

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

October 2021

(Issued November 10, 2021)



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

Airport

Reported by David Sims, Airport Manager



Date: October 2021

Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 10/1/2021 – 10/31/2021	39616.5 Gallons	60 Buses
Enplaned 759 Deplaned 806		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at October 2021 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Taxiway A Relocation Project completed, only punch list items remaining
- General Aviation Taxiway Paving Project completed, grading and striping remaining
- New private hangar construction continuing, foundation complete
- Held Open House for Airport Terminal Planning Project, approximately 45 people in attendance
- Approved FY22 Marketing Contracts
- Took delivery of new tractor and batwing mower

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the November 2021 Airport Commission Meeting.
- Prepare for winter operations
- Open bids for new T-Hangar Building
- Public Hearing on Floodplain Impact of Lagoon Decommissioning Project
- Negotiate 28E, Easements, and other documents necessary for Lagoon Decommissioning Project

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of October:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings 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 23 Resolutions and 3 Ordinance 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 5 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 \$340.00 in animal license fees and \$300.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Send out various renewal letters

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: The ribbon cutting for the Performing Arts Pavilion was held on October 7. The Pavilion is not totally complete, but is expected to be finished before the end of 2021. As Council is aware, new 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 the hotel developer 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 IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: Beginning this fiscal year, CoRL and DoRL applications are being considered on a competitive basis due to limited funding. Staff began taking applications on July 14 and accepted them until August 13. Six complete applications were submitted by the deadline; all of them were in the DoRL area. New applications will not be taken again until the second half of the fiscal year (assuming funds are still available after the July/August round is complete). This will ensure that public funds will be used for projects providing the best return on the City's investment.

The City Council approved five DoRL loans on October 5, with a loan value of \$174,582.44. This will leverage a total investment of \$566,582.44. The City Assessor estimates that these completed projects will result in an additional \$192,140 in assessed valuation.

Section 657A.10 Program:

The City continues to make great strides through this program. On October 10, the City was awarded title to 316 5th Street NW, which has been persistently dilapidated and an attractive nuisance for criminal activity. We expect to have bids on demolition of this structure on the Council's agenda in November.

Of the other eight properties acquired by the City through the 657A.10 Program, six have been demolished and two have been sold (with a brand new house now completed on one of those lots, and a development agreement for renovation of the other).

The City continues to work with the owners of the remaining properties that received notices. Staff is working with our attorneys to ensure that these properties are remediated.

Staff is working with the City's attorney on six 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. The owner of one of these properties sold the property to the City; this house is expected to be demolished. Of the remaining properties, five 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 very close to completion at the north entrance of Southbridge Mall.
- Ground has been broken for the Skywalk. Delays in receiving materials will continue to delay construction.
- Work on the gymnasium and pool additions to Mason City High School is ongoing.
- Interior work is nearly complete at the Veteran's Administration Community Based Outpatient Clinic, on Tiffany Drive behind the new Tommy's Car Wash.
- A new office addition is being built on the north end of the Land-o-Lakes/Purina plant at 1609 19th Street SW.
- The new owners of the former Sears store have begun exterior and interior work for an indoor, climate controlled self-storage facility.
- The former Affordables on First building at 219 1st Street SW has been purchased by Frein Audio and Technology, LLC and will be renovated.
- Construction of solar arrays to serve the Mason City Water Treatment has commenced.

Development Review Committee: 4 meetings held in September.

DRC Activity	October, 2021	YTD
Total Development Plans Reviewed	4	48
Concept plans reviewed/approved as a Minor Site Plan	1	23
Concept plans to be resubmitted as a Major Site Plan	2	17
Total Concept Plans	3	40
Major Site Plan Reviews Completed	1	8
Preliminary Plat of Subdivision	0	3
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	1	8
TOTAL ITEMS REVIEWED	5	59
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	11

DIVISIONAL REPORTS

PLANNING AND ZONING DIVISION

Activity	September, 2021	YTD
Commercial, Principal Structure	2	24
Commercial, Accessory Structure	0	0
Residential, Principal Structure	2	49
Residential, Accessory Structure	6	44
Signs	2	24
Floodplain	0	5
Sidewalk Service Area Permits	0	3
Zoning Board of Adjustment Cases		
Appeal	0	0
Conditional Use Permit	0	1
Special Exception	1	8
Variance	2	11
Planning and Zoning Cases:		
Alley or Street Vacation	0	0
Change of Zone	0	3
Miscellaneous	0	2
Preliminary Plat	0	2
Site Plan Approval	0	3
Zoning Ordinance Text Amendment	1	3
Land Subdivision Activities:		
Boundary Line Adjustments	2	10
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
Historic Preservation Commission		
Historic Demolition Reviews	2	4
Zoning Violations		
Reported	4	27
Unfounded	0	2
Founded-Resolved without citation	4	11
Citations	0	0
Open Cases (as of date of report)	0	N/A
Cases initiated by staff	1	23
Zoning Inspections		
Zoning – Case Request	4	28
Zoning – Complaint	1	3
Zoning –Setback	2	11
Zoning - Final	1	7
Floodplain - Final	0	0
Zoning – Landscaping Install	0	1
Removal Site Inspection	0	1
Permit Reviews		

Activity	September, 2021	YTD
Zoning Reviews Completed	23	350
Floodplain Reviews Completed	40	536
Historical Reviews Completed	2	33

BUILDING INSPECTIONS DIVISION

Building Permit Summary:

BUILDING INSPECTIONS PERMIT REPORT				
Permits	October, 2021		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	22	\$ 689,097.54	267	\$43,107,882.25
Minor Building Permits	16	\$ 189,015.63	207	\$ 2,538,265.27
Electrical Permits	17		213	
Plumbing Permits	8		84	
Mechanical Permits	13		192	
Sign Permits	2	\$ 22,000.00	24	\$ 128,126.00
Demolition Permits	1	\$ 500.00	25	\$ 250,588.00
Structure Moving Permits	0	0	2	\$ 750.00
Inspections	October, 2021		YTD	
Number of inspections	148		1,606	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	32	6	388
Multi-residential	0	0	0	0
Commercial	0	5	5	63
Industrial	0	1	4	7
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	3	0	51
Fees Collected	October, 2021		YTD	
	\$10,751.45		\$ 224,050.72	

CODE ENFORCEMENT DIVISION

Code Enforcement Summary:

CODE ENFORCEMENT REPORT	October, 2021	YTD
Total Requests Initiated (not including snow/weeds ¹)	115	1030
Staff Initiated	76	655
Non-Staff Initiated (total):	39	375
Response to Complaint	4	118
Anonymous Complaint	24	144

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

CODE ENFORCEMENT REPORT	October, 2021	YTD
SeeClickFix	11	113
Case Requests Disposition		
Founded Case Requests	115	1030
Citations Issued	1	3
Cases to Court	0	12
Unfounded Case Requests	0	0
Cases by Type:		
Dead, Diseased or Dying Tree(s)	0	13
Dangerous Building	1	13
Abandoned Vehicle	0	20
Tree/Shrub Maintenance	0	0
Garbage	23	234
Inoperable Vehicle	9	77
Junk, Rubbish or Refuse	39	346
Other	11	110
Writ of Removal	8	25
Information Request	24	192
Snow Removal/Weeds & Tall Grass	36	870

Rental Inspections Summary:

Rental Inspection Report	October, 2021	YTD
Inspection Requests		
Initial Inspections	92	1290
Reinspections	22	202
Inspection Requests	0	1
Total Inspections	114	1493
Inspection Results		
Inspections Cancelled by Landlord	0	1
Inspections Cancelled by Inspector	0	0
Failed Inspections	21	140
Passed Inspections	89	1240
No Shows	0	20
Unfounded	2	5
Unavailable/Denied Entry	0	2
Units White Tagged	2	85
Rental Dwelling Certificates Issued	208	712
Total Fees Collected	\$ 4,730.00	\$ 57,150.00

Rental Inspection Report	October, 2021	YTD
Unfounded	2	5
Unavailable/Denied Entry	0	2
Units White Tagged	2	85
Rental Dwelling Certificates Issued	208	712
Total Fees Collected	\$ 4,730.00	\$ 57,150.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Transit

During the month of October, Mason City Transit provided 8,190 rides on its Fixed-Route; that is an average of 390 rides per day. This is an increase of 733 rides compared to October 2020 (COVID-19).

