

Mason City Room, Mason City Public Library  
Mason City, Iowa

April 1, 2025  
7:00 P.M.

**City Council Meeting Comments:** City Council Meeting Comments: To view the Agenda for all meetings, visit [www.masoncity.net](http://www.masoncity.net) and click on the Agenda button. The public is invited to provide input on Council items only prior to the meeting *or at the meeting during the public forum*.

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## AGENDA

### REGULAR MEETING OF THE CITY COUNCIL

*Our mission is to provide efficient and effective City services and infrastructure with sound fiscal policies that create an enjoyable quality of life in a safe and viable community*

#### ROLL CALL -

#### ADOPT AGENDA –

**NOTICE TO PUBLIC: PUBLIC FORUM:** The Mayor and City Council welcome comments from the public only on agenda items during the public forum. You are asked to give your name, address, and the agenda item number or topic you are referring to on the agenda. Please keep your comments concise and limited to five minutes.

**CONSENT AGENDA -** All items listed under the Consent Agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.

1. MINUTES – Regular Minutes of March 18, 2024 and two Special Meeting Minutes of March 25, 2025
2. CLAIMS dated March 20 and 27, 2025
3. FEBRUARY FINANCIAL REPORT
4. Administrator recommending approval  
Appoint/hire Cody Stewart as Heavy Equipment Operator at \$28.53/hour.

5. Administrator recommending approval  
**Reso.** calling for a public hearing (Environmental Review) to use State Revolving Fund (SRF) Loan for financing of the 43<sup>rd</sup> Street SW Sanitary Sewer Lift Station Project
6. Administrator recommending approval  
**Reso.** authorizing acceptance of the 2024 Iowa Certified Local Government Annual Report and directing staff to submit the report to the State Historic Preservation Office
7. Administrator recommending approval
  - a. **Reso.** authorizing approval and execution of a Permanent Public Art Easement for displaying a sculpture entitled “Sundays with Jesse” for a portion of property at 518 North Federal Avenue
  - b. **Reso.** authorizing approval and execution of a Public Art Sponsorship Agreement with Gary J. Schmit and Anne C. Schmit for a sculpture entitled “Sundays with Jesse” located on a portion of property at 518 North Federal Avenue
8. Administrator recommending approval  
Hire Cindy Boender as Mall Manager, Grade G, Step 6, which is \$52,562 annually

#### PUBLIC HEARING

9. Administrator recommending approval
  - a. Public hearing on proposal to enter into an Essential Purpose Loan Agreement”
  - b. Public hearing on proposal to enter into a General Purpose Loan Agreement”
  - c. **Reso.** taking additional action on proposal to enter into General Obligation Loan Agreements, combining Loan Agreements, and providing for the levy of taxes to pay General Obligation Corporate Purpose Bonds, Series 2025”
- 10 Administrator recommending approval
  - a. **Reso.** adopting plans, specifications, form of contract and estimated cost for the “2025 pavement marking program project no. 25-1003”
  - b. Bid Tabulation
  - c. **Reso.** award of contract to Quality Striping, Inc. of Des Moines, Iowa for the “2025 Pavement Marking Program Project No. 25-1003”

## ACTION ITEMS –

- 11 Administrator recommending approval  
**Ord.** amending Title 12 of the City Code, it being the Zoning Ordinance of said city, and changing the boundaries of certain districts therein zoned Z2 Sub-Urban Zoning District to Z3 General Urban Zoning District for property generally located at 2708 19<sup>th</sup> Street SW (FINAL)
  
12. Administrator recommending approval  
**Ord.** amending the City Code, by repealing Title 1 “Administrative”, Chapter 9 “Municipal Elections”, Section 5 in its entirety and adopting a new Section 5 in lieu thereof, pertaining to election wards and precincts (2<sup>nd</sup> or FINAL)
  
13. Administrator recommending Denial of Glass and Device Permits for the following tobacco licenses: Sama, Inc., dba Prime Wine and Spirits – 1104 N Federal Ave; Farouk 2, Inc., dba Mason Tobacco & Smoke Shop – 497 Indian Head Dr; Asim LLC, dba Monroe Liquor – 18 N Monroe Ave; Northside Liquor – 1303 N Federal Ave; Malik’s #3, dba The Spot – 1303 4<sup>th</sup> Street SW; Mason, Inc., dba R Smokes – 3431 4<sup>th</sup> Street SW

## Adjournment

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**Note:** City Council members and staff will be available for a period of time after adjournment to visit with citizens, answer questions and address concerns. *In accordance with Title II of the American with Disabilities Act as it pertains to access to Public Meetings, the City Clerk’s Office of the City of Mason City, upon 48 hour notice, will make reasonable accommodations for persons with special needs. Please call (641) 424-7102 if you need assistance. Please note flash photography is not allowed during the meeting.*

Mason City Room, Mason City Public Library  
Mason City, Iowa

March 18, 2025  
7:00 P.M.

MINUTES  
REGULAR MEETING OF THE CITY COUNCIL

The City Council of the City of Mason City, Iowa, met in regular session pursuant to law and rules of said Council, in the Mason City Room of the Mason City Public Library, at 7:00 P.M., on March 18, 2025. The meeting was called to order by the Mayor and on roll being called there were present, Bill Schickel, Mayor in the Chair, and the following Council Members: Jaszewski, Masson, Latham, Adams, Symonds, Lee. Absent: None

**ADOPT AGENDA**

The Mayor announced Item #17 was removed from the Agenda. **It was moved by Jaszewski and seconded by Symonds that the agenda be adopted.**

On roll call, the vote was as follows:

Yea: Jaszewski, Symonds, Latham, Lee, Adams, Masson  
(Motion was declared carried.)

**SPECIAL ITEMS**

1. The Mayor Proclaimed Thursday, March 20, 2025 as “Wright on the Park, Inc. Day” in celebration of the 20<sup>th</sup> Anniversary of Wright on the Park, Inc.

**PUBLIC FORUM**

The Mayor asked if there were any comments.

Gerry Buffington, 1811 South Harding, referred to Item #18, stating they were not looking forward to a 100 X 50-foot building in a residential district. He stated the people on the south end of Harding, south of 19<sup>th</sup> Street, in the 21<sup>st</sup> Street area, had problems with flooding and now the proposal was to install 5,000 square feet of roofline, plus a parking lot and believed that would also impact flooding. He mentioned a couple that had bought a lot in the area recently who wanted to build a new home and how they were now on the fence because they weren't sure if they wanted to build next to a large building. He stated Mason City had spent a lot of time and money on 9<sup>th</sup> Street Southwest from Taft to Eisenhower to build retail commercial business properties that were not full, adding it would probably be cheaper to buy a lot and build there rather than this location. He stressed this did not really fulfill the needs of a residential neighborhood and pointed out a few years ago Ressler Landscaping had wanted to put a building on the corner of Taft and 19<sup>th</sup> and were denied. He questioned the size of the building for what they were doing and referenced the fireplace store downtown behind the bank which was smaller and stated they had no idea what the building was going to look like and what would be fenced in and whether it would need a retention pond and reiterated the area should remain residential.

There being no further comments, the Public Forum was closed.

**CITY ADMINISTRATOR’S MONTHLY REPORT**

2. Administrator Burnett presented the Monthly Activity Report.

Council comments and questions followed the report.

**CONSENT ITEMS**

Prior to adopting the Consent Agenda Item #14 was removed to be acted upon separately.

The following Consent Agenda Items were Approved/Adopted:

- 3. **Minutes:** Regular Minutes of March 4, 2025, were presented.
- 4. **Claims:** Dated March 6 and 13, 2025 in the amount of \$2,332,390.58
- 5. **Permits:**

**City Administrator:**

The following permits/renewals are submitted for approval.

Prime & Wine 3000 4 <sup>th</sup> Street SW	Class C Retail, Catering, Outdoor Service
Target 3450 4 <sup>th</sup> Street SW	Class E Retail
Godfathers 17063 4 <sup>th</sup> Street SE	Class C Retail
North Iowa Events Center 3700 4 <sup>th</sup> Street SW –excludes speedway	Class C Retail & Outdoor Service
Mason City Motor Speedway 3700 4 <sup>th</sup> Street Southwest	Special Class C Retail, Outdoor Service

6. **Reappointments to Boards and Commissions:**

**Mayor:**

The council is asked to confirm the following individuals to the appropriate boards and commissions. Applications are on file in the Clerks office.

<u>Name</u>	<u>Board or Commission</u>	<u>Reappt./New</u>	<u>Term</u>
Jodi Korth	Civil Service Commission	Reappt.	2029
Tracey Cram	Active Living & Transportation	Reappt.	2028
Abe (Adrian) Hackman	Housing Authority Board	Reappt.	2030

Daniel Worden	Planning & Zoning Commission	Reappt.	2030
Tim Coffee	Planning & Zoning Commission	Reappt.	2030
Reed Wessman	Planning & Zoning Commission	Reappt.	2028

**7. Order Hearing Transit Assistance Funding Application:**

**Transit Operations & Safety:**

I respectfully recommend that Council adopt the resolution ordering a public hearing to be held on May 6, 2025 for the FY26 Consolidated State and Federal Transit Administration Assistance Funding Application. Each year the City must submit a Transit Assistance Application to the Iowa Department of Transportation, Public Transit Bureau. This year’s application includes the following request for funds:

**Operating Grants:**

Federal Section 5311: (estimate)	\$857,252
State Funds: (estimate)	\$343,621
<b>TOTAL</b>	<b>\$1,200,873</b>

Operations The Federal Section 5311 grant is a dollar-for-dollar grant with the City matching up to 100% of the grant or \$857,252 (estimated). The funds for the Federal Section 5311 grant are included in the Operations portion of the FY26 transit budget. The state revenues are estimated by the Iowa DOT and are derived from a dedicated portion (1/20<sup>th</sup>) of the first four cents of the use tax on the sale of motor vehicles and accessory equipment. Mason City is eligible to receive 1.77% or \$343,621 (estimated) of these state formula funds. I respectfully recommend that Council adopt the resolution ordering a public hearing to be held on April 15, 2025 for the FY26 Consolidated State and Federal Transit Administration Assistance Funding Application.

**Reso. 25-40:**

Resolution No. 25-40, approving publication of notice of hearing upon a consolidated application for Federal Transit Administration Assistance Grant for Non-Urbanized Areas and State Operating Assistance Funds for Transportation and authorizing the submission of the application, setting time and place of public hearing; prescribing form of notice to be given and directing clerk to cause publication of said notice, was presented.

**8. Award Contract Professional Services – N Pierce & 12<sup>th</sup> Street NW Roundabout:**

**City Engineer:**

The recommendation is: that the City Council approves a Professional Services Agreement with WHKS for the 12th Street NW & Pierce Avenue Roundabout project. The intersection of 12th Street NW & Pierce Avenue is a unique intersection for multiple reasons. The major contributors to the complexity of the intersection include the following:

- Tee configuration.
- 12th Street NW and Pierce Avenue; classified as minor arterial streets.

- 12th Street NW transitions between two-lane street and continuous two-way left-turn lane (TWLTL).
- Eastbound traffic experiences a substantial reduction in posted speed.

The city receives many calls regarding safety, speed, long stop delays for Pierce traffic, and in general, inconveniences for the driver. These stem from the amount of traffic and the geometric configuration of the intersection. In past years, the city has sought federal funding to assist in a major intersection and roadway widening project involving 12th Street NW at Pierce Avenue, west, to Eisenhower Avenue. Previous attempts at funding have been unsuccessful. The city has made minor improvements, but limitations associated with the intersection prevent making the improvements necessary to correct or eliminate the negative aspects of the intersection. A recent development planned in the northwest quadrant has brought back to the front, the issues with the current configuration. Due to the parameters of the intersection and access to the new development, major improvements, including complete reconstruction and reconfiguration, are necessary to keep traffic moving in a safe and conforming manner. The end project will align with a goal the city had set for a portion of a larger project. The reconfiguration and reconstruction of the tee intersection to a roundabout is most practical in this location in part because of the volume of traffic entering from all directions. The Annual Average Daily Traffic (AADT) on 12th Street NW is approximately 10,000 vehicles and on Pierce Avenue, approximately 4,000 vehicles. A roundabout design allows continuous or near continuous movement of traffic as well as providing safer movements through the intersection. The roundabout configuration will contribute to traffic calming, whereby eliminating the issue of eastbound traffic ignoring the reduction in speed. The roundabout design will also provide a fourth entrance/exit spoke to serve future development north of 12th Street NW which would otherwise access directly onto 12th Street NW. The city made a request to WHKS for a Professional Services Agreement (PSA) for staff and council consideration. The PSA addresses a scope of services to advance the project through bid letting services. The attached PSA outlines the scope of services and basis for compensation. The agreement of services includes:

- Project Management and Meetings
- Topographic Survey and Research of Existing Conditions
- Preliminary and Final Design and Plan Preparation
- Bid Letting Services

A complete and detailed scope of services is available for review by referencing Exhibit A to the Professional Services Agreement. WHKS will provide the detailed list of services at an hourly-based not-to-exceed fee of \$139,575.00. The project is budgeted; the funding source is G.O. Bonds. The city has also applied for multiple grants to assist with the funding of the project. I respectfully request City Council approval of the Professional Services Agreement with WHKS for the 12th Street NW & Pierce Avenue Roundabout project.

**Reso. 25-41:**

Resolution No. 25-41, award of contract to WHKS & Co. of Mason City, Iowa for professional services related to the N Pierce Avenue and 12<sup>th</sup> Street NW Roundabout, was presented.

**9. Contract & Bond – East Park Redevelopment Project:**

**City Engineer:**

The recommendation is: that the City Council approve the form of contract and bonds with Bob McKiness Excavating & Grading, Inc. of Mason City, Iowa for the East Park Redevelopment project. The City of Mason City received bids on Tuesday, February 25th for the East Park Redevelopment project. The bids were presented to and acted on by the City Council on March 4, 2025. The award of contract was approved to the low bid contractor, Bob McKiness Excavating & Grading, Inc. of Mason City, Iowa in the amount of \$195,888.00. Council action on approval of the form of contract and bonds is now required before the contractor may begin working on the project. The general extent of the work involves site clearing and grubbing; the demolition of one single family home, including a detached garage and miscellaneous outbuildings; disconnection of water and sewer services; installation of new water and sewer services; remove and replace PCC pavement patches, curb and gutter and sidewalk; demolition of block retaining wall; construct modular block retaining wall; embankment shaping and grading, site restoration and hydraulic seeding; and all incidentals within the parameters of the East Park Redevelopment project located within the City of Mason City. The contract amount is \$195,888.00. The project is budgeted, the source of funding is G.O. Bonds. I respectfully request the City Council's approval of the contract and bonds with Bob McKiness Excavating & Grading, Inc. for the East Park Redevelopment project.

**Reso. 25-42:**

Resolution No. 25-42, approving the contract and bond for the construction of "East Park Redevelopment Project No. 24-1019", was presented.

**10. Order Hearing – 2025 Street Panel & Curb Replacement Program:**

**City Engineer:**

The recommendation is: that the City Council approves the project plans and specifications and sets a public hearing date for the 2025 Street Panel and Curb Replacement Program. The Mason City Engineering Department has completed plans and specifications for the 2025 Street Panel and Curb Replacement Program. City Council's approval of the plans and specifications is now being requested. In addition, a public hearing is being requested for April 15, 2025. The general extent of the work involved is to remove and replace PCC pavement, curb and gutter, sidewalk, install detectable warning panels, adjust sanitary sewer manholes, adjust water valve road boxes, and incidentals at various locations within the City of Mason City. The Engineer's Opinion of Probable Cost is \$13,860.00. The project is budgeted in the Capital Improvements Program for FY26. The identified funding sources are G.O. Bonds and Road Use Tax Funds. I respectfully request the City Council's approval of project plans and specifications, and in addition, that the City Council set April 15, 2025, as the public hearing date for the 2025 Street Panel and Curb Replacement Program.

**Reso. 25-43:**

Resolution No. 25-43, authorizing notice to bidders, fixing amount of bid security, and ordering clerk to publish notice and fixing a date for receiving same, and for a public hearing on plans, specifications, form of contract and estimate of costs for construction of the "2025 Street Panel and Curb Replacement Program Project No. 25-1002, was pre-



sented.

**11. Change Orders – Fire Station Renovation Project:**

**Fire Chief:**

Approve Change Order #036, #037, and fire protection system services for the Fire Station Renovation Project. The proposed work aims to provide long-term solutions for maintenance issues at the fire station while aligning with the station renovation project. The planned changes will update outdated equipment, ensure fire code compliance, and reduce future maintenance needs. Considering the successful adherence to the project schedule and budget, it is recommended that these changes receive approval. A change order was approved for changes to finish products in the dorm areas, with modifications to the casework and wood base, creating a deduct of \$911.70. These changes not only reduced costs but also provided material that is expected to withstand daily use better than the original material. PCO #036 is to make final adjustments in the work originally planned for the fire alarm system. During the final plan review, it was determined that additional carbon monoxide detection is needed in a corridor with two entry points leading to the apparatus bay. Per fire code, these areas are required to have carbon monoxide detection. A deduct was also realized as modifications were made to the detection installation in three separate areas of the building. After a deduct of \$1,222.00, the total cost of this change order is \$2,222.00. PCO#037 is for replacing ceiling diffusers and return registers in the lower level. Initially, the fire department planned to refurbish and repaint the equipment for reuse in the newly tiled ceilings. However, following an assessment of the condition of certain items, it was determined that they are beyond reasonable repair and restoration. Consequently, it is more practical to replace these items at this time. The increased amount for this change order is \$1,722.05. The updates to the fire protection system service encompass the scheduled work for the sprinkler system in the building's lower level. The primary focus of this project is to replace the sprinkler heads that are original to the structure. As these heads are over 50 years old, it is prudent to replace them now, ensuring that all heads in the system are new. This replacement timing aligns well with the installation of new sprinkler heads under each stairwell and the hose drying tower, which were not initially included in the renovation project. The contractor has agreed to perform a five-year internal inspection as part of this work, which is due for service this year. Completing all of this work simultaneously allows for a discount on the labor costs. The amount for this work is \$4,850.00. The Fire Station Renovation Project is included in the budget, and the change orders attached remain in line with the original budgeted cost of the project. With the approval of the changes noted above, it would yield a total net increase to the project of \$8,794.05. I respectfully request the approval of these change orders for the Fire Station Renovation Project.

**Reso. 25-44:**

Resolution No. 25-44, approving change orders #36 and #37 with Henkel Construction Company of Mason City, Iowa for the construction of the “Mason City Fire Department – Dormitory Addition and Remodel” project, was presented.

**12. First Amendment – NICHDC, 537 4<sup>th</sup> Street NE:**

**Development Services Director:**

Staff recommends approval of the Resolution authorizing execution of the First Amend-

ment to the Development Agreement between the City and the North Iowa Corridor Housing Development Corporation, for 537 4<sup>th</sup> Street NE. On February 18, the City Council approved a Resolution authorizing execution of a Development Agreement with the North Iowa Corridor Housing Development Corporation (NICHDC) for development of 537 4<sup>th</sup> Street NE. As a result of the sale to the NICHDC, development of the property is subject to the requirements of the approved Development Agreement. Under Section “A of the Agreement that describes the NICHDC’s commitments, Paragraph 6, “Sale,” reads in relevant part, “The Corridor hereby represents that the Property will be offered to income-qualified families for occupancy at price levels affordable to families of Low and Moderate Income, as determined by the U. S. Department of Housing and Urban Development.” It was not the City’s intent to require sale of the property, after renovation, only to families meeting the low- to moderate-income (LMI) thresholds. While we expect that the property will sell at a price accessible to the workforce (which may include qualifying LMI families), there is no intended requirement to limit the pool of buyers only to families with incomes at or less than 80% of the area median income. The City has not included this requirement as a condition of sale for any other property sold by the City to the NICHDC. The above text was included inadvertently, so an amendment to remove it is required. The attached Amendment No. 1 to the Development Agreement deletes Paragraph A.6 and replaces it with the same text, except omitting the sentence requiring sale to LMI families. There is no impact to the operating budget resulting from this action. Staff recommends approval of the Resolution authorizing execution of the First Amendment to the Development Agreement between the City and the North Iowa Corridor Housing Development Corporation, for 537 4<sup>th</sup> Street NE.

**Reso. 25-45:**

Resolution No. 25-45, authorizing approval to enter into a First Amendment to the Development Agreement between the City of Mason City and North Iowa Corridor Housing Development Corporation for 537 4<sup>th</sup> Street NE, was presented.

