

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

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April 2023

*(Issued May 12, 2023)*



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: April 2023

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 4/1/2023 – 4/30/2023	15800 Gallons	60 Buses
Enplaned 412 Deplaned 430		

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

- Preparation of Board Packet Information, Agenda and Attendance at April 2023 Airport Commission Meeting
- Attended Annual Iowa Aviation Conference in Cedar Rapids.
- Maintenance staff continues to conduct operational needs of the airport.
- Continued construction of the new Passenger Terminal.
- Approved Change Orders for T-Hangar Project and new Passenger Terminal.
- Received \$11.2M Federal Grant for Passenger Terminal Project.

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

- Preparation of Board Packet Information, Agenda and Attendance at the May 2023 Airport Commission Meeting.
- Submit State Grant Applications
- Prepare for annual Federal Aviation Administration Certification Inspection.
- Continued construction of the new Passenger Terminal.
- Final grading and seeding for Lagoon Decommissioning Project.
- Final acceptance and payment for new Airport Rescue Firefighting Vehicle.
- Planning for Airport Full Scale Emergency Exercise in June 2023.
- Airport Familiarization Training with Mason City Fire Department.

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of April:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings and tracking items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 20 Resolutions 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 4 Alcoholic Beverages License through the State of Iowa Alcoholic Beverages Division and when necessary completion of corresponding background checks, deeds/lease agreements, sketches, and Police and Fire Inspection Forms within time constraints
- Publication of required documents following the Council Meetings in conjunction with State requirements and distribution of proof of publications to appropriate parties
- Recording of required documents with the Cerro Gordo County Recorder and distribution of documents to appropriate parties including contractors and legal entities
- Filing of property damage claims with the City's Insurance Company including supporting documents
- Collection and issuance of \$1,330.00 in animal license fees and \$5,040.00 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. The contractors have set fencing and a construction trailer in anticipation of project initiation. Skywalk construction is essentially complete. Early completion of the skywalk will be beneficial to the hotel construction, as there will not be two adjacent projects under way at the same time.

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 met on April 25 to consider two applications. Both are under the new BuRLS-BCE Business Creation/Expansion. This new program is targeted toward buildings where creating or expanding a business requires a sprinkler system or other additional costs related to meet the fire code, and where dwelling units are not provided. The owner of the Corner Bar Pizza and Alehouse withdrew his earlier BuRLS grant because creating three dwelling units on the second floor was found to be too costly. However, the Fire Code still required a sprinkler system for the restaurant on the first floor. The owner then submitted a new application under the BuRLS-BCE program. The Grant and Forgivable Loan Review Committee recommended approval of a grant for \$57,415.

The Committee also reviewed a request from Bluehouse Properties, LLC, for a \$150,000 BuRLS-BCE grant to renovate the upper floor of the Lapiner Building at 415 South Delaware Avenue. The owners intend to renovate this large upper story for office use. This requires installation of a sprinkler system, an elevator, and a new stairway. The Committee recommends approval of the grant. These are expected to be considered by the City Council at their first May meeting.

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

Staff continues to work with our attorneys and owners to bring properties into compliance. The City took title to 321 South Louisiana in December. It was approved to be sold for \$30,000 at the Council's March 21 meeting. Closing and transfer of the property was completed on April 26. The new owner will renovate the house, and it will be back on the tax roll.

Through the 657.A process, the City took title to 1609 South Harding Avenue in April. The house is being evaluated to determine if it should be saved and renovated or demolished. 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.

The Vacant Building Registration Ordinance was approved on final reading at the first meeting in March. This ordinance will 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. The ordinance will have an effective date of July 1, 2023, to allow time for administrative activities and to notify the affected owners. Staff has been compiling lists of vacant buildings and creating forms for registration or exemption.

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

- Staff has been working closely with the owner of the Kirk Apartments. The Code Enforcement Division has assisted the Police, Fire and Operations and Maintenance departments to secure the site and prevent unauthorized entry. Staff has also assisted the owner with contacting qualified demolition contractors. We have high hopes for demolition to be completed soon so that the adjacent streets can be reopened.
- Construction of the River II apartments continues. The framing of the walls and the roof are nearly complete.
- Work on the gymnasium and pool additions to Mason City High School is expected to be completed early this summer.
- 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 has been slow but is ongoing.
- Three new units (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. The owner is partnering with the owner of 13 North Federal to fully restore both facades.
- Foundation work at the new Airport Terminal has commenced.
- Permits are pending for the Federal Avenue Rowhomes at the SE corner of North Federal Avenue and 2<sup>nd</sup> Street SE. The Major Site Plan has been approved by the DRC.
- Three permits were issued for rooftop solar arrays.

## DIVISIONAL REPORTS

Development Review Committee: 4 meetings held in April 2023.

DRC Activity	April 2022	2022 YTD as of 4/30/22	April 2023	2023 YTD
Total Development Plans Reviewed	4	15	9	28
Concept plans reviewed/approved as a Minor Site Plan	1	7	6	14
Concept plans to be resubmitted as a Major Site Plan	2	5	2	12
Total Concept Plans	3	12	8	22
Major Site Plan Reviews Completed	1	3	1	2
Preliminary Plat of Subdivision	1	1	0	1

DRC Activity	April 2022	2022 YTD as of 4/30/22	April 2023	2023 YTD
Final Plat of Subdivision	0	1	0	0
Other Reviews (structure moves, etc.)	0	3	2	3
TOTAL ITEMS REVIEWED	5	20	11	27
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	2	2	6

## PLANNING AND ZONING DIVISION

Activity	April 2022	2022 YTD as of 4/30/22	April 2023	2023 YTD
Commercial, Principal Structure	1	6	1	7
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	6	15	13	23
Residential, Accessory Structure	8	12	0	5
Signs	1	9	0	11
Floodplain	2	4	0	1
Sidewalk Service Area Permits	0	0	0	0
<b>Zoning Board of Adjustment Cases</b>				
Appeal	0	0	0	0
Conditional Use Permit	1	1	0	0
Special Exception	1	3	2	4
Variance	2	4	0	0
<b>Planning and Zoning Cases:</b>				
Alley or Street Vacation	0	0	0	0
Change of Zone	0	0	0	1
Miscellaneous	0	0	0	0
Preliminary Plat	0	0	0	0
Site Plan Approval	0	0	1	1
Zoning Ordinance Text Amendment	0	1	0	1
<b>Land Subdivision Activities:</b>				
Boundary Line Adjustments	1	2	0	0
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	2	3	0	0
<b>Historic Preservation Commission</b>				
Historic Demolition Reviews	1	1	1	1

Activity	April 2022	2022 YTD as of 4/30/22	April 2023	2023 YTD
<b>Zoning Violations</b>				0
Reported	5	6	3	9
Unfounded	0	0	0	3
Founded-Resolved without citation	1	2	2	6
Citations	0	0	0	0
Cases initiated by staff	5	6	3	6
<b>Zoning Inspections</b>				
Zoning – Case Request	5	6	3	10
Zoning – Complaint	0	0	0	0
Zoning –Setback	0	2	3	6
Zoning - Final	0	0	4	8
Floodplain - Final	0	0	0	0
Zoning – Landscaping Install	0	0	1	1
Removal Site Inspection	0	0	0	0
<b>Permit Reviews</b>				
Zoning Reviews Completed	51	113	26	97
Floodplain Reviews Completed	60	134	68	148
Historical Reviews Completed	5	10	2	5

## BUILDING INSPECTIONS DIVISION

<b>Building Inspections Permit Report</b>						
Permits	April 2022		April 2023		2023 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	25	\$3,812,035.14	19	\$5,729,276.70	71	\$28,463,473.94
Minor Building Permits	8	\$171,300.14	30	\$443,176.65	48	\$664,588.97
Electrical Permits	25	N/A	24		85	\$0.00
Plumbing Permits	11	N/A	15		51	\$0.00
Mechanical Permits	41	N/A	30		83	\$0.00
Sign Permits	1	\$2,000.00	0	\$0.00	12	\$167,592.00
Demolition Permits	6	\$22,450.00	1	\$3,200.00	3	\$15,200.00
Structure Moving Permits	0	\$0.00	0	\$0.00	0	\$0.00
<b>Total</b>	<b>117</b>	<b>\$4,007,785.28</b>	<b>119</b>	<b>\$6,175,653.35</b>	<b>353</b>	<b>\$29,310,854.91</b>
<b>Inspections</b>	<b>April 2022</b>		<b>April 2023</b>		<b>2023 YTD</b>	
Inspections	187		145		698	



<b>Building Inspections Permit Report</b>						
<b>Permits</b>	April 2022		April 2023		2023 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Completed						
<b>Permits by Type</b>	April, 2022		April 2023		2023 YTD	
	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition/Remodel</b>	<b>New Construction</b>	<b>Addition / Remodel</b>
Residential: 1 and 2 family	1	19	4	41	4	89
Multi-residential	0	0	0	0	0	0
Commercial	2	5	1	7	3	25
Industrial	0	0	0	0	1	1
Institutional	0	0	0	0	0	1
Other (signs, demo, etc.)	0	3	0	1	0	15
<b>Fees Collected</b>	April 2022		April 2023		2023 YTD	
	\$17,019.78		\$40,723.66		\$173,056.86	

