

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

January 2021

(Issued February 12, 2021)



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

City Administrator Comments

Mayor and City Council Members,

Mason City has experienced a solid year of growth through COVID. Building permits have increased this year with notable new construction projects such as: the new Kwik Star locations, the River Apartments, the Veterans Administration Community Based Outpatient Clinic, the Tommy's Car Wash, Bushel Boy and Discount Tire. Additionally, renovations and upper-story developments have improved the downtown and the surrounding community with projects like: Elite Boxing, Domino's Pizza, Simply Nourished Mason City, the EconoLodge, and several multifamily renovation projects just to name a few. This continued investment is a strong indication of the economic resilience and trends in the community. The region is also seeing a rebound in employment numbers combined with these new capital investments. Strong local employment numbers help ensure that the construction and investment trends maintain steady into the post-pandemic economic environment.

Recreational amenities and public art are two of the often-cited reasons for individuals moving to and/or investing in Mason City. 2021 will continue to build on that trend with the recent announcement of the City dedicating capital improvement funding and receiving a planning grant to develop the waterfront along the Winnebago River next to the MacNider Campgrounds with a new access and cabins. These amenities will complement the removal of the dams in the City and will make this stretch of the beautiful Winnebago River a destination for paddling enthusiasts. This water trail development will only be a short walk from the new High Line Trail that will start construction this year and less than a mile from the Riverwalk that will start design this spring and is planned for construction in Fiscal Year 2021-2022. Every community project the City undertakes is evaluated for the potential of tying in public art or incorporating artistic elements to ensure our community is attractive to both current and future residents. This art focus will be a central theme to Riverwalk design and will involve several community meetings to gather input.

A recent letter from the Iowa Department of Transportation provided an outlook for Road Use Tax revenues for 2021 and stated that revenues appear to continuing to recover. They also reported that some COVID relief funds would be distributed to cities and counties to support the important work within these local jurisdictions. The City of Mason City will receive \$267,000 in funding to carry out road projects in the community which will allow for an increase to the total project undertaken in the fiscal year. Furthermore, the Local Option Sales Tax revenues continue to be solid and are not a point of concern for projected revenues, but Hotel/Motel Tax funds continue to be reduced compared to previous years. If the pandemic begins to subside, due to higher rates of vaccination, it is likely this revenue source will rebound quickly. Mason City tends to have a large amount of regional and business travel that has led to steady numbers throughout the pandemic, but also do not require a long lead time for planning once travel is safer.

Sincerely,



Aaron Burnett
City Administrator

Airport

Reported by David Sims, Airport Manager

Date: January 2021

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 1/1/2021 – 1/31/2021	12599.0 Gallons	300 Buses
Enplaned 188 Deplaned 226		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at January 2021 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Grant Application for Taxiway A Relocation Project
- Negotiate lease with SkyWest Airlines
- Rollout Marketing Campaign for SkyWest Airlines/United Express
- Complete Terminal Radiator Unit Replacement Project
- Prepare for Federal Aviation Administration Certification Inspection
- Deal with winter snow events

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the February 2021 Airport Commission Meeting.
- Work with Air Choice One and SkyWest Airlines on transition
- Prepare for March 1st first flight and ribbon cutting for SkyWest Airlines
- Begin design work on next Fiscal Year Capital projects
- Deal with winter snow events

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of January:

- 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 two Council Worksessions, 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 9 Resolutions 2 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 1 Alcoholic Beverages License 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 \$310.00 in animal license fees
- Send out renewal letters for various licenses

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Work on the Performing Arts Pavilion has begun. 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 December. Funds for the DoRL program are restricted at this time, until all outstanding loans have been disbursed.

Section 657A.10 Program: Demolition of 1450-1452 and 1454 North Federal Avenue, the dilapidated commercial buildings at the corner of North Federal and 15th Street NW, has commenced. The demolition has been slowed by the recent cold snap. This property was not acquired through Section 657A.10, but its demolition is a key effort of the City's blight remediation strategy.

Of the eight properties acquired by the City through the 657A.10 Program, five have been demolished, one is scheduled for demolition, one has been sold (with a brand new house now completed on that property), and one is being considered for sale and renovation.

The City continues to work with the owners of the remaining properties that received notices. Of these, one was demolished, and seven 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 four 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.

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

- North Side Liquor Expansion

- The Veteran's Administration Community Based Outpatient Clinic, on Tiffany Drive behind the new Tommy's Car Wash
- The third Kwik Star at 4th Street SW and South Eisenhower Avenue is now open
- Operations at the Bushel Boy Farms greenhouse on South Monroe Avenue and 43rd Street SW began in December.
- 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
- "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 4th Street SW and South Grover Avenue, in the parking area in front of Planet Fitness/Ashley Furniture, is framed and interior work has commenced.
- Construction of the new Elite Boxing Gym at 109 1st Street in Downtown has commenced.
- Domino's Pizza will relocate to 1112 North Federal Avenue when the interior remodel of the former Kleen Sweep Concrete building is completed.

Development Review Committee: 2 meetings held in January.

DRC Activity	January, 2021	YTD
Total Development Plans Reviewed	2	2
Concept plans reviewed/approved as a Minor Site Plan	0	0
Concept plans to be resubmitted as a Major Site Plan	2	2
Total Concept Plans	2	2
Major Site Plan Reviews Completed	0	0
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	0
TOTAL ITEMS REVIEWED	2	2
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	0

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	January, 2021	YTD
Commercial, Principal Structure	6	6
Commercial, Accessory Structure	0	0
Residential, Principal Structure	1	1
Residential, Accessory Structure	1	1
Signs	0	0
Floodplain	0	0
Sidewalk Service Area Permits	0	0
Zoning Board of Adjustment Cases		

Activity	January, 2021	YTD
Appeal	0	0
Conditional Use Permit	0	0
Special Exception	0	0
Variance	0	0
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	0
Miscellaneous	0	0
Preliminary Plat	0	0
Site Plan Approval	0	0
Zoning Ordinance Text Amendment	0	0
Land Subdivision Activities:		
Boundary Line Adjustments	1	1
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		
Historic Demolition Reviews	0	0
Zoning Violations		
Reported	2	2
Unfounded	0	0
Founded-Resolved without citation	1	1
Citations	0	0
Open Cases (as of date of report)	1	N/A
Cases initiated by staff	3	3
Zoning Inspections		
Zoning – Case Request	3	3
Zoning – Complaint	0	0
Zoning –Setback	0	0
Zoning - Final	0	0
Floodplain - Final	0	0
Zoning – Landscaping Install	0	0
Removal Site Inspection	0	0
Permit Reviews		
Zoning Reviews Completed	25	25
Floodplain Reviews Completed	25	25
Historical Reviews Completed	6	6

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	January 2021		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	16	\$ 25,932,955.00	16	\$25,932,955.00

