

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

November 2020

*(Issued December 11, 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 is again starting preparation of the budget for the upcoming fiscal year. This budget will face uncertainty with how the pandemic will continue to alter revenues, expenditures, services and programs over the remainder of the fiscal year and into the next fiscal year. Fortunately, we continue to avoid worst-case scenarios and accordingly should be able to approve a budget that closely resembles the previous year's budget. Every effort will be made to honor the commitment to improving infrastructure and making progress on community development initiatives while responsibly budgeting for preservation of reserves and being mindful to the tax burden on citizens.

The NIACC Pappajohn Entrepreneurial Center, in conjunction with the North Iowa Corridor and the Cities of Mason City and Clear Lake, has been working on an assessment of the digital economy in North Iowa through the Center on Rural Innovation (CORI). CORI will provide a report on the digital economy following the assessment that will help us figure out next step in making sure that North Iowa continues to be a place for job growth and opportunity. The need for digital economy workers and businesses is clear with the job growth numbers across the country and the demand for digital economy workers locally. While it is not immediately clear to most people, the digital economy is a key factor in North Iowa with several businesses and individuals working in this sector locally. These jobs outpace the growth in many other industries and will continue to grow in importance for a region to compete economically as digital work becomes intertwined with nearly every sector. With that in mind, key representatives from local entities have met regularly to complete an accurate assessment backed by data and research. This assessment will be reported to the council once it is complete, but clear themes are already emerging for areas we could make improvements to better our outcomes in the digital economy. The community has a great foundation for this work, but taking a more focused, dedicated approach to addressing this growing sector will help North Iowa prosper in the post-pandemic business environment.

Regarding city workforce trends, we are seeing a sharp downturn in the number of COVID impacted absences in the city staff. This has been helpful with normal leave usage during the holiday season and the added need to use vacation time before the end of the year. It is important to keep this number low and fortunately many first responders and essential workers will be part of the first groups to receive vaccination. As vaccinations occur within the city workforce, we will report back the data to the council.

Vaccine is becoming available to individuals in critical positions across the state of Iowa and city staff is working with public health to assist with the daunting task of administering an unprecedented number of vaccinations. The current vaccines require 2 doses creating some challenges with ensuring individuals return for the second dose of vaccine and twice the amount of visits to the designated vaccination site. Fortunately, the partnership in emergency response efforts has been strong and the planning by CG Public Health has been proactive. It is a large push to get the logistics of this effort figured out, but city staff will be ready to assist public health in any way possible during this effort. One important reminder is, that regardless of vaccination, social distancing, hand washing, and mask usage will be vital to public health efforts until the pandemic is over.

Sincerely,



Aaron Burnett  
City Administrator

# Airport

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Reported by David Sims, Airport Manager

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**Date:** November 2020

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 11/1/2020 – 11/30/2020	17,275.9 Gallons	300 Buses
Enplaned 250 Deplaned 265		

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

- Preparation of Board Packet Information, Agenda and Attendance at November 2020 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Seek bids for Taxiway A Relocation Project
- Seek bids for Airport Farmland – 233 acres
- Change order for Terminal Radiator Unit Replacement – Replace condensate drains
- Staff prepared snow equipment for season, started snow removal training
- Begin Environmental Assessment for new jet service.

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

- Preparation of Board Packet Information, Agenda and Attendance at the September 2020 Airport Commission Meeting.
- Waiting for DOT selection of new air service
- Public Hearing for Taxiway A Relocation Project – Open bids for project
- Begin Terminal Planning Project

# City Clerk

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## Reported by Diana Black, Deputy City Clerk

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### Council Activities for the Month of November:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council 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 13 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 8 Alcoholic Beverages Licenses through the State of Iowa Alcoholic Beverages Division and when necessary completion of corresponding background checks, deeds/lease agreements, sketches, and Police and Fire Inspection Forms within time constraints
- Publication of required documents following the Council Meetings in conjunction with State requirements and distribution of proof of publications to appropriate parties
- Recording of required documents with the Cerro Gordo County Recorder and distribution of documents to appropriate parties including contractors and legal entities
- Filing of property damage claims with the City's Insurance Company including supporting documents
- Collection and issuance of \$400.00 in animal license fees and \$250.00 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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## *Major Departmental Activities and Items of Interest:*

Iowa Reinvestment District Program: The lease for the Performing Arts Pavilion has been approved by the mall owner and the City Council. Demo work on the north end of the mall will begin when weather permits. Staff has reviewed a draft of 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 November. 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 and asbestos abatement, which is complete. Notice of bids for the demolition will be released in early December. Although these properties were not acquired as a direct result of Section 657A, the potential use of the statute was a major driver in the owner giving up the title to the City.

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, which is nearly complete), 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. Of these, six are potentially subject to Section 657A.10. The others will be addressed through the nuisance abatement process. We have begun proceedings on several of them, and are awaiting updates from our attorney.

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. Staff will continue to diligently work towards blight remediation through this program.

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
- Construction of the third Kwik Star at 4<sup>th</sup> Street SW and South Eisenhower Avenue is underway
- NIACC is completing 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 now open
- "The River" apartment complex by Talon Development is open for leasing; tenants have been moving into the townhomes. As of this date, the project is 50% leased. The developer is very pleased with this project and is considering future housing developments in Mason City.
- A new T-Mobile store 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, is framed and is expected to be open early next year.
- Construction of the new Elite Boxing Gym at 109 1<sup>st</sup> Street in Downtown has commenced.

Development Review Committee: 3 meetings held in November.

<b>DRC Activity</b>	<b>November, 2020</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	4	61
Concept plans reviewed/approved as a Minor Site Plan	2	19
Concept plans to be resubmitted as a Major Site Plan	2	19
<b>Total Concept Plans</b>	4	38
Major Site Plan Reviews Completed	0	23
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	2	11
<b>TOTAL ITEMS REVIEWED</b>	6	72
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>November, 2020</b>	<b>YTD</b>
Commercial, Principal Structure	8	36
Commercial, Accessory Structure	0	0
Residential, Principal Structure	6	55

Activity	November, 2020	YTD
Residential, Accessory Structure	3	64
Signs	2	37
Floodplain	0	8
Sidewalk Service Area Permits	0	1
<b>Zoning Board of Adjustment Cases</b>		
Appeal	0	0
Conditional Use Permit	0	3
Special Exception	2	13
Variance	1	9
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	0	2
Miscellaneous	1	2
Preliminary Plat	0	0
Site Plan Approval	1	4
Zoning Ordinance Text Amendment	0	2
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	1	13
Lot Splits	0	2
Final Plat (not requiring P&Z review)	0	0
<b>Historic Preservation Commission</b>		
Historic Demolition Reviews	1	9
<b>Zoning Violations</b>		
Reported	1	10
Unfounded	0	0
Founded-Resolved without citation	1	6
Citations	0	0
Open Cases (as of date of report)	0	N/A
Cases initiated by staff	1	7
<b>Zoning Inspections</b>		
Zoning – Case Request	1	8
Zoning – Complaint	0	0
Zoning –Setback	0	5
Zoning - Final	0	1
Floodplain - Final	0	1
Zoning – Landscaping Install	0	1
Removal Site Inspection	0	1
<b>Permit Reviews</b>		
Zoning Reviews Completed	17	339
Floodplain Reviews Completed	25	438
Historical Reviews Completed	1	30

