

# City Administrator's Monthly Activity Report

---

Aaron Burnett, City Administrator

June 2021

*(Issued July 16, 2021)*



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

## City Administrator Comments

---

Mayor and City Council Members,

This month the city was able to hire and appoint Brent Hinson into the Deputy City Administrator/ Finance Director position and Krystal Garl into the Assistant Finance Director position. This hire and promotion are great steps forward in getting the department back towards normal operation after a tough couple of months. In the interim, temporary staffing is being provided by CFO systems to support the city's daily operations, prepare for the CAFR and prepare fiscal year end reports. The temporary staff has been a great support to city staff and will be kept in place until the Finance Department is back to full staffing.

Specifically regarding the city's financial situation, most revenues appear to have hit or exceeded expectations and department expenditures have been close to normal. A few notable exceptions to this analysis are: Hotel/Motel tax revenues are lower and recreation department, museum and library revenues are lower. Some additional costs were also incurred related to COVID response in Public Safety and Transit. This Fiscal Year ended on June 30<sup>th</sup> and, as year-end financials are compiled, the fiscal outlook is good. Overall, the strong balances in city funds and conservative budgeting will allow the city to keep the city tax rate steady and future borrowing costs low. Both of these benefits have occurred recently with the Moody's Rating remaining at a steady AA3 and the city property tax levy decreasing. Additionally, the city is estimated to receive approximately \$4 million in federal funding from the American Rescue Plan Act (ARPA). For cities with populations under 50,000 people, these funds are distributed through the states and are much slower to be received. City staff has filed the necessary documents to obtain the funds, but guidance on allowable ARPA expenditures is still limited. As more information is provided by the federal agencies providing oversight on these funds, city staff will set a workshop to provide the City Council with an opportunity to discuss and provide direction to city staff on the expenditure of ARPA funds.

Emerald Ash Borer (EAB) is taking a serious toll on trees in the community and the forethought of the city staff is paying dividends. While the workload of the tree crews will continue to be very heavy over the coming years clearing dead Ash trees, the city will have some new trees already on their way towards maturing because of the several years head start in addressing the EAB issue. Many mature or damaged Ash trees were removed in previous years and new trees were planted in their place throughout the community. These efforts continue each year with increased staffing and dedicated funding towards programs to replant trees in Mason City. The dedication to preservation of the urban forest in Mason City will likely set it apart over the next decade as many cities lose a majority of the trees in parks and other public spaces.

Sincerely,



Aaron Burnett  
City Administrator

# Airport

---

Reported by David Sims, Airport Manager

---



**Date: June 2021**

<b>Air Choice One Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 6/1/2020 – 6/30/2020	34,337.3 Gallons ^	60 Buses
Enplaned 847* Deplaned 889		

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

- Preparation of Board Packet Information, Agenda and Attendance at June 2021 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Terminal Planning Study presented to the Airport Commission
- Execute Federal Aviation Administration Grant 3-19-0059-053-Widen Taxiway A
- Submit Grant Applications for Aircraft Rescue Firefighting Vehicle and General Aviation Taxilane Paving Project
- Begin Phase 2 of the Taxiway A Relocation Project
- Begin Entrance Road Lighting Improvement Project

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

- Preparation of Board Packet Information, Agenda and Attendance at the July 2021 Airport Commission Meeting.
- Execute Grant Agreements for Aircraft Rescue Firefighting Vehicle and General Aviation Taxilane Paving Project
- Continued work on the Taxiway A Relocation Project.

\*Highest passenger count since March 2012

^Highest fuel flow since July 2015

# City Clerk

---

Reported by Diana Black, Deputy City Clerk

---

## Council Activities for the Month of June:

- 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 two Special Council Meetings and one Closed Council 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 25 Resolutions and 4 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 32 Tobacco Licenses and 22 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 \$1,030.00 in animal license fees and \$4,610.00 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 remains on schedule. The Skywalk Maintenance Agreement was approved by the Council at the first meeting in June. As Council is aware, MCCCH, LLC investors are in the process of purchasing the Mall and will turn it into a retail and entertainment destination. In addition, we continue to be confident that MCCCH, LLC is making progress on obtaining financing for the Downtown Hotel. Closing on the hotel property is expected soon.

Corridor Revitalization Loan (North/South Federal and Central Area IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee met on June 16 to consider a CoRL loan for Homer's Sports Bar and Grill, at 1911 South Federal Avenue. The CoRL program funds are not restricted, as are the DoRL funds, so this application could be considered. The applicant intends to re-side the building, add a fence around an outdoor seating area, re-pave the parking lot, and install a new sign. The Committee recommended approval of a forgivable loan of \$30,000 to leverage this \$80,623 project.

Beginning in July 2021, CoRL and DoRL applications will be considered on a competitive basis, due to limitations on funds that were not previously present. There will be an application period in July, followed by scoring and consideration by the Forgivable Loan Review Committee. Applications will not be taken again until the second half of the fiscal year. This will ensure that public funds will be used for projects providing the best return on the City's investment.

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. After consideration, Staff recommends accepting the bid of River City Development. The State-mandated process for selling this property will begin with City Council release of a Notice of Bids at the first meeting in July.

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.

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

- As noted above, the Principal Performing Arts Pavilion is continuing construction at the north entrance of Southbridge Mall.
- Work on the gymnasium and pool additions to Mason City High School is ongoing.
- Interior work is ongoing at the Veteran's Administration Community Based Outpatient Clinic, on Tiffany Drive behind the new Tommy's Car Wash.
- Dunham's Sports opened the last week of June.
- 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.
- A new office addition is being built on the north end of the Land-o-Lakes/Purina plant at 1609 19<sup>th</sup> Street SW.

*Development Review Committee:* 4 meetings held in June.

<b>DRC Activity</b>	<b>June, 2021</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	6	27
Concept plans reviewed/approved as a Minor Site Plan	2	13
Concept plans to be resubmitted as a Major Site Plan	3	10
<b>Total Concept Plans</b>	5	23
Major Site Plan Reviews Completed	1	4
Preliminary Plat of Subdivision	1	2
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	2	5
<b>TOTAL ITEMS REVIEWED</b>	9	34
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	1	5

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

<b>Activity</b>	<b>June, 2021</b>	<b>YTD</b>
Commercial, Principal Structure	2	13
Commercial, Accessory Structure	0	0
Residential, Principal Structure	4	26
Residential, Accessory Structure	3	22



Activity	June, 2021	YTD
Signs	3	15
Floodplain	1	1
Sidewalk Service Area Permits	0	2
<b>Zoning Board of Adjustment Cases</b>		
Appeal	0	0
Conditional Use Permit	0	1
Special Exception	1	5
Variance	0	3
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	0	0
Miscellaneous	0	0
Preliminary Plat	0	1
Site Plan Approval	1	3
Zoning Ordinance Text Amendment	0	1
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	5	7
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
<b>Historic Preservation Commission</b>		
Historic Demolition Reviews	0	1
<b>Zoning Violations</b>		
Reported	1	19
Unfounded	0	0
Founded-Resolved without citation	0	3
Citations	0	0
Open Cases (as of date of report)	1	N/A
Cases initiated by staff	1	19
<b>Zoning Inspections</b>		
Zoning – Case Request	1	20
Zoning – Complaint	0	1
Zoning –Setback	3	3
Zoning - Final	2	2
Floodplain - Final	0	0
Zoning – Landscaping Install	0	0
Removal Site Inspection	0	0
<b>Permit Reviews</b>		
Zoning Reviews Completed	30	210
Floodplain Reviews Completed	49	298
Historical Reviews Completed	1	24

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

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
<b>Permits</b>	<b>June 2021</b>		<b>YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	19	\$ 1,214,387.39	160	\$33,335,494.90
Minor Building Permits	19	\$ 385,241.30	100	\$ 1,272,927.81
Electrical Permits	19		121	
Plumbing Permits	12		42	
Mechanical Permits	18		108	
Sign Permits	3	\$ 5,900.00	15	\$ 83,855.00
Demolition Permits	3	\$ 1,300.00	19	\$ 241,888.00
Structure Moving Permits	1	\$ 250.00	1	\$ 250.00
<b>Inspections</b>	<b>June 2021</b>		<b>YTD</b>	
Number of inspections	135		953	
<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	28	3	209
Multi-residential	0	0	0	0
Commercial	0	8	2	39
Industrial	1	0	1	5
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	7	0	35
<b>Fees Collected</b>	<b>June 2021</b>		<b>YTD</b>	
	\$ 13,174.09		\$ 155,459.32	