**13. Minimum Assessment Agreement X Storage, LLC 810 12<sup>th</sup> Street NW:**

**Development Services Director:**

Staff requests approval of the Resolution authorizing execution of a Minimum Assessment Agreement between the City, the City Assessor, and X Storage, LLC. The owner of 810 12<sup>th</sup> Street NW recently constructed and then expanded a personal hobby building at that address. This property is assessed as commercial. The owner of the property, X Storage, LLC, applied for Urban Revitalization Tax Abatement as allowed under the City’s Urban Revitalization Plan. In 2023, the Iowa Legislature made two major changes to the Urban Revitalization program: first, abatement of taxes collected by the school district was removed, significantly reducing the benefit to the property owner; and second, before an abatement of taxes for commercial property can commence, the owner, the City and the Assessor are required to enter into a Minimum Assessment Agreement. The owner of X Storage, LLC has signed the attached Minimum Assessment Agreement. In the Agreement, the owner states that the minimum assessed value of the property cannot be less than its value as assessed on January 1, 2024, plus 15 percent. This aligns with the Urban Renewal Plan, which requires that the improvements must increase the value of the property by at least 15 percent to be eligible for the abatement. The City Assessor has determined that the improvements have increased the value by at least 15%, which for this property equals a minimum increase of \$37,410. The value of the building on this

property on 1/1/24 was \$249,400. Thus, the Minimum Assessment Agreement states that during the 10-year period of the abatement, the owner agrees that the assessed value of the property will never be less than \$286,819 (\$249,400 + \$37,410). If the assessed value ever goes lower than \$286,819 during the 10-year abatement period, the property will be taxed as if the assessment was still at the higher amount. There is no impact to the operating budget resulting from this action. Staff requests approval of the Resolution authorizing execution of a Minimum Assessment Agreement between the City, the City Assessor, and X Storage, LLC.

**Reso. 25-46:**

Resolution No. 25-46, approving and authorizing execution of a Minimum Assessment Agreement between the City of Mason City, the City Assessor and X Storage, LLC for property generally located at 810 12<sup>th</sup> Street NW, was presented.

**It was moved by Symonds and seconded by Jaszewski that all items in the Consent Agenda be approved and Resolutions adopted.**

Yea: Symonds, Jaszewski, Masson, Lee, Latham, Adams  
(Motion was declared carried.)

**14. Community Project Funding Application:**

**City Administrator:**

The recommendation is that City Council approves the submission of a Community Project Funding Application for consideration by Congresswoman Ashley Hinson's office. Congresswoman Ashley Hinson has announced that limited Community Project Funding (CPFs) opportunities are available for worthy projects. These funds are provided by the Congress to direct a specific amount of funding toward a state, locality, or congressional district within larger appropriations legislation. This process provides Members of Congress with input over spending on eligible projects, rather than deferring to the Executive Branch to make these decisions. Congresswoman Hinson is accepting submissions for CPF requests from eligible entities based in the district she represents (IA-02). The Community Project Funding requirements fit well with Mason City's Wastewater Reclamation Plant Nutrient Reduction project and staff has submitted a request for \$5,000,000 in funding to her office for inclusion in the federal budget. One requirement to receive funding is that the local government (City of Mason City) be able to demonstrate that it can carry out the project submitted. The City's project chosen for submission is well within the capabilities of city staff to manage. Specifically, the project will bring the reclamation plant in compliance with current federal and state requirements through significant renovation and replacement of equipment and modifying the processing of wastewater at the facility. This project will allow for the plant's efficient operation for well into the future. This plant serves both residential customers and large industrial users and is critical to the success of the city and the businesses located here. Demonstration of funding commitment is documented in the City's 5-year Capital Improvement Program, which includes funds for Engineering Services for final design of the project with the funding for construction the following years. The estimated cost for the construction phase of the project is \$29,500,000, making this an attractive project for consideration for the Energy and Water Development and Related Agencies Subcommittee. There is no budget impact for the submission of the application. I respectfully request that City

Council approves the submission of a Community Project Funding Application for consideration by United States House of Representatives.

**It was moved by Jaszewski and seconded by Adams that Resolution No. 25-47, be adopted.**

Council Member Jaszewski asked what would happen if the city did not get the money with Finance Director Hinson stating staff had a plan and were seeking grant funding to defray the costs. In addition, the Council had adopted a five-year rate plan that would help, but advised the number had started at \$11 million and was now at \$29.5 million.

Council Member Jaszewski asked how much could potentially be granted (Federal level) with Hinson stating \$5 million was the maximum amount the City could apply for under this program.

Council Member Adams emphasized the project was something the City was required to do with Hinson agreeing, advising this was part of the Clean Water Act.

Council Member Adams asked if the City had success with this same program with the Water Infrastructure Project in South Industrial Park with Administrator Burnett concurring, advising staff was working with Representative Hinson's office and had been able to secure \$1,000,000 for the Taft Watermain Loop through community funded projects. He also stressed this project was a Federal requirement and mentioned the cost for these type of projects had seen an insane increase and the fact the City was at 60% design would be very helpful in nailing down the cost. He concluded his comments by stating there were communities half the size of Mason City that had numbers hitting 100 million dollars, so while it was a very large expense, Mason City had been fortunate with the foresight that people had with the Wastewater Plant and making sure the number was at least something that was doable within the rate structure without creating an undue burden on rate-payers.

The Mayor called the question and the following Resolution was introduced.

**Reso. 25-47(ADOPTED):**

Resolution No. 25-47, authorizing submission and execution upon approval of a Community Project Funding (Wastewater Reclamation Plant Nutrient Reduction Project) application to Congresswoman Ashley Hinson by the 118<sup>th</sup> Congress, was presented.

On roll call, the vote was as follows:

Yea: Jaszewski, Adams, Latham, Masson, Symonds, Lee  
(Motion was declared carried.)

**PUBLIC HEARING**

**15. UR Amendment #4 to the Forest Park Urban Renewal Area:**

**Development Services Director:**

Staff respectfully requests that the City Council convene a Public Hearing to consider approval of Amendment #4 to the Forest Park Urban Renewal Area Plan and Amendment #7 to the Downtown Reinvestment Urban Renewal Area Plan. Upon closing the public hearing, Staff requests that the Council approve the Resolutions approving the amend-

ments. The City has negotiated a Purchase and Sale Agreement with ES 2024 Mason City Hotel Associates, LLC, to develop a hotel in the parking lot south of Southbridge Mall. This agreement commits the developer to purchase the property for \$50,000 and construct a 4-story, 80-room extended stay hotel, which will be connected to the Music Man Square via the Delaware Avenue Skywalk. In return, ES 2024 Mason City Hotel Associates, LLC will receive an Economic Development Grant from the City in the amount of \$1,750,000. The developer will also receive an Economic Development Loan in the amount of \$2,000,000. ES 2024 Mason City Hotel Associates, LLC will pay back the loan over a 10-year period. Per Iowa law, projects funded with Tax Increment Financing (TIF) revenues must be reflected in the plan for the urban renewal area in which the TIF funds will be spent. Since both the Economic Development Grant and the Economic Development Loan proposed for the hotel project are funded with TIF revenues, the affected urban renewal area plans serving the hotel property must include the hotel project. The Southbridge Mall and adjacent parking lots are in both the Forest Park Urban Renewal Area and the Downtown Reinvestment Urban Renewal Area. Thus, both plans need to be amended to allow for the TIF funds to be spent as outlined in the Purchase and Sale Agreement. Following is a description of each plan and each proposed amendment.

*Forest Park Amendment #4:* The Forest Park Urban Renewal Area was originally adopted in 1993. It is officially designated an Economic Development area, as is the existing Mason City Unified URA. Unlike the Unified, however, the Forest Park TIF ordinance does not expire after 20 years. By State statute, an urban renewal area and TIF district established prior to 1994 are not required to expire. Thus, tax increments have continued to accumulate in the original Forest Park area. The following table summarizes the plan and its amendments to date:

<b>Amend. #</b>	<b>Adopted</b>	<b>Purpose</b>
Orig.	04/06/1993	Established the Forest Park Urban Renewal Area. The original intent of the plan was for infrastructure improvements in the area surrounding St. Joseph Hospital (now MercyOne) to accommodate planned hospital expansion.
1	05/12/2000	Increased the area of the URA to include the newly constructed Walgreen's.
2	06/20/2023	Greatly expanded the boundaries of the Forest Park URA, to encompass the Downtown area and most of the older neighborhoods around Downtown. All of the Downtown Reinvestment URA and parts of the Mason City Unified URA are now also part of the Forest Park URA. Added two projects: the Willow Creek Riverwalk and the Neighborhood Housing Stabilization and Revitalization Program.
3	04/02/2024	Added two projects: 1) Revised the Neighborhood Housing Stabilization and Revitalization Program to allow urban renewal funds to be used to mitigate dead and diseased trees on properties occupied by low- to moderate-income families; 2) Added urban renewal funding for mitigation and rehabilitation of several lots on 4 <sup>th</sup> Street NE to remove a dangerous retaining wall and renovate/build housing in the area.

*Downtown Reinvestment Urban Renewal Plan Amendment #7:* The City Council adopted the Mason City Downtown Reinvestment Urban Renewal Area Plan on October 20,

2015. The Downtown Reinvestment URA encompasses most of Downtown Mason City. When the Forest Park URA was expanded, it also encompassed the Downtown Reinvestment URA. Thus, the hotel property is located in both urban renewal areas. As a blight and redevelopment urban renewal area, the plan has no sunset and will continue unless the City Council decides to eliminate it at some future time. The Urban Renewal Plan has been amended six times since its original adoption. The following table summarizes the original urban renewal plan and the six subsequent amendments.

<b>Amend. #</b>	<b>Adopted</b>	<b>Purpose</b>
Orig.	10/20/2015	Established the Downtown Reinvestment Urban Renewal Area. Approved projects included public infrastructure improvements, the multi-purpose arena, a downtown hotel parking ramp (near City Hall), and a mixed-use building at the NE corner of North Federal Ave. and 2 <sup>nd</sup> Street NE by G8 Development.
1	5/11/2017	Added projects to the URA: the performing arts pavilion, a pre-development agreement for a downtown hotel, a development incentive (“mezzanine loan”) for the downtown hotel; land transfer for the hotel; renovations to Music Man Square; a new separate Meredith Willson Museum; and a skywalk connecting the hotel to the Music Man Square conference center. Keeps the downtown parking facility and mixed-use building in the plan but removes references to G8 Development. Also adds the Downtown Revitalization Loan Program (DoRL) as eligible for urban renewal and TIF funding.
2	4/16/2019	Updated descriptions and funding amounts of the previously authorized multi-purpose arena and the downtown hotel and conference center. Added The River Apartments as an eligible project.
3	7/2/2019	Updated funding amounts to complete the multi-purpose arena.
4	10/1/2019	Added territory south and west of downtown near Willow Creek (after separation from the Mason City Unified URA) to the Downtown Reinvestment URA. The area subject to TIF was also revised to match the new boundaries.
5	5/4/2021	Added three new projects: 1) building repairs and interior upgrades to Southbridge Mall; 2) redevelopment of brownfield/grayfield properties; and 3) incentives for an Innovation Center Hub.
6	4/2/2024	Added The Delaware Apartments project to allow urban renewal funds to incentivize the development of 36 new downtown housing units.

*Description of Amendments:* Since the hotel project is now located in two urban renewal areas, both plans must be amended so that urban renewal funds can be used from either or both URAs. Both plan amendments have the same added project and text. The amendments describe the new Downtown Hotel project along with the uses of urban renewal funds (including TIF) to complete the project.

Since neither amendment adds territory to either URA, a recommendation from the Planning and Zoning Commission is not required. However, Staff has concluded that the proposed amendments comply with the new North Iowa Corridor Joint Comprehensive Plan.

Per statutory procedure, the City must notify Cerro Gordo County and Mason City Com-

munity Schools of the proposed amendment, giving those taxing entities the ability to comment on the proposed amendment. This consultation was held on March 4. No one from either jurisdiction appeared, and Staff has not received any written comments. There is no impact on the operating budget resulting from this action. Generated TIF revenues may be used to fund projects identified in the amended Urban Renewal Plan. Staff respectfully requests approval of Amendment #4 to the Forest Park Urban Renewal Area Plan and Amendment #7 to the Downtown Reinvestment Urban Renewal Area Plan.

The Public Hearing was held as per published notice.

Mayor Schickel asked if there were any written comments or objections.

There being no comments the Public Hearing was declared closed.

**It was moved by Latham and seconded by Masson that Resolution No.'s 25-48, be adopted.**

The Mayor called the question and the following Resolution was introduced.

**Reso. 25-48(ADOPTED):**

Resolution No. 25-48, approve Urban Renewal Plan Amendment No. 4 for the Forest Park Economic Development Area, was presented.

On roll call, the vote was as follows:

Yea: Latham, Masson, Adams, Symonds, Lee, Jaszewski  
(Motion was declared carried.)

**16. UR Amendment #7 to the Downtown Reinvestment Urban Renewal Area:**

**Development Services Director:**

(Refer to the same memo under Item #15)

The Public Hearing was held as per published notice.

Mayor Schickel asked if there were any written comments or objections.

There being no comments the Public Hearing was declared closed.

**It was moved by Jaszewski and seconded by Adams that Resolution No.'s 25-49, be adopted.**

The Mayor called the question and the following Resolution was introduced.

**Reso. 25-49(ADOPTED):**

Resolution No. 25-49, approve Urban Renewal Plan Amendment No. 7 for the Mason city Downtown Reinvestment Urban Renewal Area, was presented.

On roll call, the vote was as follows:

Yea: Jaszewski, Adams, Lee, Latham, Masson Symonds  
(Motion was declared carried.)

**BELOW REMOVED FROM THE AGENDA**

**17. ~~Development Agreement with ES 2024 Mason City Hotel Associates, LLC:~~**

**~~Development Services Director:~~**

~~Staff requests that the City Council convene a Public Hearing to consider a Development Agreement with ES 2024 Mason City Hotel Associates, LLC, for Development of the Downtown Hotel. Upon closing the Public Hearing, Staff requests approval of the Resolution approving and authorizing execution of the Development Agreement. On February 18, the City Council approved the resolution setting this public hearing. The City has negotiated a Development Agreement with the company that will develop the downtown hotel in the parking lot south of the Mall. This LLC is part of Kinseth Hospitality Companies, who also owns and manages the Hampton Inn in Mason City, the Best Western Hotel in Clear Lake, and over 125 other properties across the United States. The Agreement obligates the developer to purchase the hotel site from the City for \$50,000 to build a 4-story, 80-room hotel (reportedly the Hilton Home2 extended-stay brand) with an indoor pool and connection to the Music Man Square via the Delaware Avenue Skywalk. The developer pledges to invest at least \$15,000,000 in the project. The project is to be completed by December 31, 2026. The hotel developer is also committing to employ at least 8 new Full Time Employment Positions from July 1, 2027, until the end of the agreement term, which is June 1, 2038. In return, at the time that the property is sold to the developer, the City will provide an Economic Development Loan in the amount of \$2,000,000. This loan will be repaid over 10 years at 4 percent interest, subject to a repayment schedule that includes a balloon payment at the end of the term. In addition, the City will provide an Economic Development Grant in the amount of \$1,750,000 within 30 days after the hotel receives a Certificate of Occupancy. Finally, the City will make an annual tax increment financing (TIF) payment to the developer for ten years. For years one through five, the payment will be 100% of the incremental taxes generated by the project, and for years five through ten, the payment will be 50% of the generated increment. The maximum tax rebate over the 10-year period is \$1,900,000. Construction of the hotel is anticipated for early summer, 2025. There is no impact to the operating budget resulting from this action. Upon sale of the property to ES 2024 Mason City Hotel Associates, LLC, the property will be privately owned and will generate property tax revenue. Staff recommends approval of the Resolution approving and authorizing execution of the Development Agreement.~~

**ACTION ITEMS**

**18. ~~Change of Zone – 2708 19<sup>th</sup> Street SW:~~**

**~~Planning & Zoning Manager:~~**

~~The Planning and Zoning Commission held a public hearing on February 4, 2025 to consider rezoning property generally located at 2708 19<sup>th</sup> St. SW from Z2 Sub-Urban Zoning District to Z3 General Urban Zoning District. The Commission voted unanimously to recommend that the City Council approve the rezoning. Staff concurs with this recommendation and asks that the Council approve the rezoning on second consideration (2<sup>nd</sup>, or FINAL)~~



**Prior Council Action:** At their March 4, 2025, meeting, Council conducted a public hearing on the request and unanimously approved the rezoning on first consideration.

**Review:** The subject property is owned by the applicant, the Iowa Traction Rail Road (rail right of way), and the City of Mason City (street and alley right of way). The area proposed for rezoning comprises approximately 1.9 acres and is currently zoned Z2 Sub-Urban District. The requested rezoning will extend the existing Z3 district found to the east and south. Mr. Mundt has indicated that if the rezoning is successful, he will clear the property and construct a small box form (a commercial building of 5,000 sq. ft. or less) and relocate his fireplace business here. The area to the east, southeast, and south is zoned Z3 General Urban Zoning District and is developed with various types of forms and functions including a convenience store, multiple flats, and a mixed use block. The area to the west and northwest is zoned Z2 Sub-Urban District and is developed with freestanding houses in edgeyard dispositions. The houses have both owner occupants and tenant occupants. The purpose of the Z2 Sub-Urban Zoning District is to provide space for a limited range of primarily residential lot sizes, limited neighborhood commercial uses and public park spaces in areas planned as walkable neighborhoods that are served, or will soon be served by a full range of public services. The purpose of the Z3 General Urban Zoning District is to provide a range of residential lot sizes to support a mix of residential building types at medium densities with corner offices, corner stores, parks and playgrounds organized in walkable neighborhoods interconnected by landscaped streets and sidewalks.

**Comprehensive Plan Analysis:** Iowa law requires that any rezoning be in accordance with the jurisdiction's Comprehensive Plan. Staff believes that the rezoning request is in accordance with the City's Comprehensive Plan. The 2024 North Iowa Corridor Joint Comprehensive Plan Future Land Use Map (Figure 3.3) identifies the area as "Low Intensity" and "Industrial, Utilities" Low Intensity includes areas with lower-intensity development on urban services. These areas have more space and separation of uses but still encourage efficient transportation and walkable environments. These areas can include a horizontal mix of primarily residential development and limited non-residential uses at compatible lower densities and scales. The Industrial, Utilities area is reserved for larger businesses and industrial development essential to North Iowa's economic base but are not as complementary to standard urban development. In the case of the subject property, the Industrial, Utilities area is limited to the Iowa Traction Railroad property. Primary support for the rezoning can be found in Mason City Policy 3: target neighborhoods and corridors to pursue infill development and connectivity. The policy is found on page 94 of the plan, and reads: "There are many areas for development on vacant lots to help meet needs for housing and business growth." Most of the property is vacant; the structures on the lot are dilapidated.

**Spot Zoning:** Spot zoning is the rezoning of a particular piece of land when the rezoning is at odds with the Comprehensive Plan and existing development; it is generally only done in the interest of a small area or a limited number of property owners. Spot zoning may arise when a property is rezoned to a different zoning classification than the surrounding property. Spot zoning, by itself, is not illegal. Some would contend that all rezoning is spot zoning. However, not all spot zoning will survive a court challenge. The strongest case can be made when the rezoning can be supported by the Comprehen-

sive Plan and is in the best interests of the community. Staff believes that the proximity of the property to other areas of Z3 District zoning justifies the rezoning; the rezoning would likely survive any spot zoning challenge. The proposed rezoning is supported by the Comprehensive Plan and does not constitute spot zoning.

Public Comments: Staff has not received any additional comments about this application since the March 4 Council meeting. Staff received these comments about the application at the Planning and Zoning Commission's public hearing, in person, and via phone:

- Jack Davis, 1907 S. Wilson Ave. commented at the Planning and Zoning Commission hearing on the application. He asked for clarification on the size of building Mr. Mundt plans to build. Staff explained the allowed forms and functions, defined a small box, and the development review process. Mr. Davis also asked if there would be another meeting with the Planning and Zoning Commission. Staff explained the City Council's review process and the opportunity to provide comment specific to the rezoning again at their public hearing. Staff also explained that the Planning and Zoning Commission would have to review and approve the final site plan for a small box form and that the neighbors would be notified of that review and could provide comment at the public hearing in front of the Commission.
- Gerry Buffington, owner of 1811 S. Harding Ave. asked the Planning and Zoning Commission why a site plan for the proposed development on the site was not a part of the rezoning request. The Commission explained the review process and staff explained that a rezoning was done to a specific district, not for a specific use. The request is viewed within the context of all allowed forms and functions and not specific to one project. Mr. Buffington also asked if the property lines would change. Staff explained that he could combine the six lots of record into one development parcel if the rezoning was approved.
- John Coolican, 1931 S. Wilson Ave. told the Planning and Zoning Commission that he was concerned that one of the allowed uses in the Z3 district was a multiple flat building of up to three stories.
- Susan O'Connor, owner of Anderson's Market, 2727 19<sup>th</sup> St. SW phoned staff and asked about the possibility that the property would be developed as a convenience store. O'Connor stated that she had been contacted by multiple neighbors and customers who believed that a convenience store was being planned for the site. Staff told her that they have had no conversations with anyone regarding development of a convenience store and discussed the reasons why this site would be an unlikely choice for this type of development. Staff also explained that convenience stores are a P1 function in the Z3 Zoning District and the site plan would have to be approved by the Planning and Zoning Commission after notice to the neighbors and a public hearing.
- Jim Juhl, 1707 S. Wilson visited with staff at City Hall. He also asked if the site was going to be developed as a convenience store. Staff explained that there was no indication this was the case and that this would be an unlikely location for this type of use.

