

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

March 2022

(Issued April 15, 2022)



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

Airport

Reported by David Sims, Airport Manager



Date: March 2022

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 3/1/2021 – 3/31/2021	15,712 Gallons	60 Buses
Enplaned 644 Deplaned 831		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at March 2022 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Returned unopened bids for Lagoon Decommissioning due to project design issue.
- Applied for funding from Bipartisan Infrastructure Law
- Announcement of SkyWest intention to end service in Mason City and 28 other communities.
- Work with US Department of Transportation on air carrier issue.
- Worked on schematic design of Commercial Terminal with architects, tenants, and stakeholders.

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the April 2022 Airport Commission Meeting.
- Complete Commercial Terminal Schematic Design and present to Commission
- Review proposals for replacement air carrier service
- Seek bids for Lagoon Decommissioning Project
- Seek bids for General Aviation Terminal Expansion
- Approve Terminal Apron Expansion Design Task Order
- Place order for replacement vehicle budgeted in FY23
- Submit state Commercial Airport Infrastructure Fund Grant application.

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of March:

- 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 28 Resolutions and 3 Ordinances based on various requirements
- Upload data for Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Assistance with and Issuance of 13 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
- Format, organize and submit for renewal numerous licenses

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: With the official disclosure of the Hyatt Place Hotel flag and naming of the management company, we are ever more confident that the hotel developer is making progress on obtaining financing for the Downtown Hotel. Closing on the hotel property is expected soon. Many of the materials for the skywalk that were delayed due to supply chain issues are now on hand, so construction is expected to continue 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 on March 23 to consider two applications. The owners of Control Print at 504 North Federal Avenue requested a forgivable loan of \$5,416.75 to help fund replacement of their leaking single pane plate glass windows with triple pane windows. The Committee recommends approval of this request. The second application is from the new owners of 30 East State Street (former Otto's Oasis Florist) for a \$30,000 forgivable loan to leverage an investment of \$168,340. This project will convert the space to a full-service restaurant with live entertainment. This project will increase the assessed value of the property by just over 33 percent. The Committee recommends approval of this application. These applications will be considered by the City Council in April.

Section 657A.10/Blight Elimination Program:

Of the 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 3rd Street SW is currently under bid and is expected to be sold in April.

The property at 1422 North Hampshire Place was acquired through direct purchase from the prior owner, but it contained a severely dilapidated house that the City subsequently demolished. The owners of the adjacent properties have bid to purchase the adjoining half of the now vacant property. After a bidding process was conducted to determine fair value, the adjoining owners were the sole bidders, and the City Council approved their bid in March. Each half of the vacant lot will be combined with the adjoining lot.

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. Construction is expected to begin this spring. The current store at 1002 South Federal Avenue will be relocated to this site.
- The DRC has completed review of a new Dollar General Store at 1710 South Federal Avenue, in front of the new indoor self storage facility. Construction is expected to begin in the spring.
- The former Whiskey Creek restaurant at 1519 4th 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.
- Roots, a new downtown business at 209 North Federal Avenue, recently opened. In addition to locally produced food items, this business includes a test kitchen for cooking demonstrations and classes.
- Two additional homes have submitted permit requests for a rooftop solar array.

DIVISIONAL REPORTS

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

DRC Activity	March, 2021	2021 YTD as of 3/30/21	March, 2022	2022 YTD
Total Development Plans Reviewed	5	9	4	11
Concept plans reviewed/approved as a Minor Site Plan	4	5	1	4
Concept plans to be resubmitted as a Major Site Plan	0	3	2	4
Total Concept Plans	4	8	3	8
Major Site Plan Reviews Completed	1	1	1	3
Preliminary Plat of Subdivision	1	1	1	1
Final Plat of Subdivision	0	0	0	1
Other Reviews (structure moves, etc.)	0	1	0	1
TOTAL ITEMS REVIEWED	6	11	5	14
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	1	0	2

PLANNING AND ZONING DIVISION

Activity	March, 2021	2021 YTD as of 3/30/21	March, 2022	2022 YTD
Commercial, Principal Structure	0	7	5	5
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	2	3	3	9
Residential, Accessory Structure	5	7	1	4
Signs	3	5	3	8

Activity	March, 2021	2021 YTD as of 3/30/21	March, 2022	2022 YTD
Floodplain	0	0	0	2
Sidewalk Service Area Permits	0	0	0	0
Zoning Board of Adjustment Cases				
Appeal	0	0	0	0
Conditional Use Permit	0	0	0	0
Special Exception	1	2	1	2
Variance	2	2	0	2
Planning and Zoning Cases:				
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	1	1	0	0
Zoning Ordinance Text Amendment	0	0	0	1
Land Subdivision Activities:				
Boundary Line Adjustments	0	1	1	1
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	0	0	0	1
Historic Preservation Commission		0		0
Historic Demolition Reviews	0	0	0	0
Zoning Violations				0
Reported	0	15	1	1
Unfounded	NA	0	0	0
Founded-Resolved without citation	NA	1	1	1
Citations	NA	0	0	0
Cases initiated by staff	NA	16	1	1
Zoning Inspections				
Zoning – Case Request	0	16	1	1
Zoning – Complaint	0	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
Permit Reviews				
Zoning Reviews Completed	41	86	22	62
Floodplain Reviews Completed	59	105	30	74
Historical Reviews Completed	4	14	2	5

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	March, 2021		March, 2022		2022 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	21	\$1,792,652.66	12	\$2,681,777.99	46	\$4,599,314.64
Minor Building Permits	19	\$170,052.93	15	\$134,461.66	22	\$402,792.37
Electrical Permits	28		15	N/A	52	N/A
Plumbing Permits	7		6	N/A	22	N/A
Mechanical Permits	33		12	N/A	34	N/A
Sign Permits	3	\$26,900.00	3	\$37,350.00	8	\$69,350.00
Demolition Permits	4	\$12,600.00	0	\$0.00	4	\$28,550.00
Structure Moving Permits	0	\$0.00	0	\$0.00	0	\$0.00
Total	115	\$2,002,205.59	63	\$2,853,589.65	188	\$5,100,007.01
Inspections	March, 2021		March 2022		2022 YTD	
Inspections Completed	94		125		219	
Permits by Type	March, 2021		March 2022		2022 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	33	1	19	1	47
Multi-family	0	0	0	0	0	0
Commercial	0	5	2	5	2	15
Industrial	0	1	0	0	0	2
Institutional	0	1	0	0	0	1
Other (signs, demo, etc.)	0	7	0	3	0	12
Fees Collected	March 2021		March 2022		2022 YTD	
	\$17,124.98		\$17,019.78		\$36,060.84	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	March, 2021	2021 YTD as of 3/30/21	March, 2022	2022 YTD
Total Requests Initiated (not including snow/ weeds ¹)	130	283	118	266
Staff Initiated	78	162	78	147
Non-Staff Initiated (total):	52	121	40	119
Response to Complaint	15	47	16	30
Anonymous Complaint	20	46	16	45
SeeClickFix	17	28	8	44
Case Requests Disposition				
Founded Case Requests	130	283	118	233
Citations Issued	1	1	0	0
Cases to Court	2	7	0	3

