

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

February 2022

*(Issued March 11, 2022)*



# Airport

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Reported by David Sims, Airport Manager

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**Date: February 2022**

<b>United Airlines Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>	<b>Jefferson Bus Lines</b>
From 2/1/2022 – 2/28/2022	21469 Gallons	60 Buses
Enplaned 497 Deplaned 500		

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

- Preparation of Board Packet Information, Agenda and Attendance at February 2022 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport
- Signed Task Order for Design of new Commercial Terminal
- Signed Task Order for Snow Removal Equipment Building Roof Improvements
- Coordinated on Design of General Aviation Terminal Improvements
- Completion of the Terminal Environmental Assessment
- Advertised for bids for Lagoon Decommissioning Project
- Conduct winter snow removal operations

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

- Preparation of Board Packet Information, Agenda and Attendance at the March 2022 Airport Commission Meeting.
- Open bids and award contract for Lagoon Decommissioning Project
- Prepare draft Request for Qualifications for Historic Study
- Prepare equipment for spring projects

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of February:

- 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 1 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 2 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 \$660.00 in animal license fees and \$200.00 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: 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. Skywalk work will restart on March 14<sup>th</sup>.

Corridor Revitalization Loan (North/South Federal and Central IA 122 corridors - CoRL) and Downtown Revitalization Loan (DoRL) Programs: The Forgivable Loan Review Committee did not meet in February.

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

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 vacant lot at 412 3<sup>rd</sup> Street SW is currently under bid and is expected to be sold in April.

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 these, 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 is ongoing and proceeding according to schedule.
- Work on the gymnasium and pool additions to Mason City High School is ongoing.
- The new owners of the former Sears store have begun exterior and interior work for an indoor, climate controlled self storage facility. It is expected to open soon.
- The Development Review Committee has approved plans for a new O'Reilly's auto parts store at 1602 South Federal Avenue. The old Elements building will be demolished to make way for the new store. The current store at 1002 South Federal Avenue will be relocated to this site.
- The DRC is finishing review of a new Dollar General Store at 1710 South Federal Avenue, in front of the new indoor self storage facility.
- The former Whiskey Creek restaurant at 1519 4<sup>th</sup> Street SW has been purchased and is being remodeled to accommodate Riddles Jewelry (relocating here from the Mall) and a retail space with a tenant to be named later.

- The portion of Southport Shopping Center other than the former Sears store (now converted to indoor self-storage) has been purchased by the owner of Northland CDL Driver Training. A portion of the building will be used for the driver training school; plans for the remainder are as yet undetermined.
- The Building Inspections Division has received 8 permit requests in the last 90 days for roof-mounted solar electric generating systems, including a 257-panel array to serve Hosmer Honda/Toyota. This method of alternative energy has become more popular among homeowners and commercial property owners.

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 February, 2022.

DRC Activity	February, 2021	2021 YTD as of 2/28/21	February, 2022	2022 YTD
<b>Total Development Plans Reviewed</b>	2	4	4	7
Concept plans reviewed/approved as a Minor Site Plan	1	1	1	3
Concept plans to be resubmitted as a Major Site Plan	1	3	1	2
<b>Total Concept Plans</b>	2	4	2	5
Major Site Plan Reviews Completed	0	0	2	2
Preliminary Plat of Subdivision	0	0	0	0
Final Plat of Subdivision	0	0	1	1
Other Reviews (structure moves, etc.)	1	1	1	1
<b>TOTAL ITEMS REVIEWED</b>	3	5	6	9
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	1	1	2	2

### PLANNING AND ZONING DIVISION

Activity	February, 2021	2021 YTD as of 2/28/21	February, 2022	2022 YTD
Commercial, Principal Structure	1	7	1	0
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	0	1	0	6
Residential, Accessory Structure	1	2	1	3
Signs	2	2	2	5
Floodplain	0	0	0	2
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	1	1	1	1
Variance	0	0	0	2

Activity	February, 2021	2021 YTD as of 2/28/21	February, 2022	2022 YTD
<b>Planning and Zoning Cases:</b>				
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	0	1
<b>Land Subdivision Activities:</b>				
Boundary Line Adjustments	0	1	0	0
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	0	0	0	1
<b>Historic Preservation Commission</b>				
Historic Demolition Reviews	0	0	0	0
<b>Zoning Violations</b>				
Reported	13	15	0	0
Unfounded	0	0	0	0
Founded-Resolved without citation	0	1	0	0
Citations	0	0	0	0
Cases initiated by staff	13	16	0	0
<b>Zoning Inspections</b>				
Zoning – Case Request	13	16	0	0
Zoning – Complaint	1	1	0	0
Zoning –Setback	0	0	0	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>				
Zoning Reviews Completed	20	45	10	40
Floodplain Reviews Completed	21	46	13	44
Historical Reviews Completed	4	10	2	3

## BUILDING INSPECTIONS DIVISION

<b>Building Inspections Permit Report</b>						
Permits	February, 2021		February, 2022		2022 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	27	\$914,594.65	7	\$1,002,942.00	34	\$1,917,536.65
Minor Building Permits	2	\$45,000.00	5	\$223,330.71	7	\$268,330.71
Electrical Permits	20	N/A	17	N/A	37	N/A
Plumbing Permits	7	N/A	9	N/A	16	N/A
Mechanical Permits	9	N/A	13	N/A	22	N/A
Sign Permits	3	\$16,800.00	2	\$15,200.00	5	\$32,000.00
Demolition Permits	1	\$2,500.00	3	\$26,050.00	4	\$28,550.00
Structure Moving Permits	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	<b>69</b>	<b>\$978,894.65</b>	<b>7</b>	<b>\$1,002,942.00</b>	<b>125</b>	<b>\$2,246,417.36</b>
<b>Inspections</b>						
Inspections Completed	February, 2021		February 2022		2022 YTD	
	94		125		219	

<b>Building Inspections Permit Report</b>						
Permits by Type	February, 2021		February 2022		2022 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	21	0	7	0	28
Multi-family	0	0	0	0	0	0
Commercial	0	7	0	3	0	10
Industrial	0	1	0	1	0	2
Institutional	0	0	0	1	0	1
Other (signs, demo, etc.)	0	4	0	5	0	9
<b>Fees Collected</b>	February 2021 \$9,050.57		February 2022 \$9,050.57		2022 YTD \$19,041.06	

