

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

February 2021

(Issued March 12, 2021)



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

City Administrator Comments

Mayor and City Council Members,

In addition to normal staff recruitments, several city departments are currently taking applications for various seasonal positions and internships. The summer season is a busy time for construction, cultural, and recreation related programs and staff. It is critical to get the needed positions filled in advance of the summer to ensure the smooth operation of these departments and the value these employees provide is tremendous. Without seasonal help, the expanded offerings during summer programs would not occur and contractors would be delayed waiting for information and approvals. This year the high amount of utility work and construction will lead to an even greater burden on staff to keep up with the progress on these projects, but the Engineering Department is planning ahead for these demands and putting the necessary resources in place.

This year will feature the much-anticipated reopening of the improved Aquatic Center with restored water slides, new children's play area, and renovated bath house. Events booking at the Mason City Multipurpose Arena are increasing and, as vaccinations continue to increase, these normal community activities will be reinstated across the departments and facilities.

Accordingly, City Hall will be opening on March 22nd to the public. Like all city facilities, the mask requirement and other COVID precautions will stay in place in City Hall to ensure the safety of both city employees and the public. However, we are glad that the public will be able to conduct business again in person.

Several community leaders were able to host Governor Kim Reynolds on Friday. The Governor was able to see firsthand the innovative place making efforts of Mason City and the economic development that has occurred because of these investments. The focus of the visit was the Riverwalk and the Willow Creek area. This area is recognized as part of Mason City's Iowa Great Places designation and holds a lot of potential for increased downtown development in proximity to the River City Renaissance Project. With the Hotel and Conference Center moving towards construction, the future residential and commercial development in the downtown are important to start planning. The City has already had inquiries for several developments in the downtown and staff is working to ensure that these developments suit the needs of the community and fill gaps in the amenities and services in the area. This planning will provide for the continued success in Mason City's downtown redevelopment.

Sincerely,



Aaron Burnett
City Administrator

Airport

Reported by David Sims, Airport Manager

Date: February 2021

Air Choice One Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 2/1/2021 – 2/28/2021	8,225 Gallons	300 Buses
Enplaned 195 Deplaned 197		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at February 2021 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport
- Manage transition from Air Choice One to SkyWest Airlines
- Started Terminal Planning Study
- Work on marketing campaign for new United Airlines service
- Conduct winter snow removal operations
- Passed Federal Aviation Administration inspection with no findings

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the March 2021 Airport Commission Meeting
- Prepare land leases for tenants
- Assist SkyWest Airlines with start-up
- Prepare equipment for spring projects

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of February:

- 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 21 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 6 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 \$370.00 in animal license fees and \$150.00 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

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 continues. Staff is working on amendments to the Purchase, Sale and Development Agreement to reflect the delays in meeting the Agreement's obligations. 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 February. 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, is complete. 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.

Staff is working with the City's attorney on five additional properties. We have begun to hear from the owners of these properties; so far, the owners are stating their intent to rehabilitate the buildings. We will continue to monitor the progress of this effort. There are an additional 10 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.

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

- As noted above, the Principal Performing Arts Pavilion has started construction at the north entrance of Southbridge Mall.

- Work on the gymnasium and pool additions to Mason City High School will commence in March.
- The former Rose Bowl at 4173 South Federal Avenue is being converted into an office and contractors shop for Barnhart Crane and Rigging.
- The Veteran's Administration Community Based Outpatient Clinic, on Tiffany Drive behind the new Tommy's Car Wash
- Francis Lauer Youth Social Services is building an addition to the Activity Center
- 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 is ongoing.
- Construction of the new Elite Boxing Gym at 109 1st Street in Downtown is complete. A grand opening is expected in early April.
- Redevelopment of 13 South Federal Avenue on the Federal Plaza into an organic and craft foods store and kitchen ("Simply Nourished") is ongoing, with anticipated opening in April.
- 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 February.

DRC Activity	February, 2021	YTD
Total Development Plans Reviewed	2	4
Concept plans reviewed/approved as a Minor Site Plan	1	1
Concept plans to be resubmitted as a Major Site Plan	1	3
Total Concept Plans	2	4
Major Site Plan Reviews Completed	0	0
Preliminary Plat of Subdivision	0	0
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	1
TOTAL ITEMS REVIEWED	3	5
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	1	1

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	February, 2021	YTD
Commercial, Principal Structure	1	7
Commercial, Accessory Structure	0	0
Residential, Principal Structure	0	1
Residential, Accessory Structure	1	2
Signs	2	2
Floodplain	0	0
Sidewalk Service Area Permits	0	0
Zoning Board of Adjustment Cases		
Appeal	0	0

Activity	February, 2021	YTD
Conditional Use Permit	0	0
Special Exception	1	1
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	0	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	13	15
Unfounded	0	0
Founded-Resolved without citation		1
Citations	0	0
Open Cases (as of date of report)		N/A
Cases initiated by staff	13	16
Zoning Inspections		
Zoning – Case Request	13	16
Zoning – Complaint	1	1
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	20	45
Floodplain Reviews Completed	21	46
Historical Reviews Completed	4	10

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	February 2021		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	13	\$ 597,470.45	29	\$26,530,425.45

BUILDING INSPECTIONS PERMIT REPORT				
Minor Building Permits	3	\$ 76,278.00	9	\$ 147,329.00
Electrical Permits	18		35	
Plumbing Permits	6		11	
Mechanical Permits	30		33	
Sign Permits	2	\$ 28,600.00	2	\$ 28,600.00
Demolition Permits	2	\$ 7,750.00	6	\$ 146,338.00
Structure Moving Permits	0	0	0	0
Inspections	February 2021		YTD	
Number of inspections	116		287	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	11	0	21
Multi-residential	0	0	0	0
Commercial	0	5	1	14
Industrial	0	0	0	2
Institutional	0	0	0	0
Other (signs, demo, etc.)	0	4	0	8
Fees Collected	February 2021		YTD	
	\$ 8,472.54		\$ 85,240.75	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	February, 2021	YTD
Total Requests Initiated (not including snow/weeds ¹)	65	153
Staff Initiated	39	84
Non-Staff Initiated (total):	26	69
Response to Complaint	11	32
Anonymous Complaint	10	26
SeeClickFix	5	11
Case Requests Disposition		
Founded Case Requests	65	153
Citations Issued	0	0
Cases to Court	3	5
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	0
Dangerous Building	0	1
Abandoned Vehicle	2	3

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	February, 2021	YTD
Tree/Shrub Maintenance	0	0
Garbage	18	41
Inoperable Vehicle	1	4
Junk, Rubbish or Refuse	19	61
Other	8	11
Writ of Removal	2	5
Information Request	15	27
Snow Removal/Weeds & Tall Grass	165	352

