

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

April 2021

*(Issued May 14, 2021)*



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

# Airport

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Reported by David Sims, Airport Manager

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**Date:** April 2021

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 4/1/2021 – 4/30/2021	31024.8 Gallons	300 Buses
Enplaned 435 Deplaned 528		

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

- Preparation of Board Packet Information, Agenda and Attendance at April 2021 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Seek bids on Federal Funded Equipment for Fiscal Year 2022
- Hold Public Hearing to approve lease for new hangar construction
- Submit state Commercial Service Vertical Infrastructure and Air Service Development Grant applications.
- Approved Task Order for Wastewater Lagoon Decommissioning

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

- Preparation of Board Packet Information, Agenda and Attendance at the May 2021 Airport Commission Meeting.
- Break ground on Taxiway A Relocation Project
- Open bids for Federal Funded Equipment acquisitions
- Seek Bids for General Aviation Taxiway Project
- Being working with City of Clear Lake and Clear Lake Sanitary District on Lagoon Decommissioning project
- Spring time grounds work

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of April:

- 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 38 Resolutions based on various requirements
- Upload data for Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 7 Alcoholic Beverages 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 \$850.00 in animal license fees and \$1,860.50 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Send out renewal letters for various licenses

# Development Services Department

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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## *Major Departmental Activities and Items of Interest:*

Iowa Reinvestment District Program: Work on the Performing Arts Pavilion continues.

Amendments to the Purchase, Sale and Development Agreement were approved by the Council in April to reflect the delays in meeting the Agreement's obligations. In addition, we continue to be confident that the developer 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 April. Funds for the DoRL program are restricted at this time, until all outstanding loans have been disbursed.

Section 657A.10 Program: Of the eight properties acquired by the City through the 657A.10 Program, six have been demolished, one has been sold (with a brand new house now completed on that property), and one is being considered for sale and renovation. Staff prepared a Request for Proposals for purchase and renovation of 328 2<sup>nd</sup> Street NW and received two proposals. We are in the process of reviewing the proposals and will be making a recommendation to the City Council in June.

The City continues to work with the owners of the remaining properties that received notices. Of these, one was demolished, and eight are either under rehabilitation or have been brought back up to code. We have agreements with the owners of seven other properties, who intend to rehabilitate the structures and make them livable again. Two of the remaining three properties are currently showing great 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.

Bird Scooters: The Parks and Recreation Board considered the impact of stand-up electric scooters on park trails and off-street trails, where motorized vehicles are not permitted. It was determined that, since the scooters cannot exceed 15 miles per hour, these vehicles would not be counted as motorized vehicles (the Board also agreed that this would extend to electric-assist bicycles). The City Council approved a Memorandum of Understanding with Bird in April. Staff has been working with the Bird staff and expects that the scooter fleet will arrive in late May.

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 is ongoing.
- 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, is framed and interior work is ongoing.
- The new T-Mobile store at the corner of 4<sup>th</sup> Street SW and South Grover Avenue is nearly complete and is expected to open soon.
- The remainder of the former K-Mart building has been leased to Dunham's Sports. The interior build-out is ongoing.
- Domino's Pizza will relocate to 1112 North Federal Avenue when the interior remodel of the former Kleen Sweep Concrete building is completed.
- The former All-Season Golf at 1110 North Federal Avenue has been purchased and is being converted to a liquor store with a drive-through window.

Development Review Committee: 2 meetings held in April.

<b>DRC Activity</b>	<b>April, 2021</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	5	14
Concept plans reviewed/approved as a Minor Site Plan	3	8
Concept plans to be resubmitted as a Major Site Plan	1	4
<b>Total Concept Plans</b>	4	12
Major Site Plan Reviews Completed	1	2
Preliminary Plat of Subdivision	0	1
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	1
<b>TOTAL ITEMS REVIEWED</b>	5	16
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	1	2

## **DIVISIONAL REPORTS**

### **PLANNING AND ZONING DIVISION**

<b>Activity</b>	<b>April, 2021</b>	<b>YTD</b>
Commercial, Principal Structure	3	10
Commercial, Accessory Structure	0	0
Residential, Principal Structure	13	16
Residential, Accessory Structure	10	17
Signs	6	11
Floodplain	0	0
Sidewalk Service Area Permits	2	2
<b>Zoning Board of Adjustment Cases</b>		
Appeal	0	0

<b>Activity</b>	<b>April, 2021</b>	<b>YTD</b>
Conditional Use Permit	0	0
Special Exception	0	2
Variance	0	2
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	0	0
Miscellaneous	0	0
Preliminary Plat	0	0
Site Plan Approval	0	1
Zoning Ordinance Text Amendment	0	0
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	0	1
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
<b>Historic Preservation Commission</b>		
Historic Demolition Reviews	0	0
<b>Zoning Violations</b>		
Reported	3	18
Unfounded	0	0
Founded-Resolved without citation	2	3
Citations	0	0
Open Cases (as of date of report)	1	N/A
Cases initiated by staff	2	18
<b>Zoning Inspections</b>		
Zoning – Case Request	3	19
Zoning – Complaint	0	1
Zoning –Setback	0	0
Zoning - Final	0	0
Floodplain - Final	0	0
Zoning – Landscaping Install	0	0
Removal Site Inspection	0	0
<b>Permit Reviews</b>		
Zoning Reviews Completed	52	138
Floodplain Reviews Completed	83	188
Historical Reviews Completed	5	19

## **BUILDING INSPECTIONS DIVISION**

### *Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Permits</b>	<b>April 2021</b>		<b>YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	47	\$2,422,305.89	97	\$30,745,384.00
Minor Building Permits	29	\$ 224,347.67	57	\$ 541,729.60

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Electrical Permits	24		87	
Plumbing Permits	11		28	
Mechanical Permits	14		80	
Sign Permits	6	\$ 21,255.00	11	\$ 76,755.00
Demolition Permits	3	\$ 5,350.00	13	\$ 164,288.00
Structure Moving Permits	0	0	0	0
<b>Inspections</b>	<b>April 2021</b>		<b>YTD</b>	
Number of inspections	187		626	
<b>Permits by Type</b>	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition/Remodel</b>
Residential: 1 and 2 family	1	67	1	121
Multi-residential	0	0	0	0
Commercial	1	6	2	25
Industrial	0	1	0	4
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	9	0	24
<b>Fees Collected</b>	<b>April 2021</b>		<b>YTD</b>	
	\$ 22,707.94		\$ 125,062.67	

## **CODE ENFORCEMENT DIVISION**

### *Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>April, 2021</b>	<b>YTD</b>
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	125	408
Staff Initiated	84	246
Non-Staff Initiated (total):	41	162
Response to Complaint	12	59
Anonymous Complaint	13	59
SeeClickFix	16	44
<b>Case Requests Disposition</b>		
Founded Case Requests	125	408
Citations Issued	1	2
Cases to Court	2	9
Unfounded Case Requests	0	0
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	3	4
Dangerous Building	2	3
Abandoned Vehicle	1	6
Tree/Shrub Maintenance	0	0
Garbage	31	96
Inoperable Vehicle	12	33

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

<b>CODE ENFORCEMENT REPORT</b>	<b>April, 2021</b>	<b>YTD</b>
Junk, Rubbish or Refuse	39	151
Other	14	45
Writ of Removal	1	9
Information Request	22	61
Snow Removal/Weeds & Tall Grass	12	411

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>April, 2021</b>	<b>YTD</b>
<b>Inspection Requests</b>		
Initial Inspections	128	335
Reinspections	26	99
Inspection Requests	0	1
<b>Total Inspections</b>	<b>154</b>	<b>435</b>
<b>Inspection Results</b>		
Inspections Cancelled by Landlord	0	1
Inspections Cancelled by Inspector	0	0
Failed Inspections	13	37
Passed Inspections	124	352
No Shows	6	13
Unfounded	0	1
Unavailable/Denied Entry	0	0
Units White Tagged	11	31
Rental Dwelling Certificates Issued	26	108

## **TRANSIT OPERATIONS AND SAFETY DIVISION**

### ***Transit***

During the month of April, Mason City Transit provided 8,901 rides on its Fixed-Route; that is an average of 404 rides per day. This is an increase of 1,575 rides compared to April 2020. (COVID-19)

The Transit Design Study is continuing to progress nicely. The final report with recommendations should be generated sometime in June 2021.

