

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

November 2021

*(Issued December 17, 2021)*



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

# Airport

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Reported by David Sims, Airport Manager

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**Date: November 2021**

United Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 11/1/2021 – 11/30/2021	32,208.4 Gallons	60 Buses
Enplaned 821 Deplaned 837		

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

- 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
- Completion of Hangar Access Paving project

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

- Preparation of Board Packet Information, Agenda and Attendance at the December 2021 Airport Commission Meeting.
- Finalize 28E and other documents for Lagoon Decommissioning Project
- Prepare draft Capital Improvement Budget
- Post Draft Environmental and Historical Documentation for New Terminal Project

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of November:

- 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 19 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 8 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 \$630.00 in animal license fees and \$225.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Send out various renewal letters

# Development Services Department

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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

Iowa Reinvestment District Program: Except for some minor finishing issues, the Performing Arts Pavilion is complete. The interior stage has already been used several times. 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: The competitive period for CoRL and DoRL applications ended in August, when the Forgivable Loan Review Committee reviewed six DoRL applications. Five of those applications were approved by the City Council in October, with a loan value of \$174,582.44, leveraging a total investment of \$566,582.44. The City Assessor estimates that these completed projects will result in an annual increase in assessed property value of \$192,140. 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.

## Section 657A.10/Blight Elimination Program:

The City continues to make great strides through this program. In November, the City Council approved contracts with two firms to demolish 316 5<sup>th</sup> Street NW and 1422 North Hampshire Place, both of which have been persistently dilapidated and attractive nuisances for criminal activity.

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 exterior stage of 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 is delaying construction.
- Work on the gymnasium and pool additions to Mason City High School is ongoing.
- The Veteran's Administration Community Based Outpatient Clinic, on Tiffany Drive behind the new Tommy's Car Wash, opened at the end of October.
- 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.
- The new owners of the former Sears store have begun exterior and interior work for an indoor, climate controlled self storage facility.
- Renovation of the former Affordables on First building at 219 1<sup>st</sup> Street SW, now the home of Frein Audio and Technology, LLC, is ongoing.
- Construction of solar arrays to serve the Mason City Water Treatment has commenced and is working towards completion.

Development Review Committee: 2 meetings held in November.

<b>DRC Activity</b>	<b>November, 2021</b>	<b>YTD</b>
<b>Total Development Plans Reviewed</b>	3	51
Concept plans reviewed/approved as a Minor Site Plan	2	25
Concept plans to be resubmitted as a Major Site Plan	0	17
<b>Total Concept Plans</b>	2	42
Major Site Plan Reviews Completed	1	9
Preliminary Plat of Subdivision	0	3
Final Plat of Subdivision	0	0
Other Reviews (structure moves, etc.)	0	8
<b>TOTAL ITEMS REVIEWED</b>	3	62
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	11

## DIVISIONAL REPORTS

### PLANNING AND ZONING DIVISION

Activity	November, 2021	YTD
Commercial, Principal Structure	2	26
Commercial, Accessory Structure	0	0
Residential, Principal Structure	2	51
Residential, Accessory Structure	6	50
Signs	4	28
Floodplain	3	8
Sidewalk Service Area Permits	0	3
<b>Zoning Board of Adjustment Cases</b>		
Appeal	0	0
Conditional Use Permit	0	1
Special Exception	2	10
Variance	0	11
<b>Planning and Zoning Cases:</b>		
Alley or Street Vacation	0	0
Change of Zone	1	4
Miscellaneous	0	2
Preliminary Plat	0	2
Site Plan Approval	0	3
Zoning Ordinance Text Amendment	0	3
<b>Land Subdivision Activities:</b>		
Boundary Line Adjustments	5	15
Lot Splits	0	0
Final Plat (not requiring P&Z review)	0	0
<b>Historic Preservation Commission</b>		
Historic Demolition Reviews	0	4
<b>Zoning Violations</b>		
Reported	1	28
Unfounded	0	2
Founded-Resolved without citation	0	11
Citations	0	0
Open Cases (as of date of report)	1	N/A
Cases initiated by staff	1	24
<b>Zoning Inspections</b>		
Zoning – Case Request	1	29
Zoning – Complaint	1	4
Zoning –Setback	0	11
Zoning - Final	0	7
Floodplain - Final	0	0
Zoning – Landscaping Install	0	1
Removal Site Inspection	0	1
<b>Permit Reviews</b>		



Activity	November, 2021	YTD
Zoning Reviews Completed	34	384
Floodplain Reviews Completed	45	581
Historical Reviews Completed	3	36

## **BUILDING INSPECTIONS DIVISION**

### *Building Permit Summary:*

<b>BUILDING INSPECTIONS PERMIT REPORT</b>				
Permits	November, 2021		YTD	
	Number	Valuation	Number	Valuation
Major Building Permits	23	\$ 727,805.21	290	\$43,835,687.46
Minor Building Permits	9	\$ 50,855.00	216	\$ 2,589,120.27
Electrical Permits	30		243	
Plumbing Permits	8		92	
Mechanical Permits	25		217	
Sign Permits	4	\$ 35,160.00	28	\$ 163,286.00
Demolition Permits	2	\$ 28,566.00	27	\$ 279,154.00
Structure Moving Permits	0	0	2	\$ 750.00
Inspections	November, 2021		YTD	
Number of inspections	143		1,749	
Permits by Type	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	24	6	412
Multi-residential	0	0	0	0
Commercial	1	7	6	70
Industrial	0	0	4	7
Institutional	0	0	0	1
Other (signs, demo, etc.)	0	6	0	57
Fees Collected	November, 2021		YTD	
	\$11,465.51		\$ 235,516.23	

## **CODE ENFORCEMENT DIVISION**

### *Code Enforcement Summary:*

<b>CODE ENFORCEMENT REPORT</b>	<b>November, 2021</b>	<b>YTD</b>
Total Requests Initiated (not including snow/weeds <sup>1</sup> )	111	1141
Staff Initiated	32	687
Non-Staff Initiated (total):	79	454
Response to Complaint	38	156
Anonymous Complaint	28	172
SeeClickFix	13	126

<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>November, 2021</b>	<b>YTD</b>
<b>Case Requests Disposition</b>		
Founded Case Requests	111	1141
Citations Issued	1	4
Cases to Court	0	12
Unfounded Case Requests	0	0
<b>Cases by Type:</b>		
Dead, Diseased or Dying Tree(s)	1	14
Dangerous Building	3	16
Abandoned Vehicle	0	20
Tree/Shrub Maintenance	0	0
Garbage	13	247
Inoperable Vehicle	1	78
Junk, Rubbish or Refuse	56	402
Other	10	120
Writ of Removal	8	33
Information Request	19	211
Snow Removal/Weeds & Tall Grass	12	882

*Rental Inspections Summary:*

<b>Rental Inspection Report</b>	<b>November, 2021</b>	<b>YTD</b>
<b>Inspection Requests</b>		
Initial Inspections	79	1369
Reinspections	29	231
Inspection Requests	0	1
<b>Total Inspections</b>	<b>108</b>	<b>1601</b>
<b>Inspection Results</b>		
Inspections Cancelled by Landlord	0	1
Inspections Cancelled by Inspector	0	0
Failed Inspections	21	161
Passed Inspections	66	1306
No Shows	4	24
Unfounded	2	7
Unavailable/Denied Entry	0	2
Units White Tagged	6	91
Rental Dwelling Certificates Issued	13	725
Total Fees Collected	\$5,260	\$62,410.00



## **TRANSIT OPERATIONS AND SAFETY DIVISION**

### ***Transit***

During the month of November, Mason City Transit provided 8,325 rides on its Fixed-Route; that is an average of 416 rides per day. This is an increase of 1,614 rides compared to November 2020. (COVID-19)

On November 1, 2021 the West Central and North Central route changes went into effect. 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. Passenger response to these changes has been overwhelmingly positive and we look forward to future transit improvements.

