

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

January 2022

*(Issued February 11, 2022)*



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: January 2022**

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 1/1/2022 – 1/31/2022	25903.0 Gallons	60 Buses
Enplaned 519 Deplaned 608		

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

- Preparation of Board Packet Information, Agenda and Attendance at January 2022 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Accept Taxiway A Relocation Project as Complete
- Accept General Aviation Taxilane as Complete
- Rollout Marketing Campaign for SkyWest Airlines/United Express
- Hold Public Workshop and Public Hearing for Proposed Terminal Replacement Project
- Work on design of General Aviation Terminal Expansion
- Prepare and adjust FY23 Capital and Operating Budgets
- Work with Iowa Department of Transportation on land matter
- Election of Airport Commission Officers

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

- Preparation of Board Packet Information, Agenda and Attendance at the February 2022 Airport Commission Meeting.
- Complete Environmental Assessment for Proposed Terminal Replacement
- Approve Task Order for Design of the Proposed Terminal Replacement
- Seek bids for the Lagoon Decommissioning Project

## City Clerk

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Reported by Diana Black, Deputy City Clerk

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*January Report Not Available*

# 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: The Performing Arts Pavilion is essentially complete and should be usable for outdoor events this spring. 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, the hotel developer has officially announced the hotel flag (Hyatt Place) and the management company. 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 Forgivable Loan Review Committee met January 25 to consider a DoRL application from Moxiebird, LLC, for property located at 122-124 North Federal Avenue. This 3-story building had a portion of the north façade come loose and will require structural work and brick replacement. The Forgivable Loan Committee recommended approval of a \$30,000 loan for this \$130,000 project. This application will go to the City Council at the first meeting in February.

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

In November, 316 5<sup>th</sup> Street NW and 1422 North Hampshire Place, both of which had been persistently dilapidated and attractive nuisances for criminal activity, were demolished. One of these two was acquired via Section 657A.10; the other was sold to the City voluntarily. We are working with adjacent property owners for purchase of the vacant properties.

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).

Staff is working with the City's attorney on six additional properties. We will continue to monitor the progress of this effort. There are an additional 9 properties being considered for future action. 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:

- Renovation of the first floor of City Hall will start on January 31.
- Ground has been broken for the Skywalk. Delays in receiving materials as well as closing on the hotel property may delay construction.

- Work on the gymnasium and pool additions to Mason City High School is ongoing.
- A new office addition is nearing completion 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.

Divisional Reports: To facilitate comparison and record changes in activity from year to year, the following tables and divisional reports include the figures from the same month last year as well as the year-to-date numbers for the same time period last year (in the Building Inspections report, only YTD 2022 is shown). In addition, the ridership and training data for the Transit Operations and Safety Division are now shown in a table for ease of reference.

### DIVISIONAL REPORTS

Development Review Committee: 2 meetings held in January, 2022.

DRC Activity	January, 2021	2021 YTD as of 1/31/21	January 2022	2022 YTD
<b>Total Development Plans Reviewed</b>	2	2	3	3
Concept plans reviewed/approved as a Minor Site Plan	0	0	2	2
Concept plans to be resubmitted as a Major Site Plan	2	2	1	1
<b>Total Concept Plans</b>	2	2	3	3
Major Site Plan Reviews Completed	0	0	0	0
Preliminary Plat of Subdivision	0	0	0	0
Final Plat of Subdivision	0	0	0	0
Other Reviews (structure moves, etc.)	0	0	0	0
<b>TOTAL ITEMS REVIEWED</b>	2	2	3	3
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	0	0	0

### PLANNING AND ZONING DIVISION

Activity	January, 2021	2021 YTD as of 1/31/21	January, 2022	2022 YTD
Commercial, Principal Structure	6	6	0	0
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	1	1	6	6
Residential, Accessory Structure	1	1	3	3

Activity	January, 2021	2021 YTD as of 1/31/21	January, 2022	2022 YTD
Signs	0	0	3	3
Floodplain	0	0	1	1
Sidewalk Service Area Permits	0	0	0	0
<b>Zoning Board of Adjustment Cases</b>				
Appeal	0	0	0	0
Conditional Use Permit	0	0	0	0
Special Exception	0	0	0	0
Variance	0	0	2	2
<b>Planning and Zoning Cases:</b>				0
Alley or Street Vacation	0	0	0	0
Change of Zone	0	0	0	0
Miscellaneous	0	0	0	0
Preliminary Plat	0	0	0	0
Site Plan Approval	0	0	0	0
Zoning Ordinance Text Amendment	0	0	1	1
<b>Land Subdivision Activities:</b>				
Boundary Line Adjustments	1	1	0	0
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	0	0	1	1
<b>Historic Preservation Commission</b>				
Historic Demolition Reviews	0	0	0	0
<b>Zoning Violations</b>				0
Reported	2	2	0	0
Unfounded	0	0	0	0
Founded-Resolved without citation	1	1	0	0
Citations	0	0	0	0
Cases initiated by staff	3	3	0	0
<b>Zoning Inspections</b>				
Zoning – Case Request	3	3	0	0
Zoning – Complaint	0	0	0	0
Zoning –Setback	0	0	2	2
Zoning - Final	0	0	0	0
Floodplain - Final	0	0	0	0
Zoning – Landscaping Install	0	0	0	0
Removal Site Inspection	0	0	0	0
<b>Permit Reviews</b>				

<b>Activity</b>	<b>January, 2021</b>	<b>2021 YTD as of 1/31/21</b>	<b>January, 2022</b>	<b>2022 YTD</b>
Zoning Reviews Completed	25	25	30	30
Floodplain Reviews Completed	25	25	31	31
Historical Reviews Completed	6	6	1	1

## **BUILDING INSPECTIONS DIVISION**

<b>Building Inspections Permit Report</b>						
<b>Permits</b>	<b>January, 2021</b>		<b>January 2022</b>		<b>2022 YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	16	\$25,932,955.00	27	\$14,594.65	27	\$14,594.65
Minor Building Permits	6	\$71,051.00	2	\$45,000.00	2	\$45,000.00
Electrical Permits	17		20		20	
Plumbing Permits	4		7		7	
Mechanical Permits	3		9		9	
Sign Permits	0	0	3	\$16,800.00	3	\$16,800.00
Demolition Permits	4	\$ 138,588.00	1	\$2,500.00	1	\$2,500.00
Structure Moving Permits	0	0	0	\$0.00	0	\$0.00
<b>Inspections</b>	<b>January, 2021</b>		<b>January 2022</b>		<b>2022 YTD</b>	
Inspections Completed	171		94		94	
<b>Permits by Type</b>	<b>January, 2021</b>		<b>January 2022</b>		<b>2022 YTD</b>	
	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition/Remodel</b>
Residential: 1 and 2 family	0	10	0	21	0	21
Multi-family	0	0	0	0	0	0
Commercial	1	9	0	7	0	7
Industrial	0	2	0	1	0	1
Institutional	0	0	0	0	0	0
Other (signs, demo, etc.)	0	4	0	4	0	4
<b>Fees Collected</b>	<b>January 2021</b>		<b>January 2022</b>		<b>2022 YTD</b>	
	\$ 76,847.21		\$9,050.57		\$9,050.57	