Rental Inspections Summary:

Rental Inspection Report	December, 2020	YTD
Inspection Requests		
Initial Inspections	63	103
Reinspections	24	63
Inspection Requests	0	1
Total Inspections	87	80
Inspection Results		
Inspections Cancelled by Landlord	0	1
Inspections Cancelled by Inspector	0	0
Failed Inspections	5	9
Passed Inspections	74	143
No Shows	2	3
Unfounded	0	1
Unavailable/Denied Entry	0	0
Units White Tagged	6	10
Rental Dwelling Certificates Issued	10	13

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>
February	4	57%	3	43%	7
FY to Date	51	56%	41	44%	92

Burials in February 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>
February	7	2	6
FY to Date	53	16	69

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, 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 – Updated policies on marker/headstones, decoration

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	3
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	0
▪ New Installation	0
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	1
▪ Repair	0
▪ Disconnect	0
● Water – Residential	
▪ New	0
▪ Repair	4
▪ 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	0
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	95
● Emergency Call-outs	13
● Emergency Call-out after hours	4
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	2
▪ Review contractor Traffic Control Plan	3
● Permit Review & Approval - City	
▪ Commercial Building	0

▪ Residential Building	0
▪ Demolition	3
▪ Remodel or Addition	3
▪ Moving	0
• Permit Fees collected	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	29
• Field Book updates (GIS)	1

2021 Pavement Marking Program:

Engineering Staff completed the plans and specifications for the Paving Marking Program. A Public Hearing on the project was set for April 6, 2021 at the March 2nd meeting of the City Council. The project is currently being bid and will be let on March 23rd.

South Monroe Avenue Pedestrian Trail:

Engineering Staff completed plans and specifications for a segment of pedestrian trail along South Monroe Avenue between 6th Street SW and the driveway approach to Airgas. A Public Hearing on the project was set for April 6, 2021 at the March 2nd meeting of the City Council. The project is currently being bid and will be let on March 23rd.

Eastbrooke Storm Water Mitigation:

The property acquisition process was finalized with the signatures of the Steve and Jill Weiner. The Acquisition Plats will be filed and recorded with the Cerro Gordo Recorder's Office upon receipt by the City.

WHKS completed the preparation of the final plans, specifications and project bidding documents. A Public Hearing on the project was set for April 6, 2021 at the March 2nd meeting of the City Council. The project is currently being bid and will be let on March 23rd.

WHKS prepared and submitted the IDNR required National Pollutant Discharge Elimination System (NPDES) Stormwater discharge permit application. The IDNR floodplain permit is currently under review.

Union Pacific Railroad Quiet Zone:

The City was contacted by the Union Pacific Railroad's (UPRR) consultant on March 1, 2021, initiating action involving review of information submitted by the City in September of 2020. The UPRR has remained silent and not yet returned a copy of the fully executed Reimbursement Agreement.

Water Meter Replacement Program:

Ferguson has met their contractual obligation regarding the preparation and mailing of notices. However they continued working on compiling a final list of customers that require new meters to complete the replacement program. Following the final surge of mailings, those that do not respond will be tagged for replacement.

Monroe Avenue Street and Utility Rehabilitation:

WHKS applied for and received an approved Iowa Department of Transportation (IDOT) Application and Agreement to Perform Work Within State Highway Right-of-Way. The approval is needed to work on the north return at the intersection South Monroe Avenue and 5th Street SW (Highway 122). Plans for the ADA pedestrian ramp on the northwest corner of the intersection were revised based on IDOT comments. The project is currently being bid and will be let on March 16, 2021 in accordance with the State Letting Schedule.

Blue Sky Solar Project:

The City continued working with Blue Sky Solar and the property owner 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. comments were provided to WHKS regarding the ALTA Survey, the plat was finished and submitted to Blue Sky Solar.

The City discussed on more than one occasion with the owner the terms of the draft acquisition agreement. The owner expressed his want for changes in the terms and now indicating he may not be able to sell the property, but rather use it for other purposes.

There has been no additional activity since February 19, 2021.

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.

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.

Other Tasks Performed through the Engineering Department:

- Engineering Staff began bi-weekly Zoom meetings with Alliant Energy representatives to discuss the upcoming 2021 Electric Rebuild projects. Engineering will coordinate with planned City projects in the 2021 construction season and continue to locate utilities and provide records as these projects progress.
- Alliant Energy continued working on their rebuild of the electric system along Monroe Avenue. The work currently being performed is within the limits of 4th Street SW (Highway 122) and 12th Street NW. Alliant Energy's contractor, Michels Power is planning to directional bore beneath and through the Union Pacific Right-of-Way at 1st Street NW. The work is expected to begin during the week of March 8th.
- Alliant Energy, along with Michels Power, continued to work on the electric rebuild project in the southwest part of the City. The project is located south of 23rd Street SW between Fredrick Hanford Park and US 65 (South Federal Avenue). Michels Power is currently

working on the installation of new poles in the area of 26th Street SW east of South Adams Avenue.

- Engineering Staff coordinated traffic control, utility disconnections and the removal and replacement of a street light with Bob McKiness Excavating and Grading Inc. (McKiness) as part of the 1450-1452 and 1454 North Federal Avenue Demolition project. Blazek Electric was hired by McKiness to remove and replace the decorative street light in the North Federal Avenue right-of-way to avoid it being damaged by the demolition of the east building wall. The disconnection of water service line on North Federal Avenue and 15th Street NW are planned to be completed in the spring.
- 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 allow 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.
- Engineering Staff continued collecting field data and designing projects planned for 2021. Some of these include the Street Rehabilitation Program, Street Panel and Curb Replacement Program and the Pavement Marking Program.

Traffic Division:

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

Other Tasks Performed by the Traffic Division:

- Responded to the street light knock down near 6th Street SW (Highway 122) and South Adams Avenue. The light was repaired and set back in place by the City Electrician with the help of Jim Hunt Electric.
- The traffic signals at the intersection of South Eisenhower Avenue and 19th Street SW were damaged on March 15th after being hit by the back door of a large truck that was left open. The City Electrician completed the emergency repairs and Engineering Staff assembled a list of damages and associated costs that will be sent to the insurance company representing the truck driver.
- A pedestrian crosswalk signal pole at the intersection of South Illinois Avenue and 4th Street SE (Highway 122) was damaged when an eastbound semi made a sharp right-turn. The City Electrician completed the emergency repairs and Engineering Staff assembled a list of

damages and associated costs that will be sent to the insurance company representing the truck driver.