## CODE ENFORCEMENT DIVISION

Code Enforcement Report	February, 2021	2021 YTD as of 1/31/21	February, 2022	2022 YTD
Total Requests Initiated (not including snow/ weeds <sup>1</sup> )	65	153	75	148
Staff Initiated	39	84	44	69
Non-Staff Initiated (total):	26	69	31	79
Response to Complaint	11	32	11	14
Anonymous Complaint	10	26	17	29
SeeClickFix	5	11	3	36
<b>Case Requests Disposition</b>				
Founded Case Requests	65	153	75	115
Citations Issued	0	0	0	0
Cases to Court	3	5	1	3
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	0	1	0	0
Abandoned Vehicle	2	3	2	2
Tree/Shrub Maintenance	0	0	0	1
Garbage	18	41	34	42
Inoperable Vehicle	1	4	1	1
Junk, Rubbish or Refuse	19	61	29	40
Other	8	11	2	6
Writ of Removal	2	5	2	5
Information Request	15	27	5	18
Snow Removal/Weeds & Tall Grass	165	352	12	247

Rental Inspection Report	February, 2021	2021 YTD as of 1/31/21	February, 2022	2022 YTD
<b>Inspection Requests</b>				
Initial Inspections	63	103	37	95
Reinspections	24	63	68	81

<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>February, 2021</b>	<b>2021 YTD as of 1/31/21</b>	<b>February, 2022</b>	<b>2022 YTD</b>
Inspection Requests	0	1	1	1
<b>Total Inspections</b>	<b>87</b>	<b>167</b>	<b>106</b>	<b>177</b>
<b>Inspection Results</b>				
Inspections Cancelled by Landlord	0	1	0	0
Inspections Cancelled by Inspector	0	0	1	1
Failed Inspections	5	9	21	42
Passed Inspections	74	143	89	134
No Shows	2	3	0	0
Unfounded	0	1	0	0
Unavailable/Denied Entry	0	0	0	0
Units White Tagged	6	10	3	7
Rental Dwelling Certificates Issued	10	13	116	160
Total Fees Collected	\$ 3,580.00	\$ 4,220.00	\$2,740.00	\$ 4,420.00

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

<b>Transit (Total Rides)</b>	<b>February, 2021</b>	<b>2021 YTD as of 1/31/21</b>	<b>February, 2022</b>	<b>2022 YTD</b>
Fixed Route	8,175	15,919	8,598	16,212
Paratransit	2,896	5,503	2,989	5,857
Midnight Special	322	546	224	475
<b>Safety Training</b>				
New Employees Trained	2	2	2	5
Completed Training Sessions	319	457	92	386



# 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>
February	7	100%	0	0%	7
FY to Date	43	48%	47	52%	90

Burials this month were above projected. Cremation burials were below 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	7	1	8
FY to Date	44	15	59

Lot sales were above 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	6
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	2
▪ Disconnect	2
▪ Septic	1
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	1
▪ Repair	0
▪ Disconnect	1
● Water – Residential	
▪ New	0
▪ Repair	2
▪ Disconnect	1
● 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	113
● Emergency Call-outs	15
● Emergency Call-out after hours	5
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	4
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	4
▪ Moving/Oversized load	2
▪ Review contractor Traffic Control Plan	2
● Permit Review & Approval - City	
▪ Commercial Building	0

▪ Residential Building	1
▪ Demolition	1
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$410.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

**2022 Pavement Marking Program:**

Engineering Staff completed the plans and specifications for the Paving Marking Program. A Public Hearing on the project was set for April 5, 2022 at the March 1st meeting of the City Council The project is currently being bid and will be let on March 24th.

**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:**

There have been no comments received following the submission of the Public Authority Application on February 1, 2022. The application was received by the office of the Associate Administrator for Safety of the Federal Railroad Administration in Washington, DC on February 11, 2022 but no signature receipt card has been returned. This was confirmed through USPS tracking. Signature cards confirming receipt of the application were returned from 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.

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. An unplanned initial inspection was performed by the Railroad Safety Inspector for District 6 on February 24, 2022. A final inspection involving the UPRR’s consultant and the Railroad Safety Inspector for District 6 and the City will follow the application approval of the Associate Administrator for Safety of the Federal Railroad Administration in Washington, DC.

**IA 122 Turn Lane Paving:**

The City Engineering began working with the Iowa DOT on a U-STEP grant to aide in funding the project. The U-STEP program provides 55% of the project funding. The project includes turn lanes 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. The first reimbursement application for \$950,000.00 was submitted on December 27, 2021. The City is awaiting the approval and reimbursement from the Iowa DOT.

**Lakeview Preserve Dredging:**

The bids and award of contract along with the approval of contract and bonds were approved at the February 1st meeting of the City Council. Work began on the project on February 4th. The contractor, Bob McKiness Excavating and Grading Inc. (McKiness), began with clearing and grubbing brush and trees along the haul route and near the dredging area to construct a truck turnaround. Clearing and grubbing was also completed near the north end of Sunset Lake to provide access to the waste material disposal site. Dewatering and dredging of the holding area started the week of February 7th. During the dredging operation, McKiness encountered material not expected and consistent with previous sediment dredging work. Engineering Staff is currently working with a local geotechnical company to provide testing and analysis of the material in the holding area, this analysis will help determine how to proceed with the project.

**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. A Public Hearing on the project was set for April 5, 2022 at the March 1st meeting of the City Council. The project is currently being bid and will be let on March 24th.

**Water Distribution System Master Plan:**

Stanley Consultant's, Inc. (Stanley) continued working on the plan and model using additional data submitted by the City in 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:**

The final reimbursement payment was received. The project is now complete and will be closed out.

**South Monroe Avenue RISE Project:**

The City is awaiting the final audit and receipt of reimbursement.

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

The bids and award of contract for Peterson Contractors, Inc. of Reinbeck, Iowa was approved by the City Council at the February 1st meeting. The contract and bonds was approved by the City Council at the February 15th meeting. Work on the project is expected to 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:**

A Public Hearing on the project was set for March 1, 2022 at the February 1st meeting of the City Council. The project was let on February 18<sup>th</sup>.

The City Engineer discussed and began working on an Amendment No. 5 to the Water Tower Equipment Location Lease with Verizon Wireless. The original agreement approved in 2000 made no provisions for relocating equipment during a major rehabilitation of the tower located at 391 Eisenhower Avenue. The rehabilitation of the tower will force Verizon Wireless to set a temporary tower and remove their equipment from the tower; they will reinstall their equipment to the tower upon completion of the project.

