

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

November 2022

*(Issued December 16, 2022)*



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

# Airport

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Reported by David Sims, Airport Manager

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**Date: November 2022**

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 11/1/2022 – 11/30/2022	15,784.8 Gallons	60 Buses
Enplaned 393    Deplaned 333		

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

- Preparation of Board Packet Information, Agenda and Attendance at the November 14<sup>th</sup>, 2022, Regular Airport Commission Meeting, and the November 17 and November 30<sup>th</sup> Special Meetings.
- Open and review bids for Commercial Terminal Project – November 17<sup>th</sup>
- Rejected all bids for the Commercial Terminal Project – November 30<sup>th</sup>
- Selected Tallgrass Archaeology LLC for Historical Study
- Finish Terminal Foundation Project
- Finish Terminal Apron Expansion Project
- Continued work on Lagoon Decommissioning Project
- Begin work on next 5-year Capital Improvement Plan

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

- Preparation of Board Packet Information, Agenda and Attendance at the December 2022 Airport Commission Meeting.
- Advertise for the Re-Bid of the Commercial Terminal Project
- Advertise for the Bid of the T-Hangar Project
- Launch marketing campaigns

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of November:

- 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 one Worksession 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 14 Resolutions and 1 Ordinance based on various requirements
- Upload data for Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Issued 8 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 \$290.00 in animal license fees and \$225.00 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

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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## *Major Departmental Activities and Items of Interest:*

Iowa Reinvestment District Program: 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 November. Staff is working with the current recipients; we expect to provide our first grant draws in early December.

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

Staff continues to work with our attorneys to bring properties into compliance. 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.

Staff presented a draft Vacant Building Registration Ordinance at a City Council workshop on November 29. This ordinance would require the owners of vacant commercial and industrial buildings to register their buildings and pay an annual fee to help offset the City's costs related to nuisance abatement, law enforcement, and other actions related to vacant properties. We hope to have this ready for Council adoption in the first quarter of next year.

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 early next year.
- 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 4<sup>th</sup> 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 has been leased so far. The owner expects the remaining units to be completed by February 2023.

- 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 4<sup>th</sup> Street SW is being remodeled for a Scooter's Coffee Shop. Construction has begun.

## DIVISIONAL REPORTS

*Development Review Committee:* 3 meetings held in November 2022.

DRC Activity	November, 2021	2021 YTD as of 11/30/22	November, 2022	2022 YTD
<b>Total Development Plans Reviewed</b>	3	51	3	48
Concept plans reviewed/approved as a Minor Site Plan	2	25	2	24
Concept plans to be resubmitted as a Major Site Plan	0	17	0	14
<b>Total Concept Plans</b>	2	42	2	38
Major Site Plan Reviews Completed	1	9	1	10
Preliminary Plat of Subdivision	0	3	0	1
Final Plat of Subdivision	0	0	0	2
Other Reviews (structure moves, etc.)	0	8	0	11
<b>TOTAL ITEMS REVIEWED</b>	3	62	3	62
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	11	0	4

## PLANNING AND ZONING DIVISION

Activity	November, 2021	2021 YTD as of 11/30/22	November, 2022	2022 YTD
Commercial, Principal Structure	2	25	4	24
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	2	46	5	62
Residential, Accessory Structure	6	52	1	54
Signs	4	31	0	35
Floodplain	3	5	0	11
Sidewalk Service Area Permits	0	3	0	3
<b>Zoning Board of Adjustment Cases</b>				
Appeal	0	0	0	0
Conditional Use Permit	0	1	1	4
Special Exception	2	10	1	11
Variance	0	11	1	10
<b>Planning and Zoning Cases:</b>				
Alley or Street Vacation	0	0	0	0
Change of Zone	1	4	1	2
Miscellaneous	0	1	0	1
Preliminary Plat	0	1	0	0
Site Plan Approval	0	3	0	1
Zoning Ordinance Text Amendment	0	2	0	3

Activity	November, 2021	2021 YTD as of 11/30/22	November, 2022	2022 YTD
<b>Land Subdivision Activities:</b>				
Boundary Line Adjustments	5	15	1	5
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	0	0	0	3
<b>Historic Preservation Commission</b>				
Historic Demolition Reviews	0	4	0	13
<b>Zoning Violations</b>				
Reported	1	29	0	22
Unfounded	0	4	0	1
Founded-Resolved without citation	0	12	0	14
Citations	0	0	0	0
Cases initiated by staff	1	25	0	19
<b>Zoning Inspections</b>				
Zoning – Case Request	1	30	0	19
Zoning – Complaint	1	4	0	2
Zoning –Setback	0	13	4	25
Zoning - Final	0	7	3	16
Floodplain - Final	0	0	0	0
Zoning – Landscaping Install	0	2	0	1
Removal Site Inspection	0	2	0	0
<b>Permit Reviews</b>				
Zoning Reviews Completed	34	380	20	371
Floodplain Reviews Completed	45	568	32	753
Historical Reviews Completed	3	38	0	36

## BUILDING INSPECTIONS DIVISION

<b>Building Inspections Permit Report</b>						
Permits	November, 2021		November, 2022		2022 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	23	\$727,805.21	18	\$21,619,623.50	268	\$55,165,913.06
Minor Building Permits	9	\$50,855.00	16	\$235,309.00	385	\$4,774,348.97
Electrical Permits	30		22	N/A	266	\$0.00
Plumbing Permits	8		8	N/A	105	\$0.00
Mechanical Permits	25		19	N/A	235	\$0.00
Sign Permits	4	\$35,160.00	3	\$9,447.00	37	\$215,097.11
Demolition Permits	2	\$28,566.00	1	\$2,500,000.00	28	\$2,612,160.00
Structure Moving Permits	0	\$0.00	0	\$0.00	2	\$1,500.00
<b>Total</b>	<b>101</b>	<b>\$842,386.21</b>	<b>87</b>	<b>\$24,364,379.50</b>	<b>1088</b>	<b>\$33,083,668.02</b>
<b>Inspections</b>						
November, 2021			November 2022		2022 YTD	
Inspections Completed	143		181		1,586	
Permits by Type	November, 2021		November 2022		2022 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	24	1	26	8	540
Multi-residential	0	0	1	0	1	0

<b>Building Inspections Permit Report</b>						
<b>Permits</b>	<b>November, 2021</b>		<b>November, 2022</b>		<b>2022 YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Commercial	1	7	1	5	7	84
Industrial	0	0	0	0	0	9
Institutional	0	0	0	0	0	4
Other (signs, demo, etc.)	0	6	0	4	0	67
<b>Fees Collected</b>	<b>November, 2021</b>		<b>November, 2022</b>		<b>2022 YTD</b>	
	\$11,465.51		\$77,572.21		\$333,064.28	

## CODE ENFORCEMENT DIVISION

<b>Code Enforcement Report</b>	<b>November, 2021</b>	<b>2021 YTD as of 11/30/22</b>	<b>November, 2022</b>	<b>2022 YTD</b>
Total Requests Initiated (not including snow/ weeds <sup>1</sup> )	111	1141	97	1123
Staff Initiated	32	687	49	683
Non-Staff Initiated (total):	79	454	48	440
Response to Complaint	38	156	35	162
Anonymous Complaint	28	172	9	190
SeeClickFix	13	126	4	88
<b>Case Requests Disposition</b>				
Founded Case Requests	111	1141	97	1091
Citations Issued	1	4	0	7
Cases to Court	0	12	2	13
Unfounded Case Requests	0	0	0	0
<b>Cases by Type:</b>				
Dead, Diseased or Dying Tree(s)	1	14	0	17
Dangerous Building	3	16	2	12
Abandoned Vehicle	0	20	0	9
Tree/Shrub Maintenance	0	0	0	5
Garbage	13	247	22	227
Inoperable Vehicle	1	78	5	21
Junk, Rubbish or Refuse	56	402	24	376
Other	10	120	9	160
Writ of Removal	8	33	3	29
Information Request	19	211	32	234
Snow Removal/Weeds & Tall Grass	12	882	25	684