### ***Safety***

During the month of April, the Safety Department met with the City's workers compensation carrier, Argent, to discuss employee injuries and what prevention methods are used to limit the risk of future injuries.

Also during April, the Safety Department conducted CPR/First Aid for First Responders along with the help of the Fire Department. The Safety Department also made preparations for Spring/Summer seasonal hires.



# Elmwood-St. Joseph Cemetery

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Reported by Tyler Anderson, Cemetery Manager

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## **Burial Services**

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
April	5	72%	2	28%	7
FY to Date	61	57%	46	43%	107

Burials in April were higher than projected. Cremation burials were lower than 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>
April	5	0	5
FY to Date	64	16	80

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, executing the spring flower program, and assisting folks during the Memorial Day season

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

**Board of Trustees** – Considering options for upcoming History Walk

# Engineering Department

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

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## Engineering Division:

• Engineering	
• DRC Site Reviews	5
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	6
▪ New Installation	0
▪ Disconnect	1
▪ Septic	1
▪ Sump Pump	1
• Water – Industrial/Commercial	
▪ New	1
▪ Repair	1
▪ Disconnect	3
• Water – Residential	
▪ New	0
▪ Repair	10
▪ Disconnect	1
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	1
▪ Sidewalk Repair/Replace	10
▪ Approach New	1
▪ Approach Repair/Replace	4
▪ Curb & Gutter	1
▪ Curb Cut	0
• Pedestrian Ramp survey & design	34
• Driveway Approach permit & inspection	0
• Iowa One-Call locates	423
• Emergency Call-outs	3
• Emergency Call-out after hours	1
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	3

▪ Moving/Oversized load	8
▪ Review contractor Traffic Control Plan	1
• Permit Review & Approval - City	
▪ Commercial Building	1
▪ Residential Building	2
▪ Demolition	6
▪ Remodel or Addition	10
▪ Moving	0
• Permit Fees collected	\$670.00
• Sanitary Sewer records drawn and scanned (GIS)	2
• Field Book updates (GIS)	0

#### **2021 Pavement Marking Program:**

The contracts and bonds were approved at the April 20th meeting of the City Council. A pre-paint meeting was held with Weikert Contracting Inc. on April 26th. The contractor began the project later the same day with the application of bike lane markings. The contractor continued working through the end of April with the application of stop bars, crosswalks and bike lane markings. The contractor will resume work during the week of May 10th and expect to finish the remaining stop bars and crosswalks along with the directional and railroad crossing symbols within the week. The application of long line markings is scheduled for the beginning of June.

#### **South Monroe Avenue Pedestrian Trail:**

The contracts and bonds were approved at the April 20th meeting of the City Council. A preconstruction meeting was held with Larry Elwood Concrete Inc. on April 19th. Work began on April 26th with the removal of sidewalk and driveway approaches on the west side of South Monroe Avenue between the NIACOG access approach and the Casey's General Store 6th Street SW access approach. New 8' pedestrian trail and driveway approach pavement was placed between these sections. Once cure time is met on the new pavement, the remaining asphalt sidewalk on the north side of the Casey's property will be removed and replaced with concrete.

#### **2021 Street Panel and Curb Replacement Program:**

One bid was received for the April 13th project letting; the single bid was submitted by Mid-Continent Contracting Inc. of Mason City, Iowa. The bid and award of contract will be considered by the City Council at the May 4th meeting.

#### **Eastbrooke Storm Water Mitigation:**

The contracts and bonds were approved at the April 20th meeting of the City Council. Engineering Staff attended a preconstruction meeting with WHKS and Henkel Construction Co. on April 27th. The required NPDES Storm Water Permit and DNR Floodplain Permit have been obtained. Work is planned to begin the first week of May with mobilization of equipment and delivery of materials to the site. Site grading for the diversion channel is expected to begin in early May in order to meet the May 31st seeding window. The operation of driving piles for the bridge abutments is planned for the week of May 17th.

**2021 Street Rehabilitation Program Project:**

A Public Hearing on the project was set for May 18, 2021 at the April 20th meeting of the City Council. The project is currently being bid and schedule to be let on May 11th.

**2021 Sidewalk Replacement Program:**

Engineering Staff completed the plans and specifications for the project and the Notice of Hearing and Letting to Bidders is scheduled to be on the agenda for the May 4th meeting of the City Council.

**24th Street SW Paving Project:**

SEH Staff completed the plans and specifications for the project and the Notice of Hearing and Letting to Bidders is scheduled to be on the agenda for the May 4th meeting of the City Council.

**2020 Paving Program:**

The segment of South Carolina Place, extending 9th Street SE to the Canadian Pacific Railroad was paved by Wicks Construction during the week of April 19th. Prior to the street being paved, Bob McKiness Excavating & Grading Inc. (McKiness) replaced two sanitary sewer manholes and completed a water main reroute at one of the new manholes.

The alley in the 2700 block between South Adams Avenue and South Jefferson Avenue was paved by Wicks Construction during the week of April 26th. Century Link successfully replaced and lowered their cable in the alley prior to paving.

Prior to paving at both locations McKiness removed approximately 12" of existing material in order to bring in and compact modified subbase, this provided a stable surface for the concrete paving.

**Union Pacific Railroad Quiet Zone:**

The City is continuing to work through the Union Pacific Railroad's (UPRR) consultant to obtain the required permit to complete the construction of the median on 15th Street SW.

The UPRR has remained silent and not yet returned a copy of the fully executed Reimbursement Agreement.

**Monroe Avenue Street and Utility Rehabilitation:**

The contract and bonds were approved at the April 20th meeting of the City Council. Engineering Staff attended a preconstruction meeting with WHKS, Heartland Asphalt and their subcontractors on May 3rd. The project is scheduled to begin during the second week in May.

Prior to the closure of Monroe Avenue, a detour route will be signed and will remain in place for the duration of the project. The detour route will utilize 12th Street NW, Pierce Avenue and Hwy 122. Cross streets to Monroe Avenue will remain open as much as possible, but due to construction activities, entire intersections could be closed for extended periods of time. Stage 1 of the project will be between Highway 122 and West State Street. A subcontractor on the project, Bob McKiness Excavating & Grading Inc., will begin working on utilities, including water and sewer service lines and the replacement of sanitary manholes.

**Blue Sky Solar Project:**

The City continued working with Blue Sky Solar by providing right of way information and utility locations to assist them in determining a route for a buried electrical line to the Mason City Water Works Facility located at 339 13th Street NE.

**12th Street NW Reconstruction Project:**

The fall seeding of the right-of-way failed to germinate at an acceptable rate. The topsoil also contained an unacceptable amount of rock greater in size than specifications allow. The City and SEH will determine the course of action for the contractor to rework the area and complete the project.

**South Monroe Avenue RISE Project:**

The fall seeding of the right-of-way failed to germinate at an acceptable rate. The right of way area was inter-seeded; this consisted of new seed planted over the entire area without re-working the soil.

