

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

October 2022

(Issued November 10, 2022)



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

Airport

Reported by David Sims, Airport Manager



Date: October 2022

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 10/1/2022 – 10/31/2022	22925.5 Gallons	60 Buses
Enplaned 349 Deplaned 358		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at October 2022 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport
- Advertise for Bids the Commercial Terminal Project
- Begin work on Lagoon Decommissioning Project
- Continue work on Terminal Foundation project
- Continue work on Terminal Apron Expansion Project
- Finish Roof Replacement on Snow Removal Equipment Building

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the November 2022 Airport Commission Meeting
- Open and review bids for Commercial Terminal Project
- Finish Terminal Foundation Project
- Finish Terminal Apron Expansion Project
- Continued work on Lagoon Decommissioning Project
- Begin work on next 5 year Capital Improvement Plan

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of October:

- 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 17 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 5 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 \$700.00 in animal license fees and \$370.00 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 nearly complete.

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 October. There are a few owners interested in the BuRLS program, and we hope to have some new applications for consideration.

Section 657A.10/Blight Elimination Program:

Staff continues to work with our attorneys to bring properties into compliance. The attorney filed on three nuisance properties in October, and we are awaiting court dates on each.

There are several properties where we expect to see major progress in the near future. 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 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 is ongoing.
- The four units above Simply Nourished at 13 South Federal Avenue, assisted with a CDBG grant and a BuRLS grant, are under construction. One unit was opened for a tour on October 28 and is a high quality unit that will be leased to a low- to moderate-income renter.
- Three new units (also assisted with a BuRLS grant) are under construction at 15 North Federal Avenue, above the Edward Jones office. The façade of the building is also being restored.

- Construction of the new Five Below, Old Navy, and Ross Dress for Less is ongoing.
- The former Wells Fargo bank branch building at 1315 4th Street SW is being remodeled for a Scooter's Coffee Shop. Construction has begun.
- One permit was applied for and one was issued for a residential rooftop solar array.

DIVISIONAL REPORTS

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

DRC Activity	October, 2021	2021 YTD as of 10/31/21	October, 2022	2022 YTD
Total Development Plans Reviewed	4	48	7	48
Concept plans reviewed/approved as a Minor Site Plan	1	23	7	24
Concept plans to be resubmitted as a Major Site Plan	2	17	0	14
Total Concept Plans	3	40	7	38
Major Site Plan Reviews Completed	1	8	0	10
Preliminary Plat of Subdivision	0	3	0	1
Final Plat of Subdivision	0	0	0	2
Other Reviews (structure moves, etc.)	1	8	2	11
TOTAL ITEMS REVIEWED	5	59	9	62
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	11	1	4

PLANNING AND ZONING DIVISION

Activity	October, 2021	2021 YTD as of 10/31/21	October, 2022	2022 YTD
Commercial, Principal Structure	2	23	3	20
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	2	44	8	57
Residential, Accessory Structure	6	46	7	53
Signs	2	27	1	35
Floodplain	0	2	0	11
Sidewalk Service Area Permits	0	3	0	3
Zoning Board of Adjustment Cases				
Appeal	0	0	0	0
Conditional Use Permit	0	1	1	3
Special Exception	1	8	1	10
Variance	2	11	1	9
Planning and Zoning Cases:				
Alley or Street Vacation	0	0	0	0
Change of Zone	0	3	0	1
Miscellaneous	0	1	0	1
Preliminary Plat	0	1	0	0
Site Plan Approval	0	3	1	1
Zoning Ordinance Text Amendment	1	2	1	3
Land Subdivision Activities:				
Boundary Line Adjustments	2	10	0	4
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	0	0	0	3

Activity	October, 2021	2021 YTD as of 10/31/21	October, 2022	2022 YTD
Historic Preservation Commission		0		0
Historic Demolition Reviews	2	4	1	13
Zoning Violations				0
Reported	4	28	0	22
Unfounded	0	4	0	1
Founded-Resolved without citation	4	12	0	14
Citations	0	0	0	0
Cases initiated by staff	1	24	0	19
Zoning Inspections				
Zoning – Case Request	4	29	0	19
Zoning – Complaint	1	3	0	2
Zoning –Setback	2	13	2	21
Zoning - Final	1	7	2	13
Floodplain - Final	0	0	0	0
Zoning – Landscaping Install	0	2	1	1
Removal Site Inspection	0	2	0	0
Permit Reviews				
Zoning Reviews Completed	23	346	31	351
Floodplain Reviews Completed	40	523	73	721
Historical Reviews Completed	2	35	2	36

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	October, 2021		October, 2022		2022 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	22	\$689,097.54	31	\$4,548,751.02	250	\$33,546,289.56
Minor Building Permits	16	\$189,015.63	56	\$741,200.49	369	\$4,539,039.97
Electrical Permits	17		27	N/A	244	\$0.00
Plumbing Permits	8		14	N/A	97	\$0.00
Mechanical Permits	13		19	N/A	216	\$0.00
Sign Permits	2	\$22,000.00	1	\$18,520.11	34	\$205,650.11
Demolition Permits	1	\$500.00	3	\$12,500.00	27	\$112,160.00
Structure Moving Permits	0	\$0.00	0	\$0.00	2	\$1,500.00
Total	143	\$4,369,873.79	151	\$5,320,971.62	1088	\$33,083,668.02
Inspections						
	October, 2021		October 2022		2022 YTD	
Inspections Completed	148		205		1,405	
Permits by Type	October, 2021		October 2022		2022 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	32	5	381	7	514
Multi-residential	0	0	0	0	0	0
Commercial	0	5	7	58	6	79
Industrial	0	1	4	6	0	9
Institutional	0	0	0	1	0	4
Other (signs, demo, etc.)	0	3	0	56	0	63

Building Inspections Permit Report						
Permits	October, 2021		October, 2022		2022 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Fees Collected	October, 2021		October, 2022		2022 YTD	
	\$10,751.45		\$215,034.81		\$255,492.07	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	October, 2021	2021 YTD as of 10/31/21	October, 2022	2022 YTD
Total Requests Initiated (not including snow/ weeds ¹)	115	1030	147	1026
Staff Initiated	76	655	89	634
Non-Staff Initiated (total):	39	375	58	392
Response to Complaint	4	118	28	127
Anonymous Complaint	24	144	27	181
SeeClickFix	11	113	3	84
Case Requests Disposition				
Founded Case Requests	115	1030	147	994
Citations Issued	1	3	1	7
Cases to Court	0	12	1	11
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	0	13	2	17
Dangerous Building	1	13	0	10
Abandoned Vehicle	0	20	0	9
Tree/Shrub Maintenance	0	0	0	5
Garbage	23	234	29	205
Inoperable Vehicle	9	77	3	16
Junk, Rubbish or Refuse	39	346	24	352
Other	11	110	6	151
Writ of Removal	8	25	0	26
Information Request	24	192	83	202
Snow Removal/Weeds & Tall Grass	36	870	15	659

Rental Inspection Report	October, 2021	2021 YTD as of 10/31/21	October, 2022	2022 YTD
Inspection Requests				
Initial Inspections	92	1290	52	445
Reinspections	22	202	42	375
Inspection Requests	0	1	8	70
Total Inspections	114	1493	102	890
Inspection Results				
Inspections Cancelled by Landlord	0	1	0	3
Inspections Cancelled by Inspector	0	0	0	1
Failed Inspections	21	140	30	204
Passed Inspections	89	1240	62	595
No Shows	0	20	1	17
Unfounded	2	5	1	10
Unavailable/Denied Entry	0	2	1	2

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.