BUILDING INSPECTIONS PERMIT REPORT				
Minor Building Permits	6	\$ 71,051.00	6	\$ 71,051.00
Electrical Permits	17		17	
Plumbing Permits	4		4	
Mechanical Permits	3		3	
Sign Permits	0	0	0	0
Demolition Permits	4	\$ 138,588.00	4	\$ 138,588.00
Structure Moving Permits	0	0	0	0
Inspections	January 2021		YTD	
Number of inspections	171		171	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	10	0	10
Multi-residential	0	0	0	0
Commercial	1	9	1	9
Industrial	0	2	0	2
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	4	0	4
Fees Collected	January 2021		YTD	
	\$ 76,847.21		\$ 76,847.21	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	January, 2021	YTD
Total Requests Initiated (not including snow/weeds ¹)	88	88
Staff Initiated	45	45
Non-Staff Initiated (total):	43	43
Response to Complaint	21	21
Anonymous Complaint	16	16
SeeClickFix	6	6
Case Requests Disposition		
Founded Case Requests	88	88
Citations Issued	0	0
Cases to Court	2	2
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	0
Dangerous Building	1	1
Abandoned Vehicle	1	1

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

CODE ENFORCEMENT REPORT	January, 2021	YTD
Tree/Shrub Maintenance	0	0
Garbage	23	23
Inoperable Vehicle	3	3
Junk, Rubbish or Refuse	42	42
Other	3	3
Writ of Removal	3	3
Information Request	12	12
Snow Removal/Weeds & Tall Grass	187	187

Rental Inspections Summary:

Rental Inspection Report	December, 2020	YTD
Inspection Requests		
Initial Inspections	40	40
Reinspections	39	39
Inspection Requests	1	1
Total Inspections	80	80
Inspection Results		
Inspections Cancelled by Landlord	1	1
Inspections Cancelled by Inspector	0	0
Failed Inspections	4	4
Passed Inspections	69	69
No Shows	1	1
Unfounded	1	1
Unavailable/Denied Entry	0	0
Units White Tagged	4	4
Rental Dwelling Certificates Issued	3	3

TRANSIT OPERATIONS AND SAFETY DIVISION

Transit

During the month of January, Mason City Transit provided 7,744 rides on its Fixed-Route; that is an average of 387 rides per day. This is a decrease of 6,131 rides compared to January 2020. (COVID-19)

The Transit Design Study is progressing well. Bourne Consulting is continuing to collect historical data on Mason City Transit and its peers. As well as investigating potential technology and infrastructure improvements.

Safety

During the month of January, the Safety Department began coordinating safety trainings for all City Departments. These trainings will ensure OSHA compliance for 2021.

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

Elmwood-St. Joseph Cemetery

Reported by Tyler Anderson, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
January	13	82%	3	18%	16
FY to Date	47	56%	38	44%	85

Burials in January were higher than projected. Cremation burials were as projected. Traditional burials are ahead of the pace with the fiscal year to date projections and cremation burials are on pace for the fiscal year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
January	5	1	6
FY to Date	46	14	60

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 higher than projected.

Administration – Office staff were coordinating burials, preparing to launch the new pet section of the cemetery, and creating new documents for easier burial processes.

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

Board of Trustees – Preparing to launch new pet section of cemetery.

Engineering Department

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

Engineering Division:

○ Engineering	
• DRC Site Reviews	2
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	3
▪ New Installation	1
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
• Water – Industrial/Commercial	
▪ New	1
▪ Repair	3
▪ Disconnect	0
• Water – Residential	
▪ New	0
▪ Repair	1
▪ Disconnect	0
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	0
▪ Approach New	0
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	0
• Pedestrian Ramp survey & design	2
• Driveway Approach permit & inspection	0
• Iowa One-Call locates	123
• Emergency Call-outs	4
• Emergency Call-out after hours	3
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	0
▪ DOT perform work within state highway ROW	3
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	9

▪ Review contractor Traffic Control Plan	4
• Permit Review & Approval - City	
▪ Commercial Building	0
▪ Residential Building	0
▪ Demolition	5
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$3,135.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2020 Street Rehabilitation Program:

The City Council accepted the work and approved final pay at their January 5th meeting.

12th Street NW Reconstruction Project:

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:

WHKS finished setting the property corner pins marking the Right of Way for the new South Monroe Avenue corridor. 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:

Engineering Staff reviewed the 100% unapproved plans, provided comments and continued working WHKS on the preparation of the final plans, specifications and project bidding documents. A recommendation approving the project plans and specifications and establishing a date for a public hearing is planned for the February 16th meeting of the City Council.

The City met with a representative with NIACC on January 13th to review the final project and the impact it would have on their property. The diversion ditch will cross a portion of their property before reaching Ideal Creek and the new pedestrian bridge, even though within an existing trail easement is a new structure that will have an impact on their property.

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:

The City was involved in several conversations with the Federal Railroad Administration (FRA) during the month of January, regarding the status of the Quiet Zone Project and the seemingly unwillingness of the Union Pacific Railroad (UPRR) to communicate or cooperate with the City without first having an additional funding agreement in hand.

The Reimbursement Agreement referenced here was presented to the City Council at their meeting on January 19th. The agreement was approved and forwarded onto the UPRR directly following authorization through signature. After submission of the agreement, the FRA was notified that the UPRR had received the signed document. The FRA later reported to me that they had been able to contact both the UPRR and the UPRR's consultant and stated that the process should be progressing in a positive direction. With that said; I have received neither the fully executed agreement nor any other form of communication from the UPRR or their consultant.

Water Meter Replacement Program:

Ferguson Waterworks continued meter installations throughout the month of January. Ferguson work orders and reports indicate 329 meters being installed. Throughout the course of the project, several hundred customers ignored the notices for one reason or another and did not schedule appointments to have their meter replaced.

Ferguson has met their contractual obligation regarding the preparation and mailing of notices. However because of the interruption in the project caused by COVID 19, the remaining meters and those customers are being reviewed and cross referenced with the most recent billing records and the information being used in formulating a plan for a final mailing of notice. Those that do not respond to that mailing will be tagged for replacement.

Monroe Avenue Street and Utility Rehabilitation:

WHKS submitted Final Plans to the City Engineering Department and to the Iowa Department of Transportation (IDOT) Administration Bureau on December 22nd. The Letting Date for this project March 16th, in accordance with the State Letting Schedule.

Blue Sky Solar Project:

The City continued working with Blue Sky Solar regarding a solar project which will provide electrical power for the operation of the Mason City Water Works facility located at 339 13th Street NE. WHKS completed the ALTA Survey and submitted the draft plat on January 12th to the City and Blue Sky Solar for review.

The City reached a verbal agreement with the property owner for the purchase of the ten acre parcel and the improvements necessary to accommodate the desired solar array. Improvements include tree removal and tree topping, backfilling, grading and removal of waste from the site. The City's attorney prepared the draft acquisition agreement and submitted it to the owner's attorney for review and comment. I anticipate having the agreement on the Council's Agenda for the March 16 meeting.

Other Tasks Performed through the Engineering Department:

- Engineering Staff met with Alliant Energy representatives to discuss the upcoming 2021 Electric Rebuild projects. Engineering will coordinate work with planned City projects in the 2021 construction season and will continue to locate utilities and provide records as these projects progress. To better facilitate communication Engineering Staff and Alliant Energy representatives have scheduled bi-weekly Zoom meetings to keep updated on project development and progress.