**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 continued bi-weekly Zoom meetings with Alliant Energy representatives to discuss new and on-going 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.
- Alliant Energy, along with their contractor Michels Power, continued wreck out work of the old electrical system along Monroe Avenue. The work consists of removing the old overhead primary from the utility poles. The utility poles that are no longer in use are being removed; however most of the existing utility poles have secondary communication providers attached that have not relocated off the poles. Restoration work in the right-of-way continued; the work consists of sidewalk replacement, finish grading, topsoil and seeding.
- Alliant Energy, along with Michels Power, continued with an electric rebuild project in the southwest area 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 in the area of 28th Street SW west of South Washington Avenue.
- Engineering Staff began working with Civil Design Advantage, a company working with MidAmerican Energy Company. Civil Design Advantage is planning a route that will utilize City, State and County right-of-way to connect fiber between the Charles City to the ITC Midwest Emery Substation.

**Traffic Division:**

- Traffic Control
  - Sign work orders 9
  - Traffic Sign Orders 0

- Streetlights
  - New Installation 0
  - Repair Request 0
  - Fixture Replacements 1
- Traffic Signals
  - Respond to signal issue reports 5
  - Perform traffic signal repairs 2
- Iowa One-Call locate reviews 454
- Locate City-owned electrical utilities 1
- Emergency Call-outs 0

**Other Tasks Performed by the Traffic Division:**

- Calculated the cemetery electricity bill.
- Responded to a citizen complaint regarding a low hanging wire in the 1400 block of South Hampshire Avenue. Discovered it was a Century Link cable; the local servicing agent was notified to make the repair.
- Removed graffiti from 2 signal cabinets.
- Met with Alliant regarding the replacement of an alley light located behind LaJames College. The original light was attached to the building and had recently fallen.
- Reviewed the traffic signal pole located at 1st Street NE and North Delaware Avenue that had been damaged as a result of a vehicle accident. Contacted the vendor to order a replacement base cover.
- Performed a sign review and compiled a multi-sign work order in the Forest Park area.

**Water Supply Division:**

- Water Production

	<u>April</u>	<u>FY 2021</u>
• Total (gal)	112,328,000	1,265,670,000
• Daily Average (gal)	3,744,000	4,163,000
• Daily Maximum (gal)	4,262,000	6,616,000*
• Daily Minimum (gal)	3,188,000	2,729,000**

\*Indicates Yearly High

\*\*Indicates Yearly Low

- Water Plant Maintenance and Repair
  - Replaced the PH Probe on the brine pretreatment tank of the Sodium Hypochlorite Generator
  - Cleaned the brine tank on the electrical skid of the Sodium Hypochlorite Generator to clear a clogged gas line
  - Performed stack maintenance on EDR #1, line 4 through stack tear down; replaced 75 membranes to restore proper operation
  - Performed stack maintenance on EDR #1, line 7 through stack tear down; replaced 120 membranes to restore proper operation

- Replaced a failed parking lot light
- Rebuilt the caustic receiver pump on the Sodium Hypochlorite Generator
- Replaced the relay in the communication panel high service room
- Cleaned the solenoid valve on High Service Pump #2
- CIP #4 EDR Train
  
- Customer Service
  - Iowa One-Call locates 536
  - Prepare and send service repair letters 13
  - Monthly bacteria samples 30
  - Collect project bacteria samples 0
  - Check water quality at residents and businesses 4
  - Correlate water main breaks and investigate for leaks 35
  - Hydrant flow testing 1
  - Hydrant Flushing 0
  - Water Main shut down for repairs 1
  - Water shut offs for non-payment 0
  - Water shut for other 0
  - Water service re-connects 0
  - Assist with installation of Water Meters 1
  - Repair Water Meters and collect reading 0
  - Deliver Red or Tan Tag 0
  - Update shut off data base and maps 30
  - Water Service Permit/Inspection
    - Repair/Replace 14
    - New Installation 1
    - Disconnections 1

- Meter Department

	<u>April</u>	<u>FY 2021</u>
• Meters Installed	29	251
▪ Industrial	0	2
▪ Commercial	7	53
▪ Residential	22	194
• Meters Repaired	1	33
• Contractor and Garden Meters Recovered	5	12
• Contractor and Garden Meters Installed	0	12
• Meters Read	11,866	118,096
• Meters Ordered	0	101
• Water shut offs for non-payment	0	10
• Water service re-connects	0	4

Meters Installed April 2021			Meters Ordered April 2021		
5/8"	22		5/8"	36	
3/4"	1		3/4"	0	
1"	1		1"	0	
1 1/2"	2		1 1/2"	0	
2"	3		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	29		Total	36	
Meter Inventory May 1, 2021					
5/8"	26		5/8"	0	
3/4"	8		3/4"	0	
1"	8		1"	0	
1 1/2"	8		1 1/2"	0	
2"	4		2"	0	
			3"	0	
			4"	0	
Total	54		Total	0	

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

- Collected annual sodium sample
- Completed annual Water Quality Report
- Received a new 2021 Ford F-250 truck, replacing unit #29. Equipment and supplies were transferred from the old to new truck before putting the vehicle into service
- Completed Monthly Safety Inspections and Reporting
- Submitted IDNR Reports
- Assisted Customer Service Division and Meter Department as needed
- Replaced Raw Water filters 6-12 day run time
- Cleaned Ground Rods on all EDR stacks
- Cleaned conductivity probes
- Calibrated chemical feed pumps
- Washed-down the EDR stacks and performed voltage checks
- Serviced online analyzers
- Collected daily water quality samples
- Collected monthly water samples
- Monthly draw down on wells
- Continued monitoring scale deposits at discharge to river
- Continued to evaluate raw hardness and finish hardness for permit changes



- Snow removal and mowing 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

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## Reported by Finance Department Staff

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Routine activities for April

### *Finance*

Prepare payable checks	656	5,633
Prepare receivable invoices	64	483
Prepare payroll checks	654	7,082
Certify invoices to County	99	202
Send letters to State Offset Collections	42	185
Record State Offset collections	\$ 16,071.21	\$ 34,692.81
Sort Mail	-	31,575
Ambulance accounts sent to collections	2	177
Record ambulance receivables	136	1,276
Scanned invoices for myViewpoint processing	926	5,985
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 February
- 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

- Work with OpenGov on transparency project

### ***Utility Collections***

<b>Duties</b>	<b>April</b>	<b>Fiscal Year-to-Date</b>
Record ACH activities	27	258
Prepare utility adjustments	58	924
Finals & charge offs	342	1,862
Issue utility bills	10,272	103,624
Answer phone calls	1,315	11,247
Respond to voicemail	199	1,529
Complete utility service orders	356	3,212
Complete landlord tasks	30	546
Issue shutoff notices	339	4,432
Process customer paid utility bills	5,072	51,154
Process customer deposits	450	3,931
Replace meters	34	223
Complete monthly sales tax report/hours	-	-

### ***Information Systems Coordinator***

- Change default printer settings for Kirby B at PD
- Move Dave O to captains at FD.
- Put to do list together.
- Rejoin Car 9 tablet to domain to correct VPN issue.
- Create Novatime shortcuts on Jamie M's and Randy E's desktop at FD.
- Figure out what is causing PCs to crash when printing at YTF.
- Get invoice paperwork cleaned up.
- Get with Danielle D to get handheld GPS equipment connected.
- Order memory card for GPS units for Danielle D.
- Program WiFi access points for new Trimble devices.
- Remove Jack O from AD.
- Remove Lane S from AD.
- Restart GIS server.
- Run database repair on GIS nightly backup.
- Troubleshoot error with printing for Jessica P at YTF.
- Troubleshoot GIS backup.
- Clean up server room at PD and prepare for recycling.
- Help John J with his Ipad again.
- Take temp fire department server out of backup and test job.
- Check DVR download from Car 6.
- Get a fresh quote on PC setup for PD.
- Get with Brad from RSM about phone system for FD.
- Have Rec verify that thumb drive is removed from computer before restarting.
- Order memory for Water Rec PC.
- Order PC setup for PD.

