

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

April 2022

(Issued May 13, 2022)



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

Airport

Reported by David Sims, Airport Manager



Date: April 2022

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 4/1/2022 – 4/30/2022	17859 Gallons	60 Buses
Enplaned 553 Deplaned 640		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at April 2022 Airport Commission Meeting
- Attended Annual Iowa Aviation Conference in Iowa City
- Maintenance staff continues to conduct operational needs of the airport
- Completed Commercial Terminal Schematic Design and presented to Commission
- Advertised for bids for Lagoon Decommissioning Project
- Advertised for bids for General Aviation Terminal Expansion
- Advertised for bids for Maintenance Building Roof Replacement
- Approved Terminal Apron Expansion Design Task Order
- Placed order for replacement vehicle budgeted in FY23
- Submitted state Commercial Airport Infrastructure Fund Grant application

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the May 2022 Airport Commission Meeting
- Open bids for Lagoon Decommissioning, General Aviation Terminal, and Maintenance Building Roof Projects
- Continue work to maintain airline service
- Submit State Grant Applications
- Spring time grounds work

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of April:

- 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 32 Resolutions and 5 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 6 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 \$780.00 in animal license fees and \$6,860.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- 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: We believe that financing for the hotel is imminent. Closing on the hotel property is expected soon. Skywalk construction has commenced, with the skywalk structure now installed over South Delaware Avenue.

Corridor Revitalization Loan (North/South Federal and Central IA 122 corridors - CoRL); Downtown Revitalization Loan (DoRL); and Building Renovation/Life Safety (BuRLS) Programs: The Forgivable Loan Review Committee did not meet in April. The City Council approved two DoRL loans 1) The owners of Control Print at 504 North Federal Avenue were granted a forgivable loan of \$5,416.75 to help fund replacement of their leaking single pane plate glass windows with triple pane windows. 2) 30 East State Street (former Otto's Oasis Florist): a \$30,000 forgivable loan to leverage an investment of \$168,340 to convert the space to a full-service restaurant with live entertainment.

Also in April, the City Council approved a new program targeted at creating new housing units in existing buildings. The Building Renovation/Life Safety (BuRLS) Program will provide grants to assist developers with the cost of meeting the requirements of the Fire Code when converting space in an existing building to dwelling units. Since this cost has been a disincentive to creating new units (particularly downtown), it is expected that this program will allow for several new dwelling unit conversions or upgrades. Staff expects to have program materials done in early May so that the Grant and Forgivable Loan Review Committee can begin evaluating applications.

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). Three bids for the vacant lot at 412 3rd Street SW were received; the Council directed the Staff to hold a "bid-off" between the competing bidders. Before this could take place, however, two of the bidders withdrew.

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 expected to be completed in early May.
- 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.
- Permits have been issued for a new O'Reilly's auto parts store at 1602 South Federal Avenue. Site preparation has commenced. The current store at 1002 South Federal Avenue will be relocated to this site.
- Permits have been issued for 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.

DIVISIONAL REPORTS

Development Review Committee: 3 meetings held in April, 2022

DRC Activity	April, 2021	2021 YTD as of 4/30/21	April, 2022	2022 YTD
Total Development Plans Reviewed	5	14	4	15
Concept plans reviewed/approved as a Minor Site Plan	3	8	3	7
Concept plans to be resubmitted as a Major Site Plan	1	4	1	5
Total Concept Plans	4	12	4	12
Major Site Plan Reviews Completed	1	2	0	3
Preliminary Plat of Subdivision	0	1	0	1
Final Plat of Subdivision	0	0	0	1
Other Reviews (structure moves, etc.)	0	1	2	3
TOTAL ITEMS REVIEWED	5	16	6	20

DRC Activity	April, 2021	2021 YTD as of 4/30/21	April, 2022	2022 YTD
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	1	2	0	2

PLANNING AND ZONING DIVISION

Activity	April, 2021	2021 YTD as of 4/30/21	April, 2022	2022 YTD
Commercial, Principal Structure	3	10	1	6
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	13	16	6	15
Residential, Accessory Structure	10	17	8	12
Signs	6	11	1	9
Floodplain	0	0	2	4
Sidewalk Service Area Permits	2	2	0	0
Zoning Board of Adjustment Cases				
Appeal	0	0	0	0
Conditional Use Permit	0	0	1	1
Special Exception	0	2	1	3
Variance	0	2	2	4
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	0	1	0	0
Zoning Ordinance Text Amendment	0	0	0	1
Land Subdivision Activities:				
Boundary Line Adjustments	0	1	1	2
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	0	0	2	3
Historic Preservation Commission				
		0		0
Historic Demolition Reviews	0	0	1	1

Activity	April, 2021	2021 YTD as of 4/30/21	April, 2022	2022 YTD
Zoning Violations				0
Reported	3	18	5	6
Unfounded	0	0	0	0
Founded-Resolved without citation	2	3	1	2
Citations	0	0	0	0
Cases initiated by staff	2	18	5	6
Zoning Inspections				
Zoning – Case Request	3	19	5	6
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	52	138	51	113
Floodplain Reviews Completed	83	188	60	134
Historical Reviews Completed	5	19	5	10

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	April, 2021		April, 2022		2022 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	47	\$2,422,305.89	25	\$3,812,035.14	71	\$8,411,349.78
Minor Building Permits	29	\$224,347.67	8	\$171,300.14	30	\$574,092.51
Electrical Permits	24		25	N/A	77	N/A
Plumbing Permits	11		11	N/A	33	N/A
Mechanical Permits	14		41	N/A	75	N/A
Sign Permits	6	\$21,255.00	1	\$2,000.00	9	\$71,350.00
Demolition Permits	3	\$5,350.00	6	\$22,450.00	10	\$51,000.00
Structure Moving Permits	0	\$0.00	0	\$0.00	0	\$0.00
Total	134	\$2,673,258.56	117	\$4,007,785.28	305	\$9,107,792.29
Inspections	April, 2021		April 2022		2022 YTD	
Inspections	187		119		467	

Building Inspections Permit Report						
Completed						
Permits by Type	April, 2021		April 2022		2022 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition / Remodel
Residential: 1 and 2 family	1	67	0	24	1	71
Multi-family	0	0	0	0	0	0
Commercial	1	6	1	5	3	20
Industrial	0	1	0	1	0	3
Institutional	0	0	0	2	0	3
Other (signs, demo, etc.)	0	9	0	7	0	19
Fees Collected	April 2021		April 2022		2022 YTD	
	\$22,707.94		\$24,950.30		\$61,011.14	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	April, 2021	2021 YTD as of 4/30/21	April, 2022	2022 YTD
Total Requests Initiated (not including snow/ weeds ¹)	125	408	164	430
Staff Initiated	84	246	142	289
Non-Staff Initiated (total):	41	162	22	141
Response to Complaint	12	59	10	40
Anonymous Complaint	13	59	9	54
SeeClickFix	16	44	3	47
Case Requests Disposition				
Founded Case Requests	125	408	165	398
Citations Issued	1	2	0	0
Cases to Court	2	9	3	6
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	3	4	0	1
Dangerous Building	2	3	2	2
Abandoned Vehicle	1	6	0	2
Tree/Shrub Maintenance	0	0	0	2
Garbage	31	96	10	85
Inoperable Vehicle	12	33	2	4
Junk, Rubbish or Refuse	39	151	53	149