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

Code Enforcement Report	March, 2021	2021 YTD as of 3/30/21	March, 2022	2022 YTD
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	1	1	1	1
Dangerous Building	0	1	0	0
Abandoned Vehicle	2	5	0	2
Tree/Shrub Maintenance	0	0	1	2
Garbage	24	65	33	75
Inoperable Vehicle	17	21	1	2
Junk, Rubbish or Refuse	51	112	56	96
Other	20	31	8	14
Writ of Removal	3	8	7	12
Information Request	12	39	11	29
Snow Removal/Weeds & Tall Grass	47	399	0	247

Rental Inspection Report	March, 2021	2021 YTD as of 1/31/21	March, 2022	2022 YTD
Inspection Requests				
Initial Inspections	104	207	82	177
Reinspections	10	73	49	130
Inspection Requests	0	1	1	2
Total Inspections	114	281	132	309
Inspection Results				
Inspections Cancelled by Landlord	0	1	0	0
Inspections Cancelled by Inspector	0	0	0	1
Failed Inspections	15	24	15	57
Passed Inspections	85	228	108	242
No Shows	4	7	3	3
Unfounded	0	1	1	1
Unavailable/Denied Entry	0	0	0	0
Units White Tagged	10	20	4	11
Rental Dwelling Certificates Issued	69	82	97	257
Total Fees Collected	\$ 3,800.00	\$ 8,020.00	\$4,940.00	\$ 9,360.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Transit (Total Rides)	March, 2021	2021 YTD as of 3/30/21	March, 2022	2022 YTD
Fixed Route	9,870	25,789	10,203	26,415
Paratransit	3,430	8,933	3,621	9,478
Midnight Special	325	871	238	713
Safety Training				
New Employees Trained	6	8	3	8
Completed Training Sessions	1,535	2,838	473	1,201

Elmwood-St. Joseph Cemetery

Reported by Tyler Anderson, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
March	11	69%	5	31%	16
FY to Date	54	51%	52	49%	106

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>
March	7	3	10
FY to Date	51	18	69

Lot sales were above projection and niche sales were at projection. Fiscal year to date, lot sales are as projected and niche sales are higher than projected.

Administration – Selling and installing spring flowers, coordinating burials, working on cemetery rulebook, preparing for new columbarium sales

Operations – Installing new columbarium, preparing machinery and grounds for spring, burials

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

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	6
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	3
▪ New Installation	0
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	1
▪ Repair	2
▪ Disconnect	0
● Water – Residential	
▪ New	0
▪ Repair	4
▪ 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	52
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	252
● Emergency Call-outs	10
● Emergency Call-out after hours	2
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	0
▪ Moving/Oversized load	4
▪ Review contractor Traffic Control Plan	0
● Permit Review & Approval - City	

▪ Commercial Building	0
▪ Residential Building	1
▪ Demolition	1
▪ Remodel or Addition	1
▪ Moving	0
• Permit Fees collected	\$60.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2022 Pavement Marking Program:

Two bids were received for the March 24th project letting; the low bid was submitted by Weikert Contracting Inc. of Cedar Falls, Iowa. The bids and award of contract will be considered by the City Council at the April 5th 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.

2022 Street Rehabilitation Program Project:

Engineering Staff completed plans and specifications for the project. A Public Hearing on the project was set for April 19th at the March 15th meeting of the City Council. The project is currently being bid and schedule to be let on April 12th.

2022 Street Panel & Curb Replacement Program Project:

Engineering Staff completed plans and specifications for the project. A Public Hearing on the project was set for April 19th at the March 15th meeting of the City Council. The project is currently being bid and schedule to be let on April 12th.

Union Pacific Railroad Quiet Zone:

There were 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.

No comments have been received following the inspection and review of the project by the Railroad Safety Inspector for District 6 of the Federal Railroad Administration. Phone calls have also gone unanswered, nor have they been returned

IA 122 Turn Lane Paving:

The Project plans are under view for compliance with 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 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:

During the dredging operation, the contractor, Bob McKiness Excavating and Grading Inc. 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:

One bid was received for the March 24th project letting; the low bid was submitted by Heartland Asphalt, Inc. of Mason City, Iowa. The bid and award of contract will be considered by the City Council at the April 5th meeting. This project 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.

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.

South Monroe Avenue RISE Project:

The City received notice that the DOT has completed their audit of the project and the application for grant reimbursement was forwarded to the State Finance Department for issuance of payment.

Virginia Avenue - Mason Creek Culvert Replacement:

A pre-construction meeting is scheduled April 14th. 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:

Six bids were received for the February 18th project letting; the low bid was submitted by O & J Coating of Hurst, Texas. The bids and award of contract was approved by the City Council at the March 1st meeting. The approval of contract and bonds is expected to be on the City Council Agenda for the April 5th meeting.

A draft of an Amendment No. 5 to the Water Tower Equipment Location Lease with Verizon Wireless was finalized. The amendment will be on the City Council Agenda for consideration at the April 5th meeting. 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.

The final draft of Amendment No. 5 results in a reduction of revenue to the City in the amount of approximate \$78,000 over the next eighteen and one half years. The current monthly rent of \$2,020 will remain constant through 2040 and the renewal terms set to expire in 2040 will remain the same as in Amendment No. 4.

Other Tasks Performed through the Engineering Department:

- 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 8th Street SW between South Polk Place and South Pierce Avenue and along South Tyler Avenue between 6th Street SW and 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 20th Street SE between South Pennsylvania Avenue and South Georgia Avenue and along South Pennsylvania Avenue between 19th Street SE and 21st Street SE.