<b>Rental Inspection Report</b>	<b>November, 2021</b>	<b>2021 YTD as of 11/30/22</b>	<b>November, 2022</b>	<b>2022 YTD</b>
<b>Inspection Requests</b>				
Initial Inspections	79	1369	36	481
Reinspections	29	231	51	426
Inspection Requests	0	1	5	75
<b>Total Inspections</b>	<b>108</b>	<b>1601</b>	<b>92</b>	<b>982</b>

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



<b>Rental Inspection Report</b>	<b>November, 2021</b>	<b>2021 YTD as of 11/30/22</b>	<b>November, 2022</b>	<b>2022 YTD</b>
<b>Inspection Results</b>				
Inspections Cancelled by Landlord	0	1	1	4
Inspections Cancelled by Inspector	0	0	0	1
Failed Inspections	21	161	12	216
Passed Inspections	66	1306	69	664
No Shows	4	24	0	17
Unfounded	2	7	2	12
Unavailable/Denied Entry	0	2	0	2
Units White Tagged	6	91	2	59
Rental Dwelling Certificates Issued	13	725	63	712
Total Fees Collected	\$ 5,260.00	\$ 62,410.00	\$2,660.00	\$ 31,250.00

## **TRANSIT OPERATIONS AND SAFETY DIVISION**

<b>Task</b>	<b>November, 2021</b>	<b>2021 YTD as of 11/30/22</b>	<b>November, 2022</b>	<b>2022 YTD</b>
<b>Transit</b>				
Fixed Route	8,325	92,424	8,930	102,914
Paratransit	3,178	33,473	3,437	33,792
Midnight Special	246	2,703	Discontinue d	871
<b>Safety Training</b>				
New Employees Trained	9	93	2	82
Completed Training Sessions	130	4,865	71	3,046



# Elmwood-St. Joseph Cemetery

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Reported by Tyler Anderson, Cemetery Manager

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## **Burial Services**

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
November	1	22%	7	88%	8
FY to Date	9	20%	36	80%	45

Burials this month were below projected. Cremation burials were above 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>
November	0	0	0
FY to Date	19	6	25

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

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

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## Engineering Division:

○ Engineering	
● DRC Site Reviews	3
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	3
▪ New Installation	1
▪ Disconnect	0
▪ Storm Sewer	0
▪ Septic	1
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	2
▪ Repair	5
▪ Disconnect	0
● Water – Residential	
▪ New	1
▪ Repair	15
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	0
▪ Approach New	0
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	1
● Pedestrian Ramp survey & design	6
● Driveway Approach permit & inspection	0
● Iowa One-Call locates	431
● Emergency Call-outs	13
● Emergency Call-out after hours	2
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	3
▪ Moving/Oversized load	3
▪ Review contractor Traffic Control Plan	2

• Permit Review & Approval - City	
▪ Commercial Building	2
▪ Residential Building	0
▪ Demolition	0
▪ Remodel or Addition	3
▪ 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 is currently reviewing the final quantities with their subcontractors. Acceptance of the work and approval of final payment is anticipated to be on the agenda for the December 20th meeting of the City Council.

#### **2022 Street Panel & Curb Replacement Program Project:**

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 December 6th meeting of the City Council.

#### **2022 Multi-Bridge Repair Project:**

Following a number of iterations through the TPMS Project Development process between WHKS and the Iowa DOT, the project has advanced to the Iowa DOTs turn in folder. The project is being included in the February 21, 2023, letting.

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:**

Engineering Staff and the SEH Project Engineer reviewed the final quantities submitted by the contractor Peterson Contracting Inc. (PCI). Multiple areas of pavement were damaged due to subcontractors driving heavy equipment outside of the planned pavement removal limits. These damaged areas have been replaced and the cost of this additional work will be the responsibility of the contractor. These limits, along with other revised quantities, were submitted back to PCI and they are currently under review. SEH provided a quote to reset a property pin that was disturbed due to the shaping of the embankment near the downstream culvert. This survey will be completed in the spring. Acceptance of the project and approval of final payment is expected to be on the agenda for the December 20th meeting of the City Council.

#### **Water Tower Maintenance Program:**

The contractor working for Verizon Wireless confirmed a scheduled start date of December 5th to mobilize and begin the reattachment of their antennas and equipment on

the Eisenhower Tower. Dixon Engineering will oversee the process to assure it is completed to plan and that no damage is done to the City's recent rehabilitation project.

**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 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.

SEH continued working on the photometric plan for the corridor and the new street lighting system design. The new system will include; streetlight bases, poles and fixtures, control cabinets, meters and interconnecting conduit and wire. The plan sheets currently being prepared 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) held a preliminary review meeting on November 16th to discuss the project design status and to discuss outstanding issues. Several concerns regarding existing infrastructure were discussed including the condition of existing sanitary and storm sewer manholes, undersized water mains and valve replacement. Engineering Staff approved a proposal from Visu-Sewer to video inspect approximately 1000' of existing corrugated metal pipe (CMP) storm sewer to

ascertain the condition and determine if the storm sewer would need to be replaced. Chosen Valley Testing is scheduled to collect several pavement samples at various locations along Winnebago Way and 12th Street NE by a process of core sawing the pavement materials. The existing pavement samples will help determine the method of street rehabilitation. Check Plans will be submitted to the Iowa DOT by December 6th to meet the project schedule.

**Monroe Avenue Street and Utility Rehabilitation:**

The project is under final review and audit by the Iowa DOT. The project will come before the City Council for acceptance of work and approval of final payment upon completion of the audit. A final request for reimbursement in the amount of \$50,000 will also be submitted upon completion of the audit.

**Eastbrooke Storm Water Mitigation:**

Final documents were signed by Henkel Construction. Acceptance of the work and approval of final payment is anticipated to be on the agenda for the December 6th meeting of the City Council.

**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 the collection of field data for the design of annual programs being planned for 2023. These projects include street rehabilitation, street panel and curb replacement and pavement markings.
- 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 through the month of December.
- Engineering Staff continued 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. One of the subcontractors on this project, Charlson Excavating Co., completed the installation of the new 6" water service.

Engineering Staff recording GPS data location of this new service line and incorporate it into the GIS System. The project also includes a sanitary sewer main reroute. This work is expected to begin soon. Engineering Staff will provide inspection and testing for the new sanitary main.

- Engineering Staff began recording GPS data at the Mason City Municipal Airport. A telecommunications line has been relocated in advance of upcoming site improvements. Engineering Staff will continue to GPS new and relocated underground utilities as site work progresses.
- 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.
- Mid-Continent Contracting substantially completed the City Hall pavement replacement and ADA compliant pedestrian ramps installation project. Sidewalk pedestrian ramps have been installed in the 1st Street NW right-of-way adjacent to the City Hall parking and on the north side of City Hall establishing a walkway from Enterprise Alley to the City Hall North Plaza. Exposed aggregate pavement was placed near City Hall to match the esthetics of the original design. The remaining work consists of sealing joints in the new pavement, Mid-Continent Contracting will complete this work in the spring when temperatures rise to meet the sealant specifications.

#### **Traffic Division:**

• Traffic Control	
• Sign work orders	15
• Traffic Sign Orders	15
• Streetlights	
▪ New Installation	1
▪ Repair Request	0
▪ Fixture Replacements	0
• Traffic Signals	
▪ Respond to signal issue reports	7
▪ Perform traffic signal repairs	6
• Iowa One-Call locate reviews	434
• Locate City-owned electrical utilities	20
• Emergency Call-outs	0

#### **Other Tasks Performed by the Traffic Division:**

- The pedestrian signal head on 4th Street Southeast and South Indiana Avenue, in front of the Jefferson School, the Hand Symbol was not working. Trouble shooting and repairs were done to fix the Hand Pedestrian Signal. On the Southwest corner of East State Street and North Pennsylvania Avenue, the pedestrian signal was not working. Troubleshooting and repairs were done, and the pedestrian signal is now working correctly.