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	April, 2021	2021 YTD as of 4/30/21	April, 2022	2022 YTD
Other	14	45	74	88
Writ of Removal	1	9	2	14
Information Request	22	61	21	50
Snow Removal/Weeds & Tall Grass	12	411	1	248

Rental Inspection Report	April, 2021	2021 YTD as of 4/30/21	April, 2022	2022 YTD
Inspection Requests				
Initial Inspections	128	335	35	212
Reinspections	26	99	43	173
Inspection Requests	0	1	9	11
Total Inspections	154	435	87	396
Inspection Results				
Inspections Cancelled by Landlord	0	1	2	2
Inspections Cancelled by Inspector	0	0	0	1
Failed Inspections	13	37	9	66
Passed Inspections	124	352	55	297
No Shows	6	13	12	15
Unfounded	0	1	1	2
Unavailable/Denied Entry	0	0	0	0
Units White Tagged	11	31	6	17
Rental Dwelling Certificates Issued	26	108	81	338
Total Fees Collected	\$ 6,180.00	\$ 14,200.00	\$ 3,320.00	\$ 12,680.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Transit (Total Rides)	April, 2021	2021 YTD as of 4/30/21	April, 2022	2022 YTD
Fixed Route	8,901	34,690	9,475	35,890
Paratransit	3,196	12,129	3,385	12,863
Midnight Special	256	1,127	158	871
Safety Training				
New Employees Trained	4	12	12	20
Completed Training Sessions	264	3,102	220	1,421

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>
April	4	34%	8	66	12
FY to Date	58	49%	60	51%	118

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>
April	1	2	3
FY to Date	52	20	72

Lot sales were below 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	7
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	5
▪ New Installation	0
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	0
▪ 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	2
▪ Approach New	0
▪ Approach Repair/Replace	1
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	8
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	627
● Emergency Call-outs	18
● Emergency Call-out after hours	3
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	4
▪ Review contractor Traffic Control Plan	2
● Permit Review & Approval - City	
▪ Commercial Building	1

▪ Residential Building	1
▪ Demolition	3
▪ Remodel or Addition	3
▪ Moving	0
• Permit Fees collected	\$2,415.00
• Sanitary Sewer records drawn and scanned (GIS)	19
• Field Book updates (GIS)	0

2022 Pavement Marking Program:

The bid and award of contract were approved by the City Council at the April 5th meeting and the contracts and bonds were approved at the April 19th meeting. A pre-construction meeting was held with Weikert Contracting Inc. on April 25th. The contractor began the project the next day with the application of bike lane markings. The contractor continued working through the end of April with the application of stop bars, crosswalk lines and bike lane markings. The contractor will resume work during the week of May 9th and is expected to finish the remaining crosswalk lines and bike lane symbols within the week. The application of long line marking is scheduled for the week of June 20th.

2022 Street Rehabilitation Program Project:

Two bids were received for the April 12th project letting; the low bid was submitted by Heartland Asphalt Inc. of Mason City, Iowa. The bid and award of contract was approved by the City Council at the April 19th meeting. The contracts and bonds are scheduled to be on the agenda for the May 3rd meeting of the City Council.

2022 Street Panel & Curb Replacement Program Project:

Two bids were received for the April 12th project letting; the low bid was submitted by Mid-Continent Contracting Inc. of Mason City, Iowa. The bid and award of contract was approved by the City Council at the April 19th meeting. The contracts and bonds are scheduled to be on the agenda for the May 3rd meeting of the City Council.

Union Pacific Railroad Quiet Zone:

The Quiet Zone project was reviewed in late February by the Railroad Grade Crossing Inspector from the Office of Safety/District 4, a new assignee to the project. The City received no comment following the review and phone calls were gone unanswered, then on April 22, 2022 an email message was received with the following message:

“I hope you have been well. My apologies for dropping off communications since my inspection trip back in February. We have been scrambling a bit with getting people in place to handle items in Iowa, Missouri, Nebraska and Kansas. We have all of that figured out (I hope).

The purpose of my email is that I am coming back down to Iowa the Week of May 2nd. I have an investigation to complete in Western Iowa early in the week and another investigation on Wednesday.

On Thursday or Friday, I could come to Mason City and meet with you to introduce myself, talk about the process and answer questions you might have. I could also manage to come on Monday afternoon if that works better for you.

If none of that works with your schedule, don't worry. I will be setting up another trip to Iowa in the near future as there are other things going on in the state.
Have a great weekend!"

The City responded on April 27, 2022:

"Thank you for the update and availability to meet. I am currently available any time on May 5th or 6th. I am very interested in meeting with you in person and getting caught up with the status of Mason City's Quiet Zone Project. Please provide your availability on either of those days or send me a set time and I will add it to my schedule.
I am looking forward to our meeting.

Regards,"

There was no response to the City's email and no meeting was scheduled.

IA 122 Turn Lane Paving:

The project plans and cost estimate are ready for submission to the Iowa DOT to be reviewed for compliance with a U-STEP grant to aide in funding the project. The submission will be forwarded in early May. 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:

Heartland Asphalt began working on remaining punch list items the week of April 25th. Work completed by the end of April includes a PCC manhole boxout replacement and right-of-way topsoil restoration. The three remaining driveway approaches that were not paved last fall are scheduled to be constructed soon.

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 met with a representative for Terracon, a geotechnical company, on April 27th to review the project site. Terracon will provide a scope of work and a quote for the testing and analysis of the material in the holding area.

Iowa Traction Railroad Grade Crossings - 19th Street SW:

The bid and award of contract were approved by the City Council at the April 5th meeting and the contracts and bonds were approved at the April 19th 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.

Virginia Avenue - Mason Creek Culvert Replacement:

An on-site meeting was held on April 27th with Engineering Staff, Operations & Maintenance Utility Staff, SEH, Peterson Contracting and their subcontractors. Work will begin on May 2nd at the intersection of South Virginia Avenue and 17th Street SE with the reroute of a water main that is in close proximity to a sanitary sewer manhole that will be replaced. Upon completion of the water main reroute, a sanitary sewer bypass pumping operation will be setup; this bypass will consist of pumps and hose extending from the intersection of South Hampshire Avenue and 17th Street SE to a manhole east of South Virginia Avenue. The water main reroute and sanitary sewer manhole replacement are necessary prior to beginning work on the replacement of the Mason Creek culvert. A press release was sent to local media contacts on April 29th and a Code Red neighborhood notification call will be made prior to the bypass setup. The street closures will remain in-place for approximately four weeks.

Water Tower Maintenance Program:

The contractor O & J Coating of Hurst, Texas worked on project submittals which were reviewed by Engineering Staff and Dixon Engineering. The contractor also worked on a final plan for the containment system used during blasting operations on the Eisenhower Tower.

Verizon Wireless removed and relocated all of their equipment to a temporary location where it will remain in operation until the tower is repainted. They will then reinstall their equipment as the final operation of the tower rehabilitation project.

A preconstruction meeting was scheduled for May 2, 2022. O & J Coating is expected to begin the project immediately following.