- Engineering Staff coordinated work with Alliant Energy for some upcoming gas line work. The project areas will be in the West Haven neighborhood and along Hillcrest Drive. Work is planned to begin in late summer or early fall 2022.
- 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. Engineering Staff approved three Iowa Department of Transportation Application and Agreement for Use of Highway Right-of-Way for Utility Accommodation permits for new 5G poles that will be in State right-of-way. Plans for seventeen additional locations have been submitted to the Engineering Department 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>March</u>	<u>FY 2022</u>
• Total (gal)	112,291,000	1,127,164,000
• Daily Average (gal)	3,622,000	4,114,000
• Daily Maximum (gal)	3,923,000	6,508,000*
• Daily Minimum (gal)	3,083,000	2,284,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Replaced a leaking hose on Line 4 on #2 EDR
- Replaced the solenoid valve on High Service Pump
- Replaced check valve filters on all high service pumps
- Replaced the packing on Well #14 pump
- Rebuilt the valve on the pre-lube line on Well #A3
- Replaced the Electrolyzer unit on the Sodium Hypochlorite Generator
- Repaired various leaking fittings and valves on the Sodium Hypochlorite Generator while it was shut down during the replacement of the Electrolyzer unit
- CIP #1 and #2 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	250	
•	• Prepare and send service repair letters	9	
•	• Monthly bacteria samples	30	
•	• Collect project bacteria samples	0	
•	• Check water quality at residents and businesses	1	
•	• Correlate water main breaks and investigate for leaks	12	
•	• Hydrant flow testing	0	
•	• Hydrant Flushing	0	
•	• Water Main shut down for repairs	1	
•	• 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	425	
•	• Water Service Permit/Inspection		
	▪ Repair/Replace	5	
	▪ New Installation	0	
	▪ Disconnections	0	
•	Meter Department		
		<u>March</u>	<u>FY 2022</u>
•	• Meters Installed	42	254
	▪ Industrial	0	1
	▪ Commercial	0	8
	▪ Residential	42	245
•	• Meters Repaired	1	7
•	• Contractor and Garden Meters Recovered	0	8
•	• Contractor and Garden Meters Installed	1	7
•	• Meters Read	11,866	106,794
•	• Meters Ordered	46	195
•	• Water shut offs for non-payment	0	0
•	• Water service re-connects	0	0

<u>Meters Installed March 2022</u>			<u>Meters Ordered March 2022</u>		
5/8"	42		5/8"	36	
3/4"	0		3/4"	6	
1"	0		1"	4	
1 1/2"	0		1 1/2"	0	
2"	0		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	42		Total	46	
<u>Meter Inventory April 1, 2022</u>					
5/8"	32		5/8"	0	
3/4"	9		3/4"	0	
1"	7		1"	0	
1 1/2"	2		1 1/2"	0	
2"	6		2"	0	
			3"	0	
			4"	0	
Total	56		Total	0	

Other Tasks Performed through the Water Supply Division:

- Performed trouble shooting related to start-up issues with #4 High Service Pump. Resulted in the replacement of an electric contactor
- Collected annual Nitrite sample
- 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

Reported by Brent Hinson, Finance Director

Finance		
	March	Fiscal Year- to- Date
Prepare payable checks	716	5373
Prepare receivable invoices	56	248
Prepare payroll checks	660	6896
Certify invoices to County	0	0
Send letters to State Offset Collections	41	129
Record State Offset collections	\$ 781.19	781.19
Ambulance accounts sent to collections	0	233
Record ambulance receivable	104	932
Scanned invoices for myView point processing	1095	8336

- 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

Utility Collection

Utility Collections		
	March	Fiscal Year- to-Date
Record ACH activities	15	198
Prepare utility adjustments	52	753
Finals & charge offs	81	2645
Issue utility bills	10053	91700
Answer phone calls	1874	11938
Respond to voicemail	451	2927
Complete utility service orders	233	2282
Complete landlord tasks	13	92

Issue shutoff notices	500	3668
Process customer paid utility bills	5296	45246
Process customer deposits	319	3315
Replace meters	35	186

Information Systems Coordinator

- Get with Dave S at the Airport about his camera software.
- Get with John J about his Ipad.
- Help Ryan P access GIS layer to fix plotted point.
- Help Tammy O with her printer again.
- Hook up new card printer.
- Install new ID software.
- Pick up new printer from Central Lock.
- Put together mockup of ID badge and send to Aaron, Brent, and Pam.
- Restore file for Diana B.
- Download and program council meeting on government channel.
- Help Kirby B with Car 2 tablet.
- Look at authentication issues on Jamie S's PC at the animal shelter.
- Mock up portrait version of ID Badge.
- Restart Animal shelter server to see if it fixes authentication issues.
- Send follow up questions regarding phone system to RCC.
- Final mockup of key cards.
- Order extra printer ribbon for ID printer.
- Order new black key cards.
- Look at video settings for Car 6 on DVR.
- Look at video settings for Car 7 on DVR.
- Reset mPower password for MCFire.
- Restore file for Steven V.
- Find missing emails for Tricia S.
- Install printer software for Steven O.
- Check on printer and monitor orders from CDW-G
- Find a computer to run the lobby TV for the PD.
- Fix chrome on Jamie S's PC at the Animal Shelter.
- Fix printer issue for Kiera J.
- Fix Tracs scanner issue in Car 9
- Help Ryan P with photo program.
- Hook up battery backup for Mary L.
- Install Zuercher training on laptop for Jamie S at the PD.
- Look at laptop for the front desk at the PD.
- Remove Mike Francis from AD.
- Add email address allowed list for Jeff B.
- Get with Central Lock about cabling question for foreman.
- Pay invoices.
- Get with Central Lock and contractors.
- Help Edith B with phone calendar again.
- Remove Dan F from AD.

