Are you headed in the right direction?

City employee training day – February 15, 2010

Training will be held from 8:00 AM – 12:00 PM at the
Marshalltown Public Library

Training Schedule:

8:00 AM: – Welcome, Nathan Stucky, Human Resource Director

8:15 AM – 9:00 AM: State of the City, Richard Hierstein - Dick will provide an
overview of City goals and budget. And there will be time for Q&A

9:00 Am – 10:15 AM: Department Introductions – Each department will have
5 minutes to provide an overview of their department. This will help educate all
employees on various City responsibilities.

10:15 AM – 10:30 AM: Break

10:30 AM – 12:00 PM: Break-out sessions (choose one the day of training)

- Navigating Workplace Change (up to 60 participants) with Jason Friedman
  on behalf of Balancing Life’s Issues

- Planning for your future retirement with Rick Schneider, ICMA

- Living Healthy with Stacey Loftus, RD, LD, Marshalltown Hy-Vee Dietician

Lunch and afternoon training is department specific and
not scheduled as a group.
City Employment Opportunities

City Administrator
The City of Marshalltown has a budget of $39 million, 170 full time employees, and has a Mayor plus 7-member Council form of government. There have been 3 City Administrators since the position's inception in 1990. Ideal qualifications include: Master's Degree in Public Administration or a closely related field, at least five years of experience as a City Manager or City Administrator, record of success with economic development, municipal finance and union relations. Cover letter, resume and professional references should be emailed to hr@ci.marshalltown.ia.us or mailed to: City of Marshalltown Human Resources, 24 N Center St, Marshalltown, IA 50158. Materials received by February 12, 2010 will be given immediate consideration. Anticipated start date of June 2010. Complete position description is available through the link above. Additional community information is available through the Marshalltown Chamber of Commerce website at www.marshalltown.org
Posting Date: January 11, 2010
Closing Date: Materials received by Friday, February 12th will be given immediate consideration.
Anticipated Start Date: June 2010

Transit Operator (Bus Driver) 2 Positions
Announcement and Application
online at www.ci.marshalltown.ia.us
Continuously taking applications

Questions regarding City Employment opportunities can be directed to Nathan Stucky, Human Resource Director at 754-5704 or nstucky@ci.marshalltown.ia.us

Information available on employee intranet webpage. Notes from committee meetings such as weekly staff dept. head meeting, safety committee, insurance committee and others.

Keep yourself informed, visit the employee intranet site!

employee intranet site: http://webserver/static/intranet/emenu.php
10 Best Foods for Your Heart

OATMEAL: This fiber-rich superfood can lower levels of LDL (or bad) cholesterol and help keep arteries clear.

SALMON: Super-rich in omega-3 fatty acids, salmon can effectively reduce blood pressure and keep clotting at bay. Aim for two servings per week, which may reduce your risk of dying of a heart attack by up to one-third.

AVOCADOS: Packed with monounsaturated fat, avocados can help lower LDL levels while raising the amount of HDL cholesterol in your body.

NUTS: Walnuts are full of omega-3 fatty acids and, along with almonds and macadamia nuts, are loaded with mono- and polyunsaturated fat. Plus, nuts increase fiber in the diet.

OLIVE OIL: Full of monounsaturated fats, olive oil lowers bad LDL cholesterol and reduces your risk of developing heart disease.

SPINACH: Spinach can help keep your ticker in top shape thanks to its stores of lutein, folate, potassium, and fiber.

BERRIES: Blueberries, raspberries, strawberries—whatever berry you like best—are full of anti-inflammatories, which reduce your risk of heart disease and cancer.

FLAXSEED: Full of fiber and omega-3 and omega-6 fatty acids, a little sprinkling of flaxseed can go a long way for your heart.

LEGUMES: Fill up on fiber with lentils, chickpeas, and black and kidney beans. They're packed with omega-3 fatty acids, calcium, and soluble fiber.

SOY: Soy may lower cholesterol, and since it is low in saturated fat, it’s still a great source of lean protein in a heart-healthy diet.

Source of information www.health.com
Fighting Depression in the Recession

Recessions can take an emotional toll along with their financial impact. Keep an eye out for signs of depression, and don’t let symptoms mount before seeking treatment. Your employee assistance professional can help. Resist slipping into catastrophic thinking (“We’ll never climb out of this.”). Instead, deal with each day as it comes. Plan steps and strategies to regain a financial foothold, and reflect on past successes in overcoming adversity. Feared events, if they come, are usually accompanied by solutions or choices associated with their resolution. Using this resilient mindset helps reduce fear, and it allows you to feel more in control and less stressed. It also models resilience to those you love.

