

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

August 2022

(Issued September 16, 2022)



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

Airport

Reported by David Sims, Airport Manager



Date: August 2022

United Express Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 8/1/2022 – 8/31/2022	17,460 Gallons	60 Buses
Enplaned 376 Deplaned 372		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at the August 2022 Airport Commission Meeting
- Held Public Hearing and Opened bids for Terminal Apron Expansion
- Held Public Hearing and Opened bids for Terminal Foundation Project
- Held Public Hearing and approved new Hangar Land Lease
- Attended 4 States Airports Conference
- Continued design work on the new Commercial Terminal Project
- Utility relocations in support of new Commercial Terminal Project
- Ordered Ford F-150 SSV for replacement Airport Operations vehicle

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the September 2022 Airport Commission Meeting
- Ground Breaking for new Commercial Terminal
- Staff will attend required annual Live Fire Training at Eastern Iowa Airport in Cedar Rapids
- Complete remaining design of new Commercial Terminal for bid in October
- Complete Roof Replacement of Snow Removal Equipment Building
- Anticipate receiving Iowa Department of Transportation Grants for Capital Improvements and Marketing

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of August:

- 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 31 Resolutions and 2 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
- Issued 7 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 \$1,340.00 in animal license fees and \$750.00 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: Closing on the hotel property is expected soon. Skywalk construction is ongoing, 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 Grant and Forgivable Loan Review Committee did not meet in August. Funds are available for the forgivable loan and grant programs. Applications are now accepted on a rolling basis.

Section 657A.10/Blight Elimination Program:

There are several properties where we expect to see major progress in the next few weeks. Since there are court or real estate issues involved, they are not yet ready to be identified; however, Staff will keep the Council up to date.

Staff is working with the City's attorney on additional properties. We feel that our efforts in this program thus far have been very successful, and we will continue to monitor the progress of this effort.

Developments: Several residential, commercial, and industrial projects are recently begun or are still underway. They include:

- Work on the gymnasium and pool additions to Mason City High School is ongoing and are expected to be completed this fall.
- The new O'Reilly's auto parts store at 1602 South Federal Avenue is nearly complete. The current store at 1002 South Federal Avenue will be relocated to this site.
- The new Dollar General Store at 1710 South Federal Avenue recently opened.
- The former Whiskey Creek restaurant at 1519 4th Street SW is being remodeled to accommodate Riddles Jewelry (relocating here from the Mall) and a retail space with a tenant to be named later. Construction has been delayed, but is expected to begin soon.
- The four units above Simply Nourished at 13 South Federal Avenue, assisted with a CDBG grant and a BuRLS grant, are under construction.
- Construction of the new Five Below, Old Navy, and Ross Dress for Less stores has commenced.
- The former Wells Fargo bank branch building at 1315 4th Street SW will be remodeled for a Scooter's Coffee Shop. We are not certain as to what is delaying this project.
- The Corner Pizza and Alehouse has opened at 30 East State Street.
- Pipe Dream Pizza, at 124 South Delaware Avenue, is expected to open in September.

- Four applications were submitted and one permit was issued for rooftop solar arrays.

DIVISIONAL REPORTS

Development Review Committee: 4 meetings held in August, 2022.

DRC Activity	August, 2021	2021 YTD as of 8/31/21	August, 2022	2022 YTD
Total Development Plans Reviewed	8	38	7	43
Concept plans reviewed/approved as a Minor Site Plan	3	17	4	18
Concept plans to be resubmitted as a Major Site Plan	3	14	2	16
Total Concept Plans	6	31	6	34
Major Site Plan Reviews Completed	2	7	1	9
Preliminary Plat of Subdivision	0	2	0	1
Final Plat of Subdivision	0	0	0	2
Other Reviews (structure moves, etc.)	1	6	2	11
TOTAL ITEMS REVIEWED	9	46	9	57
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	3	9	0	3

PLANNING AND ZONING DIVISION

Activity	August, 2021	2021 YTD as of 8/31/21	August, 2022	2022 YTD
Commercial, Principal Structure	2	17	3	16
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	3	32	2	44
Residential, Accessory Structure	5	32	8	39
Signs	3	21	3	29
Floodplain	0	1	3	9
Sidewalk Service Area Permits	0	2	0	2
Zoning Board of Adjustment Cases				
Appeal	0	0	0	0
Conditional Use Permit	0	1	0	1
Special Exception	0	5	1	8
Variance	2	7	0	7
Planning and Zoning Cases:				
Alley or Street Vacation	0	0	0	0
Change of Zone	1	2	1	1
Miscellaneous	0	0	0	1
Preliminary Plat	0	1	0	0
Site Plan Approval	0	3	0	0
Zoning Ordinance Text Amendment	0	1	1	2
Land Subdivision Activities:				
Boundary Line Adjustments	0	7	0	4
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	0	0	0	3
Historic Preservation Commission				
Historic Demolition Reviews	0	1	4	11

Activity	August, 2021	2021 YTD as of 8/31/21	August, 2022	2022 YTD
Zoning Violations				0
Reported	2	23	1	21
Unfounded	2	4	0	1
Founded-Resolved without citation	2	7	0	13
Citations	0	0	0	0
Cases initiated by staff	2	23	1	19
Zoning Inspections				
Zoning – Case Request	2	24	0	18
Zoning – Complaint	0	1	0	2
Zoning –Setback	4	11	3	16
Zoning - Final	2	6	3	11
Floodplain - Final	0	0	0	0
Zoning – Landscaping Install	1	2	0	0
Removal Site Inspection	1	2	0	0
Permit Reviews				
Zoning Reviews Completed	33	276	34	278
Floodplain Reviews Completed	55	408	112	544
Historical Reviews Completed	4	32	8	32

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	August, 2021		August, 2022		2022 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	22	\$2,903,244.25	22	\$2,933,561.66	185	\$26,661,443.84
Minor Building Permits	21	\$130,690.83	69	\$765,706.51	265	\$3,294,234.87
Electrical Permits	19	N/A	52	N/A	188	\$0.00
Plumbing Permits	17	N/A	10	N/A	69	\$0.00
Mechanical Permits	25	N/A	29	N/A	162	\$0.00
Sign Permits	3	\$6,935.00	3	\$5,800.00	29	\$163,300.00
Demolition Permits	2	\$900.00	7	\$29,350.00	23	\$97,660.00
Structure Moving Permits	1	\$500.00	1	\$1,000.00	2	\$1,500.00
Total	110	\$3,042,270.08	193	\$3,735,418.17	923	\$30,218,138.71
Inspections	August, 2021		August 2022		2022 YTD	
Inspections Completed	168		159		1032	
Permits by Type	August, 2021		August 2022		2022 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition/Remodel
1	1	37	0	81	3	370
0	0	0	0	0	0	0
2	2	2	0	8	4	62
1	1	0	0	2	0	7
0	0	0	0	0	0	4
0	0	6	0	11	0	54
Fees Collected	August, 2021		August, 2022		2022 YTD	
	\$11,871.82		\$30,539.33		\$193,164.99	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	August, 2021	2021 YTD as of 8/31/21	August, 2022	2022 YTD
Total Requests Initiated (not including snow/ weeds ¹)	92	830	93	784
Staff Initiated	60	520	63	482
Non-Staff Initiated (total):	32	310	30	302
Response to Complaint	8	108	14	88
Anonymous Complaint	15	109	12	138
SeeClickFix	9	93	4	76
Case Requests Disposition				
Founded Case Requests	92	830	93	752
Citations Issued	0	2	2	2
Cases to Court	0	11	0	9
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	2	13	3	10
Dangerous Building	1	11	2	8
Abandoned Vehicle	3	18	4	9
Tree/Shrub Maintenance	0	0	0	5
Garbage	15	193	30	149
Inoperable Vehicle	15	63	6	12
Junk, Rubbish or Refuse	31	286	33	300
Other	7	89	2	139
Writ of Removal	1	12	1	25
Information Request	17	145	12	94
Snow Removal/Weeds & Tall Grass	62	764	82	571