## CODE ENFORCEMENT DIVISION

<b>Code Enforcement Report</b>	April 2022	2022 YTD as of 4/30/22	April 2023	2023 YTD
Total Requests Initiated (not including snow/ weeds <sup>1</sup> )	164	430	70	255
Staff Initiated	142	289	24	125
Non-Staff Initiated (total):	22	141	46	130
Response to Complaint	10	40	12	27
Anonymous Complaint	9	54	24	66
SeeClickFix	3	47	10	37
<b>Case Requests Disposition</b>				
Founded Case Requests	165	398	62	247
Citations Issued	0	0	0	1
Cases to Court	3	6	2	4
Unfounded Case Requests	0	0	0	0
<b>Cases by Type:</b>				
Dead, Diseased or Dying Tree(s)	0	1	0	3
Dangerous Building	2	2	2	16
Abandoned Vehicle	0	2	0	1
Tree/Shrub Maintenance	0	2	0	1
Garbage	10	85	14	59
Inoperable Vehicle	2	4	5	18

<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>Code Enforcement Report</b>	<b>April 2022</b>	<b>2022 YTD as of 4/30/22</b>	<b>April 2023</b>	<b>2023 YTD</b>
Junk, Rubbish or Refuse	53	149	13	36
Other	74	88	7	29
Writ of Removal	2	14	4	8
Information Request	21	50	25	94
Snow Removal/Weeds & Tall Grass	1	248	0	380

<b>Rental Inspection Report</b>	<b>April 2022</b>	<b>2022 YTD as of 4/30/22</b>	<b>April 2023</b>	<b>2023 YTD</b>
<b>Inspection Requests</b>				
Initial Inspections	35	212	11	100
Reinspections	43	173	33	107
Inspection Requests	9	11	6	39
<b>Total Inspections</b>	<b>87</b>	<b>396</b>	<b>50</b>	<b>246</b>
<b>Inspection Results</b>				<b>0</b>
Inspections Cancelled by Landlord	2	2	0	0
Inspections Cancelled by Inspector	0	1	0	0
Failed Inspections	9	66	6	34
Passed Inspections	55	297	37	166
No Shows	12	15	1	4
Unfounded	1	2	2	7
Unavailable/Denied Entry	0	0	0	0
Pending Inspections		0	1	6
Units White Tagged	6	17	3	29
Rental Dwelling Certificates Issued	81	338	28	115
Total Fees Collected	\$ 3,320.00	\$ 12,680.00	\$ 2,010.00	\$ 8,600.00

#### **TRANSIT OPERATIONS AND SAFETY DIVISION**

<b>Task</b>	<b>April 2022</b>	<b>2022 YTD as of 4/30/22</b>	<b>April 2023</b>	<b>2023 YTD</b>
<b>Transit</b>				
Fixed Route	10,203	26,415	11,753	33,078
Paratransit	3,621	9,478	4,012	11,324
<b>Safety Training</b>				
New Employees Trained	3	8	8	15
Completed Training Sessions	473	1,201	431	841

# 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>
April	5	55%	4	46%	9
FY to Date	33	39%	51	61%	84

Burials this month were above 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>
April	1	0	1
FY to Date	25	7	32

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, preparing for Spring

**Board of Trustees** – CIP cemetery building project, potential new scattering garden area

# 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	12
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	7
▪ New Installation	2
▪ Disconnect	0
▪ Storm Sewer	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	2
▪ Repair	1
▪ Disconnect	1
● Water – Residential	
▪ New	6
▪ Repair	4
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	3
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	1
▪ Approach New	1
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	1
● Iowa One-Call Utility locates	560
● Emergency Call-out	5
● Emergency Call-out after hours	3
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	3
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	5
▪ Moving/Oversized load	6
▪ Review contractor Traffic Control Plan	3
● Permit Review & Approval - City	

▪ Commercial Building	6
▪ Residential Building	3
▪ Demolition	2
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$1,250.00
• Lot Inspection Fees	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	2

### **2023 Pavement Marking Program:**

The bid and award of contract were approved by the City Council at the April 4th meeting and the contracts and bonds were approved at the April 18th meeting. A pre-construction meeting is planned to be held with Select Signing Inc. on May 3rd.

### **2023 Street Panel & Curb Replacement Program:**

One bid was received for the April 11th project letting; the low bid was submitted by Mid-Continent Contracting Inc. of Mason City, Iowa. The bid and award of contract was approved by the City Council at the April 18th meeting. The contracts and bonds are scheduled to be on the agenda for the May 2nd meeting of the City Council.

### **2023 Street Rehabilitation Program:**

Two bids were received for the April 25th project letting; the low bid was submitted by Heartland Asphalt Inc. of Mason City, Iowa. The bid and award of contract are scheduled to be on the agenda for the May 2nd meeting of the City Council.

### **12th Street NE Bridge over Ideal Creek:**

The project was let through the Iowa Department of Transportation (IDOT). The project was awarded to Boulder Contracting, LLC of Grundy Center, Iowa. This project was bid in conjunction with the 2022 Multi-Bridge Repair Project. The work involves the demolition of the existing bridge and construction of a 90'- 0 X 30'- 0 Continuous Concrete Slab Bridge with paved shoulders. The project is being partially funded with \$880,000 STBG Funds.

A Professional Services Agreement (PSA) with WHKS & Co. was approved by the City Council at the April 4th meeting. The PSA includes Construction Engineering Services which will include project management, construction observation and administration, project closeout and audit assistance. A pre-construction meeting is scheduled for May 5th.

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

The project was let through the Iowa Department of Transportation (IDOT) along with the 12th Street NE Bridge over Ideal Creek project. The project was awarded to Boulder Contracting, LLC of Grundy Center, Iowa. The work associated with this project includes replacement of the expansion joint material on each of the 12th Street and 19th Street overpass bridges as well as approach pavement repair at the 12th Street NW bridge over the Union Pacific Railroad and the resetting of an abutment bearing on the 19th Street SW bridge over the Union Pacific Railroad. The Professional Services Agreement with WHKS & Co. for the 12th Street NE Bridge over Ideal Creek also included provisions for Construction Engineering Services for the repairs to the 12th Street NW and 19th Street SW overpass bridges.

**IA 122 Mercy Corridor:**

WHKS continued working on the design plans for the project. The first progress meeting hosted by WHKS for the City, IDOT and Mercy One was held on April 17th.

The project involves replacing a portion of IA 122 within the City of Mason City. The project limits are from just west of Pierce Avenue to Monroe Avenue. The project includes pavement removal and replacement, sidewalk removal and replacement, storm sewer, water main, sanitary sewer, traffic signals, lighting and other smaller, miscellaneous work items.

A meeting to discuss the scheduling of multiple projects is planned for Tuesday, May 9th.

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

The project limits for the upcoming IDOT 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 IDNR standards, complete pavement reconstruction including the addition and of a center turn lane configured between 15th Street and 19th Street.

The Engineering Department provided 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 existing lead water service lines, water valve and fire hydrant replacements and other water system improvements. The sanitary sewer portion of the project consists of replacing manholes and the renewal of several service lines.

Short Elliott Hendrickson, Inc. (SEH) continued design work to finalize the street lighting plans based off comments they received from the IDOT review. The new lighting system will include; streetlight bases, poles and fixtures, control cabinets, meters and interconnecting conduit and wire. The plan sheets, once finalized by the Engineering Department and SEH will be incorporated in the overall IDOT plan set for bidding with a letting schedule date of December 2023.

IDOT held a traffic signal design and aesthetic meeting on April 13th, Engineering Department Staff, SEH and representatives from Snyder & Associates were in attendance. Snyder & Associates was hired by the IDOT to provide traffic signal design. The traffic signals at the intersections of 8th Street and 19th Street will be completely replaced while the signals at 15th Street will have several components replaced and upgraded to meet current standards and to accommodate the new center turn lane.

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

The two segments included in 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.

The project was let through the IDOT Office of Contracts on April 18th. The award of contract is scheduled to be on the agenda for the May 16th meeting of the City Council. Construction is expected to begin in June of 2023 and last throughout the Summer and Fall of 2023.

The project is being partially funded with \$800,000 STBG Funds.

**Destination Iowa Projects:**

The Engineering Department continued working with WHKS on the development of plans for the following project components; the Birch Drive (Scrip Road) Conversion, the Illinois Bridge Improvements, the High Line Trail, and the Prairieland Trail Connector.

Final plans for the Birch Drive (Scrip Road) Conversion, the Illinois Bridge Improvements were completed in April. A Public Hearing on both projects was set for May 16th at the April 18th meeting of the City Council. Both projects have a letting date of May 9th.

Final plans for the High Line Trail project are expected to be submitted to the City in May with a tentative letting in June.

**High Line Trail Project:**

This project will utilize the former Union Pacific Railroad right of way. The project limits begin at 1st Street SE and extend to 4th Street NE. Previously, this property had been cleared of the abandoned railroad rails and ties. The project involves the clearing of vegetation, and coring and grading the existing trail alignment followed with subgrade preparation and the placement and compaction of modified subbase material and a finish layer of lime chips.