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

- Engineering Staff met with representatives from Alliant Energy and their contractor on bi-weekly progress meetings. These meeting 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 8th Street SW between South Polk Place and South Harrison Avenue.
- 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 21nd Street SE between South Massachusetts Avenue and South Carolina Avenue.
- Engineering Staff coordinated upcoming soil boring work with Terracon, a geotechnical firm working with Iowa Department of Transportation (IDOT), for boings that will be taking

place at the Highway 122 Eastbound Bridge over Willow Creek. This bridge is planned for a future replacement by the IDOT.

- Engineering Staff coordinated with MetroNet design staff on three underground installation areas along Highway 122. MetroNet submitted three Application and Agreement for Use of Highway Right-of-Way for Utility Accommodation to the Engineering Department, these permits were reviewed and approved by Engineering staff and forwarded to the Iowa Department of Transportation.
- 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 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>February</u>	<u>FY 2022</u>
● Total (gal)	105,360,000	1,014,873,000
● Daily Average (gal)	3,762,000	4,176,000
● Daily Maximum (gal)	5,000,000	6,508,000*
● Daily Minimum (gal)	3,306,000	2,284,000**
		*Indicates Yearly High
		**Indicates Yearly Low

- Water Plant Maintenance and Repair
  - Replaced soft starter on Well #10 motor
  - Replaced the 4-way valves of Lines 7 and 8 on #4 EDR Train
  - Rebuilt the actuator for the 4-way valve of Lines 3 and 4 on #1 EDR Train
  - Repaired a leaking hose of Line 5 on #3 EDR Train
  - Repaired a leaking hose of Line 3 on #2 EDR Train
  - Replaced the pump motor bearings on the Sodium Hypochlorite Generator
  - Disconnected a leaking water line in the Pumping Planr Building basement
  - CIP #4 EDR 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 84
  - Prepare and send service repair letters 2
  - Monthly bacteria samples 30
  - Collect project bacteria samples 2
  - Check water quality at residents and businesses 3
  - Correlate water main breaks and investigate for leaks 65
  - Hydrant flow testing 0
  - Hydrant Flushing 0
  - Water Main shut down for repairs 3
  - Water shut offs for non-payment 1
  - Water shut for other 0
  - Water service re-connections 1
  - 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 350
  - Water Service Permit/Inspection
    - Repair/Replace 1
    - New Installation 0
    - Disconnections 0
- Meter Department
 

	<u>February</u>	<u>FY 2022</u>
• Meters Installed	36	212
▪ Industrial	0	1
▪ Commercial	2	8
▪ Residential	34	203
• Meters Repaired	0	6
• Contractor and Garden Meters Recovered	0	8
• Contractor and Garden Meters Installed	0	6
• Meters Read	11,866	94,928
• Meters Ordered	36	149
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed February 2022</u>			<u>Meters Ordered February 2022</u>		
5/8"		33	5/8"		36
3/4"		1	3/4"		0
1"		2	1"		0
1 1/2"		0	1 1/2"		0
2"		0	2"		0
3"		0	3"		0



4"		0		4"	0
	Total	36		Total	36
<u>Meter Inventory March 1, 2022</u>					
5/8"		38		5/8"	0
3/4"		3		3/4"	0
1"		4		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:**

- Freed up Well #16 from accidental backflush of line caused by a seized up check-valve
- Replaced and covered the High Bay lighting in the Pumping Plant to LED
- Assisted Utility Division with seven water main breaks
- 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>February</b>	<b>Fiscal Year-to-Date</b>
Prepare payable checks	508	4657
Prepare receivable invoices	39	192
Prepare payroll checks	668	6236
Certify invoices to County	0	0
Send letters to State Offset Collections	55	88
Record State Offset collections	\$ -	0
Ambulance accounts sent to collections	7	233
Record ambulance receivable	114	828
Scanned invoices for myView point processing	817	7241

- 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
- FY '23 budget

## Utility Collection

<b>Utility Collections</b>		
	<b>February</b>	<b>Fiscal Year-to-Date</b>
Record ACH activities	11	183
Prepare utility adjustments	46	701
Finals & charge offs	435	2564
Issue utility bills	10023	81647
Answer phone calls	1359	10064
Respond to voicemail	388	2476

Complete utility service orders	183	2049
Complete landlord tasks	11	79
Issue shutoff notices	422	3168
Process customer paid utility bills	4338	39950
Process customer deposits	236	2996
Replace meters	28	151

### **Information Systems Coordinator**

- Get quote for new PCs for Engineering.
- Get with Brent D about his cell connection in Car 5.
- Get with Mike M and Danielle C about their access to City Hall.
- Look at virus issue for Robert S at O and M.
- Order 4 more spare SSD drives.
- Take extension cables to PD for Jennifer S.
- Download and program council meeting to government channel.
- Fix default browser for Robert S at O and M.
- Get with Jamie and Kirby at the PD about time line for Tracs upgrade.
- Renew Web Domain before February.
- Take new printer to Nancy O at O and M.
- Copy files from and to new PC for Aaron B at the FD.
- Grant Kirby B access to CID folder.
- Have RSM install firewall software on main server.
- Order new PCs for Engineering.
- Reboot firewall to fix Rec connection again.
- Reboot GIS server to see if this shortens backup time.
- Apply permissions to new folder in S drive for Pam S.
- Fix scanner setting for user at Water Rec.
- Install Zuercher on Aaron B's new PC.
- Help Nancy O with her new printer.
- Replace hard drive in Edith B's PC and rebuild.
- Run BMR on NCIC server at the PD.
- Troubleshoot issues with Edith B's PC.
- Upgrade NCIC server at the PD.
- Configure Ryan P's new PC in Engineering.
- Finish installing camera and museum database software on Edith's B's PC.
- Install Adobe on Aaron B's new PC at the FD.
- Load updated driver for engineering plotter.
- Troubleshoot plotter in engineering.
- Configure new PC for Rick S in Engineering.
- Get with PSN to get them on the Finance server.
- Get with Aaron B about printer for key badges for City Hall.
- Get with Danielle D to install ArcPro on engineering PCs.
- Help Edith B with her printer.
- Look at tablets for housing.
- Look for missing email for Aaron B at the FD.
- Look for missing emails for Erik B at the FD.