Rental Inspection Report	August, 2021	2021 YTD as of 8/31/21	August, 2022	2022 YTD
Inspection Requests				
Initial Inspections	183	1129	60	384
Reinspections	13	158	34	324
Inspection Requests	0	1	12	61
Total Inspections	196	1288	106	769
Inspection Results				
Inspections Cancelled by Landlord	0	1	0	3
Inspections Cancelled by Inspector	0	0	0	1
Failed Inspections	19	110	14	157
Passed Inspections	162	1081	82	533
No Shows	0	18	0	16
Unfounded	0	3	1	6
Unavailable/Denied Entry	1	1	1	2
Units White Tagged	14	74	6	50
Rental Dwelling Certificates Issued	157	448	91	578
Total Fees Collected	\$7,440.00	\$ 48,030.00	\$ 4,630.00	\$ 26,950.00

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.

TRANSIT OPERATIONS AND SAFETY DIVISION

Task	August, 2021	2021 YTD as of 8/31/21	August, 2022	2022 YTD
Transit				
Fixed Route	8,210	67,520	8,856	75,734
Paratransit	3,012	24,004	3,638	23,390
Midnight Special	239	2,006	Discontinued	871
Safety Training				
New Employees Trained	16	66	6	69
Completed Training Sessions	203	4,339	193	2,786

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>
August	1	11%	8	89%	9
FY to Date	4	19%	17	81%	21

Burials this month were below projected. Cremation burials were as projected. Traditional burials are below the pace with the fiscal year to date projections and cremation burials are ahead of pace for the fiscal year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
July	5	2	7
FY to Date	13	2	15

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

Administration – Working on unique family situations, daily operations, preparing for history walk, CIP cemetery building project

Operations –Burials, seasonal projects around cemetery, mowing, trimming

Board of Trustees – CIP cemetery building project, cemetery rulebook

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	9
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	7
▪ New Installation	2
▪ Disconnect	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	2
▪ Repair	4
▪ Disconnect	0
● Water – Residential	
▪ New	1
▪ Repair	23
▪ Disconnect	1
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	11
▪ Approach New	0
▪ Approach Repair/Replace	4
▪ Curb & Gutter	0
▪ Curb Cut	1
● Pedestrian Ramp survey & design	2
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	533
● Emergency Call-outs	10
● Emergency Call-out after hours	3
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	5
▪ Moving/Oversized load	3
▪ Review contractor Traffic Control Plan	2
● Permit Review & Approval - City	
▪ Commercial Building	0

▪ Residential Building	0
▪ Demolition	6
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$0.00
• Lot Inspection Fees	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2022 Street Rehabilitation Program Project:

Heartland Asphalt (Heartland) and their subcontractors continued working on the project. Heartland completed the HMA overlay operations on three of the designated streets during the month of August. The streets that have been overlaid are; 10th Street SW between Springview Drive and South Garfield Avenue, 28th Street SW between South Monroe Avenue and South Jefferson Avenue and 14th Street SE between South Rhode Island and South Kentucky Avenue. Heartland also completed the HMA milling operations on three of the designated streets during the week of August 22nd. The streets that have been milled are; South Hampshire Place between 1st Street SE and 3rd Place SE, South Tennessee Place between East State Street and Maple Drive and North Van Buren Avenue between 9th Street NW and 6th Street NW.

Mid-Continent Contracting continued with concrete work replacing several pedestrian sidewalk ramps at various locations on the project streets. The sidewalk pedestrian ramps are being reconstructed to meet current ADA Standards.

2022 Street Panel & Curb Replacement Program Project:

Mid-Continent Contracting (Mid-Continent) continued work on the project, completing concrete street patches at several locations. Some of the locations where recent work was completed include 12th Street NW between North Fillmore Avenue and North Tyler Avenue and on North President Avenue at the intersection of 15th Street NW. The contractor is currently planning on start street repairs on North Adams Avenue at the intersection of 15th Street NW and on North Virginia Avenue at 14th Street NE.

2022 Multi-Bridge Repair Project:

Three bids were received for the August 9th project letting; the low bid was submitted by Boulder Contracting, LLC of Grundy Center, IA. The bids were all substantially higher than the Engineer’s Opinion of Cost and as such, the recommendation to the City Council was to reject all bids and authorize staff to rebid the project at a later date. The council approved the recommendation and the plans are now being incorporated with the bridge replacement project on 12th Street NE over Ideal Creek.

The work involved with this project includes the replacement of the handrails on bridge on North Pierce Avenue over Willow Creek, replacement of the expansion joint material and reset abutment bearing on bridge on 19th Street SW over UP Railroad and approach repair and joint material replacement on bridge on 12th Street NW over UP Railroad.

Virginia Avenue - Mason Creek Culvert Replacement:

A meeting was held on-site with the Peterson Contracting Inc. (PCI) Project Manager to determine the extended of pavement removals. Cobalt Contracting, a subcontractor of PCI, mobilized their equipment on-site started with concrete paving the week of August 15th and continued with paving operations through the end of August. Cobalt Contracting will continue with paving operations and is expected to have the remaining street paved back by mid-September.

Water Tower Maintenance Program:

The contractor O & J Coating of Hurst, Texas completed the majority of the “Punch List” items at both tower sites. One remaining item remains to be completed on the Eisenhower Tower portion of the project. The delay is due to the availability of materials.

The Kentucky Tower was filled, tested and placed back in service on August 25th.

Lakeview Preserve Dredging:

Engineering Staff is planning to meet with contractor Bob McKiness Excavating and Grading, Inc. in early September to discuss a plan of action to move forward with the project. The action plan will include the process for dewatering the settling pond, then preliminarily establishing a time line to complete the dredging, complete restoration and close-out the project.

Monroe Avenue Street and Utility Rehabilitation:

The Iowa DOT is in receipt of the final paperwork and now under final review. The project will come before the City Council for acceptance and approval of final payment upon completion of the audit by the Iowa DOT.

Eastbrooke Storm Water Mitigation:

A Change Order was approved for Henkel Construction for the replacement of field tile damaged during channel construction. Upon receipt of the signed Change Order from Henkel, final documents will be prepared to request City Council’s approval and close-out the project.

IA 122 Turn Lane Paving:

The project cost estimate is being reworked to reflect the increase in material to complete the project. The reworked plans and cost estimate will be submitted to the Iowa DOT for their review 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.

Iowa Traction Railroad Grade Crossings - 19th Street SW:

A continuing effort was made to keep communication open between Progressive Rail and the Iowa DOT (DOT). An informal proposal was prepared by the City and sent via email to the CEO of Progressive Rail for review. Prior to a formal agreement, Progressive is required by the DOT to solicit additional quotes for the replacement of the rails and rail panels. Progressive’s CEO

agreed to solicit quotes before making a decision of the City’s proposal. This action will, for the time being keep the project open with the DOT and secure the program funding.

Union Pacific Railroad Quiet Zone:

There was no change in the status of the project.