Rental Inspection Report	October, 2021	2021 YTD as of 10/31/21	October, 2022	2022 YTD
Units White Tagged	2	85	5	57
Rental Dwelling Certificates Issued	208	712	53	649
Total Fees Collected	\$ 4,730.00	\$ 57,150.00	\$ 3,510.00	\$ 28,590.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Task	October, 2021	2021 YTD as of 10/31/21	October, 2022	2022 YTD
Transit				
Fixed Route	8,190	84,099	9,176	93,984
Paratransit	3,176	30,295	3,453	30,355
Midnight Special	204	2,457	Discontinued	871
Safety Training				
New Employees Trained	9	84	4	80
Completed Training Sessions	200	4,735	63	2,975

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>
October	2	22%	7	88%	9
FY to Date	8	22%	29	78%	37

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>
October	4	0	4
FY to Date	19	6	25

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

Administration – Working on unique family situations, daily operations, CIP cemetery building project

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

Board of Trustees – CIP cemetery building project, new board member Charlie West

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	9
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	3
▪ New Installation	2
▪ Disconnect	2
▪ Storm Sewer	0
▪ Septic	1
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	0
▪ Repair	9
▪ Disconnect	0
● Water – Residential	
▪ New	2
▪ Repair	3
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	3
▪ Sidewalk Repair/Replace	6
▪ Approach New	0
▪ Approach Repair/Replace	4
▪ Curb & Gutter	0
▪ Curb Cut	2
● Pedestrian Ramp survey & design	7
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	560
● Emergency Call-outs	14
● Emergency Call-out after hours	0
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	3
▪ Application for new utility construction in City ROW	1
▪ Moving/Oversized load	10
▪ Review contractor Traffic Control Plan	0

• Permit Review & Approval - City	
▪ Commercial Building	2
▪ Residential Building	5
▪ Demolition	1
▪ Remodel or Addition	5
▪ Moving	0
• Permit Fees collected	\$2,095.00
• 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) completed the remaining water valve road box and manhole adjustments. Heartland also completed leveling topsoil and seeding the disturbed areas. A project “walk through” is planned for the beginning of November to identify any outstanding issues.

2022 Street Panel & Curb Replacement Program Project:

Mid-Continent Contracting completed their work on October 10th. Final quantities were measured and tabulated for preparation of final payment for approval. Acceptance of the work and approval of final payment is anticipated to be on the agenda for the November 15th meeting of the City Council.

2022 Multi-Bridge Repair Project:

The project has been submitted into the TPMS Project Development process which is used for IDOT review and bidding purposes. The project is being tied with the 12th Street NE Bridge over Ideal Creek project to attract a larger bidding pool with the intent of receiving more favorable bids.

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:

South Virginia Avenue was open to traffic on October 3rd. Engineering Staff, the SEH Project Engineer and PCI representatives conducted a project inspection on October 4th to identify outstanding concerns prior to project closeout. Several minor issues were noted and a PCI had the work completed by October 10th. PCI is currently assembling their final quantities for review.

Water Tower Maintenance Program:

Verizon Wireless is in the process of bidding the work to reattach their antennas and equipment on the Eisenhower Tower. Dixon Engineering will schedule an on-site pre-attachment meeting with the City and Verizon Wireless once Verizon has attained a contractor.

Lakeview Preserve Dredging:

Engineering Staff reviewed the project in its current state and determined the elevation drop needed in Sunset Lake to allow for a gravity flow method of de-watering the detention pond. The elevation of Sunset Lake will be adjusted by means of mechanical pumping. The detention pond will then be allowed time to de-water after which time the contractor will dredge and remove material that has settled out over the past decades.

Iowa Department of Transportation (IDOT) US 65 Reconstruction Project:

The project limits for the upcoming IDOT project for the reconstruction of U.S. 65 (South Federal Avenue) are from Hwy 122 (6th Street) to 27th Street. The project consists of utility improvements, including storm sewer upgrades to meet new standards, complete pavement reconstruction including the addition of a center turn lane between 15th Street and 19th Street.

The Engineering Department is responsible to provide design plans to the IDOT for water distribution and sanitary sewer improvements. The water portion of the project consists of water main reroutes, replacement of lead water service lines, water valve and fire hydrant replacements and other water system improvements. The sanitary sewer portion of this project consists of manhole replacements and the renewal of multiple service lines.

Engineering Staff continued inspecting storm and sanitary structures throughout the corridor and provided IDOT Staff with comments on their draft storm sewer plans. Engineering Staff continued working on plans for the City portion of the project.

Short Elliott Hendrickson, Inc. (SEH) was awarded a contract at the September 6 meeting of the City Council for professional services to provide design for new street lighting. Existing utility poles along the corridor currently support the street lights, these poles are planned to be removed following Alliant Energy's electric relocates. The plan sheets currently under design by the Engineering Department and SEH will be incorporated in the overall IDOT plan set.

Engineering Staff and Short Elliott Hendrickson, Inc. (SEH) held a pre-design meeting on October 26th for the lighting component of the project. A photometric study of the corridor will be completed and a new street lighting system will be designed. The new system will include; streetlights, bases, control cabinets, meters and interconnecting conduit and wire. The plan sheets currently under design by the Engineering Department and SEH will be incorporated in the overall IDOT plan set.

Winnebago Way and 12th Street NE Street and Utility Rehabilitation - SWAP Project:

The two segments identified for this project are Winnebago Way extending from Hwy 122 to North Pierce Avenue and 12th Street NE extending from North Federal Avenue to North Kentucky Avenue. Rehabilitation will consist of improvements to water, storm and sanitary sewer infrastructure, surface pavement rehabilitation, full depth pavement spot repairs and reconstruction of sidewalk pedestrian ramps to meet current ADA requirements.

Engineering Staff and Short Elliott Hendrickson, Inc. (SEH) conducted a preliminary project walkthrough along 12th Street NE on October 19th and along Winnebago Way on October 27th. The SEH survey crew conducted a comprehensive survey of each project corridor following the

initial walkthrough. As part of the street rehabilitation design, multiple pavement core samples will be collect from each of the existing streets and analyzed to determine additional methods of repair, if necessary. The samples will be collected by a process of cutting pavement material cores; several core locations are being considered.

Water Distribution Modelling:

The Final Report on the water distribution study was received from Stanley Consultants on October 21st. The report is under review.

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. A reimbursement payment in the amount of \$950,000 was received from the State of Iowa. In total, the City will receive \$1,000,000 through the Federal Aid Swap Policy.

Eastbrooke Storm Water Mitigation:

Henkel Construction (Henkel) is in possession of the final documents for signature. A City inquiry was made through WHKS, but there has been neither response to nor questions from Henkel regarding the final project documents.

Iowa Traction Railroad Grade Crossings - 19th Street SW:

Progressive Rail has not yet obtained the additional quotes as requested by the Iowa DOT.

Union Pacific Railroad Quiet Zone:

The City is awaiting official documentation from the Federal Railroad Administrator in Washington, DC.

Other Tasks Performed through the Engineering Department:

- Engineering and Supply Staff was involved in the 2023-24 goal setting process through the submission of information related to current and long term departmental and city-wide objectives. Work continues on the preparation of work plans for the Policy Agenda items identified during the City Council's Goal Setting Session.
- 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 the project is on-going and is expected to continue thought-out the month of November.
- Engineering Staff began recording GPS data for the underground repairs being completed as part of the 2022-23 Sanitary Sewer Repairs project. The data collected will be downloaded in the GIS sanitary sewer database and used for future project planning and infrastructure mapping.
- Engineering and Water Department Staff began inspections of the utilities for the River II Apartment Complex currently under construction. The project includes a sanitary sewer main reroute. One of the subcontractors on this project, Charlson Excavating Co., will begin the

sanitary main work soon. Engineering Staff will provide inspection and testing for the new sanitary main.