- Swap tablets for Aaron Band Jamey M at the FD.
- Email Nathan about museum request.
- Get with Central Lock to line up cameras after move.
- Look at tablet for Yeni K.
- Make replacement card for Steve M.
- Order new patch panel for first floor cabling.
- Redo first floor network map.
- Run complete updates on Yeni K's tablet.
- Add Ken R at Water Treatment to One Call email group.
- Archive Danielle D's files.
- Finish programming card for Steve M.
- Remove Danielle D from admins.
- Change printer order for Mark R.
- Check email setup for Jamie S at the animal shelter.
- Check pool pass printer for Rec Department.
- Look at vide software for Dylan S.
- Download and program council meeting to government channel.
- Fix digital deposit scanner in Water Billing again.
- Look at problem with Chrome for Brett H at the PD.
- Start setting up new GIS Analyst.
- Clone replacement hard drive for GIS PC.
- Get desktop configure for new GIS Analyst.
- Get laptop and tablet set up for new GIS Analyst.
- Get new GIS Analyst configured on GIS server.
- Run backup on SQL data for GIS.
- Run updates on all GIS PCs and laptops.
- Swap DVR vault for Car 6.
- Look through cameras for statue damage.
- Reactivate Duo account for Penny B.
- Check Michelle K's computer errors.
- Clone hard drive for Donna B at Rec.
- Order four more spare SSDs.
- Pay invoices.
- Pickup PC from Donna B to replace the hard drive.
- Coordinate with CLTel to replace part for Rec.
- Order replacement battery for FD server.
- Run updates on Donna P's PC before taking back.
- Send photos of doors to Central Lock.
- Check on printer for Parks with Haase.
- Get with Brad from RSM about security and switch issue.
- Help EE with security PC IP settings.
- Set up admin access temporarily on FD PCs for software install.
- Set up meeting rooms for FD.
- Change email to group for YTF.
- Look at badge printer for Rec again.
- Put inside front doors of City Hall back on auto schedule.

- Set up calendar for first floor conference room.
- Get with Edit about questions for security system.
- Look at issue on Jennifer M's PC.
- Program and test security group for bus drivers.
- Show Ryan P how to change default picture viewer.
- Start making new badges/key cards.
- Continue working on new badges.
- Copy email folders to Dennis W's account for Bob B.
- Finish badge creation from Friday.
- Fix camera system at bus station.
- Get through various GIS online accounts to add new GIS Analyst.
- Order hard drive for FD server.
- Pay invoices.
- Pick up two new toughbooks from PD.
- Look through video for PD.
- Re-install OS on FD PC.
- Reset password for Randy E at the FD.
- Set up folder for Jamey M at the FD.
- Add Carissa B to the Safety Group.
- Check Group memberships for FD users.
- Clean up security file for Laura M and put in her U drive.
- Finish PC for FD.
- Look for missing emails for Heather J at YTF.
- Move bookmarks from Danielle's profile to Laura's profile.
- Order switch for City Hall.
- Remove auditors from AD.
- Start working with new GIS Analyst.
- Add Jaqueline B to Safety folder.
- Contact Cyclomedia for training for Laura M.
- Finish card printing and programming.
- Get permissions change for Jeff B at the PD on new folder.
- Order hard drive and memory from Viking.
- Start showing Laura M around the City.
- Take hard drive to FD for server.

GIS Department

- Connected with people throughout city departments and reviewed ongoing tasks
- Set up electronics and made sure logins for all software were up to date
- Participated in RAGNRAI meeting
- Reviewed notes of previous analyst to determine what monthly tasks have been
- Schedule training for new programs

Grant Administrator:

- Monthly Reimbursements
 - Staffing for Adequate Fire and Emergency Response (SAFER) - \$5,860.44
 - Office for Victims of Crime Specialist
 - Criminal and Juvenile Justice and Mental Health Collaboration Program
- North Central Iowa Narcotics Task Force
 - Monthly bookkeeping, deposits, AP
- Received Walmart Foundation Grant for Fire Prevention Materials-\$1,000
- Received Trees for Kids Spring 2022 Grant \$2,500
- Received Branching Out Grant-\$5,000
- Applied for Community Forestry Grant - \$5,000
- Applied for Cerro Gordo Community Foundation – Museum \$3,000
- Applied for Cerro Gordo Community Foundation- Library \$8,000
- Applied for Cerro Gordo Community Foundation – Pickle ball Courts \$3,285.95
- Applied for Governor’s Traffic Safety Bureau Grant
- Prepare for Site Visit for VAWA grants (MCPD and TASKFORCE)
- Civil Rights Evaluation Tool Update
- Wellness Committee:
 - Meeting to plan spring evens

March Initiatives:**Finance Department**

- Work on financial month end reports
- Complete City Payables
- 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.
- Start ordering hardware and software for new Email system.

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	March 2022	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	48	144
EMS	467	1361
Total Calls for Service (Fire & EMS)	515	1505
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
419	40	6
Personnel Training Hours		
Fire	824.74	2,402.29
EMS	714.00	1,734.55
Total Training Hours	1,538.74	4,137.34
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	198	564
Existing Building Inspections	13	41
Plan Reviews	14	47
Fire Investigations	2	9
Liquor/State License Inspections	12	28
Community Involvement		
Public Tours of the Fire Station (Number)	0	0
Public Fire Safety Appearances/Trainings (Number)	3	8
EMS/Fire Students - Ride-Along	6	8
Preceptor Training Hours	73.00	91.00
National Fire Statistics -YTD		
3.2.22	Line of Duty Deaths	Civilian Fire Deaths
	31	811
Fire Property Loss Report – Mason City		
Estimated Property Value	\$1,147,331	\$7,158,991
Estimated Property Loss	\$313,950	\$444,926
Total Saved	\$833,381	\$6,714,065

Overtime Hours

Fire	55.25	147.25
EMS	712.00	1,544.25

Significant Events

3/06/2022 Building Fire	1909 4 th St SW
3/17/2022 Building Fire	620 12 th ST NE
3/20/2022 Building Fire	830 12 th St NE
3/21/2022 Building Fire	410 5 th St SE

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	3	17
Museum	6	2	8
Operations & Maintenance	65		65
Police	49		49
Recreation	6		6
Youth Task Force	4		4
Grand Total	242	23	265

Plus 85 Seasonal employees

Staffing

Activity

Hiring Activity:

- Police Officer-6 openings (Police): 1 new officer to start 4/4. Testing/interviews on new recruitment in March, with conditional offers likely in April. Reviewing marketing plans for a summer recruitment.
- Firefighter/EMT - 2 opening (Fire): Accepting applications currently with Civil Service testing scheduled for late April.
- Wastewater Operator - 1 opening (O&M): Begin recruitment in March with testing and interviews in April.
- Distribution Worker (Water Supply) - 1 opening: Position filled internally.