- 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. Alliant's contractor Michels Power, is currently installing underground conduit via directional drill. A deep bore beneath Willow Creek is currently in progress along the right-of-way of 2nd Street SW.
- Alliant Energy began an electric rebuild project in the southwest part of the City, south of 23rd Street SW between Fredrick Hanford Park and US 65 (South Federal Avenue). Over 200 new riser poles will be installed in the right-of-way along with electrical transformers at each block. Alliant Energy crews began setting the new riser poles associated with the project but the work is now contracted to Michels Power to complete.
- Engineering Staff attended the 1450-1452 and 1454 North Federal Avenue Demolition Pre-Demolition Meeting on January 13th. This meeting was hosted by the Developmental Service Department and included the demolition contractor, Bob McKiness Excavating and Grading Inc. (McKiness). Engineering Staff coordinated traffic control options with the Iowa Department of Transportation (IDOT) and subsequently approved the IDOT Application and Agreement to Preform Work within State Highway Right-of-Way which was submitted by McKiness.
- Engineering Staff reviewed and approved three IDOT Access Permit Applications for two new North Federal Avenue businesses. An Access Permit is required anytime a new driveway approach is added or a modification is made to an existing approach that connects to a State Highway. These modifications are recommendations made following a Traffic Impact Analysis.
- Engineering Staff completed the IDOT annual city streets inventory. These updates include city streets that were constructed and open within the past year. The information gathered is used by the IDOT for programs relating to traffic accident reporting and location, federal functional classification, planning studies, project location studies and traffic flow maps.
- Engineering Staff met on-site with a property owner, contractors and local utility providers working in Commercial Alley south of East State Street to plan work being done for a private business remodel. Last minute changes to the utility work required the architect firm working for the property owner to make changes to a sidewalk requiring ADA pedestrian ramp design. Engineering Staff worked with the architect and reviewed several sidewalk and ramp designs to ensure compliance standards were met.
- Engineering Staff provided information to the IDOT Systems Planning Bureau to help coordinate the 2021 Summer Traffic Count Program. This year the IDOT will conduct traffic counts in the northeast quadrant of the State along with counts at multiple locations within Mason City. Locations of special interest were provide where we would like to see counts taken and construction updates including planned detours were provided to assist in project planning.
- 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.
- 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.

Traffic Division:

- Traffic Control
 - Sign work orders 2
 - Traffic Sign Orders 0
 - Streetlights
 - New Installation 0
 - Repair Request 0
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 2
 - Perform traffic signal repairs 2
 - Iowa One-Call locate reviews 3
 - Locate City-owned electrical utilities 3
 - Emergency Call-out 0

Other Tasks Performed by the Traffic Division:

- The traffic signals at the intersection of 19th Street SW and South Eisenhower Avenue had a short in one of the wires that caused the signals to go into red flash. Engineering Staff worked with the City Electrician and hired Jim Hunt Electric to help identify the problem and to ultimately help pull new wire from the base of the pole and through the mast arm to replace the damaged wire.
- Responded to the intersection of 12th Street NW and North Federal Avenue (US 65) for damage to a traffic signal pole that was hit by a car. The pole was scuffed and two protective pole bolt covers were broken off.
- The traffic signals at the intersection of 5th Street SW (Highway 122) and South Monroe Avenue had damaged wire that caused the signals to go into red flash. The City Electrician was able to determine the location of the broken wire and made a repair. The formation of ice in the conduit under the pavement may have cause a corroded connection to pull apart causing the signal malfunction. Portions of the buried conduit and wire will be replaced after the spring thaw.

Water Supply Division:

- Water Production

	<u>December</u>	<u>FY 2021</u>
• Total (gal)	131,596,000	884,522,000
• Daily Average (gal)	4,245,000	4,114,000
• Daily Maximum (gal)	4,688,000	6,616,000*
• Daily Minimum (gal)	3,778,000	2,729,000**
		*Indicates Yearly High
		**Indicates Yearly Low
- Water Plant Maintenance and Repair
 - Performed trouble shooting for a Sodium Hypochlorite pump speed spacing issue
 - Replaced the overhead door operator on the south door of the garage area

- Installed a replacement bulk Sodium Hypochlorite storage tank and associated piping
- Changed oil in all Well, High Service and Plant Pump gear boxes and motors
- Repaired a 4-way valve on #1 EDR Train
- Replaced the feed hose on #4 EDR Train
- Cleaned the grounding points on #1 EDR Train
- CIP #2 EDR
- Customer Service
 - Iowa One-Call locates 122
 - Prepare and send service repair letters 7
 - Monthly bacteria samples 30
 - Collect project bacteria samples 2
 - Check water quality at residents and businesses 2
 - Correlate water main breaks and investigate for leaks 4
 - Hydrant flow testing 0
 - Hydrant Flushing 0
 - Water Main shut down for repairs 2
 - Water shut offs for non-payment 1
 - Water shut for other 0
 - Water service re-connects 2
 - Assist with installation of Water Meters 0
 - Repair Water Meters and collect reading 0
 - Deliver Red or Tan Tag 0
 - Update shut off data base and maps 4,969
 - Water Service Permit/Inspection
 - Repair/Replace 8
 - New Installation 0
 - Disconnections 0
- Meter Department

	<u>January</u>	<u>FY 2021</u>
• Meters Installed	14	170
▪ Industrial	0	0
▪ Commercial	0	34
▪ Residential	14	134
• Meters Repaired	1	21
• Contractor and Garden Meters Recovered	0	7
• Contractor and Garden Meters Installed	0	12
• Meters Read	11,866	82,498
• Meters Ordered	0	93
• Water shut offs for non-payment	0	10
• Water service re-connects	0	4

<u>Meters Installed January 2021</u>			<u>Meters Ordered January 2021</u>		
5/8"	12		5/8"	0	
3/4"	0		3/4"	0	
1"	2		1"	0	
1 1/2"	0		1 1/2"	0	
2"	0		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	14		Total	0	
<u>Meter Inventory February 1, 2021</u>					
5/8"	14		5/8"	0	
3/4"	5		3/4"	0	
1"	9		1"	0	
1 1/2"	8		1 1/2"	0	
2"	11		2"	0	
			3"	0	
			4"	0	
Total	47		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
- Snow removal at Water Plant, Booster Stations, Water Towers, and outer well sites as needed

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

Reported by Kevin Jacobson, Finance Director

Routine activities for January

Finance

Duties	January	Fiscal Year-to-Date
Prepare payable checks	545	3,946
Prepare receivable invoices	98	332
Prepare payroll checks	622	5,189
Certify invoices to County		103
Send letters to State Offset Collections	1	40
Record State Offset collections	\$ 77.00	\$ 6,474.75
Sort Mail		25,325
Ambulance accounts sent to collections	30	85
Record ambulance receivables	130	825
Scanned invoices for myView point processing	712	3,604
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 December
- 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

- Prepared City Council memos for meetings
- Attended City Council meetings via ZOOM
- Continue to review department expenditures for budget to actual
- Continue to work with Laserfische on content management
- Finalize work on FY 2022 CIP
- Prepared state budget documents
- Finalize work with Acentis on timekeeping system update

Utility Collections

Duties	January	Fiscal Year-to-Date
Record ACH activities	26	196
Prepare utility adjustments	81	739
Finals & charge offs	329	1,069
Issue utility bills	10,169	73,008
Answer phone calls	1,277	7,427
Respond to voicemail	95	862
Complete utility service orders	287	2,578
Complete landlord tasks	19	488
Issue shutoff notices	405	3,228
Process customer paid utility bills	4,869	36,107
Process customer deposits	269	2,470
Replace meters	16	135
Complete monthly sales tax report/hours		-

Information Systems Coordinator

- Check on status of new time clock installation.
- Finish upgrading laptop for Tricia S.
- Get memory installed in laptop for Tricia S.
- Get USB extension cable for Diana B.
- Help Heather BG install Team Viewer.
- Help Kevin with video download.
- Look at issues with Casselle update.
- Look at reset of firmware for HR printer.
- Look for missing emails for Erik B.
- Look through security camera system for Kevin J.
- Reset Jon G's password.
- Restore file for Heather J at YTF.
- Set up new PD user for mobile access.
- Check warranty status for HR printer.
- Find temporary hard drive for FD captain computer.

