



CITY OF MASON CITY  
**PARKS AND RECREATION BOARD**  
**AGENDA**

MC Recreation Office  
Southbridge Mall  
100 S. Federal Ave.  
Suite 201  
Mason City, IA 50401

March 11, 2025  
6:00 p.m.

CALL TO ORDER

ROLL CALL

\*PUBLIC FORUM

BOARD REPORTS & CORRESPONDENCE

SPECIAL ORDERS

CONSENT AGENDA

Minutes dated: February 11, 2025

Facility Request: Diversity Luncheon by Central Park – Main Street Mason City  
Friday Night Live – Main Street Mason City

STAFF REPORTS

ACTION ITEMS

FUTURE ACTION ITEMS - *Open discussion on future action items*

ADJOURNMENT

\*Public Forum Note to Public

*The Parks & Recreation Board welcomes comments from the public during the public hearing(s) and public forum. If you wish to address the Board during the public forum, you are asked to give your name and address for the record and the subject you wish to address. We ask that you limit the time used to 5 minutes or less to present your remarks in order that others may be given an opportunity to speak. No action on items presented at this time will be taken; however, if warranted, will appear on a future agenda. If you wish to comment on an item that is on this agenda other than those designated for the Public Hearing, please let the Chairperson of the Board know prior to the beginning of the meeting.*

# Park and Recreation Board

## DRAFT MINUTES

Recreation Office  
Mason City, IA

2-11-2025  
6:00 p.m.

The meeting was called to order at 6:00 pm.

**Roll Call** Present Board Members: Adams, Fabian, Lala  
Absent Board Members: Hansen, Levenhagen  
Staff present: Burnett, Collins, Pauly, and Westendorf

**Public Forum** None

**Board Reports &  
Correspondence:** None

**Special Orders** None

**Consent**

**Agenda** **Minutes:** Adams moved to approve the minutes dated January 14, 2025. Lala seconded the motion. All voted yea. (Adams, Fabian, Lala).

### **Facility Requests:**

The board reviewed the facility request for Aeromet Engineering. Adams moved to approve the facility request with appropriate fee structure applied. Lala seconded the motion. All voted yea. (Adams, Fabian, Lala).

The board reviewed the facility request for Mason City Pickleball Club. Mandi Pralle was present. Westendorf did share that bleachers are not available for reservation. Pralle asked the board to wave or greatly reduce all facility request fees as they take the moneys raised during the tournament and reinvest back into the courts. Fabian shared her appreciation and love for Pickleball Classic and all that it does for Mason City. Adams made a motion to approve the facility request, wave the court reservation fees, and charge the garbage can, picnic table, and barricade fees. Lala seconded the motion. All voted yea (Adams, Fabian, Lala).

The board reviewed the facility request for the Mason City Farmers Market. Madison Nelson was present. All staff and board member questions were answered. Adams made a motion to approve the facility request for the 2025 Mason City Farmers Market and to add the Mason City Farmer's Market to the list of organizations who qualify for the facility request fee exemptions. Lala seconded the motion. All voted yea (Adams, Fabian, Lala).

The board reviewed the facility request for the North Iowa Impact Team. Fabian asked if electricity would be needed for the group serving. Burnett asked about the purpose of the North Iowa Impact Team. Pauly shared that North Iowa Impact Team is an all-volunteer group of North Iowans growing a non-profit focus on food, rescue and street outreach. Adams made a motion to approve the facility request for the North Iowa Impact Team and wave the facility request fees. Lala seconded the motion. All voted yea (Adams, Fabian, Lala).

- Staff Reports** Westendorf shared the park report with the board. He highlighted the following:
- The ice rink at Ray Rorick has been installed. The rink has been well used since the installation.
  - The Park Department has been working on painting tables.

- Pauly shared his report with the board. He highlighted the following:
- Last month, the recreation department held their 15<sup>th</sup> Annual Ice Fishing Derby at Blue Pit. This is a great partnership with Iowa DNR.
  - Meriel Johnson will be partnering with 43 North Iowa and One Vision to hold the department’s first adaptive kickball program this summer.

Burnett reported that many projects are paused due to the winter weather. Work on the way finding signage for the bike park is ongoing. Burnett presented information about the bike amenities and prairie rock trail systems at the State of North Iowa and the Ask the Mayor program.

**Action Items** Pauly shared a memorandum with the Park board regarding Highland Park Golf Course Fees for 2025. Adams made a motion to approve the 2025 Highland Park Golf Course Fees for 2025 as stated on the memorandum. Lala seconded the motion. All voted yea (Adams, Fabian, Lala).

