large gatherings. While the Museum is open to rentals, it does not foresee this increasing in popularity until the conditions of the pandemic change. The Museum continues to work with those who have rentals scheduled as to determining their options as well as meet with people who would like information about rentals for the following year.

This month's Lunch and Learn program was again presented online. Our guest presenter was Mary Lynn Ortel. She presented about Frieda Kahlo, one of the most influential woman artists of the 20<sup>th</sup> century. The discussion covered her art styles as well as current influences on the fashion industry.

Again, the Board of Trustees meeting was held via Zoom this month. They had two meetings, the regular meeting and a second to approve the hire of a new Office Manager. The Museum hired Belinda Schulz, who had been an employee of the Municipal Airport for several years. She began her duties on September 21<sup>st</sup>.

**Membership:**

Members: 254 Members

**Attendance:**

Gallery attendance	244
tour attendance	0
event attendance	8
Classes	52
Playground	0
Outreach	21
TOTAL	325

# Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

## **Utility Division:**

<u>Repair Type</u>	<u>Repair Count</u>
Valve Installations	4
Valve Repairs	6
Cement (Valve Installations)	3
Flush Hydrants	1
Hydrant Installations	2
Cement (Hydrant Installations)	1
Hydrant Repairs	12
Vac	2
Hydrant Painting	1

The Utility Crew had two people assisting with flushing fire hydrants the entire month. The number of hydrants needing repairs is down from previous years. In October we will go around to ones that did not seem to drain back and recheck them so they are ready for winter.

## **Internal Service Division:**

### Mechanical

Service and repair 0 inspection vehicles  
Service and repair 0 Engineering vehicles  
Service and repair 6 fire trucks and ambulances  
Service and repair 3 park vehicles  
Service and repair 4 police cars  
Service and repair 0 Recreation Department vehicles  
Repair and service 4 Sanitation trucks, brakes, etc.  
Repair and service 12 Street Department vehicles  
Service and repair 0 Water Reclamation vehicles  
Service and repair 1 Water Utilities vehicle  
Service and repair 3 Water Supply vehicles

### Electrical

1

Reprogram timer at the Comfort Station

Traffic Signal repair at 122 and Grover, 19th and S. Taft, 15th and S. Federal, 122 and Illinois, Hwy. 122 and Eisenhower, State and Pennsylvania

Repair lighting at the adult ball diamonds  
 Repair lighting on the Meredith Willson pedestrian bridge  
 Repair lighting at the Recreation Department  
 Reset controller for the duck pond fountain  
 Repair street lights on S. Federal Ave. , 2nd and S. Washington,  
 downtown , 19<sup>th</sup> Street SW Overpass, N. Benjamin Avenue  
 Rebuild light base at the adult ball diamonds  
 Repair lighting at swimming pool bathrooms and lockers  
 Repair receptacles at the campground  
 Set up sump pump controller at Water Reclamation  
 Install new WiFi access points for Russ Echelbarger  
 Repair parking lot lighting at 1st and N. Delaware, Southbridge, A26  
 Repair electrical mast at Park Department maintenance shop

**Wastewater Division:**

- Wastewater treatment:
 

Monthly Total:	132	million gallons
Daily Average:	4.41	million gallons per day
Daily Maximum:	5.31	million gallons per day
Sludge processed	3.806	million gallons

**Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Cleaned and televised sewer lines around town
- Cleaned and televised several storm sewers around town for street department

**Laboratory/Pretreatment Activities:**

- Performed laboratory analysis on seven Industries.
  - Completed DNR Monthly Operating Report.
  - Performed laboratory analysis on plant samples.
  - Submitted BOD Surcharges
  - Submitted Waste Hauler Totals
  - Collected industrial samples
  - Issued 8 NOVs to Industries
  - Passed DMRQA analysis
- **Activities planned for next month at the water reclamation plant :**
  - Notify Industries of delinquencies
  - Perform Laboratory Analysis

- Complete DNR Monthly Operating report
- Routine plant maintenance
- Continue hauling bio solids
- Track mileage for all vehicles
  