Keeping Your 2009 Memories

It’s 2010, but don’t throw away your 2009 business day planner! You may have transferred the phone numbers and dates of future meetings, but you have not transferred your memories! Hundreds of them are associated with the meetings and events you attended last year. You now have a “diary” to serve you in the future when you need it to recall crucial information for resumes, references, meetings, documentation of experience, and more.

Social Web Networking for Your Career

By now you have probably heard of the free social networking sites Facebook and MySpace. There are hundreds more social networking sites, many predominantly professional. Some social networking sites have received negative press because of abuse, but hundreds more have great reputations. They may advance your career if you learn how to use their tools. You can showcase your expertise, find like-minded professionals solving complex problems at work, acquire mentors, or even get experts to endorse you publicly. Web sites such as SlideShare and LinkedIn can increase your visibility, establish you as an expert, build connections for the future, or help you brainstorm new ideas. A quick search online will produce several lists.

Goal Achievement: Boiling It Down

There are thousands of books on goal achievement, but not all of them have a unique message. In fact, most boil down to four principles stated in many different ways:

1) You must decide precisely what you are going to achieve and accept no substitute for achievement;
2) you must decide that you will act vigorously and relentlessly to make the goal reality;
3) you must recognize progress and lack of progress so you can repeat, add to, or not repeat action steps accordingly;
4) you must abandon preconceived notions of what should or will ultimately work.
Recover Your Recovery Program

If you must manage a chronic disease prone to relapse, did you find support for your recovery program this past holiday season? Millions of people manage personal programs of recovery from relapse-prone illnesses such as substance addictions and disorders associated with eating, gambling, smoking, and other behavioral health issues. Don’t delay in reestablishing your program of recovery if you relapsed. You may be waiting for the “right opportunity,” but get this one off your “to do” list and on to your “just do it now” list. Don’t kick yourself for relapsing. Doing so adds to your procrastination. Instead, put your energy into reestablishing your recovery program without delay. A relapse may have started with some destructive thoughts (“stinking thinking”), or rationalizations. Rebounding from a relapse is easier the more quickly it is begun, because in the early days or weeks you have not yet rekindled strong defenses that prevent you from accepting help. Talk with your sponsor or a counselor to gain insight from your relapse experience so that it becomes part of your armament to help prevent a future relapse. Recapture the promises of recovery in your life.

Here’s one daily habit you should start tonight. Set aside 30 minutes each night to review your plan for the following day. Once your day begins, you’re off to the races. It may be difficult to take a breather and plan your day on the run. You have the ability to store a thousand ideas and details associated with your day. However, you can work on only one thing at a time. Planning your day the night before acts as a sorting-out process and calms the nervous system, which has been in hyper mode all day. It’s the equivalent of straightening up a messy workshop before beginning the next project. The benefit is the feeling of being more in control and less overwhelmed by a morass of issues and concerns. And it may improve your sleep!
Happiness Tactics of Top Performers

Southwest Airlines has famous customer service, but management will tell you that it’s their employees who get most of the credit. Southwest Airlines hires only upbeat employees—those who are positive, compassionate, diplomatic, and empathic. What behaviors do its employees practice that spur happiness and corporate success? Can you do the same things? Here are three:

1) Seek creative solutions to work problems. Ideas may not always be accepted, but in your job or among your peers, continue to seek ways of doing things more effectively.
2) Establish a way to celebrate success among your peers. Peer recognition is the most reinforcing.
3) Reduce customer service stress by imagining your customer as a loved one—a child, mother, father, or person who energizes you. Applying this perspective can create a more positive attitude and reduce stress.

Sound a bit crazy? Get this: The airline’s stock symbol is LUV. Something is obviously working.

Subtle Sexual Harassment is Still Serious

Sexual harassment is becoming more subtle with new technology such as texting, PDAs, and instant messaging. However, it’s still illegal and victimizes others. From the privacy of a tiny keyboard, it is easy to send a message with an unwelcome impact. Your best tool to avoid being accused of sexual harassment is “other awareness,” which means paying attention to statements or actions of the person (or others around you) who do not welcome your comments or behaviors. “No,” “not interested,” “please stop,” “don’t do that,” “no, thanks,” silence, or even looks of disapproval all mean the same thing: Don’t do that again. One mistake many perpetrators of sexual harassment make is practicing the unwanted behavior again, convinced that it will be accepted if only attempted in a different way.

All City Employees are required to attend a harassment awareness in the workplace training session. A session is scheduled for February 3rd for those employees who have not yet attended.
Films @ the Library:
Library Director Carole Winkleblack is excited to offer this new film series! Join other area adults in viewing and discussing a classic film in the library's Community Meeting Room. All films will start at 6:30 p.m. Tom LaVille will lead our discussions.