Water Supply Division:

- Water Production

	<u>February</u>	<u>FY 2021</u>
• Total (gal)	129,183,000	1,016,118,000
• Daily Average (gal)	4,613,000	4,182,000
• Daily Maximum (gal)	5,387,000	6,616,000*
• Daily Minimum (gal)	3,846,000	2,729,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Replaced the diaphragm in the caustic pump on the Sodium Hypochlorite Generator
- Performed troubleshooting on the callout alarm and SCADA control softwares
- Began cyclical testing of an alternate EDR-Z filter
- Rebuilt the check valves on the sodium hypochlorite injection pump
- Rebuilt an EDR train membrane stack, replacing 77 scaled membranes
- Assisted with nine water main breaks throughout the City of Mason City
- Replaced the Variable Feed Drive (VFD) on the HVAC office supply fan
- Rebuilt a 4-way valve on #3 EDR Train
- Rebuilt the chlorine analyzer tubing for the EDR plant product line
- Performed quarterly service on the hardness analyzer
- Cleaned and flushed the raw water line to the turbidity analyzer in the EDR plant
- CIP #3 EDR

- Customer Service

• Iowa One-Call locates	90
• Prepare and send service repair letters	5
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	3
• Correlate water main breaks and investigate for leaks	12
• Hydrant flow testing	1
• Hydrant Flushing	0
• Water Main shut down for repairs	2
• Water shut offs for non-payment	0
• Water shut for other	0
• Water service re-connects	2
• Assist with installation of Water Meters	0
• Repair Water Meters and collect reading	5
• Deliver Red or Tan Tag	0

- Update shut off data base and maps 650
- Water Service Permit/Inspection
 - Repair/Replace 3
 - New Installation 0
 - Disconnections 0

- Meter Department

	<u>February</u>	<u>FY 2021</u>
• Meters Installed	21	191
▪ Industrial	2	2
▪ Commercial	7	41
▪ Residential	12	146
• Meters Repaired	8	29
• Contractor and Garden Meters Recovered	0	7
• Contractor and Garden Meters Installed	0	12
• Meters Read	11,866	94,364
• Meters Ordered	0	93
• Water shut offs for non-payment	0	10
• Water service re-connects	0	4

<u>Meters Installed February 2021</u>			<u>Meters Ordered February 2021</u>		
5/8"	12		5/8"	36	
3/4"	2		3/4"	0	
1"	0		1"	0	
1 1/2"	5		1 1/2"	0	
2"	2		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	21		Total	0	
<u>Meter Inventory March 1, 2021</u>					
5/8"	38		5/8"	0	
3/4"	3		3/4"	0	
1"	9		1"	0	
1 1/2"	3		1 1/2"	0	
2"	9		2"	0	
			3"	0	
			4"	0	
Total	62		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 February

Finance

Duties	February	Fiscal Year-to-Date
Prepare payable checks	512	4,458
Prepare receivable invoices	27	359
Prepare payroll checks	621	5,810
Certify invoices to County		103
Send letters to State Offset Collections	12	52
Record State Offset collections	\$ 3,998.73	\$ 10,473.48
Sort Mail	6,250	31,575
Ambulance accounts sent to collections	49	134
Record ambulance receivables	151	976
Scanned invoices for myView point processing	759	4,363
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 January
- 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
- Completed work with Acentis on timekeeping system update

Utility Collections

Duties	February	Fiscal Year-to-Date
Record ACH activities	7	203
Prepare utility adjustments	42	781
Finals & charge offs	30	1,099
Issue utility bills	10,157	83,165
Answer phone calls	957	8,384
Respond to voicemail	246	1,108
Complete utility service orders	16	2,594
Complete landlord tasks	10	498
Issue shutoff notices	392	3,620
Process customer paid utility bills	4,295	40,402
Process customer deposits	674	3,144
Replace meters	18	153
Complete monthly sales tax report/hours		-

Information Systems Coordinator

- Change name of the backup server for City Hall.
- Fix IP address for clocks.
- Get with Aaron B about camera connection for Pavilion.
- Help Danielle C set up email on her phone.
- Remove museum user from AD.
- Take meter laptop back to front desk and go over changes with them.
- Check new power cable for meter laptop.
- Clone the backup server for City Hall.
- Create shortcut for Novatime for Belinda on front desk at museum.
- Fix IP information for Parks time clock.
- Look at printer for task force.
- Look at SCADA computer for Water Treatment.
- Look for missing archives for Mark R.
- Reimage permanent box for City Hall backup server.
- Replace dual monitor hookup for PD computer.
- Reset Granicus password for Kevin J and John J.

- Reset scanner folders for task force.
- Check sound on Diana B's PC.
- Check Water Treatment PC one more time and get back to plant.
- Order printer for task force.
- Program press conference in Granicus.
- Reset password for Lindsay T.
- Turn in invoices.
- Update security software for Council Chamber PC.
- Upload council meeting to government channel.
- Upload press conference to government channel.
- Look into assigning Ron V's phone number to new user at PD.
- Order HP display to VGA adaptors for PD.
- Send items back to Insight from conference room.
- Set up new user for PD.
- Set up temp server for Highland.
- Update security software for extra table for Aaron B.
- Archive and close out Beth E's account.
- Finish primary config for temp server for Highland.
- Finish setting up new user folders for user at PD.
- Get with Finance about Meter laptop driver issue.
- Order hard drives for Highland server.
- Recreate profile for Jamey M on his tablet.
- Remove corrupt user account from water treatment PC and recreate.
- Set up Alice C with an alias of Beth E for grant correction.
- Take temp server to Highland and finish promoting to DC.
- Try to log into water treatment PC as yourself.
- Change DNS records for Tower.
- Finish tablet for Jamey M.
- Remove Netmotion license from FD tablets and update security software.
- Add FD tablets to City WiFi.
- Migrate body cam software PC for PD.
- Program press conference in Granicus.
- Reapply Proxim license to server.
- Connect Kevin J and Rachel V to Rachael S's U drive.
- Hook up new UPS for Connie P.
- Install hard drives and configure new computers for Animal Shelter.
- Try to gain access to City's Microsoft Teams account.
- Fix logon scripts for Steven V and Rachel V.
- Get new keyboard to FD.
- Make two 10 foot Cat5t cables for FD.
- Move Symth System data to new server at Highland.
- Order more RJ45 connectors.
- Order replacement hard drive for FD.
- Pick up hard drive from Water Treatment to clone it.
- Finish computers for Animal Shelter.
- Fix City Hall's tape backup drive.