- Rest password for Katie K.
- Setup temp nightly backup jobs for temp FD server.
- Take backup hard drive to FD for nightly server backup.
- Download and program council meeting on government channel.
- Get scanners hooked up for Housing.
- Get with RCC about new FD phone system.
- Help Tyler A get email set up on his MacBook.
- Update security software for front desk PC in BNS.
- Update Water Rec PC to Windows 10.
- Get with RSM about PD lobby camera.
- Look at color printer for Danielle D.
- Remove Kyle P's tablet from mobile email.
- Uninstall WinZip from Rachel V's PC.
- Fix backup after engineering migration over weekend.
- Get with Paul V on Monday about Van PC.
- Rename engineering servers after data migration over weekend.
- Transfer data files to new engineering server over weekend.
- Troubleshoot license manager for new engineering server.
- Work on getting databases transferred to new FD server.
- Change FD printer scripts for new server.
- Final migration of FH software at FD.
- Finish connecting Sweet on temp FD server.
- Move phone back to front desk for Diana Y.
- Program press conference.
- Start migrating users files to FD temp server.
- Update Novatime shortcut for Seth M.
- Check email for Jeannett W.
- Check SPAM filter for emails for HR project.
- Get new Car 2 programmed in APs at PD before taking over to install.
- Get with RCC about email on FD phone system.
- Get with Verizon to swap SIMs for Car 2.
- Move next stage of user files for FD to temp server.
- Swap Car 2 Zuercher information prior to taking to PD.
- Swap old and new Car 2 tablet in Netmotion.
- Adjust color printer settings for FD printers on Temp server.
- Download and program press conference on Government Channel.
- Look at WiFi on Mike M's laptop.
- Look through security system for suspicious activity.
- Reset password for Dave S at airport.
- Set temp tablet up for Car 8 so I can sent permanent unit in for repairs.
- Take car 2 PC over to PD.
- Finish temp table for Car 8.
- Look at 1-3 playback for Kirby B at PD.
- Pay invoices.
- Make new patch cable for Yeni K at FD.
- Move final users data files for FD over weekend.
- Reset password for Mary L.
- Swap DHCP duties on FD server over weekend.
- Swap server IPs over weekend at FD.

- Take PD recycling to recycling center.
- Troubleshoot network connection for Yeni K's PC.
- Finish programming Kyle P's new tablet for WiFi.
- Fix Zoom for Pam S.
- Get Tracs and MACH installed on temp car 8 tablet.
- Look at moving time clock at Cemetery.
- OpenGov meeting.
- Set up new officer's for the PD.
- Check SPAM filter for new scam message.
- Download and program council meeting to Government Channel.
- Change department drive for FD before data migration.
- Final migration of FD data to temp server.
- Add net Mac Address for FD phone.
- Demote old FD server.
- Email current users for Duo to see who is still using it.
- Get with AutoCAD tech support to fix license manager for engineering.
- Install NetMotion on temp Car 8 tablet.
- Look into suspicious email for PD.
- Remove old FD servers from GIS backup.
- Shut down old engineering server.
- Swap car 8 tablets.
- Check vault settings for Car 6 DVR timeout.
- Fix FD Billing database connection.
- Get RSM to check connection for Housing.
- Get with Jeannett W or RCC about Regina C's phone.
- Rejoin Car 6 tablet to domain.
- Remove listed Duo users.
- Reprogram keycard for Tricia S.
- Shut down old FD server.
- Change the ignition timer to 60 minutes in Car 6.
- Check camera system for Museum.
- Get Laserfishe connected to server again.
- Have RSM check Housing again.
- Program press conference in Granicus.
- Add flood sensors to WiFi for FD.
- Download and program press conference on government channel.
- Hook ID printer into network for Donna B at Rec.
- Look for missing emails for McKenna at PD.
- Make two more cables for arena concession.
- Fix Firehouse connection for FD.
- Fix security software on housing tablet.
- Help Joel E with PD control system.
- Look at wireless on Housing tablet.
- Look for email for Aaron B.
- Look for missing email for Steve K at PD.
- Look for missing email for Mara L.
- Look for missing emails for Erik B.
- Order extra hard drive for Task Force server.
- Start building new server for Task Force.

## **GIS Department**

### **Development Services**

- Update mapping software on users PC

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

- Discuss data collection web apps, and set time to review
- Assist with looking for specific year of imagery
- Discuss contractor being used to fix CAD data and how it will affect GIS
- Export a copy of all Water GIS data to folder for evaluation
- Troubleshoot tablet not displaying desktop or start menu, fixed: not in Tablet mode
- Update features in Pedestrian Ramp Field Map for data collection
- Assist user in finding and adding data to map project
- Meet with staff to demo new data collection devices
- Make edits to water customer service points
- Discuss and start download of data from Sanitary Sewer Inspection Project
- Troubleshoot user not being able to edit, user error
- Discuss Water database file editing
- Complete data request for BlueSky Solar project
- Create hyperlinks to new sanitary sewer inspections data x 3 days
- Create 2 new layers in the pavement marking dataset
- Assist user with adding data to map project
- Meet with staff to go over requested changes and updates for online GIS / Asset mgmt. system
- Make updates to GIS/Asset mgmt. system and create form for data input
- Assist user with how to query and export reports in GIS / Asset mgmt. system

### **Fire**

- Work on Fire Department pre-plan data collection map
- Demo data collector, sync edits to database
- Discuss best practices for editing data and collection of preplan information
- Work on updates and changes to Field Map data collection app

### **Finance**

- Grants: make changes to High Line trail route, create map and export
- Grants: make changes to City Owned Property along High Line Trail Route as requested, create map and export
- Grants: make changes to High Line map as requested by DNR contact for grant submission
- Grants: update High Line trail map with requested changes from grant review committee x3 times

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

- Look up street right of way measurement

## **General**

- Set up new handheld field data collection devices
- NI corridor: discuss mapping needs for South Indianhead site project, create map, export PDF
- Set up new user in online imagery services
- Set up new user in online GIS/Asset mgmt. system
- Online Asset Management GIS: Code out extra word in URL path to link sewer profile PDFs
- Verify and process mapping software license renewal
- Work in creating Field Map applications
- Update parking map for Visit Mason City group
- Process invoices

## **May initiatives**

### ***Finance Department***

- Work on financial month end reports
- Update cash basis sheets for departments
- Complete city payables
- Process city payroll
- Work on FY 21 budget amendments
- Work on FY 22 bonding

### ***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

April 2021

ACTIVITY	April 2021	YTD
<b>Calls for Service (911 Emergency &amp; Non-Emergency)</b>		
Fire	86	245
EMS	430	1,712
Total Calls for Service (Fire & EMS)	516	1,957
<b>Calls for Service by County</b>		
Cerro Gordo County	Worth County	Floyd County
373	45	11
<b>Personnel Training Hours</b>		
EMS	343.25	2,098.00
FIRE	1,127.08	3,763.99
Total Training Hours	1,470.33	5,861.99
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	214	842
Existing Building Inspections	27	61
Plan Reviews	22	55
Fire Investigations	2	8
Liquor/State License Inspections	8	33
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	2	2
Public Fire Safety Appearances/Trainings (Number)	1	16
EMS/Fire Students - Ride-Along	4	5
Preceptor Training Hours	138.46	258.46
<b>National Fire Statistics - YTD</b>		
05.04.2021	<b>Line of Duty Deaths</b>	<b>Civilian Fire Deaths</b>
	41	1,012



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**Fire Property Loss Report – Mason City**

Estimated Property Value	\$1,346,910	\$2,841,550
Estimated Property Loss	\$96,850	\$369,578
Total Saved	\$1,250,060	\$2,471,972

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**Overtime Hours**

Fire	116.25	342.75
EMS	245.00	942.25

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**Significant Events**

April 3, 2021	Brush Fire: 18199 280 <sup>th</sup> St
April 22, 2021	Building Fire: 1321 3 <sup>rd</sup> St NW
April 23, 2021	Brush Fire: 4607 S Federal Ave

## 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	47		47
Human Resources	2		2
Library	13		13
Museum	5	2	7
Operations & Maintenance	66		66
Police	48	1	49
Recreation	7		7
Youth Task Force	4		4
Grand Total	242	23	265
Plus 82 Seasonal employees			

### Staffing

### Activity

Hiring Activity:

- Police Officer-9 openings (Police): 2 candidates hired/started work in April. 1 additional candidate undergoing background process.