Chapter 414.5, Code of Iowa, outlines the process to protest a rezoning. If a written protest against a change of zone is filed with the City Clerk and signed by the owners of twenty percent or more of the owners of the properties within the area considered for the proposed change, or twenty percent or more of the owners within 200 feet of the exterior boundaries of the property for which the rezoning is proposed, the rezoning must be approved by a favorable vote of at least three-fourths of all the members of the City Council. The protest must be filed before or at the public hearing. Staff has not received any comments regarding this request. Any request received prior to the Council meeting will be summarized for the Council at the meeting. Staff received a petition objecting to the rezoning on Thursday, February 27. A copy of the petition is attached. It is signed by the owners of 9 properties in the area of the rezoning. Using the City's Geographic Information System, staff verified ownership of the parcels, defined the 200 ft. buffer around the area proposed for rezoning, identified those parcels owned by objecting property owners, and determined the percentage of the area of the 200 ft. buffer owned by an objecting property owner. Two of the property owners who signed the petition, Cheryl Hobbs and Jon Coolican, own properties outside the 200 ft. buffer and their objections do not contribute to the calculation. The seven remaining owners own 30% of the property within 200 ft. of the area proposed for rezoning. **Consequently, in order to approve the rezoning, five of the six members of the City Council must vote in favor of the rezoning at each of the three readings of the ordinance.** There should be no impact to the City's budget from this rezoning. The Planning and Zoning Commission recommends that the Council approve the application. Staff concurs with this recommendation and asks the Council to approve the rezoning on second consideration.

**It was moved by Latham and seconded by Lee that the Ordinance be received and placed on file for Second Consideration.**

Council Member Latham asked what the next steps were, if a retention pond was necessary, and why the City did not let Mr. Ressler build on that corner, adding he (Latham) purchased that property from Mr. Ressler and then sold it to someone else with Planning and Zoning Manager Sandahl stating Ressler's request was not to take it from Z2 to Z3, it was to take it from Z3 to Z4, which would have been a much more intense zoning district. The Planning and Zoning Commission recommended that that rezoning not be approved, and the Council had tabled it. She also stated Ressler's request, and proposed use was not approved for that corner, and it was a much smaller lot, about a third the size of the property that Mr. Mundt had bought. Regarding Mr. Mundt's development, she stated staff had seen a very rough site plan with no dimensions and staff had provided feedback. If the rezoning was approved, the building would have to go through a full development review process since it was considered a major site plan so Mundt would have to provide a fully developed site plan that addressed access and where the building and the parking lot would be located. She explained storm water management would be determined by the City Engineer's office as part of that review so, the Development Services Department would see Mundt at least twice at the Development Review Committee, once for the concept plan review and then once for the major site plan review. Staff would also review the outdoor amenities he planned and work through the process of identifying what screening was needed between his use and the adjacent residential uses and what landscaping would be needed. In addition, she stated this was also going to be a P1 site plan so once it was through the Development Review Committee, it would go back to the Planning and Zoning Commission for approval after a Public Hearing, and staff would go through the same notification process as was done

with the rezoning, so if someone received a notice about the Public Hearing, they would be receiving a notice for the Public Hearing on this and they would also be able to come and weigh in on the site plan. She stressed the Planning and Zoning Commission would not have the authority to say “no you can’t have that small box development here”, but they would be able to verify that it met the Ordinance and could impose any additional conditions on that approval that were designed to mitigate negative impacts from that business and that could be additional lighting, curfews, limits on the hours of operation for the business, limits on the number of parking stalls, etc., so there would be a time and place for the neighbors to weigh-in on that development as well.

Council Member Latham asked if would come back to the Council again after this Change of Zone request with Sandahl stating it would not.

Council Member Latham stated the neighbors had talked to him about the water and flooding and asked for an update with City Engineer Rahm stating there had been work out there as part of Drainage District 17 (a major stormwater pipe running north-south into Central Heights and emptying within the District into the open ditch and eventually to Chelsea Creek). He also stated without seeing a site plan or grading plan he could not begin to have any idea what that might look like as far as stormwater management but there was storm sewer in that area and staff could work it through that system and make it work eventually.

Council Member Masson asked if after Third Reading and during the Development plan review could he still choose at that point not to move forward with Sandahl advising if he came to Planning and Zoning and got the plan approved and decided he did not want to do it, that would end it.

Council Member Jaszewski mentioned he served that area and had walked through that place during the flood of 2018 and believed there was a water problem in that neighborhood and believed that much proposed footage of impermeable ground (roof and the parking lot) would be adding quite a bit to that problem, so he was concerned. In addition, he stated there seemed to be plenty of existing commercial buildings in Mason City that could suit Mundt’s needs and would be less expensive to convert, adding he was very much against the change of zone.

Administrator Burnett stated it was up to the business owner as to which path they wanted to take (regarding property), advising some chose to construct new building and some to go into existing buildings, it was up to the business owner.

Council Member Jaszewski asked if the Council approved this change of zone and Mundt decided not to go through with this project would he be able to build another commercial building that fit in the Z3 zoning with Sandahl stating if the rezoning was approved, he would be allowed to develop any of the allowed forms or functions in that zoning district. The Z3 District was primarily residential with a limited amount of low-impact commercial uses allowed. Some of them were Conditional Uses and some of them were uses by right. With the uses by right, most of the commercial ones, were also P1 site plans so they would have to come back to the Planning and Zoning Commission for review and approval, but stated they were primarily residential. She also stated with rezoning staff did not look at rezoning for a specific use, so while Mundt was the applicant on this case and he had plans for how he would use the property, the rezoning would allow anything that was allowed in that Zoning District on that property.

Council Member Jaszewski requested clarification that if Mundt decided not to do the project it would stay residential with Sandahl stating it was residential but it also allowed higher density residential, point out the corner lots would allow the introduction of up to a three-plex unit or row houses and there were some low-impact commercial uses that would be allowed on that lot too so not changing the zoning would not rule out commercial because there was commercial that would be allowed on that property.

Council Member Latham asked what would be “low-impact commercial” with Sandahl stating a bed and breakfast, a residence lodging, a corner office, a corner store. A restaurant would be a conditional use, subject to approval by the Zoning Board of Adjustment, a golf course, a library, a museum, outdoor recreation, public parks and recreation facilities, a large religious assembly (a religious gathering that would hold over 400 people), a medium religious assembly and a small religious assembly, a public safety facility, a high school, a day care, pre-school, K-8 school, etc.

Council Member Lee requested clarification that under the current zoning a corner store was allowed with Sandahl stating the size of a building in a corner store typically was integrated, it was a mixed-use building with both residential and a small commercial space.

Council Member Lee asked what the maximum was with a corner store with Sandahl stating the commercial floor maximum was 1200 square feet a corner store had to be integrated with a residential use, so the corner store had to be on the first floor and a residential up above and possibly next to it.

Council Member Adams requested a brief history of the property with Van Steenhuyse stating it had been listed on and off many times over the years. The previous owner passed away about a year ago and staff had been in court with him numerous times over how he was keeping the property (equipment laying around, tree waste, roof falling off, etc.), explaining they would say they would fix things up and then time would pass and the City would have to go back to court. When he passed away, his estate said they were going to clean it up and put it for sale and they did. So, there had been a commercial use there at one time and there was a building along 19<sup>th</sup> Street that obviously looked like it was some kind of a store or small shop of some sort.

Council Member Adams stated Latham’s questions cleared up what would happen if it was approved tonight and then again when the Council met again in two weeks for the Final Reading and appreciated the clarification. He stated “the way I look at our job is to evaluate the zone change, not necessarily the individual project. It sounds like there’s steps to be taken after we do our part if it passes in terms of the individual site plan and water retention and everything that would need to go into that. So again, for tonight, my thoughts haven’t changed on this. I’m good with it on Second Reading and move it forward for a couple weeks from now”.

Council Member Lee stated he agreed with Adams’ comments, advising businesses do what they do, but it was his job as a Council Member to see if the zone change was warranted, justifiable, and met City policy and as of right now, he believed it did, but was a little less confident than two weeks ago, adding he would vote “yes” tonight but was always open for more discussion.

The Mayor called the question and the following Ordinance was introduced.

**Ord. (2<sup>nd</sup> Consideration):**

An Ordinance amending Title 12 of the City Code it being the Zoning Ordinance of said

city and changing the boundaries of certain districts therein zoned Z2 Sub-Urban Zoning District to Z3 General Urban Zoning District for property generally located at 2708 19<sup>th</sup> Street SW, was presented.

On roll call, the vote was as follows:

Yea: Latham, Lee Symonds, Masson, Adams  
Nay: Jaszewski  
(Motion was declared carried.)

**19. Ordinance Amending Wards and Precincts:**

**Development Services Director:**

Staff respectfully requests that the City Council approve the Ordinance amending the boundaries of the Mason City wards and precincts to include newly annexed areas (1<sup>st</sup>, 2<sup>nd</sup>, or FINAL). In 2023 and 2024 the City expanded its boundaries through two separate 100% voluntary annexations. The 2023 annexation added land west of Golden Grain along 43<sup>rd</sup> Street SW and land between 43<sup>rd</sup> Street and US Highway 18, totaling approximately 240 acres. The 2024 annexation added approximately 40 acres along with adjacent rights-of-way at the southeast corner of 4<sup>th</sup> Street SW/IA Highway 122 and Lark Avenue, including the soon-to-open Tractor Supply store. Although there is no one living on any of the annexed parcels, it is possible that one or more residences could be established, especially on the 122 and Lark parcel outside of the Tractor Supply lot. To allow for future residents of these areas to vote, the boundaries of the wards and precincts need to be amended. State Code states that, in the case of annexation, the ward and precinct adjacent to the annexed area can be extended into it. The land annexed in 2023 is adjacent to Ward 4, Precinct 3, and the 2024 land is adjacent to Ward 2, Precinct 2. Section 1-9-5 of City Code describes each precinct. The attached amendment amends the descriptions of those two precincts to include the adjacent annexed land. There is no impact to the operating budget resulting from this action. Staff respectfully requests that the City Council approve the Ordinance amending the boundaries of the Mason City wards and precincts to include newly annexed areas (1<sup>st</sup>, 2<sup>nd</sup>, or FINAL).

**It was moved by Latham and seconded by Jaszewski that the Ordinance be received and placed on file for First Consideration.**

The Mayor called the question and the following Ordinance was introduced.

**Ord. (1<sup>st</sup> Consideration):**

An Ordinance amending the City Code of the City of Mason City, by repealing Title 1 “Administrative”, Chapter 9 “Municipal Elections”, Section 5 in its entirety and adopting a new Section 5 in lieu thereof pertaining to election wards and precincts, was presented.

On roll call, the vote was as follows:

Yea: Latham, Jaszewski, Symonds, Lee, Adams, Masson  
(Motion was declared carried.)

**ADJOURN**

The Mayor adjourned the meeting at 7:48 p.m.

\_\_\_\_\_  
Bill Schickel, Mayor

ATTEST:

\_\_\_\_\_  
Aaron Burnett, City Clerk

MINUTES  
SPECIAL MEETING OF THE CITY COUNCIL

The City Council of the City of Mason City, Iowa, met in Special session pursuant to law and rules of said Council, in the Mason City Room of the Mason City Public Library at 7:00 P.M. on March 25, 2025. The meeting was called to order by the Mayor and on roll being called there were present, Bill Schickel, Mayor in the Chair, and the following Council Members: Adams, Jaszewski, Symonds, Latham. Absent: Lee, Masson.

**ADOPT AGENDA**

**It was moved by Jaszewski and seconded by Latham that the Agenda be adopted.**

The Mayor called the question and on roll call, the vote was as follows:

Yea: Jaszewski, Latham, Symonds, Adams  
(Motion was declared carried.)

**1. Public Hearing on Proposed Maximum Property Tax Levy:**

**Finance Director:**

Hold the new "Truth in Taxation" preliminary hearing for the City's FY26 budget. As of last year, the State has eliminated the "Max Levy" hearing we have done for the past several years, and replaced it with a "Truth in Taxation" hearing, which comes after a notice that is mailed by the County Auditor by March 20. By law, this can be the only item on the agenda. Council does not take any action following the hearing. After the hearing, the meeting will be adjourned and we have scheduled a 2<sup>nd</sup> special meeting at 6:15 PM to consider setting the final budget hearing for the Tuesday, April 15 regular meeting. The City is planning on a slightly reduced tax rate for FY26. The State-required form of notice is misleading; due to revaluations, most residents and businesses will not see anything like the listed 12.50% and 13.95% increase in taxes, respectfully. As was provided to Council at the last meeting, we did also produce a "Citizen's Guide to the Budget" to help explain the notice and other factors related to the budget. Hold the Truth in Taxation hearing as required by law to proceed to the next step in budget adoption.

Finance Director Hinson reviewed the budget process and recommendation.

Mayor Schickel asked what the proposed levy was and if it was down slightly with Hinson stating it was \$13.97 per \$1,000, which was down slightly.

Council Member Jaszewski asked about the 50% for Public Safety in the Operating Budget with Hinson stating about 50% of the General Fund was Public Safety and then beyond that there were costs on the pension side that were fairly significant on Public Safety as well, so it was fair to say that was a major portion of our property tax levy.

Council Member Latham asked how much the new Fire truck and Dump truck were with Hinson stating staff was forecasting \$2.25 Million for one Fire truck and anywhere from \$200,000 to \$250,000 for a Dump truck.

Council Member Latham stressed it was not cheap to run a City with roads and sewers and



equipment and while he knew people were hurting, running a City did have a cost and Hinson adding it also costs money ultimately to not spend money because if you let your infrastructure go, it's much more expensive to deal with completely reconstructing that versus just doing maintenance on it.

The Public Hearing was held as per published notice.

Rhonda Dedor, 651 South Vermont questioned the math stating if the budget was increasing by .8% why then was the percentage of change on the property tax 12.5%.

There being no further comments the Public Hearing was declared closed.

Finance Director Hinson stating "That's a very confusing part about this notice. If you take a look kind of at the fine print that they have in the notice, it is based on your assessment increasing by 10%, which assessments in Mason City did not increase by 10%, they actually, on average, increased by .6%. It's going to depend on the individual property, of course. This was not a reassessment year so most residential property owners did not actually have an increase in their assessment. It becomes complicated. Our property tax system is very convoluted and difficult to understand, but there's what's called a 'residential rollback' on taxes, so for example, if you have \$100,000 value on your property, you are taxed some lesser percentage of that. That percentage moves year to year, but that's around 46% right now, so if you have a \$100,000 house, you're taxed like that's a \$46,000 house under the Code. That was designed to provide property tax relief to residential versus commercial so that commercial and industrial would pay their share. That residential rollback did slightly increase for this year, so from an overall perspective, you know, certainly if you wanted more detail and calculation, I'd be happy to provide you a calculation on your property then take a look, but by-and-large, the only thing that would contribute to a higher tax levy on the City end would be, theoretically, if your assessment went up somewhat or if, you know, obviously the impact of that rollback, because that rollback changed just a little bit. There's a really complicated, convoluted formula that contributes to that and then the other thing to mention is you also have your school and your County and, you know, all of those other levy's that contribute to what your total property tax bill is, but from a City perspective, it certainly, this 12.5% just isn't correct for the vast majority. It really is the .8% total asking but then it's going to differ property to property, depending on, did the assessment change, did the assessment stay the same, so I apologize for the complicated nature of that answer but it's a complicated system and they just keep making it more and more complicated."

City Administrator Burnett also provided the following comments "I just wanted to add one thing to that, even though the Legislators understand that this notice is not working the way it is supposed to, I've talked to Legislators from all across the State on various committees, Ways and Means Committees, etc. and they understand that this is not accurately reflecting what is the reality in individual tax jurisdictions and they're looking to change that but they have not changed it yet, so unfortunately, this is a required Notice under State law as it is tonight. That's actually why we send out the 'Citizen's Guide to the Budget' is to help provide additional information. Unfortunately, the 12%, obviously I think that definitely grabs peoples' attention when it goes out to them and like Brent said, we're happy to help you figure out what your individual parcel will likely experience, but that is not an accurate reflection of even the smallest minority of properties in the City of Mason City. So, while I apologize for it, the City is not responsible for it, the State Legislature is responsible for it, so I encourage you to reach out to them and ask for a better notice, but I think they understand that and they're working to change that so, we'll continue to communicate with them and we'll continue to send out information to try and clarify that but it does create a lot of confusion."

**ADJOURN**

The Mayor adjourned the meeting at 7:13 P.M.

\_\_\_\_\_  
Bill Schickel, Mayor

ATTEST:

\_\_\_\_\_  
Aaron Burnett, City Clerk

Mason City Room, Mason City Public Library  
Mason City, Iowa

March 25, 2025  
7:13 P.M.

MINUTES  
2<sup>nd</sup> SPECIAL MEETING OF THE CITY COUNCIL

The City Council of the City of Mason City, Iowa, met in Special session pursuant to law and rules of said Council, in the Mason City Room of the Mason City Public Library at 7:13 P.M. on March 25, 2025. The meeting was called to order by the Mayor and on roll being called there were present, Bill Schickel, Mayor in the Chair, and the following Council Members: Adams, Jaszewski, Symonds, Latham. Absent: Lee, Masson.

**ADOPT AGENDA**

**It was moved by Latham and seconded by Symonds that the Agenda be adopted.**

The Mayor called the question and on roll call, the vote was as follows:

Yea: Latham, Symonds, Adams, Jaszewski  
(Motion was declared carried.)

**1. Setting Date for hearing on Proposed 2025-2026 Budget:**

**It was moved by Jaszewski and seconded by Adams that Resolution No. 25-50, be adopted.**

The Mayor called the question and the following Resolution was introduced.

**Reso. 25-50(ADOPTED):**

Resolution No. 25-50, setting a date for hearing on the proposed 2025-2026 Budget for the City of Mason City, Iowa, was presented.

On roll call, the vote was as follows:

Yea: Jaszewski, Adams, Latham, Symonds  
(Motion was declared carried.)

**ADJOURN**

The Mayor adjourned the meeting at 7:16 P.M.