- Upload press conference to government channel.
- Check generator alarm.
- Demote old Highland server.
- Look at Internet connectivity for Rec.
- Move Highland data to new server over weekend.
- Program press conference in Granicus.
- Reset Mary L's password.
- Take new computers to Animal Shelter.
- Trouble shoot City Hall's backup again.
- Readjust City Hall backup again.
- Remove former user from Finance.
- Reset password for user at O and M.
- Set up new user for Finance.
- Upload council meeting to government channel.
- Upload press conference to government channel.
- Look at printer issue for Perry B.
- Look at printer issues for Jamie S at animal shelter.
- Shutdown old Highland server.
- Troubleshoot City Hall backup software.
- Apply record button for Ed W at PD.
- Clean up user accounts in database.
- Finish cable connections at FD.
- Order replacement battery for O and M.
- Reboot time clock at Park department.
- Restore files for Penny B at Rec.
- Run test BMR on temp Highland server.
- Take temp printer to task force.
- Add new PC MAC to FD Wifi.
- Change groups for users at PD.
- Change Rachel V to Grant position over the weekend.
- Check monitor for Rachel V.
- Check noise from Highland server.
- Close out Zach L's account.
- Contact CLTel about Firewall swap.
- Final close out of Rachel S's account.
- Firewall Swap at City Hall.
- Install new hard drive in Highland server and prep.
- Order new battery for server at Highland.
- Program press conference for Wednesday.
- Set up shared folder for Grant Administrator.
- Add Google emails to Barracuda for FD.
- Check Watch Guard PC at PD.
- Grant Rachel V permission to grant folders on the shared drives.
- Replace APC battery cartridge at O and M.
- Add Jason H to PD sworn group.
- Change auto attendant for PD phone system.

- Download and program press conference to government channel.
- Help Danya M reactive security account.
- Look at software issue on computer at Water Treatment.
- Look at recreating profile for Kate S on FD computer.
- Replace battery for Highland server.
- Reprogram phone for McKenna W at PD.
- Set up McKenna W in investigator group at PD.
- Set up shared folder for Jamey M at FD and Stratton S at PD.
- Apply permissions for new shared folder for Seth M at PD.
- Get with Mike M and Jamie S at PD about disk drives.
- Remove former FD users from AD.
- Set PD workstation group policies not to hide empty drives.
- Set up Kirby B to access City Email.
- Clone server at Highland over weekend.
- Get battery information off of battery at O and M.
- Help Penny B with her Outlook issue.
- Look for missing meeting email in Barracuda.
- Order replacement battery for network equipment at O and M.

GIS Department

Airport

Cemetery

City Administrator

- Create map for road closure notice
- Update Earth Day web app

Development Services

- Run script and create 1st and mid-month parcels CSV file
- Assist user with setting up hyperlinks and making layers selectable or not selectable

Engineering/Water Treatment/Customer Service

- Explain to user how to set up hyperlink tool in a layer
- Review sanitary sewer inspection data
- Discuss discrepancies in manhole ID #s with data from vendor
- Update water customer service records to reflect correct ID#
- Update GPS download project with new database links
- Troubleshoot bad data from Sanitary Sewer inspections
- Assist user with connecting to folder to add data
- Work with WHKS to figure out Sanitary Sewer inspection data
- Complete sanitary sewer data link in GIS, discuss project problems with data inconsistencies
- Assist user with address search features

Fire

- Meeting with Fire Chief to discuss data collection for Pre-Plan maps
- Create new logins for street view imagery for 2 users
- Troubleshoot map not displaying: old shortcut, provided new link
- Look into permissions to with connect explorer to export reports
- Update software and licensing for training computer
- Update map with new database sources

Finance**Human Resources****Operations / Utilities/ Water Reclamation / Parks**

- Update query and report with requested fields x2
- Troubleshoot editing data and new sites in online GIS/Asset mgmt. system
- Update GIS/Asset mgmt. queries and reports for new layers

Police

- Assist user with learning tools in the online GIS system, work on address selection
- Update map with requested data for users

Recreation

- Discuss map needs, create outlines for map, export as PDF

General

- Work on setting up maps and credentials for online/GIS upgrade
- Set up new user in online GIS/Asset mgmt. system
- Convert pdf to word doc for user

March initiatives**Finance Department**

- Work on February 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 work on FY 22 operating budget
- Work on budget PowerPoint
- Work with OPG3 to get scanning running for myViewpoint payable system

Information Systems Coordinator

- Start working on Guest WiFi Network and security.
- Continue upgrading servers to newer version of server OS.
- Start planning process to upgrade email system.

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

ACTIVITY	February 2021	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	59	101
EMS	401	834
Total Calls for Service (Fire & EMS)	460	935
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
360	32	8
Personnel Training Hours		
EMS	592.50	1,504
FIRE	697.31	1,549.81
Total Training Hours	1,289.81	3,063.81
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	165	380
Existing Building Inspections	9	15
Plan Reviews	12	19
Fire Investigations	4	5
Liquor/State License Inspections	7	17
Community Involvement		
Public Tours of the Fire Station (Number)	0	0
Public Fire Safety Appearances/Trainings (Number)	2	8
EMS/Fire Students - Ride-Along	0	0
Preceptor Training Hours	0	0
National Fire Statistics - YTD 03.01.2021	Line of Duty Deaths	Civilian Fire Deaths
	22	597

Fire Property Loss Report – Mason City

Estimated Property Value	\$477,170	\$586,940
Estimated Property Loss	\$187,750	\$223,878
Total Saved	\$289,420	\$363,062

Overtime Hours

Fire	153.75	175.50
EMS	175.50	414.50

Significant Events

February 8, 2021	Building Fire: 208 S Vermont Ave
February 13, 2021	Building Fire: 104 22 nd St NW
February 20, 2021	Building Fire: 323 N Adams Ave
February 22, 2021	Building Fire: 777 S Eisenhower Ave #57

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development			
Services	10	15	25
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	47	1	48
Recreation	7		7
Youth Task Force	4		4
Grand Total	241	23	264

Staffing

Activity

Hiring Activity:	<p>- Police Officer-8 openings (Police): Background checks are underway.</p> <p>Head of Adult Services - 1 opening (Library): Job was put on temporary hold for budgetary reasons.</p> <p>Grant Administrator - 1 opening (Finance): Interviews conducted, offer made and approved by Council. Started work in Feb.</p> <p>Cashier - 1 opening (Finance): Interview conducted, offer made and approved by Council. Started work in Feb.</p> <p>Admin Asst - 1 opening (Dev Services): Began recruitment.</p>
Positions Filled:	<p>- Hired Cashier and Support Service Clerk and 1 seasonal employee during the month. Promoted a Grant Administrator.</p>

Turnover:	- 1 full-time and 1 part-time employee resignation, and 1 involuntary separation during the month.
Employee Orientations/exit interviews:	- Conducted orientation for 2 fulltime and 1 seasonal hires. Conducted 2 exit interviews.
Civil Service Commission:	- No meetings during the month.