**BUILDING INSPECTIONS DIVISION***Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Permits</b>	<b>November, 2020</b>		<b>YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	27	\$3,367,661.82	258	\$65,355,979.69
Minor Building Permits	7	\$ 62,398.00	249	\$ 3,956,811.33
Electrical Permits	13		196	
Plumbing Permits	4		87	
Mechanical Permits	4		264	
Sign Permits	2	\$ 25,000.00	38	\$ 475,893.50
Demolition Permits	0	0	21	\$ 283,485.00
Structure Moving Permits	1	\$ 100.00	3	\$ 29,600.00
<b>Inspections</b>	<b>November, 2020</b>		<b>YTD</b>	
Number of inspections	<b>128</b>		<b>1,605</b>	
<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	2	17	7	399
Multi-residential	0	0	0	0
Commercial	2	4	14	68
Industrial	0	0	4	3
Institutional	0	9	0	11
Other (signs, demo, etc.)	0	3	0	62
<b>Fees Collected</b>	<b>November, 2020</b>		<b>YTD</b>	
	\$ 23,500.05		\$ 329,408.07	

**CODE ENFORCEMENT DIVISION***Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>November, 2020</b>	<b>YTD</b>
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	115	1316
Staff Initiated	49	699
Non-Staff Initiated (total):	66	617
Response to Complaint	42	243
Anonymous Complaint	15	183

<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>November, 2020</b>	<b>YTD</b>
SeeClickFix	9	191
<b>Case Requests Disposition</b>		
Founded Case Requests	115	1316
Citations Issued	0	5
Cases to Court	1	1
Unfounded Case Requests	0	0
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	0	10
Dangerous Building	1	25
Abandoned Vehicle	2	9
Tree/Shrub Maintenance	0	3
Garbage	25	296
Inoperable Vehicle	8	94
Junk, Rubbish or Refuse	39	451
Other	23	199
Writ of Removal	0	36
Information Request	17	229
Snow Removal/Weeds & Tall Grass	10	761

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>November, 2020</b>	<b>YTD</b>
<b>Inspection Requests</b>		
Initial Inspections	14	899
Reinspections	16	481
Inspection Requests	0	0
<b>Total Inspections</b>	<b>30</b>	<b>1380</b>
<b>Inspection Results</b>		
Inspections Cancelled by Landlord	0	252
Inspections Cancelled by Inspector	0	30
Failed Inspections	5	142
Passed Inspections	21	722
No Shows	0	175
Unfounded	1	10
Unavailable/Denied Entry	1	3
Units White Tagged	2	45
Rental Dwelling Certificates Issued	5	454

## **TRANSIT OPERATIONS AND SAFETY DIVISION**

### ***Transit***

During the month of November, Mason City Transit provided 6,711 rides on its Fixed-Route; that is an average of 353 rides per day. This is a decrease of 6,797 rides compared to November 2019 (this decrease can be attributed to COVID-19).

November also signaled the kickoff of our Transit Design Study. The Transit Division and its partners met (virtually) with the consulting team several times to chart the future of the study. We are very excited about the future of transit in Mason City.

### ***Safety***

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

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

# Elmwood-St. Joseph Cemetery

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Reported by 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>
November	7	70%	3	30%	10
FY to Date	24	45%	29	55%	53

Burials in November were as 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>
November	10	6	16
FY to Date	39	12	51

Lot sales were above projection and niche sales were above projection. Fiscal year to date, lot sales are much higher than projected and niche sales are 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 winter, in addition to preparing for burials.

**Board of Trustees** – Assisting office staff with Melson Mausoleum renovation

# 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	6
▪ New Installation	4
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	1
▪ Repair	1
▪ Disconnect	0
● Water – Residential	
▪ New	2
▪ Repair	2
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	2
▪ Sidewalk Repair/Replace	3
▪ Approach New	1
▪ Approach Repair/Replace	4
▪ Curb & Gutter	0
▪ Curb Cut	2
● Pedestrian Ramp survey & design	2
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	294
● Emergency Call-outs	1
● Emergency Call-out after hours	0
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	0
▪ DOT perform work within state highway ROW	5
▪ Application for new utility construction in City ROW	3

▪ Moving/Oversized load	0
▪ Review contractor Traffic Control Plan	2
• Permit Review & Approval - City	
▪ Commercial Building	1
▪ Residential Building	0
▪ Demolition	0
▪ Remodel or Addition	1
▪ Moving	0
• Permit Fees collected	\$175.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

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

Mid-Continent Contracting finished all remaining contract work related to the project. Some of the final locations where recent work was completed include South Washington Avenue north of 4th Street SW and on Briarstone Drive south of the intersection with the Frontage Road. Acceptance of the project and approval of final payment will be on the December 15th agenda for City Council's consideration.

#### **2020 Street Rehabilitation Program:**

Heartland Asphalt finished all remaining contract work related to the project, including the remaining punch list items. The punch list items consisted of fixture adjustments on overlaid streets, shoulder and backfill restoration, and cleanup. Acceptance of the project and approval of final payment is expected to be on the December 15th agenda for City Council's consideration.

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

The City Council accepted the work and approved final pay at their November 3rd meeting.

Heartland Asphalt submitted an estimate to repair the damage that was done to a private driveway. The damage was done by construction equipment during the course of the project; we are now working with the owner on a cost sharing plan to get the repair work completed in the spring.

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

The project was considered substantially complete; final acceptance of work and approving final payment before closing out the project is being suspended until spring of 2021. As it was late in the season for seed germination, the contractor applied a dormant seed mixture. Action to close out the project will occur in the spring when the seed mixture has reached an approximate 70% germination rate.

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

The project was considered substantially complete; final acceptance of work and approving final payment before closing out the project is being suspended until spring of 2021. As it was late in the season for seed germination, the contractor applied a dormant seed mixture. Action to close

out the project will occur in the spring when the seed mixture has reached an approximate 70% germination rate.

**Eastbrooke Storm Water Mitigation:**

The property acquisition agreement is scheduled to be on the agenda for the December 1st meeting of the City Council. Meanwhile, WHKS continued design work on the channel and pedestrian trail bridge.

**Water Treatment Plant Discharge Stream:**

The project design is completed and construction is planned to be coordinated and completed along with the Dam #1 project. That project is currently delayed. The IDNR was provided with plans and updated on the progress of the project.

**Union Pacific Railroad Quiet Zone:**

I made contact with the new Federal Railroad Administration's (FRA) representative for our region, Region 6. During a phone meeting we discussed the history of the project at length, since he was recently assigned and unfamiliar with the current status of the project and complications endured along the way. Following the meeting, project plans and documents were submitted to him for review.