Due to the pending resignation of the Administrative Specialist in November and re-evaluation of the duties of Transit staff, the Transit Operations and Safety Manager worked with the Development Services Director and the Human Resources Department on a reorganization of the Transit Division. This reorganization will be submitted to the City Council in November. If the reorganization is approved, the Administrative Specialist's duties will be focused on the Department's rental housing inspection function, but will continue to provide some Safety related duties. The reorganization includes creation of a new Transit Supervisor position, who will be directly responsible for daily bus operations and working with the drivers. This will free the Transit Operations and Safety Manager to focus more on high-level transit administration and meeting obligations related to the City's safety program.

With the Transit Design Study now completed, the Transit Department's focus has been on marketing and implementing some of the low/no cost recommendations. Changes to the West Central and North Central routes will go into effect on November 1. These changes were designed to shorten time on the bus for passengers, as well as increase access and frequency to grocery stores and medical services.

The Transit Station renovation has also begun with new plumbing, HVAC, and bathroom fixtures being installed. Concrete restoration, floor resurfacing, fresh paint, and the installation of an ADA compliant door are still in process, with an estimated completion in Spring 2022.

Safety

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

The Safety Department also met with Argent to discuss the previous year's workers compensation totals.

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>
October	3	30%	7	70%	10
FY to Date	18	34%	35	66%	53

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

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
October	2	1	3
FY to Date	26	3	29

Lot sales were below projections and niche sales were as projected for the month. Fiscal year to date, lot sales are higher and niche sales are lower 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 – Working with staff

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	5
● 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	0
▪ Repair	1
▪ Disconnect	1
● Water – Residential	
▪ New	4
▪ Repair	3
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	1
▪ Sidewalk Repair/Replace	6
▪ Approach New	1
▪ Approach Repair/Replace	1
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	2
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	550
● Emergency Call-outs	6
● Emergency Call-out after hours	0
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	6
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	2
● Permit Review & Approval - City	
▪ Commercial Building	0

▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	6
▪ Moving	0
• Permit Fees collected	\$20.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2021 Street Panel and Curb Replacement Program:

Mid-Continent Contracting Inc. has three remaining repair locations.

Eastbrooke Storm Water Mitigation:

Henkel Construction and their subcontractors completed the remaining work on the pre-fabricated trail bridge and the fence adjacent to the trail. The remaining work consists of reseeding the channel and monitoring of the mesic native grass and wildflower seeding over the 3.5 acre buffer area. A project “walk through” is planned for the first week in November.

South Eisenhower Turn Lane Paving Project:

Mid-Continent Contracting Inc. (Mid-Continent) began work on the project on October 11th. The contractor started by removing shoulder material and sawcutting the edge of the existing pavement at the north end of the project. They completed the PCC paving from the south end of the Farm Credit Service of America driveway approach to the north tapered section of the new turn lane. The contractor will continue working on the turn lane return where South Eisenhower Avenue meets with Hwy 122/ 4th Street SW. The return work is expected to begin during the first week of November.

2021 Street Rehabilitation Program Project:

Heartland Asphalt and their subcontractor continued working on the project. The underground utility repair and replacement work was completed on North Harrison Avenue between 12th Street NW and 6th Street NW. This work consisted of the replacement of three storm sewer intakes and two storm sewer manholes. Heartland Asphalt completed the Hot Mix Asphalt (HMA) overlay operation on North Harrison Avenue on October 27th. The crews are currently working on North Harrison Avenue; the work consists of constructing a PCC alley approach and ADA compliant sidewalk ramps. The remaining work consists of fixture adjustments on North Harrison Avenue, South Georgia Avenue and South Taylor Avenue along with the replacement of the PCC alley approach located between South Pennsylvania Avenue and South Georgia Avenue, south of 1st Street SE.

24th Street SW Paving Project:

Acceptance of the project and approval of final payment is expected to be on the November 2nd agenda for the City Council’s consideration.

Union Pacific Railroad Quiet Zone:

The direction of the project is now focusing on completing the final form work with the Federal Railroad Association (FRA). A revised draft of the Notice of Establishment is being prepared for reissuance along with updating of the U.S. DOT Crossing Inventory Forms. The FRA is planning

for a final review of the project in conjunction with the Union Pacific Railroad for the first week in December.

Monroe Avenue Street and Utility Rehabilitation:

The prime contractor, Heartland Asphalt Inc. (Heartland), finished surface milling on Monroe Avenue between 9th Street NW to the north limit of the project during the week of October 18th. Heartland placed the mainline surface course of Hot Mix Asphalt (HMA) on October 25th and finished the side street tie-ins the following day. The crews are currently working between 9th Street NW and 7th Street NW reconstruction PCC driveway approaches and ADA compliant sidewalk ramps.

The new street lights on the west side of Monroe Avenue between Hwy 122/ 5th Street SW and 1st Street SW were energized. A subcontractor, K&W Electric, Inc., is currently pulling new electric wire between the new street lights between 6th Street NW and 12th Street NW. Once the wire is pulled Alliant Energy will connected power to the new controller/meter cabinet located at the intersection of North Monroe Avenue and 6th Street NW. Eighteen new LED street lights were installed with the project, replacing the streetlights that are currently mounted on the Alliant Energy utility poles. Substantial completion of this project, and the opening of North Monroe Avenue from 5th Street NW to 12th Street NW, is expected in mid-November.

Blue Sky Solar Project:

Blue Sky Solar's contractor was busy working on the installation of the solar panel support poles.

Water Distribution System Master Plan:

Stanley Consultant's, Inc. (Stanley) continued working on the Water Distribution System Master Plan with the information collected and submitted to their office.

The Engineering Study being conducted by Stanley will include an analysis and evaluation of the existing water distribution system under various demand and development scenarios.

The current distribution model will be completely updated and made usable to test scenarios for predicting future development demands and plan for future water infrastructure projects.

The Master Plan goals include:

- the updated model to reflect the existing system under current demands
- an evaluation of the existing system performance and improvements to correct system deficiencies
- existing system condition assessment
- determine the future growth scenario (20 years) and model it, determine improvements needed to serve future development scenarios and determine capacity shortfalls
- generate a priority improvement project list with assigned costs.

12th Street NW Reconstruction Project:

The project audit through the Iowa DOT was completed. Acceptance of the project and approval of final payment is expected to be on the November 2nd agenda for the City Council's consideration.

South Monroe Avenue RISE Project:

The application for reimbursement of RISE funds was submitted to the Iowa DOT along with an entire package of supporting documents for review and fund reimbursement per the RISE Grant Agreement.