- Order printer key back for City Hall.
- Order SSL renewal for VPN.
- Pay invoices.
- Perform BMR on new NCIC server.
- Configure new PC for Terry B in Engineering.
- Get RSM to update route from PD to County.
- Help Aaron B with his tablet connection to the FD network.
- Look at memory card reader for Carissa B.
- Look at printer in Car 9.
- Look for missing emails for Tricia S.
- Order external hard drive to be use to clean up server drive.
- Pay invoices.
- Whitelist email addresses for Aaron B at City Hall.
- Configure new PC for Steven O in Engineering.
- Look at email issue on Joe Bohl's tablet.
- Look at issue with U drive for Jim R at the PD.
- Look for emails for Aaron B at the FD.
- Order 4 more DisplayPort to VGA adapters for Engineering.
- Recreate folder on the Tracs server for Zuercher.
- Reset password for user at FD.
- Run updates on Joe B's tablet.
- Change user name for Stephany B over the weekend.
- Configure new PC for traffic engineer.
- Look at moving old user files to external hard drive.
- Order memory stick for Mark R in Engineering.
- Set up Danielle D's email to connect to Network Administrator's account.
- Continue moving Former Users data to external drive.
- Install printers on Ryan P's new PC.
- Install Trimble Business Center on Ryan and Terry's new PCs.
- Look at printing issue with printer at front desk of museum.
- Reset password for user at FD.
- Run xi to Mobile Business Center on Ryan and Terry's PC.
- Continue data archive from former employee file.
- Download and program council meeting to government channel.
- Start moving items out of basement conference room.
- Take new PCs to engineering.
- Add memory to Nancy A's PC in Engineering.
- Copy desktop items from Rick S's old PC.
- Fix scanning folder for PD user.
- Get with Central Lock and Aaron B about City Hall remodel.
- Look for missing email for Erik B at the FD.
- Look on cameras for PD.
- Move print server to server at City Hall for Tammy O's printer.
- Reprogram DVR in Car 6 completely.
- Fix Mpoer shortcut for Rick S.
- Fix printer for Logan W at the PD.

- Install memory in Mark R's PC.
- Look at DVR in car 1.
- Get with Ryan and Rick to figure out the Trimble unit setup.
- Rejoin Stacey R's PC to domain at Animal Shelter.
- Reorder backup jobs on servers.
- Reset password for PD Officer.
- Answer question about phone system for Dave S at the airport.
- Check with RSM for PCI compliance for Museum.
- Fix printer in Car 3.
- Install Zuercher on FD PCs.
- Look for missing email for Krystal C and Jennifer M in Finance.
- Look for missing emails for Yeni K at the FD.
- Pay invoices.
- Fix user logon issues for user at Water Rec.
- Set Brent H up to access City Website.
- Update email groups for FD.
- GIS interviews.
- Restart GIS server to fix Mpower connections.

#### **GIS Department**

- Interviews conducted in February; Laura Mott pending council approval for a start date of March 30th

#### **Grant Administrator:**

- Monthly Reimbursements
  - Staffing for Adequate Fire and Emergency Response (SAFER) - \$8,541.76
- North Central Iowa Narcotics Task Force
  - Monthly bookkeeping, deposits, AP
  - Annual Chiefs and Sheriffs meeting
  - Apply for 2023 JAG funding
- Work with Main Street Mason City on Downtown Nominations
- CDBG Trainings-completed testing for Certified Grant Admin
- REAP Grant Training
- Annual updating of DUNS numbers
- Applied for Walmart Foundation Grant for Fire Prevention Materials
- Applied for Trees for Kids Spring 2022 Grant

**March Initiatives:**

**Finance Department**

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

**Information Systems Coordinator**

- Start working on Guest WiFi Network and security for wireless ring.
- 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**

- Interviews conducted in February; Laura Mott pending council approval for a start date of March 30th

# Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	February 2022	YTD
<b>Calls for Service (911 Emergency &amp; Non-Emergency)</b>		
Fire	40	96
EMS	420	894
Total Calls for Service (Fire & EMS)	460	990
<b>Calls for Service by County</b>		
Cerro Gordo County	Worth County	Floyd County
359	50	10
<b>Personnel Training Hours</b>		
Fire	833.30	1,578.05
EMS	431	1,020.55
Total Training Hours	1,264.30	2,598.60
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	189	366
Existing Building Inspections	9	28
Plan Reviews	13	33
Fire Investigations	2	7
Liquor/State License Inspections	5	16
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	0	0
Public Fire Safety Appearances/Trainings (Number)	3	5
EMS/Fire Students - Ride-Along	0	2
Preceptor Training Hours	0.00	18.00
<b>National Fire Statistics -YTD</b>		
<b>3.2.22</b>	<b>Line of Duty Deaths</b>	<b>Civilian Fire Deaths</b>
	22	554
<b>Fire Property Loss Report – Mason City</b>		
Estimated Property Value	\$5,420,000	\$6,011,660
Estimated Property Loss	\$10,400	\$130,976
Total Saved	\$5,409,600	\$5,880,684



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**Overtime Hours**

Fire	28.00	92.00
EMS	581.00	832.25

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**Significant Events**

01/01/2022 Building Fire 618 S Massachusetts 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	15	27
Engineering	16		16
Finance	10		10
Fire	46		46
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maint	66		66
Police	49		49
Recreation	7		7
Youth Task Force	4		4
Grand Total	243	24	267

**Plus 77 Seasonal employees**

## Staffing

## Activity

Hiring Activity:

- Police Officer-6 openings (Police): 1 new officer to start 4/4. Began a new recruitment in January with testing/interviews on Mar. 5-6.

- Firefighter/EMT - 2 opening (Fire): Will begin next recruitment on 3/16 following council approval of new position.

- Wastewater Operator - 1 opening (O&M): Begin recruitment in March.

- Distribution Worker (Water Supply) - 1 opening: Job posted internally, civil service test given to internal candidate.

- Transit Driver - 2 openings (Dev Services): 1 new candidate hired. Continuing recruitment.

	- GIS Analyst - 1 opening (Finance): Recruitment conducted, interviews completed, to be filled in March.
	- Parking Enforcement Officer - 1 opening (Police): Assessing the position before starting recruitment.
	- Traffic Control Tech - 1 opening (Engr): Will start recruitment in March.
Positions Filled:	- Hired 2 part-time employees during the month.
Turnover:	- 1 full-time employee separation during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 2 part-time hires.
Seasonal Staffing:	- Began summer staff recruitment.
Career Fair:	- Participated in career fairs at ISU and UNI for Police recruitment.
Civil Service Commission:	- No meetings during the month.