Raw Water Main Valve Replacement:

The Baker Group of Ankeny replaced two 24" X 12" fittings and the 12" Plug Valve on the raw water main on the down side of the sand settling tank at the Mason City Water Works treatment plant. The fittings and valve were badly worn, with one of the fittings actually wearing through as a result of nearly twenty years and billions of gallons of water flowing through them.

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.

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.

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.

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 continuing to work on underground installation along 8th Street SW between South Fillmore Avenue and South Polk Avenue and along 6th Street SW between South Polk Avenue and South Jackson Avenue.
- Engineering Staff reviewed and provided comments for a proposed underground communications rebuild route. The engineering design firm is Pearce Services and is providing design services for Windstream Iowa Communications. The existing communication line is aerial and attached to Alliant Energy utility poles in the South Federal Right-of-way between 8th Street and 15th Street. This work is being done in preparation for Iowa Department of Transportation (IDOT) US 65 Reconstruction project. Engineering Staff approved an IDOT Application and Agreement for Use of Highway Right-Of-way for Utility Accommodation for this project.
- 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. A second company, Bluebird Network, submitted preliminary plans for a fiber route throughout the city that will connect to the approximately 35 node locations. Engineering Staff is currently providing feedback to Bluebird Network concerning this route.
- Final street grading and compaction of the base material for the Asbury 11th Subdivision was completed. Larry Elwood Concrete is planning to begin street paving during the first week of

- May. Engineering Staff is providing project inspection services for the project; staff collected and recorded all necessary data relating to the project utilizing the City's GPS equipment.
- 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.

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>April</u>	<u>FY 2022</u>
• Total (gal)	142,731,000	1,269,895,000
• Daily Average (gal)	4,757,000	4,177,000
• Daily Maximum (gal)	5,206,000	6,508,000*
• Daily Minimum (gal)	3,420,000	2,284,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Replaced the raw water piping between the settling and the treatment plant
- Replaced the 4-way valves on Lines 7 and 8 on #4 EDR Train
- Rebuilt the 4-way valve on Lines 5 and 6 on #2 EDR Train
- Adjusted the Altitude Valve on the Kentucky Water Tower
- Rebuilt the Chemical Injection location at the bottom of aerator
- Replaced the Chemical Feed Pump on #3 EDR acid line
- Replaced a leaking pipe fitting on #3 EDR concentrate return line
- Cleaned the check-valves on the Sodium Hypochlorite Generator
- 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	642
• Prepare and send service repair letters	9
• Monthly bacteria samples	32
• Collect project bacteria samples	0
• Check water quality at residents and businesses	6
• Correlate water main breaks and investigate for leaks	22
• Hydrant flow testing	1
• Hydrant Flushing	0

- Water Main shut down for repairs 2
- Water shut offs for non-payment 1
- 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 120
- Water Service Permit/Inspection
 - Repair/Replace 3
 - New Installation 1
 - Disconnections 0

• Meter Department

	<u>April</u>	<u>FY 2022</u>
• Meters Installed	22	276
▪ Industrial	0	1
▪ Commercial	2	10
▪ Residential	20	265
• Meters Repaired	1	8
• Contractor and Garden Meters Recovered	0	8
• Contractor and Garden Meters Installed	1	8
• Meters Read	11,866	118,660
• Meters Ordered	0	195
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed April 2022</u>			<u>Meters Ordered April 2022</u>		
5/8"	19		5/8"	0	
3/4"	3		3/4"	0	
1"	0		1"	0	
1 1/2"	0		1 1/2"	0	
2"	0		2"	0	
3"	0		3"	0	
4"	0		4"	0	
Total	22		Total	0	
<u>Meter Inventory May 1, 2022</u>					
5/8"	13		5/8"	0	
3/4"	6		3/4"	0	
1"	7		1"	0	

1 1/2"		2			1 1/2"	0
2"		6			2"	0
					3"	0
					4"	0
	Total	34			Total	0

Other Tasks Performed through the Water Supply Division:

- Removed snowblower from tractor
- Restarted Treatment Plant after tripping out main breaker during a storm on April 12th.
- Completed a contract with Hach Company on the Hardness Analyzer
- 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

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		
	April	Fiscal Year- to-Date
Prepare payable checks	577	5950
Prepare receivable invoices	26	274
Prepare payroll checks	675	7571
Certify invoices to County	0	0
Send letters to State Offset Collections	39	168
Record State Offset collections	\$ 16,287.32	\$ 17,068.51
Ambulance accounts sent to collections	6	239
Record ambulance receivable	127	1059
Scanned invoices for myView point processing	929	9265

- 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 Collections		
	April	Fiscal Year- to-Date
Record ACH activities	11	195
Prepare utility adjustments	42	795
Finals & charge offs	280	2925
Issue utility bills	10085	101785
Answer phone calls	1544	13482
Respond to voicemail	540	3467
Complete utility service orders	244	2526
Complete landlord tasks	10	102
Issue shutoff notices	357	4025

Process customer paid utility bills	4544	49790
Process customer deposits	272	3587
Replace meters	23	209

Information Systems Coordinator

- Check DNS settings for City Website.
- Distribute badges for City Hall employees.
- Finish programming WiFi for GIS Analyst.
- Last rounds of visits for Laura M.
- Look into copy spreadsheet formula for Carissa B.
- Look to see how Danielle D did her to do list.
- Start working with Laura M and remote connections for installs.
- Have RSM check the OWA site.
- Help Central Lock with new readers.
- Pick up network parts from Menards.
- Reset password for Tricia S.
- Set new PD officer up in AD.
- Set up Joe Gaubatz with same access as Matt Litterer.
- Start terminating network connections in Water Billing area.
- Take hard drive to FD and start expanding server drive.
- Finish expanding FD server drive.
- Look at Nancy O's PC for startup issues.
- Pick up different wall places for remodel project.
- Pull back and reinstall last cable pair for remodel project.
- Replace and rebuild hard drive for Nancy O.
- Show Laura M back procedures for SQL projects.
- Download and program council meeting to government channel.
- Finish running new cat5 lines.
- Take PC back to Nancy O and O and M.
- Find missing emails for Terrance P.
- Finish patch panel punch down and test.
- Help Laura M with Tree Inventory data.
- Set up meeting time for Steve O and Laura M.
- Give Carl G access to his PC to install files.
- Give George B permissions on Traffic information.
- Help Rick S with photo program that is not working correctly.
- Look for missing email for Erik B.
- One final cable cert after phone lines are done.
- Work with Ryan P and Laura M to figure out handheld import issue.
- Check permissions on conference room calendars for City Hall for Brent H.
- Finish cards and keys for Water Supply users.
- Finish FD hard drive restore.
- Finish removing Garth W from System.
- Fix Windows Photo Viewer for Ryan and Rick in Engineering.
- Get RSM to open port for FD security app.
- Install mobile on Rick O's laptop at the PD.