\_\_\_\_\_  
Bill Schickel, Mayor

ATTEST:

\_\_\_\_\_  
Aaron Burnett, City Clerk

Report Criteria:  
Report type: GL detail

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
<b>ABSOLUTE WASTE REMOVAL</b>							
03/20/2025	98423	TRASH SERVICE	1946294	070.4504.3990	MISCELLANEOUS EXP	114.71	114.71
Total ABSOLUTE WASTE REMOVAL:							114.71
<b>AETNA SENIOR SUPPLEMENTAL INSURANCE</b>							
03/20/2025	98424	IRF 3	MCFD20240	660.1507.5510	REFUND	127.74	127.74
Total AETNA SENIOR SUPPLEMENTAL INSURANCE:							127.74
<b>AKINS, GARY D</b>							
03/20/2025	98425	2025 N I TRAUMA CONFE	88582	660.1507.2060	TRAVEL AND CONFER	50.00	50.00
Total AKINS, GARY D:							50.00
<b>ALL STAR PEST CONTROL</b>							
03/20/2025	98426	MONTHLY PEST CONTR	200422338	110.2109.2190	REPAIRS AND MAINTEN	75.00	75.00
03/20/2025	98426	PEST CONTROL RECREA	200422339	020.4401.2740	PROFESSIONAL SERV	50.00	50.00
03/20/2025	98426	PEST CONTROL ARENA	200422340	670.8923.2723	CONTRACTUAL AGRE	80.00	80.00
03/20/2025	98426	PEST CONTROL	200422341	610.8121.3170	CHEMICALS	60.00	60.00
Total ALL STAR PEST CONTROL:							265.00
<b>ALLIANT UTILITIES-IPC</b>							
03/20/2025	98427	Fred Hanford Ball Diamond	0007941000	020.4304.2160	GAS & ELECTRICITY	45.65	45.65
03/20/2025	98427	Mason City Multit-Purpose	0187681292	670.8923.2160	GAS & ELECTRICITY	8,360.38	8,360.38
03/20/2025	98427	5th & Monroe - Lift Station	0429580000	610.8125.2620	SUMP PUMP ELECTRI	216.93	216.93
03/20/2025	98427	GAS & ELECTRICITY	1060221000	030.4101.2160	GAS & ELECTRICITY	2,176.34	2,176.34
03/20/2025	98427	4010 9th Street S.W. Street	1324477774	110.2301.2180	ELECTRICITY	29.41	29.41
03/20/2025	98427	80 S Monroe Ave Street Lig	1961666416	110.2301.2180	ELECTRICITY	51.57	51.57
03/20/2025	98427	265th St. Welcome Sign	2427731000	110.2100.2160	GAS & ELECTRICITY	23.73	23.73
03/20/2025	98427	1082 15th St SW RR Park	2497721000	020.4304.2160	GAS & ELECTRICITY	130.93	130.93
03/20/2025	98427	Morgan Park Playground	2517441000	020.4304.2160	GAS & ELECTRICITY	17.50	17.50
03/20/2025	98427	23rd St BB	2777790000	020.4304.2160	GAS & ELECTRICITY	98.74	98.74
03/20/2025	98427	100 S Federal #117 Younk	3096803889	670.8923.2160	GAS & ELECTRICITY	2,369.05	2,369.05
03/20/2025	98428	NEW T-HANGAR	3110868126	050.2810.2180	ELECTRICITY	146.14	146.14
03/20/2025	98427	Eisenhower Tower	4251490000	600.8001.2160	GAS & ELECTRICITY	207.37	207.37
03/20/2025	98427	1090 15th SW Skate Park	4539931000	020.4304.2160	GAS & ELECTRICITY	128.36	128.36
03/20/2025	98427	221 5TH ST SW BLD B	5322490729	010.1103.2160	GAS & ELECTRICITY	107.90	107.90
03/20/2025	98427	221 5TH ST SW BLD B	5322490729	660.1508.2160	GAS & ELECTRICITY	26.97	26.97
03/20/2025	98427	Pits Lift Station 15th Street	5633890000	610.8123.2630	LIFT STATION ELECTR	866.62	866.62
03/20/2025	98427	Fire 80	5700551000	010.1502.2160	GAS & ELECTRICITY	2,459.04	2,459.04
03/20/2025	98427	Ambulance 20	5700551000	660.1508.2160	GAS & ELECTRICITY	614.76	614.76
03/20/2025	98427	SB MALL 100 S FEDERAL	6050719410	310.7537.2160	GAS & ELECTRICITY	19,178.15	19,178.15
03/20/2025	98427	Well 12	6648921000	600.8001.2160	GAS & ELECTRICITY	208.37	208.37
03/20/2025	98427	Traffic Building	7576151000	010.2404.2160	GAS & ELECTRICITY	85.73	85.73
03/20/2025	98427	West Park Tennis Courts	7985711000	020.4304.2160	GAS & ELECTRICITY	31.25	31.25
03/20/2025	98427	Milligan Park	8083411000	020.4304.2160	GAS & ELECTRICITY	35.21	35.21
03/20/2025	98427	360 5th St SW	8509772075	110.2301.2180	ELECTRICITY	29.75	29.75
03/20/2025	98427	221 5th SW Share Building	9046690000	010.1103.2160	GAS & ELECTRICITY	149.43	149.43
03/20/2025	98427	2020 S Federal Booster	9468001000	600.8001.2160	GAS & ELECTRICITY	1,388.22	1,388.22
03/20/2025	98427	1150 19th SW Bridge Lites	9564780000	110.2301.2180	ELECTRICITY	154.71	154.71

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
Total ALLIANT UTILITIES-IPC:							39,338.21
<b>ARBOR MASTER LLC</b>							
03/20/2025	98429	SB MALL SNOW	25-034 0305	310.7537.3990	MISCELLANEOUS EXP	450.00	450.00
Total ARBOR MASTER LLC:							450.00
<b>ARNOLD MOTOR SUPPLY</b>							
03/20/2025	98430	TAPE	05NV141883	110.2107.3260	SHOP SUPPLIES	4.98	4.98
03/20/2025	98430	PERFECT VIEW	05NV142440	020.4304.1220	GROUNDS MAINTENA	23.97	23.97
Total ARNOLD MOTOR SUPPLY:							28.95
<b>ARROWHEAD SCIENTIFIC INC</b>							
03/20/2025	98431	SUPPLIES FOR TRAININ	179314	010.1101.2080	EDUCATION AND TRAI	459.84	459.84
Total ARROWHEAD SCIENTIFIC INC:							459.84
<b>AT&amp;T MOBILITY</b>							
03/20/2025	98432	CELL PHONES	2873198701	010.1101.2040	PHONE EXPENSE	590.07	590.07
Total AT&T MOBILITY:							590.07
<b>ATHLETICO PT</b>							
03/20/2025	98433	ATHLETICO PT	2467993	117.1101.2010	MEDICAL SERVICE	480.00	480.00
Total ATHLETICO PT:							480.00
<b>ATLANTIC COCA-COLA BOTTLING CO</b>							
03/20/2025	98434	GOLF CONCESSIONS	5046748	650.8906.3135	CONCESSION SUPPLI	1,085.68	1,085.68
03/20/2025	98434	GOLF CONCESSIONS	5058685	650.8906.3135	CONCESSION SUPPLI	225.00-	225.00-
Total ATLANTIC COCA-COLA BOTTLING CO:							860.68
<b>B &amp; F FASTENER SUPPLY CO</b>							
03/20/2025	98435	FLANGE NUT	31055107-00	110.2105.1350	STREET SIGNS REPAI	12.39	12.39
03/20/2025	98435	SCREWS	31055108-00	110.2107.3260	SHOP SUPPLIES	17.93	17.93
Total B & F FASTENER SUPPLY CO:							30.32
<b>BAKER &amp; TAYLOR ENTERTAINMENT</b>							
03/20/2025	98436	BOOKS	2038860370	030.4101.4020	BOOKS	201.97	201.97
03/20/2025	98436	BOOKS	2038868805	030.4101.4020	BOOKS	363.37	363.37
03/20/2025	98436	AV	2038868805	030.4101.4021	AUDIO/VISUAL	44.63	44.63
03/20/2025	98436	BOOKS	2038878624	030.4101.4020	BOOKS	491.10	491.10
03/20/2025	98436	BOOKS	2038887589	030.4101.4020	BOOKS	1,274.43	1,274.43
03/20/2025	98436	BOOKS	2038897930	030.4101.4020	BOOKS	184.39	184.39
03/20/2025	98436	AV	H71943400	030.4101.4021	AUDIO/VISUAL	55.98	55.98
Total BAKER & TAYLOR ENTERTAINMENT:							2,615.87
<b>BERGO ENVIRONMENTAL</b>							
03/20/2025	98437	ASBESTOS SURVEY - OL	3048	020.4401.2740	PROFESSIONAL SERV	250.00	250.00
Total BERGO ENVIRONMENTAL:							250.00

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
<b>BLANCHARD, EDITH</b>							
03/20/2025	98438	PLASTIC BALL ORNAME	71437	040.4215.3019	OFFICE SUPPLIES	10.00	10.00
Total BLANCHARD, EDITH:							10.00
<b>BOUND TREE MEDICAL LLC</b>							
03/20/2025	98439	EMS SUPPLIES	85693468	660.1509.3070	MEDICAL SUPPLIES	122.56	122.56
03/20/2025	98439	EMS SUPPLIES	85698243	660.1509.3070	MEDICAL SUPPLIES	35.14	35.14
03/20/2025	98439	EMS SUPPLIES	85698244	660.1509.3070	MEDICAL SUPPLIES	66.06	66.06
03/20/2025	98439	EMS SUPPLIES	85701772	660.1509.3070	MEDICAL SUPPLIES	21.52	21.52
Total BOUND TREE MEDICAL LLC:							245.28
<b>BRINKLEY, JEFF</b>							
03/20/2025	98440	IPCA BOARD MEETING L	03/14/2025	010.1101.2080	EDUCATION AND TRAI	19.32	19.32
Total BRINKLEY, JEFF:							19.32
<b>BROTHERS MARKET INC</b>							
03/20/2025	98441	BUSHINGS, COUPLINGS	124681	020.4304.4922	PARK IMPROVEMENT	12.36	12.36
03/20/2025	98441	SUPPLIES	124688	010.1103.2150	BUILDING REPAIRS AN	8.59	8.59
03/20/2025	98441	RESPERATORS	124705	610.8121.3770	SAFETY EXPENSE	33.99	33.99
03/20/2025	98441	UPS	124713	600.8001.3990	MISCELLANEOUS EXP	14.40	14.40
03/20/2025	98441	UPS	124726	600.8001.3990	MISCELLANEOUS EXP	14.36	14.36
Total BROTHERS MARKET INC:							83.70
<b>CEMSTONE CONCRETE MATERIALS LLC</b>							
03/20/2025	98442	MAIN REPAIR CONCRET	7693705	600.8002.3470	MAINS - REPAIR MATE	1,125.00	1,125.00
Total CEMSTONE CONCRETE MATERIALS LLC:							1,125.00
<b>CENTRAL LOCK &amp; KEY</b>							
03/20/2025	98443	TRANSIT STATION DOOR	E10974	080.5802.2140	M/E REPAIRS	720.00	720.00
Total CENTRAL LOCK & KEY:							720.00
<b>CENTURYLINK</b>							
03/20/2025	98445	PHONE SERVICE	334111197 0	020.4490.2040	PHONE EXPENSE	70.03	70.03
03/20/2025	98444	POLICE	728524572	010.1101.2040	PHONE EXPENSE	2.45	2.45
03/20/2025	98444	YTH TASK FORCE	728524572	010.3900.2040	PHONE EXPENSE	4.90	4.90
03/20/2025	98444	INSP ELEC	728524572	010.1701.2040	PHONE EXPENSE	9.80	9.80
03/20/2025	98444	HUMAN RIGHTS	728524572	010.3802.2040	PHONE EXPENSE	2.45	2.45
03/20/2025	98444	MAYOR SEC	728524572	010.6101.2040	PHONE EXPENSE	2.45	2.45
03/20/2025	98444	ADMINISTRATOR	728524572	010.6105.2040	PHONE EXPENSE	2.45	2.45
03/20/2025	98444	FINANCE DP	728524572	010.6201.2040	PHONE EXPENSE	7.35	7.35
03/20/2025	98444	CLERK FAX	728524572	010.6204.2040	PHONE EXPENSE	2.45	2.45
03/20/2025	98444	CITY GEN	728524572	010.6206.2040	PHONE EXPENSE	21.95	21.95
03/20/2025	98444	PLAN & ZONE	728524572	010.5401.2040	PHONE EXPENSE	2.45	2.45
03/20/2025	98444	ENG DEPT	728524572	010.2601.2040	PHONE EXPENSE	4.90	4.90
03/20/2025	98444	PARKS	728524572	020.4301.2040	PHONE EXPENSE	2.45	2.45
03/20/2025	98444	RECREATION	728524572	020.4401.2040	PHONE EXPENSE	9.80	9.80
03/20/2025	98444	CAMPGRNDS	728524572	020.4410.2040	PHONE EXPENSE	2.45	2.45
03/20/2025	98444	LIBRARY FAX	728524572	030.4101.2040	PHONE EXPENSE	17.38	17.38
03/20/2025	98444	CEMETERY	728524572	070.4501.2040	PHONE EXPENSE	6.03	6.03
03/20/2025	98444	STREET FX	728524572	110.2105.2040	PHONE EXPENSE	12.19	12.19
03/20/2025	98444	NEIGHBORHOOD SERV	728524572	010.1911.2040	PHONE EXPENSE	4.06	4.06

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
03/20/2025	98444	GOLF CRS	728524572	650.8901.2040	PHONE EXPENSE	9.80	9.80
03/20/2025	98444	STOREROOM	728524572	600.8002.2040	PHONE EXPENSE	13.83	13.83
03/20/2025	98444	WTR PUMP	728524572	600.8001.2040	PHONE EXPENSE	9.97	9.97
03/20/2025	98444	CASHIER	728524572	600.8011.2040	PHONE EXPENSE	7.35	7.35
03/20/2025	98444	WASTE WTR	728524572	610.8121.2040	PHONE EXPENSE	11.90	11.90
03/20/2025	98444	SANITATION	728524572	640.8305.2040	PHONE EXPENSE	4.90	4.90
03/20/2025	98444	INT SERV	728524572	820.9601.2040	PHONE EXPENSE	2.45	2.45

Total CENTURYLINK:

248.19

## CITY OF MASON CITY

03/20/2025	98446	POLICE	03/21/25 FIC	112.1101.1040	FICA	2,829.15	2,829.15
03/20/2025	98446	FIRE	03/21/25 FIC	112.1501.1040	FICA	1,673.78	1,673.78
03/20/2025	98446	BUILDING INSPECTOR	03/21/25 FIC	112.1701.1040	FICA	153.05	153.05
03/20/2025	98446	ANIMAL CONTROL	03/21/25 FIC	112.1901.1040	FICA	211.12	211.12
03/20/2025	98446	ELECTRICAL INSPECTO	03/21/25 FIC	112.1904.1040	FICA	202.94	202.94
03/20/2025	98446	PLUMBING INSPECTOR	03/21/25 FIC	112.1907.1040	FICA	224.79	224.79
03/20/2025	98446	NEIGHBORHOOD SERVI	03/21/25 FIC	112.1911.1040	FICA	488.23	488.23
03/20/2025	98446	TRAFFIC CONTROL	03/21/25 FIC	112.2404.1040	FICA	190.09	190.09
03/20/2025	98446	ENGINEERING	03/21/25 FIC	112.2601.1040	FICA	929.67	929.67
03/20/2025	98446	HEALTH DEPARTMENT	03/21/25 FIC	112.3401.1040	FICA	168.50	168.50
03/20/2025	98446	YOUTH TASK FORCE	03/21/25 FIC	010.3900.1040	FICA	310.44	310.44
03/20/2025	98446	PLANNING & ZONING	03/21/25 FIC	112.5401.1040	FICA	997.75	997.75
03/20/2025	98446	TRANSIT	03/21/25 FIC	080.5801.1040	FICA	151.98	151.98
03/20/2025	98446	CITY TRANSIT	03/21/25 FIC	080.5802.1040	FICA	982.53	982.53
03/20/2025	98446	MAYOR & COUNCIL	03/21/25 FIC	112.6101.1040	FICA	52.07	52.07
03/20/2025	98446	CITY ADMINISTRATOR	03/21/25 FIC	112.6105.1040	FICA	842.25	842.25
03/20/2025	98446	FINANCE	03/21/25 FIC	112.6201.1040	FICA	1,198.29	1,198.29
03/20/2025	98446	INFORMATION TECH	03/21/25 FIC	112.6202.1040	FICA	212.14	212.14
03/20/2025	98446	GIS TECHNOLOGY	03/21/25 FIC	112.6203.1040	FICA	181.56	181.56
03/20/2025	98446	CITY CLERK	03/21/25 FIC	112.6204.1040	FICA	236.36	236.36
03/20/2025	98446	HUMAN RESOURCES	03/21/25 FIC	112.6401.1040	FICA	587.11	587.11
03/20/2025	98446	PARKS	03/21/25 FIC	112.4301.1040	FICA	1,034.67	1,034.67
03/20/2025	98446	RECREATION	03/21/25 FIC	112.4401.1040	FICA	1,138.12	1,138.12
03/20/2025	98446	SWIMMING POOL	03/21/25 FIC	112.4401.1040	FICA	4.64	4.64
03/20/2025	98446	LIBRARY	03/21/25 FIC	030.4101.1040	FICA	2,199.30	2,199.30
03/20/2025	98446	MUSEUM	03/21/25 FIC	040.4202.1040	FICA	735.20	735.20
03/20/2025	98446	MUSEUM GRANTS	03/21/25 FIC	040.4222.1040	FICA	127.78	127.78
03/20/2025	98446	AIRPORT	03/21/25 FIC	050.2801.1040	FICA	1,033.49	1,033.49
03/20/2025	98446	CEMETERY	03/21/25 FIC	070.4501.1040	FICA	623.76	623.76
03/20/2025	98446	STREET	03/21/25 FIC	110.2105.1040	FICA	3,869.41	3,869.41
03/20/2025	98446	CDBG-OOREHAB	03/21/25 FIC	147.5917.1040	FICA	26.57	26.57
03/20/2025	98446	CITY ADMINISTERED GR	03/21/25 FIC	142.5910.1040	FICA	16.24	16.24
03/20/2025	98446	R C RENAISSANCE	03/21/25 FIC	310.7537.1040	FICA	363.95	363.95
03/20/2025	98446	WATER	03/21/25 FIC	600.8012.1040	FICA	4,032.24	4,032.24
03/20/2025	98446	WATER-MR	03/21/25 FIC	600.8012.1040	FICA	208.94	208.94
03/20/2025	98446	WATER-SO	03/21/25 FIC	600.8012.1040	FICA	154.78	154.78
03/20/2025	98446	SEWER-SO	03/21/25 FIC	610.8121.1040	FICA	154.77	154.77
03/20/2025	98446	SEWER	03/21/25 FIC	610.8121.1040	FICA	2,817.07	2,817.07
03/20/2025	98446	SANITARY SEWER MAIN	03/21/25 FIC	610.8123.1040	FICA	162.00	162.00
03/20/2025	98446	PARKING	03/21/25 FIC	630.8203.1040	FICA	120.85	120.85
03/20/2025	98446	SANITATION	03/21/25 FIC	640.8305.1040	FICA	2,115.40	2,115.40
03/20/2025	98446	GOLF COURSE	03/21/25 FIC	650.8901.1040	FICA	423.31	423.31
03/20/2025	98446	FIRE-AMBULANCE	03/21/25 FIC	660.1507.1040	FICA	422.24	422.24
03/20/2025	98446	REC ARENA	03/21/25 FIC	670.8921.1040	FICA	286.85	286.85
03/20/2025	98446	INTERNAL SERV	03/21/25 FIC	820.9601.1040	FICA	560.79	560.79
03/20/2025	98447	POLICE	83511903346	010.1101.1160	HEALTH & LIFE INSUR	118.50	118.50

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
03/20/2025	98447	FIRE	83511903346	010.1501.1160	HEALTH & LIFE INSUR	105.90	105.90
03/20/2025	98447	FIRE AMBULANCE	83511903346	660.1507.1160	HEALTH & LIFE INSUR	18.40	18.40
03/20/2025	98447	BUILDING DEPARTMENT	83511903346	010.1701.1160	HEALTH & LIFE INSUR	2.70	2.70
03/20/2025	98447	ANIMAL CONTROL	83511903346	010.1901.1160	HEALTH & LIFE INSUR	2.70	2.70
03/20/2025	98447	ELECTRICAL INSPECTO	83511903346	010.1904.1160	HEALTH & LIFE INSUR	2.70	2.70
03/20/2025	98447	PLUMBING INSPECTOR	83511903346	010.1907.1160	HEALTH & LIFE INSUR	2.70	2.70
03/20/2025	98447	NEIGHBORHOOD SERVI	83511903346	010.1911.1160	HEALTH & LIFE INSUR	7.34	7.34
03/20/2025	98447	STREET DEPARTMENT	83511903346	110.2105.1160	HEALTH & LIFE INSUR	52.68	52.68
03/20/2025	98447	TRAFFIC CONTROL	83511903346	010.6900.1160	HEALTH & LIFE INSUR	2.20	2.20
03/20/2025	98447	ENGINEERS OFFICE	83511903346	010.6900.1160	HEALTH & LIFE INSUR	15.70	15.70
03/20/2025	98447	AIRPORT	83511903346	050.2801.1160	HEALTH & LIFE INSUR	13.50	13.50
03/20/2025	98447	HEALTH DEPARTMENT	83511903346	010.3401.1160	HEALTH & LIFE INSUR	2.70	2.70
03/20/2025	98447	YOUTH TASK FORCE	83511903346	010.3900.1160	HEALTH & LIFE INSUR	5.40	5.40
03/20/2025	98447	LIBRARY	83511903346	030.4101.1160	HEALTH & LIFE INSUR	34.80	34.80
03/20/2025	98447	MUSEUM	83511903346	040.4202.1160	HEALTH & LIFE INSUR	15.70	15.70
03/20/2025	98447	PARK	83511903346	020.4301.1160	HEALTH & LIFE INSUR	15.20	15.20
03/20/2025	98447	RECREATION	83511903346	020.4401.1160	HEALTH & LIFE INSUR	10.80	10.80
03/20/2025	98447	CEMETERY	83511903346	070.4501.1160	HEALTH & LIFE INSUR	7.60	7.60
03/20/2025	98447	DEVELOPMENT SERVICE	83511903346	010.6900.1160	HEALTH & LIFE INSUR	12.24	12.24
03/20/2025	98447	CITY ADMINSTRATOR	83511903346	010.6900.1160	HEALTH & LIFE INSUR	5.40	5.40
03/20/2025	98447	FINANCE	83511903346	010.6900.1160	HEALTH & LIFE INSUR	15.20	15.20
03/20/2025	98447	IT TECH	83511903346	010.6900.1160	HEALTH & LIFE INSUR	2.70	2.70
03/20/2025	98447	GIS	83511903346	010.6900.1160	HEALTH & LIFE INSUR	2.20	2.20
03/20/2025	98447	CLERK	83511903346	010.6900.1160	HEALTH & LIFE INSUR	2.20	2.20
03/20/2025	98447	HUMAN RESOURCES	83511903346	010.6900.1160	HEALTH & LIFE INSUR	4.90	4.90
03/20/2025	98447	WATER SUPPLY	83511903346	600.8012.1160	HEALTH & LIFE INSUR	23.80	23.80
03/20/2025	98447	WATER DISTRIBUTION	83511903346	600.8012.1160	HEALTH & LIFE INSUR	20.60	20.60
03/20/2025	98447	COMMERICAL & COLLEC	83511903346	600.8012.1160	HEALTH & LIFE INSUR	6.84	6.84
03/20/2025	98447	SEWAGE TREATMENT	83511903346	610.8121.1160	HEALTH & LIFE INSUR	30.40	30.40
03/20/2025	98447	SANITARY SEWER	83511903346	610.8121.1160	HEALTH & LIFE INSUR	5.40	5.40
03/20/2025	98447	PARKING ENFORCEMEN	83511903346	630.8203.1160	HEALTH & LIFE INSUR	2.20	2.20
03/20/2025	98447	REFUSE	83511903346	640.8305.1160	HEALTH & LIFE INSUR	30.90	30.90
03/20/2025	98447	GOLF COURSE	83511903346	650.8901.1160	HEALTH & LIFE INSUR	5.40	5.40
03/20/2025	98447	RCR ARENA	83511903346	670.8921.1160	HEALTH & LIFE INSUR	2.20	2.20
03/20/2025	98447	INTERNAL SERVICES	83511903346	820.9601.1160	HEALTH & LIFE INSUR	8.10	8.10
03/20/2025	98447	MASON CITY HOUSING	83511903346	010.6900.1160	HEALTH & LIFE INSUR	10.30	10.30
03/20/2025	98447	M C Housing Optional Emp	83511903346	010.6900.1160	HEALTH & LIFE INSUR	61.65	61.65
03/20/2025	98447	Adjustments	83511903346	010.6900.1160	HEALTH & LIFE INSUR	189.16	189.16