- Alliant Energy, along with Q3 Contracting, completed the gas rebuild project along Cerro Gordo Way from Highway 122 to South Pierce Avenue. The project includes both natural gas distribution mains and service line replacements.
- Alliant Energy, along with Q3 Contracting, substantially completed the gas rebuild project in the West Haven neighborhood. The project included both natural gas distribution mains and service line replacements. Right-of-way restoration and sidewalk replacements are expected to be completed soon.
- Alliant Energy, along with Michels Power, continued working on an electric rebuild project north of Georgia Hanford Park. The project area is located south of 19th Street SE to the Park and between South Federal Avenue and South Carolina Avenue. The project, in part, is driven by the upcoming Iowa Department of Transportation U.S. 65 Reconstruction project. Crews have recently completed work along South Federal Avenue near the intersection of 21st Street SE.
- In collaboration with the Transit Department, Engineering Staff designed and produced a plan sheet along with bidding documents for the construction of a PCC pad and sidewalk for a new Transit Bus Shelter located on 15th Street NW. The location is in the north right-of-way of 15th Street NW just west of North Federal Avenue adjacent to 1510 North Federal Avenue (Family Dollar). Mid-Continent Contracting began and completed the work during the week of October 10th, Engineering Staff also provided staking and inspection during the course of pavement placement.
- Engineering Staff surveyed the area on the west side of City Hall for a project to replace, rehabilitate and add pavement in the parking, island and sidewalk areas. Several new ADA compliant pedestrian ramps are being constructed to enhance and provide alternate walkways for City Hall customers and downtown pedestrians. Staff measured quantities and produced a site plan as well as designed ADA compliant pedestrian ramps which was used to solicit bids from local contractors. Mid-Continent Contracting was hired to complete the project, they began the work on October 31st. Weather permitting, the contractor is expected to substantially complete the work by mid-November.

Traffic Division:

- Traffic Control
 - Sign work orders 7
 - Traffic Sign Orders 2
 - Streetlights
 - New Installation 0
 - Repair Request 0
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 4
 - Perform traffic signal repairs 4
 - Iowa One-Call locate reviews 675
 - Locate City-owned electrical utilities 21
 - Emergency Call-outs 1

Other Tasks Performed by the Traffic Division:

- Attended the IMSA Temporary Work Zone Traffic Control Technician certification course. Once the course was finished, an exam was taken, which resulted in a passing grade to becoming certified in Temporary Work Zone Traffic Control.
- A call was received about having issues with the left turn lane heading westbound on South Monroe Avenue. After trouble-shooting the issue, the camera was adjusted and there have been no issues since.
- A call was received about the pedestrian push buttons on South Taft Avenue. After trouble-shooting the issue, the pedestrian push buttons were ineffective and replaced. They have been working since.
- Completed software updates for the remaining Traffic Signal Cabinets.

Water Supply Division:

- Water Production

	<u>October</u>	<u>FY 2023</u>
● Total (gal)	106,725,000	509,987,000
● Daily Average (gal)	3,442,000	4,146,000
● Daily Maximum (gal)	4,263,000	5,960,000*
● Daily Minimum (gal)	2,753,000	2,753,000**
	*Indicates Yearly High	
	**Indicates Yearly Low	

- Water Plant Maintenance and Repair

- Cleaned the level transducer on the Sodium Hypochlorite Generator brine tank
- Replaced the air line in the CIP room
- Cleaned the hydrogen vent line on the Sodium Hypochlorite Generator
- Repaired the wiring on Well #9 level transmitter
- Replaced the air line on #2 EDR train
- CIP #2 and #4 EDR
- Cleaned the degassifier on the Sodium Hypochlorite Generator
- Rebuilt the feed valve on the Sodium Hypochlorite Generator
- Replaced the brine sample valve 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	561
● Prepare and send service repair letters	4
● Monthly bacteria samples	34
● Collect project bacteria samples	0
● Check water quality at residents and businesses	7
● Correlate water main breaks and investigate for leaks	8

- Hydrant flow testing 0
- Hydrant Flushing 750
- Water Main shut down for repairs 2
- Water shut offs for non-payment 0
- Water shut for other 0
- Water service re-connections 1
- Assist with installation of Water Meters 1
- Repair Water Meters and collect reading 0
- Deliver Red or Tan Tag 0
- Update shut off data base and maps 4
- Water Service Permit/Inspection
 - Repair/Replace 22
 - New Installation 4
 - Disconnections 3

• Meter Department

	<u>October</u>	<u>FY 2023</u>
• Meters Installed	95	284
▪ Industrial	0	0
▪ Commercial	7	13
▪ Residential	88	271
• Meters Repaired	0	1
• Contractor and Garden Meters Recovered	9	9
• Contractor and Garden Meters Installed	1	7
• Meters Read	11,866	47,464
• Meters Ordered	0	0
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed October 2022</u>			<u>Meters Ordered October 2022</u>		
5/8"	88		Transferred	5/8"	120
3/4"	6			3/4"	0
1"	1			1"	0
1 1/2"	0			1 1/2"	0
2"	0			2"	0
3"	0			3"	1
4"	0			4"	0
	Total	95		Total	120
<u>Meter Inventory November 1, 2022</u>					
5/8"	60			5/8"	0
3/4"	4			3/4"	0

1"		9			1"	0
1 1/2"		0			1 1/2"	0
2"		5			2"	0
					3"	0
					4"	0
	Total	78			Total	0

Other Tasks Performed through the Water Supply Division:

- Serviced the Federal Booster Station generator
- Alliant Energy replaced the transformer at Well #16 site
- Changed the filters on the roof-top units air units and serviced them for winter
- 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		
	October	Fiscal Year- to- Date
Prepare payable checks	598	2363
Prepare receivable invoices	51	323
Prepare payroll checks	721	3484
Certify invoices to County	131	153
Send letters to State Offset Collections	1	4
Record State Offset collections	\$ -	\$ 21,842.00
Ambulance accounts sent to collections	39	50
Record ambulance receivable	105	416
Scanned invoices for myView point processing	1043	3976

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

Utility Collection

Utility Collections		
	October	Fiscal Year- to- Date
Record ACH activities	31	106
Prepare utility adjustments	96	183
Finals & charge offs	621	1381
Issue utility bills	10091	40463
Answer phone calls	1048	2922
Respond to voicemail	322	1282

Complete utility service orders	257	917
Complete landlord tasks	63	223
Issue shutoff notices	376	1319
Process customer paid utility bills	4793	18644
Process customer deposits	400	1435
Replace meters	125	254

Information Systems Coordinator

- Add emails to allowed list for Brian P.
- Add members to HAZMATT group for FD.
- Change bus station auto unlock when Farmer's Market is done.
- Check Nick L's email issue.
- Check with RCC about how long phones will be down during cutover.
- Follow up with new phone install at City Hall.
- Follow up with RSM regarding PD phone project.
- Follow up with RSM regarding questions about new email system.
- Install and configure backup agent and job for new DC.
- Look at credential error for animal shelter.
- Look at Quickbooks problems for museum.
- Renew backup software for City hall server.
- See if Belinda S has Quickbooks working.
- Send quote to Brent for janitorial closet lock.
- Send tablet quote to Paul V.
- Help Belinda S find the file she is looking for.
- Replace hard drive in Pam S's PC with larger drive.
- Send signed quote to Central Lock for last door install.
- Status meeting regarding email upgrade project.
- Continue working with Central Lock on new door locks.
- Download and program council meeting to government channel.
- Get with Jamey M about fire code compliance on new door locks.
- Get with Joey W. to add him to admin group of his laptop.
- Look at photo problem for Mike M at the PD.
- Look for missing email for Laura M.
- Program new door groups in security system.
- Reprogram security system to recognize new doors.
- Retrieve voice message for Jeff B at the PD.
- Follow up questions regarding software for new phones.
- Get with RCC about Lynn S's phone problems.
- Look at Carl G's voice mail problem again.
- Look for missing email for Carl G.
- Look into Zuercher programming for printer settings for parking computer.
- Put email on new phone for Edith B.
- Send out email asking who wants what features with new phone system.
- Remove Noah F from AD.
- Set up new Fire Fighter.
- Set up new user for Rec Department.