### ***Safety***

During the month of November, 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.

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

# Elmwood-St. Joseph Cemetery

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Reported by Tyler Anderson, Cemetery Manager

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## **Burial Services**

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
November	6	60%	4	40%	10
FY to Date	24	35%	39	65%	63

Burials this month were above projected. Cremation burials were as 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>
November	0	1	1
FY to Date	26	4	30

Lot sales were below projection and niche sales were at projection. Fiscal year to date, lot sales are much higher than projected and niche sales are lower than projected.

**Administration** – Selling and installing winter flowers, coordinating burials

**Operations** – Installing new columbarium, winterizing machinery and grounds

**Board of Trustees** – Beginning to work on creating an updated cemetery rulebook

# Engineering Department

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

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## Engineering Division:

○ Engineering	
● DRC Site Reviews	3
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	4
▪ New Installation	3
▪ Disconnect	1
▪ Septic	1
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	1
▪ Repair	3
▪ Disconnect	0
● Water – Residential	
▪ New	1
▪ Repair	13
▪ Disconnect	1
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	1
▪ Approach New	3
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	2
● Pedestrian Ramp survey & design	2
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	427
● Emergency Call-outs	13
● Emergency Call-out after hours	6
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	9
▪ Moving/Oversized load	0
▪ Review contractor Traffic Control Plan	2
● Permit Review & Approval - City	
▪ Commercial Building	0

▪ Residential Building	1
▪ Demolition	4
▪ Remodel or Addition	1
▪ Moving	0
• Permit Fees collected	\$3,945.00
• 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:**

A project “walk through” was conducted on November 2nd to identify any outstanding issues. The identified items will be corrected prior to the acceptance of the project. A Punch List was provided to Henkel Construction and many of the issues are being addressed. Reseeding of the channel occurred during the week of November 22nd. A contractor independent of the contract was hired to install an additional horizontal steel rail across the channel to provide and serve as an additional safeguard to help contain the cattle from wondering into the adjacent field.

**South Eisenhower Turn Lane Paving Project:**

Mid-Continent Contracting Inc. (Mid-Continent), completed work on the project the week of November 15th and the new right turn lane on southbound South Eisenhower Avenue was opened to normal traffic. The contractor completed the PCC paving on the turn lane return where South Eisenhower Avenue meets with Hwy 122/ 4th Street SW on November 5th. Engineering Staff hired Quality Striping Inc. to place the turn-lane pavement marking symbols prior to the opening. During grading work, a buried fiber vault owned by Mercy One was uncovered. Mercy hired Mid-Continent to relocate the vault outside of the turn lane paving. Mid-Continent completed the outlet grading and placed the remaining embankment material the week of November 22nd. Acceptance of the project and approval of final payment is expected to be on the agenda for the December 21st meeting of the City Council.

**2021 Street Rehabilitation Program Project:**

Heartland Asphalt and their subcontractor continued working on the project. Crews finished work on North Harrison Avenue; this work involved constructing a PCC alley approach and ADA compliant sidewalk ramps. The PCC approach to the alley adjacent to East State Street between South Pennsylvania Avenue and South Georgia Avenue was paved on November 19th. Crews completed manhole and water valve adjustments and pouring PCC boxouts for sanitary sewer manholes on South Georgia Avenue and South Taylor Avenue. The remaining work consists of spreading and leveling topsoil at the disturbed areas. A project “walk through” is planned for the beginning of December to identify any outstanding issues.

**24th Street SW Paving Project:**

The City Council accepted the work and approved final pay at their November 2nd meeting.

**Union Pacific Railroad Quiet Zone:**

The Associate Administrator of the Federal Railroad Association (FRA) in Washington DC was contacted by the current FRA Regional Manager to request their written approval of the Alternate Supplemental Measures (ASMs) used at the 6<sup>th</sup> Street SW crossing. The Associate Administrator had previously given approval of the work completed by the city, in either verbal or email form. However, there was no official prepared letter.

The Administrator determined by Rule that the City submit a Public Authority Application to include the ASMs at the 6<sup>th</sup> Street SW crossing for his and the entire Diagnostic Team's review. I was aware that this was a possibility but also understood through earlier conversations that it was not necessary. Since it has been confirmed that it will be a requirement, I completed in draft form the Public Authority Application for review and comment from the regional manager before certifying the application and sending it to the Associate Administrator and the Diagnostic Team.

I expect to submit the finished application in December.

**Monroe Avenue Street and Utility Rehabilitation:**

The prime contractor, Heartland Asphalt Inc. (Heartland), finished with the reconstruction of PCC driveway approaches and ADA compliant sidewalk ramps between 9th Street NW and 7th Street NW during the week of November 8th. On November 12<sup>th</sup>, a water service leak developed near the intersection of 7th Street NW. A subcontractor, Bob McKiness Excavating & Grading Inc. (McKiness), was called back to excavate and repair the leak. North Monroe Avenue was entirely opened to traffic on November 18th; prior to the opening the traffic control and detour signage was taken down. A project "walk through" was conducted with staff from WHKS, the City's Engineering Department, including the Traffic Control Technician, and the Water Department was conducted between November 17th and the 22nd. A comprehensive punch list was compiled by WHKS and submitted to Heartland on November 23rd. Heartland, and their subcontractors, are currently working on the punch list items.

**Blue Sky Solar Project:**

Blue Sky Solar's contractor continued working on the the installation of the solar array north of the Mason City Water Works facility. They also coordinated with Alliant Energy to have the electrical power to the plant switched over and reconnected to a new transformer in preparation for utilizing power produced by the solar array.

**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 City Council accepted the work and approved final pay at their November 2nd meeting. The City will apply for the final reimbursement of SWAP funds from the State of Iowa when the final payment to the contractor has been processed and cleared through the bank.

#### **South Monroe Avenue RISE Project:**

The application for reimbursement of RISE funds was submitted in October to the Iowa DOT along with an entire package of supporting documents for review and fund reimbursement per the RISE Grant Agreement. There have been no questions or comment thus far in their audit of the project.

#### **Virginia Avenue - Mason Creek Culvert Replacement**

The pavement failure on South Virginia Avenue is a result of rotted twin 48” corrugated metal storm sewer pipes which are the Mason Creek crossing. The skew angle of the pipes is such that crossing the street requires a culvert(s) length of approximately 225’, not a quick or easy fix.

The street failed in August and I immediately began working with the Iowa DNR since a permit is required for replacement of the culverts as part of the Mason Creek system. The Iowa DNR determine a joint permit is needed with the Army Corps of Engineers, as similar in the past with the new box culvert constructed with the 19<sup>th</sup> Street SE Widening Project, the culvert extension completed on South Kentucky Avenue and with the new bridge which was part of the 19th Street SE extension project. The permit requires preliminary design to assure the agencies that the creek waters will not be backed up on properties up stream whereby causing flooding. In short the City needs to acquire a “no rise” certificate before receiving a permit and advancing the project.

A local consultant, SEH, was hired to begin working on a design utilizing FEMA data. The City’s local flood plain manager then became involved to work as a liason with FEMA on a request for submission of their data. After multiple checks with FEMA, the data was finally received on November 18, 2021. It was immediately processed and passed onto SEH engineers to begin modelling the stream data for design of a replacement culvert(s) crossing.

The original intent was to bid the project in late November to early December, remove the existing twin culverts and install the new culvert(s), then pave the street back in the spring of 2022. The project is several weeks behind that target but we still plan to move forward at an accelerated pace to bring this as project to the City Council for approval and move directly through bidding and construction this winter.



**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 in early winter or when the Winnebago River water level has subsided to an acceptable level.