Thursday, February 25: The Searchers (1956)
Thursday, March 4: The Usual Suspects (1995)
Thursday, March 25: Singin' in the Rain (1952)

Films have been selected for an adult audience -- these programs are not suitable for children.

Get your bowling shoes ready!
All employees and families welcome.

Date: Sunday, February 28th
Time: 1:00 PM – 3:00 PM
Cost: $10 per person, which includes 2 hours of bowling and shoe rental.
Location: Totem Bowl, 1101 S. 6th Street
Sign up with Mark Leamen in Finance or Michelle Spohnheimer in Housing

Don’t forget about the awards!
And Doris’s Carrot Cake

Canned food collection will be taken to donate to the local food bank.
As you all are probably aware the Carnegie Building/Addition renovation project is underway. But what you may not have known is what is going on at City Hall as part of the project. A fully enclosed connection is planned as part of the project linking City Hall to the Carnegie building. This connection will be located approximately 20-25 feet from the front of the buildings. As construction begun there was some relocation within City Hall. Char Polzin’s office is down the hall now in the former City Attorney’s office. The Mayor relocated into Char’s office. This will allow for work to continue and eventually interior demolition to occur as the connection is made. Additional work will take place at the City Hall entrance and in the Clerk’s office.

Exterior location on Carnegie building where connection will be made.

This picture is from the main floor of the Carnegie building looking towards City Hall.

This picture is from the closet between the Mayor and Char’s offices looking towards the Carnegie building.
<table>
<thead>
<tr>
<th>Birthdays</th>
<th>Anniversaries</th>
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<tbody>
<tr>
<td>Joan Helm - Housing - 2nd</td>
<td>Craig Holsapple - Police - 1st - 32 Yrs.</td>
</tr>
<tr>
<td>Bill Lawyer - Finance - 8th</td>
<td>Michelle Spohnheimer - Housing – 1st - 9 Yrs.</td>
</tr>
<tr>
<td>Christopher Burrows - Police - 11th</td>
<td>Alyce Sande - Library - 1st - 2 Yrs.</td>
</tr>
<tr>
<td>Daniel McCready - Police - 13th</td>
<td>Nathan White - Fire - 5th - 4 Yrs.</td>
</tr>
<tr>
<td>Richard Bellile - Police - 13th</td>
<td>Zachary Bruce - Fire - 6th - 4 Yrs.</td>
</tr>
<tr>
<td>Monica Rohde-Fulton - Library - 14th</td>
<td>Lance Greazel - WPCP - 7th - 16 Yrs.</td>
</tr>
<tr>
<td>Shari Coughenour - Administration - 15th</td>
<td>Wayne Sawtelle - Fire - 7th - 16 Yrs.</td>
</tr>
<tr>
<td>Amy Trainer - Finance - 16th</td>
<td>Nicole Murty - Police - 7th - 10 Yrs.</td>
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<tr>
<td>Donald Barker - Fire - 18th</td>
<td>Sarah Lage - P.W. - Transit – 8th - 11 Yrs.</td>
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<tr>
<td>Teresa Hannam - Library - 20th</td>
<td>Kelly Smith - Park &amp; Rec - 9th - 23 Yrs.</td>
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<tr>
<td>Karen Allen - Fire - 21st</td>
<td>Stacy Roads - Police - 12th - 14 Yrs.</td>
</tr>
<tr>
<td>Ann Rolston - Library - 23rd</td>
<td>Ryan Dehl - Police - 21st - 5 Yrs.</td>
</tr>
<tr>
<td>Scott Doe - Fire - 24th</td>
<td>Chad Jones - Fire - 23rd - 6 Yrs.</td>
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<tr>
<td>James Trowbridge - P.W. - Sewer - 25th</td>
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<tr>
<td>Patricia Thein - Police - 26th</td>
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It is strongly recommended that natural gas customers keep their gas meters free of ice and snow to prevent the potential for a dangerous natural gas pressure buildup in their homes.

With the recent winter storms, accumulation of ice and snow on or around natural gas meters can lead to a dangerous gas buildup inside a house or other buildings. Snow and ice on roofs and in trees can melt and drip on meters, then refreeze, increasing the potential for a meter malfunction. It is also recommended that appliance vents, often located on a home’s roof, be kept clear in order to operate properly.

The natural gas meter’s regulator vent is especially vulnerable to plugging any time there is a combination of snow and ice buildup and fluctuating temperatures. A plugged vent can adversely affect the operation of the gas pressure regulator, resulting in a potentially hazardous condition by preventing the flow of natural gas.