Other Tasks Performed through the Engineering Department:

- Engineering Staff met with representatives from Alliant Energy and their contractor on bi-weekly progress meetings. These meeting are necessary to coordinate on-going and upcoming projects, and to address any concerns that arise during construction.
- Alliant Energy, along with Michels Power continued working on an electric rebuild project in the Meadowbrook area. The project is located south of 4th Street SW (Highway 122), extending to 10th Street SW and between South Jackson Avenue and Springview Drive. Crews recently completed work at the intersection Highway 122 and South Pierce Avenue.
- Engineering Staff continued working with a design company representing US Cellular, who is working on a plan regarding the installation of 5G antennas and connecting fiber throughout the city. A contractor, Hul-Con Corporation, began installing a fiber route that will eventually connect approximately 35 node locations. Work on this project is ongoing and is expected to continue thought-out the month of September.
- Alliant Energy, along with Q3 Contracting, began working on a gas rebuild project in the West Haven neighborhood. This project includes both natural gas distribution mains and service line replacements. The existing lines will be retired in-place. Crews are currently working south of 21st Street SW between South McKinley Avenue and South Benjamin Avenue. Work is expected to last through November 2022.
- Engineering Staff met with MTC Services, a paving contractor hired by MetroNet, to begin concrete repairs resulting from the fiber installation. MTC Services started concrete repairs at various locations the last week of August and is expected to continue with repairs throughout September.

Traffic Division:

- Traffic Control
 - Sign work orders 3
 - Traffic Sign Orders 3
 - Streetlights
 - New Installation 1
 - Repair Request 3
 - Fixture Replacements 3
 - Traffic Signals
 - Respond to signal issue reports 3
 - Perform traffic signal repairs 3
 - Iowa One-Call locate reviews 527
 - Locate City-owned electrical utilities 31
 - Emergency Call-outs 0

Other Tasks Performed by the Traffic Division:

- Mason City’s original sign distributor is no longer in business. Coordinated with new sign distributor on design plans, and now have a bulk of signs ordered to proceed to start making repairs on street signs around town.
- Met with Heartland Asphalt and DOT to go over the plans on the milling project between Pierce and Monroe. Traffic loop conflicts were discussed and a plan was put together to resolve the conflict.
- Count down timer on pedestrian signal on 3rd Street SW and Crescent Drive was no longer functioning. Troubleshooting and repairs were made to resolve the issue, the countdown timer is now working properly.
- The pedestrian signals on 4th Street SW and South Taft Avenue for the North Bound and South Bound cross walking were not working properly. Trouble shooting and repairs were done so the pedestrian signals are now working properly.
- Streetlight pole on 14th Place NW and North Federal Avenue was originally knocked down. Coordinated plans to reinstall new base and re-install light were made. The base and light are now back up.

Water Supply Division:

- Water Production

	<u>August</u>	<u>FY 2023</u>
● Total (gal)	130,738,000	288,082,000
● Daily Average (gal)	4,217,000	4,646,000
● Daily Maximum (gal)	5,771,000	5,960,000*
● Daily Minimum (gal)	3,214,000	3,214,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Restarted analyzer at the Eisenhower Water Tower
- Cleared PLC error on Hoover Booster Station
- Reset the SCADA radio at the Hoover Water Tower
- Cleaned the hypochlorite filter the Sodium Hypochlorite Generator
- Changed oil in the generator at the Federal Booster Station
- Replaced leaking fitting on the salt brine tank pressure transmitter
- Repaired vacuum leak on the Sodium Hypochlorite Generator
- Replaced pipe flange on a pump on the Sodium Hypochlorite Generator
- Flushed ECIP lines #2 EDR train
- Performed troubleshooting on a high voltage issue on the Sodium Hypochlorite Generator
- 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

530

- Prepare and send service repair letters 20
- Monthly bacteria samples 30
- Collect project bacteria samples 6
- Check water quality at residents and businesses 5
- Correlate water main breaks and investigate for leaks 4
- Hydrant flow testing 2
- 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 15
- Water Service Permit/Inspection
 - Repair/Replace 12
 - New Installation 3
 - Disconnections 0
- Meter Department

	<u>August</u>	<u>FY 2023</u>
• Meters Installed	69	113
▪ Industrial	0	0
▪ Commercial	1	5
▪ Residential	68	108
• Meters Repaired	0	1
• Contractor and Garden Meters Recovered	0	0
• Contractor and Garden Meters Installed	3	4
• Meters Read	11,866	23,732
• Meters Ordered	0	0
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed August 2022</u>			<u>Meters Ordered August 2022</u>		
5/8"	68		Transferred	5/8"	60
3/4"	0			3/4"	0
1"	1			1"	8
1 1/2"	0			1 1/2"	0
2"	0			2"	0
3"	0			3"	0
4"	0			4"	0
	Total	69		Total	68

<u>Meter Inventory September 1, 2022</u>					
5/8"		42		5/8"	0
3/4"		11		3/4"	0
1"		10		1"	0
1 1/2"		0		1 1/2"	0
2"		5		2"	0
				3"	0
				4"	0
	Total	68		Total	0

Other Tasks Performed through the Water Supply Division:

- Assisted with 1 water main break
- Completed VFD drive programming on #3 EDR Feed Pump
- Troubleshooting amperage issue on #1 EDR Line 4
- Assisted with flow test request
- Assisted with flushing and water sampling on new water main
- Filled the Kentucky Tower upon completion of the rehabilitation, collected testing samples and placed the tower back on-line
- Water Supply provided 25% - 50% of the water needs to the Golden Grain Ethanol plant
- 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 to evaluate raw hardness and finish hardness for permit changes
- Mowing at Water Plant, Booster Stations, Water Towers and outer well sites as needed

Abbreviations:

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

Finance Department

Reported by Brent Hinson, Finance Director

Finance

Finance		
	August	Fiscal Year- to- Date
Prepare payable checks	556	1109
Prepare receivable invoices	91	136
Prepare payroll checks	802	2061
Certify invoices to County	0	0
Send letters to State Offset Collections	3	3
Record State Offset collections	\$ 16,562.00	\$ 21,842.00
Ambulance accounts sent to collections	11	11
Record ambulance receivable	106	231
Scanned invoices for myView point processing	968	1855

- Completed weekly payables
- Completed bi-weekly payroll
- Work with vendors on payable issues
- Record end of month receipts
- Record ambulance direct deposits
- Record inspection collections
- Record arena direct deposits
- Record golf direct deposits
- Record cemetery direct deposits
- Completed monthly IPERS report
- Quarterly Reports-MFPRSI, 941

Utility Collection

Utility Collections		
	August	Fiscal Year- to-Date
Record ACH activities	32	46
Prepare utility adjustments	25	54
Finals & charge offs	232	232
Issue utility bills	10125	20268
Answer phone calls	416	1004
Respond to voicemail	121	569
Complete utility service orders	230	470

Complete landlord tasks	34	87
Issue shutoff notices	280	637
Process customer paid utility bills	5337	9543
Process customer deposits	337	719
Replace meters	61	129

Information Systems Coordinator

- Change password for Mike M at the PD.
- Fix domain issues with FD PC.
- Follow up with RCC about phone system implementation.
- Look for problems affecting nightly backups.
- Order replacement NIC USB Dongle and Spare.
- Replace NIC card with NIC Dongle temporarily for Jamie S at the PD.
- Restart remote backup agents for all servers backed up by GIS.
- Troubleshoot PC for Jamie S at the PD.
- Add Courtney M to Grants folder for Rachel V.
- Answer RCCs questions regarding phone programming.
- Remove Ed W from AD.
- Sent list out to look for extra phone extensions at City Hall to be removed.
- Sign and send sheet back to RSM for VM build.
- Check City side Internet bandwidth for PD.
- Do FOIA search.
- Download and program council meeting to government channel.
- Fix password issue with John J and his Ipad.
- Change cameras back to motion detection.
- Deprogram the last of the RAGBRI keys.
- Fix outlook errors for Carl G at the FD.
- Get a quote from Central Lock for the 2nd Floor Conference room doors.
- Help Stephany T with remote access.
- Pay invoices.
- Program key for Donna P at the Rec Department.
- Change default browser file for Captain McKelvey at the PD.
- Look for missing emails for Tricia S.
- Meeting with RSM regarding the current VM box health.
- Find keyboard for Jon G at Highland.
- Help Mpower connect to GIS server for Troubleshooting.
- Sync camera time format and check DST settings.
- Add phishing email to blocked list.
- Continue programming keys for PD.
- Uninstall software off of PD server.
- Get with Central Lock to quote out additional locks.
- Get quote for new PCs and monitors.
- Look at PDF issue on Gina C's PC.
- Over weekend – Troubleshoot email system.
- Check on status of scans for museum and the fix to correct it.