- Get with Joel E. at PD about HVAC connection.
- Get with John A. about City Hall HVAC connection.
- Help internal services with DVD manuals.
- Look at tablets for HR.
- Rebuild computer for FD Captains.
- Update Jeannett W's and Mary L's laptops.
- Download and program council meeting on government channel.
- Get with second GIS tech to connect through VPN.
- Install Quickbooks updates for Museum.
- Install Zuercher training on Jamie S's PC at PD.
- Look at L-3 for Mike M at the PD.
- Program press conference in Granicus.
- Call Civic systems for file transfer.
- Create folder for Danielle C at PD.
- Get new shortcuts to time system from Krystal G.
- Get with Krystal G about new time system implementation.
- Look at camera issue for Jamie M at FD.
- Order printer ribbon for PD.
- Add users to QuickBooks for museum.
- Get time clocks programmed.
- Program Mayor's new phone for Wi-Fi.
- Run update for QuickBooks on Museum.
- Time clock meeting.
- Clean up files from engineering user data migration.
- Finish time clock configuration.
- Go through computer funds and math up with spreadsheet.
- Move Engineering user files to new server over weekend.
- Order six more NetMotion licenses for PD.
- Send out email regarding file naming conventions.
- Set up backup for new engineering server.
- Get with GIS Inc. about backups.
- Install six new licenses on NetMotion server.
- Order power converter for Meter Reading laptop.
- Order printer for HR.
- Program new mobile time clock for FD.
- Program Wi-Fi for new FD time clock.
- Download and program press conference on government channel.
- Get with Novatime about missing items from new FD mobile clock.
- Program new template for FD mobile clock.
- Turn in invoices.
- Help City Admin set up conference room for meeting.
- Install and expand array for old City Hall SQL server before shutting down.
- Shutdown old SQL server.
- Reset password for Tricia S.
- Update shoretel system security over weekend.
- Update Task Force security software over weekend.

- Change PD shift groups per Hollander.
- Follow up on hard drive order.
- Get dual video cards to Aaron B for FD.
- Get with John J about his Granicus password.
- Have Central Lock migrate security system to new server.
- Install software for internal services for manuals.
- Push out Employee shortcut for Novatime.
- Push out Supervisor shortcut for Novatime.
- Update security software for computers at Water Rec.
- Upgrade extra computer at Water Rec.
- Find HP display port adapters for FD.
- Remove Steve S from PD AD.
- Start upgrading tablets at FD to new security software.
- Upgrade council tablet security software.
- Upgrade FD server security software.
- Upgrade OS for Alice C at YTF.
- Upgrade security software for Tammy O's tablet at PD.
- Upgrade security software on laptop for Bob B at O and M.
- Change user membership for FD EMS committee.
- Reset password for Jon G at Highland.
- Update Mark R's security software for tablet.
- Get with Jeannett about Novatime migration on Monday.
- Look into mail issue with Story County.
- Novatime Zoom meeting.
- Update security software for PD servers.
- Continue on tablet and laptop security updates.
- Edit DNS records to fix email issue for Story County.
- Program Rec mobile time clocks for new system.
- Fix shortcuts for Employee time program.
- Swap out time clocks.
- Change network ports at Rec.
- Check Barracuda for Jeff B. at PD.
- Removal all old Novatime shortcuts from desktops.
- Restart PD server.
- Shutdown former Finance servers.
- Get new FD mobile time clock reprogrammed.
- Install new printer for HR.
- Reprogram Rec mobile time clocks again.
- Set up press conference in Granicus.
- Switch printers for Finance.
- Upload press conference to government channel.
- Call Sybil S about her email issue.
- Change group permissions for Permits.
- Check on Email for Erik B.
- Order memory for meter reading laptop and Water Treatment laptop.
- Remind RSM about new PD switch.

- Update security software for final Museum tablet and laptop.
- Update tablet for PD officer at academy.
- Close out user from FD.
- Install memory for Water Billing and Water Treatment laptop.
- Look at PD reports on server.
- Update security software on Randy E's tablet at PD.
- Upgrade Water Billing and Water Treatment laptops.

GIS Department

Airport

Cemetery

City Administrator

- Create shapefile of CG County for Code Red software

Development Services

- Run script and create 1st and mid-month parcels CSV file

Engineering/Water Treatment/Customer Service

- Download software to users computer
- Assist user with a refresher on how to use the online GIS system
- Discuss changing address on water service points
- Discuss selecting and measuring data in the online GIS system
- Update security permissions to allow user to edit specific shapefile
- Edit information on a cutoff location that was found to be inaccurate
- Edit On Street Parking layer as requested by City Engineer, staff who does this is out
- Discuss how attributes of layers are used to symbolize in the map
- Verify IA DOT Real Time network license has been renewed
- Create ArcGIS shapefiles from kmz file received
- Talk with GIS user, delete duplicate water service record
- Add coordinate system data to existing shapefiles, export data and save as dbf file

Fire

- Discuss new census tract data, create map, export pdfs

Finance

Human Resources

Operations / Utilities/ Water Reclamation / Parks

- Fix editing issue with specific layer after database update

Police

Recreation

General

- Organize schedule for ArcGIS enterprise software download and set up
- Teams meeting with group working on ArcGIS Enterprise download and set up
- Work with software vendor to update all GIS databases for integration into Enterprise system x 5 days
- Download latest version of ArcMap to each user's computer and update license status x12 users
- Update all GIS users maps and each layer with new connections to databases x 6 days
- Update 10 maps to be used in the online environment with new database connections and permissions
- US Census: download and review 2020 Census data, make available to users, create and update maps
- Work with software tech on updating GIS/Asset mgmt. online system with new GIS databases x 3 days

February initiatives

Finance Department

- Work on January financial month end reports
- Work on Income Offset letters for state collections
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Finalize budget report
- Finalize work on FY 22 operating budget

Information Systems Coordinator

- Start working on Guest Wi-Fi Network and security.
- Continue upgrading servers to newer version of server OS.
- Get new PCs up and running for Animal Shelter.