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

Receptionist - 1 opening (Museum): Began recruitment, and interviews to be conducted in May.

Transit Driver - 1 opening (Dev Services): Conducted recruitment, interviewed, offer made, will start work in April.

	Fire Lieutenant - 1 opening (Fire): Civil Service promotional testing conducted and list created. Interviews scheduled for May.
	Crime Victim Specialist - 1 opening (Police): New position. Civil Service testing conducted and list created. Interviews held, and background checks are underway.
	Asst Water Supply Supt - 1 opening (Water Supply): Began creation of internal Civil Service list.
	Custodian PT - 1 opening (Library): Began recruitment.
Positions Filled:	- Hired 2 Police Officers, 1 Transit Driver, and 20 seasonal employees during the month.
Turnover:	- 1 Fire Captain retirement, and resignations from 1 Police Officer and 1 Library Custodian PT during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 1 full-time and 20 seasonal hires.
Seasonal Staffing:	- Continuing work on summer staffing needs, including interviews, and orientations.
Civil Service Commission:	- Two meetings during the month.

### **Labor Relations/Legal**

### **Activity**

Grievance Activity:	- Fire: One open grievance. - Teamsters: One open grievance. - AFSCME: No open grievances.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

### **Employee**

### **Involvement**

### **Activity**

Police Swearing In Ceremony:	Assisted with swearing in ceremony for 2 new Police Officers.
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### **Benefits**

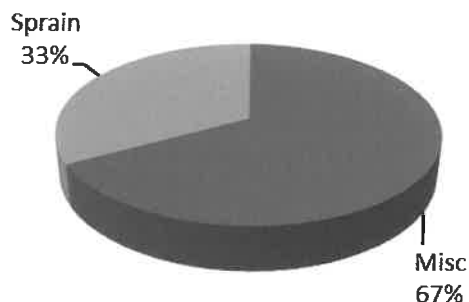
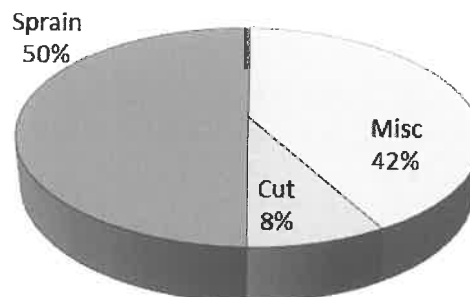
### **Activity**

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.
Workers Comp:	- Attended meeting with MercyOne liaison.
NeoGov Applicant Software	- Conducted additional new user training for Supervisors. Continuing to update job descriptions and add to the system.
Job Evaluations:	- Updated job description for Asst Water Supt and obtained pay evaluation from consultant.
Community Engagement:	- Participated in Mock Interviews for MCHS.
Training:	- Participated in CPR/First Aid training.
Professional/Community Support:	Attended virtual meetings of local HR group.

		<b>2021 YTD</b>	
<b>Safety Statistics</b>	<b>Month</b>	<b>D</b>	<b>2020 YTD</b>
# of Work Comp Cases	6	12	6
# of OSHA Injuries	6	12	5
# of Days Missed	9	15	115
# of Employees Off	0		

**Apr Medical Cases****YTD Medical Cases**

# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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## **Routine Activities:**

In the month of April, the Museum continued to be open during the ongoing COVID-19 pandemic. At this point, visitor numbers are about half of a normal year. Classes during this month were at a lower capacity as well, with plans to increase as soon as feasible. 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 staff members. The Museum also took the opportunity in low traffic to repaint the bathrooms on the main floor.

With the vaccination rates in the county increasing and the cases of COVID getting lower, the Museum board voted to allow more than 10 persons in a class, provided adequate space was available for them to social distance in the class room. This will require the use of both studios for each class, which does impact some of the operations at the Museum. The staff has been able to find work-arounds for most conflicts.

The Museum has once again started to go to some of the outreach locations that it had been at prior to the pandemic. Some partner sites are opting to remain on a drop off kit schedule at this time. Due to the high numbers required for Kids Club programing, this program remains a kit pick-up system for the time being. It is our hope to transition to in-person for this program as well, as a snack is a key component for this program for under privileged youth.

As mentioned in prior reports, the Museum is still having the much celebrated MacNider Arts Festival on June 12<sup>th</sup>. The staff is hard at work with the adaptations to make the Festival run smooth as well as be as safe as possible. Sadly there will not be a pancake breakfast this year for two reasons: The Cerro Gordo Association of Independent Insurance Agents has disbanded and they were the sponsors of the event. It also provided to be a logistical challenge due to COVID. The Museum plans to modify how many kids' activities it has in order to be realistic regarding the amount of volunteers possible. It also is aware of the cleaning requirements each craft station will have. Small details such as not having a common coffee pot to prevent germ spread.

Much like the last month, Museum staff attended meetings and workshops via Zoom, as well as conducted other virtual meetings for departments such as their own. Museum staff continued to pay invoices, to solicit donations, prepare payroll, make deposits, file paperwork, and assist the public in using the Museum.

The Museum Board of Trustees met and covered several things on the agenda. The first was approving the purchase of an artwork by John Pappajohn for his brother by Ellsworth Kelly, the second was the approval of a company to clean the Museum's brick work, and the third was approval to move the CD the Museum has currently invested. The Museum also determined that

they would investigate the offer to move the Sculptures on Parade program to the Museum after the retirement of staff at the Mason City Chamber of Commerce.

The Museum still provided masks to several other area organizations. While the demand had subsided, it remains high with populations that are economically disadvantaged as well as displaced or homeless. The production of masks, however, has slowed down to a near halt at this time.

Gallery attendance	273
tour attendance	10
event attendance	262
Classes	71
Playground	0
Outreach	11
TOTAL	627

203 Members  
22 Business Members  
8 City Memberships

# Operations & Maintenance/Parks Department

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Reported by Bill Stangler, Operations & Maintenance Manager

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## Utility Division:

Repair Type	Repair Type Count
Water Main Repair	1
Cement (Main Repairs)	6
Valve Installations	5
Cement (Valve Installations)	5
Hydrant Installations	1
Hydrant Repair	1
Road Box Repair	1
Safety Inspections	1
Dirt/Seed	1
GIS Editing	2
Sanitation	2
Tree Crew	1
Arena	1

We finished pouring back streets where main breaks occurred over the winter. Over 69 yards of concrete was replaced on these sites. 44 feet of water main was replaced at the golf course along with numerous bell clamps and other fittings on a line inside the course that was damaged with ground movement this winter. The Utility crew supplied a man to assist the Sanitation Department for 2 days, tree crew 1 day and we also assisted getting the arena ready for the concert this past month.