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

<b>CODE ENFORCEMENT REPORT</b>	<b>June, 2021</b>	<b>YTD</b>
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	102	631
Staff Initiated	66	386
Non-Staff Initiated (total):	36	245
Response to Complaint	15	85
Anonymous Complaint	12	84
SeeClickFix	9	76
<b>Case Requests Disposition</b>		

<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>June, 2021</b>	<b>YTD</b>
Founded Case Requests	102	631
Citations Issued	0	2
Cases to Court	0	11
Unfounded Case Requests	0	0
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	3	11
Dangerous Building	3	8
Abandoned Vehicle	0	7
Tree/Shrub Maintenance	0	0
Garbage	25	156
Inoperable Vehicle	4	40
Junk, Rubbish or Refuse	32	219
Other	15	73
Writ of Removal	1	10
Information Request	19	107
Snow Removal/Weeds & Tall Grass	80	614

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>June, 2021</b>	<b>YTD</b>
<b>Inspection Requests</b>		
Initial Inspections	110	764
Reinspections	22	130
Inspection Requests	0	1
<b>Total Inspections</b>	<b>132</b>	<b>895</b>
<b>Inspection Results</b>		
Inspections Cancelled by Landlord	0	1
Inspections Cancelled by Inspector	0	0
Failed Inspections	24	76
Passed Inspections	98	753
No Shows	1	14
Unfounded	0	1
Unavailable/Denied Entry	0	0
Units White Tagged	9	49
Rental Dwelling Certificates Issued	45	198

## **TRANSIT OPERATIONS AND SAFETY DIVISION**

### ***Transit***

During the month of June, Mason City Transit provided 8,591 rides on its Fixed-Route; that is an average of 390 rides per day. This is an increase of 394 rides compared to June 2020. (COVID-19)

The Transit Design Study findings will be presented to City Council on July 20th by our consultant Bob Bourne.

### ***Safety***

During the month of June, the Safety Department facilitated bi-annual Lockout-Tagout audits in all relevant departments.

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>
June	2	14%	13	86%	15
FY to Date	66	49%	69	51%	135

Burials in June were as projected. Cremation burials were higher 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>
June	4	2	6
FY to Date	87	18	105

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, working with families on the decorations opt out program, and continuing to update records

**Operations** – Grounds staff were busy mowing and maintaining grounds, in addition to preparing for burials.

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

# Engineering Department

---

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

---

## Engineering Division:

○ Engineering	
● DRC Site Reviews	9
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	4
▪ New Installation	2
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	1
▪ Repair	4
▪ Disconnect	3
● Water – Residential	
▪ New	1
▪ Repair	16
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	3
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	10
▪ Approach New	0
▪ Approach Repair/Replace	6
▪ Curb & Gutter	0
▪ Curb Cut	1
● Pedestrian Ramp survey & design	4
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	426
● Emergency Call-outs	5
● Emergency Call-out after hours	2
● 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	1

▪ Moving/Oversized load	7
▪ Review contractor Traffic Control Plan	4
• Permit Review & Approval - City	
▪ Commercial Building	1
▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	3
▪ Moving	0
• Permit Fees collected	\$65.00
• Sanitary Sewer records drawn and scanned (GIS)	23
• Field Book updates (GIS)	0

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

Weikert Contracting Inc. completed the contract work for the project. Final quantities were measured and tabulated for final approval. Acceptance of the work and approval of final payment will be on the agenda for the July 20th meeting of the City Council.

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

The City Council accepted the work and approved final pay at the June 1st meeting. Final payment was made to the contractor.

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

Mid-Continent Contracting continued work on the project, completing concrete street patches at several locations. Some of the locations where recent work was completed include the 1400 block of 2nd Street SE and near the intersection of North Rhode Island Avenue and 1st Street SE. The contractor is currently working on street repairs on Kentucky Court and South Tennessee Place.

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

The delivery date for the bridge has been delayed until August. The pile driving operation and construction of the bridge abutments was completed by Henkel Construction in preparation for receiving the bridge. Popp Excavating Inc. completed the rough grading and subbase preparation for the realigned trail portion. After the bridge is placed on the abutments, Heartland Asphalt Inc. will construct the realigned HMA trail segments at both ends of the new bridge.

#### **2021 Street Rehabilitation Program Project:**

The contract and bonds with Heartland Asphalt Inc. were approved at the June 1st meeting of the City Council. A preconstruction meeting was held with the contractor and their subcontractor Mid-Continent Contracting on June 28th. The precast concrete structures associated with the project were ordered with an estimated schedule for delivery near the first week of August. The project will begin immediately following.

#### **24th Street SW Paving Project:**

The contract and bonds with Croell Inc. were approved at the June 15th meeting of the City Council. Alliant Energy completed the relocation of three utility poles on the north side of 24th

Street SW that were in conflict with the new paving. Alliant Energy also replaced and lowered the gas service lines throughout the project limits to avoid conflict with the new street subbase material. The contractor plans to begin the project by the first week of August.

**2020 Paving Program:**

Bob McKiness Excavating & Grading Inc. completed the contract work for the project. Final quantities were measured and tabulated for final approval. Acceptance of the work and approval of final payment is on the agenda for the July 6th meeting of the City Council. Preparation of final plat and schedule of assessments is scheduled to be on the agenda for the July 20th meeting of the City Council.

**Union Pacific Railroad Quiet Zone:**

The City received notification on June 13th from the Union Pacific Railroad's (UPRR) consultant: *"We are going to proceed with issuing the proper agreement. Once that agreement is executed, we need to have a pre-construction meeting. Once the work is done, we'll perform a final inspection."*

The agreement is related to the work necessary to complete the construction of the raised median in the railroad right of way at the crossing on 15th Street SW.

**Monroe Avenue Street and Utility Rehabilitation:**

The second phase of the project began during the week of June 14th with the closing of Monroe Avenue from 1st Street NW to 6th Street NW. The prime contractor, Heartland Asphalt Inc. (Heartland), completed the operation of milling the existing street surface from 1st Street NW to 6th Street NW. During the milling process, abandoned railroad tracks were discovered within the pavement profile at the intersection of 2nd Street NW. A section of the tracks will need to be removed in order to replace a sanitary manhole in the intersection.

A subcontractor, Bob McKiness Excavating & Grading Inc. (McKiness), completed the utility rehabilitation work in the first phase, replacing all lead water services lines with new copper services south of 1st Street NW. The crews have since continued replacing the existing lead water services lines north of 1st Street NW. The new precast storm sewer intake to be installed at the intersection of Highway 122 & Monroe is scheduled to be delivered the first week in July. Following the installation of the intake, Heartland will finish constructing concrete paving on the east side of the intersection.

During the excavation in the intersection of 1st Street NW, it was discovered that a water main posed a major conflict with the replacement of a sanitary manhole. The existing water main configuration was unknown until it was exposed and will require a more complex reroute than typical. A reroute plan was formulated along with a plan to minimize the amount of time the water would be shut down for nearby businesses. McKiness is planning to begin the reroute work during the week of July 12th.

Precast street light bases were delivered. K&W Electric, Inc., the electrical subcontractor, is planning to begin base installation soon; they will begin on the south end of the project and work



their way north. Eighteen new LED street lights are being installed as part of the project, replacing the streetlights that are currently mounted on the Alliant Energy utility poles.

**Blue Sky Solar Project:**

The City continued working with Blue Sky Solar and the owner of a parcel of land in close proximity to the Mason City Waterworks facility. The final agreement for property acquisition and a Warranty Deed was drafted and signed by the owner. The documents, for purchase of the property for the Blue Sky Solar project for Mason City Waterworks Facility located at 339 13th Street NE are planned to be on the agenda for the July 6th meeting of the City Council.