- Readjust and clean up security lock system for City Hall.
- See if you can retrieve information off of Nancy O's failed drive.
- Contact Kyle C with RSM about issue with email on Laura M's phone.
- Follow up with monitor issue with CDW-G.
- Get with Brandon at PD about email on his phone.
- Program keycard for Matt L.
- Redo card for Mary L.
- Start working through mPower with Laura M.
- Take Laura M down to Emergency Management to meet with Steve O.
- Troubleshoot Laura M's account for phone email issues.
- Check status of network at Animal Shelter after storm.
- Force reboot of Brent H's PC to see if it corrects his remote issues.
- Get fuel ordered for generator.
- Program bus station doors for new system.
- Run fix for email issue with Laura M's phone.
- Set up scanner for Animal Shelter.
- Clone and replace hard drive for Brent H.
- Get with Joel E at the PD about his access to Barracuda.
- Make a card for the bus station janitor.
- Order GIS server hard drive and two more spare SSD drives.
- Add hard drive to GIS server and start expansion process.
- Fix door security system again.
- Get with Central Lock about elevator security.
- Get with Terry about training on trimble units for ped ramps and tree inventory.
- Help Robert H with email on his phone.
- Clone hard drive replacement for Jamey M at the FD, and run updates.
- Make arrangements with RCC to move phone lines back to water billing.
- Make key card for new transit driver.
- Order Ipad for Council Member.
- Restore file for Sybil S.
- Download and program council meeting for the government channel.
- Final extend of patrician for GIS server.
- Pay Invoices.
- Start setting up PCs in new water billing area.
- Get with mPower about their VPN.
- Help George B with resetting Outlook settings to show all messages.
- Make badges for council and mayor.
- Make key fob for Paul V.
- Order replacement battery for Michelle K's PC.
- Reset password for Steve K.
- Start making badges for Rec Department.
- Order replacement battery unit for FD server.
- Replace battery for Michelle K.
- Reprogram IP address for Car 9 DVR.
- Take battery and PC to FD.
- Update Quickbooks for housing.

- Copy camera config files to Admin.
- Create profiles for new camera system.
- Get with Laura M about adding Matt W to mPower.
- Grant permissions to safety folder for Gina C.
- Make new key for Pam S.
- Remove Hunter S from AD.
- Set up new employee for Water Treatment.
- Update Quickbooks server software.
- Copy camera config for Dylan S.
- Install VNC Viewer for Danielle C at the PD.
- Print Rec ID badges.
- Set up shared drive for PD display.
- Take display PC to PD.
- Check with Rick O about his password issue.
- Get IP information to Brian from RCC for airport phone system.
- Get with Bill S about getting Heather B remote access again.
- Help investigators with Default photo viewer issue.
- Install VNC Viewer for Jamie S and Kirby B at the PD.
- Look for missing emails for animal shelter.
- Program keys for Rec Programmers.
- Remove Danya M and Lucas from AD.
- Clean up security system.
- Email search for Steven V.
- Get with PD about using power point for their display monitor.
- Look at Car 2 authentication issues.
- Order display port to VGA adapters for the PD.
- RFP for new phone system.
- Show Danielle C how to program power point for display computer at PD.
- Get with Heather B to check her remote configuration.
- Remove Dillion A from AD.
- Reset password for Joel E at the PD.
- Take a look at the North PC for the EMS room.
- Take new battery unit to FD.
- Use double sided take to remount buttons at front desk.

GIS Department

Airport

Cemetery

City Administrator

- Create map with city and county owned parcels along north end of High Line Trail
- Create N Pierce road closure map and update online

Development Services

- Run bi-weekly parcel data script, export as CSV file, make adjustments and email
 - Transfer data to G: drive

Engineering/Water Treatment/Customer Service

- Update ArcGIS Pro software
- Set up new user with access to mPower x2
- Update ArcGIS Online road closure map
- Update Trimble software warranty
- Assist in data request

Fire

- Print new large format HQ

Finance**Human Resources****Operations / Utilities/ Water Reclamation / Parks**

- Create city map with roads & landmarks
- Calculate parcel perimeter
- Create new ArcGIS Online user
- Switch Trimble user over

Police

- Create weekly call data maps x4
- Create RAGBRAI police route/barricade/closure map
- Upload RAGBRAI map to mPower and ArcGIS Online
- Set up new user with access to mPower
- Set up new user with access to ArcGIS Online

Recreation

- Calculate perimeter length of Golf Course
- Calculate perimeter of building

General

- Joined Iowa Geographic Information Council
- Participated in online training with Cyclomedia and EagleView
- GIS data back up in SQL server x4
- Create and send feature datasets to WHKS
- Participate in ArcGIS Pro training at Iowa State
- Create new data request form
- Create RAGBRAI trails map

Grant Administrator:

- Monthly Reimbursements
 - Staffing for Adequate Fire and Emergency Response (SAFER) -
 - Office for Victims of Crime Specialist
 - Criminal and Juvenile Justice and Mental Health Collaboration Program
- Quarterly Reports-SAFER, AFG, JAG, JMHCP, OVC Victim Specialist

- Site visit for VAWA grants-MCPD and TaskForce
- North Central Iowa Narcotics Task Force
 - Monthly bookkeeping, deposits, AP
- Received Community Forestry Grant-\$5,000
- Received Governor's Traffic Safety Bureau Grant-\$11,920
- Applied for Bertha Stebens Foundation Grant
- Applied for POET Grant
- Applied for Home Rehabilitation Block Grant Pilot Program
- Applied for Alliant Energy RAGBRAI Sponsorship
- Other RAGBRAI Sponsorship Requests
- Wellness Committee:
 - Egged all City offices
 - Ordered make it OK shirts
 - Route info for Make it OK media blasts
 - Plan make it OK lunch and learn and walk
 - City Council Presentation-month of May is Make It OK month

May 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.
- Start ordering hardware and software for new Email system.
- Start planning for new phone system.

GIS Department

- Provide training and support for GIS users
- Provide maps (printed and digital) as requested
- Edit and Maintain GIS data
- Continue updating GIS/Database management system
- Continue staying informed of new and changing ArcGIS software and updates
- Work on scheduled rotation of aerial, oblique, LiDAR, and street level imagery
- Participate in County GIS meetings
- Participate in EOC meetings
- Participate in Quarterly Iowa Geographic Information Council meetings

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	April 2022	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	61	205
EMS	485	1846
Total Calls for Service (Fire & EMS)	546	2051
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
442	29	12
Personnel Training Hours		
Fire	1,031.33	3,434.12
EMS	349.75	2,084.30
Total Training Hours	1,381.08	5,518.42
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	185	749
Existing Building Inspections	16	57
Plan Reviews	43	90
Fire Investigations	1	10
Liquor/State License Inspections	15	43
Community Involvement		
Public Tours of the Fire Station (Number)	0	0
Public Fire Safety Appearances/Trainings (Number)	0	8
EMS/Fire Students - Ride-Along	3	11
Preceptor Training Hours	42.00	133.00
National Fire Statistics -YTD		
5.3.22	Line of Duty Deaths	Civilian Fire Deaths
	41	986
Fire Property Loss Report – Mason City		
Estimated Property Value	\$2,053,260	\$ 9,212,251
Estimated Property Loss	\$17,050	\$ 461,976
Total Saved	\$2,036,210	\$ 8,750,275

Overtime Hours

Fire	140.50	287.75
EMS	401.25	1,945.50

Significant Events

4/19/2022 Building Fire	2510 19 th St SW
4/19/2022 Building Fire	1715 N Delaware Ave
4/22/2022 Building Fire	16391 245 th St

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	11		11
Fire	44		44
Human Resources	2		2
Library	14	2	16
Museum	6	2	8
Operations & Maintenance	64		64
Police	49		49
Recreation	7		7
Youth Task Force	4		4
Grand Total	240	23	263

Plus 105 Seasonal employees

Staffing

Activity

Hiring Activity:

- Police Officer-7 openings (Police): 1 new certified officer to start in June. Completing background check on final candidate. Will commence new recruitment in July.
- Firefighter/EMT - 5 openings (Fire): Conducted Civil Service testing during 2 days, interviews to be conducted in May.
- Wastewater Operator - 2 opening (O&M): Conducted interviews, 1 job offer made to external hire subject to Council approval.
- Transit Driver - 1 opening (Dev Services): Continuing recruitment.
- Library Clerk - 1 opening (Library): Recruitment underway.