The most important and immediate missing piece for establishing the Quiet Zone is the completion of work at the 15th Street SW crossing. Without it, the project is incomplete and the city cannot apply to establish a Quiet Zone. Since the Contractor Right of Entry (CROE) agreement needed to complete the raised median at the 15th Street SW crossing is being held up by the Union Pacific Railroad (UPRR), the FRA representative agreed to contact them on behalf of the city to assist in obtaining the permit from the UPRR so that the work can be completed and the process of establishing the Quiet Zone continue.

The FRA was planning to contact the UPRR on Monday, November 23rd, after having ample time to review the plans and documents submitted for the Mason City project. In consideration of the breakdown in communication with the UPRR, I am giving the FRA a reasonable amount of time before contacting them regarding their progress.

**Water Meter Replacement Program:**

Ferguson Waterworks continued meter installations throughout the month of November. Ferguson work orders and reports indicate 591 meters being installed. Periodic notices continue to be sent to populate the appointment schedule.

**Monroe Avenue Street and Utility Rehabilitation:**

WHKS submitted Check Plans to the City Engineering Department and to the Iowa Department of Transportation (IDOT) Administration Bureau on November 10th. The Check Plans were reviewed by Engineering Staff and comments submitted to WHKS. A meeting is planned for the first week in December between WHKS and Engineering Staff, to review the Check Plan

comments and discuss final details. WHKS will then complete the plans and submit them to the IDOT on or before December 22nd, in accordance with the State Letting Schedule.

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

The city continued working with Blue Sky Solar regarding a solar project to provide electrical power for the operation of the Mason City Water Works facility located at 339 13th Street NE. An on-site meeting was held on November 10th with Blue Sky and the owner of the parcel of property being considered for the project. A number of review items were discussed, including tree removal and topping, grading and removal of materials from the site, all to improve and maximize the efficiency of the solar array arrangement.

Blue Sky collected field data which could be used to identify shadowing patterns which was then used to continue and refine the solar array arrangement.

A secondary on-site meeting was held on November 24th with the same group to review the results of the data collected during the earlier meeting. The areas for tree removal were more closely identified and discussed in detail along with additional grading plans for the site.

The property owner is also a local contractor with the equipment and ability to complete the desired site preparation work. The contractor was asked to submit an estimate to the city for the work discussed. That is expected to be available during the first week of December. The site improvements will be incorporated into the cost of purchasing the property.

A Professional Services Agreement with WHKS for survey and preparation of Acquisition and ALTA Survey Plats is scheduled to be on the agenda for the December 1st meeting of the City Council.

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

- Engineering Staff continued collecting field data for the design of projects being planned for 2021. These projects include street rehabilitation, street panels and curb replacement.
- 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.
- Engineering Staff continued working with a design company representing US Cellular, who is working on a plan regarding the installation of 5G antennas throughout the city. A draft copy of a Master License Agreement is currently under review. The Master License Agreement would be an agreement with the City for the installation of antennas on city infrastructure and several US Cellular owned poles placed in State and City right-of-way. Approximately 35 node locations are being considered.
- Plans were approved for the second phase of the Mediacom underground installation in the northwest part of the city. Mediacom's contractor is currently installing underground conduit

and setting pedestals in the areas between 12th Street NW and 14th Street NW from North Federal Avenue to North Quincy Avenue. Once completed, the existing Mediacom overhead cables will be removed from the Alliant utility poles.

- Alliant Energy's contractor Q3 Contracting Inc. completed the gas rebuild project in the area between South Louisiana Avenue and South Indiana Avenue between 7th Street SE and 10th Street SE. Engineering Staff continued the coordination and inspection of street panel and sidewalk repairs with the paving contractor.
- Engineering Staff responded to a decorative street light pole knock down in the 1600 block of North Federal Avenue. An electrical contractor was hired to replace the damaged concrete footing and pole. The work was completed on November 24th. Engineering Staff completed and submitted an Iowa Department of Transportation Application and Agreement to Preform Work within State Highway Right-of-Way permit. The costs incurred by the City due to the accident will be itemized and totaled, then sent to the responsible party for reimbursement.

### **Traffic Division:**

#### ○ Traffic Control

• Sign work orders	10
• Traffic Sign Orders	1
▪ Streetlights	
▪ New Installation	0
▪ Repair Request	3
▪ Fixture Replacements	6
• Traffic Signals	
▪ Respond to signal issue reports	5
▪ Perform traffic signal repairs	14
• Iowa One-Call locate reviews	326
• Locate City-owned electrical utilities	6
• 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.
- Assessed damage to a new street light at the 1600 block of North Federal Avenue. Recorded the damage and hauled away the damaged components. Lined up contractor to set up a lane closure and assist another contractor in removing and replacing the damaged concrete footing. Also began compiling information and preparing the claim against the driver who damaged the pole.
- Sorted out and pulled additional lighting circuits for the South Federal Avenue and Highway 122 street lights. Finished hooking up the last of the lights on South Federal Avenue that had been disconnected during the recent highway reconstruction project.

- Performed a semi-annual night-time street light survey. Compiled lists of non-working street lights for Alliant Energy and Operations & Maintenance for repair.
- Assisted the City Electrician with pulling in new wire to the Mason City sign on North Federal Avenue that had previously shorted out.
- Ordered in blank sign panels for “NO TRESPASSING” printing on them. The signs will be posted at multiple locations along the Highline Trail property. Staked locations and sent a work order to Operations & Maintenance for installation.
- Prepared a set of repair drawings to assist a contractor in repairing the signal crossing at 19th Street SE and South Pennsylvania Avenue.
- Continued updating the traffic sign layer on the GIS map caused by removals, additions and alterations.

### **Water Supply Division:**

#### ○ Water Production

	<u>November</u>	<u>FY 2021</u>
• Total (gal)	99,406,000	629,380,000
• Daily Average (gal)	3,313,000	4,113,000
• Daily Maximum (gal)	3,652,000	6,616,000*
• Daily Minimum (gal)	2,729,000	2,729,000**

\*Indicates Yearly High

\*\*Indicates Yearly Low

#### ○ Water Plant Maintenance and Repair

- Reinstalled Feed Pump #3 after it was rebuilt for a leaking seal and bearing failure
- Performed trouble shooting related to communication issues with a new VFD drive on #3 Feed Pump
- Placed back in service High Service Pump #4 after replacement of the pump and complete rebuild of the motor
- Repaired the coin mechanism for the bulk water load out
- Replaced the top on the check valve vault for lift station after it had been damaged by a contractor drive over
- Rebuilt three (3) EDR 4-way valves on EDR #2, Rebuilt 2 EDR 4-way valves on EDR #3
- Replaced UPS in pumping plant control panel
- Repaired the heat exchanger on the Sodium Hypochlorite Generator
- Repaired the control valve on #2 High Service Pump
- Repaired an air leak in EDR #4 train
- Flushed ECIP lines on EDR #2
- CIP EDR #3 and #4 trains