**12th Street NW Reconstruction Project:**

The project is currently undergoing an audit by the Iowa DOT. Upon completion of the audit, the City along with SEH will prepare the final documents necessary for action to accept the project and close it out with the City Council and the Iowa DOT. The first reimbursement request for funds in the amount of \$475,000 was received in June.

**South Monroe Avenue RISE Project:**

The second seeding has improved the condition of the vegetation and as such the Notice of Discontinuation was filed with the Iowa DNR. The project was also inspected by the Iowa DOT (DOT) for grant approval. The DOT had only a couple of comments involving minor attention. The contractor has addressed their concerns and the process of closing out the project is underway.

**Water Treatment Plant Discharge Stream:**

The project is planned and being coordinated along with the Winnebago River Dam #1 project. The project was bid, and award of contract approved at the June 1 meeting of the City Council. Approval of the contract and bonds is on the agenda for the July 6th meeting of the City Council.

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

- 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; the poles with secondary communication providers attached are being cut off just above the communication lines and will need to remain in place until these lines are relocated off the poles.
- Alliant Energy, along with their contractor Michels Power, continued working on an 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 placing underground electric along near the intersection of 25th Street SW and South Washington Avenue.
- Alliant Energy, along with their contractor Michels Power, began working on the underground electric rebuild in the Meadowbrook area. The project is located south of 4th Street SW (Highway 122), extending to 10th Street SW and between Meadowbrook Drive and Springview Drive
- Engineering Staff reviewed final plans and specifications for the Stone Pillar 19th Subdivision completed by WHKS. The Iowa Department of Natural Resources (IDNR) water

and sanitary sewer main extension Construction Permit Applications were also reviewed, signed and submitted to the IDNR for approval.

- 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. US Cellular decided not to install antennas on existing city infrastructure and procure a Master License Agreement. The design company was originally requesting attachments on City infrastructure at three locations, all within State right-of-way. New poles which will be owned by US Cellular will be placed nearby.
- Engineering Staff along with the City's GIS Analyst attended a product demonstration given by Precision Midwest on June 8th. New Trimble GPS data collection and survey controllers were shown and tested. These or similar units are expected to be included in the CIP for FY 2023 to replace the older unsupported existing units currently being used.

### **Traffic Division:**

- Traffic Control
  - Sign work orders 9
  - Traffic Sign Orders 3
  - Streetlights
    - New Installation 0
    - Repair Request 6
    - Fixture Replacements 1
  - Traffic Signals
    - Respond to signal issue reports 4
    - Perform traffic signal repairs 6
  - Iowa One-Call locate reviews 459
  - Locate City-owned electrical utilities 3
  - Emergency Call-outs 0

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

- Calculated the cemetery electricity bill.
- Responded after hours to a report of a downed street light pole and assembly on East State Street which was caused by high winds.
- Responded after hours to a report of a traffic signal located at 19th Street SW and South Federal Avenue that went dark. Discovered the wire connections had burned inside the base of the pole. Also reset the battery back-up unit at 5th Street SE and South Carolina Avenue and reset the signals at 4th Street SW and Mercy Drive. All were caused by rolling black outs that occurred during a rain storm.
- Installed a new dilemma zone pole and camera at 19th Street SW and South Eisenhower Avenue. The original unit had been knocked down by an intoxicated driver.
- Replaced damaged pedestrian signal heads at 3 intersections. The damages were caused by high profile vehicles cutting corners too sharp.
- Completed repairs on 3 of the tornado sirens.
- Worked with Fire Department personnel on adjustments to the fire station signal equipment.

- Constructed a form for a concrete footing to set a fiber optic equipment cabinet next to existing signal equipment at the Fire Station.
- Met with an Alliant Energy field representative regarding extending street lights for a new development east of 19th Street SE and South Illinois Avenue.
- Submitted several traffic sign orders.
- Checked the exhaust system at the storm shelter in the MacNider Campgrounds.
- Assembled new lane directional signs for traffic signal arms at 5th Street SW and South Monroe Avenue.

### **Water Supply Division:**

- Water Production

	<u>June</u>	<u>FY 2021</u>
• Total (gal)	133,781,000	1,410,873,000
• Daily Average (gal)	4,459,000	3,812,000
• Daily Maximum (gal)	5,302,000	6,616,000*
• Daily Minimum (gal)	3,447,000	2,729,000**

\*Indicates Yearly High

\*\*Indicates Yearly Low

- Water Plant Maintenance and Repair

- Cleaned Ph sensor on #4 EDR Train
- Replaced the sample tap in the brine return line on the Sodium Hypochlorite Generator
- Replaced the solenoid coil on the brine feed valve
- Cleaned the brine feed valve on the Sodium Hypochlorite Generator
- Cleaned the upper air relief valve in the CIP return line
- Replaced the brine blow down flow meter on the #1 EDR Train
- CIP #2 EDR Train
- Replaced a leaking pipe nipple in the High Service Pump line
- Replaced the backup generator transfer switch in the Pumping Plant
- 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

- Customer Service

• Iowa One-Call locates	415
• Prepare and send service repair letters	11
• Monthly bacteria samples	33
• Collect project bacteria samples	0
• Check water quality at residents and businesses	7
• Correlate water main breaks and investigate for leaks	7
• Hydrant flow testing	0
• Hydrant Flushing	0

- Water Main shut down for repairs 5
- Water shut offs for non-payment 0
- Water shut for other 0
- Water service re-connects 1
- Assist with installation of Water Meters 2
- Repair Water Meters and collect reading 0
- Deliver Red or Tan Tag 0
- Update shut off data base and maps 24
- Water Service Permit/Inspection
  - Repair/Replace 4
  - New Installation 15
  - Disconnections 12

• Meter Department

	<u>June</u>	<u>FY 2021</u>
• Meters Installed	31	305
▪ Industrial	0	2
▪ Commercial	6	63
▪ Residential	25	238
• Meters Repaired	3	39
• Contractor and Garden Meters Recovered	2	14
• Contractor and Garden Meters Installed	2	14
• Meters Read	11,866	141,828
• Meters Ordered	0	101
• Water shut offs for non-payment	0	10
• Water service re-connects	0	4

<u>Meters Installed June 2021</u>			<u>Meters Ordered June 2021</u>		
5/8"	20		5/8"	0	
3/4"	1		3/4"	0	
1"	4		1"	0	
1 1/2"	5		1 1/2"	0	
2"	1		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	31		Total	0	
<u>Meter Inventory July 1, 2021</u>					
5/8"	27		5/8"	0	
3/4"	7		3/4"	0	
			1"	0	

1"		9			1 1/2"	0
1 1/2"		3			2"	0
2"		2			3"	0
					4"	0
	Total	48			Total	0

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

- Inspected brine blow down line for scaling
- Collected annual disinfection byproducts samples
- Cleaned and dried the motor control electrical panel in the Pumping Plant following a flange fracture when #4 High Service Pump failed. The flange base will be replaced
- Performed troubleshooting related to flow issues with #1 EDR Train
- 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
- 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
- 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

---

### Reported by Finance Department Staff

---

<b>Finance</b>	<b>June</b>	<b>Fiscal Year- to-Date</b>
Prepare payable checks	612	6793
Prepare receivable invoices	28	555
Prepare payroll checks	844	8618
Certify invoices to County	0	202
Send letters to State Offset Collections	21	233
Record State Offset collections	\$ -	\$ 51,568.37
Sort Mail		31575
Ambulance accounts sent to collections	59	238
Record ambulance receivable	193	1597
Scanned invoices for myView point processing	929	7828
Process utility payments		56
<b>Utility Collections</b>		
Record ACH activities	27	285
Prepare utility adjustments	88	1012
Finals & charge offs	221	2083
Issue utility bills	10295	124236
Answer phone calls	1406	12653
Respond to voicemail	205	1734
Complete utility service orders	359	3845
Complete landlord tasks	12	558
Issue shutoff notices	415	5221
Process customer paid utility bills	5408	56562
Process customer deposits	499	4430
Replace meters	28	269

#### Information Systems Coordinator

##### Routine Activities for June:

- Check Granicus Encoder for connectivity.
- Follow up with laptop quotes.
- Get with Lou to fix the auto upload of the PD reports.
- Give new user at PD phone number on Tuesday.
- Make sure card reader in East Workroom PC at PD is not interfering with mapped drives.
- Reboot time clock at O and M.
- Re-create network shortcut on Car 9.