The project also involves improvements and modifications to two of the abandoned railroad bridges located within the project limits. The two bridges are located over East State Street and Willow Creek. The street crossings at 1st SE, 3rd NE and 4th NE will also be cleared of the remaining rail and crossing materials. The bridge improvements include the installation of steel pedestrian safety railing and the reconstruction of a landing platform on the north end of the Willow Creek bridge. The bridge improvements were designed by a structural engineer with WHKS and have been incorporated into the trail plans designed by the Engineering Department. A pre-construction meeting was held on April 19th. Staff from the Engineering Department and WHKS were in attendance along with representatives from the prime contractor, McKiness Excavating & Grading Inc. (McKiness), and the bridge subcontractor, Boulder Contracting.

McKiness began with removals at the crossing on 4th Street NE on April 21st. Shortly after pavement removals began previously unknown buried water valve road boxes, a storm sewer access and brick pavers were encountered. A decision was made to remove all the brick pavers within the removal limits, this was done so subbase material can be effectively placed and compacted and to allow space for new concrete street paving. The water valve road boxes were traced back to the main, one service was disconnected from the main and the second was found to have been previously disconnected. The top portion of storm sewer access will be adjusted to match street paving height and an intake will be placed over the structure. McKiness placed and compacted base material and paving operations are currently underway on 4th Street NE.

McKiness began with removals at the crossing on 1st Street SE on April 27th. The pavement and crossing have been removed and crews are currently placing and compacting base material.

Trail clearing and grading has been completed from 1st Street SE to 3rd Street NE. Subgrade compacting has been completed and modified subbase material is currently being placed and graded.

Boulder Contracting provided shop drawings to the WHKS Engineer for review. An unfinished mock-up of the decorative safety railing will be provided for approval prior to the railing order is placed. The decorative safety railing will have to be fabricated and powder coated, this process has a lead time of 12-16 weeks.

The project is being partially funded through a Land and Water Conservation Fund Grant in the amount of \$130,008.

**Water Distribution Model Calibration:**

A strategic planning meeting was held April 19th with Stanley Consultants to discuss responsibilities, work assignments, and to discern what additional information is needed prior to and during the period of testing. The flow testing is scheduled to be performed on May 11<sup>th</sup> and 12<sup>th</sup>.

**Water Tower Maintenance Program:**

A TEAMS meeting was held with City and Dixon Engineering personnel to discuss the scope of work for the 2023-24 program. The Program will include the 43rd Street SW one-million gallon elevated composite tank, and the 4.5 MG underground storage tank. Dixon Engineering is drafting a preliminary Professional Services Agreement for City review.

**Monroe Avenue Street and Utility Rehabilitation:**

A final request for reimbursement in the amount of \$50,000 will be submitted to the IDOT during the second week of May.

**Union Pacific Railroad Quiet Zone:**

An email was sent to the City's Federal Railroad Administration (FRA) contact person on April 14th, with no response as of the end of April.

**Union Pacific Railroad Grade Crossing – South Monroe Avenue:**

The Iowa Department of Transportation manager of the Highway-Rail Grade Crossing Safety Programs and the City are awaiting the submission of the signed agreement for construction with the Union Pacific Railroad.

**Other Tasks Performed through the Engineering Department:**

- Interviews were conducted for the position of Administrative Assistant to the City Engineer, left vacant by a recent retirement. The recommended appointment of Mackenzie Hart was approved by the City Council at their May 2nd meeting. Mackenzie will fill the position and begin her employment with the City on May 17, 2023.
- Engineering Staff attended an on-site meeting on April 13th at the gas regulation gate station near the intersection of Highway 122 & North Roosevelt Avenue. Alliant Energy arranged the meeting and representatives from Northern Natural Gas and Q3 Contracting were in attendance. Q3 Contracting will be making upgrades to the gas regulating system that will require lane closures at this intersection. Work is tentatively scheduled for June and is expected to last three weeks.
- Engineering Staff worked with Road Safe Traffic Systems for an upcoming road closure on 19th Street SW between South Federal Avenue and South Jefferson Avenue. Road Safe Traffic Systems is a contractor hired by the UPRR, they will be setting up a closure and detour, tentatively, for the second week in June. This closure is necessary for UPRR crews to perform rail crossing maintenance.



- Engineering Staff received an Application for New Utility Construction in City Right-of-Way for a Clear Lake Independent Telephone Company (CLTel) fiber route. FARR Technologies is representing CLTel for this project. CLTel is an award recipient of the Empower Rural Iowa Broadband Grant Program. This project will be part of the CLTel Rural Mason City FTTH (Fiber to the Home) project. FARR Technologies is currently reviewing the 12th Street NE Bridge over Ideal Creek plans to adjust their route to avoid conflicts.
- Engineering Staff continued working with developers and their representatives for the establishments of water main easements. Two easements agreements are scheduled to be on the agenda for the May 2nd meeting of the City Council. These are a Perpetual Waterline & Utility Easement for at the new O'Reilly's Automotive Store on South Federal Avenue and a Water Main Easement for the Cerro Gordo Secondary Roads Maintenance Facility on North Illinois Avenue.
- Construction began at the Cerro Gordo Secondary Roads Maintenance Facility on North Illinois Avenue on April 12th. The underground utility contractor, McKiness Excavating & Grading Inc. (McKiness), installed one water main valve, one hydrant and approximately 430' of new 8" water main. Pressure and bacteria testing of the new water main was conducted and all tests passed. Engineering Staff performed the duties of project inspection and recording of the GPS locations of new underground utilities.
- Engineering Staff began recording GPS positions of new water line and other underground utilities at the Mason City Municipal Airport as part of their new terminal project. Once the GPS positions are recorded in the field the points are downloaded into the GIS database.

#### **Traffic Division:**

• Traffic Control	
• Sign work orders	27
• Traffic Sign Orders	2
• Streetlights	
▪ New Installation	0
▪ Repair Request	5
▪ Fixture Replacements	3
• Traffic Signals	
▪ Respond to signal issue reports	7
▪ Perform traffic signal repairs	4
• Iowa One-Call locate reviews	546
• Locate City-owned electrical utilities	24
• Emergency Call-out	1

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

- A call was received about the green light being out on North Federal Avenue and 12th Street NW. Traffic Control was performed as repairs were made to the traffic signal. The green light was replaced and has been working correctly since.
- A survey was conducted on the battery back up systems at all the traffic signal locations. Repairs have started on the battery back up systems that are needing service.
- A call was received about the traffic signals not working correctly at 12th Street NE and North Rhode Island Avenue. Troubleshooting and repairs were performed. Traffic Signals are now working correctly.

- Plans began with a contractor for the rebuilding of the traffic signal cabinet and detection systems on South Grover Avenue and 4th Street SW.

### **Water Supply Division:**

- Water Production

	<u>April</u>	<u>FY 2023</u>
• Total (gal)	120,573,000	1,228,560,000
• Daily Average (gal)	4,019,000	4,041,000
• Daily Maximum (gal)	5,766,000	5,960,000*
• Daily Minimum (gal)	3,394,000	2,753,000**

\*Indicates Yearly High

\*\*Indicates Yearly Low

- Water Plant Maintenance and Repair

- Replaced EDR main PLC and Pumping plant PLC to update equipment for the SCADA system
- Performed troubleshooting on vacuum issues with Sodium Hypochlorite Generator
- Performed troubleshooting on the raw water turbidity analyzer, this will most likely need replacing due to unavailable replacement parts
- Removed the snow blower from the yard tractor, attached mower deck and serviced the machine
- Mounted a new fluoride analyzer for start up in May
- Replaced a leaking hose on #1 EDR Line 8
- Recalibrated the anti-scalant feed pump for all EDR Trains
- Cleaned the brine blow down air relief valves on all EDR Trains
- Cleaned the offspec vacuum relief valves on all EDR Trains
- CIP #1 and #4 EDR Trains
- Cleaned the degassifier 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	563
• Prepare and send service repair letters	12
• Monthly bacteria samples	30
• Collect project bacteria samples	2
• Check water quality at residents and businesses	4
• Correlate water main breaks and investigate for leaks	6
• Hydrant flow testing	2
• Hydrant Flushing	0
• Water Main shut down for repairs	3
• Water shut offs for non-payment	1
• Water shut for other	0

- Water service re-connections 0
- Assist with installation of Water Meters 2
- Repair Water Meters and collect reading 0
- Deliver Red or Tan Tag 0
- Update shut off data base and maps 18
- Water Service Permit/Inspection
  - Repair/Replace 4
  - New Installation 3
  - Disconnections 2
- Meter Department
 

	<u>April</u>	<u>FY 2023</u>
• Meters Installed	12	401
▪ Industrial	0	0
▪ Commercial	1	16
▪ Residential	11	385
• Meters Repaired	0	11
• Contractor and Garden Meters Recovered	0	18
• Contractor and Garden Meters Installed	0	7
• Meters Read	11,866	118,660
• Meters Ordered	0	0
• Water shut-offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed April 2023</u>			<u>Meters Ordered April 2023</u>		
5/8"	10		Transferred	5/8"	0
3/4"	0			3/4"	0
1"	1			1"	0
1 1/2"	1			1 1/2"	0
2"	1			2"	0
3"	0			3"	0
4"	0			4"	0
Total	12		Total		0
<u>Meter Inventory May 1, 2023</u>					
5/8"	12		5/8"		0
3/4"	3		3/4"		0
1"	4		1"		0
1 1/2"	0		1 1/2"		0
2"	3		2"		0
			3"		0
			4"		0