#### ○ Customer Service

- Iowa One-Call locates

294

• Prepare and send service repair letters	6
• Monthly bacteria samples	30
• Collect project bacteria samples	6
• Check water quality at residents and businesses	5
• Correlate water main breaks and investigate for leaks	8
• Hydrant flow testing	0
• Hydrant Flushing	0
• Water Main shut down for repairs	3
• Water shut offs for non-payment	29
• Water shut for other	1
• Water service re-connects	19
• Assist with installation of Water Meters	1
• Repair Water Meters and collect reading	5
• Deliver Red or Tan Tag	10
• Update shut off data base and maps	285
• Water Service Permit/Inspection	
▪ Repair/Replace	8
▪ New Installation	5
▪ Disconnections	2

○ Meter Department

<u>November</u>	<u>FY 2021</u>	
• Meters Installed	29	140
▪ Industrial	0	0
▪ Commercial	9	30
▪ Residential	20	108
• Meters Repaired	2	18
• Contractor and Garden Meters Recovered	7	7
• Contractor and Garden Meters Installed	1	12
• Meters Read	11,772	58,860
• Meters Ordered	19	77
• Water shut offs for non-payment	0	10
• Water service re-connects	0	4

<u>Meters Installed November 2020</u>				<u>Meters Ordered November 2020</u>			
5/8"		15			5/8"	36	
3/4"		1			3/4"	0	

1"		4			1"	0
1 1/2"		8			1 1/2"	0
2"		1			2"	0
3"		0			3"	0
4"		0			4"	0
	Total	29			Total	36
<u>Meter Inventory December 1, 2020</u>						
					5/8"	0
5/8"		38			3/4"	0
3/4"		8			1"	0
1"		12			1 1/2"	0
1 1/2"		0			2"	0
2"		3			3"	0
					4"	0
	Total	61			Total	0

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

- 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
ECIP	Electrode 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 November

## Finance

Duties	November	Fiscal Year-to-Date
Prepare payable checks	473	2,848
Prepare receivable invoices	78	199
Prepare payroll checks	634	3,673
Certify invoices to County	87	103
Send letters to State Offset Collections	1	37
Record State Offset collections		\$ 1,129.75
Sort Mail		18,825
Ambulance accounts sent to collections		24
Record ambulance receivables	128	553
Scanned invoices for myView point processing	618	2,160
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 October
- Performed monthly investment activities
- Answered 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
- Prepared City Council memos for meetings
- Attended City Council meetings via ZOOM
- Continue to review department expenditures for budget to actual
- Work with Laserfische on content management
- Start working on FY 2022 wage sheet for budget
- Start work on FY 2022 CIP
- Work with Acentis on timekeeping system update

### Utility Collections

Duties	November	Fiscal Year-to-Date
Record ACH activities	28	142
Prepare Utility adjustments	138	573
Finals & charge offs	390	390
Issue utility bills	10,277	52,616
Answer phone calls	1,096	4,879
Respond to voicemail	119	609
Complete utility service orders	337	1,916
Complete landlord tasks	128	355
Issue shutoff notices	443	2,353
Process customer paid utility bills	5,261	25,961
Process customer deposits	399	1,891
Replace meters	22	104
Complete monthly sales tax report/hours		-

### Information Systems Coordinator

- Document server install.
- Help Jen M with her miExcel app.
- Look at Diana's printer.
- Start configuration of last new PD tablet.
- Start next YTF computer upgrade.
- Test printing from YTF PC.
- Help John J with his granicus password.
- Install monitors for Randi T.
- Order KVM and new keyboard for Water Treatment server.
- Order replacement memory for upgraded PCs.
- Look at Jim S's computer and see why it failed.
- Set Danielle C up as mobile user.
- Start next YTF PC upgrade.
- Update PD camera group.

- Add users to final new PD tablet.
- Get Tracs install on new Car 9 tablet.
- Order cert from RSM.
- Order printer Diana B.
- Remove Tyson A from PD.
- Take computer back to Jim S.
- Install Adobe Pro for Jessica P.
- Pick up temp server and parts from Water Treatment.
- Take new keyboard and KVM to Water Treatment.
- Order Windows server 2019 licenses.
- Configure new security system.
- Configure temp server for new City Hall backup server.
- Download and program council meeting on government channel.
- Download new security software.
- Get Car 7 cell information transferred to new tablet.
- Get quote for new computers for housing.
- GIS meeting.
- Install memory in YTF PC and get it back to department.
- Move temp server into rack at City Hall.
- Upgrade next YTF PC.
- Finish YTF computer and start next.
- Go through invoices.
- Install new security software on two more servers.
- Swap WiFi manage software to new server.
- Add memory to server at City Hall.
- Check security software licensing after fix.
- Follow up with RSM about replacement GBICs for Rec.
- Look at tablet for Shackleton.
- Order computers for housing.
- Send survey back to Logan.
- Start next computer upgrade for YTF.
- Start working on implementing new security software.
- Install computer in new Car 4.
- Install new printer for Diana B.
- Order backup software for new SQL server for City Hall.
- Order wireless card for YTF PC.
- Update conference Room PC for YTF.
- Fix time clock on 1<sup>st</sup> floor of City Hall.
- Install different video player for Jamey M at PD.
- Look for missing emails for Edith B.
- Start configuring new housing computers.
- Close out GDP user account.
- Get with Heather J at YTF about printing issues.
- Look at video problem for Jamey M at FD.
- Look for missing emails for Mara L.
- Order SQL server 2019 CALs for Finance server.
- Program press conference for Wednesday.
- Fix printer issue at Animal Shelter.
- Get with document management company about Cert.

- Install security software on Animal Shelter clients.
- Program and upload council meeting to government channel.
- Rebuild server for Animal Shelter.
- Set Steven V up for mobile access.
- Set up new user at PD.
- Upload press conference to government channel.
- Get Car 7 cell information swapped around.
- Get state to look at Car 7 Tracs issue.
- Install new Car 7 tablet in car.
- Get with Kevin about time clocks.
- Get with Steven V to complete his mobile connection.
- Help Lindsay T get connected remotely again.
- Remove old printer from Sybil S's system.
- Replace time clock at City Hall.
- Add iPads to wifi for FD.
- Finish software connection for Car 4 tablet.
- Help Jon A with his heating control app.
- Install printer utility on Car 4 tablet.
- Set up phone number for new user at PD.
- Get with Aaron B about printer and cabling at Fire Department.
- Install printers on housing computer.
- Install wifi card for YTF PC.
- Reset password for Jess P at YTF.