### **Labor Relations/Legal**

### **Activity**

Grievance Activity:	- Fire: No open grievances. - Teamsters: 1 open grievance referred to arbitration. - AFSCME: No open grievances.
Labor Negotiations/Relations:	- Fire: Negotiated initial wage rate for proposed new position of Firefighter Non-EMT.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

### **Employee Involvement**

### **Activity**

Wellness Program:	Chili cookoff event held for all employees.
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### **Benefits**

### **Activity**

Employee benefit support:	- Ongoing support on employees benefit issues
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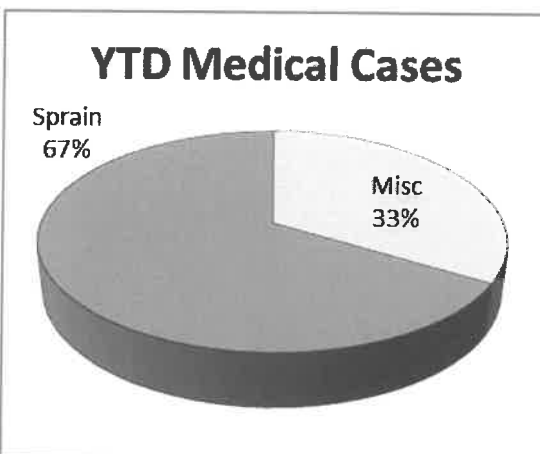
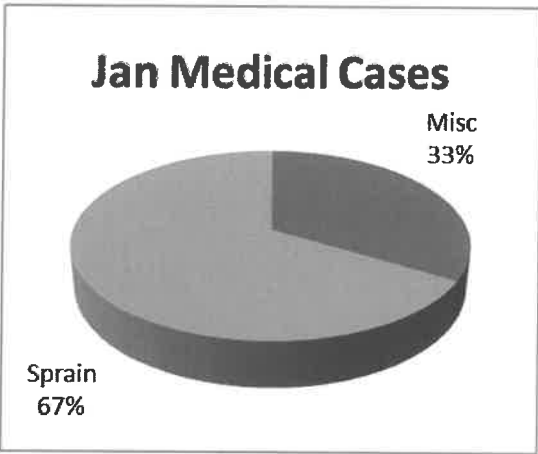
### **Miscellaneous**

### **Activity**

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
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Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
Professional/Community Support:	Participated in board meeting for state HR group via zoom.

Safety Statistics	Month	2022 YTD	2021 YTD
# of Work Comp Cases	3	4	3
# of OSHA Injuries	3	3	3
# of Days Missed	6	6	1
# of Employees Off	0		



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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During the month of February visitor traffic at the Museum increased a small amount, but remained lower than summer attendance, which is normal. During the early weeks of the month when the COVID variant was still a factor classes were not as well attended but by the end of the month had regained to normal winter levels. The Museum had only 1 day in which it canceled classes due to weather for the month, which is unusually mild for February.

As normal the Museum was cleaned including such tasks as dusting artwork, vacuuming, cleaning of the carpets, and normal daily cleaning. Along with these tasks assorted artwork was rotated for conservation reasons, as well as to give the public a new opportunity to view art in the collection. Temporary exhibitions for this month were: *Staff Picks*, and *Creating Her Vision: Works Created by Women*. Towards the end of the month the Museum changed out *Staff Picks* show for the *School Art Show*, for School Art Month in March. The staff completed many routine clerical tasks such as: updating the website, paying invoices, scheduling advertising, mailing correspondence to members, waiting on visitors, registering attendees for classes, selling items out of the gift shop.

Teachers began teaching classes once again after the Holiday break and have had good attendance. In addition the Museum hosted its monthly Kids Club, which is a free monthly club designed for lower income families that may not have traditional opportunities to interact with art. Supplies were selected and ordered and the studio organized for the upcoming semester.

Museum staff also taught outreach classes at several nursing homes and assisted living facilities, Salvation Army Adult Daycare, as well as Prairie Ridge. As previously mentioned attendance grew stronger once the COVID variant numbers decreased.

The Director conducted the monthly board meeting with the Board of Trustees. The meeting was held via zoom due to concerns with the COVID variant. The Board determined at this meeting, based on committee recommendation that it is unable to take on the administration of River City Sculptures on Parade. The Museum staff also submitted to the board its suggested needs for off-site Museum Collection Storage.

The Museum was offered for possible donation at a later date several works of art. The staff is currently researching the items to determine if they are significant enough to be included in the Museum's collection. The Museum has established one of the most well-known collections in the Midwest of premier American Art and must carefully consider which artworks to accept.

Memberships: 195  
Businesses: 20  
City Memberships: 8

Gallery attendance	347
tour attendance	35
event attendance	132
Classes	83
Playground	89
Outreach	31
TOTAL	717

# 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	6
Snow Plowing/ Sanding	5
Hauling	3
Water Main Locates	2
Valve Maintenance/ Turning	2
Water Valve Installations	1
Tree Crew Safety Inspections	1
Vac	1
Leak Detection	2
Sanitation	2
Boil Order Advisory (Notification)	1
Boil Order Advisory Lifted (Notification)	1
<b>Total</b>	<b>27</b>

We had six water mains break this past month. The break on Hwy. 122 and Tennessee Place had created a cavern under the highway and undermined a 4" gas main, so the decision was made to close it for safety. A contractor was hired for this repair because of his larger equipment and the fact he had a ground thaw heater which the City does not currently own. Approximately 55' of 6" water main was replaced along with just over 35 yards of concrete. Alliant Energy had to dig 3 holes so they could isolate the gas main just in case any problems occurred with it. I would like to thank our customers for their patience during the repair.