## CODE ENFORCEMENT DIVISION

<b>Code Enforcement Report</b>	<b>January, 2021</b>	<b>2021 YTD as of 1/31/21</b>	<b>January, 2022</b>	<b>2022 YTD</b>
Total Requests Initiated (not including snow/ weeds <sup>1</sup> )	88	88	73	73
Staff Initiated	45	45	25	25
Non-Staff Initiated (total):	43	43	48	48
Response to Complaint	21	21	3	3
Anonymous Complaint	16	16	12	12
SeeClickFix	6	6	33	33
<b>Case Requests Disposition</b>				
Founded Case Requests	88	88	40	40
Citations Issued	0	0	0	0
Cases to Court	2	2	2	2
Unfounded Case Requests	0	0	0	0
<b>Cases by Type:</b>		0		
Dead, Diseased or Dying Tree(s)	0	0	0	0
Dangerous Building	1	1	0	0
Abandoned Vehicle	1	1	0	0
Tree/Shrub Maintenance	0	0	1	1
Garbage	23	23	8	8
Inoperable Vehicle	3	3	0	0
Junk, Rubbish or Refuse	42	42	11	11
Other	3	3	4	4
Writ of Removal	3	3	3	3
Information Request	12	12	13	13
Snow Removal/Weeds & Tall Grass	187	187	235	235

<b>Rental Inspection Report</b>	<b>January, 2021</b>	<b>2021 YTD as of 1/31/21</b>	<b>January, 2022</b>	<b>2022 YTD</b>
<b>Inspection Requests</b>				
Initial Inspections	40	40	58	58
Reinspections	39	39	13	13
Inspection Requests	1	1	0	0
<b>Total Inspections</b>	<b>80</b>	<b>80</b>	<b>71</b>	<b>71</b>

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



<b>Rental Inspection Report</b>	<b>January, 2021</b>	<b>2021 YTD as of 1/31/21</b>	<b>January, 2022</b>	<b>2022 YTD</b>
<b>Inspection Results</b>				
Inspections Cancelled by Landlord	1	1	0	0
Inspections Cancelled by Inspector	0	0	0	0
Failed Inspections	4	4	21	21
Passed Inspections	69	69	45	45
No Shows	1	1	0	0
Unfounded	1	1	0	0
Unavailable/Denied Entry	0	0	0	0
Units White Tagged	4	4	4	4
Rental Dwelling Certificates Issued	3	3	44	44
Total Fees Collected	\$ 640.00	\$ 640.00	\$ 1,680.00	\$ 1,680.00

#### **TRANSIT OPERATIONS AND SAFETY DIVISION**

<b>Transit (Total Rides)</b>	<b>January, 2021</b>	<b>2021 YTD as of 1/31/21</b>	<b>January, 2022</b>	<b>2022 YTD</b>
Fixed Route	7,744	7744	7,614	7,614
Paratransit	2,607	2607	2,868	2,868
Midnight Special	224	224	251	251
<b>Safety Training</b>				
New Employees Trained	0	0	3	3
Completed Training Sessions	68	68	216	216

# 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>
January	5	63%	3	37%	8
FY to Date	36	44%	47	56%	83

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>
January	6	10	16
FY to Date	37	14	51

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, working on cemetery rulebook, preparing for new columbarium sales

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

**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	2
▪ New Installation	0
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	0
▪ Repair	0
▪ Disconnect	0
● Water – Residential	
▪ New	0
▪ Repair	1
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	0
▪ Approach New	0
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	104
● Emergency Call-outs	5
● Emergency Call-out after hours	1
● 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	3
▪ Moving/Oversized load	0

▪ Review contractor Traffic Control Plan	1
• Permit Review & Approval - City	
▪ Commercial Building	0
▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	0
▪ Moving	0
• Permit Fees collected	\$750.00
• Sanitary Sewer records drawn and scanned (GIS)	150
• Field Book updates (GIS)	2

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

The City Council accepted the work and approved final pay at their January 4th meeting.

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

There are a few remaining Punch List items for Henkel Construction to complete. These items will be addressed in the spring; the project will then be closed out.

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

There are a few remaining Punch List items for Heartland Asphalt to complete. These items will be addressed in the spring; the project will then be closed out.

#### **Union Pacific Railroad Quiet Zone:**

The Public Authority Application was completed and sent by Certified Mail to the Associate Administrator for Safety of the Federal Railroad Administration in Washington, the Regional Manager of the Federal Railroad Administration, Region 6 in Kansas City, MO, the Union Pacific Railroad in Omaha, NE, the Manager of Highway-Rail Grade Crossing Programs with the Iowa Department of Transportation in Ames, IA, and the Chief of Police in Mason City.

The date of mailing initiated a review period for comments which will expire April 2, 2022. I also worked with the UPRR's consultant and the Railroad Safety Inspector for District 6 of the Federal Railroad Administration on the coordination of a final inspection; the inspection is tentatively scheduled for March 2, 2022.

#### **IA 122 Turn Lane Paving:**

Engineering Staff continued working on plans for the construction of two new right-turn lanes along Hwy 122. The planned turn lanes are located in the westbound direction at the the Frontage Road intersections between South Taft Avenue and South Roosevelt Avenue. The need for these dedicated right-turn lanes was outlined in the 2020 Traffic Engineering Assistance Program (TEAP) Study for the IA 122 Corridor to address the trend of rear-end crashed occurring on or near these Frontage Road intersections.

#### **Monroe Avenue Street and Utility Rehabilitation:**

There are a few remaining Punch List items for Heartland Asphalt to complete. These items will be addressed in the spring; the project will then be closed out.

**Lakeview Preserve Dredging:**

Engineering Staff completed plans and specifications for the dredging of a settling pond in the Lakeview Preserve area. A Public Hearing on the project was set for February 1, 2022 at the January 4th meeting of the City Council. Four bids were received for the January 25th project letting; the low bid was submitted by Bob McKiness Excavating & Grading, Inc. of Mason City, Iowa. The bids and award of contract will be considered by the City Council at the February 1st meeting. The approval of contract and bonds will also be considered by the City Council at the February 1st meeting. The early approval of the contract and bonds will allow the contractor to begin work sooner; the cold weather conditions are beneficial because the frozen ground will allow support for dredging equipment and trucks hauling sediment. The contractor plans to begin work in the first week of February.

**Iowa Traction Railroad Grade Crossings - 19th Street SW:**

Engineering Staff completed final plans and specifications which involves the reconstruction/replacement of two at-grade railroad crossings and the rehabilitation of approximately 750' of 19th Street SW connecting the crossings. The crossings are currently used to provide rail service to the former AMPI site and AGP along 19th Street SW. Setting a date for the Public Hearing will be requested of the City Council at their February 15th meeting.

**Water Distribution System Master Plan:**

Stanley Consultant's, Inc. (Stanley) submitted limited preliminary information along with a request for additional historic data. The additional information is being compiled and is expected to be sent in early February.

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:**

Continued awaiting the final reimbursement payment from the Iowa DOT; upon receipt of payment, the project will be closed out.

**South Monroe Avenue RISE Project:**

The review and audit of the application for reimbursement of RISE funds continued with the Iowa DOT. There was a brief question and answer period in January, followed by the Iowa DOT continuing the process of the project audit.