## Internal Service Division:

### Mechanical

Service and repair 1 inspection vehicle  
Service and repair 2 Engineering vehicles  
Service and repair 4 fire trucks and ambulances  
Service and repair 0 park vehicles  
Service and repair 3 police cars  
Service and repair 0 Recreation Department vehicles  
Repair and service 9 Sanitation trucks, brakes, etc.  
Repair and service 21 Street Department vehicles  
Service and repair 1 Water Reclamation vehicle  
Service and repair 0 Water Utilities vehicles  
Service and repair 3 Water Supply vehicles

## Electrical

Street light repairs:

1st and Pennsylvania, 122 and Virginia

Traffic Signal repair:

19th and S. Taft, and S. Pierce, 122 and Pierce, 19th and S. Federal, 122 and

Kentucky, 122 and Crescent Dr., 2nd and N. Delaware, 122 and Monroe

Repair lights at Pool

Repair lights at Street Department

Repair lights at Cannonball Garden

Repair lights around Central Park

Repair electrical at Water Supply

Repair electrical at Water Reclamation

Repair flag pole light at City Hall

Repair electrical at Campground

## **Wastewater Division:**

- Wastewater treatment:

Monthly Total:	139.336	million gallons
Daily Average:	4.645	million gallons per day
Daily Maximum:	5.803	million gallons per day
Sludge processed	1.89	million gallons

## **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Cleaned & Televised      Miscellaneous sewer lines
- Sewer calls: 4
- Took TV van to Elliot Equipment in Des Moines to be repaired

## **Laboratory/Pretreatment Activities:**

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Laboratory: completed PT for SDWA certification
- Performed laboratory analysis on plant samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Issued 1 NOV to an Industry
- Completed EPA Pretreatment Audit
- Completed SHL Laboratory Audit for DNR certification
- Completed SHL Microbiology Laboratory Audit for DNR certification

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

- Notify Industries of delinquencies
- Perform Laboratory Analysis



- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles
- Conducted daily rounds of plant

**Treatment Plant Activities:**

- Repacked #1 WAS pump
- Installed final weir brushes for summer
- Worked on UV system
- Checked all oil in pumps
- Monthly inspections
- Installed rebuilt pump in PS #1
- Cleaned final weirs
- Hauled 1,253,400 gallons of biosolids to farm fields
- All operators attended CEU class at NIACC
- Washed all hauling equipment
- Mowed grass
- Automatic System aided in the repaired of 15th street PLC
- Returned rental semi for hauling

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	489.32 tons	1,812.11 tons
Recycling collected	125,060 pounds	496,150 pounds
Yard waste collected	176.65 tons	176.65 tons
Large item number of stops	83	203
Materials collected:		
Large furniture	42	137
Small furniture	35	85
Tubs & toilets	3	9
Appliances & TVs	49	80
Electronics	2	3
Request for service calls	343	1,160

**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  
 Repair and rebuild storm drains as needed  
 Help remove ice and take down glass at the MC Arena  
 Pick up dead deer  
 Repair sod damage from plowing

Clean storm drains as needed  
Haul old appliances to salvage yard  
Set up stage at MC Arena for concert  
Trim and respond to 42 tree requests, remove 36 trees  
Grade roads, alleys and shoulders

**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  
Install sand volley ball court  
Install 3 park benches  
Power wash the pedestrian bridge for volunteer painting  
Set up ball diamonds and soccer fields  
Turn water on at shelters and other facilities  
Pool operator training  
Repair fence at Dog Park  
Set Statue placement rock  
Reinstall plaques for memorial trees  
Haul mulch for citizens  
Pick up trash dumped on trails  
Get water falls up and running

# Police Department

Reported by Jeff Brinkley, Police Chief

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Total Calls for Service	1314	1206	1489	1478	0	0	0	0	0	0	0	0	5487
Alarm - Business	48	36	61	36	0	0	0	0	0	0	0	0	181
Animal	36	34	52	56	0	0	0	0	0	0	0	0	178
Burglary	14	12	18	10	0	0	0	0	0	0	0	0	54
Collision - Prop Damage	62	80	62	54	0	0	0	0	0	0	0	0	258
Collision - Pers Injury	3	3	5	5	0	0	0	0	0	0	0	0	16
Collision - Hit and Run	13	13	12	21	0	0	0	0	0	0	0	0	59
Disorderly	116	105	135	153	0	0	0	0	0	0	0	0	509
Domestic - Physical	8	11	15	14	0	0	0	0	0	0	0	0	48
Domestic - Verbal	24	35	25	31	0	0	0	0	0	0	0	0	115
Fireworks	2	2	0	3	0	0	0	0	0	0	0	0	7
Harassment	64	48	43	55	0	0	0	0	0	0	0	0	210
Medical	69	69	74	68	0	0	0	0	0	0	0	0	280
Motorist Assist	29	48	21	16	0	0	0	0	0	0	0	0	114
Parking	55	47	40	39	0	0	0	0	0	0	0	0	181
Stray Animal	20	21	45	48	0	0	0	0	0	0	0	0	134
Suspicion	121	106	171	183	0	0	0	0	0	0	0	0	581
Theft	60	47	68	49	0	0	0	0	0	0	0	0	224
Welfare Check	81	74	100	87	0	0	0	0	0	0	0	0	342

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	106	114	144	111	0	0	0	0	0	0	0	0	475
New Investigations	355	341	421	365	0	0	0	0	0	0	0	0	1482
Traffic Citations	93	105	95	83	0	0	0	0	0	0	0	0	376
Written Warnings	114	67	76	60	0	0	0	0	0	0	0	0	317
Crash Reports	62	78	71	68	0	0	0	0	0	0	0	0	279
Parking Tickets	518	802	274	213	0	0	0	0	0	0	0	0	1807
Traffic Stops	167	131	149	117	0	0	0	0	0	0	0	0	564
Extra Patrol Checks	902	568	675	582	0	0	0	0	0	0	0	0	2727
Business Checks	147	105	92	91	0	0	0	0	0	0	0	0	435
Offender Checks	23	31	24	19	0	0	0	0	0	0	0	0	97

Open Records Requests	381	460	460	462	0	0	0	0	0	0	0	0	1763
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April started out busy and eased up a bit as we worked our way through the month. We made good use of our Total Station – a GPS unit designed to assist in diagramming crash scenes and crime scenes. The unit was out three times to assist on case work.

First Detail has been spending some of their time responding to calls for service at John Adams Middle School and Mason City High School, since we pulled the School Resource Officer to assist with patrol. We continue to have a good working relationship with MCCSD at all levels. We also handled numerous cases for counterfeit checks.

Second Detail responded to a stabbing and is following up with charging three individuals with robbery. They also have responded to shots fired at Big Blue and West Park. They did an excellent job securing the scenes and collecting evidence for our investigation team.

Third Detail continues to monitor activity overnight and often times at local liquor establishments. They also are proactive about drunk driving and criminal enforcement. This month, they made an arrest on a federal warrant and recovered a large quantity of methamphetamine also in possession of the wanted person. They wrote a follow-up search warrant to wrap up the case.

They also responded to one shooting this month and did a great job of securing the scene and initiating the investigation. Their quick response and preservation of the scene resulted in the recovery of useful evidence.

Officers also prevented a stolen vehicle at a local car dealership where a suspicious person was found on scene rummaging through vehicles. We were able to stop the potential vehicle theft and arrested the person for criminal trespassing.

### **Criminal Investigations**

For April, ten new cases were assigned to CID. Three of those cases were closed and an arrest of a murder suspect.

Other notable activities for the month included the following: suicide investigation, death investigation, and heroin overdose investigation, two shooting investigations, one with two gunshot victims, and assisted the state officials with a search of the Winnebago River for human remains.

### **Parking/Animal Control**

For April, 213 parking tickets were issued. We towed four vehicles for overtime parking or for being abandoned.

We answered 110 animal related calls for service in March. There were ten human bite cases and eleven charges were filed for animal ordinance violations. Fifteen cats and twenty dogs were taken to the shelter.