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

January 2021

Monthly Council Report			
ACTIVITY		JAN. 2021	YTD
Calls for Service (911 Emergency & Non-Emergency)			
	Fire	42	42
	EMS	433	433
Total Calls for Service (Fire & EMS)		475	475
Calls for Service by County			
	Cerro Gordo County	Worth County	Floyd County
	394	30	5
Personnel Training Hours			
	EMS	911.50	911.50
	FIRE	852.50	852.50
Total Training Hours		1,764.00	1,764.00
Fire Bureau Inspections/Site Visits			
	New Construction/Remodel	215	215
	Existing Building Inspections	6	6
	Plan Reviews	7	7
	Fire Investigations	1	1
	Liquor/State License Inspections	10	10
Community Involvement			
	Public Tours of the Fire Station (Number)	0	0
	Public Fire Safety Appearances/Trainings (Number)	6	6
	EMS/Fire Students - Ride-Along	0	0
	Preceptor Training Hours	0	0
National Fire Statistics - YTD 01.02.2021		Line of Duty Deaths	Civilian Fire Deaths

	12	284
Fire Property Loss Report – Mason City		
Estimated Property Value	\$109,770.00	\$109,770.00
Estimated Property Loss	\$36,128.00	\$36,128.00
Total Saved	\$73,642.00	\$73,642.00
Overtime Hours		
Fire	21.75	21.75
EMS	239.00	239.00
Significant Events		
January 25, 2021	Building Fire: 2332 20 th St SW	

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	11	16	27
Engineering	17		17
Finance	11		11
Fire	48		48
Human Resources	2		2
Library	13	1	14
Museum	5	2	7
Operations & Maint	66		66
Police	46	1	47
Recreation	7		7
Youth Task Force	4		4
Grand Total	241	24	265

Staffing

Activity

Hiring Activity:	<p>- Police Officer-8 openings (Police): Conducted testing to create new Civil Service list, and interviews conducted.</p> <p>Head of Adult Services - 1 opening (Library): Job was put on temporary hold for budgetary reasons.</p> <p>Support Services Clerk - 1 opening (Police): Interviews conducted, and external candidate was hired to start in Feb.</p> <p>Grant Administrator - 1 opening (Finance): Created new external Civil Service list, and interviews to be conducted in Feb.</p>
Positions Filled:	- Hired 1 seasonal employee during the month.
Turnover:	- 1 regular employee resignation during the month.
Employee Orientations/exit interviews:	- Conducted orientation for 1 seasonal hire.

Civil Service Commission:	- 2 meetings during the month and conducted Civil Service testing.
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Labor

Relations/Legal

Activity

Grievance Activity:	<ul style="list-style-type: none"> - Fire: Two open grievances. Conducted 3rd step grievance meeting. - Teamsters: One open grievance. 2nd step grievance meeting held. - 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
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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.
NeoGov Applicant Software	- Undergoing online user training and setting up new system for implementation in February.
Job Evaluations:	- Completed 1 job evaluation.
Training:	- Conducted multiple sessions of sexual harassment training for all Police Dept staff.
Training:	- Participated in employment law webinar series offered by our legal counsel.
Professional/Community Support:	Attended virtual meetings of local HR group and state HR group.

Safety Statistics	Month	2021 YTD	2020 YTD
# of Work Comp Cases	0	0	3
# of OSHA Injuries	0	0	3
# of Days Missed	0	0	115
# of Employees Off	0		

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Routine Activities:

In the month of December, the Museum continued to be open during the ongoing COVID-19 pandemic. The Museum still allowed visitors into the galleries but had low numbers due to COVID. Staff completed a number of routine activities that kept the Museum operating smoothly. These activities included many adjustments to normal work to make the Museum COVID safe. Museum staff also kept the Museum in clean and working condition, as well as called repair persons when necessary. As they have the entire pandemic, extra cleaning protocols have been followed due to COVID-19 adding considerable time to the daily tasks of the custodian. The Museum also took the slower time to complete long standing projects that needed attention.

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, as they were not able to obviously go in for classes.

Museum administration attended some virtual classes as well as conducted the monthly board meeting via Zoom. Staff meetings and meetings with persons outside the Museum are being held via Zoom as well. Staff assisted the Cemetery board with holding their meeting virtually using the Museum's Zoom account.

The Museum began preparation to begin in-person classes to start after February 1st. With the Positivity rate decreasing dramatically after the holidays the Museum Board approved returning to Museum classes. At this time the classes are still limited to 10 persons, socially distanced, and are limited to classes that do not require shared tools. Each participant is given their own kit containing materials to avoid cross contamination, as well as through cleaning in between classes.

As the prior month, the Museum did not host any rentals in the month of January. This is a slow month for rentals anyway – and most 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.

In January the Museum was able to conduct business with very few interruptions due to staff quarantine or staff family quarantine. The Museum's receptionists took a position with another area art agency, and due to low visitor numbers the Museum board has determined they will wait till April to begin a search. At this time the Museum staff will share the duties of this position. This is only possible due to the low attendance and class numbers due to the pandemic, the improbability of school tours or bus tours this spring, and other staff members with a less burdened schedule due to so much of the Museum programming canceled due to COVID.

The MacNider Museum determined it would not hold its annual Independent Film Festival due to both cost and difficulty socially distancing during the movie. Each movie costs the Museum approximately \$300 to show and it would be difficult to have enough attendance when socially distance to make it worthwhile. Due to copyright concerns it is not possible to do this as an online event.

The Museum continued to receive request from non-profits, schools, and other city departments for cloth masks. Over 9000 masks have been distributed since this effort began in mid-April, and we have about 500 more ready to go to partner sites. At this point the Museum discovered that many who had received initial masks found they were worn out and with additional regulations it was found that more persons needed masks. Additionally the schools had many youth who did not have multiple masks or the ability to acquire spares for washing or lost masks.

Memberships

208 Individual Members

25 Business Members

8 City Members

241 total Members

Gallery attendance 173

Virtual Event/Class Attendance 30

TOTAL 203

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair Type	Count
Hydrant Repair	Total	4
Hydrant Painting	Total	3
Haul Spoils	Total	1
Confine Space Entry	Total	1
Leak Detection	Total	1
Water Service Repair	Total	2
Sewer Repair	Total	1
Vac Road Boxes	Total	1
Road Box Repair	Total	3
Valve Turning	Total	20
Valve Replacements	Total	3
Snow Plowing/Sanding	Total	5
Water Main Repair	Total	1

We had a water main break on Parkridge Drive that came in on a Saturday morning about 1 am, crew work through the night and had water back on and street reopened by 7:30 am. The same 4 guys who worked all night on the main break were called back in to plow snow that afternoon so I would like to thank them for their dedication to our citizens. With the lack of snow in the early part of the month we were able to replace two 12" valves on 19th Street SW. It is unusual for us to be replacing valves in December & January so we will have to watch how it affects our budget in the spring.