## **GIS Department**

### **Airport**

### **Cemetery**

### **City Administrator**

### **Development Services**

- Run script and create 1<sup>st</sup> and mid-month Parcels files, export as CSV file
- Set up new user in online GIS system
- Look into easement for CL Tel on private parcel
- Troubleshoot error in map project

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

- Import jpeg image, georeference to overlay on aerial imagery map
- Assist user with adding georeferenced image and use swipe tool to see overlay
- Work to project files supplied by public, no spatial reference to work with, export data tables
- Discuss hyperlink in county ditch and drainage layer
- Fix map layer not displaying correctly

- Download Trimble handheld with new pedestrian ramp information, upload to GIS layer
- Download photos for pedestrian ramps and ensure hyperlinks are functional
- No water service record for address, user created new record
- User noticed no easement for water main going across property, discuss with engineering
- Change security setting to allow user to edit specific databases
- Troubleshoot computer problems, computer reboot fixed issue
- Create new ArcReader project, publish and download to laptop
- Discuss and update road centerlines layer
- Discuss address points location in layer after road has been changed

## **Fire**

- Discuss request to add contour layers to map

## **Finance**

- Cover IT for 2 days, change server backup tapes
- IT/Highland Golf: reset user password

## **Human Resources**

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

- Sewer camera not downloading to Pipetech software, never worked with this software, referred back to Paul
- Troubleshoot Pipetech software not displaying camera video, unable to fix

## **Police**

## **Recreation**

## **General**

- Obtain quotes for ArcEnterprise software installation
- Online meeting with software vendor to discuss quote, details, and timeline of project
- Online meeting with software vendor and IT dept for ArcEnterprise install
- Update road closure map
- Monthly EOC training online
- Work on cleaning up easement layers

## **December initiatives**

## **Finance Department**

- Work on November financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables

- Process city payroll
- Continue work on FY 20 CAFR
- Finalize annual financial report
- Continue work on FY 2022 budget
- Update FY 2022 wage budget sheets for managers
- Start initial work on FY 2022 CIP

#### **Information Systems Coordinator**

- Start working on Guest WiFi Network and security.
- Continue upgrading servers to newer version of server OS.
- Upgrade security software on all machines.
- Work with Finance to install and configure new timeclocks.

#### **GIS Department**

- Provide training and support for GIS users
- Provide maps (printed and digital) as requested
- Edit and Maintain GIS data
- Continue updating GIS/Database management system
- Continue staying informed of new and changing ArcGIS software and updates
- Work on scheduled rotation of aerial, oblique, LiDAR, and street level imagery
- Participate in County GIS meeting (if scheduled)
- Participate in EOC meeting
- Participate in Quarterly Iowa Geographic Information Council meeting

# Fire Department

Reported by Erik Bullinger, Fire Chief



## Mason City Fire Department

November 2020

Monthly Council Report		
ACTIVITY	NOV. 2020	YTD
<b>Calls for Service (911 Emergency &amp; Non-Emergency)</b>		
Fire	60	663
EMS	504	4,999
Total Calls for Service (Fire & EMS)	564	5,662
<b>Calls for Service by County</b>		
Cerro Gordo County	Worth County	Floyd County
430	57	13
<b>Personnel Training Hours</b>		
EMS	71.75	2,389.20
FIRE	827.33	9,705.71
Total Training Hours	899.08	12,094.91
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	181	2,174
Existing Building Inspections	13	112
Plan Reviews	13	218
Fire Investigations	1	21
Liquor/State License Inspections	9	130
<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	18
Preceptor Training Hours	8	316
<b>National Fire Statistics - YTD</b>	<b>Line of Duty Deaths</b>	<b>Civilian Fire Deaths</b>
12.2.2020		

	81	1869
<b>Fire Property Loss Report – Mason City</b>		
Estimated Property Value	\$1,210,600	\$16,558,978
Estimated Property Loss	\$22,100	\$1,112,582
Total Saved	\$1,188,500	\$15,446,396
<b>Overtime Hours</b>		
Fire	155.50	1,460
EMS	392.75	3,288
<b>Significant Events</b>		
Building Fire: 16615 245 <sup>th</sup> St.		

## Human Resources Department

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Reported by Perry Buffington, Human Resources Director

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Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	11	16	27
Engineering	17		17
Finance	11		11
Fire	47		47
Human Resources	2		2
Library	13	1	14
Museum	6	2	8
Operations & Maint	60		60
Parks	6		6
Police	47	1	48
Recreation	7		7
Youth Task Force	4		4
Grand Total	242	24	266

### Staffing

### Activity

Hiring Activity:	- Police Officer-8 openings (Police): 1 new hire in November. Began recruitment for a new Civil Service list to be established in December.
	Head of Adult Services - 1 opening (Library): Job was put on temporary hold for budgetary reasons.
	Firefighter - 1 opening (Fire): New Civil Service

	<p>firefighter list established, interviews conducted, and job offer made subject to Council Approval in Dec.</p> <p>Swing Worker - 1 opening (O&amp;M): One candidate hired in Nov.</p> <p>Support Services Coordinator - 1 opening (Police): New position approved by Council, posted internally and Internal Civil Service list established. Interview conducted and promotional offer made subject to approval by Council in December.</p> <p>Custodian I (P/T) - 1 opening (Library): Hired one external applicant.</p>
Positions Filled:	- Hired 1 Swing Worker, 1 Police Officer, 1 part-time library Custodian, and 1 seasonal employee during the month.
Turnover:	- 11 seasonal resignations during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 4 hires.
Civil Service Commission:	- 2 meetings during the month and conducted Civil Service testing.

**Labor****Relations/Legal****Activity**

Grievance Activity:	- Fire: One open grievance. - 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.

**Employee Involvement****Activity**

Police Swearing In Ceremony:	Assisted with swearing in ceremony for new Police Officer.
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**Benefits****Activity**

Employee benefit support:	- Ongoing support resolving employees benefit issues
Benefits:	Assisted employee with new online paperless annual benefit enrollment process.

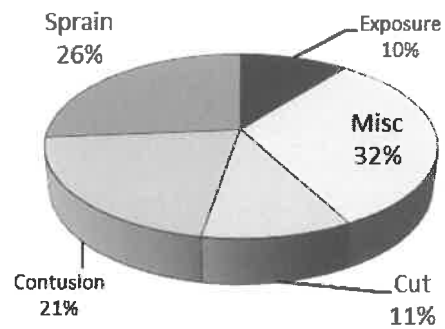
**Miscellaneous****Activity**

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 virtual employment law conference conducted by local HR group.

<b>Safety Statistics</b>	<b>Mon th</b>	<b>2020 YTD</b>	<b>2019 YTD</b>
# of Work Comp Cases	0	20	33
# of OSHA Injuries	0	19	33
# of Days Missed	0	205	77
# of Employees Off	0		

### Nov 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 November, 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.

While last month classes boomed at the Museum, the start of the month saw classes slow down and eventually have low attendance to persons dropping out of class, due to exposure or active cases. Once the community positivity rate rose to 19% the Museum Board President postponed classes through the first week of December, pending review at that time. The Museum has currently determined that due to the extremely high community positivity rate that they will continue to postpone in person classes until January, following the lead of Mason City Community Schools to stay in Hybrid Mode. Face to face classes was the main area in which Museum staff were exposed to the public at a distance closer than 6 feet – often required for instruction and demonstration – as well as low attendance due to the Health Department Guidelines of staying within households when doing outside activities. Prior to this change the Museum had a maximum of 10 persons allowed in a class, making it very difficult to cover expenses associated with classes.