- Rejoin Car 9 tablet to domain.
- Take PC back to PD.
- Work with media techs on new equipment in Mason City Room.
- Call Granicus about connection options for encoder.
- Check Internet outage.
- Convert council meeting from DVD to MP file for upload.
- Get video file of council meeting for government channel.
- Take a look at Car 5 connections and update security software.
- Add user to body cam video folder for PD.
- Change permissions for Ed W in L-3.
- Install signature pad on south workroom PC at PD.
- Make two network cables for PD.
- Order KVM equipment for PD.
- Order laptop for Airport.
- Pickup Car 14 tablet from PD and run updates.
- Second email search.
- Take Car 5 tablet back to PD.
- Clean out temp files for Danielle C at PD.
- Look at Adobe Pro for Tina M.
- Reapply program defaults to Tina M's PC.
- Test signature pad on PC at PD.
- Update Car 10 tablet at PD.
- Make additional adjustments to security settings.
- Pay end of year invoices.
- Run BMRs on all City Hall servers.
- Upgrade SQL Native Client for Alias users at PD.
- Check network connections for Laura A at Museum.
- Check network drives for Bill S at O and M.
- Get tablet setup for Terrance P.
- Run BMRs on Cemetery, Rec, O and M, and Highland servers.
- Set up Granicus test for 4 PM.
- Charge and test mobile time clock for Rec.
- Get with AutoCAD tech support to fix license manager.
- Look at Power Point on Jeff B's laptop.
- Reboot engineering server to see if it fixes license manager.
- Upload council meeting to Granicus.
- Install new equipment and configure Cars 10 and 13 at PD.
- Pickup Car 10 tablet to swap SIM card.
- Run BMRs on PD servers.
- See about getting data line for Terrance P's new tablet.
- Set up new email for new finance director.
- Check on order of tapes for City Hall tape backup.
- Pick up BMRs from Museum, Animal Shelter, and Rec.
- Run BMRs on Airport, YTF, Task Force, and Airport servers.
- Take new computer to PD for new user.
- Close out Jessy W's account.
- Label new City Hall backup tapes.
- Move files back to correct folder for Jamie S at PD.
- Order certificate for Email server.

- Prep new backup tapes for City Hall.
- Secure battery in time clock and get back to Rec.
- Set up new work cell phone.
- Get a quote for an MFP for Mark R.
- Get a quote for a printer for Parks.
- Get ORI information for Terrance P's new tablet.
- Get Tracs installed on Terrance P's new tablet.
- Get with Erik B about his keyboard issues.
- Look at housing computer.
- Look at keyboard issue for Diana B.
- Pick up Car 3 from PD and check SIM card slot.
- Take Car 3 tablet back to PD.
- Pickup BMR from YTF.
- Check shoretel for Ed W's email configuration.
- Get with Finance Consultants to set up remote connections.
- Pickup backup hard drives.
- Set up computer for Finance Consultants.
- Set up keys for Finance Consultants.
- Update computer for Finance Consultants.
- Update email whitelist for Aaron B at City Hall.
- Check mapping of respond billing for Carl G at FD.
- Configure new laptop for Dave S at Airport.
- Program wireless for new laptop and tablet.
- Start tablet for Jennifer S at PD.
- Swap out DVR for Investigations.
- Change Hannah's name over weekend.
- Finish tablet config for Jennifer S's tablet.
- Get ahold of Brad M to look at camera config in PD lobby.
- Get Tracs installed on Jennifer S's tablet.
- Get with Rich J about interview recording DVR.
- Look at phone system for Ed W's message options.
- Look at printer for Nancy O.
- Order four BMR drives for servers.
- Order SIM card for Jennifer S's tablet.
- Redo drive install for GPS system on Terrance P's new tablet.
- Run BMR for task force over weekend.
- Call Verizon about missing SIM cards.
- Check AC in server room.
- Help Dave S with Car 9 tablet.
- Reconfigure different DVR for interview room at PD.
- Re-image laptops for PD and reconfigure.
- Call Advanced about Engineering printer.
- Get Tracs installed on two laptops for PD.
- Install Netmotion on two laptops for PD.
- Order second monitor for PD.
- Reboot Water Rec Server.

Future activities planned and other comments:

- Start working on Guest WiFi Network and security.

- Continue upgrading servers to newer version of server OS.
- Start planning process to upgrade email system.
- Look at PC replacement list for 2021-2022 Fiscal Year.

## **GIS Department**

### **Airport**

### **Cemetery**

### **City Administrator**

- Create map of Monroe Ave paving project for Mayor
- Create road closure map x2

### **Development Services**

- Reset user password to imagery website
- Remote into users computer and enable display adaptor
- Create GIS/Asset mgmt. map Building& Neighborhood services and Dev. Services GIS users
- Publish and set up users for the new GIS/Asset mgmt. online mapping
- Reset user password in online imagery, troubleshoot login error
- Discuss 2020 floodplain enforcement web app
- Create parcel /address list of those in 2020 floodplain
- Assist user with editing issues

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

- Complete linking inspection data to sanitary collection mains, send report to engineering staff
- Attend GPS equipment demo, discuss costs with sales rep
- Update GIS ID field for 2 water service locations
- Troubleshoot large format printer not printing correctly, refer to IT
- Update sanitary collection main data in GIS per information from engineering staff
- Troubleshoot survey unit running slow
- Create map in online GIS/Asset mgmt. system for user

### **Fire**

- Update online web map with Pre-Plan data collected

### **Finance**

- Cover IT department calls x 5 days
- IT: check server room and change backup tapes x5 days
- Grants: finish creating department map for GIS/Asset mgmt. system and publish to our site
- IT/Finance: reset password
- IT/City Clerk: troubleshoot automatic pop ups in multiple programs
- IT/Engineering: Software program not working
- IT: notify GIS Users and reboot GIS server as requested by IT dept
- IT: Water reclamation: reboot server, not connecting to computers

- Add IT data to online GIS Asset / mgmt. map
- IT/Fire: Troubleshoot computer not restarting
- IT/Fire: Replace keyboard and mouse
- IT/Fire: Update Java on PC
- IT/O&M: reset user password
- IT/Police: car computers not connecting, forward to Russ, discuss with police chief
- IT/ O&M: assist user with hard reboot on tablet, windows updates causing problems
- IT/Water: User unable to login to computer: Caps Lock was on.

## **Human Resources**

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

- Update symbology of sanitary collection main for online GIS/Asset mgmt. layer

### **Police**

- Update and send link to online fireworks area web app, place as featured app on GIS dept site

### **Recreation**

- Create online GIS/Asset mgmt. map for department
- Create users and logins for online map, connect to queries and reports

### **General**

- Contact Director of MSMC, get updates to downtown property vacancies, update web app
- Attend CG County GIS user group meeting
- Work with software tech to link county data connection in online GIS/Asset mgmt. system
- NICEDC: create map for Indianhead site and convert files to KML format, email
- Create Quick Start Guide for GIS / Asset mgmt. system for new users
- Set up 2 new users in online/GIS asset mgmt. system, answer questions
- Attend EOC meeting, requested to set up GIS component at new building
- CG County: discuss new imagery and delivered product
- Create new basemaps with 2021 County Imagery
- Update address search and report in online GIS system