	Total	22			Total	0
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**Other Tasks Performed through the Water Supply Division:**

- Water supply personnel monitored flows during the Kirk apartment fire and adjusted pumping rates as needed with an increase of 1.2+ million gallons
- Met with electricians regarding the final locations for installation of the backup generator project
- Water supply personnel took part in a meeting on the distribution study and flow testing that will be taking place in May
- Located the electrical service at Well A1 and Well 16 for backup generator project
- 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
- Performed monthly draw down on wells
- Continued to evaluate raw hardness and finish hardness for permit changes
- Performed snow removal at the 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

<b>Finance</b>		
	<b>April</b>	<b>Fiscal Year- to- Date</b>
Prepare payable checks	527	5734
Prepare receivable invoices	37	731
Prepare payroll checks	675	7868
Certify invoices to County	0	366
Send letters to State Offset Collections	13	104
Record State Offset collections	\$ 8,175.00	\$ 31,634.06
Ambulance accounts sent to collections	11	402
Record ambulance receivable	97	1233
Scanned invoices for myView point processing	987	9653

- 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/arena direct deposits
- Record cemetery direct deposits
- Record Police Department direct deposits
- Completed monthly IPERS report

## Utility Collection

<b>Utility Collections</b>		
	<b>April</b>	<b>Fiscal Year- to-Date</b>
Record ACH activities	11	236
Prepare utility adjustments	32	598
Finals & charge offs	210	3431
Issue utility bills	9974	100375
Answer phone calls	1154	9305
Respond to voicemail	150	1818
Complete utility service orders	263	2266

Complete landlord tasks	49	597
Issue shutoff notices	313	3763
Process customer paid utility bills	4243	46535
Process customer deposits	377	3985
Replace meters	14	383

### **Information Systems Coordinator**

- Check account settings for new PD group.
- Fix password issue for Randy H's laptop.
- Help John J with his password for Outlook and Granicus.
- Look at DHCP problem on AS server.
- Order new and extra USB to network adapter.
- Swap Car 6 tablet.
- Weekend – Get new O365 users connected at PD.
- Weekend – Help Rick O with his account locking issue.
- Weekend – Move user files to new server for Water Rec.
- Figure out remote problem from Paul V's PC.
- Finish email migration for Brandon V at the PD.
- Fix cell modem for Car 9 tablet.
- Get Nadia B and Brandon V set up with O365.
- Help Paul V with connection to SCADA PC.
- Look at drive connection issue for Mike L at the PD.
- Reboot GIS server.
- See about adding Adobe reader to company portal.
- Upgrade West Workroom PC at the PD to O365.
- Download and program council meeting to government channel.
- Get costs and users accounts for the O365 project for meeting with Brent.
- Have DASH get ahold of Jason S at the PD to retrieve his recorded call.
- Help Alicia L with Outlook sign in issues.
- Reset password for Matt R at O and M.
- Finish migrating Dave H to O365.
- Fix Avaya addin for Aaron B at City Hall.
- Help Erik B with his search problem.
- Meet with Brent H about budget amendment.
- Pick up parking and ACO tablets.
- Restore files for Mark R and Steve O in Engineering.
- See Mark R about Nancy A's position.
- Take GBICs to FD And install in server.
- Test Car 7 tablet and let Logan W know if it works.
- Update O365 on Parking and ACO tablets.
- Work with DASH to get Adobe Reader working on phones.
- Final migration for Car 7 PD users.
- Look at scanners for document management system.
- Pick up and update O365 on PD Car 13 tablet.
- Start migration for next back of FD users.
- Test run Zoom for 2<sup>nd</sup> floor conference room laptop.

- Upgrade O365 on center workroom PC at the PD.
- Weekend – Final data migration for Water Rec server.
- Final mail migration for Car 5 users at the PD.
- Get with next batch of FD users for email migration.
- Get with Phaiboun to configure O365 in car.
- Hook up USB to Cat5 adapter on traffic server and get it configured.
- Install AutoCAD updates for Mark R.
- Pick up Car 5 tablet and update O365.
- Replace monitor for Mary L.
- Change display name for Nancy A's phone in Engineering.
- Get with Scott W and Nick M at the FD for their email setup.
- Pay invoices.
- Remove user from FD user group.
- Start configuring new PCs for Water Rec.
- Update AutoCAD for all of Engineering.
- Call about server and workstation for V.
- Fix Zoom on laptop for PD.
- Get Car 11 users migrated.
- Get John L migrated to new email system.
- Get next batch of FD users migrated.
- Help Gary a with his cell phone issues.
- Install camera software on Car 11 tablet.
- Start config for next PC for Water Rec.
- Update modem drive for Car 11 tablet at the PD.
- Check servers for password complexity issues.
- Finish last PC at museum with O365.
- Finish last user migration for PD.
- Get quote for scanners.
- Help Steve M with his meter database.
- Install SQL on 2<sup>nd</sup> floor conference room laptop for Laura M.
- Overnight – Help Joshua S with O365 configuration.
- Pick up Car 12 tablet and upgrade O365.
- Start the next batch of users for migration at the FD.
- Tech meeting for document management system.
- Upgrade all remaining computers at the PD to O365.
- Add new user for Rec,.
- Close out Alice C's account.
- Configure new traffic server for network.
- Final migration for Joshua M at the PD.
- Finish demoting Water Rec server and turn off.
- Get printers added to Michael L's tablet at the PD.
- Make badge for new Transit employee.
- Pick up Car 14 tablet and upgrade to O365.
- Start next back of user migrations for FD.
- Start next computer config for Water Rec.
- Update records group for Jamie S at the PD.



- Weekend – Demote old Water Rec server.
- Check front door mechanism at City Hall.
- Look at printer problem for Mike L's laptop.
- Rebuild OS partition for Water Rec server.
- Start last workstation for Water Rec.
- Start next batch of FD users for mail migration.
- Continue to clean up last of old email accounts.
- Download and program council meeting to government channel.
- Get hard drives for new Water Rec AP server.
- Set up new user for Highland.
- Get new user set up for GDP>
- Get RCC to look at Cemetery lines for CC machine.
- Get with TCC1 about installing software on new traffic server.
- Order replacement mouse for Council Room.
- Configure new AP server for Water Rec.
- Document management meeting.
- Find cable for last headset at PD.
- Help Kirby B at the PD with Dave H's system.
- Look at connection issue on laptop for Jeff B.
- Pay invoices.
- Set up new user for O and M.
- Start next batch of users for migration at the FD.
- Finish application server for Water Rec.
- Get next migration users set up for FD.
- Install software for Laura M on the GIS server.
- Remove volunteer for museum.
- Set up new intern for museum.
- Close accounts for FD users.
- Install new software for Matt L at Water Customer Service.
- Replace hard drive for Joey W.
- Start next batch of migration for FD users.
- Contact DASH about new issues with passwords.
- Get Marcy T set up on phone.
- Get RSM and County to look at Zuercher connection issues.
- Help Tammy O with her password change.
- Install Mitel on Parking PC at the PD.
- Replace hard drive for Dave H at the PD.
- Start next batch of FD users for migration.
- Update config files for Zuecher on the PD and FD machines.
- Finish copying config file for PD.
- Finish updating config file for FD.
- Help Bill S with email issue.
- Help Dave S with Outlook on his tablet.
- Help Kiera J with her email problem.
- Look at .net problem for Laura M.
- Look at email problem for Rachel V.

- Overnight – Help Lucas A with O365.
- Put shortcut to webmail on PD tablets.
- Finish email migration for Will S.
- Help Gina C get Marcy T set up on her PC.
- Last migration for FD users.
- Look through video systems for PD.
- Program keycard for new employee.
- Set up meeting for Auto Attendant for May 5<sup>th</sup>.
- Update last of FD PCs to O365.
- Look at printer issue for EMS PCs at the FD.
- Look through MACH list for PD.
- Make new ID badge for Rick S.
- Order monitors for Engineering.
- Replace hard drive for Center EMS PC.

## **GIS Department**

### **Administrator**

- Update Gerk Arboretum map.
- Share proposed bike park map with ISG.
- Create road closure maps x 10.

### **Airport**

- Convert ArcMap projects to ArcPro x 2.
- Create water line map.

### **Cemetery**

- Edit scattering gardens dashboard.
- Meet to go over potential new management system.
- Begin creating a test CIMS for management to look over.

### **County**

- Create EOC test field collection app.
  - Meet with Emergency Management to talk about potential applications.
  - Work on putting together an EOC & GIS team.
- Fix address discrepancies x 5.

### **Development Services**

- Run bi-weekly parcel data script, export as CSV file, adjust and email.
  - Transfer data to G: drive
- Create blight property relocation maps x 3.
- Collaborate on the Forest Park URA boundary extension.
  - Begin the legal description.
- Take Kirk Apartment measurements.

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

- Renew TBC Field Data license x 2.

- Publish GPS raw data map to mPower.
  - Update symbology
- Merge abandoned address layer with MC address layer.
  - Add a new domain.
  - Update address points x 3.
- Complete data request for Stanley Consultants.
- Upgrade .NET framework x 3.
- Upgrade Pro x 3.
- Add customer service point x 1.

#### **Finance**

- Meet with Electronic records committee.
  - Meet with technology sub-committee.
- Create a housing assistance map.
  - Add income under 46k layer.
- Create a Make It Ok walking route map.
- Begin the Destination Iowa public map.