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

The City received four bids for the January 25th project letting; the low bid was submitted by Peterson Contractors, Inc. of Reinbeck, Iowa. The bids and award of contract will be considered by the City Council at the February 1st meeting. Work on the project will begin no later than May 2, 2022 or upon receipt of the box culvert, whichever is later. The contractor will have 40 working days to complete the project.

### **Water Treatment Plant Discharge Stream:**

The final component of the project will be completed in the spring in conjunction with the final work of the Winnebago River Dam #1 project.

### **Water Tower Maintenance Program:**

An amendment with Dixon Engineering was approved at the January 4th meeting of the City Council. The amendment to Dixon's Professional Services Agreement became necessary due to additional services related to planning and coordination with a private communications company for the removal and reinstallation of their equipment and antennas at the Eisenhower Tower location.

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

- Worked on drafting a revised Job Description in preparation of advertising for hire following the unexpected passing of the City's Traffic Control Technician.
- Prepared the FY23 Operating Budgets for the Engineering Department and Water Supply Division.
- Engineering Staff continued collecting field data for design, and continued with the preparation of plans and specifications on multiple projects being let through the Department. These projects include the Street Rehabilitation Program, Street Panel and Curb Replacement Program, the Iowa Traction Railway grade crossings on 19th Street SW, IA 122 turn lane paving, U.S. 65/South Federal Avenue Reconstruction Project and the Pavement Marking Program.
- Engineering Staff met with representatives from Alliant Energy and their contractor on bi-weekly progress meetings. These meetings are necessary to coordinate on-going and upcoming projects, and to address any concerns that arise during construction.
- 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 South Jackson Avenue and Springview Drive. Crews are currently working on underground installation along South Polk Avenue between 6th Street SW and 8th Street SW and in the South Harrison Avenue cul-de-sac north of 8th Street SW.
- Alliant Energy, along with Michels Power, continued working on an 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 U.S. 65 Reconstruction project. Crews are currently working on underground installation along 21st Street SE between South Federal Avenue and South Georgia Avenue.
- A new Alliant Energy electric rebuild project is expected to begin 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. Engineering Staff approved an Iowa Department of Transportation Utilities Accommodation Permit for underground utility installation in the Highway 122 right-of-way that was submitted by Mi-Tech Services, a design consultant representing Alliant Energy.

- Engineering Staff and members from Alliant Energy's Staff met with project managers with MetroNet to coordinate upcoming work in the street right-of-way and in existing utility easements. New fiber being installed in the right-of-way will be placed underground in the areas identified by Alliant Energy as future overhead to underground rebuild areas.
- Engineering Staff continued working with a design company representing US Cellular, who is working on a plan regarding the installation of 5G antennas throughout the city. Seventeen sets of plans showing the new node locations along with the corresponding permits have been submitted and are currently under review.

#### **Traffic Division:**

- Engineering Staff is covering the responsibilities of the Division and working with the City Electrician when and where necessary.

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

- Water Production

	<u>January</u>	<u>FY 2022</u>
• Total (gal)	108,682,000	909,513,000
• Daily Average (gal)	3,506,000	4,230,000
• Daily Maximum (gal)	4,069,000	6,508,000*
• Daily Minimum (gal)	2,756,000	2,284,000**

\*Indicates Yearly High

\*\*Indicates Yearly Low

- Water Plant Maintenance and Repair
  - Changed oil on all Well Pump motors
  - Changed oil on all Treatment Plant Pump drives
  - Changed oil in air compressors
  - Replaced the furnace in the Kentucky Tower power building
  - Replaced the motor on the aerator fan
  - Replaced the electrical wiring on the aerator between the service box and motor
  - Repaired a leaking hose on #3 EDR Train
  - Converted the lighting fixtures in the pumping plant, Federal Booster building and Hoover Booster building from conventional to LED
  - Rebuilt the 4-way valves of Lines 1 and 2 on #2 EDR Train
  - CIP #1, #2 and #3 EDR Trains
  - 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 100
  - Prepare and send service repair letters 2
  - Monthly bacteria samples 30
  - Collect project bacteria samples 0
  - Check water quality at residents and businesses 8
  - Correlate water main breaks and investigate for leaks 4
  - Hydrant flow testing 0
  - Hydrant Flushing 0
  - Water Main shut down for repairs 2
  - Water shut offs for non-payment 0
  - Water shut for other 0
  - Water service re-connections 1
  - Assist with installation of Water Meters 0
  - Repair Water Meters and collect reading 0
  - Deliver Red or Tan Tag 0
  - Update shut off data base and maps 1,350
  - Water Service Permit/Inspection
    - Repair/Replace 1
    - New Installation 0
    - Disconnections 0
- Meter Department
 

	<u>January</u>	<u>FY 2022</u>
• Meters Installed	13	176
▪ Industrial	0	1
▪ Commercial	0	6
▪ Residential	36	156
• Meters Repaired	0	6
• Contractor and Garden Meters Recovered	0	8
• Contractor and Garden Meters Installed	0	6
• Meters Read	11,866	83062
• Meters Ordered	36	113
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed January 2022</u>				<u>Meters Ordered January 2022</u>			
5/8"		11			5/8"	36	
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	13			Total	36
<u>Meter Inventory February 1, 2022</u>						
5/8"		35			5/8"	0
3/4"		4			3/4"	0
1"		6			1"	0
1 1/2"		2			1 1/2"	0
2"		6			2"	0
					3"	0
					4"	0
	Total	53			Total	0

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

- Met with a communications carrier to plan relocation of equipment before work begins on the Eisenhower Tower
- Replaced heat tape on the level indicator of the brine tank to avoid future freeze-up
- 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
- Removed snow 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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<b>Finance</b>		
	<b>January</b>	<b>Fiscal Year- to- Date</b>
Prepare payable checks	554	4149
Prepare receivable invoices	20	153
Prepare payroll checks	656	5568
Certify invoices to County	0	0
Send letters to State Offset Collections	2	33
Record State Offset collections	\$ -	0
Sort Mail		0
Ambulance accounts sent to collections	103	226
Record ambulance receivable	27	714
Scanned invoices for myView point processing	871	6424
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
- Quarterly reports-FICA, MFPRSI, SUTA
- FY '23 budget
- W-2 processing/filing
- Prepare for construction-relocate employees

### Utility Collection

<b>Utility Collections</b>		
	<b>January</b>	<b>Fiscal Year- to-Date</b>
Record ACH activities	36	172
Prepare utility adjustments	66	655

Finals & charge offs	283	2129
Issue utility bills	10132	71624
Answer phone calls	1141	8705
Respond to voicemail	272	2088
Complete utility service orders	219	1866
Complete landlord tasks	10	68
Issue shutoff notices	522	2746
Process customer paid utility bills	5175	35612
Process customer deposits	343	2760
Replace meters	9	123
Complete monthly sales tax report/hours		

### Information Systems Coordinator

- Enter 2022 holidays into security system schedule.
- Get a 10 keypad to Brent H to use until new laptop arrives.
- Look at digital deposit scanner again for Water Billing.
- Look at front desk printer for Museum.
- Look for blocked message for Yeni K at the FD.
- Restore file for Danielle C at the PD.
- Update email groups for the PD.
- Check PowerPoint video for PD.
- Follow up with Water Billing to see if scanner is working.
- Install Netmotion on tablet for Randy E at the FD.
- Look at Lieutenant PC from FD.
- Look at scanning issue for user at the Rec Department.
- Look for spreadsheet for Brent H.
- Look at Word problem for Lynn S again.
- Perform teste print for museum printer that is having problems.
- Rebuild replacement PC for FD Lieutenants.
- Run updates to fix Adobe Flash problem for Nancy A's PC.
- Check out reports function for Digital Deposits for Water Billing.
- Check to see why Aaron B cannot print to City Hall first floor printer.
- Check with CLTel about Internet lines after maintenance.
- Download and program council meeting to government channel.
- Get with Nancy A bout her scanning problem.
- Add memory to Curt S's PC.
- Have miView Point get in contact with RSM about library.
- Look at getting a new printer for the PD.
- Look at time clock for Rec.
- Order laptop for Brent H.
- Pay invoices.
- Set up new PC for new user in Transit.
- Set up new printer for Musuem.
- Set up new users for PD before January 17<sup>th</sup>.
- Help with Kirby with Parking PC.