Virginia Avenue - Mason Creek Culvert Replacement

The Mason Creek crossing on South Virginia Avenue, near the intersection of 17th Court SE is a twin 48" Corrugated Metal Pipe (CMP) system. A portion of the street pavement failure and collapse due to the deterioration of the metal pipes. The area has been surveyed for a project however a joint permit with the Army Corps of Engineering and Iowa DNR is required before the project can be approved for construction. Engineering Staff began working with the Iowa Department of Natural Resources (IDNR) on securing the necessary permit but was directed toward FEMA for updated flood information. A request was submitted to FEMA several weeks ago for flood data which in turn be used in the hydraulic modeling of a new storm structure that will replace the twin 48" CMP storm sewer culvers. SEH was put under contract to process the data once received from FEMA and from modelling results, prepare a set of plans and specifications for obtaining the required permitting and bidding purposes. SEH will utilize the field survey data collected by the Engineering Department to assist in preparing a plan set. The City is awaiting the FEMA data.

Water Treatment Plant Discharge Stream:

The project is planned and being coordinated along with the Winnebago River Dam #1 project. The project is expected to begin late fall /early winter after the river level has subsided.

Water Tower Maintenance Program:

Dixon Engineering completed the inspection of the Kentucky and Eisenhower Avenue towers on September 23rd. A preliminary report was submitted to the Engineering Department for review and guide in drafting a Professional Services Agreement with Dixon Engineering for services to prepare plans and specifications for bidding purposes.

Engineering worked with Dixon Engineering in preparing the PSA which includes a scope of services that will meet the current and future needs of the City for preservation of the towers.

The final draft of the PSA is expected to be on the November 2nd agenda for the City Council's consideration.

Other Tasks Performed through the Engineering Department:

- Alliant Energy, along with 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 U.S. 65 (South Federal Avenue). Michels Power is currently installing underground electric along 26th Street SW between South Adams Avenue and South Federal Avenue, then moving to 24th Street SW between South Washington Avenue and South Federal Avenue.
- Alliant Energy, along with Michels Power, continued working on an electric rebuild project 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. Michels Power is currently installing underground electric under Cheslea Creek near the Hwy 122/ 4th Street SW Bridge.

- Engineering Department Staff staked three locations for new street light placement in the area of Stone Pillar 18th and 19th Subdivisions. Street Light resolutions have been submitted to Alliant Energy and the street lights should be placed soon. The locations are at the intersection of South Illinois Avenue and Opal Drive, near the north dead-end of South Illinois Avenue and on Opal Drive mid-way between the South Illinois Avenue intersection and the Opal Drive dead-end.
- A review of the preliminary set of construction plans for the Asbury Farm 11th Subdivision is complete and comments have been sent to the Developer's Engineer, Clapsaddle-Garber Associates, Inc. (CGA). Comments from the IDNR Environmental Engineer were also reviewed and incorporated into the construction plans. The final set of construction plans were submitted to the Engineering Department on October 25th. The IDNR Construction Permit Applications for Water Supply and Sewage Treatment have been reviewed and signed by the City Engineer. These permits have been approved by the IDNR and returned to the developer. The contractor submitted shop drawing of the sanitary manhole structure, this drawing has since been approved. Construction on this subdivision will depend on the lead time for materials and weather.
- Engineering Staff coordinated work with an Alliant Energy Environmental Consultant, Stantec, for the placement of three new ground water monitoring wells near the former manufactured gas plant site near Hwy 122/5th Street SE and South Delaware Avenue. These wells are part of the environmental monitoring required for this site.
- The consultant designing the U.S. Cellular 5G small cell node project submitted plans showing the redesign of Alliant Energy utility poles at 11 locations. These plans include the new pole design that will accommodate a 5G antenna and the locations of meter pedestals that are required for each antenna. These plans are currently under review.

Traffic Division:

• Traffic Control	
• Sign work orders	43
• Traffic Sign Orders	1
• Streetlights	
▪ New Installation	0
▪ Repair Request	7
▪ Fixture Replacements	4
• Traffic Signals	
▪ Respond to signal issue reports	14
▪ Perform traffic signal repairs	11
• Iowa One-Call locate reviews	581
• Locate City-owned electrical utilities	29
• Emergency Call-outs	0

Other Tasks Performed by the Traffic Division:

- Calculated the cemetery electricity bill.
- Set out traffic data collectors on 9th Street SE for a speed study. Downloaded and processed the data.
- Repaired a small ground box for traffic sensor loops on South Kentucky Avenue.

- Assisted a traffic equipment vendor with a review of the City's signal system infrastructure. The review is a precursor for a program to monitor traffic and calculate timing plans to improve traffic flow.
- Assisted the Iowa DOT with signal operations at 4th Street SW and South Monroe Avenue while a contractor milled the pavement to remove wheel rut.
- Assembled the new school beacon system on the east end of the City.
- Assisted with traffic awareness improvements at numerous high speed approaches to rural type intersections.

Water Supply Division:

- Water Production

	<u>October</u>	<u>FY 2022</u>
• Total (gal)	143,599,000	587,558,000
• Daily Average (gal)	4,632,000	4,776,000
• Daily Maximum (gal)	5,112,000	6,508,000*
• Daily Minimum (gal)	3,903,000	3,558,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Cleaned EDR ECIP flow lines #4 EDR Train
- Cleaned the chemical reaction holding tank
- Repaired a leaking hose on EDR #3 Stage 3 line 5
- Replaced a leaking flange on the Sodium Hypochlorite Generator brine feed line
- Calibrated the vacuum transducer on the Sodium Hypochlorite Generator
- Replaced the air filters in the roof top handlers
- CIP #4 Train
- 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	570
• Prepare and send service repair letters	9
• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	12
• Correlate water main breaks and investigate for leaks	6
• Hydrant flow testing	1
• Hydrant Flushing	828
• Water Main shut down for repairs	6
• Water shut offs for non-payment	0
• Water shut for other	4
• Water service re-connects	0

- 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 12
- Water Service Permit/Inspection
 - Repair/Replace 8
 - New Installation 3
 - Disconnections 0

• Meter Department

	<u>October</u>	<u>FY 2022</u>
• Meters Installed	42	103
▪ Industrial	0	1
▪ Commercial	0	6
▪ Residential	42	96
• Meters Repaired	0	6
• Contractor and Garden Meters Recovered	7	7
• Contractor and Garden Meters Installed	3	6
• Meters Read	11,866	47,464
• Meters Ordered	0	41
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed October 2021</u>			<u>Meters Ordered October 2021</u>		
5/8"	42		5/8"	66	
3/4"	1		3/4"	0	
1"	1		1"	0	
1 1/2"	0		1 1/2"	0	
2"	0		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	44		Total	66	
<u>Meter Inventory November 1, 2021</u>					
5/8"	34		5/8"	0	
3/4"	5		3/4"	0	
1"	7		1"	0	
1 1/2"	2		1 1/2"	0	
2"	6		2"	0	
			3"	0	
			4"	0	

	Total	54			Total	0
--	-------	----	--	--	-------	---

Other Tasks Performed through the Water Supply Division:

- Pulled top on EDR #4 Stage 2 line 2. Replaced electrode and top membrane for voltage issues.
- Replaced piping in top of EDR #4 Stage 3 line 5.
- Replaced water circulator pump for plant hot water system.
- Continued flushing fire hydrants in the Southeast, Southwestern and Downtown areas.
- Performed troubleshooting on Fluoride Analyzer for erratic readings
- Prepared the well houses for winter
- 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 Brent Hinson, Finance Director

Finance		
	October	Fiscal Year- to- Date
Prepare payable checks	586	2493
Prepare receivable invoices	37	90
Prepare payroll checks	679	3308
Certify invoices to County	0	0
Send letters to State Offset Collections	6	24
Record State Offset collections	\$ -	0
Sort Mail		0
Ambulance accounts sent to collections	26	59
Record ambulance receivable	92	479
Scanned invoices for myView point processing	968	4018
Process utility payments	0	0