The Museum did not host any rentals in the month of November. Any pending rentals canceled due to concerns over COVID. The Museum continues to work with those renters affected by the pandemic, working to reschedule and move events to a new calendar date.

Again, the Board of Trustees meeting was held via Zoom this month. Staff continued to meet with outside organizations and people using Zoom as an alternative to in person meeting. Although the Museum remains open for tours, the Museum has canceled any volunteer activities that might have been scheduled.

Like many departments, the Museum had its share of staff home due to COVID-19 concerns, or possible exposures. When possible the Museum allowed the staff to remain working using one of

3 laptops the Museum has been using for telework. These absences did not affect the visitor experience or daily operations of the Museum.

The Museum continued to plan a STEAM class for the community, although it had been converted to online instruction and kits to take home. This project is done in conjunction with Iowa State Extension Office using a grant from the former Team quest Foundation. The idea is to bring Art and Science together to inspire youth for tomorrow's economy.

The Museum planned to have Holiday Open House virtual this year using art kits. Museum staff put together the kits with materials that volunteers had prepared months ago. The Museum also prepared for this event by recording the Mayor reading "Twas the Night Before Christmas" that will be broadcast in December.

The main staff activity during the month of November was the preparation for the Museum's annual fundraiser: Artoberfest. While the Museum could not have the event in person, they were able to create an online auction. Over 80 items were donated for the event. In an effort to not strain already cash strapped businesses the Museum asked patrons, who would normally buy a \$40 ticket, to instead buy a gift certificate to a restaurant they loved. This was a very successful endeavor. The Museum also asked artists to create artistic masks that could be auctioned off as part of the fundraiser. The event was launched on November 30<sup>th</sup>, cyber Monday, with hopes that it would help the auction take off. The auction will go for one week and then patrons will pick up and pay for their item at the Museum, or pay over the phone for curbside delivery.

**Membership**

Individual	212
Business	28
City	8
<i>Total</i>	<i>248</i>

**Daily Attendance**

Gallery attendance	158
Tour attendance	0
Event attendance	0
Classes (Kids Club)	31
Playground	0
Outreach	65
<i>TOTAL</i>	<i>254</i>

## Operations & Maintenance/Parks Department

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Reported by Bill Stangler, Operations & Maintenance Manager

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### Utility Division:

<u>Repair Type</u>	<u>Repair Type Count</u>
Valve Installations	1
Cement (Valve Installation)	1
Fire Hydrant Installation	1
Cement (Hydrant Installations)	1
Hydrant Repairs	5
6 on 8" Tap	1
Valve Turning	1
VAC	1
Street Cement	4
Vehicle Maintenance	1

### Internal Service Division:

#### Mechanical

Service and repair 1 inspection vehicle  
Service and repair 0 Engineering vehicles  
Service and repair 6 fire trucks and ambulances  
Service and repair 0 park vehicles  
Service and repair 3 police cars  
Service and repair 0 Rec Department vehicles  
Repair and service 2 Sanitation trucks, brakes, etc.  
Repair and service 20 Street Department vehicles  
Service and repair 2 Water Reclamation vehicles  
Service and repair 3 Water Utilities vehicle  
Service and repair 0 Water Supply vehicles

#### Electrical

Street light repairs, Streetscape on N. Federal, 122 and Kentucky, S. Federal and 1<sup>st</sup>, 1<sup>st</sup> and Delaware lot, 4<sup>th</sup> Street N.  
Traffic Signal repair at 122 and Indiana  
Repair heater at Elmwood Cemetery  
Finish Repair underground wiring at the cemetery  
Repair light in Street Department shop  
Repair heater at the campground  
Repair controller at Water Supply

## **Wastewater Division:**

Monthly Total:	118.43	million gallons
Daily Average:	3.95	million gallons per day
Daily Maximum:	5.45	million gallons per day
Sludge processed	1.75	million gallons

### **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 2
- Assisted WHKS with locating manholes
- Assisted street depart with cleaning storm sewers

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

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Submitted DMR QA Final Report
- Completed Quarterly Significant Non-Compliance Review

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

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

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

- Checked oil in all lift pumps
- Cleaned mowers and put away for winter
- Check all clarifiers for proper oil level for winter
- Repaired leak on water line in digester building
- Worked on cleaning lagoon
- Monthly inspections
- Changed oil in large electric blower
- Cleaned and checked load out pump
- Removed west lagoon mixing pump for repair

- Hauled 389,700 gallons of biosolids to farm land
- Changed oil in all small air compressors
- Shut down and removed UV system for the winter
- Removed brushes on finals for winter
- Cleaned digester check valves
- Washed all hauling equipment and put away for the winter
- Vacumed out and cleaned humidification manhole
- Rearranged storage building so more equipment can fit inside during the winter
- Electric pump came to look at possible new raw lift pump installation

#### **Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	485.28 tons	5,612.83 tons
Recycling collected	130,400 pounds	1,527,320 pounds
Yard waste collected	315.79 tons	1,610.55 tons
Large item number of stops	51	665
Materials collected:		
Large furniture	35	429
Small furniture	35	540
Tubs & toilets	2	19
Appliances & TVs	10	176
Electronics	0	8
Request for service calls	287	3,314

#### **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  
 Hang Christmas decorations in Central Park  
 Repair storm intakes as needed  
 Pick up dead deer  
 Haul community garden debris  
 Clean storm drains as needed  
 Haul old appliances to salvage yard  
 Sweep streets as needed  
 Trim and respond to 42 tree requests, remove 16 trees  
 Trim ditches on Birch Drive  
 Haul spoil  
 Ice control on streets and bridges  
 Grade and gravel roads and alleys  
 Prepare snow plows

Grind stumps

Send employees to Sanitation to fill in for vacancies

**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.

Repair basketball backboard in East Park.

Paint and repair picnic tables.

Trim volunteer trees in arboretum

Install sand volleyball courts at Swimming Pool.

Repair playground rider in the campground.

Paint over graffiti under S. Washington Bridge.

Do Trail maintenance.

Remove brush and logs from Willow Creek.

Install plaques on Cannonball benches.

Finish installing zip line at PPG.

Send employees to fill in for Sanitation.