- Help Perry B with email on his tablet.
- Look at printer tray settings for museum.
- Set up new PC for Aaron B at the FD.
- Set up old front desk printer for scanning use at Museum.
- Take new PC to 3<sup>rd</sup> floor.
- Perform FOIA request search.
- Test museum Guest Network without front AP.
- Add Michelle K to user on Water Billing machine.
- Run fixes on Erik B's machine.
- Start ticket with RSM for museum WiFi issue.
- Swap servers on backup to reduce City Hall load.
- Take four new monitors to the PD.
- Add Brent H's new laptop to APs.
- Check monitor for Joel B at O and M.
- Configure new laptop for Brent H.
- FOIA search for additional users.
- Look at computer for Bob B at O and M.
- Order conference webcam for Rec.
- Readjust backup jobs on servers again.
- Swap monitors for Jamie S and Kirby B at the PD.
- Take final new monitors to PD.
- Get with RSM about finishing remote VPN for Airport.
- Get with RSM about guest network at Museum.
- Order printer cable for Lynn S's printer.
- Pay invoices.
- Set up new user for the Animal Shelter.
- Take new printer to the PD.
- Test Museum WiFi after fix.
- Change miView Point shortcuts on desktops.
- Change printer scripts for PD mobiles.
- Get with miView Point Tech to change system connection.
- Install new printer in the ACO truck.
- Show Dave H how to use print to PDF for Animal Shelter.
- Change Granicus password for John J.
- Check printer IP settings for printer at PD.
- Double check miView Point shortcuts for users that weren't here on Friday.
- Get building key programmed for Wolff W.
- Hook up printer for Lynn S.
- Order extra memory for PCs.
- Reboot time clock at O and M.
- Reset password for Jessica P at the YTF.
- Set up new user for 3<sup>rd</sup> Floor.
- Configure new PC for Jennifer S at the PD.
- Fix security software on Basement Conference Room PC.
- Get Tracs installed on Terrance P's new PC.
- Have Kyle C look at email server for additional errors.

- Help Paul V troubleshoot his monitors.
- Order more display port adapters.
- Restart email server to clear up errors.
- Swap backup server for MCCHDC02.
- Take HP display port adapters to Paul V.
- Download and program council meeting on government channel.
- Fix printer for Jamie S's tablet.
- Get Tracs installed on Jennifer S's new PC.
- Get with Jamie S about training for Thursday.
- Install scanner software for Belinda S at the Musuem.
- Pay invoices.
- Rebuild PC for Terrance P.
- Update HOBOT software for Mara L.
- Change PD printer scripts to reflect printer change.
- Check network connection for printer at PD.
- Get with Mark R about Randi T's data.
- Help Erik B connect to printer at the FD.
- Look at printer issue for Curt S.
- Look for missing email for Jamie S at the Animal Shelter.
- Look for missing emails for Tricia S.
- Re-direct print server for new printer at PD.
- Reset password for Jim R at the PD.
- Reset password for Randi T's account.
- Set up new user for 3<sup>rd</sup> Floor.
- Set up user for Paul V.
- Change permissions on new folder for Danielle C.
- Find new monitor for Paul V.
- Fix Outlook issue on IT computer.
- Have Bill H order printer for Nancy O.
- Look at monitor issue for Paul V.
- Recreate local profile on IT computer.
- Reset password for Mary L.
- Reset password for user at FD.
- Update Quickbooks for Carl at MHA.
- Add more permissions for Carissa B's account.
- Clean up Aps at O and M after troubleshooting time clock.
- Contact RCC about moving phones for first floor remodel.
- Get with Courtney M at the PD about her printing issue.
- Look at wireless issues for O and M.
- Order replacement battery for O and M firewall equipment.
- Replace wiring for O and M time clock.
- Apply fix to Hannah L's laptop for start menu.
- Find fix for start menu problem on new laptop.
- Fix scanning issue for Carissa B.
- Bet with Brent H about his new laptop.
- Pay invoices.

- Remove former users from Animal Shelter.
- Remove mailbox for Mike C. at PD.
- Reset user password for Amy J at the Animal Shelter.
- Set Steve O ups to access Randi T's email.
- Set up new user for Animal Shelter.
- Get with new officers at the PD to set up email on their phones.
- Have O and M pick up small pile in basement lobby.
- Look at Erik B's Word issue again.
- Move items out of back room on first floor.
- Take replacement battery to O and M.
- Add permissions to rental folder for Carissa B.
- Copy desktop items back to desktops for new PCs at the PD.
- Take new PCs to the PD.
- Take PC to Greg S at the PD.
- Finish copying desktop files back to Jennifer S's PC.
- Look at setting up HR to use fax to email.
- Make keys for contractors.
- Move digital deposit PD to new temporary location.
- Move three computers on Friday from Water Billing.
- Order new network dongle for Greg S's PC.
- Order two video extension cables for Jennifer S at the PD.
- Remove doors from automatic door group.
- Check Water Billing to make sure everything got moved.
- Finish moving cabling from old Water Billing area.
- Fix printer for Jeremy R at the PD.
- Get building keys to Aaron B and Brent H for City Hall.
- Get keys to finance offices to cleaning crew.

## **GIS Department**

### **Airport**

### **Cemetery**

### **City Administrator**

### **Development Services**

- Run 1<sup>st</sup> of month parcel data script, export as CSV file, make adjustments as needed and email
- Assist user with geocoding addresses from a table
- Discuss additions to easement plat data and lack of annotation
- Set up new user with access to online GIS/Asset management system and Imagery services
- Transfer bi-monthly parcel mapping to G: drive for user access
- Tutorial with GIS user on how to run parcel model process and create files bi-monthly

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

- Fix duplicate hydrant ID numbers, add correct data x4
- Discuss CAD files from engineering firm with data for the Airport
- Import project into ArcPro and fix broken data links

- Fix two hydrant points that were not reporting correctly
- Import and review CAD data from Engineering firm
- Add user access to folder on the Shared drive
- Work with training GIS users on new ArcPro software
- Edit duplicate water service records
- Email instructions to GIS user to connect to live county parcel data
- Create new map in ArcPro for GPS Raw Data downloads
- Troubleshoot workflow for downloading GPS points into GIS databases, workflow created
- Troubleshoot hydrant ID in wrong order in report, recreated point and data, fixed x5
- Set up new usernames and passwords for ArcPro software access
- Create training workflow for new users