#### **Fire**

- Publish golf course holes to Preplan.
- Publish address points to Preplan.

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

- Create park features map for use in field maps for bench updates.
- Add user to Portal x 2.
- Calculate gravel road length.
- Create Highland GC sprinkler map.
- Overwrite and edit mPower maps.

#### **Police**

- Create weekly call data maps x 4.
- Update AGOL crime and camera map x 4

#### **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.
- Meet with Esri to go over error logs.
- Install and update the ArcGIS License Manager.
- Upgrade .NET framework x 2.
- Upgrade Pro x 2.
- Attend online Local Gov GIS workshop.
- Share computers that need more RAM space with IT.

- Tighten up the Cyclomedia drive area.
- Meet with other stakeholders to plan the MakeItOk walk.
- **Grant Administrator:**
  - Monthly Reimbursements
    - Office for Victims of Crime Specialist
    - Byrne Justice Assistance Grant (JAG)
    - Justice and Mental Health Collaboration Partnership
  - Quarterly Reports
    - Office for Victims of Crime Specialist
    - Byrne Justice Assistance Grant (JAG)
    - Justice and Mental Health Collaboration Partnership
    - EPA – DERA grant
    - Staffing for Adequate Fire and Emergency Response (SAFER)
    - Destination Iowa
  - North Central Iowa Narcotics Task Force
    - Monthly bookkeeping, deposits, AP
    - Annual meeting
  - Wellness Committee
    - Make it OK preparations
    - Easter Eggs to all employees
  - HOME Rehabilitation Block Grant Pilot Program work
    - Contract signed
    - Applications submitted
    - Verifications started
  - SALT Forum
  - Upper Story Site Monitoring
  - Highline Trail ground breaking
  - Submitting grant for YWCA

#### **Deputy CA Duties**

- Continued work on the HOME grant as part of the committee process. Council approved a proposal from CG Public Health for bidding & inspection services on April 4, and NIACOG will work as their contractor for income qualifying and administrative services. The contract for services has since been finalized and signed.
- A recycling committee has been set up through the Landfill of North Iowa and I am a participant; at this point I'm still waiting on information on the first meeting of the committee.
- Substantial research on legislative issues, including preparation of information to the public on property tax issues. Unfortunately, it appears at this point that any day a very negative bill will be signed by the Governor regarding property taxes.

- Thanks to Council for approval of the agreement with OPG-3 for our City Hall electronic records conversion. We look forward to proceeding with this process.

### **Finance Director Duties**

- Various coordination on 2023 G.O. bonding and LOSST bonding for Destination Iowa.
- Preparation & distribution of March financials.
- Update of CIP spending through 3/31/23.
- Update of Health Insurance spending through 3/31/23.
- Update of RCR project expenditures through 3/31/23.
- Work with the auditors on finalization of the FY22 audit. We did receive word that the FY21 Audit was awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting, which the City has received for many consecutive years.
- Bidding of CD Investments- 2 investments were bid this month: 1) \$5M to First Citizens for 91 days at 5.01%; and 2) \$5M to First Citizens for 181 days at 4.94%. I also worked on placing a new CD at US Bank for the Museum.
- Finalization of FY24-FY28 CIP- should be going to the printers in the first part of May.
- Preparation of FY23 Budget Amendment #2- Council set the hearing on May 2 and plans to hold the hearing and consider the amendment at the May 16 meeting.
- Preparation of Workers' Compensation figures for insurance renewal.
- Preparation of figures for consultant preparation of arbitrage analysis for 2003 SRF loan issuance. We are in compliance with IRS regulations on this issuance.
- Filed FY24 Budget with the State of Iowa and Cerro Gordo County Auditor.
- Filed report on use of ARPA funds.
- Completion of water/sewer rate survey from CGA Consultants.

### **May Initiatives:**

#### **Finance Department**

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

#### **Information Systems Coordinator**

- Start working on Guest WiFi Network and security for wireless ring.
- Continue upgrading servers to newer version of server OS.
- 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.
- Continue to improve City County Interconnect.

#### **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**

- Completion of FY22 audit and submission of ACFR to GFOA.
- Work on 2023 G.O. & LOSST Bonding.
- Work on various Urban Renewal Plan (TIF) amendments.
- Continued work on financial reconciliation and restructuring.
- Continued work on electronic records approach & implementation planning.
- Work as team member on Downtown West HOME grant processes.
- Work on recycling issues with Landfill committee.

# Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	APRIL 2023	YTD
<b>Calls for Service (911 Emergency &amp; Non-Emergency)</b>		
Fire	76	235
EMS	421	1,847
Total Calls for Service (Fire & EMS)	497	2,082
<b>Calls for Service by County</b>		
Cerro Gordo County	Worth County	Floyd County
372	38	10
<b>Personnel Training Hours</b>		
Fire	1,288.31	4,762.33
EMS	268.85	1,797.10
Total Training Hours	1,557.16	6,559.43
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	211	873
Existing Building Inspections	14	66
Plan Reviews	32	103
Fire Investigations	3	13
Liquor/State License Inspections	7	33
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	2	4
Public Fire Safety Appearances/Trainings (Number)	0	13
EMS/Fire Students - Ride-Along	13	33
Preceptor Training Hours	152.00	292.50
<b>National Fire Statistics -YTD 5.2.2023</b>		
	<b>Line of Duty Deaths</b>	<b>Civilian Fire Deaths</b>
	27	917
<b>Fire Property Loss Report – Mason City</b>		
Estimated Property Value	\$1,392,750	\$4,762,760
Estimated Property Loss	\$1,318,300	\$1,612,442
Total Saved	\$74,450	\$3,150,318



<b>Overtime Hours</b>			
	Fire	416.25	663.25
	EMS	187.50	753.50

#### **Significant Events**

4/24/2023 Building Fire	206 N Federal Ave
4/25/2023 Building Fire	634 S Jersey Ave
3 Passenger Vehicle Fires	

## 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	2	5
Development Services	12	17	29
Engineering	16		16
Finance	11		11
Fire	47	1	48
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maintenance	66		66
Police	47		47
Recreation	7		7
Youth Task Force	3		3
Grand Total	242	28	270

### Plus 130 Seasonal employees

#### Staffing

#### Activity

Hiring Activity:

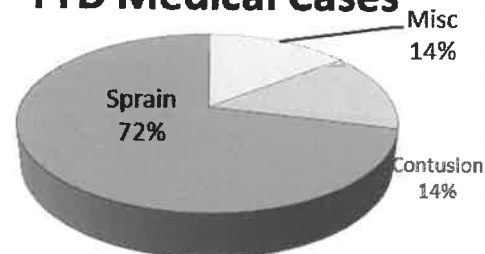
- Police Officer-8 openings (Police): New recruitment in process with testing in May and job offers anticipated in early June.
- Firefighter/Paramedic - 1 opening (Fire): Interviews scheduled in May.
- Street Maint Worker - 1 opening (O&M): Filled with internal job transfer.
- Admin Assistant-Housing/Safety - 1 opening (Dev Services): Interviews conducted and external job offer made.
- Golf Grounds Supt - 1 opening (Recreation): Interviews conducted and external job offer made.
- Water Reclamation Heavy Equip Opr - 1 opening (O&M): Filled with internal job promotion.

	<ul style="list-style-type: none"> <li>- Parks Maint Worker - 1 opening (O&amp;M): Job posted internally.</li> <li>- Admin Assistant-Engineering - 1 opening (Engineering): Interviews conducted and external job offer made subject to approval by Council.</li> <li>- Transit Driver - 2 openings (Dev Serv): Continuing recruitment.</li> <li>- Youth Task Force Director - 1 opening (YTF): Following retirement of director, replacement search is put on temporary hold for budgetary reasons.</li> <li>- Parking Enforcement Officer - 1 opening (Police): Finalizing plans for filling the vacancy with CSO.</li> </ul>
Positions Filled:	- Hired 7 regular full-time staff. Hired 24 seasonal employees.
Turnover:	- 1 retirement.
Employee Orientations/exit interviews:	- Conducted 5 orientation sessions.
Seasonal Staffing:	- Continuing seasonal staffing activities with multiple depts.
Civil Service Commission:	- No civil service meetings during the month.
<b>Labor Relations/Legal</b>	<b>Activity</b>
Grievance Activity:	<ul style="list-style-type: none"> <li>- Fire: No open grievances.</li> <li>- Teamsters: 1 grievance pending grievance settlement.</li> <li>- AFSCME: No open grievances.</li> </ul>
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.
<b>Employee Involvement</b>	<b>Activity</b>
Police Swearing In Ceremony:	Assisted with new hire swearing in ceremony for Police Dept.
Retirement Recognition:	Assisted with employee retirement recognition event.
Employee Impact Awards:	Coordinated employee impact award presentation.
Wellness Program:	- 3 Wellness Committee meetings held.
<b>Benefits</b>	<b>Activity</b>
Employee benefit support:	- Ongoing support on employees benefit issues

**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.
Training:	- Staff attended training course at NIACC, Employment Law Conference, and National Training Conference.