- Completed weekly payables
- Completed bi-weekly payroll
- Work with vendors on payable issues
- Record end of month receipts
- Record ambulance direct deposits
- Record inspection collections
- Record arena direct deposits
- Record golf direct deposits
- Record cemetery direct deposits
- Completed monthly IPERS report
- Completed monthly reconciliation for October
- Completed Street Finance Report and submitted for November 2 meeting
- Completed Annual Financial Report-published October 30; comes to council November 16
- Completed State TIF report-comes to council on November 16
- Began work on FY23 TIF Certification-comes to council on November 16
- Submitted annual 509a self-funded health insurance compliance report to Iowa Insurance Division
- Prepared 2018 G.O. arbitrage analysis data for consultant that assist the City with IRS compliance
- Quarter Reports-941,MFPRSI, IPERS

Utility Collection

Utility Collections

Record ACH activities	15	105
Prepare utility adjustments	122	372
Finals & charge offs	288	1097
Issue utility bills	10218	41084
Answer phone calls	955	4979
Respond to voicemail	288	1124
Complete utility service orders	324	1299
Complete landlord tasks	16	40
Issue shutoff notices	347	1537
Process customer paid utility bills	4972	20511
Process customer deposits	410	1690
Replace meters	18	72
Complete monthly sales tax report/hours		

Information Systems Coordinator

- Get with Carl G at the FD about his need for a digital signature.
- Get quote for new council iPad.
- Get with Animal Shelter about hooking up their new time clock.
- Get with Robert S about setting up email on his new phone.
- Motorola Meeting
- Pay invoices.
- Rebuild Danielle C's PC with new hard drive.
- Send information out concerning Guest WiFi.
- Test new Guest WiFi after RSM configures it.
- Check network jacks on Major Case Room at PD.
- Get Major Case Room computer on the City's network and configured.
- Get with Ed W at PD about the docking cradle setup for body cams.
- Go through Tracs list for Dawn W at the State.
- Look at PC for the Training Room at the PD.
- Order new Ipad for Council Member.
- Remove NetMotion from tablet in PD break room.
- Replace jack for Major Case Room.
- Take PC back to Danielle at PD.
- Finish Major Case Room PC.
- Get Dylan S set up for VPN.
- Get Tracs installed on final three PD PCs.
- Get VPN software updated for Dylan S.
- Get Zeucher IDs transferred back to Danielle C's PC.
- Install software for Aaron B at FD.
- Order long USB extension cable for MCR at PD.
- Pay invoices.
- Reset password for Diane Y in Water Billing.

- Reset password for Levi J at O and M.
- Search for missing emails for Erik B at FD.
- Take switch to Animal shelter for new time clock.
- Download and program council meeting to government channel.
- Get with Aaron B at FD about installing drivers for body cam.
- Get quote to Mary M at library for a projector.
- Go through phones in basement of PD and reassign any that don't have numbers.
- Have RSM check email system for storage space.
- Look at printer in Car 3.
- Look at video for McKenna W at PD.
- Order projector for Mary W.
- Remove EOC phone information from PD phone system.
- Fix up and run updates on basement conference room PC at City Hall.
- Fix permissions on scanner folder for new users at FD.
- Get with Frein Audio about PD.
- Get with Hannah L about old invoice from HP.
- Grant access to shared folder per Pam S's request.
- Install new hard drive in Kiera J's new PC and configure.
- Order extra SSD drives.
- Order spare hard drives for virtual box.
- Update Jeannett W's PC for Kiera J.
- Check mobile number for Danielle C at PD.
- Get Dave S's laptop set up for remote connectivity.
- Go over quote from CLTel regarding museum lines.
- Look at Car 1 printer.
- Look at Java problem on Brent H's PC.
- Check connection to Animal Shelter PCs and printers.
- Check permissions on FD scanner folders again.
- Fix DNS settings for Animal Shelter PC.
- Get with Casselle to update miViewPoint.
- Help Bob B fix his archived emails.
- Move computers for Finance.
- Check CLTel connections for updated speed.
- Contact RSM about VPN issues for Dave S at Airport.
- Get with Dave S to finish his connection to the VPN.
- Re-image City Hall basement conference room PC.
- Set up new tablet for Danya M at Rec.
- Finish programming APs for Rec Tablet.
- Finish rebuild of Conference Room PC.
- Finish tablet for Danya M.
- Get with Civic Systems to finish install on Kiera J's PC.
- Look at modem for Cemetery.
- Look for missing email for Brent H.
- Look for emails for Tricia S.
- Check Water Treatment Switch for redundant power supply.
- Get FD up and running on Sunday.

- Order spare power supplies for switches.
- Add second power supply to City Hall switch.
- Download and program council meeting on government channel.
- Look at museum switch for power supply redundancy.
- Order 4 for spare hard drives.
- Replace and add power supply to FD switch.
- Restart firewall at City Hall to reconnect Rec Department.
- Take 5 new PCs to PD.
- Adjust Kiera J's account in AD for new position.
- Finish last PC install at PD.
- Get quote and order 10 monitors for PD.
- Get security set back up on new phone for VPN.
- Get with RSM about Rec Department VPN drops.
- Install speaker bar for Cortney M at PD.
- Look at DVD drive issue for Tammy O at PD.
- Look for missing email for Jamie S and Kirby B at PD.
- Pay invoices.
- Set up phone in PD training room.
- Configure new laptop for Car 5.
- Finish setting up new Water Billing user.
- Look at evidence video with Kirby B at PD.
- Order hard drives from CDW-G.
- Order monitors for PD.
- Order replacement DVD drive for Tammy O's PC.
- Rebuild new evidence PC for PD.
- Remove former users from AD.
- Replace DVD drive in Tammy O's PC with temp unit.
- Set up new users for PD.
- Take a look at training room at PD.
- Reprogram keys for Hannah L and Michelle K.
- Get quarantined message out for Jennifer S at PD.
- Get Tracs installed on two new PCs.
- Go through quotes from Central Lock.
- Install Netmotion on tablet for Yeni K at the FD.
- Look a printer issue for Kiera J.
- Look at tablet for Matt L.
- Look for Steve K's files at the PD.
- Order cables for Finance.
- Program key for Matt L.
- Trouble shoot printer installation error.
- Order support renewals from RSM.
- Rebuild new PC for Greg S at PD.
- Set up new tablet for Car 8.
- Follow up with RSM projects with Brad M.
- Get Tracs install on new tablet and PC.
- Install scanning software on Kiera J's PC in Finance.

- Replace temp DVD drive for Tammy O with permanent drive.
- Replace Terrance P's PC.
- Take a look at default browser settings for Nancy O at O and M.
- Add users to Car 5 tablet.
- Configure new PC for 3 Detail Lieutenants.
- Fix spelling of new user name in AD.
- Set up new user for Water Treatment.
- Configure new Car 11 tablet.