- Install keyboard options for Michelle K.
- Get with Brent H about email status.
- Install printer driver for FD.
- Let RCC know about phone accessories.
- Put list of pilot users together for O365.
- Restart spam firewall.
- Status meeting with RSM regarding email project.
- Archive and close Donna P's account.
- Follow up with phone accessories.
- Get a training list set up for Monday regarding new City Hall phones.
- RCC initial phone system installation.
- Run new cables for phone equipment.
- Take old Finance servers out of the rack.
- Disable dual monitors for Tricia S.
- Download updated install files for Zuercher.
- Look for email for Aaron B and whitelist them.
- Pick up new cable stripping tool from Menards.
- Pull video footage of transit station for PD.
- Restart Exchange OWA services after server reboot.
- Update connection configs for Zuercher training module for the PD.
- Zuercher meeting about training database issues.
- Add user permissions to share folder for Danielle C.
- Find software for client PCs for new phone system.
- Get a camera for Joey W.
- Install training module on Jeff B's laptop.
- Look into SQL issue for Laura M.
- Remove printer from FD script by Friday.
- Remove Tiffany C from AD.
- Test client software for new phones.
- Get with RSM regarding email outage.
- Install phone software and shortcuts on Kiera J's PC.
- Phone system training.
- Send certificate error to Brian at RCC to see about correcting.
- Start phone system cutover.
- Configure new phone.
- Coordinate personal options between City Hall and RCC.
- Meet with Mark R about traffic light system.
- Replace hard drive for Water Billing PC.
- Troubleshoot printer issues for Water Billing PC.
- Continue phone adjustments for City Hall.
- Download and program council meeting to government channel.
- Find temporary PC for Pam S.
- Install phone software on PCs for City Hall.
- Test downloading voice mail from software.
- Check with users regarding logging into the new phone software.
- Install new driver for Engineering copier.

- Make badge for Linda H. at Rec.
- Pay invoices.
- Put list of numbers together for side cars.
- RSM email status meeting.
- Set up miViewPoint for Linda H. at Rec.
- Set up scanning function for new copier in Engineering.
- Show people how to add their own contacts to the local phone.
- Troubleshoot four users who are getting errors with portal.
- Change name of phone PC and set up internal remote access.
- Finish setting up copier connections for Engineering.
- Fix Kristi T's portal access.
- Help Woodman connect remotely.
- Reset passwords for O and M users.
- Swap phone cord for Laura M.
- Update NetFramework for Steven V.
- Check Scott B's shutdown issue.
- Contact RCC about problem headset for Michelle K.
- Finish with the training database fix for PD.
- Get with Brent H. to make sure he is connected to the new phone system.
- Install Chrome on Water Rec Lab PC.
- Look at issue with calling Laura M.
- Meeting with RSM regarding PCI compliance issues.
- Rearrange PD email groups.
- Run fix for Rachel V's calculator.
- Schedule a time to take new PCs to O and M.
- Set up new officer for PD.
- Copy desktop items back to replaced PCs at O and M.
- Finish copying items from local PCs to be replaced.
- Order card readers for Bob B and Joe B at O and M.
- Order power supply for Pam S's PC.
- Print ID labels for Joe B's new monitors.
- Program side cars.
- Rejoin Mark R's laptop back to domain.
- Restart OWA services for email again.
- RSM email status meeting.
- Take three new PCs to O and M.
- Check backup job for errors.
- Firewall updates.
- Help Mayor with his phone.
- Install power supply for Pam S's PC.
- Look at Highland server for no response.
- Program buttons for Water Billing Desk.
- Program Terrance P's key for City Hall.
- Reprogram lost security key.
- Swap Pam S's PC back.
- Troubleshoot DNS errors for Housing and Animal Shelter.

- Add Jason H to folder for PD.
- Add number to Laura M's phone.
- Add numbers to Water Billings phones.
- Call Brian about after hours Water Billing options.
- Fix door at bus station.
- Fix Pam S's Adobe license.
- Get with HealthIM about installation for the PD.
- Pay invoices.
- Reprogram Housing and Animal Shelter PCs after fix.
- Restart SQL services on GIS server.
- RSM mobile email setup.
- Send RCC list of holidays for phone system.
- Add numbers to Tiffany H's side cars.
- Fix time settings for GIS ext server.
- Granicus meeting.
- Look at Integrator issues.
- RCC meeting regarding phone certificate error.
- Send instructions about fixing phone portal error.
- Work with RSM about PCI scan failures.
- Get a longer phone cord for Tricia S.
- Get a quote from RCC about adding FD to City Hall voice mail system.
- Help Laura M with remote assistance.
- Set Brandon P up with phone extension at PD.

GIS Department

Administrator

- Update ArcPro
- Update Gerk Arboretum map for website

Cemetery

- Work with the public to assist in using the online portal

Data Bike

- Ride trails and collect data with the DSM MPO data bike
 - Download data from GoPro
 - Upload 360 images to Google Streetview
 - Update O & M on rough trail conditions
- Share trail information with Google to update their bicycle trails and bike friendly road layers

Development Services

- Run bi-weekly parcel data script, export as CSV file, make adjustments and email
 - Transfer data to G: drive
- Reset Password x2
- Work with county to get building built data for Grant project

Engineering/Water Treatment/Customer Service

- Complete data request for North Iowa Corridor
 - Meet to go over continuing and new projects
- Convert files into KML for North Iowa Corridor
- Install ArcPro imagery add-ins
- Update Road Closure App
- Meet with Seiler to upgrade Trimble equipment

Finance

- Create grant rehabilitation (housing assistance) map
- Create vacant properties map
- Create crime map for the West Revitalization District x2

Fire

- Measure NAPA building height
- Add user to Arc Portal
- Upload fire pre plan to Portal
- Collaborate patrol grid area

Operations / Utilities/ Water Reclamation / Parks

- Update flagging for the water fire hydrant layer
- Create new ArcGIS Online user
- Add Pro to computer x 2
- Help user switch to ArcPro
- Download SQL server software on PC

Police

- Create weekly call data maps x4
- Export call incident excel

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
- Participate in MAGIC meetings
- Create a GIS google account
- Compile city and county trail shapefiles for data bike rRuf Dashboard
- Goal setting
- Update city parks on the website x 29
- Meet with Administrator to discuss adding trail map signs around town
- Add Asbury trails to bicycle trail layer

Grant Administrator:

- Monthly Reimbursements

- Staffing for Adequate Fire and Emergency Response (SAFER) -
- Office for Victims of Crime Specialist
- Byrne Justice Assistance Grant (JAG)
- Bullet Proof Vest Partnership
- Justice and Mental Health Collaboration Partnership
- Quarterly Reports –
 - Byrne Justice Assistance Grant (JAG)
 - Office for Victims of Crime Specialist
 - Justice and Mental Health Collaboration Partnership
 - EPA – DERA grant
 - Staffing for Adequate Fire and Emergency Response (SAFER)
- North Central Iowa Narcotics Task Force
 - Monthly bookkeeping, deposits, AP
- Wellness Committee:
 - Halloween Treats
- Destination Iowa Grant Approved
- CAT Agreement Extension Approved
- HOME Rehabilitation Block Grant Pilot Program
 - Meeting with community partners
 - Requests for funding assistance and letters of support to local partners
 - Submitted Grant
- JMHC Time Extension and Budget Modification – Approved
- Applied for Murphy Foundation – MCFD, Youth Task Force, Mason City Parks and Recreation
- Working on Alliant Energy One Million Trees Initiative Grant Application

Deputy CA Duties

- Fall 2022 City Council goal-setting process- completed process through City Council goal-setting session on October 25. Council will be asked to consider a resolution setting the policy agenda on November 1 and pending that approval, to consider a work plan for implementation on the November 15 agenda. Pending Council’s approval of the strategic plan executive summary, we plan to distribute that to the public with the November utility billing mailings.
- Set up new City Hall electronic records committee to look at options for implementation in the FY24 budget/CIP. We have 13 staff volunteers representing all City Hall departments that will be involved in the process. Talked with various other cities to discuss their processes & systems in advance of the first committee meeting on November 3
- Helped coordinate City Hall building maintenance committee meeting on October 10. Committee to meet again on December 5 to finalize FY24 budget/CIP requests.
- Worked with staff on City Hall building issues: 1) Roof drains- issue resolved and drain lines functioning properly; 2) Pavement restoration & center island improvement- Mid-Continent Contracting on-site as of 10/31; and 3) Masonry restoration- contractor Restoration Services nearly complete as of 10/31.