- **Special Activities/Accomplishments of particular note:**
- Replaced humidification manhole sump pump
- Cleaned polymer room and finished installation of new tank
- Automatic System was here working on polymer tank level
- Plant staff safety training
- Continued mowing plant grounds
- Had panel reinstalled on I million gallon tank
- Started hauling biosolids
- Changed oil in several pieces of equipment
- Cleaned UV system
- Painted new grit pump
- Changed oil in all clarifier's
- ICAP did an inspection of plant
- New tires for truck #114
- Yearly hearing test for employees were conducted
- Replaced several v-belts on plant equipment
- Changed oil in all lift pumps

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	521.62 tons	4,560.42 tons
Recycling collected	120,080 pounds	1,261,920 pounds
Yard waste collected	129.22 tons	957.95 tons
Large item number of stops	70	551
Materials collected:		
Large furniture	40	329
Small furniture	50	463
Tubs & toilets	2	15
Appliances & TVs	20	142
Electronics	2	8
Request for service calls	321	2,711

**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
- Install statues and do landscaping around the arena
- Repair storm intakes as needed

Pick up dead deer  
Haul fill for the cemetery  
Clean storm drains as needed  
Haul old appliances to salvage yard  
Sweep streets as needed  
Trim and respond to 46 tree requests, remove 36 trees  
Deliver mulch as needed  
Haul spoil  
Remove and replace delineators at 1st St. NW and 6th St. SW  
Grade and gravel roads and alleys  
Help Park Department with sand volleyball courts  
Do hands-on testing to provide a heavy equipment hire list  
Send employees to Sanitation to fill in for vacancies  
Dredge ditches on S. Pierce Ave. and 19th St. SE

**Park Department:**

Clean shelters as needed  
Repair and maintenance on equipment and shops as needed  
Feed and care for deer  
Clean and pick up dog waste stations  
Pick up trash in the parks on Mondays and Fridays  
Mow and trim grass as needed  
Paint and repair picnic tables  
Paint swimming pool locker rooms  
Install sand volleyball courts at Parker's Woods  
Install 3 donated benches  
Provide support for the Civil War Reenactment  
Haul tables and garbage cans for the cemetery walk  
Repair holes in buyout lots



# 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	1417	1304	1343	1393	1635	1922	1851	1771	1643	0	0	0	14279
Alarm - Business	48	48	46	30	52	42	52	48	31	0	0	0	397
Animal	49	32	34	62	72	76	63	100	71	0	0	0	559
Collision - Prop Damage	92	65	36	38	48	48	56	62	58	0	0	0	503
Collision - Pers Injury	8	5	2	7	6	8	8	10	6	0	0	0	60
Collision - Hit and Run	14	15	16	10	14	16	9	13	12	0	0	0	119
Disorderly	101	88	117	124	135	192	140	185	117	0	0	0	1199
Domestic - Physical	6	8	10	9	13	13	11	11	12	0	0	0	93
Domestic - Verbal	26	22	30	20	42	28	46	31	33	0	0	0	278
Fireworks	5	0	2	7	8	169	98	14	4	0	0	0	307
Harassment	40	43	49	43	72	73	65	50	51	0	0	0	486
Medical	124	118	93	101	93	104	108	117	91	0	0	0	949
Motorist Assist	71	32	9	20	17	15	20	27	24	0	0	0	235
Parking	55	40	46	36	36	39	43	42	53	0	0	0	390
Stray Animal	33	35	14	18	30	46	39	38	48	0	0	0	301
Suspicion	126	129	195	210	189	203	204	201	189	0	0	0	1646
Theft	56	65	52	53	72	67	60	69	88	0	0	0	582
Welfare Check	83	106	94	102	120	122	154	129	125	0	0	0	1035
Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	134	146	131	86	137	112	165	120	128	0	0	0	1159
New Investigations	388	371	331	299	398	414	440	421	426	0	0	0	3488
Traffic Citations	101	92	60	69	67	63	75	54	60	0	0	0	641
Written Warnings	152	115	89	66	88	62	62	50	41	0	0	0	725
Crash Reports	94	69	45	40	54	59	65	65	63	0	0	0	554
Parking Tickets	1085	790	187	30	132	162	186	57	20	0	0	0	2649
Traffic Stops	211	169	129	131	150	122	110	91	87	0	0	0	1200
Extra Patrol Checks	935	937	974	1122	1174	687	753	725	639	0	0	0	7946
Business Checks	64	148	195	160	121	98	86	75	68	0	0	0	1015
Offender Checks	35	29	18	8	22	28	34	46	44	0	0	0	264
Open Records Requests	512	387	358	321	310	397	406	540	381	0	0	0	3612