- A call was received about the Westbound green traffic light at the intersection of South Monroe Avenue and 5th Street Southwest not working. Traffic control was done while repairs were made. The traffic light has been working since.
- A project was put into place to install a new streetlight along the North sidewalk on North Delaware Avenue and East State Street. The installation of the new streetlight was completed and working since.
- A cabinet and meter pedestal were installed on South Monroe Avenue and 1st Street Southwest to correct the lighting issue. The streetlights have been working correctly since the cabinet and meter pedestal installation.

**Water Supply Division:**

- Water Production

	<u>November</u>	<u>FY 2023</u>
● Total (gal)	108,449,000	618,436,000
● Daily Average (gal)	3,615,000	4,042,000
● Daily Maximum (gal)	4,629,000	5,960,000*
● Daily Minimum (gal)	2,781,000	2,753,000**
	*Indicates Yearly High	
	**Indicates Yearly Low	

- Water Plant Maintenance and Repair
- Replaced a pressure gauge in the High Service Pump room
- Replaced a flex coupling on High Service Pump #2
- Repaired a packing gland bolt on Well #16
- Replaced the heat tape for brine tank
- Repaired a leaking water line in the filter room
- Repaired the heater at Well #16 pump house
- Drained pipe containment for ECIP line
- Drained CIP containment pipe line
- Troubleshooting error message on #1 EDR pressure gauge
- Repaired the bracket for the flow meter on #1 EDR train
- CIP #2 and #3 EDR
- Replaced a hose on EDR #3 line 3
- Cleaned the sensing diaphragm on the raw water feed line at the pressure sustaining valves
- Flushed the raw water line from south wells
- Cleaned the degassifier on 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



• Prepare and send service repair letters	8
• Monthly bacteria samples	30
• Collect project bacteria samples	2
• Check water quality at residents and businesses	8
• Correlate water main breaks and investigate for leaks	6
• Hydrant flow testing	0
• Hydrant Flushing	0
• Water Main shut down for repairs	3
• Water shut offs for non-payment	0
• Water shut for other	0
• Water service re-connections	2
• 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	35
• Water Service Permit/Inspection	
▪ Repair/Replace	15
▪ New Installation	3
▪ Disconnections	0

• Meter Department

	<u>November</u>	<u>FY 2023</u>
• Meters Installed	37	321
▪ Industrial	0	0
▪ Commercial	1	14
▪ Residential	36	307
• Meters Repaired	3	4
• Contractor and Garden Meters Recovered	9	18
• Contractor and Garden Meters Installed	0	7
• Meters Read	11,866	59330
• Meters Ordered	0	0
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

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

4"		0		4"	0
	Total	37		Total	0
<u>Meter Inventory December 1, 2022</u>					
5/8"		24		5/8"	0
3/4"		4		3/4"	0
1"		9		1"	0
1 1/2"		0		1 1/2"	0
2"		4		2"	0
				3"	0
				4"	0
	Total	41		Total	0

**Other Tasks Performed through the Water Supply Division:**

- New BizHub copy machine was installed
- Assisted with the solar power connection at the Pumping Plant
- Serviced the mower tractor and attach snowblower for winter
- 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

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Reported by Brent Hinson, Finance Director

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## Finance

Finance		
	November	Fiscal Year- to- Date
Prepare payable checks	520	2883
Prepare receivable invoices	50	373
Prepare payroll checks	694	4178
Certify invoices to County	95	248
Send letters to State Offset Collections	1	5
Record State Offset collections	\$ 300.45	\$ 22,142.45
Ambulance accounts sent to collections	32	82
Record ambulance receivable	143	559
Scanned invoices for myView point processing	872	4848

- 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		
	November	Fiscal Year- to- Date
Record ACH activities	28	134
Prepare utility adjustments	147	330
Finals & charge offs	298	1679
Issue utility bills	10044	50507
Answer phone calls	1257	4179
Respond to voicemail	111	1393

Complete utility service orders	206	1123
Complete landlord tasks	79	302
Issue shutoff notices	504	1823
Process customer paid utility bills	4619	23263
Process customer deposits	430	1865
Replace meters	40	294

### **Information Systems Coordinator**

- Download HealthIM software again.
- Get more memory for Laura M's PC.
- Get phone quote to PD for new phones.
- Install HealthIM on PD server.
- Pickup new tablet from PD.
- Remove Heather B from AD.
- Replace phone switches at PD.
- Set Stephany T up with alias email for Heather B.
- Download and program council meeting to government channel.
- Fix wireless issues with Aaron B's tablet and library wireless.
- Get with Krystal about getting SIM cards for two new Trimble devices.
- Look at cell connection for new Tribble devices for GIS and Engineering.
- Look at issues with Tracs server at PD.
- Look at Wi-Fi issue with Aaron B's tablet.
- Look for missing emails for Mara L at the museum.
- Order new free-standing rack for PD server room.
- Reboot Tracs server for PD.
- Work on getting switch ordered for City Hall cleared up with RSM.
- Central Lock door card reader install.
- Electronic Documents meeting.
- HealthIM install meeting.
- Look at invoices and sort them correctly.
- Look for missing email for Jennifer S.
- Pay invoices.
- Reset password for Brandon P at the PD.
- RSM migration status meeting.
- Check Zuercher on Community Room laptop at the PD.
- Create Office 365 Install package.
- Download Office 365 for installs.
- Fix requisition record in database.
- Hook up Bob B's old PC and look for Archive location.
- Look at Mark R's VPN issue.
- Look for missing emails for Tricia S.
- Order Avepoint Cloud Backup for new email system.
- Reset password for FD user.
- Test Office 365 Install Package.
- Add memory to Laura M's PC.
- Add SIM cards to new Engineering collectors.

- Change printer scripts for PD investigations.
- Follow up with Insight regarding Security Software Renewal.
- Re-install Adobe for Gina C.
- Install Office 365 on various devices and test.
- Look for missing email for Erik B.
- Make permission and group changes for PD.
- Office 365 cutover for IT.
- Re-install Email on IT phone.
- Reset password for FD user.
- RSM migration status meeting.
- Start making list of features to be turned off for Office 365.
- Bypass Barracuda for outbound traffic.
- Look for missing email for Aaron B.
- Look for missing files for Laura M.
- Meeting to configure Intune with RSM.
- Meeting with RSM to fix ADMX files on server.
- Reset password for Steve K.
- Restart Highland server.
- Troubleshoot SPAM filter.
- Try downloading and installing group policy templates for Office 365.
- Check group policy for password settings.
- Fix printer issue for PD investigations.
- Pay invoices.
- Remote policy meeting with RSM.
- RSM meeting with email settings and disclaimer addition.
- Start Coordinating Office 365 training and migration.
- Check printer on Terrance P's PC again.
- Get with Pilot users and get them logged into email and Office 365.
- Install Office 365 on pilot users' tablets and desktops.
- License next group of users for Office 365.
- Reset com port for Car 2 tablet.
- Try to help Terrance P with password inconsistency on his laptop.
- Follow up with RCC about SIP phones.
- Follow up with RSM regarding complex password issues.
- Get with Steve O about his email issue.
- Help Diana B with voice mail transfer.
- Install TBC on Ryan P's PC.
- Monday night – Help Mary L get reconnected to her desktop remotely.
- Move Kevin J's email to new system.
- Pass along information from Pilot users to RSM regarding Office 365.
- Reboot problem servers to see if it fixes password changing issues.
- Start migration of Steven O to Office 365 and see if it fixes mail problem.
- Troubleshoot password issue for Ken R.
- Update Trimble Business Center for Engineering.
- Check voice mail to email users in phone system for City Hall employees.
- Download and program the council meeting to the government channel.