### **Future Tasks and Activities:**

- 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

ACTIVITY	June 2021	YTD
<b>Calls for Service (911 Emergency &amp; Non-Emergency)</b>		
Fire	69	356
EMS	462	2,678
Total Calls for Service (Fire & EMS)	531	3,034
<b>Calls for Service by County</b>		
Cerro Gordo County	Worth County	Floyd County
402	48	8
<b>Personnel Training Hours</b>		
EMS	896.64	3,197.89
FIRE	130.75	5,012.74
Total Training Hours	1,027.39	8,210.63
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	199	1,247
Existing Building Inspections	33	119
Plan Reviews	25	105
Fire Investigations	1	10
Liquor/State License Inspections	15	68
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	0	4
Public Fire Safety Appearances/Trainings (Number)	5	29
EMS/Fire Students - Ride-Along	2	10
Preceptor Training Hours	65.00	485.66
<b>National Fire Statistics - YTD 07.01.2021</b>	<b>Line of Duty Deaths</b>	<b>Civilian Fire Deaths</b>
	52	1,295
<b>Fire Property Loss Report – Mason City</b>		
Estimated Property Value	\$804,600	\$3,897,080
Estimated Property Loss	\$72,150	\$450,228
Total Saved	\$732,450	\$3,446,852

---

**Overtime Hours**

Fire	228.25	641.50
EMS	247.00	1,583.00

---

**Significant Events**

June 6, 2021	Building Fire: 300 N Washington Ave.
June 9, 2021	Building Fire: 920 S Tennessee Pl.
June 4, 2021	Swearing-In Ceremony: Captain Orr, Firefighter/EMT D. Anderson, and Father Gehling



## 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	16		16
Finance	10		10
Fire	46		46
Human Resources	2		2
Library	10	1	11
Museum	6	2	8
Operations & Maint	66		66
Police	49	1	50
Recreation	7		7
Youth Task Force	4		4
Grand Total	238	24	262

**Plus 159 Seasonal employees**

### Staffing

### Activity

Hiring Activity:

- Police Officer-8 openings (Police): Preparing to start a new Civil Service recruitment with emphasis on hiring certified officers.

Head of Adult Services - 1 opening (Library): Will begin recruitment in July.

Library Assistant II - 2 openings (Library): Began recruitment.

Heavy Equipment Operator Civil Service List: Began creation of a new internal Heavy Equipment Civil Service list, and conducted Civil Service testing.

Crime Victim Specialist - 1 opening (Police): New position. External candidate approved by Council and started work.

	Asst Water Supply Supt - 1 opening (Water Supply): Internal candidate interviewed, job offer made subject to Council approval in July.
	Deputy City Admin/Finance Dir - 1 opening (Finance): Position was filled externally, new hire will start on August 9.
	Asst Finance Dir - 1 opening (Finance): Due to upcoming retirement posted position internally.
	Firefighters/EMT/Paramedic - 2 opening (Fire): Began recruitment for new Civil Service list.
	Custodian II PT - 1 opening (Library): Recruitment and interview are continuing.
Positions Filled:	- Hired 13 seasonal employees during the month, 2 Reg full-time (Museum Receptionist/Crime Victim Specialist)
Turnover:	- 1 voluntary separation: Firefighter during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 2 fulltime and 13 seasonal hires. Conducted 2 exit interviews
Career Fair:	- Participated in IWD outdoor career fair in Mason City.
Civil Service Commission:	- One meeting during the month.

### **Labor Relations/Legal**

### **Activity**

Grievance Activity:	- Fire: One open grievance. Grievance meeting held. - 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**

Fire Swearing In Ceremony:	Assisted with new hire and promotional swearing in ceremony for Fire Dept.
----------------------------	--

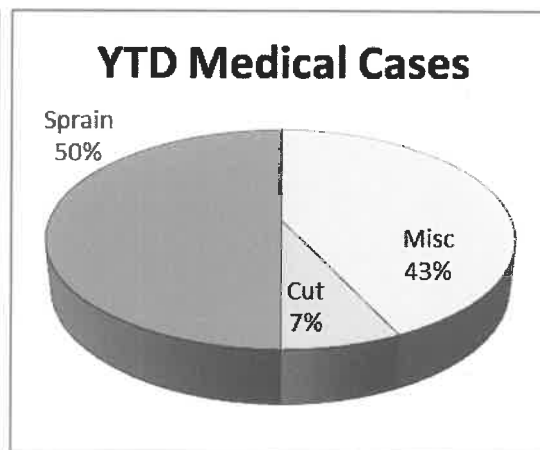
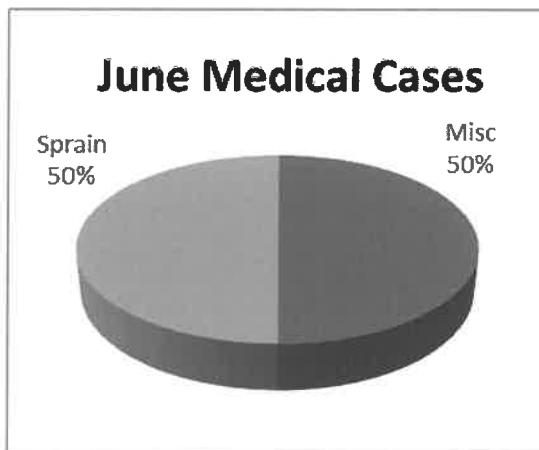
### **Benefits**

### **Activity**

Employee benefit support:	- Ongoing support resolving employees benefit issues
---------------------------	--

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.
Unemployment Claims:	- Participated in unemployment hearings.
NeoGov Applicant Software	- Conducted additional new user training for additional Supervisors. Continuing to update job descriptions and add to the system.
Job Evaluations:	- Worked on Wastewater division reorganization and obtained pay evaluation from consultant.
Professional/Community Support:	Attended monthly meeting of local HR group.

Safety Statistics	Month	2021 YTD	2020 YTD
# of Work Comp Cases	2	14	8
# of OSHA Injuries	2	14	7
# of Days Missed	0	15	119
# of Employees Off	0		



# MacNider Art Museum

---

Reported by Edie Blanchard, Museum Director

---

## **Routine Activities:**

In the month of June, the Museum resumed most of the normal operating procedures. There are currently no restrictions on rentals, adult classes, and museum visitors. The Museum continues to space youth for social distancing in classes when attendees are under the age of 12 who have not had access to the COVID vaccine. The Museum has also not been able to resume normal operations of the ceramic studio due to the lack of instructors due to COVID and the inability to require masks in a confined environment.

As always staff completed a number of routine activities that kept the Museum operating smoothly. Duties include daily tasks such as sweeping, vacuuming, and dusting the Museum and answering the phone, processing mailings, and creating publications such as the newsletter and class flyer. Staff attended service clubs to promote the Museum when requested. The Museum worked to plan a variety of events for patrons. The Museum also paid invoices, processed payroll, and assisted with visitor requests. Staff maintained the Museum's collection including rotating of artworks, care of the hvac, and care of the artworks. Much of the staff time revolves around the attention to visitors.

The Museum also balanced its year end budget by taking funds out of its trust account to fund programs that had been funded by endowments and grants. The Museum received several emergency grants related to the pandemic that helped the budget.

The Museum held The MacNider Arts Festival, in person, with modifications due to COVID precautions. When planning the event the Museum was forced to make decisions in late winter/early spring when a vaccine did not seem possible by the date of festival. A limited amount of artist vendors also attended because of the uncertainties with COVID. The Museum had four activities for kids, and live music, as well as 16 art market artists. Sadly the pancake breakfast was canceled due to the pandemic as well. The Festival had a great turn out with everyone thrilled to be out and enjoy a community event, even if it was modified.

Classes resumed to normal levels, although attendance has been lacking. The public have not gotten back into the routine of signing up for classes. Instead of weeklong camps the Museum created mini camps on a variety of topics for the summer classes.

197 Members

Gallery attendance	747
tour attendance	6
event attendance	302
Classes	42
Playground	220
Outreach	34
TOTAL	1351

## **Operations & Maintenance/Parks Department**

---

Reported by Bill Stangler, Operations & Maintenance Manager

---

### **Utility Division:**

<b>Repair Type</b>	<b>Repair Type Count</b>
Water Main Repair	1
Valve Installations	7
Cement (Valve Installations)	7
Valve Turning	2
Fire Hydrant Repair	1
Water Service Taps	2
Road Box Repair	6
Safety Inspections	1
Dirt/Seed	7
Leak Detection	2
Sanitation	2
Tree Crew	6
Traffic Signal (Assisted Traffic Tech)	1
Low Pressure Complaint (Kitchen faucet aerator plugged)	1

Some of the Utility Crews accomplishments from the last year include repairing 18 water mains, replacing 53 water valves and 17 fire hydrants, 61 fire hydrants were repaired and another 228 were painted, 33 valve road boxes were repaired. Over 280 yards of concrete was poured on these projects. We supplied a man to fill in for the Sanitation Dept. 33 days and the tree crew for another 15 and handled our assigned plow routes as well.