1<sup>st</sup> Detail (day shift) officers responded a vandalism case at one of our elementary schools. Over the weekend, several windows had been broken out. The investigation led to the identification of juvenile suspects who admitted their involvement in causing the damage. Charges have been filed in the case.

3<sup>rd</sup> Detail (night shift) officers responded to a medical call in September that resulted in the patient assaulting medics and officers. Following treatment for a significant bleeding emergency, the patient was arrested on a warrant for the assaults.

On September 23, officers were dispatched to a call of a suspicious vehicle. Officers located a truck described by the caller. After reaching the owner, officers learned the truck had been stolen, but not yet reported stolen. The investigation is ongoing and physical evidence is being processed to attempt to identify the suspect(s).

We have responded to multiple reports of burglaries to storage units in Mason City. In a couple of cases, we have recovered property stolen in these cases. We are following up on some physical evidence and are awaiting lab analysis. Storage unit owners and renters should be vigilant for suspicious activity in/around these areas and report it to police immediately.

### **Criminal Investigations**

During September, 16 new cases were referred to the Criminal Investigations Division. Of those, 10 were closed and one was cleared by arrest. Charges filed in September included two counts of forgery, theft 3<sup>rd</sup>, theft 5<sup>th</sup>, public intoxication, and consumption underage.

Other CID work for the month included one child protection center (CPC) interview, CPC quarterly case review; three death investigations; two employment background investigations; and one shooting case.

### **Parking/Animal Control**

Our full-time parking enforcement officer has been on an extended leave. This month MCPD only issued 20 parking tickets. Delinquency notices were sent to 98 owners and 95 unpaid parking tickets were sent for collection.

There were 121 animal-related calls for service in September. Five human bite cases were investigated and animals are quarantined at the Animal Shelter in these cases. We issued 11 citations for animal offenses.

For the month, 35 animals were taken to shelter – 22 cats and 13 dogs. One dog was euthanized by the owner after it bit two other dogs in a one month time frame. Another dog was euthanized after the Vicious Animal process was implemented and the case had been reviewed. In that case, a dog bit a delivery person dropping off a food order at the owner's residence.

### **Administration**

September in-service training for MCPD personnel included emergency vehicle operations and defensive tactics. Training was completed using Mason City Fire Department and North Iowa CERT ambulances. We used our evasive driving course signaling system that we purchased a

few years ago and the speed trailer. This provided a realistic reaction by the driver to the need for evasive driving action on the course.

MCPD personnel continue to participate in a variety of community meetings, despite COVID-19. Some of these are in-person, but most happen online.

We met with 43 North Iowa this month to discuss our role in supporting their work in the community and how we can be a better partner. We work with a number of community organizations and welcome the opportunity to have a dialog about how we can improve our partnerships.

Captain McKelvey continues to work regularly with code enforcement, rental inspectors, landlords, substance use and mental health providers to address a variety of situations that arise each day with local residents.

The Safe Neighborhoods Team was able to wrap-up their investigation into the loud booms that have been occurring in recent months. This investigation resulted in criminal charges against a resident that are pending trial at this time. We appreciate the community's patience with us while we put this together and thank those who reached out to us when they occurred. We hope this has helped to restore some quality of life for those who were impacted.