**Future Action Items** None

**Adjournment** Adams made a motion to adjourn at 6:22pm. Meeting adjourned at 6:22 pm.

ATTEST:

\_\_\_\_\_  
Doc Adams, Board Member

\_\_\_\_\_  
Melissa Fabian, Vice-Chair

# FACILITY/PARK REQUEST FORM

Mason City Parks and Recreation Department  
100 S. Federal Ave., Suite 201  
Mason City, IA 50401  
Ph. 641-421-3673 Fax 641-421-3635



Sponsoring Organization Main Street Mason City  
Name of Applicant Bill Crozco / Lindsey James Today's Date 2-13-25  
Address 152 15th Street NW Phone 641-423-4779  
Email Bill: billcrozco51@gmail.com / Lindsey: director@mainstreetmasoncity.com  
Name and Type of Event (Please be specific) Diversity Luncheon by Central Park

Date 2/19/25 Time 8AM to 2:30PM Estimated Attendance 1,000-1,200  
Park Requested Central Park Area East Side / along N. Federal Avenue  
1-4 hr Reservation \$50  4-8 hr Reservation ~~\$80~~  All Day Reservation \$125   
Number of days: 1 Total Due: \$0.00

Please Check ALL that may apply

- Program
- Competitive Contest
- Promotional Activity
- Open to the Public
- Closed to the Public
- Other (Specify) \_\_\_\_\_
- Meeting
- Fundraiser

Is this event holding vendors? YES NO  
Are you requesting sole rights with vendors? YES NO

If you answered yes to the above two questions, please provide a park map designating the area vendors will be located and the area you would like to have rights over.

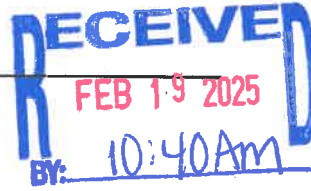
Additional Items:

Garbage Cans	Number Requested	<u>4</u>	x	\$10 per can	_____
Picnic Tables	Number Requested	<u>14</u>	x	\$15 per table	_____
Electrical Spider Boxes	Number Requested	<u>6</u>	x	\$25 per Box	_____
	Total				<u>50.00</u>

Please note: All fees must be paid within 7 days following Park Board Approval.

Support Requests:  
2 Barricades \$75 per event  
\_\_\_\_\_ Channelizers/Cones \$75 per event  
\_\_\_\_\_ Signage \$100 per event

The above items are provided by the street department. Items will only be provided if available. The above items will be dropped off at one location and it is up to the person/organization renting them to set up and take down.



## Facility Request Conditions List

Please initial by each of the terms and conditions.

- AS (u) Applicant/Lessee agrees that any activity conducted will be in accordance with all pertinent Mason City Parks and Recreation Department Regulations and policies as well as applicable federal, state, or local laws.
- AS (u) Damage/cleaning fee of \$25 per hour will be charged if the following is not completed:

  - A) Decorations removed, including all tacks, staples, and tape.
  - B) Tables wiped clean and in the same place as when the party entered shelter.
  - C) Floors swept, debris placed in dumpsters or garbage cans, spills mopped clean.  
(you must supply your own cleaning equipment)
  - D) All garbage within a 25 foot radius of the shelter placed in dumpsters or garbage cans located in the park.
  - E) Shelters with resetrooms inside should have toilets flushed and all debris off the floor

Repair of any damage not caused by normal wear and tear will be charged to the renter. Promptly pay and reimburse the City of Mason City within five working days assessment for any such loss or damage.
- AS (u) All street closures must have approval from the engineering department (641) 421-3605.
- AS (u) If you have Music or a Sound System, you will need to also obtain a Noise Ordinance Permit from the Mason City Police Department (641) 421-3650.
- AS (u) The Mason City Parks Department will only empty trash cans on Mondays and Fridays excluding holidays. Events that require extra services will have to contact a private garbage hauler.
- AS (u) All participants of this event must obey the City of Mason City Park Hours from 6:00 am to 11:00 pm unless approved prior from the Park and Recreation board.
- AS (u) The Lessee shall refund, indemnify and hold harmless the City of Mason City or their employee's agents for and against any and all claims, liabilities, cost, and expenses including attorney fees and court cost, arising from or connected with the activities occurring or equipment used at Lessee's event on the Leased Premises.
- AS (u) **Bandshell only.** Obtain a key and rules for the Bandshell at the Recreation Office no more than 3 business days before reservation. Remember - this is a historical landmark designated by the State of Iowa. If you alter or decide to hang anything without prior approval, you will be fined.