### **Internal Service Division:**

#### Mechanical

Service and repair 0 inspection vehicles  
Service and repair 1 Engineering vehicle  
Service and repair 7 fire trucks and ambulances  
Service and repair 2 park vehicles  
Service and repair 7 police cars  
Service and repair 5 Recreation Department vehicles  
Repair and service 5 Sanitation trucks, brakes, etc.  
Repair and service 15 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: Downtown, N. Pennsylvania

Traffic signal repair: 19<sup>th</sup> and S. Pennsylvania  
 Repair lighting at Water Supply  
 Repair transfer pump at Water Reclamation  
 Repair lighting at pool  
 Repair outlets in East Park  
 Repair lights at City Hall  
 Repair lights at Cannonball Garden  
 Repair generator for sewer van  
 Repair electrical at Georgia Hanford Park  
 Repair outlet at Central Park  
 Repair outlets at Campground  
 Repair wiring at digester #2, Water Reclamation  
 Repair electrical in thickener at Water Reclamation  
 Repair heater in north storage garage  
 Repair outlets at pool

#### **Wastewater Division:**

##### **Division: Wastewater**

- Wastewater treatment:
 

Monthly Total:	128.842	million gallons
Daily Average:	4.295	million gallons per day
Daily Maximum:	6.544	million gallons per day
Sludge processed:	1.83	million gallons

##### **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 3

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

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Completed monthly Industrial Monitoring Reports
- Renewed 7 Industrial User Permits
- Issued 1 NOV to Industries
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals

##### **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
- Run thickener

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

- Started the process of replacing raw pump #1 in pump station 1
- Hosed off intermediate clarifier weirs
- Back flushed primary's and alum tank sludge lines
- Yearly inventory
- Continued mowing plant grounds
- Hosed off primary clarifier weirs
- Cleaned UV bulbs
- Replaced weir brooms on S finale
- Changed oil and inspected all clarifier drives
- Changed oil in small plant air compressors
- Replaced ball seat in #4 diaphragm pump
- Yearly boiler inspections were conducted
- Change oil in all small blowers
- Replaced all aeration bags in raw tank
- Changed oil in east and west belt thickener drives

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	523.05 tons	2,788.80 tons
Recycling collected	116,780 pounds	728,330 pounds
Yard waste collected	107.24 tons	437.32 tons
Large item number of stops	108	389
Materials collected:		
Large furniture	64	243
Small furniture	73	192
Tubs & toilets	7	24
Appliances & TVs	26	132
Electronics	1	4
Request for service calls	309	1,778

**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  
 Haul bunker sand for the golf course  
 Pick up dead deer  
 Set up for Art Fest, Cannonball Days, FNL, Amateur Radio Fest

Clean storm drains as needed  
Haul old appliances to salvage yard  
Haul mulch  
Trim and respond to 61 tree requests, remove 65 trees  
Grade roads, alleys and shoulders  
Grind stumps  
Sweep streets  
Pothole maintenance

**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  
Continue pool setup  
Fill holes in the Dog Park  
Mow and trim parks  
Support for Art Fest, Cannonball, Amateur Radio Fest, FNL Rugby Tourney  
Haul supplies for shelter reservations  
Fill holes in East Park with dirt and seed  
Soccer field and Ball diamond maintenance  
Mow Birch Drive and S. Monroe Avenue  
Repair gate latches at Dog Park  
Remove brush and trees from pedestrian bridge at Black Pit  
Replace lime fill in shade garden in Central Park  
Install memorial benches  
Install memorial trees  
Remove bushes from south entrance sign

# 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	1489	1478	1724	1749	0	0	0	0	0	0	8960
Alarm - Business	48	36	61	36	50	49	0	0	0	0	0	0	280
Animal	36	34	52	56	58	82	0	0	0	0	0	0	318
Burglary	14	12	18	10	12	17	0	0	0	0	0	0	83
Collision - Prop Damage	62	80	62	54	72	52	0	0	0	0	0	0	382
Collision - Pers Injury	3	3	5	5	5	8	0	0	0	0	0	0	29
Collision - Hit and Run	13	13	12	21	23	22	0	0	0	0	0	0	104
Disorderly	116	105	135	153	163	141	0	0	0	0	0	0	813
Domestic - Physical	8	11	15	14	9	15	0	0	0	0	0	0	72
Domestic - Verbal	24	35	25	31	27	34	0	0	0	0	0	0	176
Fireworks	2	2	0	3	3	47	0	0	0	0	0	0	57
Harassment	64	48	43	55	69	49	0	0	0	0	0	0	328
Medical	69	69	74	68	86	92	0	0	0	0	0	0	458
Motorist Assist	29	48	21	16	15	23	0	0	0	0	0	0	152
Parking	55	47	40	39	51	49	0	0	0	0	0	0	281
Stray Animal	20	21	45	48	47	65	0	0	0	0	0	0	246
Suspicion	121	106	171	183	219	214	0	0	0	0	0	0	1014
Theft	60	47	68	49	74	66	0	0	0	0	0	0	364
Welfare Check	81	74	100	87	101	105	0	0	0	0	0	0	548

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	106	114	144	111	137	151	0	0	0	0	0	0	763
New Investigations	355	341	421	365	422	392	0	0	0	0	0	0	2296
Traffic Citations	93	105	95	83	97	59	0	0	0	0	0	0	532
Written Warnings	114	67	76	60	49	66	0	0	0	0	0	0	432
Crash Reports	62	78	71	68	80	63	0	0	0	0	0	0	422
Parking Tickets	518	802	274	213	105	27	0	0	0	0	0	0	1939
Traffic Stops	167	131	149	117	103	132	0	0	0	0	0	0	799
Extra Patrol Checks	902	568	675	582	440	430	0	0	0	0	0	0	3597

Business Checks	147	105	92	91	76	79	0	0	0	0	0	0	590
Offender Checks	23	31	24	19	28	23	0	0	0	0	0	0	148
Open Records Requests	381	460	460	462	524	554	0	0	0	0	0	0	2841

June has been the busiest month of the year so far in terms of calls for service in patrol. This follows a normal summer trend line that we usually see.

The work done by patrol is often wide and varied and it included response to just under 50 fireworks complaints. This is a much-reduced number compared to the same time last year.

First Detail continues to follow-up on catalytic converter thefts that are often reported the morning after they occur. In one case, they were able to secure a known DNA sample from some evidence at the scene. We were able to identify a suspect and hope to close that case with charges in the near future.

Third Detail responded to a variety of incidents this month including a death investigation, several medical calls, a pursuit initiated by another law enforcement agency, and burglaries. They are also working a case where DNA was recovered at the scene and they are working on developing suspect information.

### **Criminal Investigations**

CID opened seven new cases in June, including a shooting, a drug overdose, and two sexual assaults. They continue to follow-up on already assigned case work that requires some additional crime lab work to gather additional information. One search warrant was served in relation to an ongoing drug investigation.

Charges filed this month include the following: two defendants were charged with 2<sup>nd</sup> degree robbery; 1<sup>st</sup> degree theft of a motor vehicle; two counts of forgery on one suspect; and a 3<sup>rd</sup> degree theft.

### **Parking/Animal Control**

We have an employee out on long-term leave at this time. This is impacting parking enforcement. For June, 27 parking tickets were issued to violators. Three vehicles were towed for overtime parking.

During June, MCPD personnel responded to 153 animal-related calls for service. The most prior to this in a month was 142 in August 2020.

There were five human bite cases this month – four dogs and one cat. Ten charges were filed for a variety of animal offenses.