Grant Administrator

Completed monthly reimbursements –

- Staffing for Adequate Fire and Emergency Response (SAFER) - \$11,693.43
- Justice Assistance Grant (JAG) - \$3,606.96

Completed quarterly reporting for Department of Justice Grants –

- Justice Assistance Grant
- Office for Victims of Crime Specialist
- Criminal and Juvenile Justice and Mental Health Collaboration Program

Grants received –

- Stratford Foundation
 - Fire Department -\$6,520
 - Parks and Recreation Department - \$2,000
- David and Phyllis Murphy Foundation
 - Fire Department - \$3,000
- Violence Against Women Act Grant Continuation
 - Police Department - \$4,500
 - North Central Iowa Narcotics Task Force - \$27,650
- Iowa Arts and Culture Marketing Grant
 - Library \$7,500
 - Museum \$7,500
- Bullet Proof Vest Partnership Approval
 - Mason City Police Department - \$16,000
- Federal Land and Water Conservation Grant Approval
 - Highline Trail Extension - \$130,008
- EPA B100 DERA Project Approval
 - Operations and Maintenance \$117,206
- REAP Grant Approval
 - Operations and Maintenance - \$96,210
- Trees for Kids Grant
 - Operations and Maintenance - \$2,500

North Central Iowa Narcotics Task Force –

- Monthly bookkeeping
- Deposits, Accounts Payable

Wellness Committee

- Meeting recap after Fall Luncheon
- Sub-Committee Meetings
 - Fitness Tracking App
 - Donation Drive

GIS Department

Airport

Cemetery

City Administrator

- Create road closure map for public notice posting x 11
- Discussion with City Administrator in regard to 28E agreement with CG County

Development Services

- Run script and create 1st and mid-month parcels CSV file
- Discuss changes needed in Transit map Route times, update stop times, create PDF for print
- Troubleshoot Parcel file errors from Smart Gov upload
- Review precinct boundary description, submit edits for review
- Clean up precinct legal boundaries description file
- Request to download mapping software to conference room computer, hard drive does not have enough space
- Troubleshoot connection to county data not working for specific user, windows update changed ODBC driver needed
- Meeting to go over new precinct boundary descriptions, final review

Engineering/Water Treatment/Customer Service

- Look into address location question, unknown address in GIS
- Look at damage to survey level GPS camera lens, needs to be replaced
- Get quote to fix GPS camera lens, forward to Chief Engineer
- Discuss and delete unused water customer service point, incorrect address
- Engineering/IT: discuss how to retrieve archived emails

Fire

- Research and estimate the number of residential and commercial buildings in the City for the Fire Marshal
- Look up total number of fire hydrants in City as requested

Finance

- Cover IT Department x 2 days, check server room, change back up tapes
- IT: troubleshoot data not getting out to online GIS/Asset mgmt. system, contact RSM (IT on vacation)

- IT: assist IT department with turning on local computer, rebooting server from server room
- Reset user's password and unlock account
- Online GIS/asset mgmt. mapping not working, portal not functioning properly, IT contacted

Human Resources

Operations / Utilities/ Water Reclamation / Parks

- Set up new user in online GIS/Asset mgmt. system

Police

Recreation

- Rec Dept/IT: does not have internet, reset firewall, fixed

General

- Update public facing Construction map with information from department heads daily or as changes arise
- Alliant Energy: discuss request for aerial imagery
- Attend quarterly IOWA GIS Meeting online
- Attend IGIC lunch and learn: creating 3D basemaps
- Work on creating 3D digital model of the City for use in mapping and 3D scenes
- Attend monthly EOC meeting, discuss future needs and Spring exercise

November Initiatives:

Finance Department

- Work on October financial month end reports
- Complete City Payables
- Continue CAFR work
- Process City Payroll

Information Systems Coordinator

- Finish configuring guest network for departments on wireless.
- 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 meetings

- Participate in EOC meetings
- Participate in Quarterly Iowa Geographic Information Council meetings

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	October 2021	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	54	640
EMS	493	4,621
Total Calls for Service (Fire & EMS)	547	5,261
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
446	40	6
Personnel Training Hours		
EMS	626.00	3,575.50
FIRE	937.47	9,447.67
Total Training Hours	1,563.47	13,023.17
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	144	1,917
Existing Building Inspections	12	188
Plan Reviews	19	191
Fire Investigations	0	14
Liquor/State License Inspections	2	98
Community Involvement		
Public Tours of the Fire Station (Number)	0	7
Public Fire Safety Appearances/Trainings (Number)	32	72
EMS/Fire Students - Ride-Along	2	21
Preceptor Training Hours	20.00	612.75
National Fire Statistics - YTD 11.3.2021	Line of Duty Deaths	Civilian Fire Deaths
	116	1,823
Fire Property Loss Report – Mason City		
Estimated Property Value	\$0.00	\$4,453,260
Estimated Property Loss	\$0.00	\$833,023
Total Saved	\$0.00	\$3,620,237

Overtime Hours			
	Fire	34.75	1,185.50
	EMS	900.50	4,386.00

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	15	26
Engineering	17		17
Finance	11		11
Fire	47		47
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maint	65		65
Police	44		44
Recreation	7		7
Youth Task Force	4		4
Grand Total	239	23	262

Plus 98 Seasonal employees

Staffing

Activity

Hiring Activity:	- Police Officer-12 openings (Police): Job offers made to 4 candidates and approved by City Council, who will start in November. Background checks continuing on additional candidates.
	Library Custodian II PT - 1 opening (Library): Recruitment continuing.
	Firefighter/EMT - 4 openings (Fire): 3 new hires started in October, 1 remaining opening.
	Water Billing Cashier - 2 openings (Finance): 2 new hires started in October.
	Mechanic - 1 opening (O&M): External Civil Service list created with Civil Service test. November interviews.

	Wastewater Operator - 1 opening (O&M): External Civil Service list created with Civil Service test. November interviews.
	City Assessor - 1 opening: Assisted the Conference Board and Examining Board with recruitment, interview process, and offer letter. Candidate approved by Conference Board and will take office effective 1/1/22.
	Transit Driver - 1 opening (Dev Services): Brainstormed transit operations with transit management staff, began external recruitment. Conducted 1 interview.
Positions Filled:	- Hired 4 full-time and 4 seasonal employees during the month.
Turnover:	- 4 seasonal separations during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 4 full-time and 4 seasonal hires.
Civil Service Commission:	- One meeting during the month.

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: Two open grievances. Scheduled for mediation in December. - Teamsters: One open grievance. Processed/resolved 3 grievances. - AFSCME: No open grievances.
Supervisory education/support:	- Conducted an educational program for the Police Command staff on a number of HR topics to assist them as management representatives.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

Employee Involvement

Activity

Wellness Program:	Wellness Committee meeting conducted during the month to plan upcoming activities.
Employee Activities:	- Conducted 5 empl blood draw/flu shot clinics.

Benefits

Activity

Employee benefit support:	- Ongoing support resolving employees benefit issues
Employee Benefits:	- Held 3 employee benefit meetings, began annual enrollment process for all employees.

Miscellaneous

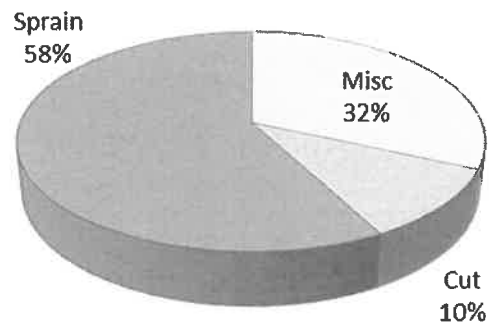
Activity

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.
Training:	- Participated in NeoGov virtual training program.

Safety Statistics	Month	2021 YTD	2020 YTD
# of Work Comp Cases	0	19	20
# of OSHA Injuries	0	19	19
# of Days Missed	0	18	205
# of Employees Off	0		

Oct Medical Cases

YTD Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

In the month of October the Museum continued to operate normally. 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. 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 board meeting met as usual on the third Tuesday of September. They renewed a CD that had come due, as well as discussed a potential off site storage area for the Museum. The City's new Director of Finance also came to introduce himself to the Board of Trustees. The Board also discussed the renewal and direction of their long-range plan.