**Water Tower Maintenance Program:**

The final reports for both tanks were received from Dixon Engineering (Dixon) in Mid-November. A professional services agreement with Dixon was approved by the City Council on November 2, 2021 for services required to prepare final plans, specifications and contract documents for bidding purposes. I continued working with Dixon through submission of existing tank information and by reviewing and providing comments on their contract documents.

Dixon will continue working on the bidding documents with a goal of bidding the project in January of 2022.

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

- Engineering Department staff met with representatives from Alliant Energy and their contractor on bi-weekly progress meetings. These meetings are needed to coordinate ongoing and upcoming projects and to address any concerns that come up during construction.
- 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 24th Street SW between South Monroe Avenue and South Jefferson Avenue and along South Jefferson Avenue between 24th Street SW and 25th Street SW. A subcontractor is replacing concrete sidewalk as the work is progressing, however due to the weather, they will soon be placing compacted gravel or asphalt millings as a temporary surface in the areas where sidewalks have been removed, until concrete can be placed in the spring.
- 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. The underground work on the project continues as crews are working on restoration. Michels Power completed the underground electric conduit bore beneath Cheslea Creek near the Hwy 122/ 4th Street SW Bridge.
- Alliant Energy, along with Michels Power, started work on a new electric rebuild project north of Georgia Hanford Park. The project area is located south of 19th Street SE to the Park and between South Federal Avenue and South Carolina Avenue. The project, in part, is driven by the upcoming Iowa Department of Transportation US65 Reconstruction project. Crews will begin with the underground installation along 22nd Street SE between near South Federal Avenue and South Georgia Avenue.
- A new Alliant Energy electric rebuild project will be starting soon. The project area is located south of Highway 122 (4th Street SW), extending to the Canadian Pacific Railroad Tracks and between South Pierce Avenue and South Monroe Avenue.
- Construction began on the Asbury 11th Subdivision (Aspen Court) on November 12th. The underground contractor hired by the Developer, Navratil Excavating, began the project with the installation of the new water main. Approximately 810' of new 6" water main, including

one fire hydrant was installed. The pressure test was conducted and passed on November 19th. The new sanitary sewer main was installed during the week of November 22nd. A new sanitary sewer manhole and approximately 180' of new 8" sanitary main was installed and connect to a main stub installed during the Asbury 10th Subdivision. A low-pressure air test was conducted on the new sanitary sewer main, and passed on November 23rd. Following the testing the contractor installed water and sanitary sewer service lines for each of the six lots, the work was completed on November 29th. The street paving is planned for the spring. Engineering Staff performed the duties of project inspection and recording of the GPS locations of new underground utilities.

- Engineering Staff coordinated work with an Alliant Energy Environmental Consultant, Stantec, for the installation of three new ground water monitoring wells near the former manufactured gas plant site located near Hwy 122/5th Street SE and South Delaware Avenue. The three wells were installed during the first week of November. The wells are part of the environmental monitoring required for the site.
- Engineering Staff participated in an Iowa Department of Transportation Public Information Meeting on November 8th. The meeting was held to discuss the upcoming US 65 (South Federal Avenue) reconstruct project that will extend north to south from 6th Street South to just south of 27th Street. Engineering Staff is currently reviewing the latest set of preliminary plans from the IDOT and working on a design and estimate for the City utility improvements.
- Engineering Staff coordinated the closure of the 2nd Street SW between Enterprise Alley and North Federal Avenue on November 9th. The closure was necessary to provide workspace for a contractor to remove loose brick from an adjacent building. The work was completed the following week and the street was reopened. The sidewalk will remain closed on this half-block until additional masonry work can be completed in the spring. Engineering Staff temporally removed the adjacent decorative streetlight to protect it from potential damage.
- MetroNet, along with their contractor International Inc., continued to work on the underground installation of their new fiber conduit system. Engineering Staff reviewed plans for eight upcoming installation areas. The MetroNet local Project Manager submitted the Application for New Utility Construction in the City Right-of-Way for the eight areas, the application were reviewed and signed by the City Engineer.
- A contractor was hired to grind rumble strips (set of two) at four locations. The locations are on 12th Street NE prior to the intersection with North California Avenue, 12th Street NW prior to the intersection with North Eisenhower Avenue, and on South California Avenue (north and southbound) prior to the intersection with Highway 122 (4th Street SE). Several traffic control signs were also replaced at locations near these intersections; replaced signs included Stop Ahead Advanced Warning and Stop signs. Aluminum strips with reflective sheeting were also installed on the stop sign posts for added visibility at these intersections.

#### **Traffic Division:**

- Traffic Control
  - Sign work orders 38
  - Traffic Sign Orders 1
  - Streetlights
    - New Installation 0
    - Repair Request 0

▪ Fixture Replacements	1
• Traffic Signals	
▪ Respond to signal issue reports	10
▪ Perform traffic signal repairs	4
• Iowa One-Call locate reviews	436
• Locate City-owned electrical utilities	23
• Emergency Call-outs	0

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

- Calculated the cemetery electricity bill.
- Laid out the location of rumble strips at several high speed approach intersections. Met with the contractor doing the work and showed him where to cut the strips. Also upgrade the advance signage at these intersections.
- Lined up materials for a directional drilling contractor to pull 2 additional conduits beneath 5th Street SW at S Monroe in coordination with work being done for a local phone company
- Assisted the City electrician in pulling new wires to newly installed lighting fixtures in City Hall west parking lot.
- Removed a street light along 2nd Street NW adjacent to a building that was having the brick veneer repaired.
- Worked on assembling items to replace the school beacons on the east end of the city.
- Edited the sign layer on the GIS system maps.
- Attended a Traffic Incident Management class at the fire station.
- Finished pulling in fiber optic cable from the South Monroe Avenue intersection to the fire station, completing the traffic signal interconnect.

#### **Water Supply Division:**

##### • Water Production

<u>November</u>	<u>FY 2022</u>	
• Total (gal)	112,374,000	699,932,000
• Daily Average (gal)	3,745,000	4,575,000
• Daily Maximum (gal)	4,907,000	6,508,000*
• Daily Minimum (gal)	2,608,000	2,608,000**

\*Indicates Yearly High

\*\*Indicates Yearly Low

##### • Water Plant Maintenance and Repair

- Rebuilt the solenoid valve on High Service Pump #2
- Repaired leaking hoses on EDR #4 and #2 Trains
- Replaced caustic injection pump tubing on the Sodium Hypochlorite Generator
- Rebuilt the caustic feed valve on the Sodium Hypochlorite Generator
- Reprogrammed start timing for High Service Pump #4
- CIP #3 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 424
  - Prepare and send service repair letters 13
  - Monthly bacteria samples 30
  - Collect project bacteria samples 2
  - Check water quality at residents and businesses 10
  - Correlate water main breaks and investigate for leaks 8
  - Hydrant flow testing 0
  - Hydrant Flushing 828
  - Water Main shut down for repairs 2
  - Water shut offs for non-payment 1
  - Water shut for other 4
  - Water service re-connections 0
  - Assist with installation of Water Meters 1
  - Repair Water Meters and collect reading 0
  - Deliver Red or Tan Tag 0
  - Update shut off data base and maps 54
  - Water Service Permit/Inspection
    - Repair/Replace 9
    - New Installation 14
    - Disconnections 1
- Meter Department

	<u>November</u>	<u>FY 2022</u>
• Meters Installed	24	127
▪ Industrial	0	1
▪ Commercial	0	6
▪ Residential	24	120
• Meters Repaired	0	6
• Contractor and Garden Meters Recovered	1	8
• Contractor and Garden Meters Installed	0	6
• Meters Read	11,866	59330
• Meters Ordered	0	41
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed November 2021</u>			<u>Meters Ordered November 2021</u>		
5/8"		24		5/8"	0
3/4"		0		3/4"	0
1"		0		1"	0