	<ul style="list-style-type: none"> - Parking Enforcement Officer - 1 opening (Police): Assessing position before starting recruitment. - Pretreatment & Operations Coord - 1 opening (O&M): Recruitment underway. - Traffic Control Tech - 1 opening (Engr): Civil Service testing conducted, interviews in May.
Positions Filled:	- Hired 4 regular full-time employees, 1 regular part-time employee, and 20 seasonal employees during the month.
Turnover:	- 4 employee separations and 1 retirement during the month.
Employee Orientations/exit interviews:	- Conducted orientations for 5 regular and 20 seasonal hires. Conducted 2 exit interviews.
Seasonal Staffing:	- Continuing summer staff recruitment & interviews.
Recruitment Strategy:	- Developing Police recruitment marketing plan for next recruitment.
Career Fair:	- Participated in virtual career fair through IWD.
Civil Service Commission:	- 2 meetings during the month.

Labor Relations/Legal

Activity

Grievance Activity:	<ul style="list-style-type: none"> - 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

Police Swearing In Ceremony:	Assisted with new hire swearing in ceremony for Police Dept.
Retirement Recognition:	Assisted with employee retirement recognition function.
Wellness Program:	Assisted with Wellness Committee activity.

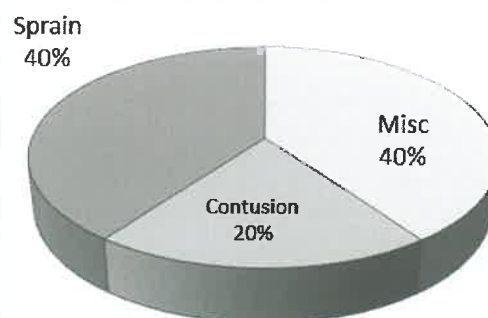
Benefits**Activity**

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.
Training Activities	- Participated in a hiring options presentation.
City Hall Security Initiative:	- Coordinated employee photos for staff for new employee ID Cards.
City Hall Building Maint, Committee:	- Attended first meeting of building maintenance advisory committee.
RAGBRAI:	- Participated in 7 RAGBRAI meetings as part of committee leadership activities.
Community Engagement:	- Participated in Mock Interviews for MCHS.
Professional/Community Support:	Met with Healthworks & Mercy staff for continuous improvement meeting.
Professional/Community Support:	Attended state HR group spring training conference.

Safety Statistics	Month	2022	2021 YTD
		YTD	
# of Work Comp Cases	1	7	12
# of OSHA Injuries	1	5	12
# of Days Missed	0	6	15
# of Employees Off	0		

Apr Medical Cases**YTD Medical Cases**

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Attendance:

Gallery Attendance was 563, tour attendance was 76 persons, event attendance (rentals and Museum events) was 466, classes was 123, playground was 74, and outreach (going to places to teach classes) was 23.

Membership: 197 Members, 20 Business, 8 City Memberships

Classes:

123 persons attended.

April Classes

Color Mash Up 4/9/22, Mother's Day Mommy & Me Tea Party 4/30/22, Alcohol Ink Creations 4/2/22, Art Bugs: Hop Along 4/7/22, Learning to Throw PM and Handbuilding AM all month long, Stained Glass all month long, Kids' Club 4/16/22, Girl Scout Badge 4/5/22.

Exhibits:

Creating her Vision— Artworks Created by Women. This exhibition was created in celebration of Women's History Month and featured works by women in the Museum's permanent collection. As our exhibitions run 8 -12 weeks it was still the exhibition for the month of April. Featured artists included: Kara Walker, Grandma Moses, Helen Frankenthaler, and Mary Cassat. While the Museum has over 500 works of art, they own less than 100 by women. Often not allowed to pursue formal art education, women have often not been seen as serious artists until the last half of the 20th century.

School Art Show: 38 – Each year the Museum features art by area students during the month of March and April. This year the featured grades were High School. Teachers in the AEA 267 area select works they feel are top selections and then send images for the Museum to jury into the show. This is an excellent opportunity not only for youth to have their work displayed but also they allow for the Museum to teach how juried shows work.

Special Events:

Puppet Show 4/21/22 Shenanigans Animals in Charge at 10 a.m. and 1 p.m. for schools and 6 p.m. for families, Off the Clock 4/22/22 with musical guest The Hats, Photo Show Reception 4/28/22.

Partnerships:

Salvation Army Adult Day Care, Prairie Ridge, Manly Care Center, IOOF Home, Girl Scouts of North Iowa, Be like Colombo class from NIACC.

Rentals:

2 Bridal showers for private rentals.

Facilities: Museum staff solicited bids for the Museum's rubber membrane roof to be replaced as part of its CIP for the 2022 year. Bids were solicited from Mason City Roofing, Midwest Roofing, and Northern Cedar. Northern Cedar was named as the lowest responsible bidder at the April Board meeting.

General clean-up was done on the Museum yard after the snow melted. Flower beds have been cleared for spring bulbs to bloom, and branches picked up. There was no damage from the most recent wind and tornado that occurred in April.

Carpets in the building were spring cleaned which included shampooing. This is to remove the salt, sand, and debris that are brought in by the hundreds of visitors during winter months. The Museum owns its own unit which saves considerable funds.

Daily / Weekly / Monthly tasks:

The Museum did normal maintenance on the building which included cleaning, vacuuming, and dusting. The Museum also rotated artwork, as is customary for conservation reasons, as well as to allow visitors to see different items in the collection. The Museum staff stocked items in the gift shop, worked on publications such as the newsletter and membership mailing. They maintained the website, completed visitor information requests, made arrangements for rentals and did the daily tasks related to the upkeep of the Museum and interaction with the visitors.

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair Type Count
Water Main Repair	4
Cement (Main Repair)	8
Hydrant Installations	3
Fire Hydrant Repairs	2
Water Main Locates	3
Valve Maintenance/ Turning	1
Water Valve Installations	5
Cement (Valve Installations)	2
Road Box Repair	5
Water Service Repair	1
Safety Inspections	1
Sanitary Sewer Repairs	2
Leak Detection	4
Sanitation	10
Total	51

We were able to get all the cement poured back from main breaks over the winter. We also had another 4 water mains that were found to be leaking and were repaired. The Utility crew supplied a person to fill in at Sanitation for 10 days last month.