Total CITY OF MASON CITY:

36,335.18

## CITY OF MASON CITY IPERS

03/20/2025	98448	POLICE	03/21/2025 I	112.1101.1050	IPERS	1,179.94	1,179.94
03/20/2025	98448	FIRE	03/21/2025 I	112.1501.1050	IPERS	142.43	142.43
03/20/2025	98448	BUILDING INSPECTOR	03/21/2025 I	112.1701.1050	IPERS	209.87	209.87
03/20/2025	98448	ANIMAL CONTROL	03/21/2025 I	112.1901.1050	IPERS	292.63	292.63
03/20/2025	98448	ELECTRICAL INSPECTO	03/21/2025 I	112.1904.1050	IPERS	250.42	250.42
03/20/2025	98448	PLUMBING INSPECTOR	03/21/2025 I	112.1907.1050	IPERS	307.44	307.44
03/20/2025	98448	NEIGHBORHOOD SERVI	03/21/2025 I	112.1911.1050	IPERS	652.58	652.58
03/20/2025	98448	TRAFFIC CONTROL	03/21/2025 I	112.2404.1050	IPERS	234.56	234.56
03/20/2025	98448	ENGINEERING	03/21/2025 I	112.2601.1050	IPERS	1,228.40	1,228.40
03/20/2025	98448	HEALTH DEPARTMENT	03/21/2025 I	112.3401.1050	IPERS	240.38	240.38
03/20/2025	98448	YOUTH TASK FORCE	03/21/2025 I	010.3900.1050	IPERS	438.47	438.47
03/20/2025	98448	PLANNING & ZONING	03/21/2025 I	112.5401.1050	IPERS	1,348.86	1,348.86
03/20/2025	98448	TRANSIT	03/21/2025 I	080.5801.1050	IPERS	196.80	196.80
03/20/2025	98448	CITY TRANSIT	03/21/2025 I	080.5802.1050	IPERS	1,212.38	1,212.38
03/20/2025	98448	MAYOR & COUNCIL	03/21/2025 I	112.6101.1050	IPERS	339.05	339.05



Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
03/20/2025	98448	CITY ADMINISTRATOR	03/21/2025 I	112.6105.1050	IPERS	1,117.08	1,117.08
03/20/2025	98448	FINANCE	03/21/2025 I	112.6201.1050	IPERS	1,580.10	1,580.10
03/20/2025	98448	INFORMATION TECH	03/21/2025 I	112.6202.1050	IPERS	285.17	285.17
03/20/2025	98448	GIS TECH	03/21/2025 I	112.6203.1050	IPERS	237.13	237.13
03/20/2025	98448	CITY CLERK	03/21/2025 I	112.6204.1050	IPERS	312.96	312.96
03/20/2025	98448	HUMAN RESOURCES	03/21/2025 I	112.6401.1050	IPERS	831.23	831.23
03/20/2025	98448	PARKS	03/21/2025 I	112.4301.1050	IPERS	1,382.75	1,382.75
03/20/2025	98448	RECREATION	03/21/2025 I	112.4401.1050	IPERS	1,293.90	1,293.90
03/20/2025	98448	LIBRARY	03/21/2025 I	030.4101.1050	IPERS	2,997.85	2,997.85
03/20/2025	98448	MUSEUM	03/21/2025 I	040.4202.1050	IPERS	1,027.46	1,027.46
03/20/2025	98448	MUSEUM GRANTS	03/21/2025 I	040.4222.1050	IPERS	181.33	181.33
03/20/2025	98448	AIRPORT	03/21/2025 I	050.2801.1050	IPERS	1,347.42	1,347.42
03/20/2025	98448	CEMETERY	03/21/2025 I	070.4501.1050	IPERS	839.20	839.20
03/20/2025	98448	STREET	03/21/2025 I	110.2105.1050	IPERS	5,157.81	5,157.81
03/20/2025	98448	R C RENAISSANCE	03/21/2025 I	310.7537.1050	IPERS	402.62	402.62
03/20/2025	98448	CITY ADMINISTERED GR	03/21/2025 I	142.5910.1050	IPERS	22.75	22.75
03/20/2025	98448	LHAP	03/21/2025 I	147.5917.1050	IPERS	37.23	37.23
03/20/2025	98448	WATER	03/21/2025 I	600.8012.1050	IPERS	5,392.61	5,392.61
03/20/2025	98448	WATER-MR	03/21/2025 I	600.8012.1050	IPERS	257.82	257.82
03/20/2025	98448	WATER-SO	03/21/2025 I	600.8012.1050	IPERS	205.04	205.04
03/20/2025	98448	SEWER-SO	03/21/2025 I	610.8121.1050	IPERS	205.04	205.04
03/20/2025	98448	SEWER	03/21/2025 I	610.8121.1050	IPERS	3,738.90	3,738.90
03/20/2025	98448	SANITARY SEWER MAIN	03/21/2025 I	610.8123.1050	IPERS	215.45	215.45
03/20/2025	98448	PARKING	03/21/2025 I	630.8203.1050	IPERS	165.24	165.24
03/20/2025	98448	SANITATION	03/21/2025 I	640.8305.1050	IPERS	2,832.23	2,832.23
03/20/2025	98448	GOLF COURSE	03/21/2025 I	650.8901.1050	IPERS	568.13	568.13
03/20/2025	98448	AMBULANCE	03/21/2025 I	660.1507.1050	IPERS	102.56	102.56
03/20/2025	98448	RCR ARENA	03/21/2025 I	670.8921.1050	IPERS	300.82	300.82
03/20/2025	98448	INTERNAL SERVICE	03/21/2025 I	820.9601.1050	IPERS	744.18	744.18
Total CITY OF MASON CITY IPERS:							42,056.22
<b>COLUMN SOFTWARE PBC</b>							
03/20/2025	98449	GLOBE	1ACBCB4B-	010.6900.2790	LEGAL PUBLICATIONS	361.05	361.05
03/20/2025	98449	GLOBE	1ACBCB4B-	010.6900.2790	LEGAL PUBLICATIONS	389.37	389.37
Total COLUMN SOFTWARE PBC:							750.42
<b>CONSOLIDATED ELECTRICAL DIST</b>							
03/20/2025	98450	ELECTRICAL SUPPLIES	1187091	610.8121.2190	REPAIRS AND MAINT	390.56	390.56
Total CONSOLIDATED ELECTRICAL DIST:							390.56
<b>CONSOLIDATED ENERGY COMPANY</b>							
03/20/2025	98451	WASTE WATER PROPAN	3271274	610.8121.2160	GAS & ELECTRICITY	1,203.65	1,203.65
03/20/2025	98451	STREET 391.3 @ \$2.74	3273385	110.2107.3750	FUEL	1,072.16	1,072.16
03/20/2025	98451	DISCOUNT	3273385	110.2107.3750	FUEL	19.57-	19.57-
03/20/2025	98451	STREET 182.7 @ \$2.74	3277992	110.2107.3750	FUEL	500.60	500.60
03/20/2025	98451	DISCOUNT	3277992	110.2107.3750	FUEL	9.14-	9.14-
03/20/2025	98451	WASTE WATER PROPAN	3283351	610.8121.2160	GAS & ELECTRICITY	1,862.00	1,862.00
Total CONSOLIDATED ENERGY COMPANY:							4,609.70
<b>COOKE CO,JP</b>							
03/20/2025	98452	ANIMAL TAGS	866287	010.6204.3019	OFFICE SUPPLIES	133.50	133.50

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Total COOKE CO,JP:							133.50
<b>COVERTTRACK GROUP INC</b>							
03/20/2025	98453	COVERTTRACK	SOCT01705	542.1111.2730	TECHNOLOGY EXPEN	1,320.00	1,320.00
Total COVERTTRACK GROUP INC:							1,320.00
<b>CROELL REDI-MIX INC</b>							
03/20/2025	98454	MAIN REPAIR CEMENT	939823	600.8002.3470	MAINS - REPAIR MATE	418.00	418.00
Total CROELL REDI-MIX INC:							418.00
<b>CRYSTEEL TRUCK EQUIPMENT</b>							
03/20/2025	98455	CANISTER ASSY	LP222682	110.2107.3044	M/E SUPPLIES	1,795.00	1,795.00
Total CRYSTEEL TRUCK EQUIPMENT:							1,795.00
<b>CULLIGAN MASON CITY</b>							
03/20/2025	98456	BUILDING SUPPLIES	394-0541163	030.4101.3090	BUILDING SUPPLIES	45.00	45.00
Total CULLIGAN MASON CITY:							45.00
<b>D &amp; D SALES</b>							
03/20/2025	98457	VINYL DECALS	121995S	610.8121.3044	M/E SUPPLIES	110.00	110.00
Total D & D SALES:							110.00
<b>DAIGLE LAW GROUP LLC</b>							
03/20/2025	98458	TRAINING	BG0425-219	010.1101.2080	EDUCATION AND TRAI	595.00	595.00
03/20/2025	98458	TRAINING	IA0625-114	010.1101.2080	EDUCATION AND TRAI	1,590.00	1,590.00
Total DAIGLE LAW GROUP LLC:							2,185.00
<b>DES MOINES REGISTER, THE</b>							
03/20/2025	98459	PERIODICALS	DM1302377	030.4101.2260	PERIODICALS AND SU	72.24	72.24
Total DES MOINES REGISTER, THE:							72.24
<b>DEVERELL, JOSHUA</b>							
03/20/2025	98460	PARA RECERT FEE	418875	660.1507.2080	EDUCATION AND TRAI	25.00	25.00
Total DEVERELL, JOSHUA:							25.00
<b>DOERING, JENNIFER L</b>							
03/20/2025	98461	OVERPMT: 224 S TENNE	357-0920-08	600.8011.5510	REFUND	143.72	143.72
03/20/2025	98461	OVERPMT: 224 S TENNE	357-0920-08	610.8121.5510	REFUND	30.42	30.42
Total DOERING, JENNIFER L:							174.14
<b>EBSCO</b>							
03/20/2025	98462	PERIODICALS AND SUBS	1751292	030.4101.2260	PERIODICALS AND SU	4,568.45	4,568.45
03/20/2025	98462	EBSCO	CG20534 05	030.4101.3058	DIGITAL INFORMATION	50.00-	50.00-
Total EBSCO:							4,518.45

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
<b>ECHO GROUP INC</b>							
03/20/2025	98463	SB MALL-LIGHTS	S011096082.	310.7537.3990	MISCELLANEOUS EXP	188.75	188.75
03/20/2025	98463	CITY HALL LIGHTS	S011110903.	010.6501.2190	REPAIRS AND MAINTEN	12.41	12.41
Total ECHO GROUP INC:							201.16
<b>ELECTRONIC ENGINEERING CO</b>							
03/20/2025	98464	PORTABLE RADIO RPR.	449001841-1	660.1509.2130	RADIO MAINTENANCE	665.00	665.00
Total ELECTRONIC ENGINEERING CO:							665.00
<b>ENTERPRISE FM TRUST</b>							
03/20/2025	98465	LEASED VEHICLES	fbn5287977	015.6900.3990	MISCELLANEOUS EXP	11,790.00	11,790.00
Total ENTERPRISE FM TRUST:							11,790.00
<b>FAREWAY STORE</b>							
03/20/2025	98466	MENTORING	351479	010.3900.3990	MISCELLANEOUS EXP	48.66	48.66
Total FAREWAY STORE:							48.66
<b>FAST LANE MOTOR PARTS</b>							
03/20/2025	98467	CAR CLEANING SUPPLIE	16928	010.1102.2140	M/E REPAIRS	158.86	158.86
Total FAST LANE MOTOR PARTS:							158.86
<b>FASTENAL COMPANY</b>							
03/20/2025	98468	SCREWS	334670	110.2107.3044	M/E SUPPLIES	1.78	1.78
Total FASTENAL COMPANY:							1.78
<b>FEDEX</b>							
03/20/2025	98469	SHIPPING	8-789-17877	010.1101.3990	MISCELLANEOUS EXP	19.27	19.27
Total FEDEX:							19.27
<b>FLOYD &amp; LEONARD AUTO ELECTRIC</b>							
03/20/2025	98470	HIGHLAND MOTOR SHO	179789	650.8908.3044	M/E SUPPLIES	65.01	65.01
Total FLOYD & LEONARD AUTO ELECTRIC:							65.01
<b>GFC LEASING - WI</b>							
03/20/2025	98471	COPIER LEASE	101001641	010.5401.2722	COPY CHARGE	165.36	165.36
03/20/2025	98471	COPIER LEASE	101001641	010.5401.2740	PROFESSIONAL SERV	165.36	165.36
03/20/2025	98471	COPIER LEASE	101004130	010.1101.2090	EQUIPMENT MAINTEN	533.89	533.89
Total GFC LEASING - WI:							864.61
<b>GORDON FLESCH COMPANY INC</b>							
03/20/2025	98472	LIBRARY TRUST PHOTO	IN15071211	510.4101.3019	OFFICE SUPPLIES	396.10	396.10
Total GORDON FLESCH COMPANY INC:							396.10
<b>GRAINGER</b>							
03/20/2025	98473	PVC FITTINGS	9442319688	600.8001.2190	REPAIRS AND MAINTEN	209.01	209.01

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
Total GRAINGER:							209.01
<b>GREATAMERICA FINANCIAL SVCS</b>							
03/20/2025	98474	COPY MACHINE RENTAL	38764249	110.2109.2190	REPAIRS AND MAINTENANCE	51.25	51.25
Total GREATAMERICA FINANCIAL SVCS:							51.25
<b>GUARDIAN ALLIANCE TECHNOLOGY INC</b>							
03/20/2025	98475	SOCIAL MEDIA SCREENING	25992 REISS	010.1101.2110	COMPUTER EXPENSE	40.00	40.00
Total GUARDIAN ALLIANCE TECHNOLOGY INC:							40.00
<b>H &amp; S CONCRETE</b>							
03/20/2025	98476	PROPERTY CLEAN UP 50	509 S ADAM	010.1911.2551	NUISANCE ABATEMENT	3,500.00	3,500.00
Total H & S CONCRETE:							3,500.00
<b>HANSEN, ANNE</b>							
03/20/2025	98477	DAMAGE DEPOSIT REFUND	35751	040.4215.5510	REFUND	150.00	150.00
Total HANSEN, ANNE:							150.00
<b>HOOD, BELINDA</b>							
03/20/2025	98478	NYSCA REIMBURSEMENT	YOUTH VOL	020.4408.3990	MISCELLANEOUS EXPENSE	20.00	20.00
Total HOOD, BELINDA:							20.00
<b>HUBER SUPPLY COMPANY</b>							
03/20/2025	98479	HIGHLAND SHOP SUPPLIES	3202017	650.8908.3044	M/E SUPPLIES	18.20	18.20
03/20/2025	98479	MEDICAL OXYGEN DELIVERY	3203665	660.1509.3070	MEDICAL SUPPLIES	147.65	147.65
Total HUBER SUPPLY COMPANY:							165.85
<b>HY-VEE 1413</b>							
03/20/2025	98480	PLASTIC SILVERWARE	4885261027	020.4408.3035	OTHER SUPPLIES	14.96	14.96
03/20/2025	98480	SPRING BREAK CAMP	4885845171	020.4408.3035	OTHER SUPPLIES	242.27	242.27
Total HY-VEE 1413:							257.23
<b>HY-VEE DRUGSTORE 7056</b>							
03/20/2025	98481	DISTILLED WATER	5800282883	610.8121.3070	LABORATORY SUPPLIES	70.84	70.84
03/20/2025	98481	DISTILLED WATER	5800335729	610.8121.3070	LABORATORY SUPPLIES	60.70	60.70
03/20/2025	98481	DISTILLED WATER	5800365485	610.8121.3070	LABORATORY SUPPLIES	60.70	60.70
Total HY-VEE DRUGSTORE 7056:							192.24
<b>INSIGHT PUBLIC SECTOR INC</b>							
03/20/2025	98482	MICROSOFT WINDOWS	1101252255	325.4350.4644	SITE IMPROVEMENTS	789.04	789.04
Total INSIGHT PUBLIC SECTOR INC:							789.04
<b>IOWA PRISON INDUSTRIES</b>							
03/20/2025	98483	STREET SIGNS	301277	110.2101.4590	STREET SIGNS	1,889.15	1,889.15
Total IOWA PRISON INDUSTRIES:							1,889.15

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
<b>iREAD</b>							
03/20/2025	98484	LIBRARY TRUST GRANT	301563	510.4101.2910	GRANT PAYMENTS	1,889.67	1,889.67
Total iREAD:							1,889.67
<b>JCL SOLUTIONS - JANITOR'S CLOSET</b>							
03/20/2025	98485	SB MALL JANITORIAL	2000640	310.7537.3990	MISCELLANEOUS EXP	65.55	65.55
Total JCL SOLUTIONS - JANITOR'S CLOSET:							65.55
<b>JENSEN,KELLIE</b>							
03/20/2025	98486	PHONE EXPENSE	MARCH 202	030.4101.2040	PHONE EXPENSE	30.00	30.00
Total JENSEN,KELLIE:							30.00
<b>KINGLAND CONSTRUCTION SERVICES</b>							
03/20/2025	98487	BUILDING REMODEL	PAY 17 0228	015.1103.4510	BUILDING IMPROVEM	34,760.29	34,760.29
Total KINGLAND CONSTRUCTION SERVICES:							34,760.29
<b>KRONOS SAASHR INC</b>							
03/20/2025	98488	UKG	12371774	010.6401.2311	EQUIPMENT RENTAL	192.50	192.50
03/20/2025	98488	UKG	12371774	640.8305.2311	EQUIPMENT RENTAL	760.00	760.00
03/20/2025	98488	UKG	12371774	610.8121.2311	EQUIPMENT RENTAL	760.00	760.00
03/20/2025	98488	UKG	12371774	600.8011.2311	EQUIPMENT RENTAL	760.00	760.00
03/20/2025	98488	UKG	12371774	010.6201.2311	EQUIPMENT RENTAL	570.00	570.00
03/20/2025	98488	UKG	12371774	110.2105.2311	EQUIPMENT RENTAL	760.00	760.00
Total KRONOS SAASHR INC:							3,802.50
<b>LAMOREUX, DIXIE &amp; LARRY</b>							
03/20/2025	98489	MAILBOX	032025	110.2115.1230	SNOW REMOVAL	50.00	50.00
Total LAMOREUX, DIXIE & LARRY:							50.00
<b>LANDFILL OF NORTH IOWA</b>							
03/20/2025	98490	LANDFILL CHARGES	37530	610.8121.2190	REPAIRS AND MAINTEN	375.55	375.55
Total LANDFILL OF NORTH IOWA:							375.55
<b>LEA MOBILE GLASS INC</b>							
03/20/2025	98491	CAR REPAIR	177775	010.1102.2140	M/E REPAIRS	425.75	425.75
Total LEA MOBILE GLASS INC:							425.75
<b>LIFE-ASSIST INC</b>							
03/20/2025	98492	EMS SUPPLIES	1578919	660.1509.3070	MEDICAL SUPPLIES	306.91	306.91
03/20/2025	98492	BP CUFF REPLACEMENT	1579851	660.1509.3044	M/E SUPPLIES	216.12	216.12
Total LIFE-ASSIST INC:							523.03
<b>M C COMMUNITY SCHOOL DIST</b>							
03/20/2025	98493	GYM RENTAL	2463-25	020.4408.2470	CUSTODIAN EXPENSE	150.00	150.00
03/20/2025	98493	GYM RENTAL	2464-25	020.4408.2470	CUSTODIAN EXPENSE	375.00	375.00
03/20/2025	98493	GYM RENTAL	2493-25	020.4408.2470	CUSTODIAN EXPENSE	200.00	200.00
03/20/2025	98493	GYM RENTAL	2494-25	020.4408.2470	CUSTODIAN EXPENSE	212.50	212.50
03/20/2025	98493	GYM RENTAL	2495-25	020.4408.2470	CUSTODIAN EXPENSE	200.00	200.00