Signature of Applicant

Linda James Walsh Procca

Sponsoring Organization

Main Street Mason City

Office use Only

This event is \_\_\_\_\_ by the Mason City Park Board \_\_\_\_\_

This event vending is \_\_\_\_\_ by the Mason City Park Board \_\_\_\_\_

The Sponsoring Organization is an exempt organization \_\_\_\_\_



1st N

East State St

North Federal Ave.

Food Vendors

Food Vendors

Food Vendors

Food Vendors

Food Vendors

Food Vendors

Food Vendors

Food Vendors

1st N

East State St

# Central Park

NI DAT will hold the annual lunch by Central Park event on September 19th, 2025 on the East end of the park along Federal Ave. Food vendors will begin arriving after 8:00am to be ready for inspection by 10:30am. Serving hours will be from 11:00am until 1:30pm, followed by vendor breakdown and clean-up.

NI DAT is also requesting the closure of Federal Ave from State Street, North to 1st Street North to allow for the event.

Bill Orozco, NI DAT - Treasurer

## BARRICADE REQUEST FORM

Barricades being used for: Diversity Luncheon by Central Park

# of Barricades needed: 2

Date: 9-19-2025

Time: 8:00 am (8:30 p.m. is limit)

Name: Bill Orozco/Lindsey James

Address: 152 15<sup>th</sup> St NW

Phone: 641-423-4779

Date and Time Barricades will be picked up: 9-19-2025 2:30 pm

Location of Barricades (Use back of sheet if you need to draw a map):

see attached.

Note: A \$50.00 deposit is required when you return this request form. Please return form and check to Street Dept. 725 N. Massachusetts (Street Division) or mail to Street Dept., 10 1st St. NW, Mason City, IA 50401. When barricades are returned to the Street Dept. the check will be returned. Barricades can be picked up at 725 N. Massachusetts on Friday before 3:30 p.m. ***Barricades cannot be used for commercial purposes.***

### OFFICE USE ONLY

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Amount of deposit: **\$50.00**

Date Received: \_\_\_\_\_

Date Police Notified: \_\_\_\_\_

Date Fire Dept. Notified: \_\_\_\_\_

Date Barricades Returned \_\_\_\_\_

# FACILITY/PARK REQUEST FORM

Mason City Parks and Recreation Department  
100 S. Federal Ave., Suite 201  
Mason City, IA 50401  
Ph. 641-421-3673 Fax 641-421-3635



Sponsoring Organization Main Street Mason City  
Name of Applicant Lindsey James Today's Date 3-8-25  
Address 9 N. Federal Avenue Phone 641-494-0003/641.231.123  
Email director@mainstreetmasoncity.com

Name and Type of Event (Please be specific)  
Friday Night Live: Live music on Federal Avenue Plaza  
food trucks along N. Federal Avenue; family fun in Central Park  
Summer Series Finale

Date 8/15/25 Time 3 PM to 10 PM Estimated Attendance 500-1200  
Park Requested Central Park Area Entire

1-4 hr Reservation \$50  4-8 hr Reservation \$80  All Day Reservation \$125   
Number of days: \_\_\_\_\_ Total Due: \_\_\_\_\_

Please Check ALL that may apply

- Program
- Competitive Contest
- Promotional Activity
- Open to the Public
- Closed to the Public
- Other (Specify) \_\_\_\_\_
- Meeting
- Fundraiser

Is this event holding vendors? YES NO  
Are you requesting sole rights with vendors? YES NO

If you answered yes to the above two questions, please provide a park map designating the area vendors will be located and the area you would like to have rights over.

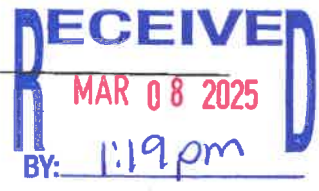
Additional Items:

Garbage Cans	Number Requested	<u>15</u>	x	\$10 per can	_____
Picnic Tables	Number Requested	<u>10</u>	x	\$15 per table	_____
Electrical Spider Boxes	Number Requested	<u>2</u>	x	\$25 per Box	_____
				Total	_____

Please note: All fees must be paid within 7 days following Park Board Approval.