Labor

Relations/Legal

Activity

Grievance Activity:	<ul style="list-style-type: none"> - Fire: One open grievance. Resolved one grievance. - Teamsters: No open grievances. Resolved one grievance. - AFSCME: No open grievances.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

Benefits

Activity

Employee benefit support:	- Ongoing support resolving employees benefit issues
Benefits:	Met with benefit broker to review renewal of Wellmark contract for the next year.

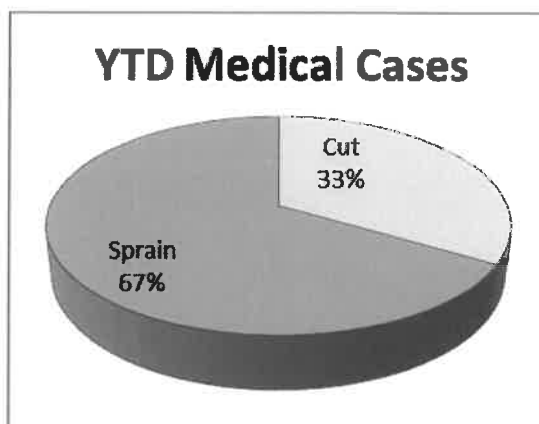
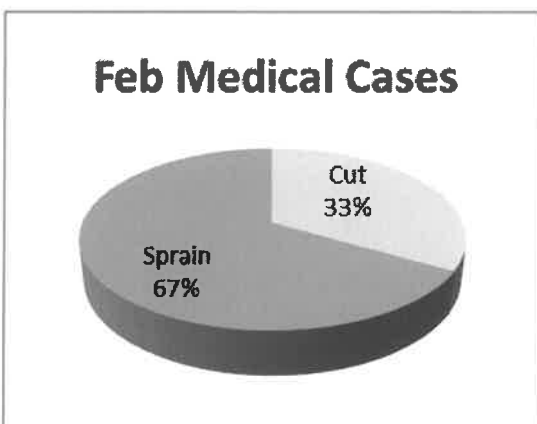
Miscellaneous

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	- Continuing setting up new system and completing user training of NeoGov online applicant software system. Implemented new system mid-February. Began supervisor training.
Job Evaluations:	- Developed a new job description for Police program and obtained pay evaluation from consultant.
Community Engagement:	- Participated in the Mayor for the Day program and attended the Chamber State of N Iowa program.

Training:	- Participated in employment law webinar series offered by our legal counsel.
Professional/Community Support:	Attended virtual meeting of local HR group.

Safety Statistics	Month	2021 YTD	2020 YTD
# of Work Comp Cases	3	3	3
# of OSHA Injuries	3	3	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 February, the Museum continued to be open during the ongoing COVID-19 pandemic. Visitor numbers are always very low in the winter months and with the added impact of COVID-19 the Museum had very little traffic. Staff continued to work on projects to keep the museum operating and also began some additional painting projects. As always, staff completed a number of routine activities that kept the Museum operating smoothly and keep up the increased cleaning protocols due to COVID. These protocols add considerable time to the daily tasks of the custodian.

Most of the Museum's classes and programing continued to focus on outreach outside the building. It continued to provide services for several nursing homes as well as Salvation Army's Adult Daycare. The staff provided a limited amount of in person classes, limited to 10 persons or less. The offerings were met with hesitation; however, as the month progressed students felt more comfortable returning as the rates remain low. The Museum staff continued to purchase supplies for classes, prep for classes, and prepare for Arts Festival.

The Museum administration attended grant workshops via Zoom, as well as conducted other virtual meetings for departments such as their own, as well administer for the Cemetery Board as they do not have a Zoom account. Museum staff continued to pay invoices, to solicit donations, prepare payroll, make deposits, file paperwork, and assist the public in using the Museum.

As the prior month, the Museum did not host any rentals in the month of February. 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. As of late the Museum has received a number of calls asking if rules such as mask wearing and number of attendees will be lifted as more and more of the public is starting to be vaccinated.

In February, there were several staff out because of illness with themselves, or their family members. Due to an extremely small staff the Museum was cautious with anyone around someone with symptoms as well as anyone subjected to exposure. Staff has, for the most part, been trained in multiple jobs so they are able to cover for those who may not be available to do certain duties such as teach classes, front desk duties, or payroll. These absences did not affect any of the productivity of the remaining staff.

The MacNider is still planning on having some form of its Arts Festival on June 12th. It is likely a form of an in person event will occur, with limited offerings to reduce community spread. At this time it is not likely the annual Mayor and City Council Member Pancake Breakfast will be

possible. It is the hope of the Museum that the community will be able to celebrate the arts in some form.

The Museum continues to provide masks for area schools and facilities needing such. This month masks were given to: Four Oaks, Mason City Alternative School, Mason City High School, Community Kitchen, Beje Clark Center, all Mason City Elementary Schools, as well as Newman Schools. It also was able to provide extra-large navy masks to the Mason City Police Department.

Gallery attendance	189
tour attendance	0
event attendance	1
Virtual Attendance	0
Classes	17
Playground	0
Outreach	11
TOTAL	218

Members

208 Members

23 Business Members

8 City Memberships

6 Expired Memberships

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair Type Count
GIS Editing	1
Hydrant Repair	2
Leadership Training (NIACC)	1
Safety Inspections	1
Safety Training (Sanitation Employee)	1
Work Zone Training	2
Sanding	1
Snow plowing (Entire Crew)	2
Service Repair	1
Leak Detection	2
Water Main Repair	9

The Utility Crew was busy with water main breaks this past month. Most of these breaks occurred after hours and resulted in many hours of overtime. One break in Eastbrooke required the crew to work over 30 hours straight in sub-zero temperatures.

Internal Service Division:

Mechanical

Service and repair 0 inspection vehicles
Service and repair 0 Engineering vehicles
Service and repair 6 fire trucks and ambulances
Service and repair 0 park vehicles
Service and repair 7 police cars
Service and repair 1 Recreation Department vehicle
Repair and service 3 Sanitation trucks, brakes, etc.
Repair and service 22 Street Department vehicles
Service and repair 0 Water Reclamation vehicles
Service and repair 1 Water Utilities vehicle
Service and repair 0 Water Supply vehicles

Electrical

Street light repairs: 146 6th SW, footbridge,
Pennsylvania Avenue

Traffic Signal repair:

19th Street & S. Eisenhower, Hwy. 122 & Indianhead, 19th Street & S. Pierce, Hwy. 122 & Virginia, Hwy. 122 & Monroe, Hwy. 122 & Illinois, 19th Street & S. Monroe, Hwy. 122 & Crescent Drive, 4th Street & S. Taft, Hwy. 122 & S. Polk, 19th Street & S. Federal, State &

Pennsylvania, Hwy. 122 & Taft & Eisenhower
 Clean and re-organize shop
 Repair lights in street shop
 Repair lights in Sanitation
 Install new time clocks for Finance
 Repair motor at Water Reclamation
 Install outlets at Park Department
 Locate utilities at Water Reclamation
 Repair power pedestal at the campground