- Get with RSM mail team about shared public folders.
- Help Joel E at the PD get connected to the HVAC system again.
- Install TBC on Rick S's PC.
- Send email out about voice mail to email status to City Hall users.
- Check cached exchange mode settings for Office 365.
- Get with RSM to discuss server replication issues.
- Help Belinda S with Quickbooks file for Museum.
- Help Jim H at the FD with his password and outlook issues.
- Manually reset user passwords for users at Animal Shelter and FD.
- Restore file for Michelle K in Water Billing.
- Restore file for Ryan P in Engineering.
- Add number to sidecar for Carissa B.
- Document Management meeting.
- Finish setting up new copier for Water Treatment.
- Get with Joel E at the PD about the HVAC system again.
- Help Belinda S with Quickbooks file again.
- Help Terrance P with his laptop connection.
- Remove Fire Fighter from AD.
- Start next migration batch for Monday.
- Try restoring another file for Ryan P in Engineering.
- Update Quickbooks for Belinda S at the museum.
- Final migration for second phase of users.
- Install Office 365 on machines as you migrate users.
- Install phone client for Terrance P at the PD.
- Look at scanner setting for Water Treatment.
- Restart time clock at O and M.
- See about different way to authenticate Office 365.
- Set up new user for Cemetery.
- Troubleshoot password error for Curt S.
- Weekend – Reset password for Curt S at City Hall.
- Continue with next batch of email migration.
- Get with HealthIM to finish setting up services.
- Install Office 365 on next group of migration users.
- Troubleshoot MFA for Office again.
- Download Office 365 for local installs and test.
- Get with Michelle K and Diana B to finish migration in morning.
- Help Bob B with his email issue.
- Migrate Rachel V's email.
- Set Jack O back up as FD user.
- Set up next group for email migration.
- Update office package for Rachel V.
- Update Quickbooks on Belinda's PC.
- Complete migration for next batch of users.
- Force change password for Curt S.
- Force change of password for Wolff W.
- Get with RSM to clear up server replication issues again.

- Install Office 365 for next batch of users.
- Look for email for McKenna W at the PD.
- Restart new server to see if it clears up replication issues.
- RSM meeting regarding Defender Security settings.
- Send Tyler C at RSM users to put under impersonator protection.
- Authorize GIS certificate renewal.
- Check under user settings for Tracs servers on server.
- Check with Thomas W at the FD about his password issue.
- Finish laptops for Joey W in Engineering.
- Look at Access issues on Laura M's PC.
- Look at profile issue on Nancy A's PC.
- Look for email for George B.
- Look for email for Michelle K.
- Replace hard drive for Gina C.
- Replace hard drive for Nancy A.
- Reset passwords for users having issues doing so.
- Restart Tracs Server.
- RSM Migration Status meeting.
- Start migrating first batch of 3<sup>rd</sup> Floor users.
- Update PCs as you migrate 3<sup>rd</sup> Floor users.
- Contact museum and cemetery about mail migration plans.
- Get with Edith B about Mara L's email migration.
- Look on video for McKenna W at the PD.
- Look through video for PD again.
- Order four more spare SSD drives.

## **GIS Department**

### **Administrator**

- Create road closure maps x 6
- Update Gerik Arboretum map
- Create map for sand pickup location
- Compile data request for ISG

### **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 bad trails
- Create and Export trail layers to DSM MPO x 5
- Complete interview with the Globe Gazette
- Continue to update Google with bicycle trail information
- Share county trail information with county GIS Analyst
- Create a public interactive map for trail roughness condition



### **Development Services**

- Run bi-weekly parcel data script, export as CSV file, make adjustments and email
  - Transfer data to G: drive
- Update Pro
- Update utility easement lines x 4

### **Engineering/Water Treatment/Customer Service**

- Meet with Seiler Instrument to train on new Trimble Equipment
- Complete Land Use data request with RDG
- Install SIM cards in TSC5 x 2
- Obtain Trimble Business Center Upgrade
- Edit water customer service locations x 3
- Update address and service layer addresses
- Compile data request for SEH, Inc.
- Split water valve IDs x2

### **Finance**

- Create map for tree grant boundary

### **Fire**

- Create Mpower user
- Export shapefiles x 7
- Measure building height
- Create 200 ft buffer around houses for burn permit
- Create patrol gird map
- Start to discuss fire pre plan maps
- Create 400 ft buffer around fire hydrant at the airport

### **Operations / Utilities/ Water Reclamation / Parks**

- Update road closure app
- Create S. Illinois road closure map
- Edit water customer service address
- Add Lime Creek Brewery and Badlands Loops to the GIS database

### **Police**

- Create weekly call data maps x4

### **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
- Provide information on how to access new county parcel data
- Change parcel access in mPower maps x 15
- Meet with Schneider

#### **Grant Administrator:**

- Monthly Reimbursements
  - Staffing for Adequate Fire and Emergency Response (SAFER) -
  - Office for Victims of Crime Specialist
  - Byrne Justice Assistance Grant (JAG)
- 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
- Applied for Murphy Foundation – MCFD, Youth Task Force, Mason City Parks and Recreation
- Submitted Alliant Energy One Million Trees Initiative Grant Application
- UEI updates
- Sent letters to homeowners in designated area

#### **Deputy CA Duties**

- Submitted calendar years 2023 & 2024 policy agenda to City Council, which was approved on November 1. Following a meeting of all Department Managers and individual committees working on individual policy agenda goals, the work plan has been prepared and submitted for approval at the December 6 meeting. Thanks to Pam, Steven, Brian, and Mark for taking the lead on individual goals, and to all of the Department Managers for their participation and insight.
- Attended several meetings related to the Joint Comprehensive Plan. The community kick-off for Mason City is Thursday, December 8 from 5-7 PM at the Mason City Public Library. Clear Lake's event is the night before at the Surf.
- Met with the City Hall electronic records committee on November 3 and 18. Our next meeting is December 9. We are making good headway and will have a budget/CIP proposal to get the process started in earnest with the beginning of FY24.

- Participated in a full day of interviews for the Street/Park Supervisor position. Lots of great candidates and a good result for the City.
- Preparing for City Hall building maintenance committee- to meet again on December 5 to finalize FY24 budget/CIP requests.
- Worked with staff on City Hall building issues: 1)) Pavement restoration & center island improvement was completed in November (before the first snow); and 2) Masonry restoration- contractor Restoration Services is complete and has left the site.
- Attended area city managers' meeting in Waverly.
- Attended City Council workshop on vacant building ordinance & shift to HPC for downtown building paint issues.

### **Finance Director Duties**

- Assisted auditors during on-site fieldwork on November 7-8. Things are proceeding well with the audit; the audit manager is going to be in touch in the near future to set up a web conference with key staff.
- Office 365 is getting rolled out to all the departments, with a good number of staff now on it. Thanks to Russ for all his work on this.
- Met with the Museum Board on investments.
- Attended a virtual budget workshop put on by the Iowa League of Cities.
- Submission of FY22 Annual Financial Report (AFR) to State.
- Submission of FY22 TIF Report to State and FY24 TIF Certification to County.
- FY23 Budget Amendment #1 prepared and submitted to Council. Council will be asked to set the hearing at the December 6 meeting and hold it at the December 20 meeting before formally considering the amendment. The Globe will publish the notice on December 7.
- Preparation of FY24 Budget & CIP schedule (see attached). CIP workpapers went out to departments on November 29.
- Bidding of CD Investments- 2 investments were bid this month: 1) \$5M to IPAIT for 91 days at 4.12%; and 2) \$2M to IPAIT for 182 days at 4.55%. Also assisted the Museum with 3 CDs (2 at First Citizens & 1 at NSB).
- Attended IPAIT quarterly board meeting.

### **December Initiatives:**

#### **Finance Department**

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

#### **Information Systems Coordinator**

- Start working on Guest Wi-Fi 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**

- Work with City Administrator and departments on FY24 Budget & CIP process.
- Joint Comprehensive Plan- participate in public kick-off session and assist process moving forward.
- Audit fieldwork; answering auditor questions, preparation of workpapers, and item follow-ups. Work to conclusion of audit.
- Continued work on restructuring cash management to ensure proper liquidity while maximizing investment yields.
- I will be participating in the employee wellness committee going forward, starting with its December 6 meeting.
- Upcoming meeting with bonding attorneys on TIF, etc. and formulation of new strategies.
- Assistance to CA & HR Director on collective bargaining proposal analysis.

# Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	NOVEMBER 2022	YTD
<b>Calls for Service (911 Emergency &amp; Non-Emergency)</b>		
Fire	58	660
EMS	515	5,418
Total Calls for Service (Fire & EMS)	573	6,078
<b>Calls for Service by County</b>		
Cerro Gordo County	Worth County	Floyd County
454	46	15
<b>Personnel Training Hours</b>		
Fire	886.41	11,801.34
EMS	293.25	3,792.25
Total Training Hours	1,179.66	15,593.59
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	182	2,162
Existing Building Inspections	12	176
Plan Reviews	14	268
Fire Investigations	2	24
Liquor/State License Inspections	8	124
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	1	16
Public Fire Safety Appearances/Trainings (Number)	0	25
EMS/Fire Students - Ride-Along	6	43
Preceptor Training Hours	50	528.25
<b>National Fire Statistics -YTD</b>		
12.1.22	Line of Duty Deaths	Civilian Fire Deaths
	85	1,988
<b>Fire Property Loss Report – Mason City</b>		
Estimated Property Value	\$128,870	\$39,409,547
Estimated Property Loss	\$115,830	\$909,696
Total Saved	\$13,040	\$38,499,851

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**Overtime Hours**

Fire	175.00	976.50
EMS	330.25	5,616.00

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**Significant Events**

11/14/2022 Building Fire    427 N Georgia Ave  
11/16/2022 Building Fire    509 N Washington 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	17	29
Engineering	17		17
Finance	11		11
Fire	48	1	49
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maintenance	65		65
Police	46		46
Recreation	7		7
Youth Task Force	4		4
Grand Total	243	27	270

**Plus 100 Seasonal employees**

### Staffing

### Activity

Hiring Activity:	<ul style="list-style-type: none"> <li>- Police Officer-9 openings (Police): Began next recruitment in November.</li> </ul>
	<ul style="list-style-type: none"> <li>- Police Sergeant-2 openings: Created Sgt Civil Service list. Assessment panel and interviews scheduled for December.</li> </ul>
	<ul style="list-style-type: none"> <li>- Library Clerk - 1 opening (Library): Hired external applicant.</li> </ul>
	<ul style="list-style-type: none"> <li>- Library Assistant I - 1 opening (Library): Hired external applicant.</li> </ul>
	<ul style="list-style-type: none"> <li>- Street/Parks Supervisor - 1 opening (O&amp;M): Conducted interviews and internal offer made subject to Council approval in Dec.</li> </ul>



	<ul style="list-style-type: none"> <li>- Park Maint Worker - 1 opening (O&amp;M): Vacancy filled internally.</li> <li>- Facilities Maint Worker part-time - 1 opening (Fire): Conducted interview and offer made. Started work in Nov.</li> <li>- Parking Enforcement Officer - 1 opening (Police): Finalizing plans for filling the vacancy with CSO.</li> <li>- Transit Driver - 1 opening (Dev Serv): Began recruitment.</li> <li>- Wastewater Operator - 2 openings (O&amp;M): Fill in the near future.</li> </ul>
Positions Filled:	- Hired 1 regular full-time, 2 regular part-time staff
Turnover:	- 1 full-time employee resigned and 3 seasonal employees season ended.
Employee Orientations/exit interviews:	- Conducted 4 orientation sessions for seasonal hires.
Recruitment Strategy:	- Continued meetings finalizing and implementing marketing plans for upcoming Police recruitment plan.
Civil Service Commission:	- 1 meeting during the month. Conducted 2 civil service tests.

### **Labor Relations/Legal**

### **Activity**

Grievance Activity:	<ul style="list-style-type: none"> <li>- Fire: No open grievances. Continued preparations for upcoming contract negotiations.</li> <li>- Teamsters: 1 grievance scheduled for arbitration in Dec. Continue preparations.</li> <li>- AFSCME: No open grievances. Continued preparations for upcoming contract negotiations.</li> </ul>
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

### **Employee Involvement**

### **Activity**

Employee Activities:	- Attend volunteer recognition luncheon.
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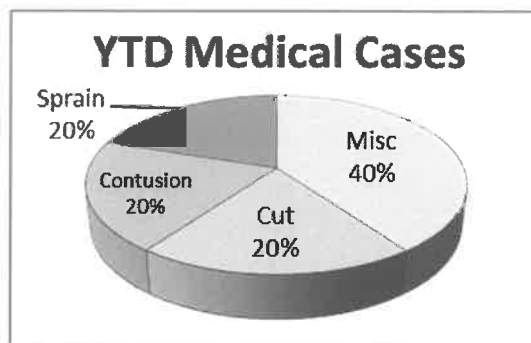
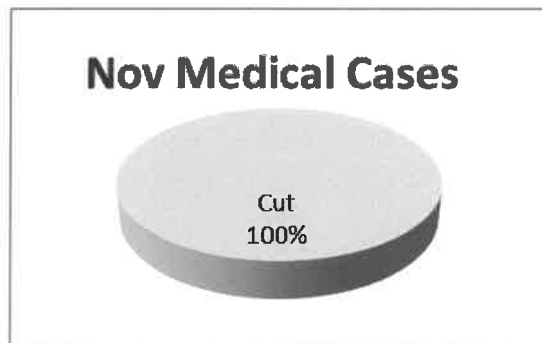
### **Benefits**

### **Activity**

Employee benefit support:	- Ongoing support on employees benefit issues
Employee Benefits:	- Completed online annual benefit enrollment process for all employees.

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.
Electronic Recordkeeping Team:	- Attended 2 meetings working on electronic recordkeeping project.
Goal Setting Process:	- Participated in an additional goalsetting meeting with City Staff.
Training:	- Attended NIACC Training Partnership meeting.
Professional/Community Support:	Attended local employment law conference.

Safety Statistics	Month	2022 YTD	2021 YTD
# of Work Comp Cases	1	23	20
# of OSHA Injuries	1	20	20
# of Days Missed	0	26	18
# of Employees Off	0		



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: November 2022**

**Classes**

Vintage Jewelry Collage (11/5): 13 adults

Kid's Club (11/17): 22 children

More Unicorn Crafts (11/19): 8 Children & 5 adults

**Rentals/Events**

Puppet show (11/10): 83 adults & 253 children

VMC Film (11/12) 37 adults

4H Self- Guided Tour (11/12): 4 adults & 9 children

Birthday Party (11/12) :1 adult & 8 children

Volunteer Luncheon (11/15): 48 adults

**Attendance:**

Gallery attendance	388
tour attendance	0
event attendance	450
Classes	75
Playground	80
Outreach	52
TOTAL	1045

**Membership:**

Business:18

Members:215

City:10

**Partnerships:**

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

Some of these were reduced due to the Thanksgiving Holiday.

**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:**

The Museum traded out lawn equipment for snow equipment.

### **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.

The Museum hosted the annual city volunteer luncheon. It also removed fall décor and put up holiday themed décor to get ready for its annual Holiday Open House. The Museum prepared for its upcoming events by scheduling radio interviews, writing news releases, as well as preparing crafts for the event.

## **Operations & Maintenance/Parks Department**

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Reported by Bill Stangler, Operations & Maintenance Manager

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### **Utility Division:**

<u>Repair Type</u>	<u>Repair Type Count</u>
Water Main Repair	3
Cement (Main Repair)	2
Water Valve Installations	2
Fire Hydrant Installations	2
Hydrant Repairs	16
Winterized Fire Hydrants	2
Leak Detection	2
Water Main Tap	1
Water Service Repair	1
Sanitary Sewer Repairs	1
Dirt Work/Hauling Spoils	1
Snow Plowing/Sanding	4 Days
Sanitation	8 Days

There were 3 water mains breaks this past month. Also made repairs to 16 fire hydrants which is typical after flushing every year.