- City Hall phone system successfully implemented. Airport and Fire are now tied into the City Hall system, and we will seek opportunities to tie in additional departments as direct extensions in the future.
- Attended first Landfill of North Iowa board meeting as a board director. I previously served on the board from 2005-2011 as Garner's representative.
- Attended Pappajohn Center gala on October 11 as City representative.
- Attended River II groundbreaking.

Finance Director Duties

- Updating of FY23 CIP spending and distribution of details to departments.
- Preparation of State of Iowa Annual Financial Report (AFR) for FY22. Globe published on October 21 & Council to consider approval at the November 1 meeting.
- Completion & submission of FY22 capital reporting to Census Bureau in conjunction with AFR preparation.
- Prepared & distributed analysis of Police & Fire overtime, fiscal year to date.
- Bidding of CD Investments- 3 investments were bid this month: 1) \$5M to IPAIT for 90 days at 3.35%; 2) \$5M to IPAIT for 181 days at 3.90%; and 3) \$1.7M for 364 days at 3.77%.
- Began work on FY22 Urban Renewal Report and FY24 TIF Certifications. Plan on November 15 Council consideration for each.
- Initial work with Ahlers & Speer on 2023 LOSST revenue bond issuance for Destination Iowa. Approval by Council of reimbursement resolution at October 18 meeting.
- Attended IMFOA fall conference in Des Moines.

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.
- Continue working on and distributing new PCs for the year.
- Add free standing rack to PD server room
- Move switches to new rack and clean up cabling for the PD.

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

Anticipated Near-Future Priorities

- Finalization of Fall 2022 Council goal-setting process and strategic plan.
- Joint Comprehensive Plan- participate in listening sessions with various stakeholders.
- Audit fieldwork; answering auditor questions, preparation of workpapers, and item follow-ups. Auditors next on site November 7-8.
- Continued work on restructuring cash management to ensure proper liquidity while maximizing investment yields.
- Complete work on FY22 Urban Renewal Report and FY24 TIF Certifications.
- Oversee implementation of Office 365.
- Preparation of FY23 budget amendment #1; preliminarily plan on bringing to Council on December 6 to set public hearing for December 20.
- Set up FY24 budget/CIP schedule and begin work.

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	OCTOBER 2022	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	82	602
EMS	493	4,903
Total Calls for Service (Fire & EMS)	575	5,505
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
440	41	12
Personnel Training Hours		
Fire	1,031.07	10,914.93
EMS	250.25	3,499.00
Total Training Hours	1,281.32	14,413.93
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	202	1,980
Existing Building Inspections	12	164
Plan Reviews	24	254
Fire Investigations	3	22
Liquor/State License Inspections	10	116
Community Involvement		
Public Tours of the Fire Station (Number)	6	15
Public Fire Safety Appearances/Trainings (Number)	12	25
EMS/Fire Students - Ride-Along	1	37
Preceptor Training Hours	6	478.25
National Fire Statistics -YTD		
11.1.22	Line of Duty Deaths	Civilian Fire Deaths
	79	1,810
Fire Property Loss Report – Mason City		
Estimated Property Value	\$4,937,606	\$39,280,677
Estimated Property Loss	\$163,350	\$793,866
Total Saved	\$4,774,256	\$38,486,811

Overtime Hours

Fire	38.00	801.50
EMS	202.75	5,284.75

Significant Events

10/02/2022 Building Fire	4 3rd St. NW
10/23/2022 Building Fire	190 S Grover Ave

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development Services	12	18	30
Engineering	17		17
Finance	11		11
Fire	48	0	48
Human Resources	2		2
Library	13	2	15
Museum	6	2	8
Operations & Maintenance	66		66
Police	46		46
Recreation	7		7
Youth Task Force	4		4
Grand Total	243	26	269

Plus 105 Seasonal employees

Staffing

Activity

Hiring Activity:

- Police Officer-9 openings (Police): Will begin next recruitment in November.
- Police Sergeant Promotional List: Creating Sgt Civil Service list in early November. Conducted civil service testing.
- Admin Assistant - 1 opening (Rec): New hire started in Oct.
- Library Clerk - 1 opening (Library): Completing background checks.
- Street/Parks Supervisor - 1 opening (O&M): Began recruitment.
- Park Maint Worker - 1 opening (O&M): Posted job internally.

	- Facilities Maint Worker part-time - 1 opening (Fire): Began recruitment.
	- Parking Enforcement Officer - 1 opening (Police): Finalizing plans for filling the vacancy with CSO.
	- Wastewater Operator - 1 opening (O&M): Fill in the near future.
Positions Filled:	- Hired 3 regular full-time and 1 seasonal staff.
Turnover:	- 2 full-time employees retired and 11 seasonal employees season ended.
Employee Orientations/exit interviews:	- Conducted 5 orientation sessions for seasonal hires, 3 exit interviews.
Recruitment Strategy:	- Developing plans for upcoming Police recruitment plan.
Civil Service Commission:	- 1 meeting during the month.

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No open grievances. Began preparations for upcoming contract negotiations. - Teamsters: 1 grievance scheduled for arbitration in Dec. Continue preparations. - AFSCME: No open grievances. Began preparations for upcoming contract negotiations.
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.
Wellness Program:	- Participated in Wellness Committee meeting.
Wellness Program:	- Wellness Committee coordinated Halloween celebration for employees.
Employee Activities:	- Coordinated 5 blood draw/flu shot clinics for employees.

Benefits

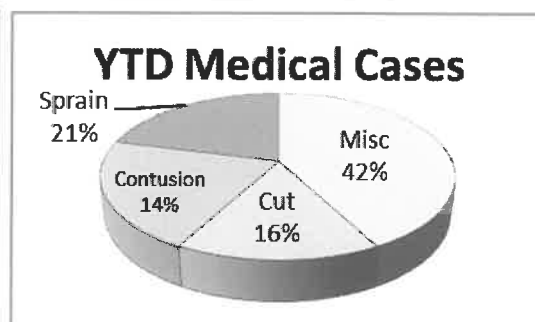
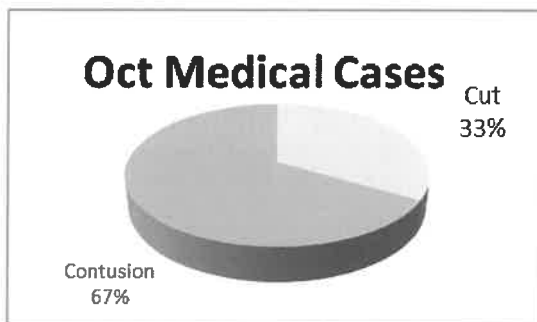
Activity

Employee benefit support:	- Ongoing support on employees benefit issues
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Employee Benefits:	- Kicked off online annual benefit enrollment process to all employees, coordinated 3 employee benefit meetings. Rolled out a new Vision Insurance benefit plan.
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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.
Goal Setting Process:	- Participated in an additional goalsetting meeting with City Staff.
City Hall Building Maint Committee:	- Attended building maintenance advisory committee meeting.

Safety Statistics	Month	2022 YTD	2021 YTD
# of Work Comp Cases	3	22	19
# of OSHA Injuries	3	19	19
# of Days Missed	0	26	18
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: October 2022

Classes

Kids' Sewing Class-**12 children**, Squishies-**12 children**, Art Bugs: Boo-Tastic: **13 Children**, Kids' Club: **23 Children**, Monster Ink Creations: **7 Children**, Night at the Museum: **10 Children**, Clay class B: **8 children**, Clay class A: 8 children/class, Learning to throw PM: 8-10 adults per class, Learning to Throw AM: 6-9 adults per class

Rentals/Events

Birthday party (10/1): **6 adults & 12 children**, Girl scouts (10/4): **4 children & 2 adults**, NIACC Tour (10/5): **7 adults**, NIACC Trio Art Class (10/12): **7 adults**, PBS (10/11): **5 people**; Interview (10/12): **2 People**, Artoberfest (10/21): **159 adults**, Birthday Party (10/28): **1 adult & 6 children**

Attendance:

Gallery attendance	374
tour attendance	0
event attendance	207
Classes	170
Playground	51
Outreach	81
TOTAL	883

Membership:

Members: 214

Business: 16

City Memberships: 9

Partnerships:

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

The Museum was able to get to many more of its partnership sites this month, as a number of the locations were unable to have staff attend due to illness and quarantine.