Wastewater Division:

- Wastewater treatment:

Monthly Total:	100.348	million gallons
Daily Average:	3.584	million gallons per day
Daily Maximum:	4.762	million gallons per day
Sludge processed	1.74	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Responded to 4 sewer calls

Laboratory/Pretreatment Activities :

- Performed laboratory analysis on seven Industries
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed DNR Monthly Operating Report
- Completed and sent the Pretreatment annual report
- Performed laboratory analysis on plant samples
- Issued 3 Violations to Industries

Treatment Plant Activities:

- Removed snow from plant and dog kennel
- Cleaned all DO probes
- Conducted monthly inspections
- Conducted rounds of the plant every four hours
- Investigated the broken influent sluice gate
- Ran thickener five days for sludge removal
- Changed oil in all small air compressors
- Change oil in large electric blower
- Changed oil and greased trickling filter bearings
- Checked and changed oil in all lift pump seals

- Changed oil in PD blowers that were on line
- Painted break room and offices
- Cleaned stilling well and checked influent meter accuracy
- Water crew repaired water main break by the office

Activities planned for next month at the Water Reclamation Plant:

- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	386.14 tons	824.97 tons
Recycling collected	110,960 pounds	237,960 pounds
Yard waste collected	0 tons	0 tons
Large item number of stops	23	66
Materials collected:		
Large furniture	16	44
Small furniture	9	31
Tubs & toilets	3	5
Appliances & TVs	8	17
Electronics	0	0
Request for service calls	224	484

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
 Split wood for the campground
 Pick up dead deer
 Clean storm drains as needed
 Haul old appliances to salvage yard
 Paint and clean shops
 Trim and respond to 22 tree requests, remove 16 trees
 Plow and haul snow
 Ice control on streets and bridges
 Plow snow

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
Ice rink
maintenance
Clean and paint shops

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	1206	0	0	0	0	0	0	0	0	0	0	2520
Alarm - Business	48	36	0	0	0	0	0	0	0	0	0	0	84
Animal	36	34	0	0	0	0	0	0	0	0	0	0	70
Burglary	14	12	0	0	0	0	0	0	0	0	0	0	26
Collision - Prop Damage	62	80	0	0	0	0	0	0	0	0	0	0	142
Collision - Pers Injury	3	3	0	0	0	0	0	0	0	0	0	0	6
Collision - Hit and Run	13	13	0	0	0	0	0	0	0	0	0	0	26
Disorderly	116	105	0	0	0	0	0	0	0	0	0	0	221
Domestic - Physical	8	11	0	0	0	0	0	0	0	0	0	0	19
Domestic - Verbal	24	35	0	0	0	0	0	0	0	0	0	0	59
Fireworks	2	2	0	0	0	0	0	0	0	0	0	0	4
Harassment	64	48	0	0	0	0	0	0	0	0	0	0	112
Medical	69	69	0	0	0	0	0	0	0	0	0	0	138
Motorist Assist	29	48	0	0	0	0	0	0	0	0	0	0	77
Parking	55	47	0	0	0	0	0	0	0	0	0	0	102
Stray Animal	20	21	0	0	0	0	0	0	0	0	0	0	41
Suspicion	121	106	0	0	0	0	0	0	0	0	0	0	227
Theft	60	47	0	0	0	0	0	0	0	0	0	0	107
Welfare Check	81	74	0	0	0	0	0	0	0	0	0	0	155

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	106	114	0	0	0	0	0	0	0	0	0	0	220
New Investigations	355	341	0	0	0	0	0	0	0	0	0	0	696
Traffic Citations	93	105	0	0	0	0	0	0	0	0	0	0	198
Written Warnings	114	67	0	0	0	0	0	0	0	0	0	0	181
Crash Reports	62	78	0	0	0	0	0	0	0	0	0	0	140

Parking Tickets	518	802	0	0	0	0	0	0	0	0	0	0	1320
Traffic Stops	167	131	0	0	0	0	0	0	0	0	0	0	298
Extra Patrol Checks	902	568	0	0	0	0	0	0	0	0	0	0	1470
Business Checks	147	105	0	0	0	0	0	0	0	0	0	0	252
Offender Checks	23	31	0	0	0	0	0	0	0	0	0	0	54
Open Records Requests	381	460	0	0	0	0	0	0	0	0	0	0	841

Numbers this month are tracking a bit lower than normal for two likely reasons – the first is that February is a short month and the second was the impact of the very cold weather on our community. The cold kept our call volume down for nearly two weeks.

Officers continue to be proactive on patrol related to business burglaries and thefts of catalytic converters from vehicles. One investigation is underway from February where officers stopped a vehicle leaving a car dealership at an unusual hour. A search warrant has been served and the investigation into this case for catalytic converter theft is continuing.

Some of our notable patrol work included matching up fingerprints on two pending criminal investigations that also impacted other Iowa jurisdictions and assisting the Mason City Fire Department with traffic, response, and investigation of the fire at Gracious Estates.

Criminal Investigations

During February, 25 new cases were assigned to CID for follow-up. Fifteen of those cases were closed, two by arrest. Six forgery charges were filed in connection with a local fake check scam.

Other CID activity for the month included: six search warrants served; two child protection center interviews completed; assisted with an investigation into stolen guns in possession of a prohibited persons; LEIN documents were submitted on a confirmed fingerprint hit for similar cases from other agencies; two background investigations were substantially completed; one federal indictment was completed by a drug task force officer.

Parking/Animal Control

For the month, 802 parking tickets were issued by MCPD. Of those, 587 were issued by parking enforcement personnel. Alternate side parking was in effect for most of February. We towed 11 vehicles for being abandoned or for overtime parking.

We took 20 animals to shelter in February, 6 cats and 14 dogs. Our call volume for animals this month was 58 with 3 human bite cases. Eleven charges were filed for animal offenses.

Administration

Kirby Becker joined MCPD on February 18, 2021, as our new Support Services Clerk. She is completing in-house training at this time.

Captain McKelvey continues to be the sole law enforcement member of the Iowa Medical Cannabidiol Board, which met virtually on February 19, 2021, for a regular meeting.

MCPD partnered with the Mason City Fire Department for in-service training and focused on Rescue Task Force. RTF is designed to get life-saving medical assistance to victims of active shooter or violent intruder events while the scene is still warm. There was good collaboration and we learned more about the operational challenges to these events. We will continue to train on this in the near future.

We have continued to monitor legislative activity at the state and federal level related to police reform and have had some communication with our elected officials. We have been assisted in this effort by some of our professional organizations in making sure that we are able to share our thoughts on these issues.