The Museum applied for and received 2 emergency (Covid) grants from Iowa Arts Council / State of Iowa. Both of these were Covid specific. The first was to fund positions related to continued arts education. The purpose of the grant was to ensure staff would be focused on keeping arts programming going. The Museum must raise one-half of their own funds for staff salaries. This grant gave \$15,000 towards the salaries of the Curator and Museum Director. The second grant was designed to engage the community in returning to the arts and cultural opportunities. The Museum was granted \$6,000 in funding that must be used for local advertising (radio, newspaper, and Facebook/Instagram) in the months of November, December, and January. Although not a normal time of year to spend funds on advertising, it is the hope of the IAC to have locals re-engage with their art centers.

The largest use of staff time in the month of October was Artoberfest. This annual event was held October 8th and while it was not as successful as prior years, it was considered successful due to the difficulties related to Covid. The Museum did see lower attendance and was informed by ticket sellers that Covid did deter some of their normal attendees. In addition, the Museum did not hold its live auction, one of the largest money makers of the event, due to the Board deciding early on they did not want to force a crowd into a congested area for the auction. The staff instead made 2 large silent auctions that ended at different times and allowed guests to spread out.

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair Type Count
Water Main Repair	2
Cement (Water Main Repairs)	2
Water Main Taps	
Valve Installations	5
Cement (Valve Installations)	5
Fire Hydrant Installations	2
Fire Hydrant (Cement)	2
Fire Hydrant Flushing	15 days
Fire Hydrant Repair	4
Road Box Repair (VAC)	
Safety Inspections	1
Customer Complains Low PSI	
Leak Detection	1
Sanitation	10 days
TOTAL:	49

Internal Service Division:

Mechanical

Service and repair 0 inspection vehicles
Service and repair 0 Engineering vehicles
Service and repair 5 fire trucks and ambulances
Service and repair 0 park vehicles
Service and repair 4 police cars
Service and repair 0 Rec Department vehicles
Repair and service 5 Sanitation trucks, brakes, etc.
Repair and service 17 Street Department vehicles
Service and repair 2 Water Reclamation vehicles
Service and repair 0 Water Utilities vehicles
Service and repair 0 Water Supply vehicles

Electrical

Street light repairs:

Central Park, 122 and Taft, 2nd St. NW, 12th St. overpass, 4th St. NW, City Hall west lot, on streetscape, 4th and N. Federal, S. Conn Ave. , 15th and S. Federal, N. Delaware Avenue

Traffic Signal repair:

East State and Delaware, 122 and Crescent Dr. repair signal camera, A63
 Repair lighting at Frederick Park
 Repair electrical at Street Department
 Repair lights at Ray Rorick Park
 Civil War Re-enactment support
 Repair light at Street Department
 Repair electrical at Water Reclamation
 Repair door locks at Georgia Hanford
 South bridge lots remove poles and heads
 Repair bad light connection at 2nd and S. Pennsylvania Avenue
 Replace sensor at pump station #1
 Repair outlets at the plaza
 Repair tornado siren on S. Kentucky Avenue
 Repair outlets at Central Park

Wastewater Division:

● Wastewater treated:		
Monthly Total:	129.527	million gallons
Daily Average:	4.178	million gallons per day
Daily Maximum:	5.920	million gallons per day
Sludge processed	1.5	million gallons
Biosolids Hauled	3.77	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Helped dig up crew with valve boxes

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Collected industrial samples
- Issued 5 NOVs to Industries
- Ran E.Coli testing 5 x/month for DNR reporting
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed 2 Industrial Pretreatment Inspections
- Completed 1 industrial pretreatment sampling inspection

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries of delinquencies
- Calculate totals for all industries and plant
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Continue hauling biosolids

- Track mileage for all vehicles
- **Special Activities/Accomplishments of particular note:**
- Worked on PS #2 valve repair
- Hauled gallons of biosolids
- Mowed plant grounds
- Cleaned UV lights
- Check oil in all clarifiers
- Replaced brushes on final clarifier's
- Automatic Systems installed new DO meter in effluent
- Changed oil in John Deere tractor
- Conducted plant safety inspection
- Hosed off primary clarifier weirs
- Changed oil in all lift pumps
- Changed oil in skid steer and got it ready for winter
- Phase three CCTV kickoff meeting with WHKS and Visu Sewer

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	473.97 tons	4,835.87 tons
Recycling collected	107,200 pounds	1,166,890 pounds
Yard waste collected	214.05 tons	997.41 tons
Large item number of stops	79	701
Materials collected:		
Large furniture	40	411
Small furniture	32	313
Tubs & toilets	4	40
Appliances & TVs	23	253
Electronics	1	8
Request for service calls	260	2,934

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's Office
 Clean up accident debris, various locations
 Repair and rebuild storm drains as needed
 Pick up dead deer
 Haul old appliances to salvage yard
 Haul mulch
 Remove banners from the youth complex
 Plant trees downtown
 Mow and move cars at the gun range
 Trim and respond to 35 tree requests, remove 25 trees

Grade roads, alleys and shoulders
Sweep streets
Pothole maintenance
Install statues
Transplant trees along bike trail

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
Haul mulch
Trim trails
Mow and trim parks
Install sidewalk at Kiwanis park, remove shrubs for new landscaping
Trim all volunteers from conifers at the Arboretum
Paint over graffiti
Prep sprinkler in Central Park for winter
Prep shelters for winter
Check the zipline for broken and missing bolts, nothing found
Repair merry-go-round at Band Shell playground
Install new sidewalk at stone bridge

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	1774	1752	1609	1625	0	0	15720
Alarm - Business	48	36	61	36	50	49	51	50	42	41	0	0	464
Animal	36	34	52	56	58	82	76	82	60	66	0	0	602
Burglary	14	12	18	10	12	17	19	22	15	20	0	0	159
Collision - Prop Damage	62	80	62	54	72	52	66	70	51	69	0	0	638
Collision - Pers Injury	3	3	5	5	5	8	6	6	8	15	0	0	64
Collision - Hit and Run	13	13	12	21	23	22	22	19	10	16	0	0	171
Disorderly	116	105	135	153	163	141	156	139	153	127	0	0	1388
Domestic - Physical	8	11	15	14	9	15	14	16	15	16	0	0	133
Domestic - Verbal	24	35	25	31	27	34	25	26	30	33	0	0	290
Fireworks	2	2	0	3	3	47	83	1	8	3	0	0	152
Harassment	64	48	43	55	69	49	62	76	52	58	0	0	576
Medical	69	69	74	68	86	92	86	100	82	93	0	0	819
Motorist Assist	29	48	21	16	15	23	23	29	20	23	0	0	247
Parking	55	47	40	39	51	49	36	35	38	50	0	0	440
Stray Animal	20	21	45	48	47	65	62	53	46	57	0	0	464
Suspicion	121	106	171	183	219	214	164	203	184	185	0	0	1750
Theft	60	47	68	49	74	66	79	80	78	74	0	0	675
Welfare Check	81	74	100	87	101	105	120	118	100	119	0	0	1005

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	106	114	144	111	137	151	148	108	144	142	0	0	1305
New Investigations	35	34	42	36	42	39	40	42	39	42	0	0	394

	5	1	1	5	2	2	5	5	5	0			1
Traffic Citations	93	10 5	95	83	97	59	92	10 9	10 1	82	0	0	916
Written Warnings	11 4	67	76	60	49	66	58	51	54	22	0	0	617
Crash Reports	62	78	71	68	80	63	75	84	59	80	0	0	720
Parking Tickets	51 8	80 2	27 4	21 3	10 5	27	19	13	7	22	0	0	200 0
Traffic Stops	16 7	13 1	14 9	11 7	10 3	13 2	10 4	12 7	10 1	67	0	0	119 8
Extra Patrol Checks	90 2	56 8	67 5	58 2	44 0	43 0	42 6	38 9	40 2	39 8	0	0	521 2
Business Checks	14 7	10 5	92	91	76	79	53	79	63	68	0	0	853
Offender Checks	23	31	24	19	28	23	36	23	25	23	0	0	255
Records Requests	38 1	46 0	46 0	46 2	52 4	55 4	51 9	61 0	56 2	58 3	0	0	511 5

First Shift made an arrest this month on multiple burglary and theft charges related to an incident at the North Iowa Events Center. Follow-up on the case is ongoing to see if this is related to other cases in the area. We have also shared the information with other agencies in the area.