Safety Statistics	Month	2023 YTD	2022 YTD
# of Work Comp Cases	2	7	7
# of OSHA Injuries	2	7	5
# of Days Missed	0	3	11
# of Employees Off	0		

**Apr Medical Cases****YTD Medical Cases**

# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: April 2023**

**Classes:**

(4/6) Art Bugs: Hop Along-12 adults & 10 children  
(4/11) Deep Sea Creations-6 children  
(4/15) Kids' Club-9 children  
(4/22) Polymer Clay (Mario)-11 children  
(4/29) Abstract Oil Painting-

**Rentals/Events:**

(4/1) Baby Shower-56 adults & 12 children  
(4/11) Bielefeld Birthday Party-24 adults & 12 children  
(4/11) Abby's Birthday Party (*Studio*)-2 adults & 10 children  
(4/13) Puppet Show-96 adults & 283 children  
(4/14) Off the Clock-75 adults  
(4/15) Adalyn's Birthday Party (*Studio*)-18 adults & 12 kids  
(4/29) Drewelow Bridal Shower  
(4/29) Haylee Bob's Birthday Party (*Studio*)

Gallery attendance	407
tour attendance	0
event attendance	657
Classes	159
Playground	29
Outreach	74
TOTAL	1326

Members: 206  
City Members: 10  
Businesses: 15

**Partnerships:**

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

**Exhibitions:**

*Try Your Hand at Drawing*  
**Kinney-Lindstrom Gallery**  
**April 14 – June 14, 2023**



The spring exhibition in the Kinney Lindstrom gallery is interactive. Audience members are encouraged to view the different examples of drawn works from the Museum's collection and then asked to draw some artistic creations themselves. The Museum always has a great response to interactive exhibitions such as this.

Do you want to show off your drawing skills or just have some fun trying to copy artworks from the Museum's Permanent Collection? This is your chance. In the *Try Your Hand at Drawing* exhibition, you can use the provided pencils and paper to create a masterpiece that looks exactly like, or nothing like, the artwork on display. There will be a few drawing tips posted to help you get started. What a fun way to let your creative juices flow.

When you are finished creating you can either take your masterpiece home or you can leave it in the provided bin and a Museum staff member will hang it in the "creation gallery."

### **Center Space Gallery**

*Colorful Foundations!* is the theme of the 39<sup>th</sup> annual Youth Art Month Exhibition at the Charles H. MacNider Art Museum, Mason City. The display opens on Friday, March 3, 2023 in the Center Space Gallery. This year the spotlight shines on students in grades K-4, celebrating their spontaneity and creativeness.

Student artists whose artwork has been selected for the exhibition will be honored at a reception and recognition ceremony at the Museum on Saturday, March 4 at 11:00 a.m. Certificates will be passed out at 11:30 a.m. The reception will be hosted by Alpha Delta Kappa, an honorary sorority for women in education. The event is free and open to all.

This year's exhibition features artwork from elementary school students at Jefferson Elementary School (Mason City), Harding Elementary School (Mason City), Hoover Elementary School (Mason City), Lake Mills Elementary School (Lake Mills), Lincoln Elementary School (Osage), North Iowa Christian School (Mason City), Rudd, Rockford, Marble Rock Community Schools (Rockford), Southside Elementary School (Hampton) and West Hancock Elementary School (Britt).

The purpose of Youth Art Month is to emphasize the value of art education for all students and to encourage support for quality school art programs. Demonstrated outcomes of art education are the development of critical thinking skills, self-esteem, appreciation of the work of others, self-expression and cooperative working skills. Art teachers from Central Rivers Area Education Agency, Clear Lake Regional Office schools were invited to enter artwork from their students. Sixty artworks from nine schools were selected for this year's show. The exhibition is on display through Saturday, April 29. The Charles H. MacNider Art Museum is free and open to the public.

**Daily / Weekly / Monthly tasks:**

The Museum staff did daily, weekly, and monthly tasks associated with the upkeep of the Museum. These included such tasks as writing grants, scheduling classes, purchasing supplies, creating advertising, and other routine activities. The Museum staff prepared for upcoming newsletters, rotated stock from artists for the gift shop.

The Museum spent much of the month preparing for the MacNider Arts Festival. This year's festival has a woodland theme and will feature crafts such as: tiny mushrooms, foxes, gnomes, and other woodland creatures. The Museum also fundraised for the event, as no tax dollars are spent on the Arts Festival. The Museum juried artists for the art market as well.

April also brought increased visitors due to the mild weather. There were also more rental events, again, due to the mild weather.



# Operations & Maintenance/Parks Department

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Reported by Bill Stangler, Operations & Maintenance Manager

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## **Utility Division:**

Replaced 7 water main valves in the system, two of the valves were new additions; one was put in to isolate a stretch of water main that runs through a backyard in the event of a main break. The other was put in to isolate a medical facility from the possibility of losing water during a main break.

The Utilities crew also replaced 2 fire hydrants in April, one being a previously unknown 4" lead. This was replaced with a 6" valve and lead to bringing it up to current fire protection standards.

We performed several days' worth of work at the Golf Course, including laying 200 ft of conduit for a future power service, and replaced a defective valve in the irrigation system along with fixing several leaks in the system.

During a routine Fire Hydrant check on South Federal and Highway 122 the crew found several fire hydrants that had the caps stuck on and in the event of a fire wouldn't have been able to flow at full volume. This was rectified and caps were unstuck after a fair amount of work.

The crew poured back 20 yards of concrete in the process of valve and hydrant repair and helped the Street Department with hauling rock and brought in approximately 525 tons of rock to stockpile for future projects.

## **Internal Service Division:**

Service and repair 21 Street Department vehicles

Service and repair 7 Police Department vehicles

Service and repair 1 Fire truck/ambulance

Service and repair 7 Police Department vehicles

Service and repair 2 Water Reclamation vehicles

Service and repair 4 Sanitation vehicles

Service and repair 1 Park vehicle

Assisted with statue removal from downtown

## **Electrical**

Street light repairs

Traffic signal repairs

City Hall: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors

Golf Course

Parking Lot Light

Worked on a power outage South part of town

Worked on Traffic Cameras

Worked on street lights after fire downtown

Worked on battery back up on traffic lights

**Wastewater Division:**

- Wastewater treatment:

Monthly Total:	220.603	million gallons
Daily Average:	7.353	million gallons per day
Daily Maximum:	11.783	million gallons per day
Sludge processed	1.72	million gallons

**Collection System:**

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

**Laboratory/Pretreatment Activities:**

- Performed laboratory analysis on nine Industries
- Completed DNR Monthly Operating Report
- Laboratory completed PT for SDWA certification
- Performed laboratory analysis on plant samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Issued 1 NOV to an Industry
- Performed E.coli analysis for plant
- Accepted a new waste hauler
- Biannual Pretreatment audit was performed by the Iowa DNR

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

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

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

- Worked on installing pump #4 in PS #1
- Three new operators started, Seth Kipp, Kyle Lockey, Adam Young
- Worked on UV system
- Met with DMACC to set up operator training
- Monthly inspections
- Poured base for pump #4
- Hauled 1,754,281 gallons of biosolids to farm fields
- All operators attended CEU class at NIACC

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	498.43 tons	1,878.12 tons
Recycling collected	50,780 pounds	221,101 pounds
Yard waste collected	176.90 tons	176.90 tons
Large item number of stops	52	147
Materials collected:		
Large furniture	29	81
Small furniture	36	67
Tubs & toilets	3	12
Appliances & TVs	17	48
Electronics	1	1
Request for service calls	284	1,070

**Street Division:**

Street Sweeping

Filled Potholes

Repaired Street Signs

Sod Repair

Installed Bus Shelter for the Transit Department

Equipment Maintenance

Tree Removal/Trimming

Arborist 49 Ash trees removed

Pick up deer

Pick up dead deer on city right of way

Grading alleys and streets

Spent 20 hours on Downtown Fire related duties

50 hours were dedicated to help with the removal of statues downtown

48 hours and 3 men for homeless encampment clean up

We spent over 300 hours grading streets and alleys last month and we are only half

done. The City has approximately 9 miles of gravel streets and another 25 miles of gravel alleys to maintain. Gravel roads and alleys cause a lot of maintenance issues not only because of the cost of material and labor to repair them, but also because storm sewers get plugged due to the gravel.