Exhibitions:

Center Space Gallery

September 23-December 3, 2022

Center Space Gallery during *Museum Shop Highlights* exhibition

The Charles H. MacNider Art Museum is happy to present the new exhibition, *Museum Shop Highlights*, now open in the Center Space Gallery. This show is very similar to the Museum's usual shows, with a unique twist. All the artwork on display has been pulled from the Museum Shop and is available to purchase and take home the same day. No need to wait until the end of the show.

Museum Shop Highlights allows visitors expand their shopping opportunities. They can find unique artworks by talented local and regional artists that will make great gifts for any occasion. Or they can find the perfect work to fill their home.

The Museum Shop has been part of the Charles H. MacNider Art Museum's offerings since 1967. It, along with traveling exhibition and Permanent Collection galleries, is a space in the Museum where visitors can see and learn about art and expand their art experiences. It is also a space in which hands-on exploration and discovery is encouraged.

Museum Shop Highlights will be on display through Saturday, December 3.

Kinney-Lindstrom Gallery

Rural to Urban: Landscapes in the Permanent Collection

Rural to Urban highlights landscapes in the Museum's Permanent Collection. The exhibition will feature wild terrain, rural country sides and urban environments in a variety of media. Explore the American landscape without leaving the Museum.

Facilities:

Staff spent considerable time cleaning the grounds for the impending winter.

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.

Artoberfest:

The largest event by far for the past month was Artoberfest. The Museum's annual fundraiser is in its 14th year and has been instrumental not only in fundraising but also friend raising for the Museum. Over 150 patrons attended the annual event, with over two dozen volunteers assisting the Museum. Patrons listened to The Hats, nibbled on great food, and bid on over 140 silent and live auction items.

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Repair Type	Repair Type Count
Water Main Repair	2
Cement (Main Repair)	1
Water Valve Installations	3
Cement (Valve Installations)	3
Road Box Repairs	3
Hydrant Repairs	15
Winterized Fire Hydrants	5
Hydrant Installations	3
Storm Sewer Repairs	3
Dirt Work	1
Leak Detection	1
Sanitation	13 Days

We had a number of fire hydrants that needed maintenance done to them after flushing but no major problems were discovered.

We had 2 more water main breaks this past month that were dug up and repaired.

One area of concern is with the private utilities being installed in the City Right-of-Ways. We are finding some of these companies are only burying their lines a few inches deep and very close to our City Utilities such as hydrants and valves, then another company lays their line a couple feet away making it difficult to dig down 6 to 10 foot to repair water and sewer lines. I would like to see consideration in burying a large conduit where any company that wants to run lines in our right-of-way would have to buy the space or at the very least an code or ordinance requiring private utilities to maintain a 5' horizontal and vertical separation from all City owned Utilities.

Internal Service Division:

Service and repair inspection vehicles
Service and repair Engineering vehicles
Service and repair 7 fire trucks and ambulances
Service and repair 1 park vehicle
Service and repair 3 police cars
Service and repair 0 Recreation Department vehicles
Repair and service 4 Sanitation trucks, brakes, etc.
Repair and service 13 Street Department vehicles
Service and repair 2 Water Reclamation vehicles
Service and repair 1 Water Utilities vehicle
Service and repair 1 Water Supply vehicle

Electrical

Street light repairs:

S. Federal loop, Plaza and N. Federal, Hwy. 122 and Indianhead, 2nd and N. Pennsylvania

Traffic Signal repair:

19th and S. Taft, 15th and S. Federal, 19th and S. Eisenhower, Hwy. 122 and Taft
Repair electrical in parking lot at 1st and N. Washington
Traffic signal locates at Hwy. 122 and Cerro Gordo Way
Traffic signal locates at Hwy. 122 and Illinois
Repair odor control at Water Reclamation
Repair pump at Water Reclamation
Repair electrical at Campground
Repair electrical at Shelter #2, East Park
Traffic signal locates at Hwy. 122 and Grover
Repair lights at City Hall

Wastewater Division:

- Wastewater treated:

Monthly Total:	112.645	million gallons
Daily Average:	3.634	million gallons per day
Daily Maximum:	4.061	million gallons per day
Sludge processed	1.89	million gallons
Biosolids Hauled	4.25	million gallons

Collection System:

- lift station inspection/maintenance M/W/F and as needed
- helped dig up crew with valve boxes

Laboratory/Pretreatment Activities :

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Collected industrial samples
- Issued 3 NOVs to Industries
- Ran E.Coli testing 5 x/month for DNR reporting
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed 2 Industrial Pretreatment Inspections
- Completed 2 industrial pretreatment sampling inspection
- Had Lab Certification Inspection with State Hygienic Lab (chemistry)
- Continued training new lab tech

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries of delinquencies
- Calculate totals for all industries and plant
- Perform Laboratory Analysis

- Complete DNR Monthly Operating report
- Routine plant maintenance
- Continue hauling biosolids
- Track mileage for all vehicles
- Have Lab Cert inspection for Micro Nov. 2

Special Activities/Accomplishments of particular note:

- Started mixing lagoon with new mixing pump
- Hauled 4,250,726 gallons of biosolids
- Mowed plant grounds
- Cleaned UV lights
- Check oil in all clarifiers
- Removed brushes on final clarifier's for winter
- Automatic Systems installed new PanelView on east thickener
- Picked up rental semi from Ryder for fall hauling
- Conducted plant safety inspection
- Overhead door installed new opener on west door of load out bay
- Poured new access man ways in #3 digester
- Packard electric wired new pump #3 in PS 1
- Phase three CCTV kickoff meeting with WHKS and Visu Sewer
- Matt Jackson successfully completed his CDL training
- Electric Pump serviced #2 recirc pump in digester
- Precon meeting with WHKS
- Annual plant safety inspection
- Removed old east air compressor in preair and installed new one

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	502.59 tons	4,259.18 tons
Recycling collected	76,250 pounds	1,031,570 pounds
Yard waste collected	270.06 tons	920.63 tons
Large item number of stops	74	587
Materials collected:		
Large furniture	43	359
Small furniture	41	350
Tubs & toilets	5	58
Appliances & TVs	22	157
Electronics	0	4
Request for service calls	359	3,266

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 32 tree requests, remove 54 trees
Remove banners at the Youth Complex
Grade streets, alleys and shoulders
Dredge ditches
Sweep streets
Fill potholes
Storm sewer repair
Paint over graffiti on the 13th St. NE viaduct
Plant new trees at Georgia Hanford, Winnebago River kayak ramps, requests
Remove old fence along Frederick Hanford trail
Haul mulch to the conifers in the arboretum
Water trees

Park Department:

Clean shelters as needed
Repair and maintenance on equipment and shops as needed
Feed and care for deer
Clean and pick up dog waste stations
Pick up trash in the parks on Mondays and Fridays
Trim trails
Help a church group paint the youth complex concession building
Maintain community gardens
Continue ball diamond maintenance
Install new benches
Trim and mulch all trees in the Arboretum
Trail maintenance
Shut down campground, shelters, fountains, etc.
Clean graffiti
Repair signs at the youth complex
Mulch the playground at the youth complex
Remove the 100 signs from RAGBRAI and store
Generator maintenance at the campground
Remove the fountains from the duck pond
Remove the nets from the volley ball courts and the soccer field
Repair broken swing at Dustin Colby Park