1 1/2"		0		1 1/2"	0
2"		0		2"	0
3"		0		3"	0
4"		0		4"	0
	Total	24		Total	0
<u>Meter Inventory December 1, 2021</u>					
				5/8"	0
5/8"		10		3/4"	0
3/4"		5		1"	0
1"		7		1 1/2"	0
1 1/2"		2		2"	0
2"		6		3"	0
				4"	0
	Total	30		Total	0

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

- Arranged for the repair of a pinhole leak in the piping of the High Service Pump discharge header
- Replaced the colorimeter in the chlorine analyzer at NIACC
- Conducted pressure monitoring in the West Campus area following a report of low pressure at the Willows
- Performed troubleshooting to identify a heating issue in the High Service Pump room
- Arrnged for a boiler inspection of the plant heat boiler
- Performed troubleshooting of the soft start on Well #10. Determined that parts need to be replaced but not available. Expect a 4-6 week lead time for delivery.
- Coordinated for the plant to be switched to a new electrical feed which is related to the solar power project
- 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
- Serviced mower, removed mowing deck and installed snow blower
- Mowing at Water Plant, Booster Stations, Water Towers, and outer well sites as needed

**Abbreviations:**

CIP        Clean-in-Place  
ECIP      Electrode Clean-in-Place  
WTP        Water Treatment Plant

DRC	Development Review Committee
EDR	Electrodialysis Reversal
GIS	Geographical Information System
IDOT	Iowa Department of Transportation
ROW	Right-of-Way
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest
SCADA	Supervisory Control and Data Acquisition
CPRR	Canadian Pacific Railroad
UPRR	Union Pacific Railroad



## Finance Department

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Reported by Brent Hinson, Finance Director

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	November	Fiscal Year-to-Date
Prepare payable checks	517	3010
Prepare receivable invoices	21	111
Prepare payroll checks	661	3969
Certify invoices to County	0	0
Send letters to State Offset Collections	3	27
Record State Offset collections	\$ 496.00	496
Sort Mail		0
Ambulance accounts sent to collections	21	80
Record ambulance receivable	127	606
Scanned invoices for myView point processing	794	4812
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
- Prepared budget amendment-public hearing & consideration on 12/21 council agenda
- Prepared CIP workpapers for departments
- Started FY '23 budget prep

### Utility Collection

	November	Fiscal Year-to-Date
Record ACH activities	2	107
Prepare utility adjustments	137	509
Finals & charge offs	666	1763
Issue utility bills	10228	51312

Answer phone calls	1289	6268
Respond to voicemail	386	1510
Complete utility service orders	334	1633
Complete landloard tasks	10	50
Issue shutoff notices	410	1947
Process customer paid utility bills	5137	25648
Process customer deposits	395	2085
Replace meters	25	97
Complete monthly sales tax report/hours		

### **Information Systems Coordinator**

- Configure new PC for Joel E at PD.
- Configure new tablet for Car 12 at PD.
- Get new SIM cards ordered for FD.
- Look at Car 4 tablet.
- Look for emails for Erik B at FD.
- Look for missing emails for Lucas H. at Rec.
- Reprogram keys for janitorial service.
- Add print screen function to PC for Michelle K.
- Fix problem with guest wifi for departments outside of City Hall.
- Get with Brad from RSM to install switch at Pavilion.
- Get with Gina about cost of Adobe Pro.
- Help Tom T change his granicus password.
- Look for emails for Kirby B.
- Troubleshoot new camera DVR for museum.
- Adjust printer policy to not prompt users for printer connections.
- Check Power Point for PD training room.
- Check updates on Major Case room and Training Room PCs.
- Download and program council meeting to government channel.
- Finish installing new view for museum.
- Follow up with Jamie S at the PD and tablet configuration.
- Look at North EMS computer at the FD.
- Look for blocked address for Erik B at the FD.
- Look for email for John A.
- Look for missing email folder for Yeni K at the FD.
- Look through videos for Diane Y.
- See about getting more SSD drives from Viking.
- Check camera connectivity for new Pavilion.
- Create shortcut on Michelle K's desktop for her scanner folder.
- Finish Car 12 tablet and PC for Joel E. at the PD.
- Install billing fonts for Kiera J.
- Take UPS to Pavilion for security system.
- Add IP address to allowed list in spam filter.
- NCIC recertification.
- Pay invoices.

- Put training databases on 3<sup>rd</sup> detail PC at the PD.
- Set EDR back up on security software.
- Start config of temp PD phone server.
- Get computer and monitor quote for FD.
- Get keyboard for Evidence PC at the PD.
- Get Tracs install on new PC and tablet for PD.
- Get with RCC about changing phone system time.
- Help Pam S with her VPN connection.
- Order security software add-on.
- Put instructions together for Mike L at the PD on how to add an address list.
- Restore file for Connie P.
- Show Jamie S how to turn off NetMotion on tablets.
- Swap evidence and 3<sup>rd</sup> detail PCs at the PD.
- Transfer 3<sup>rd</sup> detail items from their PCs.
- Copy Brett H's files back to his PC.
- Copy Neptune files from Hannah L's PC to Kiera Js.
- Look at issue with group policy and printers again.
- Look for missing email for Mark R.
- Look for missing emails for Tricia S.
- Make new Cat5 cable for PD.
- Make sure PD credit card machine has a network port.
- Pay invoices.
- Secure Tina M's account in AD.
- Update security software for Cathy B's tablet.
- Update VPN software for Cathy B.
- Configure new tablet for PD Car 13.
- Fix printer issue for Courtney M at PD.
- Fix printer issue for Laura A at the museum.
- Order replacement battery for NCIC system.
- Update security software and VPN for Alecia L.
- Disable Lucas H's account in AD.
- Swap SIM cards for Car 5 and 8 tablets.
- Troubleshoot cell connection for Car 5.
- Contact RSM about upgrading phone system for PD.
- Contact the State to start coordinating the upgrade of the NCIC server.
- Look at George B's PC for startup issue.
- Look at signature pad for PD.
- Order new hard drives for permanent PD phone server.
- Restore file for Water Billing again.
- Set up time services on temp PD phone server.
- Take battery to PD for NCIC server.
- Take Car 5 tablet to PD.
- Take temp phone system server to PD.
- Update 3<sup>rd</sup> detail email group for PD.
- Update tablets for PD.
- Look at issues with Car 4 tablet not connecting to shared devices for PD.

- Download and program council meeting to government channel.
- Help PD with locked files.
- Install VNC software on Danielle C's PC at the PD.
- Look at connection issue with Car 2 tablet.
- Pick up Car 4 tablet and troubleshoot connection issues.
- Pay invoices.
- RSM meeting about upgrading Email System.
- RSM meeting about upgrading PD phone system.
- Cancel access point order through CDW-G.
- Get Car 11 cell card swapped.
- Get Tracs install on last tablet.
- Get with Kyle C about new email system.
- Grant Brent H access to Grant information folder.
- Order different access points.
- Reset password for Mary L.
- Reset password for user at O and M.
- Take Car 11 to PD.
- Troubleshoot printer drivers for PD again.
- Add user for Rec Dept.
- Check on status of CAL's for Email system.
- Copy Lucas H's desktop files to Brian P's PC.
- Fix printer issue for Kirby B at PD.
- Fix printer issues for PD lieutenants.
- Get quotes for software for Email system.
- Get quotes for hardware upgrades for Email system.
- Pay invoices.
- Renew backup exec for City Hall.
- Swap cell card and take Car 13 tablet back to PD.
- Update QuickBooks on front desk PC at museum.
- Fix printer issues for Courtney M at PD again.
- Grant Aaron B from City Hall access to GDP directory.
- Help Bob B with document issues.
- Look for missing emails for Aaron B at City Hall.
- Order PC for FD.
- Run Office updates on Bob B's PC.
- Call AP tech support regarding ACL issue.
- Change password for user at FD.
- Change password for user at Rec.
- Close out Tina M's account.
- Copy items back to Erik B's desktop.
- Get iPad setup for Tom T.
- Get RSM to look at FD ESO issue again.
- Get RSM to look at Rec issue again.
- Order external DVD drive for Kirby B at the PD.
- Program replacement AP for PD.
- Set up scanning folder for new Rec Employee.