# 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	1653	1488	0	17420
Alarm - Business	48	48	46	30	52	42	52	48	31	45	54	0	496
Animal	49	32	34	62	72	76	63	100	71	66	56	0	681
Collision - Prop Damage	92	65	36	38	48	48	56	62	58	62	62	0	627
Collision - Pers Injury	8	5	2	7	6	8	8	10	6	10	3	0	73
Collision - Hit and Run	14	15	16	10	14	16	9	13	12	17	14	0	150
Disorderly	101	88	117	124	135	192	140	185	117	133	109	0	1441
Domestic - Physical	6	8	10	9	13	13	11	11	12	13	9	0	115
Domestic - Verbal	26	22	30	20	42	28	46	31	33	35	30	0	343
Fireworks	5	0	2	7	8	169	98	14	4	3	1	0	311
Harassment	40	43	49	43	72	73	65	50	51	38	52	0	576
Medical	124	118	93	101	93	104	108	117	91	86	94	0	1129
Motorist Assist	71	32	9	20	17	15	20	27	24	26	14	0	275
Parking	55	40	46	36	36	39	43	42	53	47	37	0	474
Stray Animal	33	35	14	18	30	46	39	38	48	49	42	0	392
Suspicion	126	129	195	210	189	203	204	201	189	213	161	0	2020
Theft	56	65	52	53	72	67	60	69	88	71	77	0	730
Welfare Check	83	106	94	102	120	122	154	129	125	94	100	0	1229

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	134	146	131	86	137	112	165	120	128	132	106	0	1397
New Investigations	388	371	331	299	398	414	440	421	426	409	367	0	4264
Traffic Citations	101	92	60	69	67	63	75	54	60	84	70	0	795
Written Warnings	152	115	89	66	88	62	62	50	41	53	57	0	835
Crash Reports	94	69	45	40	54	59	65	65	63	71	60	0	685
Parking Tickets	1085	790	187	30	132	162	186	57	20	28	14	0	2691
Traffic Stops	211	169	129	131	150	122	110	91	87	102	120	0	1422
Extra Patrol Checks	935	937	974	1122	1174	687	753	725	639	689	740	0	9375
Business Checks	64	148	195	160	121	98	86	75	68	116	128	0	1259

Offender Checks	35	29	18	8	22	28	34	46	44	100	24	0	388
Open Records Requests	512	387	358	321	310	397	406	540	381	499	410	0	4521

1<sup>st</sup> Detail did some great police work this month on several burglaries that we have been having. One of the officers was able to identify a suspect vehicle from a surveillance camera, based on a criminal mischief case he had worked several months ago. That led to the execution of a search warrant at a local residence where numerous items of stolen property were recovered from at least six cases. Ongoing follow-up has identified more potential victims and the investigation continues. We are likely to clear at least two more cases as a result of this great work.

3<sup>rd</sup> Detail worked several burglary cases, some that were tied into the case that 1<sup>st</sup> Detail is still investigating. Officers did cite two underage persons at a local business who were in possession of alcoholic beverages. The Governor's order for closure at 10 p.m. has slowed down traffic at local licensed liquor establishments.

### **Criminal Investigations**

In November, 8 new cases were assigned to CID and three were closed. Several charges were filed by investigators, including: possession with intent to deliver methamphetamine – a class B felony; financial exploitation of a dependent adult – a class D felony; and fourth degree theft – a serious misdemeanor.

Other noteworthy activity for the month included two child protection center interviews, a death investigation, and the service of two search warrants.

### **Parking/Animal Control**

We continue to have an employee out on long-term leave that is impacting our regular parking enforcement. This month we sent 27 delinquency letters for unpaid tickets and towed 3 vehicles for being abandoned and/or overtime parking.

There were 98 calls for service for animal calls this month, including six human bite cases. We filed 9 charges for a variety of animal offenses. For the month, 25 animals were taken to shelter – 15 cats and 10 dogs.

We continue to encounter pets that are without rabies vaccination and/or city license. In many cases, these are bite cases where there are serious injuries and bite history or bad temperament. MCPD administration gets involved in coordinating rabies testing and final disposition of the animal. In several recent cases, owners have chosen to euthanize their pet in lieu of going through the vicious animal process.

### **Administration**

Administrative personnel are attending a variety of virtual meetings these days, since most boards, organizations, and committees are not having in-person meetings. This includes a regular schedule of COVID-19 meetings for planning and response with local partners.

We are working with Human Resources on the Police Officer recruitment and in filling the Support Services Coordinator position. While we have had some exposure to COVID-19 at MCPD, we have not had workforce challenges caused by the virus. We continue to monitor the latest information and implement best practices to protect our staff and our community.

By the end of the calendar year, we expect to finish most of our Capital Improvement Projects for FY2021 and to get the final documents to finance for payment. We are looking ahead to CIP projects for FY2022.

<b>MCPD Social Media</b>	<b>Oct 2020</b>	<b>Nov 2020</b>	<b>Difference</b>
Facebook	8,462	8,518	+56
Twitter	2,004	2,009	+5

# Public Library

Reported by Mary Markwalter, Library Director

The library hosted a special fall reading program for kids in October and November.

<i>Circulation-Books</i>	20-Nov	20-Oct	20-Sep	20-Aug	20-Jul	YTD	LYTD
Adult Fiction	450	454	576	502	509	2491	8583
Adult Non Fiction	100	75	112	87	109	483	8719
Large Print	302	311	417	371	297	1698	5597
Young Adult	88	97	163	149	178	675	3897
Juvenile Fiction	361	399	395	258	301	1714	11124
Juvenile Non-Fiction	48	58	59	57	86	308	1948
<b>TOTAL BOOKS</b>	1349	1394	1722	1424	1480	7369	39868
<i>Circulation-Other</i>							
Audio/CD/Playaway	45	36	51	84	79	295	2050
Periodicals	25	56	7	25	4	117	1014
Software	0	0	0	0	0	0	12
Other(puppets, misc)	0	0	0	2	52	54	747
DVD	76	60	89	113	123	461	8711
Tumblebooks	11	18	16	8	0	53	362
Creativebug (users)	4	3	1	2	5	15	59
Heritage Quest	26	0	0	0	0	26	185
Ancestry.com	14	0	0	26	0	40	771
Bridges	1699	1574	1642	1669	1412	7996	6316
Ebsco (sessions)	5	0	2	6	3	16	53
GALE Databases							
(sessions)	17	6	1	2	13	39	105
Newspaper Archive	6	3	4	4	71	88	314
Hoopla!	653	649	645	675	696	3318	2672
RB Digital (e-audiobooks)	0	0	0	0	0	0	300
Zinio	121	126	146	103	117	613	1019
Credo Reference	0	0	0	0	2	2	29
BRAINFUSE	0	0	0	0	0	0	2
<b>Total-Other</b>	2702	2531	2604	2719	2577	13133	24721
<b>Grand Total Circ.</b>	4051	3925	4326	4143	4057	20502	64589
Item Records Added	307	229	238	299	208	1281	1993
Patrons Registered	19	19	19	17	19	93	485
Renewals	317	388	453	459	426	2043	6267
Holds Filled	144	178	158	129	120	729	1390
Holds Placed	996	1038	1030	1045	1110	5219	1510