Support Requests:  
4-6 Barricades \$75 per event  
\_\_\_\_\_ Channelizers/Cones \$75 per event  
\_\_\_\_\_ Signage \$100 per event




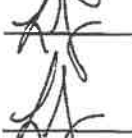




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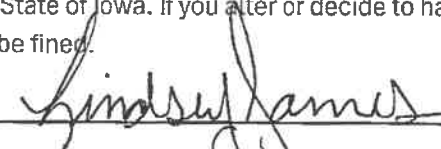


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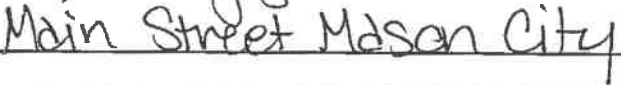
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(you must supply your own cleaning equipment)
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-  **VIA Bandshell only.** Obtain a key and rules for the Bandshell at the Recreation Office no more than 3 business days before reservation. Remember - this is a historical landmark designated by the State of Iowa. If you alter or decide to hang anything without prior approval, you will be fined.

Signature of Applicant

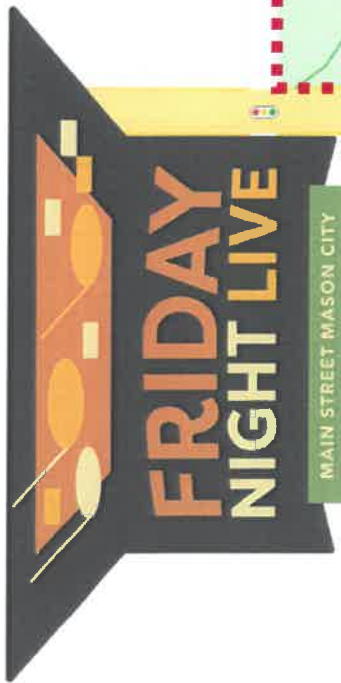


Sponsoring Organization



Office use Only

This event is \_\_\_\_\_ by the Mason City Park Board  
This event vending is \_\_\_\_\_ by the Mason City Park Board  
The Sponsoring Organization is an exempt organization \_\_\_\_\_



*Live Music, Food Trucks,  
and Family Fun in  
Downtown Mason City!*

**FRIDAY, JUNE 6**  
\*\* Relay for Life\*\*

**FRIDAY, AUG. 1**  
\*\* Alumni Days \*\*

**FRIDAY, AUG. 15**  
\*\* Series Finale \*\*



**641.494.0003**

director@mainstreetmasoncity.com



# Recreation and Highland Park Golf Course

## February 2025

Prepared by Brian Pauly, Superintendent of Recreation

February was a busy month for the Recreation Department with multiple programs in full swing. Youth basketball, tumbling, mini and tiny tot cheerleading continued to provide engaging opportunities for young athletes to develop their skills. Adult recreation also remained strong, with drop-in volleyball, basketball, and pickleball continuing to see steady participation. Drop-in adult volleyball has maintained the high numbers we've seen since it started, and our women's power volleyball league remains a competitive and popular offering.

Beyond our core programs, we welcomed new participants into our school-age care program after the closure of Little Angel Childcare Center. All three of our before- and after-school care sites accommodated additional children, ensuring families had reliable options for their childcare needs. The department also engaged with various organizations to plan future events, including a meeting with representatives from the University of Northern Iowa Soccer Program to coordinate our June youth camp and discussions with the Steak Cookoff Association regarding our ninth annual event at MacNider Campgrounds, scheduled for the first weekend in July.

Our department also took time to recognize our seasonal staff members, hosting our annual appreciation night at a North Iowa Bulls game. The event was well attended, with 80 staff members coming together to celebrate their hard work and dedication. Additionally, the MacNider Campgrounds reservation system underwent a transition as its previous company was acquired by Let's Camp, a Canada-based organization. This change will require some adjustments, but staff are working to ensure a smooth transition for campers. The department was also represented at Leadership North Iowa and participated in the Chamber Speed Dating Service Group outing, continuing to build connections within the community.

Preparations for the summer season have already begun, with aquatic center manager and head lifeguard interviews completed. As of now, we have 28 returning lifeguards committed for the upcoming season, setting us up for a strong start. Additionally, I attended the Elevate and Innovate Workshop in Urbandale, a free event hosted by the Iowa Parks and Recreation Association that provided valuable insights and networking opportunities.

Parks Monthly Report  
February 2025

Feed and care for deer.

Maintained ice rink at Ray Rorick Park.

Painted tables and trash cans.

Trimmed trees at various parks.

Placed rock on west side of City Hall for Kyle Peterson.

Picked up trash on Mondays and Fridays.

Performing floor repairs and touching up paint at campground.

Snow removal.

Tore down a garage for Kyle Peterson at 543 4th N.E.