- Add email to allowed list for Tricia S.
- Check hard drive space on PD server.
- Configure APs for Animal Shelter and Museum.
- Finish programming new APs for PD.
- Make adjustment to email group for Yeni K at FD.
- Order extra hard drives for PD server.
- Replace backup hard drive for Water Rec Server.
- Reset password for user at PD.

### **Grant Administrator**

Completed monthly reimbursements –

- Staffing for Adequate Fire and Emergency Response (SAFER) - \$11,800
- Justice Assistance Grant (JAG) - \$3,606.96

Grants received –

- T-Mobile Our Town Grant for Riverwalk Project- \$50,000

North Central Iowa Narcotics Task Force –

- Monthly bookkeeping  
Deposits, Accounts Payable
- Monthly operations meeting

Wellness Committee

- Donation Drive
- Fitness Tracking App

### **GIS Department**

**Airport**

**Cemetery**

### **City Administrator**

- Discussion with City Administrator in regard to 28E agreement with CG County

### **Development Services**

- Run script and create 1<sup>st</sup> and mid-month parcels CSV file
- Discuss process of moving forward the reprecincting ordinance
- Create map for Proposed Ward and Precinct changes based on 2020 Census changes
- Discuss memo changes needed for council meeting in regard to reprecincting
- Update and publish new transit map for public use
- Assist user in finding GIS tool to convert KMZ file to ArcGIS shapefile

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

- Update data collector pedestrian ramps map, prepare for offline use
- Tutorial on data collector with staff

- Tutorial with GIS user for reports in GIS/Asset mgmt. software
- Discuss missing Hydrant ID numbers, how to get data and update GIS
- Water/IT: laptop not responding, windows update was running: fixed
- Discuss roads layer updates, IDOT request for updates to roads layer

### **Fire**

- Assist GIS user with finding hydrant information and creating a report
- Attend demo with fire staff for response software that integrates GIS data
- Meeting and discussion on GIS application and integration with Fire department software

### **Finance**

- Create new user for online GIS/asset management system and connect queries and reports
- IT: cover IT calls, check server room and change back up tapes x 1 day

### **Human Resources**

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

- Water Rec/IT: computer not connecting to email or shared drives, reboot fixed

### **Police**

- Update city wide street maps with indexing, print x10 copies
- Create maps of specific subdivision and apartment areas, print x 10 copies

### **Recreation**

### **General**

- Work on 3D basemap: buildings, bridges, and trees
- Work on 3D basemap: ground contours, elevation and slope aspect
- Troubleshoot 3D model processing crashing
- Update GIS Department website with new application
- Data request: create map of Neighborhoods in Mason City
- Meeting with GIS support vendor to install Data store tile cache on server
- Complete GIS data request for engineering firm, upload to file transfer site
- Attend Iowa DNR webinar: new BLE Floodplain mapping program
- Attend software demo for ArcGIS Urban, a 3D scene and planning tool
- Main St MC: discuss mapping needs for upcoming holiday event
- Main St MC: create map for holiday event and associated locations list, export as PDF

### **December Initiatives:**

#### **Finance Department**

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



**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	November 2021	YTD
<b>Calls for Service (911 Emergency &amp; Non-Emergency)</b>		
Fire	56	696
EMS	514	5,135
Total Calls for Service (Fire & EMS)	570	5,831
<b>Calls for Service by County</b>		
Cerro Gordo County	Worth County	Floyd County
448	54	12
<b>Personnel Training Hours</b>		
EMS	177.75	3,753.25
FIRE	838.58	10,286.25
Total Training Hours	1,016.33	14,039.50
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	137	2,054
Existing Building Inspections	19	207
Plan Reviews	12	203
Fire Investigations	4	18
Liquor/State License Inspections	11	109
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	1	8
Public Fire Safety Appearances/Trainings (Number)	1	73
EMS/Fire Students - Ride-Along	1	22
Preceptor Training Hours	8.00	620.75
<b>National Fire Statistics - YTD 12.1.2021</b>		
	<b>Line of Duty Deaths</b>	<b>Civilian Fire Deaths</b>
	128	2,016
<b>Fire Property Loss Report – Mason City</b>		
Estimated Property Value	\$236,160	\$4,689,420
Estimated Property Loss	\$80,500	\$913,523
Total Saved	\$155,660	\$3,775,897

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**Overtime Hours**

Fire	40.00	1,225.50
EMS	317.00	4,703.00

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## Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development Services	10	15	25
Engineering	17		17
Finance	11		11
Fire	47		47
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maintenance	65		65
Police	47		47
Recreation	6		6
Youth Task Force	4		4
Grand Total	240	24	264

**Plus 87 Seasonal employees**

Staffing	Activity
Hiring Activity:	<ul style="list-style-type: none"> <li>- Police Officer-13 openings (Police): 4 Police Officers started work. Conditional job offers made on 4 additional candidates and will submit for City Council approval in December.</li> <li>- Library Custodian II PT - 1 opening (Library): Interviewed candidate, offer accepted and began work.</li> <li>- Firefighter/EMT - 1 opening (Fire): Reviewing remaining applicants.</li> <li>- Mechanic - 1 opening (O&amp;M): Interviewed external candidates and job offer made, subject to Council approval in December.</li> </ul>

	- Wastewater Operator - 1 opening (O&M): Interviewed external candidate who was rejected. Began new Civil Service list recruitment internally.
	- Transit Driver - 2 opening (Dev Services): Job offer accepted by 1 new hire and started work. Continuing recruitment.
	- Admin Specialist-Housing/Safety (Dev Services) - 1 opening: Began recruitment to establish Civil Service list.
	- Transit Supervisor - 1 opening (Dev Services): Began recruitment to establish Civil Service list for new position.
	- Interim Arena Coordinator - 1 opening (Rec): Conducted recruitment, interviewed, job offer made, and new hire began work for an estimated 3 month temporary assignment.
	- Multipurpose Arena Supervisor - 1 opening (Rec): Began regional recruitment.
Positions Filled:	- Hired 4 full-time, 2 part-time, and 2 seasonal employees during the month.
Turnover:	- 3 voluntary full-time, 1 voluntary part-time and 13 seasonal separations during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 6 regular hires and 2 seasonal hires. Conducted 2 exit interviews.
Civil Service Commission:	- One meeting during the month.

<b>Labor Relations/Legal</b>	<b>Activity</b>
Grievance Activity:	- Fire: Two open grievances. Scheduled for mediation in December. - Teamsters: One new grievance. - AFSCME: No open grievances.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

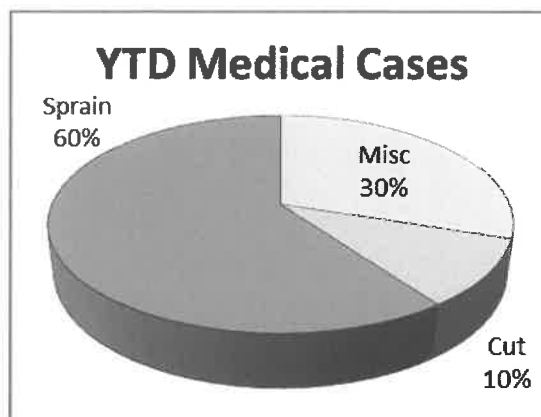
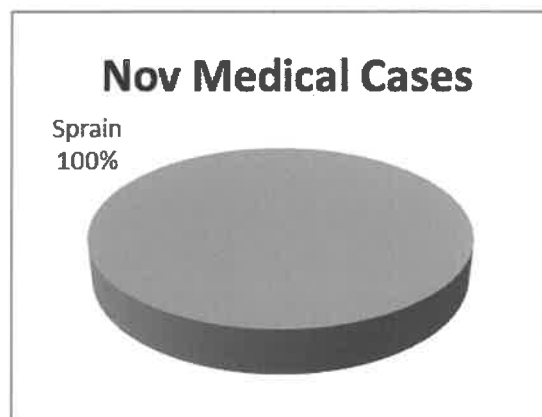
<b>Employee Involvement</b>	<b>Activity</b>
Fire Swearing In Ceremony:	Assisted with new hire and promotional swearing in ceremony for Fire Dept.