## **Administration**

During March in-service training, personnel completed a field sobriety test update, worked on emergency breeching, and completed driving and communications training on a pursuit course.

We had an officer on medical leave return to work and help bolster our numbers in patrol. We currently have two officers on leave or light duty at this time.

Civil Service testing was completed for the Crime Victim Services position and interviews were conducted on April 26. Two new police officers started on April 21. They are completing orientation and will be assigned to field training. Finally, Officer Courtney Perrin completed her academy training and is back completing her field training program.

We bid farewell to Cerro Gordo County Emergency Management Agency Director Steve O'Neil and the CERT team as they moved to their new location on South Federal Avenue. We are currently in the process of updating and rehabbing some of the space in order to upgrade our training room. We also completed paint, carpet, and furniture install in the front office.

<b>MCPD Social Media</b>	<b>Mar 2021</b>	<b>Apr 2021</b>	<b>Difference</b>
Facebook	8,857	9,061	+104
Twitter	1,992	2,011	+19

# Public Library

Reported by Mary Markwalter, Library Director

The library is open-no appointments needed. Patrons are asked to use the Main Entrance of the library. The library is open 10:00 AM to 6:00 PM Monday through Friday until further notice. All services are available but people can still request curbside service in order to pick up items.

	21- Apr	21- Mar	21- Feb	21- Jan	20- Dec	20- Nov	20- Oct	20- Sep	20- Aug	20- Jul	YTD	LYT D
<i>Circulation-Books</i>												
Adult Fiction	459	542	442	568	559	450	454	576	502	509	5061	15525
Adult Non Fiction	139	153	92	153	125	100	75	112	87	109	1145	5789
Large Print	334	368	295	360	346	302	311	417	371	297	3401	9869
Young Adult	73	71	50	111	142	88	97	163	149	178	1122	6825
Juvenile Fiction	317	425	279	328	388	361	399	395	258	301	3451	18412
Juvenile Non-Fiction	76	66	61	33	42	48	58	59	57	86	586	3629
Middle School	21	8	5	12	5	0	0	0	0	0	51	0
<b>TOTAL BOOKS</b>	1398	1625	1219	1553	1602	1349	1394	1722	1424	1480	14766	63305
<i>Circulation-Other</i>												
Audio/CD/Playaway	59	73	52	35	46	45	36	51	84	79	560	3816
Periodicals	42	34	23	47	73	25	56	7	25	4	336	1698
Software	0	0	0	0	0	0	0	0	0	0	0	14
Other(puppets, misc)	0	0	3	0	0	0	0	0	2	52	57	1075
DVD	82	71	43	53	126	76	60	89	113	123	836	17737
Tumblebooks	3	7	10	26	1	11	18	16	8	0	100	739
Creativebug (users)	2	12	10	3	2	4	3	1	2	5	44	143
Heritage Quest	42	47	0	2	0	26	0	0	0	0	117	204
Ancestry.com	1	15	0	0	0	14	0	0	26	0	56	1125
Bridges	1677	1787	1877	1880	1418	1699	1574	1642	1669	1412	16635	12640
Ebsco (sessions)	0	0	2	0	0	5	0	2	6	3	18	87
GALE Databases (sessions)	75	81	208	78	42	17	6	1	2	13	523	343
Newsbank	87	85	28	19	0	0	0	0	0	0	0	0
Hoopla!	600	687	632	690	664	653	649	645	675	696	6591	4930
RB Digital (e-audiobooks)	0	0	0	0	0	0	0	0	0	0	0	0
Zinio	0	0	0	12	108	121	126	146	103	117	733	1587
Credo Reference	3	3	5	2	0	0	0	0	0	2	15	78
BRAINFUSE	0	0	9	1	0	0	0	0	0	0	10	56
<b>Total-Other</b>	2673	2902	2902	2848	2480	2696	2528	2600	2715	2506	26850	45975
<b>Grand Total Circ.</b>	4071	4527	4121	4401	4082	4045	3922	4322	4139	3986	41616	10197
Item Records Added	410	293	244	348	222	307	229	238	299	208	2798	3366
Patrons Registered	12	16	19	20	14	19	19	19	17	19	174	714
Renewals	339	307	264		376	317	388	453	459	426	3329	10756

Holds Filled	390	248	242	208	202	144	178	158	129	120	2019	2511
Holds Placed	1010	1268	995	1085	1110	996	1038	1030	1045	1110	10687	2722
Discs Cleaned	0	0	0	0	0	0	0	0	0	0	0	0
Photocopies	491	200	174	129	144	456	537	372	419	150	3072	24410
MeetingRoomGuests	40	40	40	40	196	180	214	68	72	72	962	13115
Meeting Room Used	10	10	10	10	12	13	10	8	13	12	108	1536
SILO request unfilled	0	0	2	1	21	0	0	0	1	0	25	89
SILO request filled	15	7	1	0	1	0	0	0	0	6	30	9
SILO MCPL Request Filled	5	2	0	1	0	0	0	0	0	0	8	42
SILO MCPL Request Unfilled	21	30	1	0	0	0	0	0	19	0	71	65
Attendance	50	40	40	40	196	20	350	98	232	232	1298	18575
Children's Programs	0	0	0	0	0	1	2	1	2	3	9	41
Childrens Program Attendance	0	0	0	0	0	60	500	75	337	282	1254	3100
Young Adult Programs	0	0	0	0	0	0	0	0	0	0	0	22
YA Program Attendance	0	0	0	0	0	0	0	0	0	0	0	254
Adult Programs	0	0	0	0	0	0	0	0	0	0	0	41
Adult Program attendance	0	0	0	0	0	0	0	0	0	0	0	263
Programs	0	0	0	0	0	0	0	0	0	0	0	15
Program Attendance	0	0	0	0	0	0	0	0	0	0	0	1967
In Library Use	0	0	0	0	0	0	25	0	0	0	25	47079
Faxes Received	0	17	1	1	1	0	0	0	10	11	41	43
Faxes Sent	59	23	3	0	1	0	1	0	39	31	157	556
Scan	2	0	2	125	0	0	25	40	4	8	0	0
Handouts, Brochures, etc.	1200	1025	500	300	100	700	1800	400	1200	100	7325	33495
Genealogy Referrals	0	0	0	0	0	0	0	0	0	1	1	11
Archive Referrals	0	0	3	0	0	0	0	0	0	1	4	59
Photo Prints	6	0	0	0	0	0	0	0	0	0	6	0
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0	0	0	0	0
Reference Questions	1100	1000	400	400	629	700	500	400	870	832	6831	26130
Internet Users	56	94	0	0	0	0	146	81	129	128	634	9750
WI-FI Sessions	680	691	464	457	537	713	868	928	1130	1147	7615	15371
Microfilm Users	0	0	0	0	0	0	0	0	0	0	0	9
Website Visits	2193	2562	2639	2771	2227	2359	2308	2471	2603	2582	24715	21581
<b>TOTAL PUBLIC</b>												40536
<b>SERVICES</b>	8089	7873	6044	5936	5989	6985	9138	6840	9029	7481	73404	7
<b>GRAND TOTAL SERVICE</b>	1216		1016	1033			1306	1800		1146	12186	54957
<b>UNITS</b>	0	12400	5	7	10071	11030	0	2	13168	7	0	6
<b>VOLUNTEER HOURS</b>	21	21	21	21	21	21	14	14	0	14	168	291

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

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Reported by Brian Pauly, Recreation Superintendent

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## Recreation Monthly Activities:

- Before and Afterschool Care
- Preschool Sports Class
- Tumbling
- Youth Soccer
- Youth Tumbling
- Tiny Tot Soccer
- Process Time Cards
- Order Supplies
- Update the City's website and channel 4
- Audited 9 first aid kits