Internal Service Division:

Mechanical

Service and repair 0 inspection vehicles
Service and repair 0 Engineering vehicles
Service and repair 8 fire trucks and ambulances
Service and repair 0 park vehicles
Service and repair 1 police car
Service and repair 0 Rec Department vehicles
Repair and service 3 Sanitation trucks, brakes, etc.
Repair and service 13 Street Department vehicles
Service and repair 2 Water Reclamation vehicles
Service and repair 0 Water Utilities vehicles
Service and repair 0 Water Supply vehicles

Electrical

Street light repairs:

500 block 4th St. SE, 122 and Grover, Hwy. 65 and Federal, Repair lights downtown, 14th and N. Federal, 1st and N. Washington and N. Delaware

Traffic Signal repair:

*122 and Mercy Dr., 122 and Virginia, 122 and Polk, Eisenhower and Grover,
19th and S. Taft, 15th and S. Federal, 19th and S. Federal*

Repair lighting in Parks

Repair pump at Water Reclamation

Repair door opener at Street Department

Repair lights at Street Department

Repair lighting at City Hall

Repair lighting at Bus Depot

Wastewater Division:

- Wastewater treatment:

Monthly Total:	139.336	million gallons
Daily Average:	4.645	million gallons per day
Daily Maximum:	5.803	million gallons per day
Sludge processed	1.89	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Cleaned & Televised miscellaneous sewer lines
- Sewer calls 4
- Assisted street department in cleaning several storm sewer catch basins

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Laboratory completed PT for SDWA certification
- Performed laboratory analysis on plant samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Issued 6 NOVs 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
- Conducted daily rounds of plant

Treatment Plant Activities:

- Ingersoll Rand here to repair preair compressors

- Installed final weir brushes for summer
- Worked on UV system
- Met with Nelson Septic in regards to RAGBRI
- Monthly inspections
- Repaired pipe collapsed in south trickling filter
- Got semi trails ready for spring hauling
- Hauled 1,216,400 gallons of biosolids to farm fields
- All operators attended CEU class at NIACC
- Installed repaired #2 pump in PS #2
- Cleaned up after storms
- Installed new gear reducer on gravity belt #1
- Electric Pump was on sight to start up new number 2 pump in PS #1
- Installed new wipers on east UV system

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	459.90 tons	1,753.43 tons
Recycling collected	99,420 pounds	427,480 pounds
Yard waste collected	130.11 tons	130.11 tons
Large item number of stops	44	157
Materials collected:		
Large furniture	28	98
Small furniture	29	100
Tubs & toilets	5	11
Appliances & TVs	12	55
Electronics	0	0
Request for service calls	397	1,269

Street Division:

Clean and maintain shops and equipment as necessary
 Fill potholes with cold patch and hot patch
 Install signs as directed by City Engineer's Office
 Clean up accident debris at various locations
 Traffic sign maintenance
 Pick up dead deer
 Haul old appliances to salvage yard
 Trim and respond to 26 tree requests, remove 37 trees
 Barricade maintenance for RAGBRAI
 Grade streets, alleys and shoulders
 Hang banners

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
Set up ball diamonds and soccer fields
Clean up parks to get ready for mowing
Clean up buyout land for RAGBRAI camping
Repair fence at Ray Rorick
Clean up debris under bridges downtown
Start pool maintenance and set up
Go to pool certification classes
Install sign at the Cannonball
Clean up parks for mowing
Install donated benches
Turn on water at shelters and install water fountains

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	1463	0	0	0	0	0	0	0	0	5437
Alarm - Business	42	45	42	39	0	0	0	0	0	0	0	0	168
Animal	33	37	57	51	0	0	0	0	0	0	0	0	178
Burglary	10	8	9	17	0	0	0	0	0	0	0	0	44
Collision - Prop Damage	81	59	53	54	0	0	0	0	0	0	0	0	247
Collision - Pers Injury	9	1	11	7	0	0	0	0	0	0	0	0	28
Collision - Hit and Run	20	15	13	10	0	0	0	0	0	0	0	0	58
Disorderly	78	76	89	100	0	0	0	0	0	0	0	0	343
Domestic - Physical	10	10	8	10	0	0	0	0	0	0	0	0	38
Domestic - Verbal	32	21	29	23	0	0	0	0	0	0	0	0	105
Fireworks	6	0	2	2	0	0	0	0	0	0	0	0	10
Harassment	38	35	50	49	0	0	0	0	0	0	0	0	172
Medical	68	85	88	107	0	0	0	0	0	0	0	0	348
Motorist Assist	56	25	23	24	0	0	0	0	0	0	0	0	128
Parking	71	48	8	33	0	0	0	0	0	0	0	0	160
Stray Animal	32	23	43	54	0	0	0	0	0	0	0	0	152
Suspicion	91	147	181	171	0	0	0	0	0	0	0	0	590
Theft	45	51	70	49	0	0	0	0	0	0	0	0	215
Welfare Check	106	90	89	120	0	0	0	0	0	0	0	0	405

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	83	75	125	105	0	0	0	0	0	0	0	0	388
New Investigations	354	317	411	342	0	0	0	0	0	0	0	0	1424
Traffic Citations	93	86	99	90	0	0	0	0	0	0	0	0	368
Written Warnings	45	47	51	35	0	0	0	0	0	0	0	0	178
Crash Reports	85	65	74	64	0	0	0	0	0	0	0	0	288
Parking Tickets	463	131	13	19	0	0	0	0	0	0	0	0	626
Traffic Stops	101	121	114	96	0	0	0	0	0	0	0	0	432
Extra Patrol Checks	701	604	561	690	0	0	0	0	0	0	0	0	2556
Business Checks	66	46	41	20	0	0	0	0	0	0	0	0	173

Offender Checks	20	22	22	25	0	0	0	0	0	0	0	0	89
Open Records Requests	600	338	654	482	0	0	0	0	0	0	0	0	2074
Dogs to Shelter	16	5	17	17	0	0	0	0	0	0	0	0	55
Cats to Shelter	14	8	14	14	0	0	0	0	0	0	0	0	50

Our call volume is treading in line with spring and the return to warmer weather and summer activity levels. Patrol stayed busy this month with a wide variety of casework. Included in that was the response to several shooting incidents in different parts of town. Those investigations are ongoing.

We are also working on some burglary cases to commercial businesses and are looking for links between these new cases and the ones from last month. The work done by the initial patrol response often sets the stage for our success in the follow-up investigation. This diligent work is very important and often times goes overlooked by the community.

We were able to get a fingerprint match on a burglary and stolen motor vehicle case back from the Iowa Division of Criminal Investigation this month. We are completing additional follow-up, now that we have a suspect.

The best measure of the strength of a community might be when it is facing its biggest crisis. This month, MCPD was part of the city response when the tornado went through the southeast/east part of town. As soon as the storm was past, crews from Operations and Maintenance, the Mason City Fire Department, Alliant Energy, and MCPD went to work to see if there were injuries and to assess damage. We should be proud of the work done by these employees who immediately began to work to try to put our community back together.

Criminal Investigations

For April, CID picked up nine new cases. Two of those cases have been cleared. Six of those new cases were sexual assaults and remain under investigation.

CID remained busy in support of patrol on our shooting investigations. Criminal charges were filed on two people for sexual assault and we charged an overdose case dating back to late 2021.