Internal Service Division:

Mechanical

Service and repair 0 inspection vehicles
Service and repair 0 Engineering vehicles
Service and repair 11 fire trucks and ambulances
Service and repair 0 park vehicles
Service and repair 3 police cars
Service and repair 2 Recreation Department vehicles
Repair and service 6 Sanitation trucks, brakes, etc.
Repair and service 22 Street Department vehicles
Service and repair 1 Water Reclamation vehicle
Service and repair 2 Water Utilities vehicles
Service and repair 1 Water Supply vehicle

Electrical

Street light repairs

Traffic Signal repair

Wastewater Division:

- Wastewater treatment:

Monthly Total:	108.294	million gallons
Daily Average:	3.493	million gallons per day
Daily Maximum:	4.803	million gallons per day
Sludge processed	2.05	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 4 2 being the city's responsibility

Treatment Plant Activities:

- Conducted rounds of the plant every four hours
- Ran belt thickener five days
- Monthly safety inspections
- Replaced pick-up truck bumper after being bent
- Fixed up new car received from MCPD
- Checked and replaced all oil in plant lift pumps
- Checked all filter on building HVAC systems
- Changed oil in all small air compressors
- Installed new sludge transfer pump
- Cleaned finals
- Training on new time clocks
- Automatic Systems repaired west belt thickener electronics
- Cleared snow from plant grounds and animal shelter
- Cleaned heat exchanger tubes
- Yearly fire extinguisher inspection
- Worked on broken influent gate
- Repaired thickener transfer pump
- Had a new belt guard made for transfer pump

Laboratory/ Pretreatment Activities:

- End of year calculations for laboratory Quality Control
- 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
- Completed Quarterly Lab QC Review
- Published Landfill of North Iowa for Significant Noncompliance for the 3rd and 4th quarter of 2020

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	438.83 tons	438.83 tons
Recycling collected	127,000 pounds	127,000 pounds
Yard waste collected	0 tons	0 tons
Large item number of stops	43	43
Materials collected:		
Large furniture	28	28
Small furniture	22	22
Tubs & toilets	2	2
Appliances & TVs	9	9
Electronics	0	0
Request for service calls	260	260

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
 Remove Christmas decorations in Central Park
 Split wood for the campground
 Pick up dead deer
 Help PD haul furniture
 Clean storm drains as needed
 Haul old appliances to salvage yard
 Paint and clean shops
 Trim and respond to 77 tree requests, remove 28 trees
 Plow and haul snow
 Ice control on streets and bridges
 Plow snow
 Grind stumps

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
Snow removal as needed
Tried to make ice on rink, too warm
Create skating area on Lester Milligan SE pond
Repair fence in E. Interstate Park
Trim lilac bushes along the 19th Street SE trail
Repair musical bells at Prairie Playground

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	1314	0	0	0	0	0	0	0	0	0	0	0	1314
Alarm - Business	48	0	0	0	0	0	0	0	0	0	0	0	48
Animal	36	0	0	0	0	0	0	0	0	0	0	0	36
Burglary	14	0	0	0	0	0	0	0	0	0	0	0	14
Collision - Prop Damage	62	0	0	0	0	0	0	0	0	0	0	0	62
Collision - Pers Injury	3	0	0	0	0	0	0	0	0	0	0	0	3
Collision - Hit and Run	13	0	0	0	0	0	0	0	0	0	0	0	13
Disorderly	116	0	0	0	0	0	0	0	0	0	0	0	116
Domestic - Physical	8	0	0	0	0	0	0	0	0	0	0	0	8
Domestic - Verbal	24	0	0	0	0	0	0	0	0	0	0	0	24
Fireworks	2	0	0	0	0	0	0	0	0	0	0	0	2
Harassment	64	0	0	0	0	0	0	0	0	0	0	0	64
Medical	69	0	0	0	0	0	0	0	0	0	0	0	69
Motorist Assist	29	0	0	0	0	0	0	0	0	0	0	0	29
Parking	55	0	0	0	0	0	0	0	0	0	0	0	55
Stray Animal	20	0	0	0	0	0	0	0	0	0	0	0	20
Suspicion	121	0	0	0	0	0	0	0	0	0	0	0	121
Theft	60	0	0	0	0	0	0	0	0	0	0	0	60
Welfare Check	81	0	0	0	0	0	0	0	0	0	0	0	81

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	106	0	0	0	0	0	0	0	0	0	0	0	106
New Investigations	355	0	0	0	0	0	0	0	0	0	0	0	355
Traffic Citations	93	0	0	0	0	0	0	0	0	0	0	0	93
Written Warnings	114	0	0	0	0	0	0	0	0	0	0	0	114

Crash Reports	62	0	0	0	0	0	0	0	0	0	0	0	62
Parking Tickets	518	0	0	0	0	0	0	0	0	0	0	0	518
Traffic Stops	167	0	0	0	0	0	0	0	0	0	0	0	167
Extra Patrol Checks	902	0	0	0	0	0	0	0	0	0	0	0	902
Business Checks	147	0	0	0	0	0	0	0	0	0	0	0	147
Offender Checks	23	0	0	0	0	0	0	0	0	0	0	0	23
Open Records Requests	381	0	0	0	0	0	0	0	0	0	0	0	381

We have taken several reports of car burglaries and stolen vehicles in January. We cannot encourage residents enough to lock their vehicles and not to leave ignition keys in obvious places in their vehicle. We have recovered all of the vehicles so far. One of them was recovered by a neighboring agency while occupied and that incident remains under investigation.

We have had alternate side parking in effect since January 14. During that time we have issued numerous tickets for alternate side parking and worked to remove abandoned or illegally parked vehicles (over 48 hours) from city streets. We work regularly with Operations and Maintenance to insure that their path is clear when crews are working to clean up after snow storms.

Criminal Investigations

Fifteen new cases were assigned to CID last month. Six of those were cleared. CID continues to function down two investigators. Notable charges this month included: felon in possession of a firearm and a burglary third degree from a case at a car wash.

CID personnel also completed the following: two death investigations; three child protection center interviews; submitted six LEIN (Law Enforcement Intelligence Network) bulletins; new officer candidate testing and interviews; CPC case review; and one search warrant. We are also working with other law enforcement agencies in Iowa and Minnesota on a local case that is tied to similar cases there.

Parking/Animal Control

Weather had much to do with parking enforcement this month. MCPD personnel issued 518 parking tickets. We towed 12 vehicles for overtime parking for being abandoned or parked over 48 hours.

Snow did not slow down the animal calls for service. We investigated three human bite cases in January and filed six charges for a variety of animal offenses. Personnel took 16 animals to the City of Mason City Animal Shelter, 8 cats and 8 dogs.

We worked this month on a repeat complaint location that had numerous dogs. AC personnel gave the residents 10 days to get the animals vaccinated and licensed. After failing to do so, MCPD obtained a search warrant for the unvaccinated and unlicensed animals and removed 9 dogs from the residence. We are still working to identify the owner of the animals and have them in impound. Criminal charges are pending and the property was an unregistered rental.

Administration

We continue to work regularly with Neighborhood Services and property owners to address issues at rental properties. Sometimes landlords are able to gain compliance from tenants, but often the property is in violation of rental regulations and requires immediate attention from the city inspector.

We completed in-service training this month that covered most of our OSHA-required topics for 2021. We have begun to get our work force vaccinated for COVID-19 with the assistance of CG Public Health. CIP and Operations budgets have been submitted for preparation for City Council Review.

We have started and are working toward finish on two of our FY 2021 CIP projects that impacted our facility. The new fuel pump software project is complete. Along with that we added some concrete and changed the orientation of the pump at MPCD. We also had a new rubber membrane roof installed to replace the original roof.

We are wrapping up the recruitment process and hire for a new Support Services Clerk and completed interviews for applications for Police Officer. We will continue to move ahead with both of those.