## Internal Service Division:

### Mechanical

Service and repair 1 inspection vehicle  
Service and repair 0 Engineering vehicles  
Service and repair 5 fire trucks and ambulances  
Service and repair 1 park vehicle  
Service and repair 5 police cars  
Service and repair 0 Recreation Department vehicles  
Repair and service 6 Sanitation trucks, brakes, etc.  
Repair and service 21 Street Department vehicles  
Service and repair 1 Water Reclamation vehicle  
Service and repair 0 Water Utilities vehicles  
Service and repair 0 Water Supply vehicles

### Electrical

#### *Street light repairs:*

Downtown, College Dr. , S. Delaware and N. Pennsylvania, 12<sup>th</sup> Street NW overpass

*Traffic Signal repair:*



19th and S. Taft, Hwy. 122 and Kentucky, 19th and S. Eisenhower  
 Repair scoreboard at the youth complex  
 Repair roof lights at City Hall  
 Repair parking lot light at City Hall  
 Repair fountain at Duck Pond  
 Repair blower at Water Reclamation  
 Repair electrical at Water Reclamation  
 Repair sledding hill lights  
 Repair WiFi at Police Department

**Wastewater Division:**

- Wastewater treatment:

Monthly Total:	111.079	million gallons
Daily Average:	3.967	million gallons per day
Daily Maximum:	5.583	million gallons per day
Sludge processed	1.74	million gallons

**Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Responded to 5 sewer calls with 3 of them having blockages in the city line
- New Vector was purchased and delivered

**Laboratory/Pretreatment Activities:**

- Performed laboratory analysis on seven Industries
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed DNR Monthly Operating Report
- Completed and sent the Pretreatment annual report
- Performed laboratory analysis on plant samples
- Issued 2 Violations to Industries

**Treatment Plant Activities:**

- Removed snow from plant and dog kennel
- Cleaned all DO probes
- Conducted monthly inspections
- Conducted rounds of the plant every four hours
- Replaced water expansion tank for #1 heat exchanger
- Ran thickener five days for sludge removal
- Changed oil in all small air compressors
- Change oil in large electric blower
- Removed #2 pump in PS #1 to get reading to install new Flygt pump
- Checked and changed oil in all lift pump seals
- Changed oil in PD blowers that were on line
- Installed new oil/water separators on belt thickeners

- Cleaned stilling well and checked influent meter accuracy
- Cleaned UV bulbs and got things ready for the season
- Cleaned PS #1 sump pit

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

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

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	382.64 tons	805 tons
Recycling collected	93,660 pounds	213,820 pounds
Yard waste collected	0 tons	0 tons
Large item number of stops	30	52
Materials collected:		
Large furniture	21	32
Small furniture	23	33
Tubs & toilets	1	3
Appliances & TVs	4	11
Electronics	0	0
Request for service calls	255	495

**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
- Traffic sign maintenance
- Pick up dead deer
- Haul old appliances to salvage yard
- Trim and respond to 56 tree requests, remove 26 trees
- Barricade maintenance for RAGBRAI
- Split wood for the campground

**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
- Trim trails
- Plow snow
- Make ice on the skate rink
- Playground safety inspections

# 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	1286	1205	0	0	0	0	0	0	0	0	0	0	2491
Alarm - Business	42	45	0	0	0	0	0	0	0	0	0	0	87
Animal	33	37	0	0	0	0	0	0	0	0	0	0	70
Burglary	10	8	0	0	0	0	0	0	0	0	0	0	18
Collision - Prop Damage	81	59	0	0	0	0	0	0	0	0	0	0	140
Collision - Pers Injury	9	1	0	0	0	0	0	0	0	0	0	0	10
Collision - Hit and Run	20	15	0	0	0	0	0	0	0	0	0	0	35
Disorderly	78	76	0	0	0	0	0	0	0	0	0	0	154
Domestic - Physical	10	10	0	0	0	0	0	0	0	0	0	0	20
Domestic - Verbal	32	21	0	0	0	0	0	0	0	0	0	0	53
Fireworks	6	0	0	0	0	0	0	0	0	0	0	0	6
Harassment	38	35	0	0	0	0	0	0	0	0	0	0	73
Medical	68	85	0	0	0	0	0	0	0	0	0	0	153
Motorist Assist	56	25	0	0	0	0	0	0	0	0	0	0	81
Parking	71	48	0	0	0	0	0	0	0	0	0	0	119
Stray Animal	32	23	0	0	0	0	0	0	0	0	0	0	55
Suspicion	91	147	0	0	0	0	0	0	0	0	0	0	238
Theft	45	51	0	0	0	0	0	0	0	0	0	0	96
Welfare Check	106	90	0	0	0	0	0	0	0	0	0	0	196

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	83	75	0	0	0	0	0	0	0	0	0	0	158
New Investigations	354	317	0	0	0	0	0	0	0	0	0	0	671
Traffic Citations	93	86	0	0	0	0	0	0	0	0	0	0	179
Written Warnings	45	47	0	0	0	0	0	0	0	0	0	0	92
Crash Reports	85	65	0	0	0	0	0	0	0	0	0	0	150
Parking Tickets	463	131	0	0	0	0	0	0	0	0	0	0	594
Traffic Stops	101	121	0	0	0	0	0	0	0	0	0	0	222
Extra Patrol Checks	701	604	0	0	0	0	0	0	0	0	0	0	1305
Business Checks	66	46	0	0	0	0	0	0	0	0	0	0	112

Offender Checks	20	22	0	0	0	0	0	0	0	0	0	0	42
Open Records Requests	600	338	0	0	0	0	0	0	0	0	0	0	938
Dogs to Shelter	16	5	0	0	0	0	0	0	0	0	0	0	21
Cats to Shelter	14	8	0	0	0	0	0	0	0	0	0	0	22

Officers responded to a medical call at NIACC on February 13, 2022. Bystanders intervened and provided immediate CPR and medical care for the patient. We are reviewing this matter for a citizen lifesaving award.

Officers made several cases for drug possession with intent to deliver in patrol in February. One was an arrest for an unrelated offense and the arrestee was in possession of a half-ounce of methamphetamine. A canine sniff following a traffic stop resulted in the recovery of methamphetamine and a firearm. Finally, a theft call to a local retail store led to an arrest that netted over five grams of methamphetamine, cash, and a charge of theft in the 3<sup>rd</sup> degree.

### **Criminal Investigations**

CID filed forgery charges and a first degree harassment on eight cases that were assigned to them in February. One of those cases involved a daytime shooting that occurred on 1<sup>st</sup> Street NW.

Additional work included: one death investigation, four sexual assault investigations, one missing person case, a plain clothes detail, four search warrants, three child protection center interviews, and a meeting with our federal partners on criminal investigations.

### **Support Services**

MCPD issued 131 parking tickets in February. Nine vehicles were towed for overtime parking. Delinquency letters were mailed to 77 vehicle owners.

We answered 60 animal calls including one human bite case where the owner made the decision to euthanize the dog. Two criminal charges were filed for animal offenses.

The story of the month was the capture, shelter, and reclaim of a silver lab that had been living in southwest Mason City. Through the teamwork of local residents, animal control, and the Humane Society of North Iowa, the dog was able to be reunited with its owners.