	- Transit Driver - 2 openings (Dev Services): Continuing recruitment.
	- GIS Analyst - 1 opening (Finance): Position filled with external candidate.
	- Parking Enforcement Officer - 1 opening (Police): Assessing position before starting recruitment.
	- Programmer-Aquatics/Childcare - 1 opening (Rec): Recruitment & interviews conducted, job offer made subject to Council Approval.
	- Traffic Control Tech - 1 opening (Engr): Recruitment underway.
Positions Filled:	- Hired 1 regular employee and 8 seasonal employees during the month.
Turnover:	- 1 full-time employee separation and 1 part-time employee retirement during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 1 regular and 8 seasonal hires. Conducted 1 exit interview.
Seasonal Staffing:	- Continuing summer staff recruitment.
Career Fair:	- Participated in career fairs at DMACC and IA Central for Fire recruitment.
Civil Service Commission:	- 1 meeting during the month.

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No open grievances. - Teamsters: 1 open grievance that has been referred to arbitration. - AFSCME: No open grievances.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

Employee Involvement

Activity

Wellness Program:	Participated in Wellness meeting.
Employee Activities:	- Coordinated an employee impact award presentation to a Police Officer.

Benefits

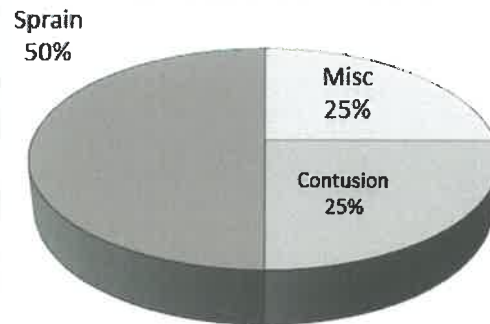
Activity

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.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
NeoGov Applicant Software:	- Participated in annual review meeting with NeoGOV software vendor via zoom.
Iowa Workforce Development	- Participated in IWD employer educational meeting.
City Hall Security Initiative:	- Coordinated employee photos for staff for new employee ID Cards.
RAGBRAI:	- Participated in 7 RAGBRAI meetings as part of committee leadership activities.
Professional/Community Support:	Participated in state HR group meeting via zoom.

Safety Statistics	Month	2022 YTD	2021 YTD
# of Work Comp Cases	2	6	6
# of OSHA Injuries	1	4	6
# of Days Missed	0	6	6
# of Employees Off	0		

Mar Medical Cases**YTD Medical Cases**

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

March attendance was up, which is normal as temperatures rise and people want to venture out of their homes. During the week of spring break the Museum had its highest visitor ship, which is common with families traveling and locals looking for things to occupy their time. The Museum saw many families in the galleries as well as using the Imagination Playground.

The Museum did normal maintenance on the building which included cleaning, vacuuming, and dusting. Now that winter is done the Museum focused on cleaning the salt and sand out of the carpets. The Museum also rotated artwork, as is customary for conservation reasons, as well as to allow visitors to see different items in the collection. Temporary exhibitions for this month were the *School Art Show* and an exhibition for women entitled *Creating Her Vision: Artwork Produced by Women*.

The Museum held the reception for the school art show. Certificates were handed out to all the participants who gained entry into the show. This year the focus was on High School students, with 8 area schools participating. Area art teachers submit the work of their students which was then juried into the show.

The Museum has seen a sharp increase in expenses due to gas prices and inflation. Unfortunately the revenues the Museum has access to have not increased proportionately. The Museum will make small price increases for the upcoming class schedule as well as increase minimum amounts for sponsorships.

Museum staff taught a variety of classes including Spring Break Art Camp. Museum staff also taught outreach classes at several nursing homes and assisted living facilities, Salvation Army Adult Daycare, as well as Prairie Ridge. There were a number of rentals at the Museum on Saturdays that included bridal showers and baby showers. The coming months have the majority of Saturdays booked for rental events.

193 Memberships 20 Businesses

Gallery attendance	539
tour attendance	0
event attendance	246
Classes	123
Playground	108
Outreach	24
TOTAL	1040

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair Type Count
Water Main Repair	1
Cement (Main Repair)	1
Hydrant Installations	1
Snow Plowing/ Sanding	1
Employee Training	1
Water Main Locates	
Valve Maintenance/ Turning	4
Water Valve Installations	2
Cement (Valve Installations)	1
Road Box Repair	10
Storm Sewer Repair	1
Safety Inspections	1
Vac	3
Leak Detection	2
Sanitation	5
Total	34

In April we hope to have all the gravel patches from our winter main breaks poured back weather permitting.

Internal Service Division:

Mechanical

Service and repair 0 inspection vehicles
Service and repair 1 Engineering vehicle
Service and repair 8 fire trucks and ambulances
Service and repair 0 park vehicles
Service and repair 8 police cars
Service and repair 2 Recreation Department vehicles
Repair and service 6 Sanitation trucks, brakes, etc.
Repair and service 26 Street Department vehicles
Service and repair 2 Water Reclamation vehicle
Service and repair 2 Water Utilities vehicles
Service and repair 2 Water Supply vehicles

Electrical

Street light repairs:

Hwy. 122 and Garfield, 19th Street overpass, downtown, Southbridge Mall lot, 12th and N. Federal, Hwy. 122 and Eisenhower. N. Federal, 19th and S. Pierce, 9th and

Indianhead Drive, 14th and N. Monroe

Traffic Signal repair:

Hwy. 122 and Pierce, 15th and S. Federal, Hwy. 122 and Taft, Hwy. 122 various, Hwy. 122 and Polk, Hwy. 122 and Mercy Drive, State and Delaware, Hwy. 122 and Monroe, State and Washington

Replace battery charger on fire truck

Install internet cable in Street Department

Repair power at Water Supply

Repair electrical conduit at Water Reclamation

Drill hole in vault at Water Reclamation

Repair electrical at Water Reclamation

Repair electrical power at the 15th St. Lift Station

Repair lighting at Water Reclamation

Repair lighting at Campground

Wastewater Division:

- Wastewater treatment:

Monthly Total:	156.495	million gallons
Daily Average:	5.048	million gallons per day
Daily Maximum:	6.527	million gallons per day
Sludge processed	1.69	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 10

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on eight Industries
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Issued 2 Violations to Industries

Activities planned for next month at the Water Reclamation Plant:

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

Treatment Plant Activities:

- Change oil in lagoon mixing pumps
- Worked on semi tractor in preparation of spring biosolids application
- Changed oil in UV hydraulic pump
- Monthly inspections
- Installed UV system for season
- Had door on truck #114 repaired at Star Auto
- Electric pump removed #1 effluent pump and took in for repair
- Packard Electric repaired UPS on plant generator
- Cleaned digester check valves
- Installed new pinch valve in preair
- Ingersoll Rand repaired preair air compressor
- March 15th turned UV system on for the season
- Worked on installing second new pump in PS #1
- Repaired south TF after under drain collapsed
- Did yearly site safety inspections (Tom Kopp)