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
03/20/2025	98493	GYM RENTAL	2496-25	020.4408.2470	CUSTODIAN EXPENSE	212.50	212.50
03/20/2025	98493	GYM RENTAL	2497-25	020.4408.2470	CUSTODIAN EXPENSE	200.00	200.00
03/20/2025	98493	GYM RENTAL	2498-25	020.4408.2470	CUSTODIAN EXPENSE	212.50	212.50
03/20/2025	98493	GYM RENTAL	2501-25	020.4408.2470	CUSTODIAN EXPENSE	450.00	450.00
03/20/2025	98493	GYM RENTAL	2504-25	020.4408.2470	CUSTODIAN EXPENSE	225.00	225.00
03/20/2025	98493	GYM RENTAL	2505-25	020.4408.2470	CUSTODIAN EXPENSE	225.00	225.00
Total M C COMMUNITY SCHOOL DIST:							2,662.50
<b>MARCO INC</b>							
03/20/2025	98494	COPIER - CONTRACT-MA	INV1364428	010.2601.2722	COPY CHARGE	101.38	101.38
03/20/2025	98494	COPIER CONTRACT	INV1364428	610.8121.3019	OFFICE SUPPLIES	55.42	55.42
Total MARCO INC:							156.80
<b>MARKWALTER, MARY</b>							
03/20/2025	98495	PHONE EXPENSE	MARCH 202	030.4101.2040	PHONE EXPENSE	30.00	30.00
Total MARKWALTER, MARY:							30.00
<b>MASON CITY FORD LINCOLN MERCURY</b>							
03/20/2025	98496	SERVICE	6057534	010.1102.2140	M/E REPAIRS	2,502.15	2,502.15
Total MASON CITY FORD LINCOLN MERCURY:							2,502.15
<b>MASON CITY PUBLIC UTILITIES</b>							
03/20/2025	98497	WATER	276-2160-01	030.4101.2162	WATER/SEWER UTILIT	139.99	139.99
03/20/2025	98497	SB MALL UTILITIES	280-0490-03	310.7537.2162	WATER/SEWER UTILIT	268.54	268.54
03/20/2025	98497	SB MALL UTILITIES	280-0550-03	310.7537.2162	WATER/SEWER UTILIT	518.16	518.16
03/20/2025	98497	SB MALL UTILITIES	280-0600-03	310.7537.2162	WATER/SEWER UTILIT	268.54	268.54
03/20/2025	98497	SB MALL UTILITIES	280-0650-03	310.7537.2162	WATER/SEWER UTILIT	338.26	338.26
03/20/2025	98497	SB MALL UTILITIES	280-0660-01	310.7537.2162	WATER/SEWER UTILIT	1,509.53	1,509.53
Total MASON CITY PUBLIC UTILITIES:							3,043.02
<b>MCCHESENEY, SETH</b>							
03/20/2025	98498	OWI/WET LAB TRAINING	1192536	010.1101.2080	EDUCATION AND TRAI	6.38	6.38
03/20/2025	98498	OWI/WET LAB TRAINING	121922	010.1101.2080	EDUCATION AND TRAI	12.06	12.06
03/20/2025	98498	OWI/WET LAB TRAINING	1337288	010.1101.2080	EDUCATION AND TRAI	11.98	11.98
03/20/2025	98498	OWI/WET LAB TRAINING	2-5061-0804-	010.1101.2080	EDUCATION AND TRAI	78.39	78.39
03/20/2025	98498	OWI/WET LAB TRAINING	479408	010.1101.2080	EDUCATION AND TRAI	57.11	57.11
03/20/2025	98498	OWI/WET LAB TRAINING	5251661	010.1101.2080	EDUCATION AND TRAI	9.28	9.28
03/20/2025	98498	OWI/WET LAB TRAINING	824047	010.1101.2080	EDUCATION AND TRAI	96.50	96.50
03/20/2025	98498	OWI/WET LAB TRAINING	89	010.1101.2080	EDUCATION AND TRAI	8.01	8.01
Total MCCHESENEY, SETH:							279.71
<b>MCCOLLOUGH, CALISTA</b>							
03/20/2025	98499	PHONE EXPENSE	MARCH 202	030.4101.2040	PHONE EXPENSE	30.00	30.00
Total MCCOLLOUGH, CALISTA:							30.00
<b>MCKINESS EXCAVATING</b>							
03/20/2025	98500	SNOW REMOVAL	9099	110.2105.2050	CONTRACT LABOR	1,962.50	1,962.50
Total MCKINESS EXCAVATING:							1,962.50

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<b>MEDIACOM</b>							
03/20/2025	98501	HDTV 8383960010027204	8383960010	650.8901.3035	OTHER SUPPLIES	15.72	15.72
03/20/2025	98501	WIFI	8384960010	010.1101.2100	INVESTIGATION FUND	5.99	5.99
Total MEDIACOM:							21.71
<b>MEDTECH FORENSICS INC</b>							
03/20/2025	98502	TRAINING SUPPLIES	44358	010.1101.2080	EDUCATION AND TRAI	299.54	299.54
Total MEDTECH FORENSICS INC:							299.54
<b>MELENEY, KORY</b>							
03/20/2025	98503	PHONE EXPENSE	MARCH 202	030.4101.2040	PHONE EXPENSE	30.00	30.00
Total MELENEY, KORY:							30.00
<b>MENARDS</b>							
03/20/2025	98504	TAPE	26110 02122	600.8001.2190	REPAIRS AND MAINTEN	5.99	5.99
03/20/2025	98504	BUILDING SUPPLIES	27297	030.4101.3090	BUILDING SUPPLIES	39.35	39.35
03/20/2025	98504	SHOP SUPPLIES	27336	080.5802.3060	SUPPLIES & LAUNDRY	32.44	32.44
03/20/2025	98504	MR. CLEAN, SWEEP COM	27411	070.4504.3310	TOOLS AND SUPPLIES	14.11	14.11
03/20/2025	98504	SEWER PLUG	27421	610.8121.3110	MAINTENANCE MATER	4.99	4.99
03/20/2025	98504	STACKER BOX, CUPS, S	27449	070.4501.3019	OFFICE SUPPLIES	23.85	23.85
03/20/2025	98504	SUPPLIES	27482	010.1103.3060	SUPPLIES & LAUNDRY	63.99	63.99
03/20/2025	98504	BUILDING SUPPLIES	27564	030.4101.3090	BUILDING SUPPLIES	39.98	39.98
03/20/2025	98504	CABLE TIES 8" 10 PACK	27686	010.6202.3019	OFFICE SUPPLIES	19.96	19.96
03/20/2025	98504	500' CAT5 CABLE-R-GRA	27686	010.6202.3019	OFFICE SUPPLIES	69.99	69.99
03/20/2025	98504	CLEANING SUPPLIES	27876	010.1103.3060	SUPPLIES & LAUNDRY	82.11	82.11
03/20/2025	98504	SB MALL-SUPPLIES	27917	310.7537.3990	MISCELLANEOUS EXP	12.62	12.62
Total MENARDS:							409.38
<b>MERCYONE NORTH IOWA MEDICAL CENTER</b>							
03/20/2025	98505	CRT - HEIMBACH	M01033806	640.8305.2010	MEDICAL SERVICE	150.00	150.00
Total MERCYONE NORTH IOWA MEDICAL CENTER:							150.00
<b>MICHAEL TODD INDUSTRIAL SUPPLY</b>							
03/20/2025	98506	POST CAP REPLACEMEN	218243	110.2101.4590	STREET SIGNS	444.50	444.50
03/20/2025	98506	HOLDER FOR "EXIT" SIG	218244	110.2101.4590	STREET SIGNS	550.50	550.50
03/20/2025	98506	STREET SIGN HOLDER	218256	110.2101.4590	STREET SIGNS	47.00	47.00
Total MICHAEL TODD INDUSTRIAL SUPPLY:							1,042.00
<b>MICROBAC LABORATORIES INC</b>							
03/20/2025	98507	WATER SAMPLES	NT2501868	600.8001.3990	MISCELLANEOUS EXP	87.50	87.50
03/20/2025	98507	WATER SAMPLES	NT2501869	600.8001.3990	MISCELLANEOUS EXP	87.50	87.50
Total MICROBAC LABORATORIES INC:							175.00
<b>MIDWEST LABORATORIES INC</b>							
03/20/2025	98508	BIOSOLIDS TESTING	1225369	610.8121.3070	LABORATORY SUPPLI	295.50	295.50
Total MIDWEST LABORATORIES INC:							295.50
<b>MIDWEST NORTH IOWA JANITORIAL</b>							
03/20/2025	98509	TRANSIT STATION CLEA	4940	080.5802.2740	PROFESSIONAL SERV	892.50	892.50

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Total MIDWEST NORTH IOWA JANITORIAL:							892.50
<b>MIDWEST TAPE</b>							
03/20/2025	98510	AV	506816113	030.4101.4021	AUDIO/VISUAL	44.99	44.99
Total MIDWEST TAPE:							44.99
<b>MTI DISTRIBUTING INC</b>							
03/20/2025	98511	HIGHLAND COURSE MAI	1463410-00	650.8904.3110	MAINTENANCE MATER	3,500.00	3,500.00
Total MTI DISTRIBUTING INC:							3,500.00
<b>MULLIN, GORDON</b>							
03/20/2025	98512	PHONE EXPENSE	MARCH 202	030.4101.2040	PHONE EXPENSE	30.00	30.00
Total MULLIN, GORDON:							30.00
<b>MUNICIPAL FIRE AND POLICE</b>							
03/20/2025	98513	CITY SHARE 3/21/25	03/21/2025	114.1101.5661	PAYMENT TO MFPRSI	30,325.07	30,325.07
03/20/2025	98513	CITY SHARE 3/21/25	03/21/2025	116.1501.5661	PAYMENT TO MFPRSI	22,835.69	22,835.69
03/20/2025	98513	CITY SHARE 3/21/25	03/21/2025	660.1507.5661	PAYMENT TO MFPRSI	7,220.72	7,220.72
Total MUNICIPAL FIRE AND POLICE:							60,381.48
<b>NALCO CHEMICAL CO</b>							
03/20/2025	98514	POLYMER	6603268507	610.8121.3170	CHEMICALS	12,381.93	12,381.93
Total NALCO CHEMICAL CO:							12,381.93
<b>NAPA AUTO PARTS</b>							
03/20/2025	98515	DRAIN PAN	440293	110.2107.3260	SHOP SUPPLIES	72.60	72.60
03/20/2025	98515	SURF CONDITIONING DS	440479	820.9601.3310	TOOLS AND SUPPLIES	81.34	81.34
03/20/2025	98515	ENGINE MOUNT	440623	020.4308.3044	M/E SUPPLIES	122.27	122.27
03/20/2025	98515	HIGHLAND MOTOR SHO	441009	650.8908.3044	M/E SUPPLIES	57.46	57.46
03/20/2025	98515	HIGHLAND MOTOR SHO	441010	650.8908.3044	M/E SUPPLIES	69.56	69.56
03/20/2025	98515	HOSE FITTINGS	441061	110.2107.3260	SHOP SUPPLIES	96.20	96.20
03/20/2025	98515	SPARK PLUGS	441079	610.8123.2190	REPAIRS AND MAINT	15.05	15.05
Total NAPA AUTO PARTS:							514.48
<b>NASSCO INC</b>							
03/20/2025	98516	BUILDING SUPPLIES	6523668	030.4101.3090	BUILDING SUPPLIES	260.95	260.95
03/20/2025	98516	BUILDING SUPPLIES	6530544	030.4101.3090	BUILDING SUPPLIES	88.77	88.77
03/20/2025	98516	OIL PADS, SOCKS	6531681	600.8042.3590	MATERIAL	307.56	307.56
03/20/2025	98516	CLEANING SUPPLIES	6531710	010.1103.2150	BUILDING REPAIRS AN	174.05	174.05
03/20/2025	98516	HAND SOAP	6531711	010.1103.3060	SUPPLIES & LAUNDRY	31.57	31.57
03/20/2025	98516	DISPENCERS	6531717	010.1103.2150	BUILDING REPAIRS AN	133.70	133.70
03/20/2025	98516	COPY PAPER, BROWN T	6531895	600.8042.3590	MATERIAL	323.44	323.44
Total NASSCO INC:							1,320.04
<b>NATIONAL TACTICAL OFFICERS</b>							
03/20/2025	98517	NTOA - AKINS, PEDELTY,	11261	542.1111.2080	EDUCATION & TRAINI	3,428.00	3,428.00
Total NATIONAL TACTICAL OFFICERS:							3,428.00



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<b>NIACOG</b>							
03/20/2025	98518	FACILITY/CUSTODIAL (FE	41945	080.5802.2740	PROFESSIONAL SERV	2,133.12	2,133.12
03/20/2025	98518	FACILITY/CUSTODIAL (FE	41945	080.5802.3044	M/E SUPPLIES	118.20	118.20
03/20/2025	98518	FACILITY/CUSTODIAL (FE	41945	080.5802.2160	GAS & ELECTRICITY	889.22	889.22
03/20/2025	98518	FACILITY/CUSTODIAL (FE	41945	080.5802.2150	BUILDING REPAIRS AN	792.44	792.44
Total NIACOG:							3,932.98
<b>NORTH CENTRAL INTERNATIONAL</b>							
03/20/2025	98519	TAIL LIGHTS	X223018746:	110.2107.3044	M/E SUPPLIES	119.97	119.97
03/20/2025	98519	ELECTRIC TERMINAL	X223018800:	110.2107.3044	M/E SUPPLIES	39.16	39.16
03/20/2025	98519	ELECTRIC TERMINAL	X223018800:	010.2990.3044	M/E SUPPLIES	8.24	8.24
03/20/2025	98519	TAIL LIGHT & HARNESS	X223018804:	110.2107.3044	M/E SUPPLIES	119.97-	119.97-
03/20/2025	98519	AIR DRYER	X223018815:	600.8012.3044	M/E SUPPLIES	195.09	195.09
03/20/2025	98519	TUBE ASSEMBLY	X223018825:	010.2990.3044	M/E SUPPLIES	186.40	186.40
03/20/2025	98519	EXHAUST SENSOR	X223018833:	110.2107.3044	M/E SUPPLIES	150.61	150.61
03/20/2025	98519	EGR COOLER	X223018835:	110.2107.3044	M/E SUPPLIES	500.00-	500.00-
Total NORTH CENTRAL INTERNATIONAL:							79.50
<b>NORTH CENTRAL MECHANICAL SVC</b>							
03/20/2025	98520	BUILDING MAINTENANC	W36817	030.4101.2190	REPAIRS AND MAINTEN	2,355.47	2,355.47
03/20/2025	98520	INSPECTED RADIANT HE	W36909	110.2109.2190	REPAIRS AND MAINTEN	1,327.00	1,327.00
Total NORTH CENTRAL MECHANICAL SVC:							3,682.47
<b>NORTHWAY WELL AND PUMP CO</b>							
03/20/2025	98521	#2 HIGH SERVICE PUMP	17378	600.8001.3670	PUMPING MATERIAL	6,229.90	6,229.90
Total NORTHWAY WELL AND PUMP CO:							6,229.90
<b>PACKARD ELECTRIC</b>							
03/20/2025	98522	UPS BATTERY REPLACE	45815	610.8121.2190	REPAIRS AND MAINTEN	1,918.37	1,918.37
Total PACKARD ELECTRIC:							1,918.37
<b>PAPPAJOHN SHRIVER EIDE &amp; NIELSEN PC</b>							
03/20/2025	98523	PROF SRVC	57	010.6101.2660	LEGAL EXPENSE	1,735.13	1,735.13
Total PAPPAJOHN SHRIVER EIDE & NIELSEN PC:							1,735.13
<b>PETROLEUM MARKETERS MUTUAL INS</b>							
03/20/2025	98524	FUEL TANK EXPENSE	8603929 4/2	010.1103.2980	FUEL TANK EXPENSE	2,666.00	2,666.00
Total PETROLEUM MARKETERS MUTUAL INS:							2,666.00
<b>PITNEY BOWES INC</b>							
03/20/2025	98525	MAILER 2/4-5/3/2025	3320507951	010.6206.3019	OFFICE SUPPLIES	1,110.90	1,110.90
Total PITNEY BOWES INC:							1,110.90
<b>PLUMB SUPPLY</b>							
03/20/2025	98526	FLUSH VALVE RETURN C	S100757677.	010.6501.2190	REPAIRS AND MAINTEN	189.90-	189.90-
03/20/2025	98526	BUILDING SUPPLIES	S100890959.	030.4101.3090	BUILDING SUPPLIES	477.83	477.83
03/20/2025	98526	HIGHLAND CLUBHOUSE	S100921732.	650.8906.2150	BUILDING REPAIRS AN	12.58	12.58

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Total PLUMB SUPPLY:							300.51
<b>PLUNKETTS PEST CONTROL INC</b>							
03/20/2025	98527	BUILDING MAINTENANC	9031679	030.4101.2190	REPAIRS AND MAINTEN	112.35	112.35
03/20/2025	98527	HIGHLAND PEST CONTR	9052677	650.8906.3035	OTHER SUPPLIES	45.44	45.44
03/20/2025	98527	HIGHLAND PEST CONTR	9053296	650.8906.3035	OTHER SUPPLIES	69.00	69.00
Total PLUNKETTS PEST CONTROL INC:							226.79
<b>POSTMASTER</b>							
03/20/2025	98528	PI PERMIT #35 - CITIZEN	3202025	010.6101.2030	DUES & PUBLICATION	5,469.75	5,469.75
Total POSTMASTER:							5,469.75
<b>QUILL CORPORATION</b>							
03/20/2025	98529	BOOKS	42934913	030.4101.4020	BOOKS	163.28	163.28
03/20/2025	98529	BUILDING SUPPLIES	42935193	030.4101.3090	BUILDING SUPPLIES	168.81	168.81
Total QUILL CORPORATION:							332.09
<b>RELIANT FIRE APPARATUS INC</b>							
03/20/2025	98530	2317 GAUGE RPLCMNT	INV-IA-1267	010.1503.2140	M/E REPAIRS	422.76	422.76
Total RELIANT FIRE APPARATUS INC:							422.76
<b>RIVER CITY AUTO SUPPLY</b>							
03/20/2025	98531	2303 BRAKE RPRS.	925127	010.1503.2140	M/E REPAIRS	43.07	43.07
03/20/2025	98531	2303 REPAIRS	925142	010.1503.2140	M/E REPAIRS	19.52	19.52
03/20/2025	98531	2303 RPRS.	925164	010.1503.2140	M/E REPAIRS	32.25	32.25
Total RIVER CITY AUTO SUPPLY:							94.84
<b>RIVER CITY COMMUNICATIONS</b>							
03/20/2025	98532	PHONE EXPENSE	105989	030.4101.2040	PHONE EXPENSE	45.00	45.00
03/20/2025	98532	HIGHLAND ANNUAL FIRE	106061	650.8906.2150	BUILDING REPAIRS AN	175.00	175.00
03/20/2025	98532	NORRIS SECURITY MONI	106117	535.4401.2740	PROFESSIONAL SERV	32.00	32.00
03/20/2025	98532	NORRIS PHONE SERVIC	106118	535.4401.2740	PROFESSIONAL SERV	12.00	12.00
Total RIVER CITY COMMUNICATIONS:							264.00
<b>ROUTER12 NETWORKS LLC</b>							
03/20/2025	98533	DIGITAL INFO	103914	030.4101.3058	DIGITAL INFORMATION	190.00	190.00
Total ROUTER12 NETWORKS LLC:							190.00
<b>RUSH,BOB</b>							
03/20/2025	98534	HEALTH INS DEDUCT	3/7/2025	800.9401.5510	REFUND	96.25	96.25
03/20/2025	98534	LIFE INS DEDUCT	3/7/2025	800.9401.5510	REFUND	34.19	34.19
Total RUSH,BOB:							130.44
<b>SANKEY, JENNIFER</b>							
03/20/2025	98535	FEDERAL COURT MC230	15	010.1101.5910	SPECIAL GRANT	13.41	13.41
03/20/2025	98535	FEDERAL COURT MC230	94699	010.1101.5910	SPECIAL GRANT	12.00	12.00