### **Internal Service Division:**

#### Mechanical

Service and repair 1 inspection vehicle  
Service and repair 2 Engineering vehicles  
Service and repair 11 fire trucks and ambulances  
Service and repair 1 park vehicle  
Service and repair 8 police cars  
Service and repair 0 Rec Department vehicles  
Repair and service 4 Sanitation trucks, brakes, etc.  
Repair and service 27 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:*

6<sup>th</sup> and S. Federal, N. Benjamin Ave., 12<sup>th</sup> and N. Federal, Ed Kent Apartments,  
Hwy. 122 and Eisenhower, Downtown area

##### *Traffic Signal repair:*

Hwy. 122 and Hwy. 65, Hwy. 122 and Indianhead, 19<sup>th</sup> and S. Eisenhower, 19<sup>th</sup>  
 and South Pierce, 19<sup>th</sup> and S. Taft  
 Repair light at Georgia Hanford Park  
 Repair outlet at City Hall  
 Repair lights at Water Reclamation  
 Repair duck pond pump motor  
 Repair pump at Water Reclamation  
 Repair street signs along Hwy 122  
 Wire new air compressor at Park Department  
 Repair pump electrical at Sunset Lake  
 Reset the pickleball lights  
 Repair lights at comfort station  
 Repair lights at campground

#### **Wastewater Division:**

- Wastewater treatment:
 

Monthly Total:	103.67	million gallons
Daily Average:	3.46	million gallons per day
Daily Maximum:	3.84	million gallons per day
Sludge processed	1.97	million gallons
Biosolids Hauled	367,700	gallons

#### **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls                      3 with one being the city's issue
- Assisted with plant operations
- Assisted Street Department with cleaning storm sewers

#### **Laboratory/Pretreatment Activities:**

- Performed laboratory analysis on seven Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed 6 Industrial Pretreatment Inspections
- Completed 2 industrial pretreatment sampling inspection
- Issued one NOV
- Had Lab Certification Inspection with State Hygienic Lab (Micro)

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

- Notify Industries of delinquencies
- Calculate flows, organic and inorganic totals for all industries and plant

- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles
- Finish industry Pre-treatment and sampling inspections for 2022

**Special Activities/Accomplishments of particular note:**

- Checked oil in all lift pumps
- Cleaned mowers and put away for winter
- Check all clarifiers for proper oil level for winter
- Worked on raw sampler
- Electric Pump here to do start up on # 3 raw pump
- Monthly inspections
- Changed oil in large electric blower
- Replaced packing on #4 recirc pump
- Helped with industrial inspections
- Put snow blower on john deer lawn tractor
- Repaired rubber seal on south final clarifier
- Shut down and removed UV system for the winter
- Removed brushes on finals for winter
- Cleaned digester check valves
- Washed all hauling equipment and put away for the winter
- Meet with WHKS regarding plant equipment list

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	535.49 tons	4,842.67 tons
Recycling collected	58,300 pounds	1,089,870 pounds
Yard waste collected	197.20 tons	1,117.83 tons
Large item number of stops	59	646
Materials collected:		
Large furniture	31	390
Small furniture	29	379
Tubs & toilets	3	61
Appliances & TVs	11	168
Electronics	4	99
Request for service calls	260	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 Office  
 Clean up accident debris, various locations



Snow and ice control  
Pick up dead deer  
Haul old appliances to salvage yard  
Trim and respond to 44 tree requests, remove 54 trees  
Remove the cart shed at the golf course  
hang Christmas decorations  
Haul sand  
Remove and replace sidewalk for street light install on E. State Street  
Sweep streets  
Move cars for the Fire Department  
Storm sewer repair  
Haul Sweepings to fill site

**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  
Erect frame for shelter in Monroe Park  
Repair dead bolts at Parkers Woods Park  
Replace the shelter doors at Lester Milligan Park  
Install new benches  
Repair swing at Prairie Playground  
Clean Plaza  
Repair retaining walls at the Youth Complex and the 457 Cannonball  
Snow and ice control

# 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	1375	0	17401
Alarm - Business	42	45	42	39	41	47	56	52	42	38	39	0	483
Animal	33	37	57	51	72	86	63	95	47	54	50	0	645
Burglary	10	8	9	17	8	5	11	16	15	15	16	0	130
Collision - Prop Damage	81	59	53	54	47	57	62	53	63	67	69	0	665
Collision - Pers Injury	9	1	11	7	12	13	10	10	7	5	4	0	89
Collision - Hit and Run	20	15	13	10	24	19	23	17	21	15	21	0	198
Disorderly	78	76	89	100	151	132	167	143	161	106	93	0	1296
Domestic - Physical	10	10	8	10	8	11	16	14	9	12	16	0	124
Domestic - Verbal	32	21	29	23	28	23	24	29	32	37	22	0	300
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	40	0	573
Medical	68	85	88	107	74	97	97	105	87	89	117	0	1014
Motorist Assist	56	25	23	24	21	28	15	23	21	20	24	0	280
Parking	71	48	8	33	33	39	55	45	44	35	38	0	449
Stray Animal	32	23	43	54	80	74	59	45	74	74	59	0	617
Suspicion	91	147	181	171	228	190	214	232	195	203	144	0	1996
Theft	45	51	70	49	87	64	83	98	113	62	55	0	777
Welfare Check	106	90	89	120	146	129	140	130	109	111	95	0	1265

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	96	0	1305
New Investigations	354	317	411	342	417	394	407	459	421	399	338	0	4259
Traffic Citations	93	86	99	90	83	90	81	67	77	102	144	0	1012
Written Warnings	45	47	51	35	33	41	62	24	49	47	111	0	545
Crash Reports	85	65	74	64	64	71	77	65	76	75	85	0	801
Parking Tickets	463	131	13	19	24	6	31	22	13	45	177	0	944
Traffic Stops	101	121	114	96	68	79	119	51	72	84	199	0	1104
Extra Patrol Checks	701	604	561	690	474	443	269	399	395	492	664	0	5692

Business Checks	66	46	41	20	17	27	37	23	13	24	56	0	370
Offender Checks	20	22	22	25	25	27	20	39	22	30	12	0	264
Open Records Requests	600	338	654	482	397	564	480	611	521	537	459	0	5643
Dogs to Shelter	16	5	17	17	33	28	37	19	23	27	12	0	234
Cats to Shelter	14	8	14	14	41	47	32	30	42	28	32	0	302

While the calls for service from November may not indicate that it was an overly business month at MCPD, we have been working on wide variety of cases. This month that included the loss of four children in an accidental house fire. We continue to support our responding personnel to ensure that they are coping well and prepared for their next shift.

Other notable patrol work for the month includes the following:

- The recovery of a handgun from a local liquor establishment. The case remains under investigation while we complete follow-up with ATF and charges are pending.
- During a traffic stop, a Third Detail officer seized a handgun and marijuana from the occupant of the vehicle. The gun was a ghost gun and we have identified fingerprints that were recovered from the gun. A warrant has been filed for the person who was in possession.
- Officers on Second Detail followed up on the theft of some tools from a work site at a local company. While looking for a vehicle that had also been stolen in the incident, officers developed information that led to the execution of a search warrant in Floyd County. Nearly all of the stolen tools were recovered and an arrest was later made in the case.
- We investigated a shooting on November 28 that resulted in an attempted murder charge on a local resident. Outstanding teamwork by the responding patrol officers, investigator, and following shifts led to the apprehension of the suspect and the gun the following day. The suspect is in jail awaiting a court appearance.

### **Criminal Investigations**

Nine new cases were assigned to CID for following in November. Three of those cases were closed and two were cleared by arrest. Two previous arrests were adjudicated this month. In one case, a local sex offender was convicted in federal court of possession of child pornography. In the other case, a local resident was sentenced on three counts of sexual abuse and sent to prison on consecutive sentences.