Police Swearing In Ceremony:	Assisted with new hire swearing in ceremony for Police Dept.
Wellness Program:	Wellness Committee meeting conducted during the month to plan upcoming activities.
Employee Activities:	- Participated in Volunteer luncheon.

<b>Benefits</b>	<b>Activity</b>
Employee benefit support:	- Ongoing support resolving employees benefit issues
Employee Benefits:	- Completed annual enrollment process for all employees.

<b>Miscellaneous</b>	<b>Activity</b>
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.
Job Evaluations:	- Worked on Dev Services housing and transit reorganization and obtained pay evaluation from consultant.
Professional/Community Support:	Participated in first MercyOne Statewide Advisory Panel meeting for occupational health issues.
Professional/Community Support:	Attended national NPELRA public employer HR conference.

<b>Safety Statistics</b>	<b>Month</b>	<b>2021 YTD</b>	<b>2020 YTD</b>
# of Work Comp Cases	1	20	20
# of OSHA Injuries	1	20	19
# of Days Missed	0	18	205
# of Employees Off	0		





# MacNider Art Museum

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## Reported by Edie Blanchard, Museum Director

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In the month of November 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 providing services to visitors.

The board meeting met as usual on the third Tuesday of November. The Board of Trustees discussed several opportunities for off-site storage locations for the Museum. As the Museum is land locked, and has grown due to its success, the Museum has begun looking at options for this endeavor. The Museum has been approached about the possibility of taking over the River City Sculptures on Parade. The Board of Trustees created a subcommittee to vet questions and gather details for the Board. A list of questions about the program's operation and maintenance was submitted to the Chamber of Commerce.

Due to reduced attendance prior to the pandemic the Museum has placed its Independent and Foreign Film series on hold. A staple of winter time entertainment for decades at the Museum, attendance had dipped sharply with the prevalence of online streaming services. Attendees would at one time need to travel several hours to a large city to see a foreign or independent film and this program allowed for many to expand their horizons in their own community. These opportunities are now available through most streaming services and have become commonplace for the majority of the population. Each film cost approximately \$250-\$300 to show due to copyrights. The Museum will still on occasion show films that have meaning to the community or a specific relationship to an exhibition.

Much of the Staff's time in the month of November was dedicated to preparing for Holiday Open House. With staff out for the Thanksgiving holiday the Museum prepared ahead. They prepped craft items; gather supplies, scheduled volunteers, created media advertising and scheduled interviews.

As normal the Museum was open the Friday and weekend after Thanksgiving. It is a popular location for those who wish to entertain family who are from out of town. Services such as the Imagination Playground are heavily used during that time.

Gallery attendance	286
tour attendance	7
event attendance	218
Classes	83
Playground	63
Outreach	55
TOTAL	712

Membership: 191

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

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Reported by Bill Stangler, Operations & Maintenance Manager

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### **Utility Division:**

<b>Repair Type</b>	<b>Repair Type Count</b>
Water Main Repair	3
Cement (Water Main Repairs)	2
Water Main Taps	1
Valve Installations	1
Cement (Valve Installations)	1
Fire Hydrant Installations	1
Valve Turning	2 days
Fire Hydrant Repair	4
Road Box Repair	6
Safety Inspections	1
Vac	2
Water Line Installation	1
Sanitation	14 days

The Utility crew supplied a man to the Sanitation Department for 14 days and we also ran the water line to the new Community Gardens on 26<sup>th</sup> & S Madison. Completed a course Manage for Success through Kirkwood Community College.

### **Internal Service Division:**

#### Mechanical

Service and repair 0 inspection vehicles  
Service and repair 0 Engineering vehicles  
Service and repair 11 fire trucks and ambulances  
Service and repair 0 park vehicles  
Service and repair 4 police cars  
Service and repair 0 Recreation Department vehicles  
Repair and service 5 Sanitation trucks, brakes, etc.  
Repair and service 17 Street Department vehicles  
Service and repair 0 Water Reclamation vehicles  
Service and repair 0 Water Utilities vehicles  
Service and repair 7 Water Supply vehicles

#### Electrical

##### *Street light repairs:*

Indianhead Dr., 12th St. overpass, Penn Ave., 1st and N. Delaware, Central Park, library lot  
2nd and N. Federal, 19th and S. Pierce, 122 and Crescent, N. Federal Ave.

*Traffic Signal repair:*

8th and S. Federal

Water Reclamation, mount new level sensor

East Park, repair light

Repair lights at Southbridge lot

Repair lights at Street Department

Repair timer at duck pond

Repair electrical at Water Reclamation

Repair lot lights at City Hall

Repair hand dryers at the comfort station

Locate conduit at campground

Disconnect slide pump at the pool

**Wastewater Division:**

- Wastewater treatment:

Monthly Total:	137.17	million gallons
Daily Average:	4.57	million gallons per day
Daily Maximum:	5.78	million gallons per day
Sludge processed	1.75	million gallons
Biosolids Hauled	389,700	gallons

**Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 3' with one being the city's issue
- Assisted with plant operations
- Assisted street depart with cleaning storm sewers

**Laboratory/Pretreatment Activities :**

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Added 2 industries to Industrial Pretreatment Program
- Completed Quarterly Significant Non-Compliance Review
- Completed 3 Industrial Pretreatment Inspections
- Completed 2 industrial pretreatment sampling inspection

**Activities planned for next month at the water reclamation plant:**

- Notify Industries of delinquencies
- Calculate flows, organic and inorganic totals for all industries and plant

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

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

- Checked oil in all lift pumps
- Cleaned mowers and put away for winter
- Check all clarifiers for proper oil level for winter
- Repaired leak on water line in digester building
- Worked on cleaning lagoon
- Monthly inspections
- Changed oil in large electric blower
- Cleaned and checked load out pump
- Rented a portable mixing pump to help mix biosolids lagoon
- Hauled 389,700gallons of biosolids to farm land
- Had dump truck repaired
- Shut down and removed UV system for the winter
- Removed brushes on finals for winter
- Cleaned digester check valves
- Washed all hauling equipment and put away for the winter
- Worked on pump station two check valve

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	579.59 tons	5,355.46 tons
Recycling collected	124,180 pounds	1,291,070 pounds
Yard waste collected	395.09 tons	1,392.50 tons
Large item number of stops	54	755
Materials collected:		
Large furniture	27	438
Small furniture	25	338
Tubs & toilets	1	41
Appliances & TVs	15	268
Electronics	0	8
Request for service calls	419	3,353

**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

Pick up dead deer  
Haul old appliances to salvage yard  
Haul mulch  
Hang banners downtown  
Hang Christmas décor  
Trim and respond to 50 tree requests, remove 38 trees  
Grade roads, alleys and shoulders  
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  
Haul mulch  
Trim trails  
Mow and trim parks  
Repair Skate park ramps  
Install hot box at Campground  
Paint over graffiti  
Pour cement for the campground woodshed  
Prep shelters for winter  
Check the zipline for broken and missing bolts, nothing found  
Repair sign at PPG  
Haul leaves from tennis courts  
Remove nets from volleyball courts and soccer field  
Pour bench pads