- Follow up on new software licenses.
- Order 10 new PCs for the year.
- Order renewal of backup software.
- Put PC replacement list together.
- Reset password for Nathan A and the FD.
- Coordinate phone system updates for PD.
- Download and program council meeting to government channel.
- Look at Guest Wifi connection for outside user.
- Reset password for FD user.
- Schedule firewall updates and alert users.
- Try to open video files for PD.
- Work with RSM on firewall update.
- Change shift details for PD officer.
- Check on Microsoft Teams availability with Office 365.
- Set up shared folder for HR and PD.
- Look through video system for Michelle K.
- Pay invoices.
- Configure new PC for Matt L.
- Program new keycard for Carissa B.
- Return signed paperwork to Central Lock.
- Set up kick off meeting with RSM for Office 365.
- Set up time to get to NTF.
- Troubleshoot Watch Guard for PD.
- Check Brian P's keycard on doors.
- Configure new PC for Joe B at O and M.
- Install software for Joel E at the PD.
- Look at printer in Car 3.
- Order NVMe SSD Duplicator.
- Remove Lane D from AD.
- Reprogram cardkeys for Carissa B again.
- Try to clone Penny B's PC to a new hard drive.
- Fill out and send Microsoft Agreement in.
- Look at Bob B's problem with his U drive.
- Put Novatime shortcut on Wolffe W's PC.
- Build new PC for Bill S.
- Look at Bill S's PC.
- Take new PC to Bill S at O and M.
- Try to retrieve items off of Bill S's old hard drive.
- Configure new PC for Ray Q.
- Get ILO information from new VM box for RSM.
- Look into backup failure again.
- RSM mail kick off meeting.
- Thursday Sick Day – Restart GIS SQL services.
- Configure wireless for Kyle P's new phone.
- Get license keys for new server software licenses.
- Get Sybil S's new phone hooked up to wireless at Animal Shelter.

- Hook up equipment on 3rd floor for Carissa B.
- Hook two more cat 5 cables to new VM box.
- Order more displayport adapters for new PCs.
- Pay invoices.
- Restore file for Jamie S at the PD.
- Set up email on Kyle P's new phone.
- Troubleshoot printers for Mike M at the PD.
- Work with RSM to get connected to new VM box.
- Follow up with Insight regarding VMware licensing again.
- Get licensing information to RSM for Windows Server.
- Give GIS Technology Group and Email.
- Set up new PC for Jamie M at the FD.
- Set up new users for Rec.

GIS Department

Airport

Cemetery

City Administrator

- Update road closure online map
- Create pdf for 9th St NE road closure
- Create pdf for S. Pennsylvania Ave road closure

Development Services

- Run bi-weekly parcel data script, export as CSV file, make adjustments and email
 - Transfer data to G: drive
- Update transit route and stop locations
 - Push update to AGOL and export
- Set up new user with access to mPower, Eagleview, and Cyclomedia
- Update zoning district map and public facing web app

Engineering/Water Treatment/Customer Service

- Link Sewer Televising Project 2 Phase 2 videos/photos to GIS
- Send engineers out to add in manhole
- Link 2020-2021 Sanitary Repair Lining videos/photos to GIS
- Add new water customer service point in mPower x2
- Compile data request for Sector Technologies (smart city project)
- Set up new user in ArcPortal x2
- Order TSC5 (2) device including clamps, and software/hardware warranties
- Meet with engineers to go over sanitary sewer edits

Fire

- Compile fire boundary areas in sq mi
- Share address point and rental data

Finance

- Set up new user with access to mPower x2
- Create subdivision map x2

Human Resources

Operations / Utilities/ Water Reclamation / Parks

- Look up parcel dimensions for 7th NW and Monroe

Police

- Create weekly call data maps x4
- Create Street Reference map for officers
 - Print x12
- Start Esri Crime Solution training

Recreation

- Reset password

General

- GIS data back up in SQL server x 4
- GIS mPower back up in SQL server
- Participate in wellness meeting and assist with the planned activities
- Participate in IGIC lunch and learn
- Change backup tapes daily and monitor elevators while IT coordinator is out of office
- Organize and update data/database shared with the county GIS
- Export ESRI annual usage report
- Renew ESRI annual subscription
- Update Main St MC Downtown map
- Create Main St MC Brew to Brew Map
- Join ICIT
- Create GIS Technologies email group

Grant Administrator:

- Monthly Reimbursements
 - Staffing for Adequate Fire and Emergency Response (SAFER) -
 - Office for Victims of Crime Specialist
 - Justice Mental Health Collaboration Partnership Grant
- North Central Iowa Narcotics Task Force
 - Monthly bookkeeping, deposits, AP
 - Quarterly Chiefs and Sheriff's meeting
 - Mental Health Stakeholder quarterly meeting
- Wellness Committee:
 - Employee Pool Party
 - 1st Annual SMOKESHOW Competition

- Blood Drive Preparations
- Fall Festival Preparations

- CDBG Housing Grant Audit
- 2022 ESAC Submittal
- JMHC Time Extension and Budget Modification
- Planning for 2023 SAFER Request
- Received notification of AFG Grant award

Deputy CA Duties

- Communicated with DNR and Sand County Foundation regarding watershed-based nutrient reduction related to WWTP operating permit.
- Attended various meetings for Joint Comprehensive Plan with Cerro Gordo County and City of Clear Lake.
- Fall 2022 City Council Goal-Setting Process development.
- Attended RAGBRAI volunteer recognition event.
- Reviewed & signed off on 8/16 Council packet items due to CA Burnett vacation time.
- Renewed ICMA Credentialed Manager designation.

Finance Director Duties

- Completed & distributed July Financials.
- Worked with Speer, Ahlers, and Moody's on 2022 G.O. Bond Issuance, Finalization of Bond Proceedings, and Receipt of Bond Funds (funds received 8/31/22).
- Answered Auditor Requests for FY22 Financial Audit. Auditor fieldwork expected to occur in September/October.
- On-boarding of new cashier Kristi Taylor; tours of Water Supply and Water Reclamation plants.
- Met with North Risk Partners re: health insurance renewal.
- Completion & Submission of FY22 Street Finance Report.
- Completion & Submission of FY22 509A Self-Insured Health Care Plan reporting to Iowa Insurance Division.
- 2019C and 2020A G.O. Bond Arbitrage analyses to ensure tax-exempt status compliance on those issuances.
- Bidding of CD Investments- awarded \$5M to First Citizens for 61 days at 2.28% and \$5M to IPAIT for 187 days at 2.85%.
- Cemetery Shop Project financial analysis.
- Preparation and submission to CA Burnett of new GIS information sharing administrative policy.
- Coordination with HR on setting up any new training agreement reimbursements as ACH payment rather than by monthly check.
- Assisted in presentation of Impact Award to cashier Michelle Koch. Michelle saved a person choking during the day of RAGBRAI by performing the Heimlich Maneuver.
- Attended Speer annual golf outing with other departmental staff.