## **Fire**

- Print jpeg to large format printed image
- Digitize district boundaries and create maps with census tracts, print 6 in large format
- Print large format image from PDF
- Calculate square miles of a boundary
- Update large format maps with requested changes, print x 9

## **Finance**

### **Human Resources**

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

- Discuss water valve information discrepancy, info changed by GIS user
- Asset mgmt. system: create new report and form for user to update/edit table field options

## **Police**

- Create monthly crime by location map, export as pdf and email
- Create weekly call data maps x4
- Category specific crime map

## **Recreation**

### **General**

- Create lists, documentation for transition to new GIS Analyst
- Meet with each department for needs in the interim to new GIS Analyst
- Work on projects for each department and set up contingency plans for interim

## **Grant Administrator:**

- Quarterly and Semi Annual Reports –
  - SAFER
  - AFG
  - JAG
  - JMHCP
  - OVC Victim Specialist
- Monthly Reimbursements

- Staffing for Adequate Fire and Emergency Response (SAFER) - \$17,167.36
- North Central Iowa Narcotics Task Force – monthly bookkeeping, deposits, AP
- Wellness Committee-Plan for 2022 activities, prepare for Chili Cookoff

## **February Initiatives:**

### **Finance Department**

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

### **Information Systems Coordinator**

- Start working on Guest WiFi Network and security.
- Continue upgrading servers to newer version of server OS.
- Get new PCs up and running for Animal Shelter.
- Move Water Billing back to new location.
- Run network cables to new Water Billing location.

### **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	January 2022	YTD
<b>Calls for Service (911 Emergency &amp; Non-Emergency)</b>		
Fire	56	56
EMS	474	474
Total Calls for Service (Fire & EMS)	530	530
<b>Calls for Service by County</b>		
Cerro Gordo County	Worth County	Floyd County
408	61	5
<b>Personnel Training Hours</b>		
Fire	744.75	744.75
EMS	589.55	589.55
Total Training Hours	1,334.30	1,334.30
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	177	177
Existing Building Inspections	19	19
Plan Reviews	20	20
Fire Investigations	5	5
Liquor/State License Inspections	11	11
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	0	0
Public Fire Safety Appearances/Trainings (Number)	2	2
EMS/Fire Students - Ride-Along	2	2
Preceptor Training Hours	18.00	18.00
<b>National Fire Statistics -YTD 2.2.2022</b>	<b>Line of Duty Deaths</b>	<b>Civilian Fire Deaths</b>
	13	328
<b>Fire Property Loss Report – Mason City</b>		
Estimated Property Value	\$591,660	\$591,660
Estimated Property Loss	\$120,576	\$120,576
Total Saved	\$471,084	\$471,084
<b>Overtime Hours</b>		

Fire	64.00	1,289.50
EMS	251.25	4,954.25

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**Significant Events**

01/01/2022	Building Fire	618 S Massachusetts Ave.
01/01/2022	Building Fire	663 14 <sup>th</sup> Pl NE
01/07/2022	Building Fire	325 W State St.
01/10/2022	Building Fire	538 3 <sup>rd</sup> St NE
01/11/2022	Building Fire	2111 S Federal Ave.

## Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development Services	12	14	26
Engineering	16		16
Finance	11		11
Fire	46		46
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maint	66		66
Police	49		49
Recreation	7		7
Youth Task Force	4		4
Grand Total	244	22	266

**Plus 77 Seasonal employees**

### Staffing

### Activity

Hiring Activity:

- Police Officer-6 openings (Police): 1 new officer to start in April. Begin a new recruitment in January with testing/interviews on Mar. 5-6.
- Firefighter/EMT - 2 opening (Fire): Will create a new hiring list in the near future.
- Wastewater Operator - 1 opening (O&M): Will begin an external recruitment in the near future.
- Admin Specialist-Housing/Safety (Dev Services) - 1 opening: Interviews, offer made, approved by Council.
- Transit Supervisor - 1 opening (Dev Services): Interviews, offer made, approved by Council.

	- Multipurpose Arena Supervisor - 1 opening (Rec): Interviews, offer made, approved by Council.
	- Transit Driver - 2 openings (Dev Services): Continuing recruitment. Offer made on 1 candidate to start in February.
	- Library Clerk-PT (Library) - 1 opening: Recruitment conducted, interviews completed. Offer made to candidate to start in February.
	- Parking Enforcement Officer - 1 opening (Police): Assessing the position before starting recruitment.
	- Traffic Control Tech - 1 opening (Engr): Reviewing the position before starting recruitment.
Positions Filled:	- Hired 3 full-time employees during the month and promoted 2 others to full-time positions.
Turnover:	- 1 retirement, 1 death, and 6 seasonal separations during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 5 regular hires/promotions.
Seasonal Staffing:	- Held summer staffing meeting with mgmt staff.
Recruitment Strategy:	- Developed Police recruitment marketing plan for next recruitment.
Civil Service Commission:	- One meeting during the month.

<b>Labor Relations/Legal</b>	<b>Activity</b>
Grievance Activity:	- Fire: No open grievances. - Teamsters: 1 grievance withdrawn. 1 open grievance 3rd Step meeting held, referred to arbitration. - AFSCME: No open grievances.
COVID Policies:	Developed and implemented updated COVID Policy to comply with OSHA ETS standard. Policy has since been withdrawn following the SCOTUS decision on the ETS standard.
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>
Police Swearing In Ceremony:	Assisted with new hire swearing in ceremony for Police Dept.
Wellness Program:	Wellness Committee meeting conducted, planning employee Chili cookoff event.

<b>Benefits</b>	<b>Activity</b>
Employee benefit support:	- Ongoing support on employees benefit issues
Employee Benefits:	- Met with Benefit vendor to explore options.

<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.
Budget Process:	- Prepared HR budget for next fiscal year and participated in budget meetings.
Professional/Community Support:	Participated in local HR group meeting via zoom.

<b>Safety Statistics</b>	<b>Month</b>	<b>2022 YTD</b>	<b>2021 YTD</b>
# of Work Comp Cases	1	1	0
# of OSHA Injuries	0	0	0
# of Days Missed	0	0	0
# of Employees Off	0		

## **MacNider Art Museum**

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Reported by Edie Blanchard, Museum Director

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*January Report Not Available*

## Operations & Maintenance/Parks Department

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Reported by Bill Stangler, Operations & Maintenance Manager

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### Utility Division:

Repair Type	Repair Type Count
Water Main Repair	2
Snow Plowing/ Sanding	13
Hauling	2
Water Main Locates	1
Valve Maintenance/ Turning	6
Fire Hydrant Repair	4
Tree Crew	1
Safety Inspections	1
Vac	2
Leak Detection	1
Sanitation	3
<b>Total</b>	<b>36</b>

We had two water main breaks the past month: One was at the intersection of 4<sup>th</sup> and South Fillmore and the other was at 13<sup>th</sup> and Elm Drive. Along with these breaks we found a few water valves that will need replaced.