# 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	1466	0	17186
Alarm - Business	48	36	61	36	50	49	51	50	42	41	37	0	501
Animal	36	34	52	56	58	82	76	82	60	66	61	0	663
Burglary	14	12	18	10	12	17	19	22	15	20	16	0	175
Collision - Prop Damage	62	80	62	54	72	52	66	70	51	69	75	0	713
Collision - Pers Injury	3	3	5	5	5	8	6	6	8	15	12	0	76
Collision - Hit and Run	13	13	12	21	23	22	22	19	10	16	12	0	183
Disorderly	116	105	135	153	163	141	156	139	153	127	117	0	1505
Domestic - Physical	8	11	15	14	9	15	14	16	15	16	7	0	140
Domestic - Verbal	24	35	25	31	27	34	25	26	30	33	21	0	311
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	50	0	626
Medical	69	69	74	68	86	92	86	100	82	93	98	0	917
Motorist Assist	29	48	21	16	15	23	23	29	20	23	26	0	273
Parking	55	47	40	39	51	49	36	35	38	50	51	0	491
Stray Animal	20	21	45	48	47	65	62	53	46	57	31	0	495
Suspicion	121	106	171	183	219	214	164	203	184	185	169	0	1919
Theft	60	47	68	49	74	66	79	80	78	74	58	0	733
Welfare Check	81	74	100	87	101	105	120	118	100	119	102	0	1107

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	78	0	1383
New Investigations	355	341	421	365	422	392	405	425	395	420	369	0	4310
Traffic Citations	93	105	95	83	97	59	92	109	101	82	64	0	980
Written Warnings	114	67	76	60	49	66	58	51	54	22	33	0	650
Crash Reports	62	78	71	68	80	63	75	84	59	80	80	0	800
Parking Tickets	518	802	274	213	105	27	19	13	7	22	22	0	2022
Traffic Stops	167	131	149	117	103	132	104	127	101	67	68	0	1266
Extra Patrol Checks	902	568	675	582	440	430	426	389	402	398	557	0	5769
Business Checks	147	105	92	91	76	79	53	79	63	68	50	0	903

Offender Checks	23	31	24	19	28	23	36	23	25	23	20	0	275
Records Requests	381	460	460	462	524	554	519	610	562	583	1025	0	6140

We had four new officers start on November 3, 2021. Following orientation training, they were immediately assigned to the Field Training Program. Much of the shift activity on 2<sup>nd</sup> and 3<sup>rd</sup> Detail in November included work that may not be reflected in CFS activity. Three of the new officers will start basic training at the Iowa Law Enforcement Academy on January 3, 2022.

2<sup>nd</sup> Detail officers were involved in a foot pursuit with a person wanted in a burglary and shooting. Officers were able to track him down and recovered a firearm along the route of the foot chase. Charges were filed for both incidents already and we are awaiting lab results for additional charges.

3<sup>rd</sup> Detail officers worked a wide variety of assaults, collisions, and drunk driving cases in November. They also responded to the shooting incident referenced above. Catalytic converter thefts continue to be frequent reports.

### **Criminal Investigations**

Ten new cases were assigned to the Criminal Investigations Division in November. Seven of those cases were cleared and one case was cleared by arrest. Criminal charges filed included: sexual abuse 2<sup>nd</sup> degree; sexual abuse 3<sup>rd</sup> degree with a child; burglary 1<sup>st</sup> degree; intimidation with a dangerous weapon; three counts of forgery; and two thefts by check.

Other notable activity for November included the following: two search warrants; three child protection center interviews; a drug overdose investigation; a burglary/shooting investigation; and an arrest in a long-term sexual abuse case.

### **Support Services**

Animal Control stays busy no matter the season. There were 97 calls for service for animals in November, including four human bite cases. Twelve charges were filed for animal offenses. For the month, 18 dogs and 13 cats were taken to the animal shelter.

MCPD issued 22 parking tickets in November. Six vehicles were towed for being abandoned or for overtime parking. We have an ordinance change in front of the City Council for review that will increase parking fines. We have obtained a credit/debit card machine that we hope will provide a higher level of customer service. The credit card machine required a modest increase in parking revenues to offset bank and credit card fees that go along with it.

Records completed 1,025 public records requests this month that include everything from a copy of a crash report to releasing a case to the County Attorney's Office for prosecution. This is a very high number for the month and is a credit to the work that is done by our front office staff.

The Crime Victim Specialist worked on 112 cases this month and was able to connect with just over 73% of victims after three follow-up attempts. Two referrals were made to Crisis



Intervention Service and one referral was made to the Justice Coordinator. Three requests were submitted to the Crime Victim Assistance Division.

### **Administration**

As mentioned above, four new officers joined MCPD on November 3—Xia Helm, Garth Wolff, Nadia Bahnsen, and Robert Hansen were all sworn in as police officers. We are completing background investigations on four more applicants and expect to get those applicants in front of City Council for hiring approval at the December 21 council meeting.

We are working with the Finance Department to manage some of the operational items that we share as we prepare for budget and the fiscal year 2022 budget preparation.

In November we met with our local NAMI chapter to discuss ways to get information out to NIACC students to support the Bandana Project. We are continuing to work on this and hope to adapt some of the materials we are working on at NIACC to the rest of the community.

MCPD in-service training in November focused on mental health and de-escalation. We brought in the Mobile Crisis Response Team to meet with our officers and to discuss their role on calls for service. The Justice Coordinator also attended training to talk about ways our staff can make referrals for mental health follow-up. The remaining time in our half-day sessions was spent on de-escalation, using the approach that has been developed by the Force Science Institute and built around the dynamics of human behavior.

<b>MCPD Social Media</b>	<b>Oct 2021</b>	<b>Nov 2021</b>	<b>Difference</b>
Facebook	9,718	9,785	+67
Twitter	2,029	2,034	+5

## Public Library

Reported by Mary Markwalter, Library Director

<i>Circulation-Books</i>	21-Nov	21-Oct	21-Sep	21-Aug	21-Jul	YTD	LYTD
Adult Fiction	1105	1025	1066	1279	1252	5727	2041
Adult Non Fiction	374	455	398	465	495	2187	383
Large Print	563	598	767	751	777	3456	1396
Young Adult	386	383	274	427	544	2014	587
Juvenile Fiction	1428	1406	1153	1347	1548	6882	1353
Juvenile Non-Fiction	255	392	346	216	336	1545	260
Middle School	165	159	162	202	240	928	0
<b>TOTAL BOOKS</b>	4111	4259	4004	4485	4952	21811	6020
<i>Circulation-Other</i>							
Audio/CD/Playaway	168	208	76	177	225	854	250
Video Games	27	25					
Periodicals	138	126	160	123	102	649	92
Software	0	0	0	0	0	0	0
Other(puppets, misc.)	10	15	25	9	7	66	54
DVD	842	747	722	707	802	3820	385
Tumblebooks	9	3	4	1	1	18	42
Creativebug (users)	1	5	2	3	14	25	11
World Book Online	179	0					
Chilton's Online	298	11					
Gale	1432						
Ancestry.com	0	118	33	16	47	214	26
Brainfuse	55	247	123	32	0	0	2
Bridges	1759	1817	1814	1639	1744	8773	6389
Newsbank	68	76	80	80	62	0	0
Hoopla!	622	679	625	718	722	3366	2665
<b>Total-Other</b>	5608	4077	3664	3505	3726	20580	10428
<b>Grand Total Circ.</b>	9719	8336	7668	7990	8678	42391	16448
Item Records Added	593	317	694	493	532	2629	974
Patrons Registered	42	85	56	80	65	328	74
Renewals	647	572	552	877	693	3341	1726
Holds Filled	225	169	197	161	234	986	585
Holds Placed	471	442	476	499	472	2360	4223
Discs Cleaned	0	0	0	0	0	0	0