We strongly recommend that citizens very gently remove snow or ice from the gas meter and any associated piping and the roofline above the meter. Also check to ensure that melting snow or ice is not dripping on the meter from the roof or nearby trees, which can plug the vent if it refreezes.

It is also recommended that customers maintain a clean path to and from the meter to allow easy access in the event of an emergency. Carefully shovel around the meter and clear the meter itself by hand. Avoid using any sharp tool, including a shovel, and snow blower on or near the meter and piping.

We would also recommend annual inspections of your natural gas appliances and venting systems as a key defense against carbon monoxide poisoning. With heavy snowfall, it’s possible that your home’s venting systems, such as an outdoor air intake vent to a fuel-burning appliance, can become packed with snow or ice. It’s also important to make sure that these vents are not clogged with debris such as leaves and birds’ nests.

Carbon monoxide can develop if venting systems or appliances are not operating properly. Inspections are extremely important because they can determine and correct the source of a problem if one exists.
If you smell natural gas in your home you should leave the house immediately and follow these other important safety precautions:

- Don't turn lights on or off or use any other electrical switches, including garage door openers, under any circumstances.
- Don't open any windows or doors other than the ones you pass through on your way out.
- Don't use a cell phone or any other phone while still in the house; go to a neighbor’s house or other safe place away from your home to call 9-1-1 in an emergency.
- Don't return to the home until a safety expert such as a utility company employee or firefighter says it’s safe to do so.

Before removing snow from rooftops or trees, always first look up to find any overhead power line and then keep yourself and any tool you’re using a minimum of 10-feet away. Assume all power lines are energized and therefore dangerous.

If you have any questions about this topic or any other fire related concern please get in touch with the Marshalltown Fire Department at 641-754-5723 or email us at sedwards@ci.marshalltown.ia.us and we will try our best to get you answers to your concerns. Stay Safe.
When it rains, do you know what happens to the water as it travels down the street? If you live in town, the water is most generally collected in the gutterline of each street and travels to some sort of stormwater intake. Once the stormwater enters the intake, it is transported through a series of pipes or ditches to where it may end up in Linn Creek or maybe Anson Creek or Braddy Creek. Or, in the case of some sections of the north side of Marshalltown, the lagoon that is in Riverview Park. After reaching one of these waterways, it has to ultimately end up as drainage in the Iowa River. The condition of this water after it reaches the Iowa River is what we, as employees and citizens of Marshalltown should be concerned with.

As the stormwater (or during the winter months, snowmelt) travels from point to point, it picks up whatever it is that is in the street, gutterline, intake, ditch and waterway and transports it to the Iowa River. The variety of debris, chemicals, trash and other contaminates is as wide as the river itself. Contaminates that we all have to learn to control and eliminate. Ridding our stormwater discharge of these contaminates is not just something that would be nice if we could do it,…..it is a requirement of our stormwater permit from the Iowa Department of Natural Resources.

There are many ways that we can help do our part in the elimination of these pollutants. The Iowa Stormwater Education Program, or ISWEP, is a source that continues to supply the City of Marshalltown with newsletters and how-to tips for cleaning up our stormwater discharge. Please look over these information sources and watch for further tips in our monthly employee newsletter.
Pollution Prevention and Good Housekeeping for Municipal Operations is one of the six minimum control measures that we are required to address in our stormwater permit. These requirements are part of a national stormwater program, the National Pollutant Discharge Elimination System (NPDES) program.

Our permit allows us flexibility in choosing what practices to implement to satisfy the minimum control measure requirements.

Why is Pollution Prevention and Good Housekeeping Necessary?

Our city has a stormwater permit from the Iowa Department of Natural Resources. We are required to address Pollution Prevention and Good Housekeeping in all of our city operations.

Care must be taken to ensure that we are not contributing pollutants that (1) collect on streets, parking lots, storage and vehicle maintenance areas, and may be discharged into local waterways; or (2) result from actions such as poorly planned land development, outdated flood management practices, or poor maintenance of storm sewer systems.

Pollution Prevention and good housekeeping practices are aimed at improving and protecting the water quality of streams and lakes, but they also can result in a cost savings for cities, since proper and timely maintenance of storm sewer systems can help avoid repair costs from damage caused by age and neglect.

What is Required?