### Internal Service Division:

#### Mechanical

Service and repair 0 inspection vehicles  
Service and repair 1 Engineering vehicle  
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 13 Street Department vehicles  
Service and repair 2 Water Reclamation vehicles  
Service and repair 1 Water Utilities vehicle  
Service and repair 1 Water Supply vehicle

#### Electrical

##### Street light repairs:

9th and S. Eisenhower, N. Federal Ave. and 1st NW., 12<sup>th</sup> St. NW overpass

##### Traffic Signal repairs:

122 and S. Garfield, State and Delaware, 19th and S. Taft

Repair thermostat in Street Department building

Repair heater at the campground

Repair parking lot light at City Hall  
Repair outlets at Hockey arena  
Locate lighting conduit at Water Reclamation

**Wastewater Division:**

- Wastewater treatment:

Monthly Total:	134.264	million gallons
Daily Average:	4.331	million gallons per day
Daily Maximum:	5.347	million gallons per day
Sludge processed	2.05	million gallons

**Collection System :**

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 3 none being the cities responsibility

**Treatment Plant Activities :**

- Conducted rounds of the plant every four hours
- Ran belt thickener five days
- Monthly safety inspections
- Worked on #2 heat exchanger
- Took Vactor to Des Moines for repair of collapsed debris tank
- Checked and replaced all oil in plant lift pumps
- Installed safety light on truck 39
- Changed oil in all small air compressors
- Replaced head liner in John Deere tractor
- Misc. painting
- Repaired semi tractor seat
- Electric pump: was here to look at #2 pump, took back to shop for repair
- Cleared snow from plant grounds and animal shelter
- Installed new expansion tank for #2 heat exchanger
- Yearly fire extinguisher inspection

**Laboratory/ Pretreatment Activities :**

- End of year calculations for laboratory Quality Control
- Performed laboratory analysis on eight Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed Quarterly Significant Non-Compliance Review



**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	422.36 tons	422.36 tons
Recycling collected	120,160 pounds	120,160 pounds
Yard waste collected	0 tons	0 tons
Large item number of stops	22	22
Materials collected:		
Large furniture	11	11
Small furniture	10	10
Tubs & toilets	2	2
Appliances & TVs	7	7
Electronics	0	0
Request for service calls	240	240

**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  
Remove the Christmas Decorations  
Pick up dead deer  
Haul old appliances to salvage yard  
Trim and respond to 17 tree requests, remove 9 trees

**Park Department:**

Clean shelters as needed  
Repair and maintenance on equipment and shops as needed  
Feed and care for deer  
Clean and pick up dog waste stations  
Pick up trash in the parks on Mondays and Fridays  
Install benches  
Trim trails  
Plow snow  
Make ice on the skate rink

# 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	128	6	0	0	0	0	0	0	0	0	0	0	128
Alarm - Business	42	0	0	0	0	0	0	0	0	0	0	0	42
Animal	33	0	0	0	0	0	0	0	0	0	0	0	33
Burglary	10	0	0	0	0	0	0	0	0	0	0	0	10
Collision - Prop Damage	81	0	0	0	0	0	0	0	0	0	0	0	81
Collision - Pers Injury	9	0	0	0	0	0	0	0	0	0	0	0	9
Collision - Hit and Run	20	0	0	0	0	0	0	0	0	0	0	0	20
Disorderly	78	0	0	0	0	0	0	0	0	0	0	0	78
Domestic - Physical	10	0	0	0	0	0	0	0	0	0	0	0	10
Domestic - Verbal	32	0	0	0	0	0	0	0	0	0	0	0	32
Fireworks	6	0	0	0	0	0	0	0	0	0	0	0	6
Harassment	38	0	0	0	0	0	0	0	0	0	0	0	38
Medical	68	0	0	0	0	0	0	0	0	0	0	0	68
Motorist Assist	56	0	0	0	0	0	0	0	0	0	0	0	56
Parking	71	0	0	0	0	0	0	0	0	0	0	0	71
Stray Animal	32	0	0	0	0	0	0	0	0	0	0	0	32
Suspicion	91	0	0	0	0	0	0	0	0	0	0	0	91
Theft	45	0	0	0	0	0	0	0	0	0	0	0	45
Welfare Check	106	0	0	0	0	0	0	0	0	0	0	0	106

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	83	0	0	0	0	0	0	0	0	0	0	0	83
New Investigations	354	0	0	0	0	0	0	0	0	0	0	0	354
Traffic Citations	93	0	0	0	0	0	0	0	0	0	0	0	93
Written Warnings	45	0	0	0	0	0	0	0	0	0	0	0	45
Crash Reports	85	0	0	0	0	0	0	0	0	0	0	0	85
Parking Tickets	463	0	0	0	0	0	0	0	0	0	0	0	463
Traffic Stops	101	0	0	0	0	0	0	0	0	0	0	0	101

Extra Patrol Checks	701	0	0	0	0	0	0	0	0	0	0	0	0	701
Business Checks	66	0	0	0	0	0	0	0	0	0	0	0	0	66
Offender Checks	20	0	0	0	0	0	0	0	0	0	0	0	0	20
Open Records Requests	600	0	0	0	0	0	0	0	0	0	0	0	0	600
Dogs to Shelter	16	0	0	0	0	0	0	0	0	0	0	0	0	16
Cats to Shelter	14	0	0	0	0	0	0	0	0	0	0	0	0	14

1<sup>st</sup> Detail patrol completed follow-up on a recent commercial burglary and were able to identify a suspect. A search warrant was served that led to the recovery of evidence from several storage unit burglaries and the commercial burglary. It also identified additional witnesses that were helpful to the investigation.

In January, Mason City had three convenience store robberies. Good work by patrol shift and criminal investigations led to the identification of a suspect and potential accomplices. We are working this case with the Clear Lake Police Department, who also had a similar case.

Patrol has been more involved with licensed liquor establishments lately. We have investigated compliance issues at local licensees and referred those to the Iowa Alcoholic Beverages Division (ABD) for administrative review. We have also worked with ABD on a subsequent investigation related to CBD products that were being sold at by a licensee. We also conducted tobacco compliance checks and had two violations where employees sold to a person under age 21.

Several arrest warrants were served this month on people who were reported as suspicious or who committed acts of vandalism. Attentive work by patrol results in getting these defendants in front of a judge for court proceedings.

### **Criminal Investigations**

In January, 16 new cases were referred to CID. Eleven of those cases were closed and 3 were closed by arrest. CID assisted with the investigation of the convenience store robberies. The suspect was charged with three counts of robbery 2<sup>nd</sup> degree, ongoing criminal conduct, and violation of a no contact order.

Other CID work included the following: arrest on a federal indictment for child pornography charges; served one search warrant; two child protection center interviews; drug evidence was incinerated; and investigators attended sexual abuse investigation training.

### **Support Services**

For the month, MCPD issued 463 parking tickets. Snow and alternate side parking combined to help us identify abandoned vehicles that are left on city streets. Of those, 25 were towed for being abandoned or for 48-hour parking violations.

There were 67 animal calls this month. That included two human bite cases. Five citations were issued for animal offenses. We are now tracking cats and dogs taken to shelter in the statistical report above.

Our Crime Victim Specialist was able to follow-up with 82% of crime victims this month and assisted on eight cases with follow-up at the request of an officer. There were three referrals to Crisis Intervention Service and we assisted with follow-up with the County Attorney on two cases. Assistance was provided to two victims who were applying for Crime Victim Assistance Compensation through the Iowa Attorney General's Office.