Our annual police auction was held on April 30. We sell items that have been posted as seized or recovered and unclaimed via public notice. This tends to be a lot of bicycles and miscellaneous property. It is nice to clean out our unclaimed evidence storage each spring.

Support Services

Last month, we mailed out 73 delinquency letters, following 251 that went out in March. Many of these are from alternate side parking during the winter. We then sent them to the court house for collection when people register their vehicles. Three vehicles were towed for overtime parking and nineteen parking tickets were issued.

On the animal control front, we responded to 107 animal calls for service. This included two human bite cases – both by dogs. Ten charges were filed for a variety of animal offenses. Strays taken to the shelter included 17 dogs and 14 cats.

The Crime Victim Specialist followed up on 76 cases in April. Several referrals were made to Crisis Intervention and community agencies. One person was assisted with transportation needs for a court hearing. The CVS attended Mental Health First Aid training and also participated in Lincoln Family Night at Lincoln Intermediate. This was a great way to help get word out about victim services at MCPD.

Administration

We had three officers graduate from Iowa Law Enforcement Academy basic training on April 21. They have returned to the Field Training Program with an expected completion date in July. We hired one new officer and he is starting field training at this time with academy training scheduled in August.

We have recently been working on completing annual taxi cab inspections for city permits. All of them are now complete for the next year. Four vehicles were inspected and fourteen drivers were authorized.

We continue to partner with our mental health stakeholders to improve outcomes in Mason City. We have spent some time this month working on finish details for our JMHCP Implementation grant. We expect to have a MOU for a new crisis software tool to city council in May with Central Iowa Community Services.

We are also working on a project to leverage technology to provide investigative resources to MCPD for ongoing criminal investigations that will improve public safety. We expect to have this before council soon for approval and implementation.

Public Library

Reported by Mary Markwalter, Library Director

During April the library launched a new App for patrons to use to search library catalog and Bridges titles. It is called myLIBRO and it is a free app.

<i>Circulation-Books</i>	22-Apr	22-Mar	22-Feb	22-Jan	21-Dec	21-Nov	21-Oct	21-Sep	21-Aug	21-Jul	YTD	LYTD
Adult Fiction	936	1033	986	1086	822	1105	1025	1066	1279	1252	10590	4200
Adult Non Fiction	391	433	397	580	336	374	455	398	465	495	4324	1067
Large Print	692	852	620	810	534	563	598	767	751	777	6964	3148
Young Adult	302	319	245	296	187	386	383	274	427	544	3363	1070
Juvenile Fiction	1382	1705	1030	1283	1012	1428	1406	1153	1347	1548	13294	3280
Juvenile Non-Fiction	271	339	252	313	184	255	392	346	216	336	2904	515
Middle School	229	249	158	245	159	165	159	162	202	240	1968	32
TOTAL BOOKS	3974	4681	3530	4368	3075	4111	4259	4004	4485	4952	41439	13312
<i>Circulation-Other</i>												
Audio/CD/Playaway	182	218	154	171	130	168	208	76	177	225	1709	463
Video Games	23	41	21	27	15	27	25				179	0
Periodicals	103	153	112	124	105	138	126	160	123	102	1246	305
Software	1	0	0	0	0	0	0	0	0	0	1	0
Other(puppets, misc)	7	2	7	7	2	10	15	25	9	7	91	0
DVD	607	654	499	664	631	842	747	722	707	802	6875	782
Tumblebooks	1	27	15	21	12	9	3	4	1	1	94	94
Creativebug (users)	11	32	11	29	5	1	5	2	3	14	113	44
World Book Online	1200	640	1200	54	7	179	0				3280	0
Chilton's Online	20	12	10	38	11	298	11				400	0
Gale	0	0	0	0	0	1432					1432	320
Transparent Languages	587	76	574	39	545	0	0	0	0	0	1821	0
Brainfuse	26	25	18	62	42	55	247	123	32	0	630	1
Bridges	1983	2002	1826	1980	1761	1759	1817	1814	1639	1744	18325	14868
Newsbank	133	160	167	408	62	68	76	80	80	62	1296	189
Hoopla!	884	793	664	678	630	622	679	625	718	722	7015	6046
Total-Other	5768	4835	5278	4302	3958	5608	3959	3631	3489	3679	44507	23112
Grand Total Circ.	9742	9516	8808	8670	7033	9719	8218	7635	7974	8631	85946	36424
Item Records Added	503	301	1082	611	529	593	317	694	493	532	5655	2437
Patrons Registered	77	89	56	67	49	42	85	56	80	65	666	159
Renewals	659	679	627	703	762	647	572	552	877	693	6771	2265
Holds Filled	239	207	215	244	189	225	169	197	161	234	2080	1635
Holds Placed	419	407	481	531	431	471	442	476	499	472	4629	9950
Discs Cleaned	0	0	0	0	0	0	0	0	0	0	0	0
Photocopies	2566	2806	1538	1563	1792	1500	1495	1500	1463	1834	18057	2607

MeetingRoomGuests	832	586	498	507	687	506	517	501	295	335	5264	922
Meeting Room Used	129	241	288	84	134	56	29	56	40	17	1074	98
SILO request unfilled	25	1	0	6	0	1	0	3	4	2	42	23
SILO request filled	1	1	1	0	5	3	16	0	24	16	67	21
SILO MCPL Request Filled	0	1	3	5	14	8	0	5	0	1	37	4
SILO MCPL Request Unfilled	0	0	11	22	10	31	4	23	7	2	110	119
Attendance	8500	7800	8900	11000	11500	10500	10500	12000	10000	10000	100700	1228
Children's Programs	1	0	4	2	2	0	0	4	0	3	16	8
Children's Program Attendance	192	0	218	90	200	0	0	126	0	112	938	1194
Young Adult Programs	2	0	1	1	0	4	0	0	0	0	8	0
YA Program Attendance	34	0	27	18	0	63	0	0	0	0	142	0
Adult Programs	5	6	8	4	3	4	4	0	0	0	34	0
Adult Program attendance	42	57	84	24	43	42	31	0	0	0	323	0
In Library Use	1500	1000	950	1100	1100	1800	3100	3325	1500	2000	17375	25
Faxes Received	7	3	3	48	0	101	10	15	0	14	201	91
Faxes Sent	43	74	21	2	61	0	40	25	48	101	415	223
Scan	84	24	39	52	40	13	79	48	79	30	0	79
Handouts, Brochures, etc.	1500	1000	800	1200	1700	1000	1500	700	600	700	10700	5425
Genealogy Referrals	0	1	0	0	0	0	2	1	0	0	4	1
Archive Referrals	30	61	8	8	7	12	4	2	2	8	142	4
Photo Prints	17	0	17	9	0	6	19	8	4	4	84	6
OCLC Borrowed from MCPL	0	1	0	0	0	0	0	0	0	0	1	0
OCLC Borrowed by MCPL	1	1	0	0	0	0	0	0	0	0	2	0
Reference Questions	1500	1000	1100	1000	1000	1000	1000	825	800	1000	10225	5031
Internet Users	400	425	400	325	325	375	300	325	325	325	3525	578
WI-FI Sessions	1626	1414	1183	1122	1408	1394	1382	1352	1261	1291	13433	7370
Microfilm Users	2	2	0	0	0	0	0	0	0	0	4	0
Website Visits	2824	3314	2785	3103	2186	2243	2243	2269	2223	2414	25604	20629
TOTAL PUBLIC SERVICES	23760	21502	21348	23451	24177	22640	23860	25088	20785	22205	228816	60159
GRAND TOTAL SERVICE UNITS	33502	31018	30156	32121	31210	32359	32078	57811	28759	30836	339850	96729
VOLUNTEER HOURS	140	25	21	21	21	21	21	21	10	7	308	161