September 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 implementing new Email System.
- Start planning for new phone system.
- Look to free up more PCs and phones at PD.
- Continue working on and distributing new PCs for the year.

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

Deputy CA /Finance Director

- Finalize Fall 2022 Council Goal-Setting Process with CA Burnett and communicate with Department Managers, Council, organizational partners, and consultant.
- Joint Comprehensive Plan-participate in listening sessions with various stakeholders.
- Preparation of State of Iowa Annual Financial Report for FY22.
- Audit fieldwork; answering auditor questions, preparation of workpapers, and item follow-ups.
- ICAP General Insurance renewal paperwork.
- Continued work on consolidating bank accounts and restructuring cash management to ensure proper liquidity while maximizing investment yields.
- Begin work on FY22 Urban Renewal Report and FY24 TIF Certifications.
- Oversee implementation of new City Hall phone system and Office 365.
- Will attend quarterly Iowa Public Agency Investment Trust (IPAIT) board meetings as a board member going forward. IPAIT manages around \$500 million in public funds, including a little over \$10 million in City of Mason City funds at the current time. I previously served on the board from 2010-2019.
- Attendance at ICMA Conference.

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	AUGUST 2022	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	68	449
EMS	526	3,919
Total Calls for Service (Fire & EMS)	594	4,368
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
461	52	12
Personnel Training Hours		
Fire	1,201.88	8,832.36
EMS	252.45	3,035.75
Total Training Hours	1,454.33	11,868.11
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	201	1,609
Existing Building Inspections	13	133
Plan Reviews	27	208
Fire Investigations	1	18
Liquor/State License Inspections	10	100
Community Involvement		
Public Tours of the Fire Station (Number)	2	9
Public Fire Safety Appearances/Trainings (Number)	0	13
EMS/Fire Students - Ride-Along	2	35
Preceptor Training Hours	28.50	466.25
National Fire Statistics -YTD 9.6.22		
Line of Duty Deaths	71	Civilian Fire Deaths 1,501
Fire Property Loss Report – Mason City		
Estimated Property Value	\$109,080	\$34,302,071
Estimated Property Loss	\$95,500	\$619,916
Total Saved	\$13,580	\$33,682,155

Overtime Hours

Fire	58.25	760.50
EMS	531.25	4,745

Significant Events

8/7/2022 Transport Vehicle Fire 14340 300th St.
8/9/2022 Building Fire 2327 20th St SW

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	17	29
Engineering	17		17
Finance	11		11
Fire	48		48
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maintenance	64		64
Police	47		47
Recreation	7		7
Youth Task Force	4		4
Grand Total	243	26	269

Plus 138 Seasonal employees

Staffing

Activity

Hiring Activity:	- Police Officer-7 openings (Police): Conducted testing in late August and interviews. Continue background checks in September.
	- Wastewater Operator - 1 opening (O&M): Fill in the near future.
	- Transit Driver - 1 opening (Dev Services): Continuing recruitment.
	- Parking Enforcement Officer - 1 opening (Police): Finalizing plans for filling the vacancy.
	- Lab Tech - 1 opening (O&M): Conducted Civil Service testing and interviewed candidate. Job offer made subject to Council approval in Sept.

	- Swing Worker - 1 opening (O&M): Interviewed applicants, job filled externally subject to council approval in Sept.
	- Firefighter - 1 opening (Fire): Conducting second interviews on applicants. Job offer to be made in Sept.
	- Police Sergeant Promotional List: Will create Sgt Civil Service list.
	- Police Lieutenant Promotional List: Will create Lieutenant Civil Service list.
	- Firefighter - 1 opening (Fire): Conducting second interviews on applicants. Job offer to be made in Sept.
	- Admin Assistant - 1 opening (Rec): Began recruitment.
Positions Filled:	- Hired 5 seasonal staff.
Turnover:	- 1 retirement, 2 full-time employees resigned and 75 seasonal employees season ended.
Employee Orientations/exit interviews:	- Conducted 5 orientation sessions for seasonal hires.
Seasonal Staffing:	- Continuing sporadic fall seasonal staff hiring.
Civil Service Commission:	- 2 meetings during the month and 2 testings.

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No open grievances. - Teamsters: 1 grievance referred to arbitration. Met with union during the month and updated MOU. - 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

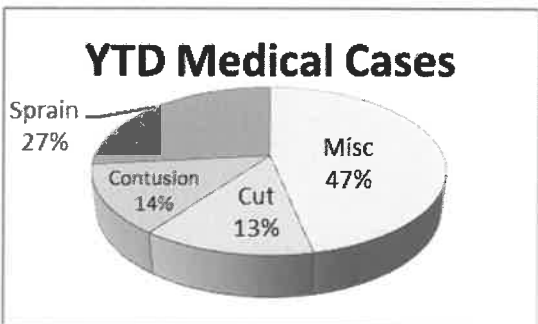
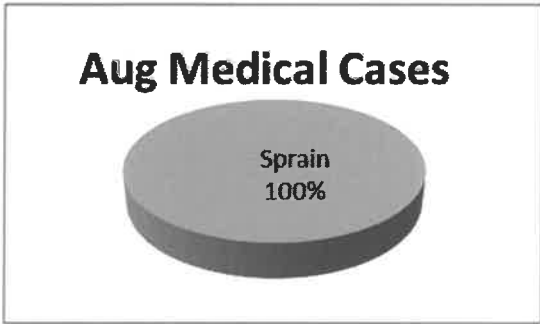
Fire Swearing In Ceremony:	Assisted with new hire swearing in ceremony for Fire Dept.
Wellness Program:	- Participated in Wellness Committee meeting.
Employee Activities:	- Conducted employee cookout event.

Employee Activities:	- Coordinated an employee impact award presentation to a Finance employee.
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Benefits	Activity
Employee benefit support:	- Ongoing support on employees benefit issues
Employee Benefits:	- Participated in quarterly medical plan review with broker.

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.

Safety Statistics	Month	2022	
		YTD	2021 YTD
# of Work Comp Cases	1	18	17
# of OSHA Injuries	1	15	17
# of Days Missed	0	26	18
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Attendance:

Gallery Attendance was 668, tour attendance was 0 persons, event attendance (rentals and Museum events) was 196, classes was 174, playground was 172, and outreach (going to places to teach classes) was 37. Total was 1247.

Membership: 211 Members / 18 Business memberships / 9 City Memberships

Classes:

Summer Camp II Use your Imagination: 20 kids; Minion Fun: 10 kids; Painting with Oils: 11 adults; Art Bugs: Thomas & Trains had 9 children; Kids' Club-at the fair- had 26

Events:

Bridal shower-56 attendees; Demaris Wedding- 71 attendees; Bridal Shower- 19 attendees; Birthday Party- 9 crafters

Partnerships:

Salvation Army Adult Day Care, Prairie Ridge, Manly Care Center, IOOF Home, North Iowa Fair.

North Iowa Fair:

To promote the arts, the Museum partnered with the North Iowa Fair. It acted as a judge and superintendent for the departments of photography, fine arts, and fabric and threads. It also held one of its Kids Club Classes at the All Seasons building the Saturday of the fair.

Exhibitions:

Joanne Alberda: *Iowa Crafts: 45 – Best In Show Award Winner Solo Exhibition*

Center Space Gallery

July 1 – September 10, 2022

Joanne Alberda, of Sioux Center, was given the Best in Show award during the Charles H. MacNider Art Museum's *Iowa Crafts: 45* (2021) exhibition for her fiber piece, *Journal: A Cautionary Tale*. This award granted Alberda a solo exhibition in 2022. Alberda's show, *Tall Tales*, is currently on display in the Museum's Center Space Gallery. On her website, www.joannealberda.com, the artist states: "Born and educated in the mountains of Montana, I moved to Iowa in my early 20's. I have learned to love the mid-western landscape. The rich history of the prairies, the vastness of space, the dark loamy soil, and the changing seasons provide an unending source of inspiration for my vision as a fiber artist." *Tall Tales* will be on display through Saturday, September 10.