Other notable CID casework for November included: work with the State Fire Marshal's Office on the fatal house fire; service of search warrant in Floyd County and recovery of stolen tools; completed a shooting investigation and filed charges of attempted murder and 1<sup>st</sup> degree theft; assigned a new investigator to CID from patrol; and completed Child Protection Center case review.

### **Support Services**

The Crime Victim Specialist followed up with 53 victims this month and made referrals to four outside agencies and two to Crisis Intervention Service. She also assisted with the completion of

three Crime Victim Assistance Division applications and worked with the County Attorney to follow-up on two cases.

In addition to attending a variety of community meetings, the CVS also assists with mental health calls for service, when necessary. She also is able to support victims by answering questions about next steps in cases and resource availability that keeps officers available for calls for service.

Again this year, we are offering the Holiday Package Program so that local residents can have their holiday packages shipped to MCPD. This helps to prevent crime by preventing theft from packages left on front steps of homes. So far this year the number of packages has already exceeded the number from 2021. This is a great way for us to interact with our community and prevent crime at the same time.

November marked the return of Alternate Side Parking and a nearly immediate use of the ordinance when we had our first storm. For the month, MCPD issued 177 parking tickets. Three vehicles were towed for parking issues. We sent out 26 delinquency letters to vehicle owners for overdue fines.

Although it cooled off, we still continued to respond to a large number of calls for animals – 111 for the month. This included two bite cases, both by dogs. We filed 10 charges for a variety of animal offenses and took 44 animals to the Stray Animal Shelter – 32 cats and 12 dogs.

### **Administration**

We worked in November to complete training for our new BMHS (Basic Mental Health Screening) tool using the HealthIM app on new patrol car smart phones. This tool will help us to improve officer, patient, and nursing safety during these encounters while more accurately documenting the crisis and arriving at a placement decision. While HealthIM has been widely used by police in Canada, we are just the second law enforcement agency to use it in the United States. This five-year pilot study is being funded by our social service region, Central Iowa Community Services. We would not have been able to implement this solution without support from MercyOne, Prairie Ridge and their Downtown Drop-In Center, and the Cerro Gordo County Jail.

We also made some administrative changes this month to how we close out our calls for service in CAD. This process has become more efficient for officers and still allows us to deliver detailed information to community partners (Mental Health Stakeholders and the Department of Corrections) each day about who we encountered the previous 24 hours. The transition for officers has been smooth and we are adapting to the procedural change.

MCPD is working with Human Resources on our current recruitment for Police Officer. Applications are being accepted through December 15, 2022, and testing will be in early January. We are offering relocation assistance to new hires along with the residency stipend that we implemented near the end of 2020. We are looking forward to testing and hiring new officers in the coming weeks. We are also offering a referral bonus to all city employees for referring successful applicants.

# Public Library

Reported by Mary Markwalter, Library Director

<i>Circulation-Books</i>	22-Nov	22-Oct	22-Sep	22-Aug	22-Jul	YTD	LYTD
Adult Fiction	923	972	1067	1759	1086	5807	5727
Adult Non-Fiction	332	366	318	437	443	1896	2187
Large Print	606	724	793	797	764	3684	3456
Young Adult	343	485	440	616	690	2574	2014
Juvenile Fiction	1588	1494	1281	1643	2160	8166	6882
Juvenile Non-Fiction	263	276	222	301	370	1432	1545
Middle School	292	234	232	390	367	1515	928
<b>TOTAL BOOKS</b>	4347	4551	4353	5943	5880	25074	22739
<i>Circulation-Other</i>							
Audio/CD/Playaway	95	203	162	228	226	914	854
Video Games	33	34	28	34	55	184	0
Periodicals	145	181	135	104	138	703	649
Software	0	0	0	0	0	0	0
Other (puppets, misc.)	7	8	11	6	14	46	66
DVD	677	940	690	1052	831	4190	3820
Tumblebooks	6	2	9	11	6	34	18
Creativebug (users)	20	19	11	11	31	92	25
World Book Online	40	101	76	0	240	457	0
Chilton's Online	27	24	14	35	28	128	0
Gale	1	0	5	2	1	9	11
Transparent Languages	793	599	613	640	638	3283	0
Brainfuse	62	12	11	23	26	134	402
Bridges	2049	1975	2053	2105	2016	10198	8773
Newsbank	92	20	73	62	57	304	366
Hoopla!	923	886	882	957	863	4511	3366
<b>Total-Other</b>	4970	5004	4773	5270	5170	25187	18350
<b>Grand Total Circ.</b>	9317	9555	9126	11213	11050	50261	41089
Item Records Added	441	499	422	705	365	2432	2629
Patrons Registered	65	90	78	102	98	433	328
Renewals	652	579	803	862	791	3687	3341
Holds Filled	222	279	260	288	277	1326	986
Holds Placed	452	370	470	475	421	2188	2360
Discs Cleaned	0	0	0	0	0	0	0
Photocopies	1753	2813	3102	2995	6311	16974	7792

Meeting Room Guests	719	855	500	853	1619	4546	2154
Meeting Room Used	143	159	90	129	155	676	198
SILO request unfilled	9	15	27	4	7	62	10
SILO request filled	0	2	0	0	0	2	59
SILO MCPL Request Filled	2	7	9	3	5	26	14
SILO MCPL Request Unfilled	16	12	11	5	27	71	67
Attendance	9800	10000	7800	9700	9700	47000	53000
Children's Programs	6	8	7	0	11	32	7
Children's Program Attendance	321	609	33	0	1109	2072	238
Young Adult Programs	1	5	2	0	7	15	4
YA Program Attendance	2	123	21	0	271	417	63
Adult Programs	9	9	8	4	16	46	8
Adult Program attendance	42	35	103	115	136	431	73
In Library Use	880	650	464	1250	1250	4494	11725
Faxes Received	17	14	23	8	1	63	140
Faxes Sent	81	64	114	36	50	345	71
Scan	164	70	89	51	43	0	249
Handouts, Brochures, etc.	4000	7000	4000	3000	5500	23500	4500
Genealogy Referrals	0	0	1	0	2	3	3
Archive Referrals	8	5	4	13	6	36	28
Photo Prints	23	16	24	28	15	106	41
OCLC Borrowed from MCPL	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0
Reference Questions	3000	3500	4000	3000	4000	17500	4625
Internet Users	450	375	400	600	425	2250	1650
WI-FI Sessions	1255	1554	1604	1635	1864	7912	6680
Microfilm Users	3	6	10	2	2	23	11392
MyLibro App	3902	3299	2976				114578
Website Visits	2595	2615	2856	2281	2118	12465	182057
<b>TOTAL PUBLIC SERVICES</b>	<b>31033</b>	<b>35637</b>	<b>30311</b>	<b>28144</b>	<b>36602</b>	<b>161727</b>	<b>411070</b>
<b>GRAND TOTAL SERVICE</b>							
<b>UNITS</b>	<b>40350</b>	<b>45192</b>	<b>69748</b>	<b>39357</b>	<b>47652</b>	<b>242299</b>	<b>452159</b>
<b>VOLUNTEER HOURS</b>	<b>48.5</b>	<b>28.5</b>	<b>73</b>	<b>40</b>	<b>26</b>	<b>216</b>	<b>80</b>

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

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Reported by Brian Pauly, Recreation Superintendent

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### Recreation Monthly Activities:

- Before and After School Care
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

### Daily Participation Rates:

Total People Served in 2022 through November:	334,872
Total People Served in 2021 through November:	332,579

### 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	\$139,251	\$161,431
Concession Sales	\$91,110	\$99,147
Rounds Played	18,345	16,361

- Closed the concession for the season on November 9<sup>th</sup>
- 186 rounds played in 7 days
- Top dressed all the greens
- Mowed the brush in no mow areas and all the edges around the golf course