We are considered a regulated city with a Municipal Separate Storm Sewer System (MS4) and as such, must develop and implement an operation and maintenance program with the goal of preventing or reducing pollutant runoff from municipal operations into the storm sewer system;

Conduct employee training on how to incorporate pollution prevention/good housekeeping techniques into municipal operations such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance;

Determine the appropriate best management practices (BMP) and measurable goals for this minimum control measure.
What You Can Do

Stop and reflect on what you can do to prevent pollution: If you wouldn’t want to swim in it, then fish, turtles, ducks and other aquatic life wouldn’t want to live in it!

Stop Stormwater Pollution

- Prevent pollution before it starts by not dumping pollutants down storm drains, inspecting areas where chemicals are handled, maintaining equipment and vehicles, training staff on spill response and pollution prevention.

Train staff on proper procedures

- Attend staff training events and be sure to ask questions and educate yourself about how you can avoid contributing pollutants to stormwater runoff while performing the daily activities of your job.

Only clean water in storm drains

- Don’t dump paint, pesticides, concrete washout, gas, antifreeze, cigarettes, trash, chemicals, sediment, and salt waste anywhere other than in a proper receptacle—not the storm drain.

Prevent and clean-up spills

- Inspect parking lots, maintenance and storage yards (including salt/sand storage and snow disposal areas), waste transfer stations, swimming pool water treatment areas and other areas to identify spills and leaks. Repair and maintain equipment and have spill kits on hand.
2008-2009 Annual Report

Marshalltown’s new library opened its doors on December 22, 2008, midway through the 2008-2009 fiscal and statistical year. The attached 2008-2009 Annual Report, filed with the State Library of Iowa in October 2009, shows an increase in most measures. For example:

- Items checked out to rural Marshall County patrons: 12% increase
- Items checked out to patrons: 16% increase
- People attending children’s programs: 55% increase
- People attending all library programs: 62% increase

The resounding success of Marshalltown’s new library can be more accurately judged by comparing the 2008 calendar year, in the historic Carnegie building, with our first full year in our new facility.

**Items checked out:** 330,225 -- more than 1,000 items per day – 52% increase over 2008

**Cards issued to new patrons:** 4,264 – an increase of 181% over 2008

**Internet use:** 64,545 logons to our public access computer were counted in 2009 – a 171% increase over logons in 2008

**Meeting Room Use:** Our capacious E.L. and J.C. Williams Community Meeting Room and 4 smaller study rooms have been one of the most well-received amenities in our new library facility. In 2009 7,291 people used library meeting rooms for a variety of purposes. That is a 245% increase over meeting room use in 2008 and does not include people attending our many library programs held in the library Community Meeting Room.

**Library attendance:** In 2008, we averaged 405 visitors to the library per day for a total year-long attendance of 121,628 individuals. In 2009, 226,616 people stepped into the main library (this does not include people who merely attend a meeting in our Community Meeting Room) – a 86% increase over 2008 – 755 people per day.

It was a great first year for Marshalltown’s new library . . . all possible through the hard work of our dedicated staff of 8 full time and 9 part-time and many loyal volunteers . . . and without adding additional personnel costs to our budget.
Parks and Recreation has a supply of ice skates. We will no longer be renting these skates so if you have been looking for a pair of skates please come into our office to see if we have your size. There is no charge for the skates--they are given on a first come basis. Most are youth sizes.

Call 641.754.5715 for more information

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Marshalltown Police Department
Reserve Officers are a benefit and to the City and Community!

The City Council approved the hiring of two new Police Reserve Officers Monday night, Jake Edwards and Michael Robinson. The Marshalltown Police Reserve is a group of volunteer employees for the City of Marshalltown. They receive $1.00 a year for their employment and this allows them to be covered under the City insurance while they are on duty. We currently have five police reserves who are all certified by the Iowa Law Enforcement Academy as police reserves. Police reserves have all the powers that regular police officers have while they are on duty and they provide many services to our community. Many of the special events around town such as 4th of July and Oktoberfest are staffed by these reserve officers. Additionally they are required to perform at least 8 hours of patrol time each month, and attend trainings as required. Reserves are required to meet all the hiring standards that a regular officer must meet to include an age minimum of 21. Our reserves usually fall into one of two categories. One category are college students or young adults who are looking at police work as a possible career and want the experience and training that our reserve program can give them. The other group comes from the professional ranks of our community. Generally, this group consists of men and women who want to serve their community in the realm of law enforcement but not on a full-time basis. In the past, we have had as many as a dozen reserves, but, in the long run, quality is more important than quantity. If you have questions about the Reserve program contact Sgt. Christopher Roush, Program Coordinator.

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Do you have information to include in a future newsletter?

E-mail it to Michelle Spohnheimer
mspohnheimer@ci.marshalltown.ia.us, tell your Department Head or call Michelle in the Housing office 754-5756