**Park Department:**

Equipment maintenance & repairs

Shop maintenance

Cleaned up brush pile and over growth at flood buyout properties

Cleaned up after Pickle Ball group

Cleaned up after Cannonball 457 group

Turned water on at shelters

Turned water on at Pool and Campgrounds

Continued helping get golf course equipment ready

Took care of deer

Installed plaques for Cannonball 457 group

106 man hours spent preparing aquatic center

# 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	1329	1276	1518	1575	0	0	0	0	0	0	0	0	5698
Alarm - Business	23	35	33	32	0	0	0	0	0	0	0	0	123
Animal	33	40	55	55	0	0	0	0	0	0	0	0	183
Burglary	13	9	15	19	0	0	0	0	0	0	0	0	56
Collision - Prop Damage	83	71	64	61	0	0	0	0	0	0	0	0	279
Collision - Pers Injury	5	5	5	5	0	0	0	0	0	0	0	0	20
Collision - Hit and Run	11	22	14	9	0	0	0	0	0	0	0	0	56
Disorderly	97	82	118	136	0	0	0	0	0	0	0	0	433
Domestic - Physical	4	13	12	10	0	0	0	0	0	0	0	0	39
Domestic - Verbal	32	17	30	27	0	0	0	0	0	0	0	0	106
Fireworks	4	0	0	1	0	0	0	0	0	0	0	0	5
Harassment	28	42	50	65	0	0	0	0	0	0	0	0	185
Medical	91	0	113	88	0	0	0	0	0	0	0	0	292
Motorist Assist	40	33	21	24	0	0	0	0	0	0	0	0	118
Parking	60	36	37	38	0	0	0	0	0	0	0	0	171
Stray Animal	24	36	53	47	0	0	0	0	0	0	0	0	160
Suspicion	125	143	169	187	0	0	0	0	0	0	0	0	624
Theft	61	53	86	57	0	0	0	0	0	0	0	0	257
Welfare Check	117	114	109	110	0	0	0	0	0	0	0	0	450

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	86	104	112	96	0	0	0	0	0	0	0	0	398
New Investigations	350	358	378	386	0	0	0	0	0	0	0	0	1472
Traffic Citations	152	292	264	185	0	0	0	0	0	0	0	0	893
Written Warnings	104	160	108	101	0	0	0	0	0	0	0	0	473
Crash Reports	86	80	65	64	0	0	0	0	0	0	0	0	295
Parking Tickets	264	193	333	13	0	0	0	0	0	0	0	0	803
Traffic Stops	209	378	277	232	0	0	0	0	0	0	0	0	1096
Extra Patrol Checks	893	618	549	488	0	0	0	0	0	0	0	0	2548

Business Checks	51	24	31	28	0	0	0	0	0	0	0	0	134
Offender Checks	17	21	20	19	0	0	0	0	0	0	0	0	77
Open Records Requests	461	442	467	511	0	0	0	0	0	0	0	0	1881
Dogs to Shelter	11	18	22	0	0	0	0	0	0	0	0	0	51
Cats to Shelter	17	15	17	0	0	0	0	0	0	0	0	0	49

The fire at the Kirk Apartments impacted nearly all parts of our department – from the initial response to continuing to monitor the fire scene – for several days. MCPD personnel worked extra hours and callback shifts to make sure that the fire response scene was protected and the public was safe. It was a great team effort by MCFD and MCPD.

Second Detail participated in some community events during April. The first was at Lincoln Intermediate where we presented on how fingerprints are used during investigations. Officers also set up a table at the Autism Walk-A-Block in an effort to reach out to families with autistic children. We hope to collect that information to put into Computer-Aided Dispatch (CAD) to improve our response to future calls.

Third Detail officers had a steady month that included the following: a pursuit, where a stolen handgun was later located after it was thrown from the vehicle; a personal injury crash that resulted in an Operating While Intoxicated arrest and the recovery of several firearms; a drunk driving arrest that resulted in the recovery of a loaded handgun from the vehicle; and a foot pursuit of a local wanted person who had warrants in several counties and Minnesota. Additional charges of carrying a weapon while intoxicated was filed in the cases of the drunk driving arrests.

### **Criminal Investigations**

For the month, eleven new cases were assigned to CID. Six of those cases were cleared and two were cleared by arrest. Six forgery charges were filed in connection with four separate investigations. Most of the cases involved loss over \$1,000.

An impact award was presented to an investigator for outstanding performance on a difficult sexual abuse investigation. The work resulted in a guilty verdict on three indictments in state court.

CID welcomed a job shadow student from John Adams Middle School for a day. Training for unit personnel included sexual abuse investigations and firearms evidence.

### **Support Services**

Parking work has focused on overdue parking tickets, many from Alternate Side Parking during the winter months. We mailed out 368 delinquency notices this month and continue to take credit card payments in person and over the phone.

Animal Control continues to keep us busy in Support Services. This month, we investigated seven animal bite cases and filed ten charges for a variety of animal offenses. There were 28 animals transported to the Stray Animal Shelter – 15 dogs, 12, cats, and 1 rabbit.

The Crime Victim Specialist followed up on 85 cases in April. This helps to improve communication between victims and MCPD and makes sure that loose ends are not missed in case investigations. The CVS assisted with three Crime Victim Assistance Division applications and assisted with follow-up on three cases with the County Attorney's Office.

## **Administration**

The United States Attorneys Office – Northern District of Iowa put out press releases on three cases that were referred there by MCPD. We appreciate the support of the USAO as we work to hold repeat criminal offenders accountable beyond state court. We continue to look for cases that meet federal criteria to refer to review.

National Night Out is coming back to Mason City in 2023! The event will occur on Tuesday, August 1, 2023, at the Mason City Arena. More details will be forthcoming. We are excited to be hosting this event in conjunction with some of our community partners.

The MCPD Speed Trailer is back out on its Summer Tour! We routinely place the trailer in places where we have had complaints from neighbors about speeding. The new trailer does record every vehicle as it passes. We are planning to use the data to help us determine where problems really exist and to follow-up with enforcement after the trailer is in place.

Eight of our supervisors completed Supervisory Leadership Institute training that was delivered by the FBI Law Enforcement Executive Development Association (LEEDA) at MCPD from April 3-7. This is a first-line supervisor course that has helped to equip our command staff for their daily work.

Finally, training is an ongoing process here at MCPD. Eight months out of the year we complete in-service training to make sure that our personnel are implementing best practices and training protocols that promote proficiency. We also send officers to instructor training to be able to come back and deliver in-person training to MCPD personnel. This month, we sent an officer to baton instructor school and a supervisor to pursuit intervention training. We also have a long-time entry team leader of the North Central Iowa Narcotics Task Force Special Operations Group (SOG) who has been tapped to be the new SOG Commander. SOG training is also an ongoing, long-term process that builds experience and proficiency in a tactical environment. MCPD currently has five officers assigned to SOG as part of our commitment to public safety in North Iowa.

# Public Library

Reported by Mary Markwalter, Library Director

<i>Circulation-Books</i>	23-Apr	23-Mar	23-Feb	23-Jan	22-Dec	22-Nov	22-Oct	22-Sep	22-Aug	22-Jul	YTD	LYTI
Adult Fiction	1004	1082	914	1177	856	923	972	1067	1759	1086	10840	10590
Adult Non Fiction	368	450	501	549	225	332	366	318	437	443	3989	4324
Large Print	622	645	634	667	591	606	724	793	797	764	6843	6964
Young Adult	403	320	322	383	273	343	485	440	616	690	4275	3363
Juvenile Fiction	1284	1559	1353	1605	1086	1588	1494	1281	1643	2160	15053	13294
Juvenile Non-Fiction	221	361	272	288	176	263	276	222	301	370	2750	2904
Middle School	151	290	181	277	157	292	234	232	390	367	2571	1968
<b>TOTAL BOOKS</b>	4053	4707	4177	4946	3364	4347	4551	4353	5943	5880	46321	41439
<i>Circulation-Other</i>												
Audio/CD/Playaway	138	164	175	244	90	95	203	162	228	226	1725	1709
Video Games	30	27	15	43	78	33	34	28	34	55	377	179
Periodicals	167	118	88	102	86	145	181	135	104	138	1264	1246
Software	0	0	0	0	0	0	0	0	0	0	0	1
Other(puppets, misc)	8	8	7	15	8	7	8	11	6	14	92	91
DVD	792	603	673	2489	642	677	940	690	1052	831	9389	6875
Tumblebooks	8	53	8	21	11	6	2	9	11	6	135	94
Creativebug (users)	9	14	18	16	14	20	19	11	11	31	163	113
World Book Online	1080	3380	340	1880	0	40	101	76	0	240	7137	3280
Chilton's Online	25	16	34	35	32	27	24	14	35	28	270	400
Gale	19	0	12	6	0	1	0	5	2	1	46	1432
Transparent Languages	413	554	2	591	46	793	599	613	640	638	4889	1821
Brainfuse	9	4	32	102	0	62	12	11	23	26	281	630
Bridges	2141	2376	2275	2283	2142	2049	1975	2053	2105	2016	21415	18325
Newsbank	197	78	144	218	105	92	20	73	62	57	1046	1296
Hoopla!	961	1072	1001	1004	969	923	886	882	957	863	9518	7015
<b>Total-Other</b>	5997	8467	4824	9049	4223	4970	5004	4773	5270	5170	57747	44507
<b>Grand Total Circ.</b>	10050	13174	9001	13995	7587	9317	9555	9126	11213	11050	104068	85946
Item Records Added	363	420	461	429	309	441	499	422	705	365	4414	5655
Patrons Registered	60	90	51	100	42	65	90	78	102	98	776	666
Renewals	862	659	704	625	650	652	579	803	862	791	7187	6771
Holds Filled	320	315	317	308	453	222	279	260	288	277	3039	2080
Holds Placed	450	504	430	524	254	452	370	470	475	421	4350	4629
Discs Cleaned	0	0	0	0	0	0	0	0	0	0	0	0
Photocopies	1874	2013	1953	2008	1825	1753	2813	3102	2995	6311	26647	18057
MeetingRoomGuests	144	513	1065	1037	795	719	855	500	853	1619	8100	5264
Meeting Room Used	823	162	124	150	130	143	159	90	129	155	2065	1074