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
Total SANKEY, JENNIFER:							25.41
<b>SCHUMACHER ELEVATOR CO</b>							
03/20/2025	98536	ELEVATOR MAINTENANC	90641723	010.6501.2201	ELAVATOR MAINTENA	967.40	967.40
Total SCHUMACHER ELEVATOR CO:							967.40
<b>SEILER INSTRUMENT &amp; MFG CO INC</b>							
03/20/2025	98537	SOFTWARE/HARDWARE	INV48631	610.8125.2731	GEOGRAPHIC INFOR	170.00	170.00
03/20/2025	98537	SOFTWARE/HARDWARE	INV48631	600.8061.2731	GEOGRAPHIC INFOR	170.00	170.00
03/20/2025	98537	SOFTWARE/HARDWARE	INV48631	110.2101.2731	GEOGRAPHICAL INFO	170.00	170.00
Total SEILER INSTRUMENT & MFG CO INC:							510.00
<b>SHORT ELLIOTT HENDRICKSON INC</b>							
03/20/2025	98538	PROFESSIONAL SERVIC	483938	320.2101.4582	STREET DOT PROJEC	213.80	213.80
03/20/2025	98538	PROFESSIONAL SERVIC	484445	613.8125.4535	LIFT STATION IMPROV	11,944.44	11,944.44
03/20/2025	98538	PROFESSIONAL SERVIC	484449	603.8061.4510	BUILDING & PLANT IM	1,270.28	1,270.28
03/20/2025	98538	PROFESSIONAL SERVIC	484451	603.8061.4625	MAINS, ETC-SUPPLY	1,010.62	1,010.62
Total SHORT ELLIOTT HENDRICKSON INC:							14,439.14
<b>SHRED RIGHT</b>							
03/20/2025	98539	SHREDDING-MARCH	0044043	010.6501.3990	MISCELLANEOUS EXP	80.35	80.35
03/20/2025	98539	SHREDDING	0044053	010.1101.3990	MISCELLANEOUS EXP	76.11	76.11
03/20/2025	98539	HIPAA SHREDDING MAR	0044056	660.1507.3019	OFFICE SUPPLIES	97.68	97.68
Total SHRED RIGHT:							254.14
<b>SOUND AND MEDIA SOLUTIONS</b>							
03/20/2025	98540	SB MALL MUSIC-APRIL	86277	310.7537.3990	MISCELLANEOUS EXP	35.00	35.00
Total SOUND AND MEDIA SOLUTIONS:							35.00
<b>STADHEIM JEWELERS</b>							
03/20/2025	98541	COIN ENGRAVING	003-325032	010.6401.3880	EMPLOYEE RECOGNI	15.00	15.00
03/20/2025	98541	WATCH RETIREMENT	003-325039	010.6401.3880	EMPLOYEE RECOGNI	30.00	30.00
Total STADHEIM JEWELERS:							45.00
<b>SUN POWERED SOLUTIONS I LLC</b>							
03/20/2025	98542	GAS & ELECTRICITY	70001-2025-	030.4101.2160	GAS & ELECTRICITY	244.80	244.80
Total SUN POWERED SOLUTIONS I LLC:							244.80
<b>TELEFLEX LLC</b>							
03/20/2025	98543	EMS SUPPLIES	9509710038	660.1509.3070	MEDICAL SUPPLIES	665.00	665.00
Total TELEFLEX LLC:							665.00
<b>TELL CONSTRUCTION</b>							
03/20/2025	98544	PAY 2 215 N JEFFERSON	PAY 2 215 N	315.5917.2911	GRANT PAYMENTS-HO	34,500.00	34,500.00
03/20/2025	98544	PAY 3 128 3RD ST NW	PAY 3 128 3	315.5917.2911	GRANT PAYMENTS-HO	25,300.00	25,300.00
Total TELL CONSTRUCTION:							59,800.00

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
<b>TOTAL FILTRATION SERVICES INC</b>							
03/20/2025	98545	FILTERS	2774342-00	600.8001.3175	FILTERS	13,439.71	13,439.71
TOTAL FILTRATION SERVICES INC:							13,439.71
<b>TQ TECHNOLOGIES</b>							
03/20/2025	98546	TECHNOLOGY	TQTINV2249	030.4101.3057	COMPUTER MAINTEN	168.00	168.00
Total TQ TECHNOLOGIES:							168.00
<b>TROJAN TECHNOLOGIES</b>							
03/20/2025	98547	UV SUPPLIES	200/5000153	610.8121.3110	MAINTENANCE MATER	765.85	765.85
03/20/2025	98547	UV SUPPLIES	200/5000158	610.8121.3110	MAINTENANCE MATER	144.00	144.00
Total TROJAN TECHNOLOGIES:							909.85
<b>TRUCK CENTER COMPANIES</b>							
03/20/2025	98548	MIRROR	XA30021025	110.2107.3044	M/E SUPPLIES	54.29	54.29
03/20/2025	98548	MIRROR	XA30021430	110.2107.3044	M/E SUPPLIES	54.29	54.29
03/20/2025	98548	FILTERS, CABLES, TERMI	XA30021431	820.9601.3260	SHOP SUPPLIES	108.82	108.82
Total TRUCK CENTER COMPANIES:							108.82
<b>USA BLUEBOOK</b>							
03/20/2025	98549	LAB SUPPLIES	INV0064548	610.8121.3070	LABORATORY SUPPLI	311.23	311.23
Total USA BLUEBOOK:							311.23
<b>VESTIS</b>							
03/20/2025	98550	UNIFORMS & MATS	6340393882	610.8121.3060	SUPPLIES & LAUNDRY	200.14	200.14
03/20/2025	98550	UNIFORMS & MATS	6340396187	110.2105.3060	SUPPLIES & LAUNDRY	284.54	284.54
03/20/2025	98550	UNIFORMS & SHOP TOW	6340396188	820.9601.3035	OTHER SUPPLIES	136.16	136.16
03/20/2025	98550	UNIFORMS	6340396189	600.8012.2410	UNIFORM RENTAL	106.86	106.86
03/20/2025	98550	UNIFORMS & MATS	6340396671	600.8001.3060	SUPPLIES & LAUNDRY	214.74	214.74
03/20/2025	98550	UNIFORMS & MATS	6340396682	610.8121.3060	SUPPLIES & LAUNDRY	200.14	200.14
03/20/2025	98550	RUGS	6340397429	010.1911.3990	MISCELLANEOUS EXP	105.40	105.40
03/20/2025	98550	RUGS	6340397431	010.6501.3060	SUPPLIES & LAUNDRY	33.10	33.10
Total VESTIS:							1,281.08
<b>VISA</b>							
03/20/2025	98551	DOOR SIGNS	032625 3694	010.1904.3560	PRINTED SUPPLIES	12.99	12.99
03/20/2025	98551	SPEAKERPHONE	032625 3694	010.5401.2730	TECHNOLOGY EXPEN	40.49	40.49
03/20/2025	98551	BULLETIN BOARD, TOAS	032625 3694	010.5401.3990	MISCELLANEOUS EXP	145.74	145.74
03/20/2025	98551	TAPE, PAPER CUTTER	032625 3694	010.5401.3019	OFFICE SUPPLIES	56.16	56.16
03/20/2025	98551	PDI: VANSTEENHUYSE	032625 3694	010.5401.2060	TRAVEL AND CONFER	180.08	180.08
03/20/2025	98551	SAFETY SUB	032625 3694	010.6915.2740	PROFESSIONAL SERV	9.99	9.99
03/20/2025	98551	REG: HOUSING CONF-VA	032625 3694	010.5401.2060	TRAVEL AND CONFER	50.00	50.00
03/20/2025	98551	OTHER MISC-REFUND	032625 3694	010.5401.3019	OFFICE SUPPLIES	60.18	60.18
03/20/2025	98552	TIRE INFLATOR	032625 3736	660.1509.3044	M/E SUPPLIES	71.24	71.24
03/20/2025	98552	BADGE	032625 3736	010.1501.3035	OTHER SUPPLIES	13.98	13.98
03/20/2025	98552	PENS	032625 3736	660.1507.3019	OFFICE SUPPLIES	18.98	18.98
03/20/2025	98552	ADOBE	032625 3736	660.1507.2730	TECHNOLOGY EXPEN	254.27	254.27
03/20/2025	98552	BUSINESS ENVELOPES	032625 3736	660.1507.3019	OFFICE SUPPLIES	55.98	55.98
03/20/2025	98552	MISC FEES	032625 3736	010.6201.3019	OFFICE SUPPLIES	69.15	69.15
03/20/2025	98552	IAPFC MEMBSHP: BEEM	032625 3736	010.1501.2030	DUES & PUBLICATION	80.00	80.00
03/20/2025	98552	IAPFC MEMBSHP: BULLI	032625 3736	010.1501.2030	DUES & PUBLICATION	100.00	100.00

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
03/20/2025	98552	RECORDING DEVICE	032625 3736	010.1501.3019	OFFICE SUPPLIES	79.00	79.00
03/20/2025	98552	OFFICE SUPPLIES	032625 3736	010.1501.3019	OFFICE SUPPLIES	193.34	193.34
03/20/2025	98552	OFFICE SUPPLIES	032625 3736	660.1507.3019	OFFICE SUPPLIES	193.34	193.34
03/20/2025	98552	ROPE RESCUE ANCHOR	032625 3736	010.1502.3035	OTHER SUPPLIES	562.18	562.18
03/20/2025	98552	TIRE INFLATOR REFUND	032625 3736	660.1509.3044	M/E SUPPLIES	71.24-	71.24-
03/20/2025	98552	FILTER	032625 3736	010.1502.2150	BUILDING REPAIRS AN	73.38	73.38
03/20/2025	98553	INTERVIEW FOOD	032625 3744	010.5401.3990	MISCELLANEOUS EXP	65.30	65.30
03/20/2025	98553	FACEBOOK	032625 3744	010.6401.2022	ADVERTISING - CIVIL	349.75	349.75
03/20/2025	98554	BUSINESS CARDS	032625 4585	010.1101.3990	MISCELLANEOUS EXP	44.92	44.92
03/20/2025	98554	THERMAL PAPER	032625 4585	630.8203.3019	OFFICE SUPPLIES	109.95	109.95
03/20/2025	98554	TUBE ASSEMBLY	032625 4585	010.1101.3990	MISCELLANEOUS EXP	250.59	250.59
03/20/2025	98554	CHARGER CABLE	032625 4585	010.1101.3990	MISCELLANEOUS EXP	50.97	50.97
03/20/2025	98554	MISC FEES	032625 4585	010.1101.3990	MISCELLANEOUS EXP	54.94	54.94
03/20/2025	98555	YOUTH GRANT SUPPLIE	032625 5772	510.4101.2910	GRANT PAYMENTS	106.67	106.67
03/20/2025	98555	YOUTH GRANT SNACKS	032625 5772	510.4101.2910	GRANT PAYMENTS	33.80	33.80
03/20/2025	98555	GOOGLE SUITE	032625 5772	030.4101.3058	DIGITAL INFORMATION	143.22	143.22
03/20/2025	98555	MISC FEES	032625 5772	030.4101.3019	OFFICE SUPPLIES	80.62	80.62
03/20/2025	98555	MOTION SENSOR	032625 5772	030.4101.3090	BUILDING SUPPLIES	140.97	140.97
03/20/2025	98555	SIGN HOLDERS	032625 5772	030.4101.3019	OFFICE SUPPLIES	114.44	114.44
03/20/2025	98555	HP INK	032625 5772	510.4101.3019	OFFICE SUPPLIES	13.99	13.99
03/20/2025	98555	MICROSOFT	032625 5772	030.4101.3058	DIGITAL INFORMATION	5.50	5.50
03/20/2025	98555	ADULT GRANT SUPPLIES	032625 5772	510.4101.2910	GRANT PAYMENTS	43.99	43.99
03/20/2025	98555	SPACE HEATER	032625 5772	030.4101.3090	BUILDING SUPPLIES	269.97	269.97
03/20/2025	98555	TWEEZERS	032625 5772	510.4101.2910	GRANT PAYMENTS	27.98	27.98
03/20/2025	98555	STAPLES	032625 5772	030.4101.3019	OFFICE SUPPLIES	10.93	10.93
03/20/2025	98556	AUTHORIZE.NET	032625 7182	040.4211.2448	CREDIT CARD SERVIC	34.90	34.90
03/20/2025	98556	PRINTER INK	032625 7182	040.4202.3019	OFFICE SUPPLIES	38.58	38.58
03/20/2025	98556	COPY PAPER, CORD	032625 7182	040.4202.3019	OFFICE SUPPLIES	138.78	138.78
03/20/2025	98556	FACEBOOK	032625 7182	040.4211.2020	ADVERTISING (GENER	92.48	92.48
03/20/2025	98556	MISC FEES	032625 7182	010.6201.3019	OFFICE SUPPLIES	45.53	45.53
03/20/2025	98557	CHILDCARE	032625 8263	020.4408.3035	OTHER SUPPLIES	69.50	69.50
Total VISA:							4,467.14
<b>WARNER,CRAIG</b>							
03/20/2025	98558	HEALTH INS DEDUCT	3/7/2025	800.9401.5510	REFUND	150.61	150.61
03/20/2025	98558	LIFE INS DEDUCT	3/7/2025	800.9401.5510	REFUND	13.15	13.15
Total WARNER,CRAIG:							163.76
<b>WEBWISE SOLUTIONS INC</b>							
03/20/2025	98559	ARENA WEBSITE	9464	670.8921.2740	PROFESSIONAL SERV	325.00	325.00
Total WEBWISE SOLUTIONS INC:							325.00
<b>WERNET,LOGAN</b>							
03/20/2025	98560	NOTARY	4405458	010.1101.3990	MISCELLANEOUS EXP	30.00	30.00
Total WERNET,LOGAN:							30.00
<b>ZIEGLER</b>							
03/20/2025	98561	BOLT	IN001833588	110.2107.3044	M/E SUPPLIES	3.22	3.22
03/20/2025	98561	WASHER, BOLT, LUG	IN001834775	010.2990.3044	M/E SUPPLIES	80.16	80.16
03/20/2025	98561	LABOR	SI000615347	110.2103.2140	M/E REPAIRS	181.22	181.22
Total ZIEGLER:							264.60

Check Issue Date	Check Number	Description	Invoice Number	GL Acct	GL Acct Title	Invoice Amount	Check Amount
Grand Totals:							<u>429,272.59</u>

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

Dated: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Claims for March 27, 2025  
will be posted March 31, 2025



# Memorandum

To: Aaron Burnett, City Administrator  
From: Brent Hinson, Finance Director  
Date: March 25, 2025  
RE: February 2025 Financial Report

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Attached are reports for the City’s financial condition and budgetary performance, updated through February 28, 2025. As of the end of February, we are at 63.09% of general revenues and 63.40% of general expenditures with 66.67% of the year completed. In FY25 at this point, we were at 67.02% of general revenues and 60.69% of general expenditures. While we are running behind last year, we are still slightly lower than budget on expenditures. Revenues will pick back up as the bulk of 2<sup>nd</sup> half of FY25 property tax collections flow in during March and April.

In the General Fund, we are running \$555,885 behind in revenues, which is fully explained by the property tax cycle and we will catch up soon. Our February payment of Local Option Sales and Service Tax (LOSST) was \$466,825.30 (we need an average of \$550,000 per month to keep to our budgeted pace), but we remain just barely above pace for the year, with \$4,461,192.98 received versus a budget requirement of \$4,400,000 at this point. In other funds, highlights include us being strong on water and sewer revenues. Our numbers in the enterprise funds in particular are slightly skewed by the posting of the audit adjustment transfers; this will be corrected in the 2<sup>nd</sup> half budget amendment.

On the general expenditure side, we are running behind budget by \$509,966, which continues to trend in the right direction.

For the general sub-funds (Rec, Library, etc.), we are mostly under budget on revenues due to the timing of property tax receipts but are running below budget on expenditures. The Road Use Tax Fund is running ahead of budget on revenues and below budget on



expenditures; even with the recent snows, we are still looking very good on our snow removal budget.

Fund 650 Golf is above budget due to seasonality. We are ahead of budget in 670 Arena solely due to contractual agreement/event payments.

We had a slight decline in overall fund balance from January, which is typical this time of year. In an overall sense, we have \$51,057,587.76 in the City treasury at February 28, as compared to \$66,845,282.18 one year ago at this time. This spenddown of funds is proceeding as planned and relates to items such as the Destination Iowa projects, Fire Station, and ARPA projects. We are still waiting on some major grant reimbursements that will have a positive impact on the overall numbers in the coming months.

**Attachments:**

Month-to-Date/Year-to-Date Treasurer's Report  
Revenues- Operational Summary  
Expenditures- Operational Summary  
FY25 CIP Spending- Year to Date



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Brent Hinson, Finance Director



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Reviewed and Recommend Approval

**CITY OF MASON CITY, IOWA**  
**YEAR TO DATE TREASURER'S REPORT**  
**FEBRUARY 28, 2025**

FUND	7/1/2024	Y-T-D		2/28/2025
	BEGINNING CASH BALANCE	REVENUES	EXPENDITURES	ENDING CASH BALANCE
010-GENERAL FUND	6,500,000.00	9,822,900.99	9,907,421.93	6,415,479.06
015- GENERAL- CAPITAL IMPROVMNT	5,301,726.70	1,141,377.35	3,623,541.65	2,819,562.40
020- RECREATION	493,481.75	1,036,966.20	1,172,497.48	357,950.47
030- LIBRARY	160,063.27	806,875.32	923,441.77	43,496.82
040- MUSEUM	56,583.60	478,479.45	398,221.45	136,841.60
050- AIRPORT	784,997.74	569,052.65	811,302.56	542,747.83
070- CEMETERY	62,284.36	396,755.97	301,886.29	157,154.04
080-CITY TRANSIT	-	797,886.95	719,462.21	78,424.74
090- TORT LIABILITY	442,243.97	302,095.12	632,330.13	112,008.96
110- ROAD USE TAX	2,269,090.40	2,701,667.70	2,431,331.39	2,539,426.71
112- EMPLOYEE RETIREMENT	21,565.95	418,511.50	481,716.02	(41,638.57)
114- POLICE RETIREMENT	2,109,795.05	221,739.77	525,074.22	1,806,460.60
116- FIRE RETIREMENT	1,865,530.31	147,264.49	415,106.92	1,597,687.88
117- 411 MEDICAL COST	685,596.55	57,221.98	81,620.25	661,198.28
119- EMERGENCY LEVY	-	2,502.34	-	2,502.34
120- HOTEL/MOTEL TAX	208,576.71	596,048.61	501,020.67	303,604.65
121- LOCAL OPTION SALES & SRVC	100,000.00	4,802,192.98	4,231,476.79	670,716.19
127- FOREST PARK TIF	4,438.80	70,680.94	77,056.84	(1,937.10)
130- UNIFIED TIF	305,335.58	627,147.97	100,281.68	832,201.87
131- DOWNTOWN REINVESTMENT TIF	21,074.38	347,546.13	317,682.50	50,938.01
132- SOUTHSIDE GATEWAY TIF	-	145,564.34	-	145,564.34
142- CITY ADMINISTERED GRANTS	22,652.08	84,152.10	125,102.28	(18,298.10)
147- HOUSING FUND	124,221.86	9,895.61	43,990.63	90,126.84
152- 22ND STREET BUYOUT	1,846.04	-	-	1,846.04
154-CORRIDOR REVITE PROGRAM	2,656.14	90.78	-	2,746.92
155-DOWNTOWN REVITE PROGRAM	412,947.52	121,115.40	110,120.30	423,942.62
156-BUILDING RENOV-LIFE SAFETY	469,547.60	29,057.25	61,290.60	437,314.25
210- DEBT SERVICE	417,592.53	4,815,993.85	6,596,097.46	(1,362,511.08)
310- RIVER CITY RENAISSANCE	4,185,105.82	820,752.57	816,971.35	4,188,887.04
315- ARPA CAPITAL PROJ	885,402.30	113,000.50	1,280,002.11	(281,599.31)
320- G.O. CAPITAL PROJECTS	4,619,307.95	5,439,378.53	6,756,474.98	3,302,211.50
325- LOSST CAPITAL PROJECTS	7,027,195.59	1,192,134.14	6,580,760.59	1,638,569.14
500- CEMETERY PERPETUAL CARE	546,508.34	4,346.00	48,000.00	502,854.34
510- LIBRARY TRUST	383,457.05	43,303.49	74,920.67	351,839.87
520- MUSEUM TRUST	1,160,292.48	97,282.76	87,500.00	1,170,075.24
530- SOFTBALL TRUST	4,264.93	13,179.37	8,226.42	9,217.88
535- YOUTH SOFTBALL COMPLEX	127,877.16	20,138.50	13,324.55	134,691.11
540- POLICE FORFEITURES	68,574.35	5,774.93	40,306.20	34,043.08
541- PENDING FORFEITURE	45,439.33	15,978.56	1,945.06	59,472.83
542- POLICE TASK FORCE	13,059.56	61,679.50	33,708.82	41,030.24
543- POLICE TASK FORCE EQUIP	40,734.09	3,739.60	-	44,473.69
600- WATER	1,868,427.40	8,433,524.98	4,217,213.53	6,084,738.85
601- WATER DEPOSITS	81,119.81	9,296.90	15,779.56	74,637.15
603-WATER CAPITAL PROJECTS	5,232,501.79	3,357,330.36	312,817.64	8,277,014.51
605- WATER DEBT SINKING	-	-	158,728.00	(158,728.00)
610- SEWER	577,384.40	5,369,118.50	4,182,492.64	1,764,010.26
613-SEWER CAPITAL PROJECTS	277,677.15	1,684,436.93	1,944,207.30	17,906.78
615- SEWER SINKING	-	582,402.28	364,734.50	217,667.78
620- STORM SEWER	195,242.22	983,680.20	245,219.22	933,703.20
630- PARKING	41,935.35	53,741.32	58,944.62	36,732.05
640- SANITATION	462,585.57	1,318,500.69	1,119,390.70	661,695.56
650- GOLF COURSE IMPROV TRUST	19,509.23	276,840.45	411,443.23	(115,093.55)
660- FIRE-AMBULANCE SERVICES	736,472.80	1,727,031.61	1,498,932.48	964,571.93
670- RC RENAISSANCE ARENA	-	334,756.42	679,248.93	(344,492.51)