Discs Cleaned	0	0	0	0	0	0	0
Photocopies	456	537	372	419	150	1934	12260
MeetingRoomGuests	180	214	68	72	72	606	7421
Meeting Room Used	13	10	8	13	12	56	913
SILO request unfilled	0	0	0	1	0	1	51
SILO request filled	0	0	0	0	6	6	0
SILO MCPL Request Filled	0	0	0	0	0	0	33
SILO MCPL Request Unfilled	0	0	0	19	0	19	33
Attendance	20	350	98	232	232	932	114000
Children's Programs	1	2	1	2	3	9	22
Childrens Program Attendance	60	500	75	337	282	1254	2071
Young Adult Programs	0	0	0	0	0	0	13
YA Program Attendance	0	0	0	0	0	0	110
Adult Programs	0	0	0	0	0	0	18
Adult Program attendance	0	0	0	0	0	0	148
Programs	0	0	0	0	0	0	15
Program Attendance	0	0	0	0	0	0	1967
In Library Use	0	25	0	0	0	25	25000
Faxes Received	0	0	0	10	11	21	28
Faxes Sent	0	1	0	39	31	71	386
Scan	0	25	40	4	8	0	256
Handouts, Brochures, etc.	700	1800	400	1200	100	4200	23795
Genealogy Referrals	0	0	0	0	1	1	18
Archive Referrals	0	0	0	0	1	1	46
Photo Prints	0	0	0	0	0	0	0
OCLC Borrowed from MCPL	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0
Reference Questions	700	500	400	870	832	3302	15500
Internet Users	0	146	81	129	128	484	6150
WI-FI Sessions	713	868	928	1130	1147	4786	6346
Microfilm Users	0	0	0	0	0	0	8
Website Visits		2308	2471	2603	2582	9964	10331
<b>TOTAL PUBLIC SERVICES</b>	4626	9138	6840	9029	7481	37114	238584
<b>GRAND TOTAL SERVICE UNITS</b>	8677	13063	18006	13172	11538	64456	303173
<b>VOLUNTEER HOURS</b>	21	14	14	0	14	63	97.5

# **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:**

- Before and After School Care
- Preschool Sports Class
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 208 nights stayed at MacNider Campgrounds

## **Daily Participation Rates:**

Total People Served in 2020 through October:	184,169
Total People Served in 2019 through October:	316,628

## **Highland Park Golf Course Monthly Activities:**

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

## **Multipurpose Arena Monthly Activities:**

Continued researching ways to operate the arena during COVID 19

- Host a youth actives and games (until November 16)
- Host North Iowa Bulls games
- Host a Youth Tournament
- Attended 2 nationwide arena town hall meeting

## **Recreation Special Activities/Accomplishments:**

- Hired, safety trained, and gave hands on training to 2 new winter staff
- Continued preparing for CIP proposal for the Park and Recreation Board
- Work on a number of projects for the Multi-Purpose Arena
- Had a meeting with the Mason City YMCA Director
- Attended North Iowa Coalition for Nicotine Prevention
- Joined the Workforce Childcare focus group for North Central Iowa

Highland Park Golf Course Special Activities/Accomplishment:

- Finished blowing water lines
- Closed and checked all drain valves
- Pulled all reels off all of the greens mowers and store greens tractors
- Checked all radiator anti-freeze levels on equipment
- Winterized back bathrooms
- Winterized sprayer
- Drained and cleaned kitchen fryer
- Deep cleaned the kitchen
- Provided two bids for outings in 2019
- Blew, raked and picked up leaves around clubhouse and course four times
- Fixed a tire on a greens mower
- Picked up all accessories flags, markers and signs
- Put chains on 1970 tractor
- Pushed back all the brush piles with end loader
- Cut down small brushes and trees near the path between 9 green and 10 tee box
- Grinded a number of stumps on course
- Pushed back leaf pile and separate from compost pile
- Clean up limbs and debris

Multipurpose Arena Special Activities/Accomplishment:

- The Arena won the award Best Infrastructure – Recreational for the Iowa Ready Mixed Concrete Association
- Worked with general contractor on fixing minor issues
- Worked on three additional concerts for the summer 2021
- Research technical equipment need for concerts in the arena

Recreation Work to Be Completed in Coming Month:

- Waiting for guidance from the governor's office on what we are able to do
- Prepare for Zoom Santa

Highland Park Golf Course Work to Done in Coming Month:

- Start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Grind stumps remove debris and fill with soil and seed

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to support MCYH and their tenants with their events and activities.
- Waiting for guidance from the governor's office on what we are able to do

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## Activities for the Month of November 2020:

- Volunteer supplies, bags for litter cleanup coordination.
- 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 updates with gardens.
- Assisted 457 with projects.
- Updated volunteers on new projects that have been requested for assistance.
- Secured volunteers for cleanup 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.
- Accepted 2 new volunteer applications and referred to appropriate department.
- Worked on grant reports.
- Work with vendors/gardeners to ensure all invoices are paid for Beautification project.
- Assisted Recreation Dept. with Zoom Santa project.

## Routine Activities:

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

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

<b>Site</b>	<b>Assignment</b>	<b>Hours</b>
<b>Museum</b>	<b>Misc. Projects (mask)</b>	<b>89.25</b>
<b>Recreation</b>	<b>Football/soccer</b>	<b>153.75</b>
<b>Beautification</b>	<b>Garden Maintenance/Cleanup</b>	<b>150.75</b>
<b>Earth Day</b>	<b>Misc. Street cleanup</b>	<b>1.00</b>
<b>457</b>	<b>Maintenance</b>	<b>29.00</b>
<b>Parks</b>	<b>Adopt-a-lot/trail</b>	<b>15.00</b>
<b>Total Hours</b>		<b>439.00</b>

# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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## YOUTH TASK FORCE (YTF) CURRENT STATE

Schools continue to restrict physical presence of non-employees within schools and younger students are still not permitted to mix with high school students. The separation of students hinders mentoring programs within three area school systems under two grants. Grant sponsors and grantees share ideas and “workarounds”. Youth Task Force continues to provide support to existing community matches by phone, through social media, or virtually.

Collaborative calls/webinar meetings between all grant sponsors and grantees continued regularly throughout the month. Grant project liaisons are providing ongoing support to grant sites. Sponsors continue offering free educational opportunities in areas relevant to grant conduct or content. All YTF staff are participating.

Throughout the entire “COVID-19” time frame, Youth Task Force continued to receive grant funding support at the level defined within the original award or contract, by fulfilling alternative grant-related activities. Because most grant participants (sponsors & grantees) continue work remotely, some sponsors have elected to offer technology funding to help overcome barriers.

Youth Task Force continues the search for appropriate new grant opportunities.

## GRANTS

### SAMHSA - NIPA Mental Health Awareness Training (MHAT) Project

Grantee-centered educational opportunities continue under the SAMHSA grant. Technical training webinars offer guidance for the completion of program-related documents/reports coming due by year-end. Grantees continue preparation for the implementation of new service platforms. SAMHSA Government Program Officers (GPOs) are working to resolve communication problems sites are experiencing with the National Council for Behavioral Health that are impacting the move forward to offer virtual training options.

We continue work on the Year Two Annual Progress Report and Annual Federal Financial Report, due December 29.