<b>MCPD Social Media</b>	<b>Aug 2020</b>	<b>Sept 2020</b>	<b>Difference</b>
Facebook	8,307	8,386	+79
Twitter	2,005	2,007	+2

# Public Library

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Reported by Mary Markwalter, Library Director

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<i>Circulation-Books</i>	20-Sep	20-Aug	20-Jul	YTD	LYTD
Adult Fiction	576	502	509	1587	5335
Adult Non Fiction	112	87	109	308	2106
Large Print	417	371	297	1085	3522
Young Adult	163	149	178	490	2383
Juvenile Fiction	395	258	301	954	7007
Juvenile Non-Fiction	59	57	86	202	1184
<b>TOTAL BOOKS</b>	1722	1424	1480	4626	21537
<i>Circulation-Other</i>					
Audio/CD/Playaway	51	84	79	214	1347
Periodicals	7	25	4	36	651
Software	0	0	0	0	3
Other(puppets, misc)	0	2	52	54	475
DVD	89	113	123	325	5466
Tumblebooks	16	8	0	24	138
Creativebug (users)	1	2	5	8	38
Heritage Quest	0	0	0	0	43
Ancestry.com	0	26	0	26	507
Bridges	1642	1669	1412	4723	3728
Ebsco (sessions)	2	6	3	11	0
GALE Databases (sessions)	1	2	13	16	103
Newspaper Archive	4	4	71	79	256
Hoopla!	645	675	696	2016	1337
RB Digital (e-audiobooks)	0	0	0	0	282
Zinio	146	103	117	366	627
Credo Reference	0	0	2	2	16
BRAINFUSE	0	0	0	0	0
<b>Total-Other</b>	2604	2719	2577	7900	15017
<b>Grand Total Circ.</b>	4326	4143	4057	12526	34058
Item Records Added	238	299	208	745	1311
Patrons Registered	19	17	19	55	318
Renewals	453	459	426	1338	3856
Holds Filled	158	129	120	407	784
Holds Placed	1030	1045	1110	3185	850
Discs Cleaned	0	0	0	0	0

Photocopies	372	419	150	941	8119
MeetingRoomGuests	68	72	72	212	4861
Meeting Room Used	8	13	12	33	522
SILO request unfilled		1	0	1	29
SILO request filled		0	6	6	0
SILO MCPL Request Filled		0	0	0	21
SILO MCPL Request Unfilled		19	0	19	20
Attendance	98	232	232	562	73000
Children's Programs	1	2	3	6	7
Childrens Program Attendance	75	337	282	694	420
Young Adult Programs	0	0	0	0	4
YA Program Attendance	0	0	0	0	28
Adult Programs	0	0	0	0	7
Adult Program attendance	0	0	0	0	21
Programs	0	0	0	0	15
Program Attendance	0	0	0	0	1967
In Library Use	0	0	0	0	15500
Faxes Received	0	10	11	21	17
Faxes Sent	0	39	31	70	228
Scan	40	4	8	0	102
Handouts, Brochures, etc.	400	1200	100	1700	15295
Genealogy Referrals	0	0	1	1	7
Archive Referrals	0	0	1	1	35
Photo Prints	0	0	0	0	0
OCLC Borrowed from MCPL	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0
Reference Questions	400	870	832	2102	9500
Internet Users	81	129	128	338	4000
WI-FI Sessions	928	1130	1147	3205	2521
Microfilm Users	0	0	0	0	6
Website Visits	2471	2603	2582	7656	6284
<b>TOTAL PUBLIC SERVICES</b>	<b>6840</b>	<b>9029</b>	<b>7481</b>	<b>23350</b>	<b>149655</b>
<b>GRAND TOTAL SERVICE UNITS</b>	<b>18006</b>	<b>13172</b>	<b>11538</b>	<b>42716</b>	<b>228247</b>
<b>VOLUNTEER HOURS</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>27.5</b>

\*Attached are the Statistics for September 2020. There is a story walk downtown right now, it starts at CENT Credit Union and winds through Downtown. The story is *Falling for Rapunzel*. By Leah Wilcox, Illustrated by Lydia Monks.

\*There are Take and Make Projects available at the Main Entrance to the library on Monday Thru Friday from 10:00 AM to 5:30 PM.