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	488.53 tons	1,293.53 tons
Recycling collected	114,240 pounds	328,060 pounds
Yard waste collected	0 tons	0 tons
Large item number of stops	61	113
Materials collected:		
Large furniture	38	70
Small furniture	38	71
Tubs & toilets	3	6
Appliances & TVs	32	43
Electronics	0	0
Request for service calls	377	872

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 44 tree requests, remove 70 trees
 Barricade maintenance for RAGBRAI
 Split wood for the campground
 Remove plaza baskets

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

Repair fence at Black Pit

Repair broken table in Central Park

Repair signs at Campground

Paint and repair picnic tables

Replace toilets at Frederick Hanford

Repair a waterfall stone at duck pond

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	1483	0	0	0	0	0	0	0	0	0	3974
Alarm - Business	42	45	42	0	0	0	0	0	0	0	0	0	129
Animal	33	37	57	0	0	0	0	0	0	0	0	0	127
Burglary	10	8	9	0	0	0	0	0	0	0	0	0	27
Collision - Prop Damage	81	59	53	0	0	0	0	0	0	0	0	0	193
Collision - Pers Injury	9	1	11	0	0	0	0	0	0	0	0	0	21
Collision - Hit and Run	20	15	13	0	0	0	0	0	0	0	0	0	48
Disorderly	78	76	89	0	0	0	0	0	0	0	0	0	243
Domestic - Physical	10	10	8	0	0	0	0	0	0	0	0	0	28
Domestic - Verbal	32	21	29	0	0	0	0	0	0	0	0	0	82
Fireworks	6	0	2	0	0	0	0	0	0	0	0	0	8
Harassment	38	35	50	0	0	0	0	0	0	0	0	0	123
Medical	68	85	88	0	0	0	0	0	0	0	0	0	241
Motorist Assist	56	25	23	0	0	0	0	0	0	0	0	0	104
Parking	71	48	8	0	0	0	0	0	0	0	0	0	127
Stray Animal	32	23	43	0	0	0	0	0	0	0	0	0	98
Suspicion	91	147	181	0	0	0	0	0	0	0	0	0	419
Theft	45	51	70	0	0	0	0	0	0	0	0	0	166
Welfare Check	106	90	89	0	0	0	0	0	0	0	0	0	285

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	83	75	125	0	0	0	0	0	0	0	0	0	283
New Investigations	354	317	411	0	0	0	0	0	0	0	0	0	1082
Traffic Citations	93	86	99	0	0	0	0	0	0	0	0	0	278
Written Warnings	45	47	51	0	0	0	0	0	0	0	0	0	143
Crash Reports	85	65	74	0	0	0	0	0	0	0	0	0	224
Parking Tickets	463	131	13	0	0	0	0	0	0	0	0	0	607
Traffic Stops	101	121	114	0	0	0	0	0	0	0	0	0	336
Extra Patrol Checks	701	604	561	0	0	0	0	0	0	0	0	0	1866
Business Checks	66	46	41	0	0	0	0	0	0	0	0	0	153

Offender Checks	20	22	22	0	0	0	0	0	0	0	0	0	64
Open Records Requests	600	338	654	0	0	0	0	0	0	0	0	0	1592
Dogs to Shelter	16	5	17	0	0	0	0	0	0	0	0	0	38
Cats to Shelter	14	8	14	0	0	0	0	0	0	0	0	0	36

Patrol did a lot of solid, proactive police work this month that helped us to get closer to closing a couple of longer term investigations. While we have some vacancies, the work done on a daily basis in patrol is still the foundation of what we do as an agency.

We received a stolen property hit on an old burglary case. The item that was taken was sold out of state and additional follow-up is now being completed by the investigating officer. The same officer also had a fingerprint hit come back on a stolen vehicle case that was used to support another criminal charge that had already been filed.

In another case, charges were filed for conspiracy to deliver and possession of drug paraphernalia after a person delivered fentanyl to a person who then had an overdose. Narcan administration was able to reverse the overdose and medical treatment followed.

Officers were dispatched on a welfare check found a local resident who was struggling with mental health issues. The resident was taken for a mental health evaluation and a referral was made to her landlord about safety issues in the residence. A dangerous situation was avoided because of the intervention of the officers and the notification to the landlord.

Case follow-up was done other incidents that included search warrants, interviews, and canvasses for surveillance video. This work done immediately by patrol helps to speed up the investigative process and recover evidence or property that may otherwise be lost in these cases. Some of that work led to a search warrant on a suspect for several recent vehicle burglaries. Officers also interrupted the theft of catalytic converters and discovered burglary tools in the suspect's vehicle. Finally, a local resident wanted on felony drug charges was located as he worked to avoid identification and arrest by law enforcement.

Criminal Investigations

CID was assigned 13 new cases in March. Five of those cases were cleared and one was cleared by arrest. Criminal charges for the month included: sexual abuse in the 2nd degree, sexual abuse in the 3rd degree, and theft in the 1st degree.

Notable case work for the month included the following: one missing person/death investigation; a suicide investigation; investigation into two suspicious fires; one child protection center interview; and one MCPD employment background investigation.

Support Services

The Crime Victim Specialist followed up on 85 cases in March, providing support on 17 of them for the case officer. Referrals were made to Crisis Intervention, follow-up assistance was provided to the Cerro Gordo County Attorney's Office, and two crime victim assistance applications were completed. Assistance was provided to two victims for community resources.

The CVS also assisted patrol on two occasions by providing additional services for people experiencing homelessness.

Animal control had a total of 114 calls for service in March. This included five human bite cases and 12 charges filed for animal offenses. One referral was made to the City Administrator for vicious animal.

Administration

MCPD is completing annual inspections on vehicle for hire companies that include background checks on drivers. We are also constantly enforcing animal control laws as it relates to animal complaints and human bite case investigations.

We completed police officer applicant testing on March 5 and 6. We are completing a background investigation on one certified applicant at this time. We hope to have that offer of employment to city council for approval in early May.

MCPD in-service training for March included defensive tactics work and scenario-based learning at NIACC. We appreciate the partnership that allows us to use space on campus for training. The afternoon block of training was related to software usage/proficiency for CAD/RMS and other tools used daily by officers in patrol.