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	1739	1551	0	0	16026
Alarm - Business	42	45	42	39	41	47	56	52	42	38	0	0	444
Animal	33	37	57	51	72	86	63	95	47	54	0	0	595
Burglary	10	8	9	17	8	5	11	16	15	15	0	0	114
Collision - Prop Damage	81	59	53	54	47	57	62	53	63	67	0	0	596
Collision - Pers Injury	9	1	11	7	12	13	10	10	7	5	0	0	85
Collision - Hit and Run	20	15	13	10	24	19	23	17	21	15	0	0	177
Disorderly	78	76	89	100	151	132	167	143	161	106	0	0	1203
Domestic - Physical	10	10	8	10	8	11	16	14	9	12	0	0	108
Domestic - Verbal	32	21	29	23	28	23	24	29	32	37	0	0	278
Fireworks	6	0	2	2	6	60	68	8	2	2	0	0	156
Harassment	38	35	50	49	69	62	53	61	56	60	0	0	533
Medical	68	85	88	107	74	97	97	105	87	89	0	0	897
Motorist Assist	56	25	23	24	21	28	15	23	21	20	0	0	256
Parking	71	48	8	33	33	39	55	45	44	35	0	0	411
Stray Animal	32	23	43	54	80	74	59	45	74	74	0	0	558
Suspicion	91	147	181	171	228	190	214	232	195	203	0	0	1852
Theft	45	51	70	49	87	64	83	98	113	62	0	0	722
Welfare Check	106	90	89	120	146	129	140	130	109	111	0	0	1170

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	83	75	125	105	156	138	112	158	106	151	0	0	1209
New Investigations	354	317	411	342	417	394	407	459	421	399	0	0	3921
Traffic Citations	93	86	99	90	83	90	81	67	77	102	0	0	868
Written Warnings	45	47	51	35	33	41	62	24	49	47	0	0	434
Crash Reports	85	65	74	64	64	71	77	65	76	75	0	0	716
Parking Tickets	463	131	13	19	24	6	31	22	13	45	0	0	767
Traffic Stops	101	121	114	96	68	79	119	51	72	84	0	0	905
Extra Patrol Checks	701	604	561	690	474	443	269	399	395	492	0	0	5028
Business Checks	66	46	41	20	17	27	37	23	13	24	0	0	314

Offender Checks	20	22	22	25	25	27	20	39	22	30	0	0	252
Open Records Requests	600	338	654	482	397	564	480	611	521	537	0	0	5184
Dogs to Shelter	16	5	17	17	33	28	37	19	23	27	0	0	222
Cats to Shelter	14	8	14	14	41	47	32	30	42	28	0	0	270

October was a pretty typical month for MCPD in terms of calls for service numbers, especially with the mild weather that we experienced.

Criminal Investigations

Seven new cases were assigned to CID in October, five cases were cleared. We attended the LEIN conference and Human Trafficking training and spoke to several banks about robbery prevention and police response to robbery calls.

We worked with the United States Attorney's Office on a child pornography investigation, obtained convictions for reckless use of a firearm and lascivious acts with a child, and received new thermal imaging cameras that will be upfit to five of our patrol units.

Support Services

For the month, MCPD issued 45 parking tickets. Four vehicles were towed for being abandoned or for overtime parking.

We handled 135 animal calls for service. That included 6 bite cases – all dogs this month. We filed 12 charges for a variety of animal offenses. We took 55 animals to the shelter – 27 dogs and 28 cats.

The Crime Victim Specialist followed up on 54 cases in October, providing direct support on 12 of those. The CVS made 5 referrals to outside agencies, 3 referrals to Crisis Intervention Service, and assisted with filing 3 Crime Victim Assistance Division applications. Support was also provided to the County Attorney's Office on two cases. The Crime Victim Specialist also supports the Justice Coordinator at MCPD and regularly supports patrol by helping to triage mental health consumers.

Administration

We hired our newest police officer this month. We are wrapping up field training with four other probationary officers and have one officer at the Iowa Law Enforcement Academy. We expect the probationary trainees to finish field training by the end of the year for assignment to solo patrol. We are working with Human Resources on our next police officer recruitment.

We spent some time providing feedback on the 2023-2024 goal setting project for the City of Mason City. We will continue to be a part of the focus groups to help bring those goals to life.

We met with Bergland+Cram to review concept drawings work for the basement remodeling at MCPD. We planned to tour one other facility in Cedar Falls and then come back to review a second round of drawings.

Public Library

Reported by Mary Markwalter, Library Director

This past month highlights.

The library offered a new Cookbook Book Club. Where people send in a favorite recipe and then attend a book club gathering. At the gathering they are given all of the recipes from other participants and participants bring the dish and share it with the group.

<i>Circulation-Books</i>	22-Oct	22-Sep	22-Aug	22-Jul	YTD	LYTD
Adult Fiction	972	1067	1759	1086	4884	5727
Adult Non Fiction	366	318	437	443	1564	2187
Large Print	724	793	797	764	3078	3456
Young Adult	485	440	616	690	2231	2014
Juvenile Fiction	1494	1281	1643	2160	6578	6882
Juvenile Non-Fiction	276	222	301	370	1169	1545
Middle School	234	232	390	367	1223	928
TOTAL BOOKS	4551	4353	5943	5880	20727	22739
<i>Circulation-Other</i>						
Audio/CD/Playaway	203	162	228	226	819	854
Video Games	34	28	34	55	151	0
Periodicals	181	135	104	138	558	649
Software	0	0	0	0	0	0
Other(puppets, misc.)	8	11	6	14	39	66
DVD	940	690	1052	831	3513	3820
Tumblebooks	2	9	11	6	28	18
Creativebug (users)	19	11	11	31	72	25
World Book Online	2080	1260	0	240	3580	0
Chilton's Online	0	14	35	28	77	0
Gale	0	5	2	1	8	11
Transparent Languages	599	613	640	638	2490	0
Brainfuse	12	11	23	26	72	402
Bridges	1975	2053	2105	2016	8149	8773
Newsbank	20	73	62	57	212	366
Hoopla!	886	882	957	863	3588	3366
Total-Other	6959	5957	5270	5170	23356	18350
Grand Total Circ.	11510	10310	11213	11050	44083	41089
Item Records Added	499	422	705	365	1991	2629
Patrons Registered	90	78	102	98	368	328
Renewals	579	803	862	791	3035	3341
Holds Filled	279	260	288	277	1104	986
Holds Placed	370	470	475	421	1736	2360

Discs Cleaned	0	0	0	0	0	0
Photocopies	2813	3102	2995	6311	15221	7792
Meeting Room Guests	855	500	853	1619	3827	2154
Meeting Room Used	159	90	129	155	533	198
SILO request unfilled	15	27	4	7	53	10
SILO request filled	2	0	0	0	2	59
SILO MCPL Request Filled	7	9	3	5	24	14
SILO MCPL Request Unfilled	12	11	5	27	55	67
Attendance	10000	7800	9700	9700	37200	53000
Children's Programs	8	7	0	11	26	7
Children's Program Attendance	609	33	0	1109	1751	238
Young Adult Programs	5	2	0	7	14	4
YA Program Attendance	123	21	0	271	415	63
Adult Programs	9	8	4	16	37	8
Adult Program attendance	35	103	115	136	389	73
In Library Use	650	464	1250	1250	3614	11725
Faxes Received	14	23	8	1	46	140
Faxes Sent	64	114	36	50	264	71
Scan	70	89	51	43	0	249
Handouts, Brochures, etc.	7000	4000	3000	5500	19500	4500
Genealogy Referrals	0	1	0	2	3	3
Archive Referrals	5	4	13	6	28	28
Photo Prints	16	24	28	15	83	41
OCLC Borrowed from MCPL	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0
Reference Questions	3500	4000	3000	4000	14500	4625
Internet Users	375	400	600	425	1800	1650
WI-FI Sessions	1554	1604	1635	1864	6657	6680
Microfilm Users	6	10	2	2	20	11392
MyLibro App	3299	2976				114578
Website Visits	2615	2856	2281	2118	9870	182057
TOTAL PUBLIC SERVICES	35637	30311	28144	36602	130694	411070
GRAND TOTAL SERVICE UNITS	47147	70932	39357	47652	205088	452159
VOLUNTEER HOURS	28.5	73	40	26	167.5	80