We had a record number of animals taken to shelter this month, due to several litters of kittens. For the month, 76 animals went to shelter, 19 dogs and 57 cats.

### **Administration**

MCPD has a sitting committee of sworn staff who are working through the process of identifying a body worn camera solution to be implemented during the 2022 fiscal year. In addition, we are working to prepare a grant application to the Bureau of Justice Assistance for funding for our body worn camera project implementation.

At the end of June we make the transition to a new social services region – Central Iowa Community Services (CICS). This will end our everyday working relationship with County Social Services (CSS). It will also be the last working day at MCPD for Justice Coordinator Jamie Schriever. Jamie has been instrumental in the coordinated work that is being done at MCPD to assist mental health consumers with community support. Thanks to CSS for being a great partner!

As part of our region change, Mobile Crisis is now available in all of Cerro Gordo County. Mobile Crisis is provided by Eyerly Ball, a provider based in Central Iowa. This month, Eyerly Ball personnel were in front of our command staff and the Mental Health Stakeholder meeting to introduce themselves and the resources available through Mobile Crisis. We hope that this is a resource that is used regularly by our community to assist those in crisis.

<b>MCPD Social Media</b>	<b>May 2021</b>	<b>June 2021</b>	<b>Difference</b>
Facebook	9,115	9,225	+110
Twitter	2,003	2,007	+4

# Public Library

## Reported by Mary Markwalter, Library Director

The library circulation and attendance has greatly increased this past month. Meeting room use has increased dramatically during the past month.

<i>Circulation-Books</i>	21-Jun	21-May	21-Apr	21-Mar	21-Feb	21-Jan	20-Dec	20-Nov	20-Oct	20-Sep	20-Aug	20-Jul	YTD	LYTD
Adult Fiction	1004	784	459	542	442	568	559	450	454	576	502	509	6849	14947
Adult Non Fiction	412	249	139	153	92	153	125	100	75	112	87	109	1806	5480
Large Print	463	373	334	368	295	360	346	302	311	417	371	297	4237	9494
Young Adult	409	190	73	71	50	111	142	88	97	163	149	178	1721	6532
Juvenile Fiction	1492	916	317	425	279	328	388	361	399	395	258	301	5859	17493
Juvenile Non-Fiction	330	178	76	66	61	33	42	48	58	59	57	86	1094	3302
Middle School	242	110	21	8	5	12	5	0	0	0	0	0	403	0
<b>TOTAL BOOKS</b>	<b>4110</b>	<b>2690</b>	<b>1398</b>	<b>1625</b>	<b>1219</b>	<b>1553</b>	<b>1602</b>	<b>1349</b>	<b>1394</b>	<b>1722</b>	<b>1424</b>	<b>1480</b>	<b>21566</b>	<b>57248</b>
<i>Circulation-Other</i>														
Audio/CD/Playaway	215	150	59	73	52	35	46	45	36	51	84	79	925	3636
Periodicals	102	102	42	34	23	47	73	25	56	7	25	4	540	1624
Software	0	0	0	0	0	0	0	0	0	0	0	0	0	14
Other(puppets, misc)	5	0	0	0	3	0	0	0	0	0	2	52	62	1074
DVD	562	286	82	71	43	53	126	76	60	89	113	123	1684	15350
Tumblebooks	7	12	3	7	10	26	1	11	18	16	8	0	119	771
Creativebug (users)	4	4	2	12	10	3	2	4	3	1	2	5	52	150
Heritage Quest	0	30	42	47	0	2	0	26	0	0	0	0	147	254
Ancestry.com	43	0	1	15	0	0	0	14	0	0	26	0	99	1140
Bridges	1633	1581	1677	1787	1877	1880	1418	1699	1574	1642	1669	1412	19849	16488
Ebsco (sessions)	12	2	0	0	2	0	0	5	0	2	6	3	32	110
GALE Databases (sessions)	7	15	75	81	208	78	42	17	6	1	2	13	545	739
Newsbank	126	33	87	85	28	19	0	0	0	0	0	0	0	1394
Hoopla!	0	0	600	687	632	690	664	653	649	645	675	696	6591	6446
RB Digital (e-audiobooks)	0	0	0	0	0	0	0	0	0	0	0	0	0	
Zinio	0	0	0	0	0	12	108	121	126	146	103	117	733	1839
Credo Reference	2	9	3	3	5	2	0	0	0	0	0	2	26	108
BRAINFUSE	0	0	0	0	9	1	0	0	0	0	0	0	10	144
<b>Total-Other</b>	<b>0</b>	<b>0</b>	<b>2673</b>	<b>2902</b>	<b>2902</b>	<b>2848</b>	<b>2480</b>	<b>2696</b>	<b>2528</b>	<b>2600</b>	<b>2715</b>	<b>2506</b>	<b>26850</b>	<b>51581</b>
<b>Grand Total Circ.</b>	<b>4110</b>	<b>0</b>	<b>4071</b>	<b>4527</b>	<b>4121</b>	<b>4401</b>	<b>4082</b>	<b>4045</b>	<b>3922</b>	<b>4322</b>	<b>4139</b>	<b>3986</b>	<b>45726</b>	<b>108829</b>
Item Records Added	420	467	410	293	244	348	222	307	229	238	299	208	3685	3799
Patrons Registered	77	54	12	16	19	20	14	19	19	19	17	19	305	723
Renewals	696	438	339	307	264		376	317	388	453	459	426	4463	11556
Holds Filled	233	148	390	248	242	208	202	144	178	158	129	120	2400	2660

Holds Placed	556	549	1010	1268	995	1085	1110	996	1038	1030	1045	1110	11792	3817
Discs Cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Photocopies	1830	0	491	200	174	129	144	456	537	372	419	150	4902	24410
MeetingRoomGuests	362	60	40	40	40	40	196	180	214	68	72	72	1384	13186
Meeting Room Used	63	12	10	10	10	10	12	13	10	8	13	12	183	1552
SILO request unfilled	0	16	0	0	2	1	21	0	0	0	1	0	41	89
SILO request filled	0	3	15	7	1	0	1	0	0	0	0	6	33	22
SILO MCPL Request Filled	0	2	5	2	0	1	0	0	0	0	0	0	10	42
SILO MCPL Request Unfilled	0	0	21	30	1	0	0	0	0	0	19	0	71	67
Attendance	9000	3000	50	40	40	40	196	20	350	98	232	232	13298	185826
Children's Programs	3	0	0	0	0	0	0	1	2	1	2	3	12	45
Childrens Program Attendance	244	0	0	0	0	0	0	60	500	75	337	282	1498	3997
Young Adult Programs	0	0	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	0	0	254
Adult Programs	0	0	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	0	0	263
Programs	0	0	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	0	0	1967
In Library Use	3521	600	0	0	0	0	0	0	25	0	0	0	4146	47079
Faxes Received	0	0	0	17	1	1	1	0	0	0	10	11	41	43
Faxes Sent	7	0	59	23	3	0	1	0	1	0	39	31	164	556
Scan	105	0	2	0	2	125	0	0	25	40	4	8	0	0
Handouts, Brochures, etc.	1800	900	1200	1025	500	300	100	700	1800	400	1200	100	10025	33495
Genealogy Referrals	1	0	0	0	0	0	0	0	0	0	0	1	2	11
Archive Referrals	6	3	0	0	3	0	0	0	0	0	0	1	13	59
Photo Prints	0	0	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	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reference Questions	1500	1000	1100	1000	400	400	629	700	500	400	870	832	9331	26161
Internet Users	200	168	56	94	0	0	0	0	146	81	129	128	1002	9800
WI-FI Sessions	1072	967	680	691	464	457	537	713	868	928	1130	1147	9654	16924
Microfilm Users	0	0	0	0	0	0	0	0	0	0	0	0	0	9
Website Visits	2594	2362	2193	2562	2639	2771	2227	2359	2308	2471	2603	2582	29671	27685
<b>TOTAL PUBLIC SERVICES</b>	<b>24290</b>	<b>10749</b>	<b>8089</b>	<b>7873</b>	<b>6044</b>	<b>5936</b>	<b>5989</b>	<b>6985</b>	<b>9138</b>	<b>6840</b>	<b>9029</b>	<b>7481</b>	<b>108443</b>	<b>416643</b>
<b>GRAND TOTAL SERVICE UNITS</b>	<b>28400</b>	<b>10749</b>	<b>12160</b>	<b>12400</b>	<b>10165</b>	<b>10337</b>	<b>10071</b>	<b>11030</b>	<b>13060</b>	<b>18002</b>	<b>13168</b>	<b>11467</b>	<b>161009</b>	<b>567510</b>
<b>VOLUNTEER HOURS</b>	<b>28</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>14</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>217</b>	<b>947.25</b>