#### **Administration**

Three new officers joined MCPD on January 17. They completed their orientation training and will be assigned to patrol for the start of Field Training. They will attend start academy training in May.

We have completed submission and review of the CIP and operations budgets for FY2023. We appreciate the support of the city administrator and finance director as they help us look ahead at MCPD's future. We also appreciate the support of the Mayor and City Council in making sure that we are able to provide police services to our residents and guests.

We continue to make good use of our operations budget as we update spaces inside MCPD. This month we were able to get carpet replaced in the report writing room and in the former office space occupied by Emergency Management. We also completed an upgrade to the women's locker room by installing new tile and new lockers.

<b>MCPD Social Media</b>	<b>Dec 2021</b>	<b>Jan 2022</b>	<b>Difference</b>
Facebook	9,900	9,950	+50
Twitter	2,056	2,056	0

# Public Library

Reported by Mary Markwalter, Library Director

In January the library offered Take and Make Projects in the Youth Services Department. The Adult Services department offered book clubs and "Together Tuesdays" programming. On "Together Tuesdays" there is a different activity each weeks, such as coloring, silent reading, crafts and other activities. The library meeting rooms are busy now. The meeting rooms are reserved frequently every week. The library has completed the accreditation process with the State Library of Iowa. Accreditation lasts for 3 years before requiring a new application.

The Friends of the Library has started accepting pre orders for geraniums. Geraniums are \$5 each. Pre orders are accepted until March 31, 2022. Geraniums are available on the days of the sale, April 29 and 30, 2022 in the Mason City Room of the Library.

<i>Circulation-Books</i>	22-Jan	21-Dec	21-Nov	21-Oct	21-Sep	21-Aug	21-Jul	YTD	LYTD
Adult Fiction	1086	822	1105	1025	1066	1279	1252	7635	3116
Adult Non Fiction	580	336	374	455	398	465	495	3103	761
Large Print	810	534	563	598	767	751	777	4800	2412
Young Adult	296	187	386	383	274	427	544	2497	928
Juvenile Fiction	1283	1012	1428	1406	1153	1347	1548	9177	2430
Juvenile Non-Fiction	313	184	255	392	346	216	336	2042	383
Middle School	245	159	165	159	162	202	240	1332	17
<b>TOTAL BOOKS</b>	<b>4368</b>	<b>3075</b>	<b>4111</b>	<b>4259</b>	<b>4004</b>	<b>4485</b>	<b>4952</b>	<b>29254</b>	<b>10047</b>
<i>Circulation-Other</i>									
Audio/CD/Playaway	171	130	168	208	76	177	225	1155	297
Video Games	27	15	27	25				94	12
Periodicals	124	105	138	126	160	123	102	878	237
Software	0	0	0	0	0	0	0	0	0
Other(puppets, misc)	7	2	10	15	25	9	7	75	0
DVD	664	631	842	747	722	707	802	5115	640
Tumblebooks	21	12	9	3	4	1	1	51	80
Creativebug (users)	29	5	1	5	2	3	14	59	20
World Book Online	54	7	179	0				240	0
Chilton's Online	38	11	298	11				358	0
Gale	0	0	1432					1432	239
Transparent Languages	39	545	0	0	0	0	0	584	0
Brainfuse	62	42	55	247	123	32	0	561	1
Bridges	1980	1761	1759	1817	1814	1639	1744	12514	11294
Newsbank	408	62	68	76	80	80	62	836	19
Hoopla!	678	630	622	679	625	718	722	4674	4672
<b>Total-Other</b>	<b>4302</b>	<b>3958</b>	<b>5608</b>	<b>3959</b>	<b>3631</b>	<b>3489</b>	<b>3679</b>	<b>28626</b>	<b>17511</b>

<b>Grand Total Circ.</b>	8670	7033	9719	8218	7635	7974	8631	57880	27558
Item Records Added	611	529	593	317	694	493	532	3769	1851
Patrons Registered	67	49	42	85	56	80	65	444	127
Renewals	703	762	647	572	552	877	693	4806	1958
Holds Filled	244	189	225	169	197	161	234	1419	1139
Holds Placed	531	431	471	442	476	499	472	3322	7414
Discs Cleaned	0	0	0	0	0	0	0	0	0
Photocopies	1563	1792	1500	1495	1500	1463	1834	11147	2207
Meeting Room Guests	507	687	506	517	501	295	335	3348	842
Meeting Room Used	84	134	56	29	56	40	17	416	78
SILO request unfilled	6	0	1	0	3	4	2	16	23
SILO request filled	0	5	3	16	0	24	16	64	7
SILO MCPL Request Filled	5	14	8	0	5	0	1	33	0
SILO MCPL Request Unfilled	22	10	31	4	23	7	2	99	59
Attendance	11000	11500	10500	10500	12000	10000	10000	75500	1148
Children's Programs	2	2	0	0	4	0	3	11	8
Children's Program Attendance	90	200	0	0	126	0	112	528	1194
Young Adult Programs	1	0	4	0	0	0	0	5	0
YA Program Attendance	18	0	63	0	0	0	0	81	0
Adult Programs	4	3	4	4	0	0	0	15	0
Adult Program attendance	24	43	42	31	0	0	0	140	0
In Library Use	1100	1100	1800	3100	3325	1500	2000	13925	25
Faxes Received	48	0	101	10	15	0	14	188	73
Faxes Sent	2	61	0	40	25	48	101	277	197
Scan	52	40	13	79	48	79	30	0	77
Handouts, Brochures, etc.	1200	1700	1000	1500	700	600	700	7400	3900
Genealogy Referrals	0	0	0	2	1	0	0	3	1
Archive Referrals	8	7	12	4	2	2	8	43	1
Photo Prints	9	0	6	19	8	4	4	50	0
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0	0
Reference Questions	1000	1000	1000	1000	825	800	1000	6625	3631
Internet Users	325	325	375	300	325	325	325	2300	484
WI-FI Sessions	1122	1408	1394	1382	1352	1261	1291	9210	4987
Microfilm Users	0	0	0	0	0	0	0	0	0
Website Visits	3103	2186	2243	2243	2269	2223	2414	16681	15505
<b>TOTAL PUBLIC SERVICES</b>	23451	24177	22640	23860	25088	20785	22205	162206	44413
<b>GRAND TOTAL SERVICE UNITS</b>	32121	31210	32359	32078	57811	28759	30836	245174	71929
<b>VOLUNTEER HOURS</b>	21	21	21	21	21	10	7	122	119

# 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
  - Tiny Tot Basketball
  - Youth Boys Basketball
  - Youth Cheerleading
  - Tiny Tot Cheerleaders
  - Youth Tumbling
  - Process Time Cards
  - Order Supplies
  - Update the City's website and Channel 4
  - Audited 9 first aid kits
- |   |        |
|---|--------|
| Daily Participation Rates in 2022 thru January: | 45,535 |
| Daily Participation Rates in 2021 thru January: | 10,655 |