Our crime victim specialist continues to support victims following the report of crimes to patrol. This month, follow-up was completed on 81 cases including two referrals to the Justice Coordinator and one to Crisis Intervention. Officers make regular referrals to the CVS for community resources. This has helped to place people back in housing and to get home care that they needed.

### **Administration**

We completed the application process for our most recent recruitment with Human Resources. We also used a digital marketing effort in this search to help get the word out about hiring. Testing will occur in early-March.

We have completed the process to evaluate body worn camera solutions and are moving ahead with final project quotes from two Iowa vendors. As soon as we have the information we need, we will schedule installation and deployment.

City Administrator Aaron Burnett presented a City of Mason City Impact Award to Roungaroun Phaiboun on March 3 for his service above and beyond the call of duty in January. He assisted an elderly couple who had run out of gas on the way to a medical appointment. Phaiboun paid for fuel and a gas can to get them back on the road. They were very appreciative of his effort, given that the outside temperature was below zero. Congratulations!

MCPD continues to work with MCFD to update our public safety communication abilities with Verizon and FirstNET for cell phones and computers. This work ensures that we have the ability to communicate and respond to planned events and emergencies to insure public safety.

We did a thorough review of the MCPD grants in February with the City Grant Administrator. MCPD receives funding through a variety of sources that help us to support victims, provide for specialized response, and that help to train our staff. We continue to file quarterly and semi-annual reports about our work specific to that funding.

<b>MCPD Social Media</b>	<b>Jan 2022</b>	<b>Feb 2022</b>	<b>Difference</b>
Facebook	9,950	9,979	+29
Twitter	2,056	2,064	+8

# Public Library

Reported by Mary Markwalter, Library Director

<i>Circulation-Books</i>	22-Feb	22-Jan	21-Dec	21-Nov	21-Oct	21-Sep	21-Aug	21-Jul	YTD	LYTD
Adult Fiction	986	1086	822	1105	1025	1066	1279	1252	8621	3116
Adult Non Fiction	397	580	336	374	455	398	465	495	3500	761
Large Print	620	810	534	563	598	767	751	777	5420	2412
Young Adult	245	296	187	386	383	274	427	544	2742	928
Juvenile Fiction	1030	1283	1012	1428	1406	1153	1347	1548	10207	2430
Juvenile Non-Fiction	252	313	184	255	392	346	216	336	2294	383
Middle School	158	245	159	165	159	162	202	240	1490	17
<b>TOTAL BOOKS</b>	3530	4368	3075	4111	4259	4004	4485	4952	32784	10047
<i>Circulation-Other</i>										
Audio/CD/Playaway	154	171	130	168	208	76	177	225	1309	297
Video Games	21	27	15	27	25				115	12
Periodicals	112	124	105	138	126	160	123	102	990	237
Software	0	0	0	0	0	0	0	0	0	0
Other(puppets, misc)	7	7	2	10	15	25	9	7	82	0
DVD	499	664	631	842	747	722	707	802	5614	640
Tumblebooks	15	21	12	9	3	4	1	1	66	80
Creativebug (users)	11	29	5	1	5	2	3	14	70	20
World Book Online	1200	54	7	179	0				1440	0
Chilton's Online	10	38	11	298	11				368	0
Gale	0	0	0	1432					1432	239
Transparent Languages	574	39	545	0	0	0	0	0	1158	0
Brainfuse	18	62	42	55	247	123	32	0	579	1
Bridges	1826	1980	1761	1759	1817	1814	1639	1744	14340	11294
Newsbank	167	408	62	68	76	80	80	62	1003	19
Hoopla!	664	678	630	622	679	625	718	722	5338	4672
<b>Total-Other</b>	5278	4302	3958	5608	3959	3631	3489	3679	33904	17511
<b>Grand Total Circ.</b>	8808	8670	7033	9719	8218	7635	7974	8631	66688	27558
Item Records Added	1082	611	529	593	317	694	493	532	4851	1851
Patrons Registered	56	67	49	42	85	56	80	65	500	127
Renewals	627	703	762	647	572	552	877	693	5433	1958
Holds Filled	215	244	189	225	169	197	161	234	1634	1139
Holds Placed	481	531	431	471	442	476	499	472	3803	7414
Discs Cleaned	0	0	0	0	0	0	0	0	0	0
Photocopies	1538	1563	1792	1500	1495	1500	1463	1834	12685	2207
MeetingRoomGuests	498	507	687	506	517	501	295	335	3846	842
Meeting Room Used	288	84	134	56	29	56	40	17	704	78
SILO request unfilled	0	6	0	1	0	3	4	2	16	23

SILO request filled	1	0	5	3	16	0	24	16	65	7
SILO MCPL Request Filled	3	5	14	8	0	5	0	1	36	0
SILO MCPL Request Unfilled	11	22	10	31	4	23	7	2	110	59
Attendance	8900	11000	11500	10500	10500	12000	10000	10000	84400	1148
Children's Programs	4	2	2	0	0	4	0	3	15	8
Childrens Program Attendance	218	90	200	0	0	126	0	112	746	1194
Young Adult Programs	1	1	0	4	0	0	0	0	6	0
YA Program Attendance	27	18	0	63	0	0	0	0	108	0
Adult Programs	8	4	3	4	4	0	0	0	23	0
Adult Program attendance	84	24	43	42	31	0	0	0	224	0
In Library Use	950	1100	1100	1800	3100	3325	1500	2000	14875	25
Faxes Received	3	48	0	101	10	15	0	14	191	73
Faxes Sent	21	2	61	0	40	25	48	101	298	197
Scan	39	52	40	13	79	48	79	30	0	77
Handouts, Brochures, etc.	800	1200	1700	1000	1500	700	600	700	8200	3900
Genealogy Referrals	0	0	0	0	2	1	0	0	3	1
Archive Referrals	8	8	7	12	4	2	2	8	51	1
Photo Prints	17	9	0	6	19	8	4	4	67	0
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0	0	0
Reference Questions	1100	1000	1000	1000	1000	825	800	1000	7725	3631
Internet Users	400	325	325	375	300	325	325	325	2700	484
WI-FI Sessions	1183	1122	1408	1394	1382	1352	1261	1291	10393	4987
Microfilm Users	0	0	0	0	0	0	0	0	0	0
Website Visits	2785	3103	2186	2243	2243	2269	2223	2414	19466	15505
<b>TOTAL PUBLIC SERVICES</b>	<b>21348</b>	<b>23451</b>	<b>24177</b>	<b>22640</b>	<b>23860</b>	<b>25088</b>	<b>20785</b>	<b>22205</b>	<b>183554</b>	<b>44413</b>
<b>GRAND TOTAL SERVICE UNITS</b>	<b>30156</b>	<b>32121</b>	<b>31210</b>	<b>32359</b>	<b>32078</b>	<b>57811</b>	<b>28759</b>	<b>30836</b>	<b>275330</b>	<b>71929</b>
<b>VOLUNTEER HOURS</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>10</b>	<b>7</b>	<b>143</b>	<b>119</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
- 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 February: 70,579  
Daily Participation Rates in 2021 thru February: 19,889