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

---

Reported by Brian Pauly, Recreation Superintendent

---

## Recreation Monthly Activities:

- Before and Afterschool Care
- Adult Softball
- Adult Tennis
- Fun N Sun
- Youth Softball
- Youth T-ball
- Youth Tennis
- 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 June: 184,352

Total People Served in 2020 through June: 139,181

Nights stayed at MacNider Campgrounds in 2021 through June: 2,679

Nights stayed at MacNider Campgrounds in 2020 through June: 1,923

## Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2020</u>	<u>2021</u>
Family	33	32
Class A	169	185
Class B	30	29
Youth	16	28
Daily Cart and Green Fees	\$60,232	\$62,994
Rounds Played	7,726	5,912

- 2,100 rounds played at Highland this month
- Mowed greens 48 times including double mowing
- Rolled greens 23 times
- Mowed tees and collars 19 times
- Mowed fairways 18 times



- Mowed all rough 5 times and cutting holes 2-5 an extra 3 times
- Changed the cups 19 times
- Changed practice cups 8 times
- Sprayed green with plant protectants and fertilizer 3 times
- Sprayed clover in rough on front and back twice 10 loads
- Sprayed tees for crabgrass and clover backside tees
- Mowed mounds 6 times at 4.0 inches
- Fixed tire on tractor
- Top-dressed all greens 2 times
- Verticut all greens 3 time and mow
- Back lap greens mowers 8 times
- Back lap tee mowers and grease 3 time
- Back lap fairway mowers 4 times
- Weeded the course 3 times
- Fertilized tees and approaches
- Raked and push up sides on traps 17 times

#### Arena Monthly Activities:

- Mason City Community School Graduations
- Host the Tusk Concert

#### Recreation Special Activities/Accomplishments:

- Held 4 pool parties at the Family Aquatic Center
- Held the Annual Fishing Derby with the Iowa DNR
- Continued planning and partnering with 2021 River City Steak Challenge – July 2-4, 2021
- Attended Tobacco Free Cerro Gordo County meeting
- Finished the installation playground unit at the Mason City Family Aquatic Center
- Continued to run the bike rental programming
- Continued to fix grass issues at the Soccer Complex
- Community Garden program
- Wrote and submitted 4 grants

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

- Worked on 2 leads for outings in 2022
- Co-ran the Men's City Tournament
- Hosted the Father/Son, Father/Daughter, Mother/Son, and Mother Daughter Tournament
- Hosted the Chamber of Commerce Outing
- Hosted the Iowa National Guard Outing
- Ran our Junior golf league has 42 golfers
- Recalibrated greens sprayer
- Fertilized fairways on 1,6,and 9 with grub control
- Trimmed trees on 1, 5, 6, and 9, and haul the debris

Arena Special Activities/Accomplishment:

- Continue to work out the details on our New Ticketing Software

Recreation Work to Be Completed in Coming Month:

- Run the Pool
- Run the Camp Grounds
- Run Fun N Sun
- Run Youth Softball
- Run Tiny Tot T-ball
- Run Adult Softball
- Run Youth Tennis
- Run Adult Tennis
- Find Youth Sponsor for Fall Sports
- Run for Spring Soccer
- Run Archery Program
- Run Adult Softball
- Help host the River Steak Cook-off Challenge

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland Park Amateur Tournament - July 11<sup>th</sup>
- Run the Highland Park Men's Season Pass Championship – July 17<sup>th</sup>
- Host the first Couples Golf and Dinner Event 30<sup>th</sup>
- Three private outings
- Mow greens, tees, fairways as needed
- Continue to monitor for grubs, cutworms and fungal diseases on greens
- Removal of dead damage trees
- Continue to spray for clover
- Topdress greens
- Trim trees
- Assess condition of the course and make adjustments

Arena Work to Be Completed in Coming Month

- Hairball Concert – June 16<sup>th</sup>
- North Iowa Fights MMA – July 31<sup>st</sup>
- Prepare for Marc Martel – August 6<sup>th</sup>

# Volunteer Program

---

Reported by Mary Litterer, Volunteer Program Coordinator

---



## Activities for the Month of June 2021:

- Volunteer supplies for Earth Day bags, coordination.
- Assisted library, find volunteers for weeding and cleanup project.
- Follow up with committee to organize River event clean up.
- On-going: Education with present and new volunteers on the importance of reporting hours to volunteer coordinator, sent emails to all active volunteers for reporting of hours, and keeping volunteers abreast of upcoming events.
- Sent out emails to all volunteers about volunteer, Birthday greetings and updates.
- Sent emails to update Beautification volunteers on any changes.
- Flower garden budget actual active plots, shared with gardeners, assisted gardeners with issues that have come up.
- Assisted Golf Course in securing flowers for project.
- Updated volunteers on new projects that have been requested for assistance.
- Secured volunteers for cleanup projects at parks made supervisors aware of volunteers wanting to assist with project.
- Worked with KCMR on projects are available and the need for volunteers.
- Worked with departments and projects to video and take pictures of events with volunteer drone pilot.

## 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 upcoming programs

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

Site	Assignment	Hours
Museum	Miscellaneous Projects (mask)	187.0
Beautification	Garden Maintenance/Cleanup	261.25
Earth Day	River Cleanup	21.0
457	Maintenance	257.0
Cemetery	Miscellaneous	22.0
Parks	Miscellaneous	2.0
<b>Total Hours</b>		<b>750.25</b>

# Youth Task Force

---

Reported by Alice Ciavarelli, Youth Task Force Director

---

Youth Task Force wrapped up program participant surveys for the year and continued preparation for summer activities. Conversations/meetings with school administrators and staff are ongoing throughout the summer to plan for upcoming school-year youth programming within the schools.

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 (YTF) staff attended role-appropriate training.

Youth Task Force continues its search for appropriate grant funding sources/donations.

## YOUTH TASK FORCE GRANTS

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

The Mentoring Advisory Board met for their regular meeting on June 29. They reviewed the Disparity Impact Plan final draft created under the *Improving Tomorrow: Prevention Focused Mentoring* grant and approved the final plan before submission to Iowa Department of Public Health (IDPH). The group reviewed and approved a new mentor recruitment poster concept as a foundation to increase mentor recruitment through print and social media over the next coming year. Also discussed were the existing Mentoring Program Sustainability Plan and current resources available to support the program.

The *Improving Tomorrow: Prevention Focused Mentoring* FY22 budget and workplan were submitted to IDPH for approval. The FY22 Mentoring subcontract was initiated with Garner-Hayfield-Ventura Community Schools. The partnership expands outreach mentoring services, a required component under the grant.

Under the OJJDP - *Iowa Mentoring Partnership Grant* workplan, Youth Task Force coordinated a June 24 activity for participants. The event offered ice cream treats and provided swimming passes for mentors, their mentees and mentee families.

Over the last quarter of FY21, mentors, mentees/families received:

- A year-end newsletter containing training information focused on Over the Counter Medications, Medicine Safety, Prescription Drug Misuse, with interactive activity ideas/video links/handouts/digital books. Helpful topics were provided to help keep grown-ups and youth talking.

- The One on One Mentor Brief, *Gambling and Teens*. The publication provided 2018 Iowa Youth Survey Gambling Data with examples/definitions of social versus pathological gambling. Facts were presented relating to activities of today seen as gambling and youth perception of harm. The handout gave tips to help monitor teens who might be engaging in those activities.
- Prescription Pain Medications (handout)