We signed documents to purchase a new video solution from Getac. This will include body-worn camera, in-car video, and three fixed room systems at MCPD. We expect this system to go-live sometime in mid-summer. Our Body Worn Camera committee did the work of evaluating vendors and wear testing the equipment to pick a solution that fit us best.

Public Library

Reported by Mary Markwalter, Library Director

The library coffee shop is preparing to open later in April.
We have live music scheduled for summer starting on Friday, June 3, 2022.

<i>Circulation-Books</i>	22-Mar	22-Feb	22-Jan	21-Dec	21-Nov	21-Oct	21-Sep	21-Aug	21-Jul	YTD	LYTD
Adult Fiction	1033	986	1086	822	1105	1025	1066	1279	1252	9654	3658
Adult Non Fiction	433	397	580	336	374	455	398	465	495	3933	914
Large Print	852	620	810	534	563	598	767	751	777	6272	2780
Young Adult	319	245	296	187	386	383	274	427	544	3061	999
Juvenile Fiction	1705	1030	1283	1012	1428	1406	1153	1347	1548	11912	2855
Juvenile Non-Fiction	339	252	313	184	255	392	346	216	336	2633	449
Middle School	249	158	245	159	165	159	162	202	240	1739	25
TOTAL BOOKS	4681	3530	4368	3075	4111	4259	4004	4485	4952	37465	11680
<i>Circulation-Other</i>											
Audio/CD/Playaway	218	154	171	130	168	208	76	177	225	1527	390
Video Games	41	21	27	15	27	25				156	0
Periodicals	153	112	124	105	138	126	160	123	102	1143	271
Software	0	0	0	0	0	0	0	0	0	0	0
Other(puppets, misc)	2	7	7	2	10	15	25	9	7	84	0
DVD	654	499	664	631	842	747	722	707	802	6268	711
Tumblebooks	27	15	21	12	9	3	4	1	1	93	87
Creativebug (users)	32	11	29	5	1	5	2	3	14	102	32
World Book Online	640	1200	54	7	179	0				2080	0
Chilton's Online	12	10	38	11	298	11				380	0
Gale	0	0	0	0	1432					1432	239
Transparent Languages	76	574	39	545	0	0	0	0	0	1234	0
Brainfuse	25	18	62	42	55	247	123	32	0	604	1
Bridges	2002	1826	1980	1761	1759	1817	1814	1639	1744	16342	13081
Newsbank	160	167	408	62	68	76	80	80	62	1163	104
Hoopla!	793	664	678	630	622	679	625	718	722	6131	5359
Total-Other	4835	5278	4302	3958	5608	3959	3631	3489	3679	38739	20275
Grand Total Circ.	9516	8808	8670	7033	9719	8218	7635	7974	8631	76204	31955
Item Records Added	301	1082	611	529	593	317	694	493	532	5152	2144
Patrons Registered	89	56	67	49	42	85	56	80	65	589	143
Renewals	679	627	703	762	647	572	552	877	693	6112	1958
Holds Filled	207	215	244	189	225	169	197	161	234	1841	1387
Holds Placed	407	481	531	431	471	442	476	499	472	4210	8682

Discs Cleaned	0	0	0	0	0	0	0	0	0	0	0
Photocopies	2806	1538	1563	1792	1500	1495	1500	1463	1834	15491	2407
MeetingRoomGuests	586	498	507	687	506	517	501	295	335	4432	882
Meeting Room Used	241	288	84	134	56	29	56	40	17	945	88
SILO request unfilled	1	0	6	0	1	0	3	4	2	17	23
SILO request filled	1	1	0	5	3	16	0	24	16	66	14
SILO MCPL Request Filled	1	3	5	14	8	0	5	0	1	37	2
SILO MCPL Request Unfilled	0	11	22	10	31	4	23	7	2	110	89
Attendance	7800	8900	11000	11500	10500	10500	12000	10000	10000	92200	1188
Children's Programs	0	4	2	2	0	0	4	0	3	15	8
Childrens Program Attendance	0	218	90	200	0	0	126	0	112	746	1194
Young Adult Programs	0	1	1	0	4	0	0	0	0	6	0
YA Program Attendance	0	27	18	0	63	0	0	0	0	108	0
Adult Programs	6	8	4	3	4	4	0	0	0	29	0
Adult Program attendance	57	84	24	43	42	31	0	0	0	281	0
In Library Use	1000	950	1100	1100	1800	3100	3325	1500	2000	15875	25
Faxes Received	3	3	48	0	101	10	15	0	14	194	74
Faxes Sent	74	21	2	61	0	40	25	48	101	372	200
Scan	24	39	52	40	13	79	48	79	30	0	79
Handouts, Brochures, etc.	1000	800	1200	1700	1000	1500	700	600	700	9200	4400
Genealogy Referrals	1	0	0	0	0	2	1	0	0	4	1
Archive Referrals	61	8	8	7	12	4	2	2	8	112	4
Photo Prints	0	17	9	0	6	19	8	4	4	67	0
OCLC Borrowed from MCPL	1	0	0	0	0	0	0	0	0	1	0
OCLC Borrowed by MCPL	1	0	0	0	0	0	0	0	0	1	0
Reference Questions	1000	1100	1000	1000	1000	1000	825	800	1000	8725	4031
Internet Users	425	400	325	325	375	300	325	325	325	3125	484
WI-FI Sessions	1414	1183	1122	1408	1394	1382	1352	1261	1291	11807	5451
Microfilm Users	2	0	0	0	0	0	0	0	0	2	0
Website Visits	3314	2785	3103	2186	2243	2243	2269	2223	2414	22780	18067
TOTAL PUBLIC SERVICES	21502	21348	23451	24177	22640	23860	25088	20785	22205	205056	52286
GRAND TOTAL SERVICE UNITS	31018	30156	32121	31210	32359	32078	57811	28759	30836	306348	84329
VOLUNTEER HOURS	25	21	21	21	21	21	21	10	7	168	140

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and After School Care
- Preschool Sports Class
- Youth Basketball
- Tiny Tot Basketball
- Spring Break Camp
- Process Time Cards
- Order Supplies
- Update the City's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Daily Participation Rates in 2022 thru March:	72,103
Daily Participation Rates in 2021 thru March:	23,017

Highland Park Golf Course Monthly Activities:

- Clean up the course and rake and blow off sticks and debris and pick up
- Open the club house on March 8th for Season Pass sales
- Course opened March 25th for play
- Reassess the fertilizer program
- Order fertilizer and plant protectants for early season