Photocopies	1500	1495	1500	1463	1834	7792	1313
Meeting Room Guests	506	517	501	295	335	2154	426
Meeting Room Used	56	29	56	40	17	198	43
SILO request unfilled	1	0	3	4	2	10	1
SILO request filled	3	16	0	24	16	59	6
SILO MCPL Request Filled	8	0	5	0	1	14	0
SILO MCPL Request Unfilled	31	4	23	7	2	67	19
Attendance	10500	10500	12000	10000	10000	53000	912
Children's Programs	0	0	4	0	3	7	8
Children's Program Attendance	0	0	126	0	112	238	1194
Young Adult Programs	4	0	0	0	0	4	0
YA Program Attendance	63	0	0	0	0	63	0
Adult Programs	4	4	0	0	0	8	0
Adult Program attendance	42	31	0	0	0	73	0
In Library Use	1800	3100	3325	1500	2000	11725	25
Faxes Received	101	10	15	0	14	140	71
Faxes Sent	0	40	25	48	101	214	71
Scan	13	79	48	79	30	0	77
Handouts, Brochures, etc.	1000	1500	700	600	700	4500	3500
Genealogy Referrals	0	2	1	0	0	3	1
Archive Referrals	12	4	2	2	8	28	1
Photo Prints	6	19	8	4	4	41	0
OCLC Borrowed from MCPL	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0
Reference Questions	1000	1000	825	800	1000	4625	2602
Internet Users	375	300	325	325	325	1650	484
WI-FI Sessions	1394	1382	1352	1261	1291	6680	4073
Microfilm Users	0	0	0	0	0	0	0
Website Visits	2243	2243	2269	2223	2414	11392	9964
<b>TOTAL PUBLIC SERVICES</b>	<b>22640</b>	<b>23860</b>	<b>25088</b>	<b>20785</b>	<b>22205</b>	<b>114578</b>	<b>32488</b>
<b>GRAND TOTAL SERVICE</b>							
<b>UNITS</b>	<b>32359</b>	<b>32196</b>	<b>57844</b>	<b>28775</b>	<b>30883</b>	<b>182057</b>	<b>55776</b>
<b>VOLUNTEER HOURS</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>10</b>	<b>7</b>	<b>80</b>	<b>63</b>

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

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Reported by Brian Pauly, Recreation Superintendent

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### Recreation Monthly Activities:

- Before and After School Care
- Preschool Sports Class
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- 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 November:	332,579
Total People Served in 2010 through November:	184,169

### 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 | \$161,431 | \$136,228 |
| Concession Sales          | \$99,147  | \$76,605  |
| Rounds Played             | 16,361    | 12,921    |
- Closed the concession for the season on November 7<sup>th</sup>
  - 170 rounds played in 7 days
  - Top dressed all the greens
  - Mowed the brush in no mow areas and all the edges around the golf course

### Multipurpose Arena Monthly Activities:

- Hosted 4 North Iowa Bulls games
- Hosted 4 Mason City Toros games

- Hosted 9 High School Games
- Hosted 3 Mason City Youth Hockey Home games
- Hosted the 1 Tournament (12 Teams)
- Continue to support Youth Hockey Association activities
- Continue to support North Iowa Figure Skaters activities
- Gave 3 tours of the Arena and Office area

#### Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 2 new winter staff
- Continued preparing for CIP proposal for the Park and Recreation Board
- Attended multiple meetings for North Iowa Coalition for Nicotine Prevention
- Lead childcare and school meeting with Public Health dealing with COVID on Childcare and Schools throughout North Iowa
- Danya Moore was appointed to be the Chair for the Iowa Parks and Recreation Aquatic Committee
- Danya Moore attended the Women in Leadership State Workshop
- Finalized the LED specialty lighting setting for the Principal Pavilion

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

- Finished blowing water lines
- Closed and checked all drain valves
- Pulled all reels off all of the greens mowers and store greens tractors
- Checked all radiator anti-freeze levels on equipment
- Winterized back bathrooms
- Winterized sprayer
- Drained and cleaned kitchen fryer
- Deep cleaned the kitchen
- Provided three bids for outings in 2022
- Blew, raked and picked up leaves around clubhouse and course four times
- Fixed a tire on a greens mower
- Picked up all accessories flags, markers and signs
- Pushed back all the brush piles with end loader
- Cut down small brushes and trees near the path between 9 green and 10 tee box
- Grinded a number of stumps on course
- Pushed back leaf pile and separate from compost pile
- Clean up limbs and debris

#### Multipurpose Arena Special Activities/Accomplishment:

- Worked with on fixing minor issues
- Worked on adding concerts for the summer 2022

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

- Waiting for guidance from the governor's office on what we are able to do
- Prepare for Zoom Santa

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

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to support MCYH and their tenants with their events and activities.

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## Activities for the Month of November 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.
- Assisted 457 with projects.
- Planned, invited, for volunteer luncheon on November 18<sup>th</sup> at Museum.
- 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.
- Updated pictures of Beautification Gardens.
- Accepted 5 new volunteer applications and referred to appropriate department.
- Worked on grant reports.
- Work with vendors/gardeners to ensure all invoices are paid for Beautification project.
- Assisted Recreation Dept. with zoom Santa project.

## Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active
3. Updated Beautification Pictures.
4. Updated Volunteer brochures for upcoming programs

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

<b>Site</b>	<b>Assignment</b>	<b>Hours</b>
Museum	Misc. Projects	16.35
Recreation	football/soccer/bikes	1750.0
Beautification	Garden Maintenance/Cleanup	168.75
Earth Day	Misc. Street cleanup	10.0
457	Maintenance	38.0
Cemetery	Misc.	24.0
<b>Total Hours</b>		<b>2007.10</b>



# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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## YOUTH TASK FORCE GRANTS / PROGRAMS

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

Volunteer student mentors from the MC Alternative HS, Newman Catholic HS, Clear Lake HS, and Garner-Hayfield-Ventura HS received training during the month. A mentor is a student volunteer who provides a positive mentoring relationship for a younger student.

*Primary Responsibilities:* Mentors meet with their assigned student on a weekly basis. They establish a relationship with the assigned mentee that encourages a positive lifestyle; act as a positive role model by displaying responsibility, honesty, integrity, a positive attitude, respect for others and the law. Mentors need to be dependable and on time for all scheduled appointments with assigned mentee; always maintain confidentiality in accordance with established One on One program policy; and are to immediately notify the One on One coordinator, or a school staff person of any problems with the assigned match.

Training includes mentoring relationship management and provides insight to possible early issues. Student mentors are reminded that building trust may take days or weeks and establishing communication/developing a relationship can often be a difficult process. Their mentee may be slow to give their trust or may be unusually rude or irresponsible, especially at first. As a mentor their trustworthiness and commitment may be tested. They receive insight and education that can help them better understand behavior and realize underlying feelings/experiences might affect how youth respond to them.

The high school students receive additional training about confidentiality ground rules and mandatory reporting guidance. The guidance provides example reasons for sharing concerns or troublesome behavior with an adult, generally safety related. Signs to look for to reinforce they are making a positive difference to their mentee are shared during the training.

Mentoring Coordinators receive relevant topic training and support through IDPH grant staff, Iowa Mentoring Partnership, and from the National Mentoring Partnership. Examples include: Trauma Informed Mentoring; Healing Iowa: Overview of ACES in Iowa and How to Respond (ACES= Adverse Childhood Experiences), and the Resilience Iowa Conference. Coordinators continue monthly collaborative calls relative to each grant.

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

Work continues on the Annual Progress Report (APR) and Federal Financial Report (FFR), both due December 29.

YTF continues the planning process to implement Teen Mental Health First Aid (tMHFA) to area high school teens. During the month, YTF received an application response from the Child

Welfare Decategorization “DECAT” Project. \$30,000 in funding will be available toward the project over the first six months (scheduled to begin January 1, 2022) with possible additional funding available for FY23. We continue appropriate grant/funding resource applications to support the project.

**\*YTF searches for overall program-related grant funding sources/donations - ONGOING.**