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Archery
- Adult Softball
- Adult Volleyball
- Before and After School Care
- Tiny Tot Football
- Tiny Tot Soccer
- Youth Archery
- Youth Flag Football
- Youth Soccer
- Youth Tennis
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 185 nights stayed at MacNider Campgrounds

Daily Participation Rates:

Total People Served in 2022 through October: 311,419
Total People Served in 2021 through October: 309,810
Nights stayed at MacNider Campgrounds in 2022 through October: 4,834
Nights stayed at MacNider Campgrounds in 2021 through October: 5,646

Highland Park Golf Course Monthly Activities:

• Season Pass Update:	2022	2021
Family	30	33
Class A	173	172
Class B	30	29
Youth	21	28
Daily Cart and Green Fees	\$138,242	\$160,698
Concession Sales	\$90,643	\$98,565
Rounds Played	18,159	16,191

- 967 rounds played at Highland
- Ordered food and beverages for concession
- Mowed the greens 36 times

- Mowed the tees and collars 10 times
- Mowed the fairways 20 times
- Mowed the rough 2 times
- Mowed the back mounds
- Blew and raked up leaves and debris on around of clubhouse 4 times
- Trimmed the mows with grounds master 2 times
- Changed the cups 10 times
- Changed the practice cups 2 times
- Back lapped the greens, tees, fairway mowers 1 times

Arena Monthly Activities:

Hosted 6 North Iowa Bulls games

- Hosted 3 Mason City Toros games
- Hosted 2 High School Games
- Continue to support Youth Hockey Association activities
- Continue to support North Iowa Figure Skaters activities
- Gave 2 tours of the Arena and Office area

Recreation Special Activities/Accomplishments:

- Linda Hunt started full time on October 19
- Hired, safety trained, and gave hands on training to 3 new winter staff
- Attended the Iowa Parks and Recreation Conference in Marshalltown
- Attended the Iowa Parks and Recreation Workshop at the Mid-American Rec Plex in West Des Moines
- Certified 35 youth coaches with NYSCA
- Addressing Fall & Winter Staff needs (email/letter)
- Finished up safety corrections from the annual inspections
- Starting preparing for CIP proposal for the Park and Recreation Board
- Participated in goal setting for the city
- Closed MacNider Campgrounds for the season
- Attended the Ribbon Cutting at the 12th St Kayak Launch
- Applied for a grant for the Norris Youth Complete to replace the dug roofs – 10 dugouts
- Meet with an e-sports consultant
- Hosted a Halloween Community Wide event which saw over 600 people

Highland Park Golf Course Special Activities/Accomplishment:

- Starting preparing for CIP proposal for the Park and Recreation Board
- Preformed staff evaluations
- Raked traps and push up sides after rain events and deer 3 times
- Changed the oil leaf blower and vacuum
- Marked course to enable carts to run after heavy rain
- Applied growth regulator, fungicide, liquid fertilizer to greens
- Put on blower and hook up the large vacuum
- Blew leaves on front and back vacuum up over 60 loads leaves

- Fixed 1 cart shed doors replacing springs and adjusting
- Changed the mowing deck on grounds master
- Fixed drive belt on grounds master
- Mowed gully on #11
- Blew the tees and greens of acorns every morning
- Cleaned gutters to clubhouse 5 times refasten gutters
- Dug up and replaced the valve on hole number 12 greens
- Start blowing the water from irrigation lines
- Sprayed all the greens and collar with winter protectant for snow mold
- Power washed the deck
- Replaced rotting boards on deck
- Removed all of the outside water fountains
- Clean up limbs and debris
- Participated in goal setting for the city
- Hosted the Riverhawks Boys end of the season celebration
- Deep clean the kitchen hood

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Youth Volleyball
- Run Adult Volleyball
- Run Youth Dodgeball
- Run Preschool Sports
- Run Open Gym Adult Sports
- Continue to addressing Fall & Winter Staff needs (email/letter)

Highland Park Golf Course Work to Done in Coming Month:

- Start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Grind stumps remove debris and fill with soil and seed
- Finish spraying for broadleaf weeds on front
- Continue to blow and pick up leaves
- Spray greens and tees for winter molds
- Top dress greens for winter protection
- Identify trees for removal
- Continue to maintain course till closing

Arena Work to Done in Coming Month:

- Book summer events

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of October 2022:

- Volunteer supplies, bags for litter cleanup coordination
- 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 updates with gardens
- Submitted invoices for beautification, payment to vendors
- Updated volunteers on new projects that have been requested for assistance
- Made supervisors aware of volunteers wanting to assist with project
- Updated pictures of Beautification Gardens
- Worked with Parks with Tree Planting Project
- Attended Aging Coalition Meeting
- Participated in SALT Forum as a Vendor
- Accepted 4 new volunteer applications and referred to appropriate department
- Worked on grant reports
- Work with vendors to ensure all invoices are paid for Beautification project
- Worked with Newman Students on Cemetery cleanup Project
- Worked on Volunteer Luncheon
- Presented information to Mason City High School on volunteer opportunities for Students

Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active
3. Updated Beautification Pictures and took pictures of volunteers working in gardens
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	
Recreation	Football/Soccer/Bikes	1914.25
Beautification	Garden Maintenance/Cleanup	89.75
Earth Day	Misc. Street cleanup	89.75
457	Maintenance	46.0
Cemetery	Misc.	750.0
Parks	Tree Planting	40.0
Total Hours		2,929.75

Youth Task Force

Reported by Alice Ciavarelli, Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

IDPH - Improving Tomorrow: Prevention Focused Mentoring Grant

Orientation and training for school-based mentoring programs continued during the month (One-on-One and Peer).

Peer Mentoring (*John Adams Middle School (JAMS) students with Alternative High School mentors*)

- The group was treated to pizza during one of their weekly activity/meeting sessions over the month. Group activities are geared toward substance use prevention, building character, improving self-esteem, or just for fun! High school students provide a supportive experience for involved middle school students. The Peer Mentoring Group met four times in October.

North Iowa Teen Mental Health First Aid (tMHFA) Project

- Teen Mental Health First Aid (tMHFA) trainings began during the month for Mason City CSD (Alternative High School); Northwood CSD; and West Hancock CSD. Seven training days were held over the month with an additional seventeen scheduled in November to finish the curriculum.

Classes for each training consist of six 45-minute sessions or three 90-minute sessions (individual school schedule-determined). To promote positive behavioral health, each teen is asked (through survey) if they can identify at least one trusted adult they can go to (for help themselves or to help someone else). *Instructors try to have them identify five, if possible.* Sharing and discussion are encouraged to help “Make it Ok”

Objective 1: Increase the number of teens with the capacity to recognize, identify and respond to mental health or substance use issues they might identify in their friends/peers.

Objective 2: Increase mental health literacy/awareness in teens. (Reduce stigma)

De-identified pre and post surveys are administered with the following questions:

- How would you rate your awareness and knowledge of teen behavioral health issues at the start of this workshop?
- How would you rate your awareness and knowledge of teen behavioral health issues at the end of this workshop?

Target Goal: 50% who indicate increased knowledge/awareness upon course completion.

Additional schools are being scheduled now for second semester and planning continues for 2023-24 school year.

***YTF submitted another funding request to help support this important project and continues the search for appropriate grant funding to support all program activities.**

STAFF / OTHER

October Meetings, Community Involvement, Education:

10/3 - Staff mtg
10/4 – JAMS Peer Mentoring
10/11 – JAMS Peer Mentoring
10/13 – Iowa Mentoring Partnership Leadership Council meeting
10/18 – JAMS Peer Mentoring
10/19 – DM Mtg
10/20 – IDPH Annual Contractors Meeting
10/24 – tMHFA - Britt
10/25 – JAMS Peer Mentoring
10/27 – Executive Meeting
10/27 – tMHFA - Mason City
10/28 – IDPH Mtg
10/28 – tMHFA – Britt
10/31 – tMHFA – Britt