MCPD Social Media	Dec 2020	Jan 2021	Difference
Facebook	8,599	8,750	+151
Twitter	2,001	1,975	-26

Public Library

Reported by Mary Markwalter, Library Director

The Statistics for January 2021 are attached.

Some new things at the library.

The library has a new website, it is the same address: www.mcpl.org

The library now offers some special items for checkout: WiFi Hotspots, Virtual Reality Headsets and STEAM Kits.

The library plans on starting to take appointments for computer use, printing, faxing, scanning and browsing the collection during the week of February 8. Watch the library Facebook page for updates. This will happen if the local Covid 19 infection rates remain below 10% into next week. The library now offers current newspapers and archived information online through a service called "Newsbank". This includes archives of the Globe Gazette up through 1999.

<i>Circulation-Books</i>	21-Jan	20-Dec	20-Nov	20-Oct	20-Sep	20-Aug	20-Jul	YTD	LYTD
Adult Fiction	568	559	450	454	576	502	509	3618	11983
Adult Non Fiction	153	125	100	75	112	87	109	761	9866
Large Print	360	346	302	311	417	371	297	2404	7614
Young Adult	111	142	88	97	163	149	178	928	5196
Juvenile Fiction	328	388	361	399	395	258	301	2430	14164
Juvenile Non-Fiction	33	42	48	58	59	57	86	383	2516
Middle School	12	5	0	0	0	0	0	17	0
TOTAL BOOKS	1553	1602	1349	1394	1722	1424	1480	10524	51275
<i>Circulation-Other</i>									
Audio/CD/Playaway	35	46	45	36	51	84	79	376	2883
Periodicals	47	73	25	56	7	25	4	237	1332
Software	0	0	0	0	0	0	0	0	13
Other(puppets, misc)	0	0	0	0	0	2	52	54	972
DVD	53	126	76	60	89	113	123	640	12398
Tumblebooks	26	1	11	18	16	8	0	80	385
Creativebug (users)	3	2	4	3	1	2	5	20	101
Heritage Quest	2	0	26	0	0	0	0	28	194
Ancestry.com	0	0	14	0	0	26	0	40	1106
Bridges	1880	1418	1699	1574	1642	1669	1412	11294	8937
Ebsco (sessions)	0	0	5	0	2	6	3	16	55
GALE Databases (sessions)	78	42	17	6	1	2	13	159	158
Newspaper Archive	0	0	6	3	4	4	71	88	754
Hoopla!	690	664	653	649	645	675	696	4672	3431

RB Digital (e-audiobooks)	0	0	0	0	0	0	0	0	300
Zinio	12	108	121	126	146	103	117	733	1170
Credo Reference	2	0	0	0	0	0	2	4	69
BRAINFUSE	1	0	0	0	0	0	0	1	12
Total-Other	2829	2480	2702	2531	2604	2719	2577	18442	34270
Grand Total Circ.	4382	4082	4051	3925	4326	4143	4057	28966	85545
Item Records Added	348	222	307	229	238	299	208	1851	3000
Patrons Registered	20	14	19	19	19	17	19	127	590
Renewals		376	317	388	453	459	426	2419	8575
Holds Filled	208	202	144	178	158	129	120	1139	2023
Holds Placed	1085	1110	996	1038	1030	1045	1110	7414	2219
Discs Cleaned	0	0	0	0	0	0	0	0	0
Photocopies	129	144	456	537	372	419	150	2207	16060
MeetingRoomGuests	40	196	180	214	68	72	72	842	25967
Meeting Room Used	10	12	13	10	8	13	12	78	1227
SILO request unfilled	1	21	0	0	0	1	0	23	51
SILO request filled	0	1	0	0	0	0	6	7	8
SILO MCPL Request Filled	1	0	0	0	0	0	0	1	39
SILO MCPL Request Unfilled	0	0	0	0	0	19	0	19	81
Attendance	40	196	20	350	98	232	232	1168	181200
Children's Programs	0	0	1	2	1	2	3	9	30
Childrens Program Attendance	0	0	60	500	75	337	282	1254	2291
Young Adult Programs	0	0	0	0	0	0	0	0	19
YA Program Attendance	0	0	0	0	0	0	0	0	152
Adult Programs	0	0	0	0	0	0	0	0	32
Adult Program attendance	0	0	0	0	0	0	0	0	228
Programs	0	0	0	0	0	0	0	0	15
Program Attendance	0	0	0	0	0	0	0	0	1967
In Library Use	0	0	0	25	0	0	0	25	35000
Faxes Received	1	1	0	0	0	10	11	23	32
Faxes Sent	0	1	0	1	0	39	31	72	442
Scan	125	0	0	25	40	4	8	0	502
Handouts, Brochures, etc.	300	100	700	1800	400	1200	100	4600	29195
Genealogy Referrals	0	0	0	0	0	0	1	1	26
Archive Referrals	0	0	0	0	0	0	1	1	52
Photo Prints	0	0	0	0	0	0	0	0	0
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0	0
Reference Questions	400	629	700	500	400	870	832	4331	21500
Internet Users	0	0	0	146	81	129	128	484	8250
WI-FI Sessions	457	537	713	868	928	1130	1147	5780	10598

Microfilm Users	0	0	0	0	0	0	0	0	8
Website Visits	2771	2227	2359	2308	2471	2603	2582	17321	45671
TOTAL PUBLIC SERVICES	5936	5989	6985	9138	6840	9029	7481	51398	440913
<i>GRAND TOTAL SERVICE UNITS</i>	10318	10071	11036	13063	18006	13172	11538	87204	464309
VOLUNTEER HOURS	0	21	21	14	14	0	14	84	183

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and After School Care
- Tiny Tot Basketball
- Youth Boys Basketball
- Youth Cheerleading
- Tiny Tot Cheerleaders
- Youth Tumbling
- Process Time Cards
- Order Supplies
- Update the City's website and Channel 4
- Audited 9 first aid kits

Daily Participation Rates in 2021 thru January: 10,655

Daily Participation Rates in 2020 thru January: 43,995

Highland Park Golf Course Monthly Activities:

- Safety meeting
- Safety inspections for month of January
- Staff Took Vacation
- Process Time Cards
- Bring into shop 9 greens reels, 3 tee reels, 3 groomer reels
- Checked all roller and reel bearings in all reels replace worn bearings
- Pulled and replaced 14 front and rear roller bears
- Make an order for all parts needed
- Removed bed knives from the 15 bed bars inspect bar clean and replace with new
- Repacked bearings in all greens and tees mowers
- Disassembled groomer belt housings
- Repacked groomer bearings replace pins and belts in housings
- Set up grinder for each specific bed knife and grind true
- Set up grinder for specific reels and grind cylinders
- Disassembled one tee reels and replace reel bearings
- Reassembled all greens and tee reels putting new shield on one tee mower
- Set to bed knife to reel adjust to cut
- Reassembled rollers to mowers
- Leveled rear rollers using granite bench plate
- Set mowing height for the start season

- Checked all bolts tight and grease remaining parts
- Assembled all reels to specifications
- Pulled in Kubota blower remove blower
- Tore down blower check bearing and to replace belts
- Snow removal 4 times
- Did inventory of golf accessories and order needed items
- Started work on 2008 fairway reels
- Fix radiator leak on white s-10 golf course pickup fill system with coolant and check