We had our second fatal crash in a month at 4th Street SE and California. We are finishing up investigations on both crashes and working with Engineering on potential improvements to the area. Driver behavior was a factor in both crashes.

Third Detail personnel worked a homicide case that happened on the Plaza in the early morning hours of October 3. MCPD was assisted by several local law enforcement agencies and the Iowa Division of Criminal Investigation. A murder charge has been filed in the case and the defendant is awaiting trial.

Officers investigated a shooting incident on October 19 and ended up making a case for stolen property, illegal firearms possession, and narcotics violations after obtaining a search warrant for the premises. The defendant was taken into custody and the investigation is ongoing.

On October 23, officers were called to a burglar alarm at a local bar and encountered a suspect leaving the property. He was taken into custody there and was in possession of items taken from the business. He was charged with burglary in the 3rd degree.

Criminal Investigations

Nine new cases were referred to CID for follow-up in October. Two of the new cases were closed and one new case was closed by arrest. CID personnel were called out to assist in the homicide investigation.

Personnel took training this month on Snapchat investigations and how to work with EcoATM on criminal investigations. One child protection center interview was completed and we did training at one financial institution on robbery investigations.

Support Services

October was a busy month for Animal Control. For the month, 12 dogs and 31 cats were taken to shelter. There were 15 charges filed for animal offenses and six bite cases. Personnel responded to 129 animal-related calls for service.

Our Crime Victim Specialist assisted on 95 cases in October. This included 99 phone calls and 13 in-person visits. Referrals for the month were made to Crisis Intervention, the CICS Justice Coordinator, and other outside community agencies. There was also follow-up on six cases with the County Attorney.

Records personnel processed 583 records requests for the month of September.

Administration

We moved four police officer applicants to City Council for hiring approval. They will start on November 3. We will put them through orientation training and then assign them to field training. Three of the four will attend ILEA in January 2022 for basic training. The fourth is a certified officer who will be assigned to patrol after FTO is completed.

We were assisted by several local law enforcement agencies in the homicide investigation that occurred on October 3. The DCI came in to investigate the officer-involved shooting. We are grateful for the support of our local agencies during major events.

We completed in-service training for firearms and night shoot. We also wrapped up our firearms training dealing with vehicle dynamics. The weather cooperated all month and made for great evenings on the range.

MCPD Social Media	Sep 2021	Oct 2021	Difference
Facebook	9,505	9,718	+213
Twitter	2,024	2,029	+5

Public Library

Reported by Mary Markwalter, Library Director

Some notable highlights from the past month:

The library book clubs are meeting in person now. The library added the full Chilton's database on the library website. The library now offers World Book online services which offers a lot of valuable coursework for students of all ages. The library offered take-and-make projects for children and young adults. The Friends of the library held their annual meeting for members and offered a free program open to the public about the "Black Dahlia." There is self-serve coffee available in the library commons area.

<i>Circulation-Books</i>	21-Oct	21-Sep	21-Aug	21-Jul	YTD	LYTD
Adult Fiction	1025	1066	1279	1252	4622	2041
Adult Non Fiction	455	398	465	495	1813	383
Large Print	598	767	751	777	2893	1396
Young Adult	383	274	427	544	1628	587
Juvenile Fiction	1406	1153	1347	1548	5454	1353
Juvenile Non-Fiction	392	346	216	336	1290	260
Middle School	159	162	202	240	763	0
TOTAL BOOKS	4259	4004	4485	4952	17700	6020
<i>Circulation-Other</i>						
Audio/CD/Playaway	208	76	177	225	686	250
Video Games	25					
Periodicals	126	160	123	102	511	92
Software	0	0	0	0	0	0
Other (puppets, misc.)	15	25	9	7	56	54
DVD	747	722	707	802	2978	385
Tumblebooks	3	4	1	1	9	42
Creativebug (users)	5	2	3	14	24	11
World Book Online	0					
Chilton's Online	11					
Ancestry.com	118	33	16	47	214	26
Brainfuse	247	123	32	0	0	2
Bridges	1817	1814	1639	1744	7014	6389
Newsbank	76	80	80	62	0	0
Hoopla!	679	625	718	722	2744	2665
Total-Other	4077	3664	3505	3726	14972	10428
Grand Total Circ.	8336	7668	7990	8678	32672	16448

Item Records Added	317	694	493	532	2036	974
Patrons Registered	85	56	80	65	286	74
Renewals	572	552	877	693	2694	1726
Holds Filled	169	197	161	234	761	585
Holds Placed	442	476	499	472	1889	4223
Discs Cleaned	0	0	0	0	0	0
Photocopies	1495	1500	1463	1834	6292	1313
Meeting Room Guests	517	501	295	335	1648	426
Meeting Room Used	29	56	40	17	142	43
SILO request unfilled	0	3	4	2	9	1
SILO request filled	16	0	24	16	56	6
SILO MCPL Request Filled	0	5	0	1	6	0
SILO MCPL Request Unfilled	4	23	7	2	36	19
Attendance	10500	12000	10000	10000	42500	912
Children's Programs	0	4	0	3	7	8
Children's Program Attendance	0	126	0	112	238	1194
Young Adult Programs	0	0	0	0	0	0
YA Program Attendance	0	0	0	0	0	0
Adult Programs	4	0	0	0	4	0
Adult Program attendance	31	0	0	0	31	0
In Library Use	3100	3325	1500	2000	9925	25
Faxes Received	10	15	0	14	39	71
Faxes Sent	40	25	48	101	214	71
Scan	79	48	79	30	0	77
Handouts, Brochures, etc.	1500	700	600	700	3500	3500
Genealogy Referrals	2	1	0	0	3	1
Archive Referrals	4	2	2	8	16	1
Photo Prints	19	8	4	4	35	0
OCLC Borrowed from MCPL	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0
Reference Questions	1000	825	800	1000	3625	2602
Internet Users	300	325	325	325	1275	484
WI-FI Sessions	263	1352	1261	1291	4167	4073
Microfilm Users	0	0	0	0	0	0
Website Visits	2296	2269	2223	2414	9202	9964
TOTAL PUBLIC SERVICES	22794	25088	20785	22205	90872	32488
GRAND TOTAL SERVICE UNITS	31130	57844	28775	30883	148632	55776
VOLUNTEER HOURS	21	21	10	7	59	63

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Archery
- Adult Softball
- Adult Volleyball
- Before and After School Care
- Tiny Tot Football
- Tiny Tot Soccer
- Youth Archery
- Youth Flag Football
- Youth Soccer
- Youth Tennis
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 223 nights stayed at MacNider Campgrounds

Daily Participation Rates:

Total People Served in 2021 through October:	309,810
Total People Served in 2020 through October:	179,187
Nights stayed at MacNider Campgrounds in 2021 through October:	5,646
Nights stayed at MacNider Campgrounds in 2020 through October:	3,622

Highland Park Golf Course Monthly Activities:

- | | | |
|---------------------------|-----------|-----------|
| • Season Pass Update: | 2021 | 2020 |
| Family | 33 | 33 |
| Class A | 172 | 172 |
| Class B | 29 | 31 |
| Youth | 28 | 16 |
| Daily Cart and Green Fees | \$160,698 | \$136,228 |
| Concession Sales | \$98,565 | \$76,605 |
| Rounds Played | 16,191 | 12,921 |
- 879 rounds played at Highland
 - Ordered food and beverages for concession
 - Mowed the greens 36 times
 - Mowed the tees and collars 10 times

- Mowed the fairways 20 times
- Mowed the rough 2 times
- Mowed the back mounds
- Blew and raked up leaves and debris on around of clubhouse 4 times
- Trimmed the mows with grounds master 2 times
- Changed the cups 10 times
- Changed the practice cups 2 times
- Back lapped the greens, tees, fairway mowers 1 times

Arena Monthly Activities:

- Hosted 3 North Iowa Bulls games
- Hosted a 5 Mason City Toros games
- Continue to support Youth Hockey Association activities
- Continue to support North Iowa Figure Skaters activities
- Gave 4 tours of the Arena and Office area

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 1 new winter staff
- Certified 13 youth coaches with NYSCA
- Addressing Fall & Winter Staff needs (email/letter)
- Attended the NIACC Wellness Advisory Board
- Finished up safety corrections from the annual inspections
- Starting preparing for CIP proposal for the Park and Recreation Board
- Work on a number of projects for the Multi-Purpose Arena
- Staff member Danya Moore was appointed to Vice Chair of the Iowa Aquatic Committee
- Worked on Principal Pavilion construction
- Ribbon Cutting on Principal Pavilion

Highland Park Golf Course Special Activities/Accomplishment:

- Starting preparing for CIP proposal for the Park and Recreation Board
- Performed staff evaluations
- Raked traps and push up sides after rain events and deer 3 times
- Changed the oil leaf blower and vacuum
- Marked course to enable carts to run after heavy rain
- Applied growth regulator, fungicide, liquid fertilizer to greens
- Put on blower and hook up the large vacuum
- Blew leaves on front and back vacuum up over 60 loads leaves
- Fixed 1 cart shed doors replacing springs and adjusting
- Changed the mowing deck on grounds master
- Fixed drive belt on grounds master
- Mowed gully on #11
- Blew the tees and greens of acorns every morning
- Cleaned gutters to clubhouse 5 times refasten gutters
- Dug up and replaced the valve on hole number 12 greens

- Start blowing the water from irrigation lines
- Sprayed all the greens and collar with winter protectant for snow mold
- Power washed the deck
- Replaced rotting boards on deck
- Removed all of the outside water fountains
- Clean up limbs and debris

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Youth Volleyball
- Run Tiny Tot Flag Football
- Run Adult Volleyball
- Run Youth Dodgeball
- Run Preschool Sports
- Continue to addressing Fall & Winter Staff needs (email/letter)
- Prepare for Zoom with Santa
- Prepare for Santa Calls
- Staff attend the Women in Leadership Forum in Des Moines

Highland Park Golf Course Work to Done in Coming Month:

- Start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Grind stumps remove debris and fill with soil and seed
- Finish spraying for broadleaf weeds on front
- Continue to blow and pick up leaves
- Spray greens and tees for winter molds
- Top dress greens for winter protection
- Identify trees for removal
- Continue to maintain course till closing

Arena Work to Done in Coming Month:

- Book summer events

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of October 2021:

- Volunteer supplies, bags for litter cleanup coordination
- On-going: Education with present and new volunteers on the importance of reporting hours to volunteer coordinator, sent emails to all active volunteers for reporting of hours, and keeping volunteers abreast of upcoming events
- Sent out emails to all volunteers about volunteer opportunities and updates
- Sent emails to update Beautification volunteers on any updates with gardens.
- Updated flower garden budget actual active plots, shared with gardeners, assisted gardeners with issues that have come up. Submit invoices for beautification, payment to vendors
- Updated volunteers on new projects that have been requested for assistance
- Made supervisors aware of volunteers wanting to assist with project
- Worked with KCMR on write up for radio presentation for the need for volunteers
- Updated pictures of Beautification Gardens
- Worked with Parks with Tree Planting Project
- Attended Aging Coalition Meeting
- Participated in SALT Forum as a Vendor
- Accepted 5 new volunteer applications and referred to appropriate department
- Worked on grant reports
- Work with vendors to ensure all invoices are paid for Beautification project
- Worked with Newman Students on Cemetery cleanup Project
- Worked on Volunteer Luncheon

Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active
3. Updated Beautification Pictures and took pictures of volunteers working in gardens.
4. Updated Volunteer Information Board for upcoming programs

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects (mask)	122.85
Recreation	Football/soccer	24.0
Beautification	Garden Maintenance/Cleanup	119.5
Earth Day	Misc. Street cleanup	100.0
457	Maintenance	38.0
Library	Misc. Jobs	0
Cemetery	Misc.	390.0
Parks	Tree Planting	80.0
Police	Misc.	0
Total Hours		874.35

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

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

First-quarter state grant reports were submitted on time. Efforts are ongoing to recruit new mentors, especially males. A media campaign is planned using specific IDPH funding intended for radio ads, professional printed posters/flyers, *Globe Gazette* print ads/targeted digital impressions.

In our community-based programs, 3 adult mentors, 3 mentees and their families took part in the orientation and training process this quarter. In peer programs, 46 high school students and 27 middle school mentees completed the orientation and training process. We are still waiting for permission forms to be turned in from elementary mentees.

The One on One program orientation process includes a program overview, guidelines, and goals as well as the mentor interview. The training portion includes a more in-depth explanation of goal and program objectives, rules, guidelines, as well as the background check forms and mentor agreement. The Parent Packet includes a program overview, interest inventory, and permission form.

Peer mentoring programs are off to a good start, with some meeting four times a week. Meetings at John Adams Middle School are held as a group with regular activities presented by the Peer Coordinator during each session. Group activities are geared toward substance use prevention, building character, improving self-esteem, or just plain fun!

Local One on One mentors voiced a preference toward individual activities they can do with their mentees, rather than group activities. The preference appears to be COVID-related.

Mentoring Coordinators continue support for all matches. The quarterly *Mentoring Memo* newsletter was sent to 42 mentor and 42 mentee families (via email and postal mail). Asset information and activities were shared with them at their meetings. The Mentoring Coordinator shared handouts from Kristie Probst's *Mentoring for Meaningful Results- Asset-Building Tips, Tools, and Activities*. Three handouts shared with peer matches included: Conversation Topics, Identifying Common Interests, and Reflecting on Asset Categories. Each Coordinator conducted check-ins with mentors and families.

SAMHSA - NIPA Mental Health Awareness Training (MHAT) Project

Quarterly federal reports were submitted on time. Work continues on the Annual Progress Report (APR) and Federal Financial Report (FFR).

YTF continues the planning process to present Teen Mental Health First Aid (tMHFA) to area high school teens. The Director applied for 3 separate grants over the month to fund the North Iowa Teen Mental Health Awareness Training Project and will continue the process as more

funding resource cycles open. The anticipated project start date is January 1, 2022, with a current end date of June 23, 2023. YTF will proceed with training as funding allows. Schools within Mason City will be offered tMHFA first, followed by surrounding school districts.

At this time, teen Mental First Aid (tMHFA) is not yet offered to any teens in the state of Iowa. The North Iowa Teen Mental Health Awareness Training Project will be the first in the state, which will position the project favorably when federal or state funding becomes available.

***YTF searches for appropriate grant funding sources/donations - ONGOING.**