## Daily Participation Rates:

Total People Served in 2021 through April: 119,759

Total People Served in 2020 through April: 108,062

Nights stayed at MacNider Campgrounds in 2020 through April: 127

Nights stayed at MacNider Campgrounds in 2019 through April: 0

## Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2021</u>	<u>2020</u>
Family	28	32
Class A	170	162
Class B	21	21
Youth	6	6
Daily Cart and Green Fees	\$14,884	\$14,884
Rounds Played	2,015	1,587

- April rounds 1,118 rounds
- Blew and raked sticks and leaves in clubhouse area
- Blew and raked all greens and tees before opening
- Picked up large limbs on course
- Trimmed three trees that had snow and wind damage
- Put out all accessories, cups, flags, cups, ball washers
- Cut cups 8 times
- Cut practice cups once
- Raked leaves, pushed edges up and raked traps



- Mowed tees
- Mowed fairways 3 times
- Brushed greens to remove excess top dressing
- Mowed greens 12 times
- Pushed up the sides of the traps and raked them twice

#### Multipurpose Arena Monthly Activities:

- Served 7,696 people in the month of April
- Hosted Arena Rock Spectacular – April 17
- Hosted North Iowa Fights MMA – April 24
- Provided 4 tours

#### Recreation Special Activities/Accomplishments:

- Continued preparation for a city wide track meet
- Recruited Youth Sports Sponsors
- Started Youth Soccer
- Spring and Summer Staffing process began
- Began pool preparation
- Opened MacNider Campground
- Replaced 2 fire pits at the campgrounds
- Assisted with Mason City Earth Day celebration
- Marketing for Spring and Summer Programs
- Launched a life guard hiring campaign
- *Assisted Pokeman Go National Park Monthly Park Play*
- *Assisted in Bandfest planning*
- *Participated in the North Iowa Tourism Summit*
- Assisted with the NIACC Community Wellness Board
- Assisted the Tobacco Free Partnership of Cerro Gordo County
- Gave two radio interviews
- Continued planning and partnering with 2021 River City Steak Challenge – July 2-4, 2021
- Assisted the school district on a playground project
- Assisted a neighborhood on a playground project
- Continued the energy audit of the pool
- Met with Chemical reps about for the chemicals for the 2021 swim season
- Filled out paperwork to register the pool in the online database with the State
- Hired a number of season employees throughout all summer areas
- Met with NIACC about partner on the soccer complex

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

- Booked 2 outings for the summer with 2 lead we are still pursuing
- Opened the course April 4th
- Fully cleaned restrooms before season
- Cleaned fryer grill and floor of kitchen
- Treated cupboard doors in kitchen area

- Cleaned and organized shop
- Back lap and reset reels adjusting for lower cut
- Started picking up stump grindings
- Assembled and put out all tee markers, ball washers, garbage cans, flags and cups
- Put stainless steel backsplash on kitchen counter top and replaced leaking faucet
- Relined with plastic sheeting two cupboards with faucets in clubhouse
- Installed new hinges on cupboards that were broke or loose
- Picked up and installed radiator for 6700 fairway tractor

#### Multipurpose Arena Activities/Accomplishments:

- Met with Bulls ownership and Mason City Youth Hockey
- Continue working with Band's By O'Brien on three concerts for the summer

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

- Run Before and Afterschool Care
- Run Youth Tumbling
- Find Youth Sponsor for Spring and Summer Sports
- Run Spring Soccer
- Prepare for Facilities for Summer Sports
- Run Archery Program
- Run Adult Softball
- Host a First Aid, CPR, Life Guarding Classes for staff

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

- 2 Newman High School meets
- Highland Park Early Bird Tournament – May 17
- Hosting a Super Stag Men's Night
- Continue to do daily maintenance and pickup, rake and remove debris from course from winter and wind events
- Daily maintain to playing conditions
- Hire part time help
- Fertilize greens
- Calibrate sprayers and spray plant protectants
- Build and install new signage

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## **Activities for the Month of April 2021:**

- Coordinated volunteer supplies for Earth Day Clean up
- Assisted Museum, find volunteers for projects
- Worked with committee to organize on line Earth Day event clean up
- 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
- Sent out emails to all volunteers about volunteer, Birthday greetings and updates
- Sent emails to update Beautification volunteers and Earth Day changes
- Worked on flower garden budget to reflect actual active plots
- Worked on price list with new vendor for Beautification program and communicated payment policy and garden information
- Set up Earth Day Groups and sent out email instructions to various volunteers on how to register on line for cleanup areas
- Sent letters to Beautification volunteers for upcoming meeting-set up meeting site and redid budget for all gardens
- Worked on book to show gardens and renumbered garden plots to show actual sizes and shapes
- Worked with Yield Student coordinator to find volunteers and groups to help with student project
- Help coordinate Newman Students to work at cemetery cleanup day
- Met with departments on upcoming projects and coordination of information for grant reporting
- Worked with a number of new volunteers on project currently active and upcoming projects

## **Routine Activities:**

1. Tracked 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:**

<b>Site</b>	<b>Assignment</b>	<b>Hours</b>
Museum	Miscellaneous Projects (mask)	24.0
Recreation	Volley/soccer	14.5
Beautification	Garden Maintenance/Cleanup	161.75
Earth Day	Miscellaneous	579.0
457	Maintenance	78.0
Library	Miscellaneous Jobs	0
Cemetery	Miscellaneous	0
	Transit Tokens	0
Parks	Misc. Jobs/Street cleanup	0
Police	Miscellaneous	0
<b>Total Hours</b>		<b>857.25</b>

# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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## **YOUTH TASK FORCE 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 Youth Task Force staff attended role-appropriate training.

### **SAMHSA - NIPHA Mental Health Awareness Training (MHAT) Project**

April 1, YTF conducted a virtual Youth Mental Health First Aid (YMHFA) training workshop. Participants were volunteers who work with youth and staff from a local human services organization. Through post-surveys, all who participated indicated an increased awareness and knowledge level of youth behavioral health issues by the end of the workshop. Participants were from Cerro Gordo, Worth & Mitchell counties. All current workshops are funded through the existing SAMHSA grant and free of charge to participants.

Planning continues to provide YMHFA training to Mason City Community School District staff on August 18 and 19. Training group size requires help from cooperative partner instructors (State Dept. of Education, AEA) to assist with the training. Individual classrooms are limited to 30 attendees, each with two instructors. Co-instructors alternate the presentation of material to allow the availability of one instructor to assist any participant who might experience an adverse reaction through discussion content or sharing of experiences. Large training groups require an exceptional amount of planning/coordination to present successful workshops.

The grant coordinator continues monitoring and updating the Youth Task Force online mental health resource guide to ensure current information is available for those who seek it. Regular calls continue with the SAMHSA Government Program Officer (GPO) to discuss any wins, problems, or questions. The grant's federal quarterly reports were submitted on time, April 29.

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

Annual grant-required participant surveys were allowed/collected from mentees within a local school. This reflects a positive change in staff access within the schools since COVID-19.

Work continues on the IDPH-required Disparity Impact Plan under the *Improving Tomorrow: Prevention Focused Mentoring* grant, expected to continue through June 30, 2026. A disparate subpopulation has been identified. The plan will include measures intended to increase mentoring program participation/involvement and will contain annual progress projection increases. The Mentoring Advisory Council must approve the final draft before submission to the Iowa Department of Public Health, due by the end of the grant year, June 30. The grant's quarterly report was submitted on time, April 29.

The OJJDP - Iowa Mentoring Partnership Grant quarterly Federal Financial Report (FFR) was submitted on time, April 19.

Grantee collaborative/check-in calls were held throughout the month for both grants.