Area Show: 48

July 22-October 5, 2022

Kinney-Lindstrom Gallery

Awards have been announced for *Area Show: 48*, a competitive exhibition at the Charles H. MacNider Art Museum. The display includes a wide variety of artworks created by artists above high school age living within a 100-mile radius of Mason City.

Entering artists were competing for the opportunity to have their work featured in a solo exhibition and for \$1,000 in cash awards. The *Best in Show* award was given to Alexis Beucler, of Mason City, Iowa, who will be granted a solo exhibition in 2023, for the gouache and watercolor artwork, *Butterfly Cave*.

Best in Show Award Winner – Alexis Beucler of Mason City, IA – *Butterfly Cave* – Gouache and Watercolor on Paper Mounted on Panel. Three artists received a \$250 *Excellence Award*; Chris White, of Clear Lake, Iowa, won the fused glass artwork, *Woodland*; Joel Lueck, of Roland, Iowa, won for the pen and ink drawing, *Upham Hall*; *Marycrest College*; and Jay Burton Tracy of Northwood, Iowa, won for the mixed media on aluminum panel work, *Emergency Painting #4*. Chris White, of Clear Lake, Iowa, won the fused glass artwork, *Woodland*, Joel Lueck, of Roland, Iowa, won for the pen and ink drawing, *Upham Hall*; *Marycrest College*, Jay Burton Tracy of Northwood, Iowa, won for the mixed media on aluminum panel work, *Emergency Painting #4*. Two *Merit Awards*, each at \$100, were given out; one to Dean Swenson, of Buffalo Center, Iowa for the acrylic piece, *Pink Flower* and one to Sioux Lawton, of Garner, Iowa for the collage entitled *Memento Mori*. The \$50 *Most Daring Award* was presented to Dek, of Cedar Falls, Iowa for the acrylic on paper artwork, *jammy DODGER*.

Dean Swenson, of Buffalo Center, Iowa for the acrylic piece, *Pink Flower*, Sioux Lawton, of Garner, Iowa for the collage entitled *Memento Mori*, *Most Daring Award* was presented to Dek, of Cedar Falls, Iowa for the acrylic on paper artwork, *jammy DODGER*. Four Honorable Mention awards were handed out as well. The first went to Wallace Bowling, of Harper's Ferry, Iowa, for the assemblage, *Culture Clash*. The second went to P. O'Brien Tyrrell, of Northwood, Iowa for the clay piece, *Tower House*. The third went to Larry Gregson, of Mason City, Iowa for the oil on linen work, *Bosveld's Odtaa #3*. The fourth Honorable Mention was awarded to Justin Wheeler, of Northwood, Iowa for the acrylic on canvas painting, *Sea Escape*.

Wallace Bowling, of Harper's Ferry, Iowa, for the assemblage, *Culture Clash*, P. O'Brien Tyrrell, of Northwood, Iowa for the clay piece, *Tower House* to Larry Gregson, of Mason City, Iowa for the oil on linen work, *Bosveld's Odtaa #3* to Justin Wheeler, of Northwood, Iowa for the acrylic on canvas painting, *Sea Escape*.

The competition for the show was open to all artists above high school age residing within 100 miles of Mason City, encompassing North Central Iowa and Southern Minnesota. Each entrant was eligible to submit up to two artworks for consideration. This year's show drew a total of 83 entries by 44 artists. The final exhibition includes 42 works by 28 artists.

The juror for *Area Show: 48* is Eric Anderson, Director of the Blanden Art Museum in Fort Dodge, IA. Many artworks in the exhibition are for sale and can be purchased through the Museum. The exhibition will remain on view in the Museum's Kinney-Lindstrom Gallery through October 5, 2022. Admission is free and open to the public.

Facilities: The Museum underwent its annual inspection for Fire and Police for the renewal of its temporary beer and wine license. A few items such as batteries needed to be replaced, but the Museum passed without any concerns. Also the Museum repaired a part in the elevator that was affecting the opening and closing of the doors. This was covered by the Museum's elevator service agreement which is paid once a year by the Museum. Museum staff found evidence of an individual living in the bushes on the west side of the rock wall it shares with the library. The Museum staff reported it to police, and removed the items. It also removed much of the extra shrubs so that it was less inviting. The area has had an uptick in suspicious activity over the summer and hopefully this will eliminate it. The Museum staff also trapped a live squirrel that was found in the ceramics studio in the basement.

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	1
Cement (Main Repair)	2
Water Valve Installations	5
Cement (Valve Installations)	3
Water Main Taps	1
Water Service Repair	2
Road Box Repair	1
Hydrant Repairs	2
Hydrant Installations	1
Cement (Fire Hydrant Installation)	1
Sanitation	17 Days
Monthly Safety Inspections	1
Leak Detection	1
Haul Spoils	2
Hydro Excavation	1

Internal Service Division:

Mechanical

Service and repair 2 inspection vehicle
Service and repair 0 Engineering vehicles
Service and repair 5 fire trucks and ambulances
Service and repair 2 park vehicles
Service and repair 3 police cars
Service and repair 0 Rec Department vehicles
Repair and service 9 Sanitation trucks, brakes, etc.
Repair and service 16 Street Department vehicles
Service and repair 0 Water Reclamation vehicles
Service and repair 0 Water Utilities vehicles
Service and repair 0 Water Supply vehicles

Electrical

Street light repairs:

1st and N. Delaware, 5th and N. Federal, 9th and S. Eisenhower, 122 and Illinois, 221 S. Monroe, 19th and S. Pierce

Traffic Signal repairs:

19th and S. Taft, 9th and Elm Dr., 122 and Eisenhower

Repair clock tower
Repair door lock at comfort station
Repair lights at pool

Wastewater Division:

Division: Wastewater

- Wastewater treatment:
 - Monthly Total: 180.817 million gallons
 - Daily Average: 5.833 million gallons per day
 - Daily Maximum: 10.022 million gallons per day
 - Sludge processed 1.675 million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 4
- Replaced 2 box outs
- Helped engineering locate storm sewer MH

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on eight Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Issued 2 NOV's to Industries
- Submitted Final DMR-QA report to state DMR-QA coordinator
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals

Activities planned for next month at the Water Reclamation Plant:

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

Special Activities/Accomplishments of particular note:

- IR here to repair preair air compressors
- Repaired south fence
- Had new dishwasher installed in lab
- Iowa wall sawing was here to cut digester man ways and cut base for #3 pump
- Checked all pump oil
- Mowed plant grounds
- Removed digester mixing pump for repair
- Performed general maintenance on UV system
- Took mixing pump to Des Moines for repair
- Worked on replacing #3 pump in PS #1
- TJ's finished biofilter upgrades

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	526.00 tons	3,251.75 tons
Recycling collected	105,000 pounds	850,780 pounds
Yard waste collected	106.25 tons	526.68 tons
Large item number of stops	81	458
Materials collected:		
Large furniture	56	281
Small furniture	22	289
Tubs & toilets	13	49
Appliances & TVs	22	144
Electronics	1	4
Request for service calls	320	2,637

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, various locations
- Traffic sign maintenance
- Pick up dead deer
- Haul old appliances to salvage yard
- Trim and respond to 48 tree requests, remove 75 trees
- Grade streets, alleys and shoulders
- Dredge ditches
- Sweep streets
- Fill potholes
- Storm sewer repair