Multipurpose Arena Monthly Activities:

Daily Participation Rates in 2022 thru March:	36,671
Daily Participation Rates in 2021 thru March:	27,702

- 6 Bulls Games
- 4 Toro Games
 - 2 Playoff Toro Games

Recreation Special Activities/Accomplishments:

- Recruited Youth Sports Sponsors
- Start Preparations for Youth Soccer
- Marketing for Spring and Summer Programs

- Fire Extinguisher equipment checked
- *Held first aid training for seasonal employees*
- *Assisted in Band Fest planning*
- *Signed up for Pokeman Go National Park Monthly Park Play*
- Trained 89 youth soccer coaches
- Held a planning meeting for on boarding new and rehire seasonal employee with Human Resources
- Met with Marion Olson the Camp Grounds Manager
- Worked on different CIP Projects
- Registered the pool for our state license
- Assisted in a number of area for RAGBRAI

Highland Park Golf Course Special Activities/Accomplishment:

- Washed the 1993 Cushman
- Changed oil and filter and clean and inspect air filter on the 1993 Cushman
- Removed carburetor and inspected automatic choke on the 1993 Cushman
- Disassembled carb and inspect and cleaned fix automatic choke on the 1993 Cushman
- Reassembled carb and put back on motor and tested on the 1993 Cushman
- Checked brake system on the 1993 Cushman
- Serviced S-10 pickup and replaced weak battery
- Cut sanded and routed 7 new path signs assemble
- Changed oil, replace air filter and fuel filters on the 1984 grounds master
- Put new seat on the 1997 grounds master
- Fabricated interlocking safety switch on the 1997 grounds master
- Rebuilt large front carrier rollers on a greens mower tractors
- Removed the blades on 12 foot progressive mower
- Replaced middle drive shaft on progressive
- Checked fluids and sharpen blades, reassembled, and greased
- Put hour meters on all rental carts
- Blew and picked up debris on practice greens and around clubhouse parking lot, around tee boxes 1 and 6
- Self-inspected all locations for the Safety Department
- Worked on different CIP Projects
- Assisted in a number of inspections for the Mall Sale
- Had a meeting with Bird Scooter to see if we could expand into their bike rental program
- Attend IPRA State Conference in Dubuque
- Held Recreation Programmer interviews

Multipurpose Arena Activities/Accomplishments:

- Continue pre-event meetings with a May MMA event
- Continue pre-event meetings with a family events
- Gave 2 interviews
- Provided information to documentation and information to the arena's insurance carrier

- Assisted in a number of inspections for the Mall Sale
- Assisted in an application to hold a state high school event in the arena

Recreation Work to Be Completed in Coming Month:

- Run Adult Volleyball
- Run Before and Afterschool Care
- Run Preschool Sports
- Find sponsors Youth Summer Sports
- Run for Spring Soccer
- Prepare for Facilities for Spring Sports
- Run Spring Break Camp
- Run Archery Program
- Host a First Aid and CPR Classes for staff

Highland Park Golf Course Work to Done in Coming Month:

- Open the course for the season
- Continue to clean up course and maintain conditions for play
- Contact and get summer crew together
- Calibrate fertilizer spreader
- Pre-emergent fertilizer on all fairways and tees
- Fertilize greens and banks
- Removal of dead trees
- Continue to do daily maintenance and pickup, rake and remove debris from course from winter and wind events
- Daily maintain to playing conditions
- Trim low branches
- Mow greens as needed, cups, traps
- When ready, mow fairways and tees
- Get sprayers ready
- Open the full kitchen around April 26th

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of March 2022:

- On-going restocked Volunteer supplies for various events
- Assisted Departments, find volunteers for different projects.
- Attended Committee meetings, Earth Day, Aging Coalition, and tree planting meeting.
- 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.
- Sent out emails to all volunteers about updates on upcoming meetings and volunteer opportunities.
- Sent emails to Beautification volunteers on meetings and updates on the program.
- Updated volunteer brochures
- Found NIACC Class volunteer opportunity.
- Worked on updating flower garden budget to reflect actual active plots.
- Worked on price list with vendors for Beautification program.
- Accepted several volunteer applications for various volunteer projects.
- Assisted Parks, cemetery find volunteers for cleanup.
- Worked with two student volunteer groups on project.
- Worked with tree planting.
- Set up talks with high school service groups for April.
- Set dates for organizational gardening meeting

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 2021 upcoming programs

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects	41.67
Recreation	Volley/soccer	1,635.0
Beautification	Garden Maintenance/Cleanup	65.50
Earth Day	Misc.	39.5
457	Maintenance	38.0
Total Hours		1,819.67

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

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

- Currently, 107 mentoring pairs are served through Youth Task Force (YTF) mentoring programs.
- Began preparation for IDPH Annual Site Visit scheduled for May 2. Required policies and documentation are being gathered for submission prior to review date.
- Wrapped up current grant quarters, working on quarterly reports (state & federal).
- Improving Tomorrow: Prevention Focused Mentoring FY 23 continuation RFA is underway.
- Monthly grant meeting calls held for both grants (includes financial meetings).

SAMHSA - NIPA Mental Health Awareness Training (MHAT) Project

Mental Health Awareness promoted through print ads and social media. A mental health awareness poll question was distributed within the project area to gauge community perception: How would you rate your awareness and knowledge about mental health issues? Outcome will be compared to earlier periodic surveys.

“Healthy YOU” Resource Fair held February 17, with YTF efforts focused on mental health and suicide prevention. YTF-generated two attendee survey questions:

1. This event shared information that is important to our community. 96.7% strongly agreed/agreed
2. Will tell others or follow up on at least one resource presented today during this event. 100% strongly agreed/agreed

Get acquainted grantee call with new government program officer (GPO) and six fellow grantees from around the country. Good discussion.

North Iowa Teen Mental Health Awareness Training Project

Youth Task Force continues efforts to schedule school-based trainings yet this school year and the 22-23 school year. Community trainings are forthcoming. We continue 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.

March Community Involvement:

3/2 – City Dept. Manager Mtg

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

3/3 - Partners 4 Children (P4C)

3/9 – Collaborative meeting to assess possibility of mental health project partnership.

3/16 – City Dept. Manager Mtg

3/29 - Community Health Improvement Plan (CHIP) Mtg. - Early Childhood Issues Committee

3/31 – Executive Meeting

Educational:

3/30 – Grant pre-application webinar (SAMHSA)