### Multipurpose Arena Monthly Activities:

- Daily Participation Rates in 2023 thru October: 83,011
- Hosted 5 North Iowa Bulls games
- Hosted 1 Mason City Toros games
- Hosted 10 High School Club Games
- Hosted 11 Mason City Youth Hockey Home games
- Hosted the 1 Tournament (14 Teams)
- Continue to support Youth Hockey Association activities

#### Recreation Special Activities/Accomplishments:

- Continued preparing for CIP proposal for the Park and Recreation Board
- Worked with NIEDC on finding funding for the e sports room
- Goal Setting
- Work on initial kayak launch and trail improvements at MacNider Campgrounds
- Work on Destination Iowa Bike Project
- Attend the volunteer luncheon
- Recreation Volunteer, December DeBattista, won the Rookie of the Year Award for her service to the department
- Met with QR Fit Trail to see options for Mason City bike trail signage
- Did photo shoots with Buddy the Elf for city wide marketing program

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

- Finished blowing water lines
- Closed and checked all drain valves
- Pulled all reels off all of the greens mowers and store greens tractors
- Checked all radiator anti-freeze levels on equipment
- Winterized back bathrooms
- Winterized sprayer
- Drained and cleaned kitchen fryer
- Blew, raked and picked up leaves around clubhouse and course four times
- Fixed a tire on a greens mower
- Picked up all accessories flags, markers and signs
- Pushed back all the brush piles with end loader
- Cut down small brushes and trees near the path between 9 green and 10 tee box
- Grinded a number of stumps on course
- Pushed back leaf pile and separate from compost pile
- Clean up limbs and debris
- Goal Setting
- Host site for the November election
- Met with NIACC Golf Coach and Athletic Director about using Highland Park Golf Course
- Did photo shoots with Buddy the Elf for city wide marketing program

#### Multipurpose Arena Special Activities/Accomplishment:

- Worked with on fixing minor issues
- Worked on adding concerts for the summer 2023
- Goal Setting
- Met with two different promoters for the 2023 concert series
- Did photo shoots with Buddy the Elf for city wide marketing program

#### Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Youth Volleyball



- Run Adult Volleyball
- Run Youth Dodgeball
- Host Winter Break Camp

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
- Staff takes the rest of their paid vacation

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to support MCYH and their tenants with their events and activities.
- Book summer events

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## **Activities for the Month of November 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.
- Assisted 457 with projects.
- Planned, invited, for volunteer luncheon on November 15<sup>th</sup> at Museum, coordinated with food, entertainment, awards and museum for the event.
- Updated volunteers on new projects that have been requested for assistance.
- Secured volunteers for cleanup projects at parks made supervisors aware of volunteers wanting to assist with project.
- Updated pictures of Beautification Gardens.
- Accepted 4 new volunteer applications and referred to appropriate department.
- Worked on grant reports.
- Work with vendors/gardeners to ensure all invoices are paid for Beautification project.
- Attended Aging Coalition and Gardeners of North Iowa Meetings
- Worked on Grant report of Beautification.

## **Routine Activities:**

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active
3. Updated Beautification Pictures, in brochure
4. Updated Volunteer brochures for upcoming programs

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

<i>Site</i>	<i>Assignment</i>	<i>Hours</i>
Museum	Misc. Projects	32.54
Recreation	Football/soccer/bikes	9.0
Beautification	Garden Maintenance/Cleanup	54.0
Earth Day	Misc. Street cleanup	81.0
457	Maintenance	32.0
Cemetery	Misc.	0
Other area	Misc. Departments	16.0
<b>Total Hours</b>		<b>224.54</b>

# Youth Task Force

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Reported by Alice Ciavarelli, Youth Task Force Director

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## YOUTH TASK FORCE GRANTS / PROGRAMS

### **IDPH - Improving Tomorrow: Prevention Focused Mentoring Grant**

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

Regular group meetings continued throughout the month.

Staff attended training on the new “Iowa Grants” system, scheduled for implementation in mid-December.

### **North Iowa Teen Mental Health First Aid (tMHFA) Project**

Three schools wrapped up their first Teen Mental Health First Aid (tMHFA) sessions at the end of November.

Pre and Post Surveys were administered.

**FY 23 – Q2 Post-survey Results:** 100% of respondents indicated an increased knowledge/awareness of mental health issues after taking the course. (Target Goal – 50%)

**Measure 3** (DHS contract-specific): *Each teen will be able to identify one trusted adult or caregiver that they can go to, in order to promote positive behavioral health.*

**FY 23 – Q2 Outcome:** 100% of students indicated at least one trusted adult they can go to for help.

As a supplement to course curriculum, tMHFA instructors provide information about where and how to access local mental health resources and services for teens.

DHHS is funding the first 200 area teens trained under the program. YTF will submit the first claim to the Iowa Department of Health and Human Services (DHHS) in December.

Another YTF staff-member began training to become certified in Teen Mental Health First Aid. Two staff-members attend each training in the event any emotional difficulties that might come up during discussion and sharing of mental health personal experiences. An additional instructor “in-house” also provides coverage in the event of instructor illness.

*Please see next page with attached feedback from two local high school students (submitted by their school counselor)*

**\*YTF continues the search for appropriate grant funding to support all program activities.**

## STAFF / OTHER

### November Meetings, Community Involvement, Education:

11/1 – Teen Mental Health First Aid (tMHFA) Training - Mason City	11/14 - tMHFA Training – Northwood
11/1 - JAMS Peer Mentoring	11/15 – tMHFA Training- Mason City
11/2 - tMHFA Training - Britt	11/15 – JAMS Peer Mentoring
11/3 – Iowa Mentoring Partnership (IMP) Webinar	11/16 – DM Mtg
11/4 - tMHFA Training - Northwood	11/16 – Staff Meeting
11/4 - tMHFA Training – Northwood	11/17 – IMP IT Call
11/7 - tMHFA Training – Northwood	11/17 – IDPH Monthly Call
11/7 – tMHFA Training – Northwood	11/17 – Executive Meeting
11/8 - Staff mtg session	11/17 – Iowa Grants Training
11/8 - tMHFA Training - Mason City	11/22 – JAMS Peer Mentoring
11/8 - JAMS Peer Mentoring	11/29 – JAMS Peer Mentoring
11/10 - tMHFA Training - Mason City	11/30 – CG Public Health Improvement – Early Childhood Strategic Planning Mtg
11/14 - tMHFA Training – Northwood	

### Teen Mental Health First Aid (tMHFA) Training

November 2022

### *STUDENT FEEDBACK (as submitted)*

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Before this class I didn't know much about mental health. Every time I heard mental health illnesses I would think of depression or anxiety, but there are so many more. This class taught me what steps to take when helping someone who is going through a crisis. A mental health crisis is when someone has a greater risk of harming themselves or others.

This class helped teach me how to notice mental health issues and how to start a conversation about them. Having these conversations is okay. It is okay to ask someone if you have concerns about them, but you need to trust what they are saying. I learned to be there for someone in need but to never try to diagnose them. If I was helping someone I now know I cannot do it alone and telling a trusted adult is okay. This class showed me places in my community that are available to help.

All questions were answered and no one was judged. We were allowed to share what we felt and everyone listened. No ideas or opinions were shut down. This class was good to take and I think all high school students should learn about mental health.

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Before this class I knew a little bit about mental health. When it started, at first I thought what was the point of it, but once we started learning about it, I got really into it. You learn a lot about all types of mental health issues like, anxiety, depression, bipolar, etc. I have always wanted to

be some sort of therapist, so learning about all kinds of mental health issues really made me just want to help people more.

This class gives the correct information that you need to learn about these things. I have had lots of mental disorders in my life but I never really thought to learn about it, this class makes sure you learn everything about these disorders. Even if you wanted to learn about one disorder in particular, you could just ask, and they will give you all the information needed. What I also love about this class is that no one gets left out, you get to interact with people, you learn about all sorts of mental health.

When taking this class you learn all about, well obviously mental health, what it does to you, all different types of mental health, how to treat it, what you can do to help the person in need. It is generally a great class, and it made me feel safe talking about my issues.