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
- Pick up debris at Ray Rorick
- Maintain community gardens
- Continue ball diamond maintenance
- Install new benches
- Shut down pool
- Install footings, concrete pad, electrical and water for new Monroe Park shelter
- Pour slab for shelter at Monroe Park, install water and electrical

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	1846	1731	1862	1860	0	0	0	0	12736
Alarm - Business	42	45	42	39	41	47	56	52	0	0	0	0	364
Animal	33	37	57	51	72	86	63	95	0	0	0	0	494
Burglary	10	8	9	17	8	5	11	16	0	0	0	0	84
Collision - Prop Damage	81	59	53	54	47	57	62	53	0	0	0	0	466
Collision - Pers Injury	9	1	11	7	12	13	10	10	0	0	0	0	73
Collision - Hit and Run	20	15	13	10	24	19	23	17	0	0	0	0	141
Disorderly	78	76	89	100	151	132	167	143	0	0	0	0	936
Domestic - Physical	10	10	8	10	8	11	16	14	0	0	0	0	87
Domestic - Verbal	32	21	29	23	28	23	24	29	0	0	0	0	209
Fireworks	6	0	2	2	6	60	68	8	0	0	0	0	152
Harassment	38	35	50	49	69	62	53	61	0	0	0	0	417
Medical	68	85	88	107	74	97	97	105	0	0	0	0	721
Motorist Assist	56	25	23	24	21	28	15	23	0	0	0	0	215
Parking	71	48	8	33	33	39	55	45	0	0	0	0	332
Stray Animal	32	23	43	54	80	74	59	45	0	0	0	0	410
Suspicion	91	147	181	171	228	190	214	232	0	0	0	0	1454
Theft	45	51	70	49	87	64	83	98	0	0	0	0	547
Welfare Check	106	90	89	120	146	129	140	130	0	0	0	0	950

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	83	75	125	105	156	138	112	158	0	0	0	0	952
New Investigations	354	317	411	342	417	394	407	459	0	0	0	0	3101
Traffic Citations	93	86	99	90	83	90	81	67	0	0	0	0	689
Written Warnings	45	47	51	35	33	41	62	24	0	0	0	0	338
Crash Reports	85	65	74	64	64	71	77	65	0	0	0	0	565
Parking Tickets	463	131	13	19	24	6	31	22	0	0	0	0	709
Traffic Stops	101	121	114	96	68	79	119	51	0	0	0	0	749
Extra Patrol Checks	701	604	561	690	474	443	269	399	0	0	0	0	4141
Business Checks	66	46	41	20	17	27	37	23	0	0	0	0	277

Offender Checks	20	22	22	25	25	27	20	39	0	0	0	0	200
Open Records Requests	600	338	654	482	397	564	480	611	0	0	0	0	4126
Dogs to Shelter	16	5	17	17	33	28	37	19	0	0	0	0	172
Cats to Shelter	14	8	14	14	41	47	32	30	0	0	0	0	200

Our call volume for August was right in line with our expectations for summer. While we have started to have officers complete field training and be assigned to solo patrol, we had three academy graduates who are now finishing up their field training. One new officer also reported to ILEA for basic academy training.

We had many alcohol-related arrests this month for public intoxication and operating while intoxicated. Alcohol was also commonly involved with many of our domestic abuse arrests in August.

Criminal Investigations

For August, 14 new cases were assigned to CID. Eight of those cases were closed and three were cleared by arrest. This month, we were able to destroy over 200 pounds of medication that had been turned in to the MCPD Drug Drop Box.

Notable casework includes:

- Charges were filed in the arson cases along 12th Street NE; a theft charge was also filed on the suspect when we recovered a coin machine from a separate case
- A federal indictment was returned on a shooting suspect involved in four cases during spring 2022
- We filed charges in a dependent adult abuse case where ten victims sustained a financial loss of over \$30,000
- A plea agreement was reached by the county attorney in the homicide case from last October
- A charge of robbery first degree was filed against a local man after a robbery occurred at a west side convenience store

Support Services

MCPD issued 22 parking tickets in August. We towed three vehicles for being abandoned or for overtime parking.

We responded to 148 animal calls for service, resulting in 51 animals being taken to shelter – 19 dogs, 30 cats, and 2 roosters. Charges were filed for 6 animal offenses and we investigated 11 animal bite cases—three of these were bat cases with occupants sleeping in the room.

The Crime Victim Specialist followed up on 96 cases this month and assisted officers on 14 cases. Referrals were made to eleven outside agencies to support crime victims, five crime victim assistance applications were completed, and three cases were followed up on for the county attorney.

Administration

We completed a recruitment campaign and tested applicants at the end of August. We have certified a hiring list and will begin backgrounding. We are also working through the development of the Community Safety Officer position with Human Resources. This would be a partnership with the NIACC Criminal Justice program that would allow second year students to work part-time at MCPD to fill roles where a sworn officer isn't needed.

Public Library

Reported by Mary Markwalter, Library Director

<i>Circulation-Books</i>	22-Aug	22-Jul	YTD	LYTD
Adult Fiction	1759	1086	2845	1252
Adult Non Fiction	437	443	880	495
Large Print	797	764	1561	777
Young Adult	616	690	1306	544
Juvenile Fiction	1643	2160	3803	1548
Juvenile Non-Fiction	301	370	671	336
Middle School	390	367	757	240
TOTAL BOOKS		5880	5880	4952
<i>Circulation-Other</i>				
Audio/CD/Playaway	228	226	454	225
Video Games	34	55	89	0
Periodicals	104	138	242	102
Software	0	0	0	7
Other (puppets, misc.)	6	14	20	802
DVD	1052	831	1883	1
Tumblebooks	11	6	17	14
Creativebug (users)	11	31	42	0
World Book Online	0	240	240	0
Chilton's Online	15	11	26	0
Gale	0		0	0
Transparent Languages	1	638	639	0
Brainfuse	23	26	49	0
Bridges	2105	2016	4121	1744
Newsbank	62	57	119	62
Hoopla!	957	863	1820	722
Total-Other	4609	5152	9761	3679
Grand Total Circ.	4609	11032	15641	8631
Item Records Added	705	365	1070	532
Patrons Registered	102	98	200	65
Renewals	862	791	1653	693
Holds Filled	288	277	565	234
Holds Placed	475	421	896	472
Discs Cleaned	0	0	0	0
Photocopies	2995	6311	9306	1834

Meeting Room Guests	853	1619	2472	335
Meeting Room Used	129	155	284	17
SILO request unfilled	4	7	11	2
SILO request filled	0	0	0	16
SILO MCPL Request Filled	3	5	8	1
SILO MCPL Request Unfilled	5	27	32	2
Attendance	9700	9700	19400	10000
Children's Programs	0	11	11	3
Children's Program Attendance	0	1109	1109	112
Young Adult Programs	0	7	7	0
YA Program Attendance	0	271	271	0
Adult Programs	4	16	20	0
Adult Program attendance	115	136	251	0
In Library Use	1250	1250	2500	2000
Faxes Received	8	1	9	14
Faxes Sent	36	50	86	101
Scan	51	43	0	30
Handouts, Brochures, etc.	3000	5500	8500	700
Genealogy Referrals	0	2	2	0
Archive Referrals	13	6	19	8
Photo Prints	28	15	43	4
OCLC Borrowed from MCPL	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0
Reference Questions	3000	4000	7000	1000
Internet Users	600	425	1025	325
WI-FI Sessions	1635	1864	3499	1291
Microfilm Users	2	2	4	0
Website Visits		2118	2118	2414
TOTAL PUBLIC SERVICES	25863	36602	62465	22205
GRAND TOTAL SERVICE				
UNITS	30472	47634	78106	30836
VOLUNTEER HOURS			0	7