\*The Friends of the Library are sponsoring a special digital program this month by actor Duffy Hudson as Edgar Allan Poe. Visit the library website, [www.mcpl.org](http://www.mcpl.org) or the library Facebook page to view the performance at your convenience.

# Recreation Department/Highland Park Golf Course/Multi-Purpose Arena

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Reported by Brian Pauly, Recreation Superintendent

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## Recreation Monthly Activities:

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

## Daily Participation Rates:

Total People Served in 2020 through September: 168,324  
 Total People Served in 2019 through September: 283,205

Nights stayed at MacNider Campgrounds in 2020 through September: 3,414  
 Nights stayed at MacNider Campgrounds in 2019 through September: 5,873

## Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2020</u>	<u>2019</u>
Family	33	30
Class A	172	176
Class B	31	23
Youth	16	13
Daily Cart and Green Fees	\$125,688	\$113,648
Concession Sales	\$72,480	\$68,429
Rounds Played	12,042	9,403

- Ordered food and beverages for concession
- Mowed greens 41 times included days they were double mowed
- Rolled greens 8 times when not double mowing
- Mowed tees and collars 9 times including double mow

- Mowed fairways 7 times double mow
- Mowed rough 3 times some areas
- Raked traps and push up sides after rain events and deer 10 times
- Mowed back mounds at 3 inches 3 times
- Trimmed mows with grounds master 4 times
- Changed cups 16 times
- Changed practice cups 3 times
- Back lapped greens, tee, fairway mowers 2 times
- Weed eat area around tees 1 times
- Painted white lines 2 times
- Blew tees and greens of acorns every morning before mowing

Multipurpose Arena Monthly Activities:

Research ways to operate the arena during COVID 19

- Host a number of youth actives
- Host Preseason North Iowa Bulls games
- Reschedule the Arena Rock Spectacular for April 17<sup>th</sup>

Recreation Special Activities/Accomplishments:

- Continue the research on best practices and implantation strategies during COVID 19 for actives: Adult and Youth Sports, Aquatic Facilities, Camp Grounds, and other Recreation Programs.
- Continued to worked on the Sand Volley Ball Courts Project
- Continued to worked on the Aquatic Center Bathhouse Project
- Finished installation of public Wi-Fi in the recreation office
- Hired, safety trained, and gave hands on training to 7 new summer staff
- Addressed Fall & Winter Staff needs (email/letter)
- Virtually attended Iowa Parks and Recreation Association Fall Workshop
- Participated in safety walk through
- Continued our Partnership A For A Tobacco Free Cerro Gordo County
- Assisted in the planning for the 2021 River City Steak Cook-off Challenge
- Hosted Punt, Pass and Kick Contest
- Ran a staff training - CPR and 1<sup>st</sup> Training

Highland Park Golf Course Special Activities/Accomplishment:

- Put new blades on Kubota
- Changed the oil in Kubota
- Picked up 6 loads of debris after 1 strong wind event
- Changed the oil in tee mower and both greens mowers
- Blew and rake up acorns on north side of clubhouse 2 time
- Applied growth regulator, fungicide, liquid fertilizer to greens twice
- Applied wetting agent to greens once
- Fixed a cart shed doors replacing springs and adjusting

- Fixed white grub damage where was not sprayed
- Adjusted mower speed on 2018 greens mower
- Fixed tire on mower deck
- Cleaned gutters to clubhouse 3 times, refastened gutters
- Fixed 3 irrigation heads on green and tees
- Back lapped and adjust reels on fairway and green mowers

Recreation Work to Be Completed in Coming Month:

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

Highland Park Golf Course Work to Do in Coming Month:

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

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to support MCYH and their tenants with their events and activities



# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## Activities for the Month of September 2020:

- Volunteer supplies, bags for litter cleanup coordination.
- Follow up with committee on River Cleanup.
- On-going :Education 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.
- Sent out emails to all volunteers about volunteer opportunities and updates.
- Sent emails to update Beautification volunteers on any changes.
- Flower garden budget actual active plots, shared with gardeners, assisted gardeners with issues that have come up. Submit invoices for beautification, payment to vendors.
- Assisted Museum with projects.
- Updated volunteers on new projects that have been requested for assistance.
- Secured volunteers for painting projects at parks made supervisors aware of volunteers wanting to assist with project.
- Worked with KCMR on projects are available and the need for volunteers.
- Updated pictures of Beautification Gardens.
- Assisted 457 in recruiting volunteers.
- Accepted 2 new volunteer applications and referred to appropriate departments.
- Worked with area schools on projects for service days.
- Wrote recommendation letter of youth volunteer group.

## Routine Activities:

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

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

<u>Site</u>	<u>Assignment</u>	<u>Hours</u>
Museum	Misc. Projects (mask)	284.0
Recreation	ball	562.5
Beautification	Garden Maintenance/Cleanup	142.5
Earth Day	Misc. Street cleanup	187.5
457	Maintenance	68.0
Library	Misc. Jobs	14.0
Cemetery	Misc.	18.5
	Transit Tokens	0
Parks	Adopt a lot/trail	15.5
Police	Misc.	0
<b>Total Hours</b>		<b>1292.5</b>

# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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## YTF

Youth Task Force (YTF ) is still not physically present within the schools. Schools are not permitting middle or grade school students to mix with high school students at this time. The separation of students affects mentoring programs. However, communication continues between mentoring coordinators and existing community matches to provide support. Planning between school staff and YTF has been regular.

We continue various collaborative calls with other grantees/sponsors to learn current state of programming; how other grantees are functioning, and maybe some new ideas. During this time, many sponsors are encouraging and sometimes offering free educational opportunities in areas relevant to grant conduct or content. All YTF staff are participating.

## YOUTH DEVELOPMENT

### Youth Action Teams (YATs)

Regular Youth Action Team (YAT) meetings have not begun. It was felt schools and students needed an adjustment period. However, Newman began the planning process and named two returning members to share the role/responsibilities as their YAT Chair. Both attended the recent Executive Committee meeting.

## ONE ON ONE and PEER MENTORING

### Improving Tomorrow: Prevention Focused Mentoring

Youth Task Force continued implementation of the project workplan under the IDPH grant, *Improving Tomorrow: Prevention Focused Mentoring*.

YTF staff participated in virtual training opportunities offered through IDPH. Staff review progress toward workplan activities. Regular monthly share calls occur between IDPH and other state grantees (now, 10 total). Calls provide an opportunity to interact with other sites across the state; share successes/problems, and possibly discover new ways to overcome social distancing.

### OJJDP/Iowa Mentoring Partnership, *Mentoring for Youth Impacted By Opioids in Rural Iowa*

Mentoring Coordinator provided regular communication to mentors and families to help keep matches connected under current circumstances. Matches received support as needed and newsletters that included information about substance use, health & wellbeing, and outdoor activities in the area that support social distancing.

A planned mini-golfing activity will be offered in October to Mentors/Mentees and their families. Social distancing will be encouraged. All who attend will play mini-golf at no cost to them.

## **SAMHSA GRANT**

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

National Conference is struggling with new changes in curriculum coupled with glitches in the new online registration system for virtual trainings. YTF staff met collaboratively with a partner instructor from AEA to discuss current Mental Health First Aid (MHAT) activities, how we might partner, and next steps. Many sites sponsoring workshops are taking a step back until things stabilize within National Conference for Behavioral Health processes.

YTF continued regular monthly calls and collaborative sessions with SAMHSA (the Substance Abuse and Mental Health Services Administration) and MHAT grantees around the country. SAMHSA is providing regular guidance on various regulatory topics and procedures that might be necessary if changes to original plans need to be submitted formally.

YTF has one current instructor certified to teach the new Teen Mental Health First Aid (tMHFA) curriculum and another is working toward certification. Plans are to offer community training along with training in schools (grades 10, 11, or 12). Processes are being worked through with “test runs” in the near future.

Staff continued participation in regular grant-related educational opportunities provided through SAMHSA.