We continue to work on several grants – JMHCP mental health implementation, Governors Traffic Safety Bureau, Law Enforcement Victim Specialist, and Byrne JAG Drug Task Force – that need reports, data tracking, reimbursements filed. These grants help to support local funding for MCPD for specific projects.

MCPD Social Media	Jan 2021	Feb 2021	Difference
Facebook	8,750	8,803	+53
Twitter	1,975	1,986	+11

Public Library

Reported by Mary Markwalter, Library Director

Attached are the library stats for February 2021.

The library started circulating STEAM Kits this past month. STEAM stands for Science, Technology, Engineering, Art and Mathematics.

<i>Circulation-Books</i>	21-Feb	21-Jan	20-Dec	20-Nov	20-Oct	20-Sep	20-Aug	20-Jul	YTD	LYTD
Adult Fiction	442	568	559	450	454	576	502	509	4060	13517
Adult Non Fiction	92	153	125	100	75	112	87	109	853	5011
Large Print	295	360	346	302	311	417	371	297	2699	8605
Young Adult	50	111	142	88	97	163	149	178	978	5737
Juvenile Fiction	279	328	388	361	399	395	258	301	2709	16056
Juvenile Non-Fiction	61	33	42	48	58	59	57	86	444	2883
Middle School	5	12	5	0	0	0	0	0	22	0
TOTAL BOOKS	1219	1553	1602	1349	1394	1722	1424	1480	11743	51809
<i>Circulation-Other</i>										
Audio/CD/Playaway	52	35	46	45	36	51	84	79	428	3314
Periodicals	23	47	73	25	56	7	25	4	260	1510
Software	0	0	0	0	0	0	0	0	0	14
Other(puppets, misc)	3	0	0	0	0	0	2	52	57	1073
DVD	43	53	126	76	60	89	113	123	683	14361
Tumblebooks	10	26	1	11	18	16	8	0	90	475
Creativebug (users)	10	3	2	4	3	1	2	5	30	115
Heritage Quest	0	2	0	26	0	0	0	0	28	204
Ancestry.com	0	0	0	14	0	0	26	0	40	1123
Bridges	1877	1880	1418	1699	1574	1642	1669	1412	13171	10112
Ebsco (sessions)	2	0	0	5	0	2	6	3	18	77
GALE Databases (sessions)	208	78	42	17	6	1	2	13	367	257
Newsbank	28	19	0	0	0	0	0	0	0	0
Hoopla!	632	690	664	653	649	645	675	696	5304	3388
RB Digital (e-audiobooks)	0	0	0	0	0	0	0	0	0	0
Zinio	21	12	108	121	126	146	103	117	754	1299
Credo Reference	5	2	0	0	0	0	0	2	9	70
BRAINFUSE	9	1	0	0	0	0	0	0	10	50
Total-Other	2923	2848	2480	2696	2528	2600	2715	2506	21296	38933
Grand Total Circ.	4142	4401	4082	4045	3922	4322	4139	3986	33039	90742
Item Records Added	244	348	222	307	229	238	299	208	2095	3200
Patrons Registered	19	20	14	19	19	19	17	19	146	667
Renewals	264		376	317	388	453	459	426	2683	9789

Holds Filled	242	208	202	144	178	158	129	120	1381	2359
Holds Placed	995	1085	1110	996	1038	1030	1045	1110	8409	2534
Discs Cleaned	0	0	0	0	0	0	0	0	0	0
Photocopies	174	129	144	456	537	372	419	150	2381	21855
Meeting Room Guests	40	40	196	180	214	68	72	72	882	12056
Meeting Room Used	10	10	12	13	10	8	13	12	88	1408
SILO request unfilled	2	1	21	0	0	0	1	0	25	89
SILO request filled	1	0	1	0	0	0	0	6	8	9
SILO MCPL Request Filled	0	1	0	0	0	0	0	0	1	42
SILO MCPL Request Unfilled	1	0	0	0	0	0	19	0	20	65
Attendance	40	40	196	20	350	98	232	232	1208	175950
Children's Programs	0	0	0	1	2	1	2	3	9	38
Children's Program Attendance	0	0	0	60	500	75	337	282	1254	3016
Young Adult Programs	0	0	0	0	0	0	0	0	0	22
YA Program Attendance	0	0	0	0	0	0	0	0	0	254
Adult Programs	0	0	0	0	0	0	0	0	0	37
Adult Program attendance	0	0	0	0	0	0	0	0	0	245
Programs	0	0	0	0	0	0	0	0	0	15
Program Attendance	0	0	0	0	0	0	0	0	0	1967
In Library Use	0	0	0	0	25	0	0	0	25	39079
Faxes Received	1	1	1	0	0	0	10	11	24	43
Faxes Sent	3	0	1	0	1	0	39	31	75	556
Scan	2	125	0	0	25	40	4	8	0	0
Handouts, Brochures, etc.	500	300	100	700	1800	400	1200	100	5100	32495
Genealogy Referrals	0	0	0	0	0	0	0	1	1	11
Archive Referrals	3	0	0	0	0	0	0	1	4	59
Photo Prints	0	0	0	0	0	0	0	0	0	0
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0	0	0
Reference Questions	400	400	629	700	500	400	870	832	4731	25000
Internet Users	0	0	0	0	146	81	129	128	484	9350
WI-FI Sessions	464	457	537	713	868	928	1130	1147	6244	13285
Microfilm Users	0	0	0	0	0	0	0	0	0	9
Website Visits	2639	2771	2227	2359	2308	2471	2603	2582	19960	16222
TOTAL PUBLIC SERVICES	6044	5936	5989	6985	9138	6840	9029	7481	57442	372090
GRAND TOTAL SERVICE UNITS	10186	10337	10071	11030	13060	18002	13168	11467	97321	504870
VOLUNTEER HOURS	21	21	21	21	14	14	0	14	126	243

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

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

Total People Served in 2021 thru February: 10,655
Total People Served in 2020 thru February: 96,910

Highland Park Golf Course Monthly Activities:

- Disassembled carrier rollers on 2013 greens tractor and new bearings in all
- Checked all bearings in reels grease and check seals
- Brought in 2017 and 2013 greens tractors for maintenance check
- Changed oil and filters in 2017 and 2013 greens tractors

Multipurpose Arena Monthly Activities:

Daily Participation Rates in 2021 thru February: 9,234
Daily Participation Rates in 2020 thru February: 27,347

- 4 Bulls Games
 - 1 Hockey Tournaments
 - 6 High School Level Games
-
- Provided information to documentation and information to the arena's insurance carrier
 - Work with a water treatment company for the cooling tower

Recreation Special Activities/Accomplishments:

- Finalized the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds

- Recruited an intern for the Recreation and Golf Department
- Budget process and changes
- Worked with the North Iowa Band Festival Committee
- Held an internal study on the department operations
- Renew the beer license for Frederick Hanford Park
- Held a planning meeting for on boarding new and rehire seasonal employee with Human Resources
- Met with a number of sales reps
- Assisted in a Leisure, Youth, and Human Services Young Professional Mentoring Program
- Performed a team building exercise
- Attended a number of River City Renaissance meetings
- Meet with local Steak Cook-off Association Representatives on expansion of current events and new events
- Met with Bulls ownership
- Met with Marion Olson about the Camp Grounds Manager contract
- Worked on three different grants

Highland Park Golf Course Special Activities/Accomplishment:

- Worked with the Mason City School District on Elementary Physical Education Classes
- Created the 2020 score card
- Sold score card advertising
- Renew the beer and liquor license for Highland Park Club House
- Booked an evening social at the Club House for a class reunion which will include a day event on the course
- Held a planning meeting for on boarding new and rehire seasonal employee with Human Resources
- Snow removed at clubhouse 4 times
- Replaced hydraulic line on 1998 grounds mower to control leak new hydraulic oil and filter
- Brought in 1983 grounds master and strip dashboard and front lift assembly, tires and transmission so we could use any workable parts of use for 1998 model
- Scrap bad motor on 1983 model grounds mower
- Disassemble lift assembly inspect and replace broken spring with used spring from 1983 grounds master
- Get ready for opening of golf course
- Remove radiator due to leak and take to kings radiator to fix in the 1998 grounds master
- Maintenance check on the 1998 grounds master change oil and grease remove deck
- Reassemble 6700 mower with new water pump, clutch fan and replace fixed radiator fill and check for leaks in the 2008 mower
- Put the reels back on 6700 mower after assembly and set up it for the season
- Brought in 1998 6700 mower check for maintenance issues

- Changed the oil and replaced oil and air filters on 1998 6700 mower
- Rebuilt 6 rollers with bearings

Multipurpose Arena Activities/Accomplishments:

- Continue pre-event meetings with a April MMA event
- Continue pre-event meetings with a family events
- Gave 3 interviews
- Met with Bulls ownership

Recreation Work to Be Completed in Coming Month:

- Run Adult Basketball
- Run Adult Volleyball
- Run Before and After School Care
- Run Preschool Sports
- Run Tiny Tot Basketball
- Run Youth Tumbling
- Prepare for Youth Soccer
- Find Youth Sponsor for Spring and Summer Sports
- Host Iowa Parks and Recreation Special Interest Groups for the Month of March

Highland Park Golf Course Work to Done in Coming Month:

- Clean up and prepare for opening
- Opening the Club House March 16th for Season Pass Sales
- Put radiator in 1998 6700 fairway tractor
- Go through golf accessories (pins, tee markers etc.)
- Continue with winter maintenance on tractors, utility vehicles, top dresser and sprayer.
- Clean up two downed ash trees next to 1 fairway

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to 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 February 2021:

- On-going restocked Volunteer supplies for various events
- Assisted departments, find volunteers for different projects
- Zoom Committee meetings, Earth Day, Aging Coalition, Gardeners of North Iowa
- 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
- Made contact with the Schools, service projects that get younger people involved in volunteering – talk with Master Gardeners Classes to present Beautification Program
- Sent out emails to all volunteers about volunteer, greetings and updates on upcoming meetings
- Sent emails to Beautification volunteers on upcoming events and meetings
- Updated volunteer brochures for different programs
- Helped set up Earth Day dates and mapping
- Contacted NIACC Government Class volunteer opportunities
- Worked on updating flower garden maps to reflect actual active plots
- Worked on price list with vendors for Beautification program
- Set up radio announcements
- Set up zoom talks with different service groups
- Worked with new volunteers on volunteer opportunities available in the near future, keeping them motivated to participate as soon as projects arise
- Updated Volunteer display table at City Hall

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 2020 upcoming programs

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects	52.0
Recreation	volley/soccer	0
Beautification	Garden Maintenance/Cleanup	5.0
Earth Day	Misc.	3.0
457	Maintenance	9.0
Library	Misc. Jobs	0
Cemetery	Misc.	0
Miscellaneous Projects	Police Department	0
	Transit Tokens	0
	Misc. Departments	0
	Misc. Jobs/Street cleanup	0
Parks		
Total Hours		69.0

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH TASK FORCE (YTF) COMMUNITY INVOLVEMENT

CG Public Health: Youth Task Force (YTF), Prairie Ridge Integrated Behavioral Healthcare, and Mercy One North Iowa signed a letter of commitment with CG Public Health to continue as consortium members under their grant application submitted to the Health Resources and Services Administration (HRSA). If funded, the three-year Rural Community Opioid Response Plan will be implemented later this fall.

North Iowa Community Action Organization (NICA): YTF is working with North Iowa Community Action Organization to relay the importance of annual health screenings for youth, including screening for mental health symptoms. At this time, less than 50% of Cerro Gordo County youth (12-19) receive an annual health screening. The goal is to bring that up to at least 80%.

Partners 4 Children (P4C): Group is working on age-appropriate “safety” bags for youth, to be disbursed during Child Abuse Prevention Month in April.

Teen Pregnancy Prevention Coalition (CG Public Health): Group is gathering items for “hygiene bags” for teens who need them. The group is also compiling a resource handout listing local organizations available for teens who need help (rent/utilities, food, healthcare, support).

GRANTS

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.

SAMHSA - NIPA Mental Health Awareness Training (MHAT) Project

YTF contacted 17 schools (7 counties) to provide information about why teens should receive Teen Mental Health First Aid (tMHFA) in the classroom, implementation specifics, and steps necessary to proceed with the free trainings. The National Council for Behavioral Health requires schools to have trained at least 10% of their staff (high school) in Youth Mental Health First Aid (YMHA) prior to training their teens and an entire grade must receive the training. All current workshops are funded through the existing SAMHSA grant and free of charge to participants. Mason City Community School District expressed interest in training their older teens (grades 10, 11, or 12). YTF purchased 300 manuals in preparation.

Efforts continue to promote virtual workshops as an alternative way to train area adults in Youth Mental Health First Aid (YMHA). One virtual workshop and two “in-person” workshops (observing social distancing recommendations) are planned for the month of March.

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

Mentoring Coordinators gathered items for activity “baskets” distributed to twenty-five mentees. The baskets celebrated February as “Heart Health Month”. Included were: a calendar for youth to track healthy choices (fruits, veggies, water, exercise); a jump rope with attached fun exercise activities ideas, and a contest opportunity for those who forward a “selfie” picture jumping rope (no face included) or a picture of their completed calendar of healthy choices. A drawing will be held on March 20 for assorted activity passes.