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Process Time Cards
- Order Supplies
- Update the City’s website and channel 4
- Specialty Youth Camps
- Audited 9 first aid kits
- Ran Adult and Youth Tennis Program
- Ran Adult Slow Pitch Softball
- Ran Fun N Sun
- Ran Before and After School Programs at three different locations

Daily Participation Rates:

Total People Served in 2022 through August: 252,434
 Total People Served in 2021 through August: 246,181
 Nights stayed at MacNider Campgrounds in 2022 through August: 3,959
 Nights stayed at MacNider Campgrounds in 2021 through August: 4,839

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2021</u>	<u>2020</u>
Family	30	33
Class A	173	172
Class B	30	29
Youth	21	28
Daily Cart and Green Fees	\$108,202	\$106,353
Concession Sales	\$73,847	\$76,095
Rounds Played	8,223	13,237

- Ordered food and beverages for concession
- Mowed the greens 48 times
- Rolled the greens 16 times
- Mowed the tees and collars 10 times
- Mowed the fairways 15 times double mow
- Mowed the rough 5 times
- Raked the traps and push up sides after rain or deer events 15 times
- Mowed the back mounds 4 times
- Blew and raked up acorns on north side of clubhouse 3 times

- Blew the tees and greens of acorns every morning before mowing
- Trimmed mows with grounds master 4 times
- Changed the cups 16 times
- Changed the practice cups 4 times
- Back lap greens, tee, and fairway mowers 3 times
- Weed eat the course 2 times
- Paint the white lines 1 times
- Blew the tees and greens of acorns every morning before mowing

Multipurpose Arena Monthly Activities:

- Daily Participation Rates in 2022 thru August: 51,923
- Host Mason City Toros Try Outs along with two other teams tryouts
- Met with MCYH on upcoming season and expectation for both agencies

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 9 new summer staff
- Held 12 pool parties at the Family Aquatic Center
- Addressed Fall & Winter Staff needs (email/letter)
- Staffed booths at Hoover, Harding, and Roosevelt Elementary during registration
- Closed out all Spring and Summer Programs
- Read through Spring and Summer Program Evaluation
- Recruited and ran background checks for 87 youth coaches (soccer and football)
- Monitored the bike share programs and fixed problems
- Launched the Before and After School Program at Hoover, Harding, and Roosevelt Elementary
- Worked on the MacNider river access

Highland Park Golf Course Special Activities/Accomplishment:

- Hosted the Iowa Parks and Recreation State Foundation Fundraiser – August 6
- Hosted the Men’s Senior Amateur – August 11
- Hosted the Ladies Club 4 Gal Best Shot – August 20
- Hosted the 4 Person 8 Inch Cup – August 22
- Hosted the Highland 2 Person Best Shot – August 30
- Hosted 2 Private Outings
- Cut 8 inch cups for two tournaments
- Dug up and fixed leaks on 6 fairway valve and practice tee valve
- Dug up and replace head on 18 tee
- Sprayed greens with fertilizer, plant regulator and protectants twice
- Fixed garage door
- Replaced 2 belts on our rental carts
- Fixed a tires on rental carts
- Worked on valve on practice green
- Fix heads on 12, 15, and 16
- Filled divots on all par 3 with compost sand, seed, and smooth 8 times

- Manually watered back fairways 3 times
- Watered manually some front fairway heads on front
- Trimmed and cut out buckthorn on 6 and 8
- Gave the Deputy City Administrator/Finance Director a tour
- Talked with Dining Award program on adding Highland Park Golf Course to their credit card program

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run the Camp Grounds
- Run Youth Soccer
- Run Youth Flag Football
- Run Tiny Tot Flag Football
- Run Tiny Tot Soccer
- Run Youth Tennis
- Run Youth Archery
- Run Adult Softball
- Run Adult Tennis
- Run Adult Archery
- Prepare for Youth Soccer
- Prepare for Flag Football
- Continue to addressing Fall & Winter Staff needs (email/letter)
- Host a First Aid and CPR Classes for staff
- Assist in the Employee Appreciation Luncheon

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland 1 Person Best Shot Tournament – September 20th
- Host 3 Mason City High School Home meets
- Host 2 Private Outings
- Mow greens, tees, fairways as needed
- Continue to monitor for grubs, cutworms, fungal diseases and summer stress on greens
- Removal of dead damage trees
- Aerify greens
- Prepare for fall conditions leaf vacuum order plant protectants
- Fall spray clover and other broadleaf weeds

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to support MCYH and hold events in the MPA

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of August 2022:

- Volunteer supplies, bags for litter cleanup coordination.
- Assisted, find volunteers for weeding and cleanup project at city parks.
- Attended Meeting with committee on River Cleanup, organized volunteer drone pilot to cover event.
- On-going :Education with present and new volunteers on the importance of reporting hours to volunteer coordinator, sent emails to all active volunteers for reporting of hours, and keeping volunteers abreast of upcoming events.
- Sent out emails to all volunteers about volunteer opportunities and updates.
- Sent emails to update Beautification volunteers on any changes.
- Flower Gardens: assisted gardeners with issues that have come up.
- Updated volunteers on new projects that have been requested for assistance.
- Secured volunteers for painting projects at parks made supervisors aware of volunteers wanting to assist with project.
- Updated pictures of Beautification Gardens.
- Worked with Beautification vendors to get invoices paid.
- Worked with community service individuals.
- Worked with four volunteer groups looking service projects.

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 upcoming programs

Projects/Programs---Completed or Ongoing:

<u>Site</u>	<u>Assignment</u>	<u>Hours</u>
Museum	Misc. Projects	142.75
Beautification	Garden Maintenance/Cleanup	410.0
Earth Day	River Clean up	109.75
457	Maintenance	60.0
Departments	Misc. Projects	44.0
Total Hours		766.50

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

- The IDPH FY23 subcontract was executed
- Planning/implementation meetings held with school staff to prepare for new school year within each school
(John Adams/MC Alternative HS, Roosevelt, Newman Catholic (HS & Elementary), Clear Lake (Elementary, Middle, HS)
Garner-Hayfield-Ventura)
- Prepared pre-surveys and distributed to schools
- Prepared and distributed participation consents

North Iowa Teen Mental Health First Aid (tMHFA) Project

- We continue planning with area school districts to bring Teen Mental Health First Aid training to grades 10, 11, & 12 during the new school year. The evidence-based curriculum is presented in six 45-minute sessions or three 90-minute sessions.

WHY teen MENTAL HEALTH FIRST AID?

teen Mental Health First Aid (tMHFA) is a training program for teens in grades 10-12, or ages 15-18. It teaches teens how to identify, understand and respond to signs of mental health and substance use challenges in their friends and peers.

WHAT IT COVERS

- Common signs and symptoms of mental health and substance use challenges
 - Common signs and symptoms of a mental health crisis, particularly suicide
 - The impact of school violence and bullying on mental health
 - How to open the conversation about mental illnesses and substance use with friends
 - How to seek the help of a responsible and trusted adult.
-
- YTF continues the search for appropriate grant funding to support activities.

STAFF / OTHER

Educational

8/10 – Ongoing: Iowa Plan for Suicide Prevention 2022 to 2027

8/16 – Zero Suicide

8/24 – Virtual Roundtable: Where Did Funding (And the Workforce) Go?

August Grant Meetings & Community Involvement:

8/4 – Iowa Mentoring Partnership monthly call

8/10 – IDPH Mtg (virtual)

8/17 – “Get Acquainted” mtg with Superintendent Hamilton

8/17 – Staff meeting

8/18 – IDPH monthly Grantee Mtg

8/22 – Mental Health Stakeholders Mtg

8/25 – Community Health Assessment Steering Team Mtg

*Youth Task Force staff used vacation time, as able, over the month