SILO request unfilled	3	7	5	4	25	9	15	27	4	7	106	42
SILO request filled	11	8	5	4	2	0	2	0	0	0	32	67
SILO MCPL Request Filled	5	16	14	17	23	2	7	9	3	5	101	37
SILO MCPL Request Unfilled	37	0	7	6	0	16	12	11	5	27	121	110
Attendance	11200	11000	9500	12500	8000	9800	10000	7800	9700	9700	99200	100700
Children's Programs	6	12	8	6	3	6	8	7	0	11	67	16
Childrens Program Attendance	219	1388	299	497	335	321	609	33	0	1109	4810	938
Young Adult Programs	0	4	4	4	2	1	5	2	0	7	29	8
YA Program Attendance	0	288	68	50	42	2	123	21	0	271	865	142
Adult Programs	13	15	13	8	12	9	9	8	4	16	107	34
Adult Program attendance	123	214	290	82	118	42	35	103	115	136	1258	323
In Library Use	1009	815	796	882	865	880	650	464	1250	1250	8861	17375
Faxes Received	2	6	12	15	20	17	14	23	8	1	118	201
Faxes Sent	48	46	75	62	34	81	64	114	36	50	610	415
Scan	21	150	31	25	145	164	70	89	51	43	0	0
Handouts, Brochures, etc.	5200	5000	3000	3000	5000	4000	7000	4000	3000	5500	44700	10700
Genealogy Referrals	0	2	4	5	0	0	0	1	0	2	14	4
Archive Referrals	17	7	6	15	14	8	5	4	13	6	95	142
Photo Prints	10	11	24	6	8	23	16	24	28	15	165	84
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0	0	0	0	1
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0	0	0	0	2
Reference Questions	6500	6000	2000	1500	4500	3000	3500	4000	3000	4000	38000	10225
Internet Users	425	600	375	400	350	450	375	400	600	425	4400	3525
WI-FI Sessions	1480	1503	1478	1358	1115	1255	1554	1604	1635	1864	14846	13433
Microfilm Users	7	4	2	3	2	3	6	10	2	2	41	4
MyLibro App	4625	4847	4057	4770	2394	3902	3299	2976	0	0	30870	25604
Website Visits	3012	3258	3058	3432	2470	2595	2615	2856	2281	2118	27695	228816
<b>TOTAL PUBLIC SERVICES</b>	38869	39877	30236	33832	29937	31033	35637	30311	28144	36602	134478	339850
<b>GRAND TOTAL SERVICE UNI</b>	48919	53051	39237	47827	37524	40350	45192	69748	39357	47652	168857	308
<b>VOLUNTEER HOURS</b>	235	29	59	48	36	48.5	28.5	73	40	26	623	189

# Recreation Department/Highland Park Golf Course/Mason City Arena

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Reported by Brian Pauly, Recreation Superintendent

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## Recreation Monthly Activities:

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

## Daily Participation Rates:

Total People Served in 2023 through April: 126,843  
Total People Served in 2022 through April: 127,961  
Nights stayed at MacNider Campgrounds in 2023 through April: 95  
Nights stayed at MacNider Campgrounds in 2022 through April: 61

## Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2023</u>	<u>2022</u>
Family	29	2
Class A	163	140
Class B	40	21
Youth	14	10
Daily Cart and Green Fees	\$15,278	\$5,130
Rounds Played	740	688

- April rounds 740 rounds
- Open April 3<sup>rd</sup>
- Blew and raked sticks and leaves in clubhouse area
- Blew and raked all greens and tees before opening
- Back lap fairway mowers and mow fairways
- Pick up large limbs multiple times after wind events
- Hand blow large areas of course, greens, and tees
- Mowed tees 2 times

- Mowed greens 8 times
- Brush/Rolled the greens 8 times
- Cut cups 14 times
- Placed out all flags and markers garbage

Multipurpose Arena Monthly Activities:

Daily Participation Rates in 2023 thru April:	44,833
Daily Participation Rates in 2022 thru April:	45,063

- 2 Bulls Games

Recreation Special Activities/Accomplishments:

- Recruited Youth Sports Sponsors
- Started Youth Soccer
- Spring and Summer Staffing process began
- Began pool preparation
- Opened MacNider Campground
- Replaced 6 fire pits at the campgrounds
- Assisted with Mason City Earth Day celebration
- Marketing for Spring and Summer Programs
- *Assisted Pokeman Go National Park Monthly Park Play*
- *Assisted in Bandfest planning*
- Assisted with the NIACC Community Wellness Board
- Continued planning and partnering with 2023 River City Steak Challenge – July 1-3, 2023
- Meet with Chemical reps about for the chemicals for the 2023 swim season
- Filled out paperwork to register the pool in the online database with the State
- Hired a number of season employees throughout all summer areas
- Met with the active living and transportation commission about the bike retail program

Highland Park Golf Course Special Activities/Accomplishment:

- Eli McGallian started as ground superintendent
- Booked 4 outings for the summer with 2 leads we are still pursuing
- Fully cleaned restrooms before season
- Cleaned fryer grill and floor of kitchen
- Order plant protectants
- Built 12 new cart path signs
- Remove two full trees
- Met with DK products about chemical plan for the course
- Met with Earthworks and Rain Bird Rep

Multipurpose Arena Activities/Accomplishments:

- Booked Justin Moore concert with special guest Adam Doleac and Anderson Daniels
- Met with Bulls ownership and Mason City Youth Hockey
- Gave three radio, one print, and one television interview

Recreation Work to Be Completed in Coming Month:

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

Highland Park Golf Course Work to Done in Coming Month:

- 7 High School meets
- 2 NIACC meets
- Highland Park Early Bird Tournament – May 18
- Hosting a Super Stag Men's Night
- Continue to do daily maintenance and pickup, rake and remove debris from course from winter and wind events
- Daily maintain to playing conditions
- Hire part time help
- Fertilize greens
- Calibrate sprayers and spray plant protectants
- Build and install new signage

Multipurpose Arena Work to Done in Coming Month:

- May 21 – Mason City Riverhawk Graduation
- Finalize summer schedule

# Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator

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## Activities for the Month of April 2023:

- Volunteer supplies for Earth Day Clean up, coordination.
- Directed new volunteers to 457 Cannonball project.
- Worked with committee to organize online Earth Day event clean up.
- On-going: Worked with present and new volunteers on the importance of reporting hours to volunteer coordinator, sent emails to all active volunteers for reporting of hours, and keeping volunteers abreast of upcoming events.
- Sent emails to update Beautification volunteers of upcoming schedule and Earth Day Event
- Worked on flower garden budget to reflect actual active plots.
- Worked on price list with new vendor for Beautification program and communicated payment policy and garden information.
- Set up Earth Day Groups and sent out email instructions to various volunteers on how to register online for cleanup areas.
- Sent letters to Beautification volunteers for upcoming meeting-set up meeting site and redid budgets for all gardens.
- Worked on updating books to show gardens and renumbered garden plots to show actual sizes and shapes.
- Met with departments on upcoming projects and coordination of information for grant reporting.
- Worked with several new volunteers on project currently active and upcoming projects.
- Worked on preparing booth at SALT FORUM for seniors in Mason City.
- Coordinated and attended meetings for Volunteer Engagement Initiative.

## Routine Activities:

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

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

<b>Site</b>	<b>Assignment</b>	<b>Hours</b>
Museum	Misc. Projects (mask)	30.10
Recreation	Volleyball/soccer	8.00
Beautification	Garden Maintenance/Cleanup	126.75
457	Maintenance	110.00
Cemetery	Miscellaneous	36.00
Parks	Earth Day/Street cleanup	906.50
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<b>Total Hours</b>		<b>1,217.35</b>

# Youth Task Force

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Reported by Youth Task Force Director

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## YOUTH TASK FORCE GRANTS / PROGRAMS

### Grant/Budget Updates:

- 4/5- OJJDP Grant meeting with all staff, Mary Schissel and Rachel VanHauen
- 4/6-Marti & Jess attended P4C and shared an update about our current projects.
- 4/12-Jessica touched base with the IT-Mentoring grant coordinator about programming
- 4/20- Marti & Jess attended the OJJDP webinar for applicants
- 4/27-The IDPH IT-Mentoring quarterly report was completed and submitted.
- Marti completed monthly timesheets and billings for all grants.

### One on One Mentoring

**Peer Mentoring** (*John Adams Middle School students with Mason City Alternative High School mentors, Newman Elementary with High School students, MCHS students with Lincoln students*)

- Regular group meetings continued throughout the month at Lincoln, John Adams Middle School, and Newman.
- Weekly activity planning and prep meetings – ongoing coordination with school staff.
- Programs will wrap up April 25<sup>th</sup> at JAMS and May 15<sup>th</sup> at Lincoln. Newman will wrap up during the month of May.
- Post surveys are in progress for mentees. Once completed they will be uploaded into the Qualtrics website.
- Certificates were distributed for the Newman Seniors for their awards banquet.

### **Community Based Mentoring**

- Mentor check-ins took place in April.
- Mentor orientation took place on 4/27

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

Trainings were wrapped up at MCHS this month. 116 youth were served.

Trainings started the last week of April at RRMR. 34 youth are in attendance.

## STAFF / OTHER

- Other meetings/events attended:
  - 4/18- Jessica attended the Iowa MENTOR Leadership council meeting
  - 4/20- The Executive Board Meeting at the YTF office took place.
  - 4/6-4/30-all staff have been worked with Mary pulling data, contacting local schools and researching information for the grant. Due date is 5/18.

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