## Highland Park Golf Course Monthly Activities:

- Safety meeting
- Safety inspections for month of January
- Staff Took Vacation
- Process Time Cards
- Bring into shop 9 greens reels, 3 tee reels, 3 groomer reels
- Checked all roller and reel bearings in all reels replace worn bearings
- Pulled and replaced 14 front and rear roller bears
- Make an order for all parts needed
- Removed bed knives from the 15 bed bars inspect bar clean and replace with new
- Repacked bearings in all greens and tees mowers
- Disassembled groomer belt housings
- Repacked groomer bearings replace pins and belts in housings
- Set up grinder for each specific bed knife and grind true
- Set up grinder for specific reels and grind cylinders
- Disassembled one tee reels and replace reel bearings
- Reassembled all greens and tee reels putting new shield on one tee mower
- Set to bed knife to reel adjust to cut
- Reassembled rollers to mowers
- Leveled rear rollers using granite bench plate
- Set mowing height for the start season
- Checked all bolts tight and grease remaining parts

- Assembled all reels to specifications
- Pulled in Kubota blower remove blower
- Tore down blower check bearing and to replace belts
- Snow removal 4 times
- Did inventory of golf accessories and order needed items
- Started work on 2008 fairway reels
- Fix radiator leak on white S-10 golf course pickup fill system with coolant and check

#### Multipurpose Arena Monthly Activities:

Daily Participation Rates in 2022 thru January: 11,285

Daily Participation Rates in 2021 thru January: 9,234

- 4 Bulls Games
- 3 Toro Games
- 1 Hockey Tournaments
- 6 High School Level Games

#### Recreation Special Activities/Accomplishments:

- Trained 15 youth basketball coaches
- Worked on the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds
- Budget process and meetings
- Met with Marion Olson about the Camp Grounds Manager contract
- Assisted in the planning for Band Festival
- Applied for a grants for our Youth Scholarship
- Applied for the liquor licenses for Fredrick Hanford Softball Complex
- Attended the statewide Aquatic Meeting – IPRA
- Attended the North Iowa Parks and Recreation Directors Meeting
- Assist with RAGBRAI preparation
- Presented to Mason City River City Noon Rotary
- Finish operating budget
- Attend budget meetings

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

- Enrolled Highland Park in the Youth on the Course initiative through IPGA
- Submitted District Hosting papers for Mason City High School Golf program
- Attended the Safety Committee meeting
- Order Season Pass Bag Tags
- Sold advertising creating our own scorecard
- Made contract with 5 potential
- Assist Operation and Maintenance Department with snow removal
- Signed 14 of 18 hole sponsors
- Attained liquor licenses for Highland Park Golf Course
- Finish operating budget
- Attend budget meetings



Multipurpose Arena Activities/Accomplishments:

- Hired a Multi-Purpose Arena Supervisor
- Hosted Hockey Fights Cancer
- Made contact with two music event
- Made contact with MMA event
- Met with Audio/Vision on concert production for the summer 2022

Recreation Work to Be Completed in Coming Month:

- Run Before and Afterschool Care
- Run Tiny Tot Basketball
- Run Youth Cheerleading
- Run Youth Tumbling
- Run Youth Basketball
- Find Youth Sponsor for Spring and Summer Sports

Highland Park Golf Course Work to Do in Coming Month:

- Pull in 2008 and 1998 tractors and inspect, service as needed put reels back on units
- Inspect and service three greens mower tractors
- Inspect and service Kubota mower, Toro grounds masters
- Inspect and service 12 progressive mowers
- Inspect and service all 7 utility carts
- Reassemble 6700 fairway tractor with new water pump, clutch fan and radiator fill with antifreeze and check
- Put reels back on 6700 after assembly and set up
- Order golf accessories ex. Flags, cups, signage, garbage receptacles etc.
- Continue with winter maintenance on greens mowers, tractors, utility vehicles
- Finish up score card
- Start preparing the club house for the season

Multipurpose Arena Work to Be Completed in Coming Month:

- Support Youth Hockey, North Iowa Figure Skaters, and North Iowa Bulls

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## Activities for the Month of January 2022:

- On-going restocked Volunteer supplies for various events
- Assisted Museum, and Parks find volunteers for different projects.
- Attended Committee meetings, Aging Coalition, Gardeners of North Iowa Committee meetings.
- On-going : Worked with present and new volunteers on the importance of reporting hours to volunteer coordinator, sent emails to all active volunteers for reporting of hours, and keeping volunteers abreast of upcoming events.
- Talk with Master Gardener students on applying to Beautification Program.
- Sent out emails to all volunteers about updates.
- Sent emails to volunteers, recognizing total annual hour totals.
- Emailed NIACC Government Class volunteer opportunity.
- Updated flower garden maps to reflect actual active plots.
- Worked on price list with vendor for Beautification program.
- Took 5 new volunteer applications, directed them to projects available.
- Worked with Earth Day Committee on clean up dates.
- Set up 2 new areas for groups to clean up on an ongoing basis.

## Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active
3. Updated Pictures in Volunteer Brochures
4. Updated Volunteer Information Board for 2022

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

Site	Assignment	Hours
Museum	Misc. Projects	21.85
Earth Day	Miscellaneous	10.00
457	Maintenance	41.00
Parks	Misc. Jobs/Street cleanup	1.00

## **Total Hours**

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**73.85**

# 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**

Youth Task Force served 107 mentoring matches to date this school year. IDPH age-appropriate pre-surveys were completed for represented age groups: K-3<sup>rd</sup> grade, 4<sup>th</sup> & 5<sup>th</sup> grade, and 6-12<sup>th</sup> grade. Eighteen matches have been together for 2-10 years.

Mentoring staff attending the virtual National Mentoring Summit held January 26, 27, & 28. On Capitol Hill Day, coordinators participated in Congressional Meetings with Randy Feenstra and Joni Ernst to advocate for mentoring programs.

“Get acquainted” meeting held between grant team and new IDPH Prevention Consultant. Monthly grant meeting calls held for both grants.

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

The Year Three Annual Progress Report was submitted January 21. An overall Final Report is due before the end of our current fiscal year. Monthly call held between Government Program Officer and Director. “Office Hours” monthly educational session held.

### **North Iowa Teen Mental Health Awareness Training Project**

Submitted letter of intent containing preliminary project information to United Way for consideration under their Community Impact Grant. Received invitation to complete formal application process for FY23 project funding consideration. We continue implementation discussions with project-area school districts. Teen Mental Health First Aid requires more time coordinating trainings and entering preliminary de-identified data to the National Council for Mental Wellbeing tracking system. YTF continues the search for appropriate funding applications to support the project.



First Citizens Charitable Foundation donated \$2,500 to the Mason City Youth Task Force for their Teen Mental Health Awareness Project. Pictured are Alice, Heather, Martha, and Jessica with FCB employees Tiffany & Jon

## STAFF / OTHER

Youth Task Force continues close communication with the Iowa Department of Public Health (IDPH), SAMHSA, Iowa Mentoring Partnership (IMP) concerning COVID-19 barriers that impact programming and projects.

**January community involvement:**

1/6 - Empowering Youth with Education and Support (EYES) Coalition meeting

1/6 - Partners 4 Children (P4C) – Planning continues on “Healthy You” Resource Fair. February 17, 3-6 p.m., Music Man Square. Target audience is teenagers and families with children

1/11 - Community Health Improvement Plan (CHIP) Mtg. - Early Childhood Issues Committee

**Educational:**

1/7 – IDPH – Suicide Prevention for Prevention Professionals

1/14 – NIMH -School-based Suicide Prevention: Promising Approaches and Opportunities for Research