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and Afterschool Care
- Preschool Sports Class
- Tumbling
- Youth Soccer
- Youth Tumbling
- Tiny Tot Soccer
- Process Time Cards
- Order Supplies
- Update the City's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Total People Served in 2022 through April: 127,961
Total People Served in 2021 through April: 119,759
Nights stayed at MacNider Campgrounds in 2022 through April: 61
Nights stayed at MacNider Campgrounds in 2011 through April: 127

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2022</u>	<u>2021</u>
Family	24	28
Class A	140	170
Class B	21	21
Youth	10	6
Daily Cart and Green Fees	\$5,130	\$14,884
Rounds Played	668	2,015

- April rounds 305 rounds
- Open April 5th
- Blew and rake sticks and leaves in clubhouse area
- Blew and rake all greens and tees before opening
- Back lap fairway mowers and mow fairways
- Pick up large limbs multiple times after wind events
- Hand blow and blow with Kubota large areas of course, greens, and tees
- Mowed tees 2 times

- Mowed greens 6 times
- Brush the greens 3 times
- Coco matted the greens once
- Cut cups 3 times
- Placed out all flags and markers garbage
- Fertilized tee boxes

Multipurpose Arena Monthly Activities:

Daily Participation Rates in 2022 thru March: 45,063

Daily Participation Rates in 2021 thru March: 35,398

- 6 Bulls Games
- Provided 2 tours
- Recreation Department held 15 indoor soccer games

Recreation Special Activities/Accomplishments:

- Recruited Youth Sports Sponsors
- Started Youth Soccer
- Spring and Summer Staffing process began
- Began pool preparation
- Opened MacNider Campground
- Replaced 2 fire pits at the campgrounds
- Assisted with Mason City Earth Day celebration
- Marketing for Spring and Summer Programs
- *Assisted Pokeman Go National Park Monthly Park Play*
- *Assisted in Bandfest planning*
- Assisted with the NIACC Community Wellness Board
- Gave a radio interviews
- Continued planning and partnering with 2022 River City Steak Challenge – July 1-3, 2022
- Meet with Chemical reps about for the chemicals for the 2022 swim season
- Filled out paperwork to register the pool in the online database with the State
- Hired a number of season employees throughout all summer areas
- Installed fencing at the Roy Rorick Soccer Complex – Phase 2 (50% done)
- Assisted with RAGBRAI

Highland Park Golf Course Special Activities/Accomplishment:

- Booked 2 outings for the summer with 2 lead we are still pursuing
- Open the course April 4th
- Fully cleaned restrooms before season
- Cleaned fryer grill and floor of kitchen
- Order plant protectants
- Built 12 new signs cart path signs
- Remove to full trees
- Assisted with RAGBRAI

Multipurpose Arena Activities/Accomplishments:

- Met with Bulls ownership and Mason City Youth Hockey
- Assisted with RAGBRAI

Recreation Work to Be Completed in Coming Month:

- Run Before and Afterschool Care
- Run Youth Tumbling
- Find Youth Sponsor for Spring and Summer Sports
- Run Spring Soccer
- Prepare for Facilities for Summer Sports
- Run Archery Program
- Run Adult Softball
- Host a First Aid, CPR, Life Guarding Classes for staff

Highland Park Golf Course Work to Done in Coming Month:

- 2 Newman High School meets
- Highland Park Early Bird Tournament – May 17
- Hosting a Super Stag Men's Night
- Continue to do daily maintenance and pickup, rake and remove debris from course from winter and wind events
- Daily maintain to playing conditions
- Hire part time help
- Fertilize greens
- Calibrate sprayers and spray plant protectants
- Build and install new signage

Multipurpose Arena Work to Done in Coming Month:

- May 21 - North Iowa Fights

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of April 2022:

- Volunteer supplies for Earth Day Clean up, coordination
- Directed new volunteers to Museum for projects
- Worked with committee to organize on line Earth Day event clean up
- 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 emails to update Beautification volunteers and Earth Day changes
- Worked on flower garden budget to reflect actual active plots
- Worked on price list with new vendor for Beautification program and communicated payment policy and garden information
- Set up Earth Day Groups and sent out email instructions to various volunteers on how to register on line for cleanup areas
- Sent letters to Beautification volunteers for upcoming meeting-set up meeting site and redid budget for all gardens
- Worked on book to show gardens and renumbered garden plots to show actual sizes and shapes
- Did informational talk with Newman Service Club to help give ideas on projects they can undertake
- Met with departments on upcoming projects and coordination of information for grant reporting
- Worked with a number of new volunteers on project currently active and upcoming projects
- Attended and setup booth at SALT FORUM for seniors in Mason City

Routine Activities:

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

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects (mask)	19.18
Beautification	Garden Maintenance/Cleanup	82.0
Earth Day	Miscellaneous	138.0
457	Maintenance	99.0
Total Hours		338.18

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

- Continued preparation for IDPH Annual Site Visit scheduled for May 2. Requested documentation was submitted to IDPH for review prior to visit.
- Submitted quarterly reports (state & federal).
- Submitted FY23 continuation RFA for Improving Tomorrow: Prevention Focused Mentoring grant.
- Monthly grant meeting calls held for both grants (includes financial meetings).

SAMHSA - NIPA Mental Health Awareness Training (MHAT) Project

Data collection and preparation for final reports began during the month.

Most recently, “Worried About Your Friend?” print ads/social media campaign wrapped up. Our message stressed the importance of talking to someone about concerning behavior and asking the question about suicide. Examples were provided to help start the conversation.

Promoting mental health awareness has been a focus of the grant to help reduce stigma. See metric below:

Objective 3: Increase awareness and promote positive behavioral health among youth, ages 12-18, their families/caregivers, and communities in all seven counties **to 50% indicating high/some awareness from a baseline of 30%.**

Activity: Distribute poll question (below) online within the project area (7 counties) to gauge community perception of awareness. 534 people viewed the online poll.

How would you rate your awareness and knowledge about mental health challenges?

98.8% of respondents indicated they had a great deal/some awareness and knowledge of mental health issues, 48.8% above goal.

STAFF / OTHER

Educational

4/6 – National CLAS Standards Overview

April Community Involvement:

4/5 – Iowa Mentoring Partnership monthly call

4/5 – OJJDP monthly call

4/6 – City Dept. Manager Mtg

4/6 – Staff Mtg

4/7 - Empowering Youth with Education and Support (EYES) Coalition meeting
4/7 - Partners 4 Children (P4C)
4/12-North Iowa Addiction Prevention Alliance Mtg
4/14 – Community Health Improvement Plan (CHIP) Steering Team Meeting
4/20 – City Dept. Manager Mtg
4/21 – Presentation to Sunrise Rotary Club
4/21 – IDPH Mentoring Update Monthly Call
4/21 – Executive Board Meeting