Multipurpose Arena Monthly Activities:

Daily Participation Rates in 2021 thru January:	9,234
Daily Participation Rates in 2020 thru January:	14,794

- 4 Bulls Games
- 1 Hockey Tournaments
- 6 High School Level Games

Recreation Special Activities/Accomplishments:

- Trained 13 youth basketball coaches
- Worked on the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds
- Budget process and meetings
- Met with Marion Olson about the Camp Grounds Manager contract
- Assisted in the planning for Bandfest
- Assisted with county wide efforts in childcare efforts with COVID
- Met with Todd Blodgett to brief him on recreation efforts through the community
- Met with Dion King and James Perez about host softball tournaments for 2021
- Worked preconstruction on the new aquatic center playground
- Applied for 2 grants for our Youth Scholarship
- Continue to work on a task force to address childcare needs for North Center Iowa
- Attended liquor licenses for Fredrick Hanford Softball Complex
- Four staff attend a NIACC training on HR issues for a non HR personnel

Highland Park Golf Course Special Activities/Accomplishment:

- Enrolled Highland Park in the Youth on the Course initiative through IPGA
- Submitted District Hosting papers for Mason City High School Golf program
- Attended the Safety Committee meeting
- Order Season Pass Bag Tags
- Sold advertising creating our own scorecard
- Made contract with 5 potential
- Assist Operation and Maintenance Department with snow removal
- Signed 14 of 18 hole sponsors
- Attended liquor licenses for Highland Park Golf Course
- Club House Manager attend a NIACC training on HR issues for a non HR personnel

Multipurpose Arena Activities/Accomplishments:

- Hosted Hockey Fights Cancer
- Made contact with four music event
- Made contact with MMA event
- Made contact with two family events
- Attended a number of grant opportunity for the MPA
- Attended liquor licenses for MPA

Recreation Work to Be Completed in Coming Month:

- Run Before and Afterschool Care
- Run Tiny Tot Basketball
- Run Youth Cheerleading
- Run Youth Tumbling
- Run Youth Basketball
- Find Youth Sponsor for Spring and Summer Sports

Highland Park Golf Course Work to Done in Coming Month:

- Pull in 2008 and 1998 tractors and inspect, service as needed put reels back on units
- Inspect and service three greens mower tractors
- Inspect and service Kubota mower, Toro grounds masters
- Inspect and service 12 progressive mowers
- Inspect and service all 7 utility carts
- Reassemble 6700 fairway tractor with new water pump, clutch fan and radiator fill with antifreeze and check
- Put reels back on 6700 after assembly and set up
- Order golf accessories ex. Flags, cups, signage, garbage receptacles etc.
- Continue with winter maintenance on greens mowers, tractors, utility vehicles
- Finish up score card
- Start preparing the club house for the season

Multipurpose Arena Work to Be Completed in Coming Month:

- Finish construction
- Support Youth Hockey, North Iowa Figure Skaters, and North Iowa Bulls

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of January 2021:

- On-going restocked Volunteer supplies for various events
- Assisted Museum, and Parks find volunteers for different projects.
- Attended Committee meetings, Aging Coalition, Gardeners of North Iowa and Committee meetings via zoom.
- On-going : Worked with present and new volunteers on the importance of reporting hours to volunteer coordinator, sent emails to all active volunteers for reporting of hours, and keeping volunteers abreast of upcoming events.
- Set up with the Yield service project to get other volunteers involved in volunteer project
- Talk with Master Gardener students on applying to Beautification Program.
- Sent out emails to all volunteers about volunteer, Birthday greetings and updates.
- Sent emails to volunteers, recognizing total annual hour totals..
- Emailed NIACC Government Class volunteer opportunity.
- Updated flower garden maps to reflect actual active plots.
- Worked on price list with vendor for Beautification program
- Set up radio interviews
- Did talks with service groups via vroom.
- Took 4 new volunteer applications, directed them to projects available.
- Worked with Earth Day Committee on clean up dates.

Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active
3. Updated Pictures in Volunteer Brochures
4. Updated Volunteer Information Board for 2021

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Miscellaneous Projects	111.0
Recreation	Volley/soccer	0
Beautification	Garden Maintenance/Cleanup	2.0
Earth Day	Miscellaneous	4.0
457	Maintenance	14.0
Library	Miscellaneous Jobs	0
Cemetery	Miscellaneous	0
Miscellaneous Projects	Police Department	0
	Transit Tokens	0
	Miscellaneous Departments	0
Parks	Miscellaneous Jobs/Street cleanup	0
Total Hours		131.0

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH TASK FORCE (YTF) CURRENT STATE

The YTF FY22 City budget process was completed over the month. Director attended City Council Work-session, held virtually.

The Iowa Mentoring Partnership (IMP) received CARES Act funding through Volunteer Iowa (state dept). Any current program certified by the Iowa Mentoring Partnership in 2020, was eligible to receive up to \$10,000, with amounts based on the number of matches served by the local program that year. The Youth Task Force One on One Mentoring Program was started in 1998 and has maintained certification since 2006. YTF received the full amount.

Federal and state grant project liaisons continue ongoing support to grant sites. Grantees around the state/country communicate collaboratively through list serves and virtual meetings. Sponsors continue to promote free educational opportunities in grant-related areas. All YTF staff are participating.

All Youth Task Force staff attended the virtual National Mentoring Summit, January 27 - 29, 2021. Many session choices were available, with networking opportunities.

GRANTS

SAMHSA - NIPA Mental Health Awareness Training (MHAT) Project

The Year Two Annual Progress Report and Annual Federal Financial Report (FFR), both submitted in December, were “accepted” by SAMHSA. They approved the request to carry over \$31,152.73 in funding for use in Year Three. A combined total of \$156,152.73 (\$31,152.73 + \$125,000) is available for reimbursement of allowable grant expenses.

Youth Mental Health First Aid Instructors trained 30 participants as First Aiders during two “in-person” workshops. COVID-19 precautions: hand sanitizer/mask stations were available at the sign-in/out table and halls. Each received a for use throughout the day. Attendees were seated at opposite ends of 8ft. tables. A seating chart was created in the event anyone tested positive after attending the workshop. Masks were worn unless speaking to the group or eating. No one appeared sick. Tables were dismissed one-at-a-time for lunch. Trainees practiced social distancing during all activities/break.

Grantee-centered educational opportunities (interactive) continue under the SAMHSA grant. Monthly calls with our Government Program Officer (GPO) are held, to discuss any wins, problems, or questions.

IDPH - Improving Tomorrow: Prevention Focused Mentoring & OJJDP - Iowa Mentoring Partnership Grants

Fifty-five area youth have been served (to date) through mentoring programs in FY 21. Mentoring Coordinator sent a Parent and Mentor memo to all participants. It included community service ideas, activity ideas, an educational sheet on vaping, and Your Life Iowa information for resource use. Peer and Outreach Coordinators posted activity ideas and mentor recruitment efforts on Facebook. Communication with schools continues. Two new mentors were trained and matched. Youth Task Force continues to provide support to existing community matches by phone, through social media, or virtually.

The One on One Mentoring Advisory Board met virtually with 6 of 8 members in attendance. Monthly grantee calls with IDPH and Iowa Mentoring Partnership continue.