Highland Park Golf Course Monthly Activities:

- Disassembled carrier rollers on 2013 greens tractor and new bearings in all
- Checked all bearings in reels grease and check seals
- Brought in 2017 and 2013 greens tractors for maintenance check
- Changed oil and filters in 2017 and 2013 greens tractors

Multipurpose Arena Monthly Activities:

Daily Participation Rates in 2022 thru February: 23,140  
Daily Participation Rates in 2021 thru February: 18,468

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

Recreation Special Activities/Accomplishments:

- Trained 15 youth basketball coaches
- Finalized the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds
- Recruited an intern for the Recreation and Golf Department
- Budget process and changes

- Worked with the North Iowa Band Festival Committee
- Held an internal study on the department operations
- Renew the beer license for Frederick Hanford Park
- Held a planning meeting for on boarding new and rehire seasonal employee with Human Resources
- Attended a number of River City Renaissance meetings
- Meet with local Steak Cookoff Association Representatives on expansion of current events and new events
- Met with Marion Olson about the Camp Grounds Manager contract
- Worked on three different grants

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

- Created the 2022 score card
- Sold score card advertising
- Renew the beer and liquor license for Highland Park Club House
- Booked an evening social at the Club House for a Class Reunion which will include a day event on the course
- Held a planning meeting for on boarding new and rehire seasonal employee with Human Recourse
- Snow removed clubhouse 4 times
- Replaced hydraulic line on 1998 grounds mower to control leak new hydraulic oil and filter
- Brought in 1983 grounds master and strip dashboard and front lift assembly, tires and transmission so we could use any workable parts of use for 1998 model
- Scrap bad motor on 1983 model grounds mower
- Disassemble lift assembly inspect and replace broken spring with used spring from 1983 grounds master
- Get ready for opening of golf course
- Remove radiator due to leak and take to kings radiator to fix in the 1998 grounds master
- Maintenance check on the 1998 grounds master change oil and grease remove deck
- Reassemble 6700 mower with new water pump, clutch fan and replace fixed radiator fill and check for leaks in the 2008 mower
- Put the reels back on 6700 mower after assembly and set up it for the season
- Brought in 1998 6700 mower check for maintenance issues
- Changed the oil and replaced oil and air filters on 1998 6700 mower
- Rebuilt 6 rollers with bearings

#### Multipurpose Arena Activities/Accomplishments:

- Made contact with two music event
- Made contact with MMA event

#### 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 February 2022:

- On-going restocked Volunteer supplies for various events
- Assisted Rec Department, Cemetery, Parks, and Museum, find volunteers for different projects as needed
- Attended Committee meetings, Earth Day, Aging Coalition, Gardeners of North Iowa and 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
- Set up with the Schools, service projects that get younger people involved in volunteering present Beautification Program
- Sent out emails to all volunteers about volunteer, greetings and updates on upcoming meetings
- Sent emails to Beautification volunteers on upcoming events and meetings
- Updated volunteer brochures for different programs
- Found NIACC Government Class volunteer opportunity
- Updating flower garden maps to reflect actual active plots
- Worked on price list with new vendor for Beautification program
- Set up radio interviews
- Set up various talks with different service groups
- Working on Beatification updating garden plots and gardeners
- Updating garden budgets and funds available

## 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 upcoming programs

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

<b>Site</b>	<b>Assignment</b>	<b>Hours</b>
Museum	Miscellaneous Projects	14.72
Earth Day	Miscellaneous	30.00
457	Maintenance	26.00
Miscellaneous Projects	Miscellaneous Departments	28.00
<b>Total Hours</b>		<b>98.72</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**

Monthly grant meeting calls held for both grants (includes financial meetings.) Peer mentoring groups made Valentines for distribution to Veterans and area care centers. Routine school interactions.

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

Sponsor grant meeting calls twice monthly. “Healthy YOU” Resource Fair was held at Music Man Square on February 17, 3-6 p.m. Youth Task Force provided mental health educational handouts; local behavioral health services/resource information available within the 7-county project area and pocket cards with quick information relating to suicide prevention. Good networking and discussion with attendees. Participants were counted, surveys collected to determine if attendees felt information presented was important to the community and/or if they can use or know someone else who can use at least one thing learned while there. CG County PH will tabulate and report to members.

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

Formal application was submitted to United Way for funding consideration under their Community Impact Grant. Youth Task Force continues implementation discussions with project-area school districts and continues the search for appropriate funding applications to support the project.

## **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 impacted or continue to impact programming.

### **February community involvement:**

2/1 – Meeting with Hy-Vee representatives (Community and Diversity Relations, state and local) to discuss possible collaborative partnerships intended to benefit existing youth programs.

2/2 – City Dept. Manager Mtg

2/2 - Community Health Improvement Plan (CHIP) Mtg. - Early Childhood Issues Committee

2/3 - Empowering Youth with Education and Support (EYES) Coalition meeting

2/3 - Partners 4 Children (P4C) – Planning for “Healthy You” Resource Fair. February 17, 3-6 p.m., Music Man Square. Target audience is teenagers and families with children.

2/8- North Iowa Addiction Prevention Alliance (NIAPA). Community Partner Organizations collaborate to prevent addiction and improve outcomes. (Representatives from Mercy One – NI;

CG County Law Enforcement; MCPD; Clear Lake PD; North Iowa Community Action Org; Prairie Ridge Integrated Behavioral Healthcare; CG County PH; Community Health Center, Mason City; City of Mason City, Rec Dept.; MCCSD Social Worker; Youth Task Force; Winnebago CPHD; Floyd CPHD; IDPH; MC City Council Member)

2/10 - 2022 City Council Budget Work Session

2/16 – City Dept. Manager Mtg

2/17 – Health YOU Resource Fair

**Educational:**

2/9 – DHS sponsored “CPPC Immersion 101 Training” Partnerships for Protecting Children (CPPC) demonstrates ways communities are working together to provide safety networks for children.