**CITY OF MASON CITY, IOWA  
YEAR TO DATE TREASURER'S REPORT  
FEBRUARY 28, 2025**

FUND	7/1/2024 BEGINNING CASH BALANCE	Y-T-D REVENUES	Y-T-D EXPENDITURES	2/28/2025 ENDING CASH BALANCE
800- EMPLOYEE HEALTH CARE TRUST	3,034,344.09	3,207,124.24	3,756,513.83	2,484,954.50
820- INTERNAL SERVICE	53,670.30	221,851.59	210,467.22	65,054.67
840- UNEMPLOYMENT SELF-INS	89,792.32	3,055.00	958.00	91,889.32
<b>TOTAL BALANCE</b>	<b>54,621,730.27</b>	<b>65,944,163.66</b>	<b>69,508,306.17</b>	<b>51,057,587.76</b>

Location of Funds

		<u>Interest Rate</u>	
First Citizens - Operating Account	(1) 1,388,969.35	2.97%	28-Feb
First Citizens Payroll Account	(2) 152,744.49	2.97%	28-Feb
First Citizens Arena Account x6157	572.68		28-Feb
First Citizens Police CC Acct x6257	5,953.17		28-Feb
First Citizens Inspection Acct x3801	7,008.04		28-Feb
First Citizens Ambulance Acct x6024	222,757.66	2.96%	28-Feb
First Citizens Golf Account x8421	13,739.80		28-Feb
First Citizens Savings- Mus *2233			28-Feb
First Citizens Checking- Mus Cr *5203			28-Feb
Cash on Hand	7,450.00		
Investment in IPAIT	3,631,417.36	4.150%	28-Feb
First Citizens- CD 3/6/24 (364 days)	2,000,000.00	5.070%	
First Citizens- CD 4/3/24 (364 days)	2,000,000.00	5.190%	
IPAIT- CD 5/9/24 (365 days)	3,000,000.00	5.105%	
Farmers SB- CD 5/23/24 (365 days)	75,000.00	4.850%	
First Citizens- CD 6/7/24 (548 days)	250,000.00	5.150%	
First Citizens- CD 9/4/24 (182 days)	3,000,000.00	5.000%	
First Citizens- CD 10/3/24 (181 days)	5,000,000.00	4.630%	
CLBT- CD 10/4/24 (369 days)	5,000,000.00	4.086%	
First Citizens- CD 11/7/24 (363 days)	2,000,000.00	4.310%	
First Citizens- CD 11/8/24 (180 days)	4,000,000.00	4.570%	
First Citizens- CD 11/20/24 (730 days)	101,975.21	4.150%	520
First Citizens- CD 11/23/24 (546 days)	100,000.00	4.200%	520
First Citizens- CD 11/28/24 (730 days)	100,000.00	4.150%	520
First Citizens- CD 12/4/24 (91 days)	5,000,000.00	4.600%	
First Citizens- CD 12/4/24 (182 days)	2,000,000.00	4.550%	
First Citizens- CD 1/8/25 (91 days)	4,000,000.00	4.410%	
First Citizens- CD 1/8/25 (175 days)	2,000,000.00	4.330%	
First Citizens- CD 2/5/25 (91 days)	4,000,000.00	4.400%	
First Citizens- CD 2/5/25 (182 days)	2,000,000.00	4.350%	
<b>TOTAL CASH IN BANK</b>	<b>51,057,587.76</b>		<b>Balance</b>

(1) First Citizens General Account	1,995,531.40
Outstanding Deposits & Checks/Wages payable	(606,562.05)
	<b>1,388,969.35</b>

(2) First Citizens Payroll Account	464,939.57
Outstanding Deposits & Checks/Wages payable	(312,195.08)
	<b>152,744.49</b>

**CITY OF MASON CITY, IOWA**  
**MONTH TO DATE TREASURER'S REPORT**  
**FEBRUARY 28, 2025**

FUND	2/1/2025		2/28/2025	
	BEGINNING CASH BALANCE	M-T-D REVENUES	M-T-D EXPENDITURES	ENDING CASH BALANCE
010-GENERAL FUND	6,944,769.50	711,131.58	1,240,422.02	6,415,479.06
015- GENERAL- CAPITAL IMPROVMNT	2,910,940.52	384,314.69	475,692.81	2,819,562.40
020- RECREATION	421,481.49	48,642.31	112,173.33	357,950.47
030- LIBRARY	79,760.09	56,643.27	92,906.54	43,496.82
040- MUSEUM	(15,361.93)	188,031.06	35,827.53	136,841.60
050- AIRPORT	733,635.56	44,797.12	235,684.85	542,747.83
070- CEMETERY	71,988.31	113,069.85	27,904.12	157,154.04
080-CITY TRANSIT	163,142.13	6,105.77	90,823.16	78,424.74
090- TORT LIABILITY	110,179.01	2,631.88	801.93	112,008.96
110- ROAD USE TAX	2,581,068.33	286,654.66	328,296.28	2,539,426.71
112- EMPLOYEE RETIREMENT	8,578.02	3,676.14	53,892.73	(41,638.57)
114- POLICE RETIREMENT	1,865,144.39	1,939.53	60,623.32	1,806,460.60
116- FIRE RETIREMENT	1,643,083.29	1,288.08	46,683.49	1,597,687.88
117- 411 MEDICAL COST	662,772.94	514.57	2,089.23	661,198.28
119- EMERGENCY LEVY	2,502.34	-	-	2,502.34
120- HOTEL/MOTEL TAX	279,077.95	37,860.03	13,333.33	303,604.65
121- LOCAL OPTION SALES & SRVC	317,222.40	807,825.30	454,331.51	670,716.19
127- FOREST PARK TIF	(1,937.10)	-	-	(1,937.10)
130- UNIFIED TIF	828,940.58	3,261.29	-	832,201.87
131- DOWNTOWN REINVESTMENT TIF	45,332.06	5,605.95	-	50,938.01
132- SOUTHSIDE GATEWAY TIF	145,564.34	-	-	145,564.34
142- CITY ADMINISTERED GRANTS	29,666.51	72.57	48,037.18	(18,298.10)
147- HOUSING FUND	84,819.53	6,212.01	904.70	90,126.84
152- 22ND STREET BUYOUT	1,846.04	-	-	1,846.04
154-CORRIDOR REVITE PROGRAM	2,740.22	6.70	-	2,746.92
155-DOWNTOWN REVITE PROGRAM	409,648.30	14,335.44	41.12	423,942.62
156-BUILDING RENOV-LIFE SAFETY	436,247.08	1,067.17	-	437,314.25
210- DEBT SERVICE	3,890,423.23	302,858.69	5,555,793.00	(1,362,511.08)
310- RIVER CITY RENAISSANCE	3,852,415.74	404,602.17	68,130.87	4,188,887.04
315- ARPA CAPITAL PROJ	(111,751.31)	13,050.00	182,898.00	(281,599.31)
320- G.O. CAPITAL PROJECTS	2,964,707.69	579,745.47	242,241.66	3,302,211.50
325- LOSST CAPITAL PROJECTS	1,718,317.88	561,602.07	641,350.81	1,638,569.14
500- CEMETERY PERPETUAL CARE	550,505.34	349.00	48,000.00	502,854.34
510- LIBRARY TRUST	372,395.93	910.98	21,467.04	351,839.87
520- MUSEUM TRUST	1,253,012.54	2,062.70	85,000.00	1,170,075.24
530- SOFTBALL TRUST	8,575.29	384.00	(258.59)	9,217.88
535- YOUTH SOFTBALL COMPLEX	129,923.61	4,105.00	(662.50)	134,691.11
540- POLICE FORFEITURES	72,393.99	1,649.09	40,000.00	34,043.08
541- PENDING FORFEITURE	47,771.97	11,700.86	-	59,472.83
542- POLICE TASK FORCE	39,496.17	3,181.62	1,647.55	41,030.24
543- POLICE TASK FORCE EQUIP	44,365.16	108.53	-	44,473.69
600- WATER	2,850,633.97	3,765,237.06	531,132.18	6,084,738.85
601- WATER DEPOSITS	74,637.34	1,605.00	1,605.19	74,637.15
603-WATER CAPITAL PROJECTS	8,021,925.17	261,492.72	6,403.38	8,277,014.51
605- WATER DEBT SINKING	-	-	158,728.00	(158,728.00)
610- SEWER	750,400.24	1,516,952.51	503,342.49	1,764,010.26
613-SEWER CAPITAL PROJECTS	(152,507.67)	311,952.89	141,538.44	17,906.78
615- SEWER SINKING	456,359.12	90,465.66	329,157.00	217,667.78
620- STORM SEWER	271,504.09	679,954.48	17,755.37	933,703.20
630- PARKING	40,410.18	6,315.00	9,993.13	36,732.05
640- SANITATION	624,567.52	146,248.28	109,120.24	661,695.56
650- GOLF COURSE IMPROV TRUST	(91,259.79)	3,925.78	27,759.54	(115,093.55)
660- FIRE-AMBULANCE SERVICES	816,346.26	301,845.66	153,619.99	964,571.93
670- RC RENAISSANCE ARENA	(266,918.15)	19,103.14	96,677.50	(344,492.51)

**CITY OF MASON CITY, IOWA  
MONTH TO DATE TREASURER'S REPORT  
FEBRUARY 28, 2025**

FUND	2/1/2025	M-T-D		2/28/2025
	BEGINNING CASH BALANCE	REVENUES	EXPENDITURES	ENDING CASH BALANCE
800- EMPLOYEE HEALTH CARE TRUST	2,871,863.39	51,288.85	438,197.74	2,484,954.50
820- INTERNAL SERVICE	(24,092.43)	119,708.33	30,561.23	65,054.67
840- UNEMPLOYMENT SELF-INS	92,135.93	225.39	472.00	91,889.32
<b>TOTAL BALANCE</b>	<b>51,931,410.30</b>	<b>11,888,317.90</b>	<b>12,762,140.44</b>	<b>51,057,587.76</b>

**Location of Funds**

			<u>Interest Rate</u>	
First Citizens - Operating Account	(1)	1,388,969.35	2.97%	28-Feb
First Citizens Payroll Account	(2)	152,744.49	2.97%	28-Feb
First Citizens Arena Account x6157		572.68		28-Feb
First Citizens Police CC Acct x6257		5,953.17		28-Feb
First Citizens Inspection Acct x3801		7,008.04		28-Feb
First Citizens Ambulance Acct x6024		222,757.66	2.96%	28-Feb
First Citizens Golf Account x8421		13,739.80		28-Feb
First Citizens Savings- Mus *2233				28-Feb
First Citizens Checking- Mus Cr *5203				28-Feb
Cash on Hand		7,450.00		
Investment in IPAIT		3,631,417.36	4.150%	28-Feb
First Citizens- CD 3/6/24 (364 days)		2,000,000.00	5.070%	
First Citizens- CD 4/3/24 (364 days)		2,000,000.00	5.190%	
IPAIT- CD 5/9/24 (365 days)		3,000,000.00	5.105%	
Farmers SB- CD 5/23/24 (365 days)		75,000.00	4.850%	
First Citizens- CD 6/7/24 (548 days)		250,000.00	5.150%	
First Citizens- CD 9/4/24 (182 days)		3,000,000.00	5.000%	
First Citizens- CD 10/3/24 (181 days)		5,000,000.00	4.630%	
CLBT- CD 10/4/24 (369 days)		5,000,000.00	4.086%	
First Citizens- CD 11/7/24 (363 days)		2,000,000.00	4.310%	
First Citizens- CD 11/8/24 (180 days)		4,000,000.00	4.570%	
First Citizens- CD 11/20/24 (730 days)		101,975.21	4.150%	520
First Citizens- CD 11/23/24 (546 days)		100,000.00	4.200%	520
First Citizens- CD 11/28/24 (730 days)		100,000.00	4.150%	520
First Citizens- CD 12/4/24 (91 days)		5,000,000.00	4.600%	
First Citizens- CD 12/4/24 (182 days)		2,000,000.00	4.550%	
First Citizens- CD 1/8/25 (91 days)		4,000,000.00	4.410%	
First Citizens- CD 1/8/25 (175 days)		2,000,000.00	4.330%	
First Citizens- CD 2/5/25 (91 days)		4,000,000.00	4.400%	
First Citizens- CD 2/5/25 (182 days)		2,000,000.00	4.350%	
<b>TOTAL CASH IN BANK</b>		<b>51,057,587.76</b>		<b>Balance</b>

(1) First Citizens General Account	1,995,531.40
Outstanding Deposits & Checks/Wages payable	(606,562.05)
	<b>1,388,969.35</b>
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Outstanding Deposits & Checks/Wages payable	(312,195.08)
	<b>152,744.49</b>

For Operating Depts

GENERAL FUND

Category	Fund No	Rev Code	66.67% >>> % of Budget Year				Ahead/ (Under) Budget	Explanation for YTD performance
			Amended Budget	Month Budg	Month Actual	% of Budg Rec'd YTD		
Property Taxes	010	0100	7,448,710	4,965,807	4,126,652	55.40%	(839,154) Prop Tax UB \$843.5K	
Non-Property Taxes	010	0200	170,818	113,878	129,664	75.91%	15,785 Util Repl AB \$15.8K	
Licenses & Permits	010	0300	631,025	420,683	423,640	67.14%	2,957 Building AB \$24K, Mechanical AB \$7.1K, Cable TV UB \$21.9K	
Grants & Contributions	010	0410	958,600	639,067	544,545	56.81%	(94,522) Pol Gr AB \$19.5K, Pol Sp Grnt UB \$30K, YTF Grant UB \$13.6K, Backfill UB \$84.3K	
Charges for Estl Service	010	0500	116,000	77,333	99,906	86.13%	22,572 Fire Srvc AB \$6.3K, Sidewalk Rep AB \$7.6K, Hazmat AB \$5.2K	
Charges for Opt Service	010	0550	68,995	45,997	60,027	87.00%	14,030 Rent Insp AB \$5.8K, Hazmat Resp AB \$2.3K, Weed Abate AB \$5.5K	
Fines & Forfeitures	010	0600	23,000	15,333	13,117	57.03%	(2,216) Pol Fines UB \$2.2K	
Use of Money & Prop	010	0700	419,061	279,374	419,819	100.18%	140,445 Interest AB \$140.4K	
Misc Revenues	010	0800	40,400	26,933	32,795	81.18%	5,862 Sale Prop AB \$2K, Gift- Trees UB \$10.7K, YTF Don. AB \$13.6K	
Non-Rev Receipts	010	0900	5,684,235	3,789,490	3,967,847	69.80%	178,357 Misc Ref AB \$22.7K, TRF-In Reg AB \$113.8K, TRF In-SR AB \$40.2K (LOSST)	
<b>TTL General Fund</b>			<b>15,560,844</b>	<b>10,373,896</b>	<b>9,818,011</b>	<b>63.09%</b>	<b>(555,885) Prop Tax UB (timing), LOSST AB, Bank Int AB</b>	
Fiscal Year 24 Feb							67.02%	
<b>Other Property Tax-Supported Services</b>								
Recreation	020		1,806,084	1,204,056	1,036,966	57.42%	(167,090) Prop Tax UB \$122.1K, Program RV UB \$15.4K, Cmpg RV UB \$34K, Bank Int AB \$9.1K	
Library	030		1,406,689	937,793	806,875	57.36%	(130,918) Prop Tax UB \$132.6K, Grants & Cont UB \$21.7K, TRF AB \$20K	
Museum	040		670,583	447,055	478,479	71.35%	31,424 Prop Tax UB \$40.4K, Grants & Cont UB \$79.3K, Ch Srvc AB \$12.2K, TRF In AB \$146.7K	
Airport	050		896,857	597,905	569,053	63.45%	(28,852) Prop Tax UB \$41.1K, Grants UB \$32.9K, Use of Money AB \$12.9K, Misc RV AB \$14.1K	
Cemetery	070		462,389	308,259	396,756	85.81%	88,497 Prop Tax UB \$22.8K, Vases & Dec AB \$16.3K, Lot Sales UB \$12.6K, TRF In AB \$100K	
Transit	080		1,289,041	859,361	797,887	61.90%	(61,474) Prop Tax UB \$32.5K, Grants UB \$35.5K, Trans RV AB \$10.2K	
<b>ROAD USE</b>	110		<b>3,855,115</b>	<b>2,570,077</b>	<b>2,701,668</b>	<b>70.08%</b>	<b>131,591 RUT AB \$82K, Bank Int AB \$31.7K, Refunds AB \$14.3K</b>	
<b>ENTERPRISE/UTILITY FUNDS</b>								
Water	600		7,904,571	5,269,714	8,433,525	106.69%	3,163,811 Ch Srvc UB \$24K, Accts Cert AB \$14.4K, Bank Int AB \$12K, TRF In AB \$3.2M	
Sewer	610		6,179,300	4,119,533	5,369,119	86.89%	1,249,585 Ch Srvc AB \$215.7K, Bank Int UB \$9.1K, Sales Tax RV AB \$10.6K	
Storm Sewer	620		703,550	469,033	983,680	139.82%	514,647 Charges UB \$114K, Bank Int AB \$3.4K	
Sanitation	640		1,938,169	1,292,113	1,318,501	68.03%	26,388 Garb Fees AB \$20.9K, Garb Surch UB \$5.6K, Bank Int AB \$9.8K	
Golf	650		565,105	376,737	276,840	48.99%	(99,896) Membrs UB \$90.9K, Grn Fee AB \$23K, Carts AB \$18.5K, Cart Storage UB \$16.6K	
Ambulance	660		2,584,750	1,723,167	1,727,032	66.82%	3,865 Fed Grant AB \$9.5K, Ch Srvc UB \$106.7K, Bank Int AB \$17K, Sale of Prop AB \$11K	
RCR Arena	670		694,872	463,248	334,756	48.18%	(128,492) Fees UB \$54.5K, Concess UB \$80.6K, Rent AB \$11.3K, Oth Misc AB \$13.9K	

\*\* Ahead of budget is Good! (AB)  
UB - Under Budget!

66.67% >>>% of Budget Year

UB = Under-budget is good!!

AB =  
ahead of  
budget

**GENERAL FUND**

Department	Fund No	Dept No	Amended Budget	8 Month Budg	8 Month Act	% of Budg Spent YTD	Ahead/ (Under) Budget	Explanation for YTD performance
Police, Anim Cont	010	1101	7,299,858	4,866,572	4,414,924	60.48%	(451,647)	Sals UB \$338.8K, Health UB \$122.7K, Education AB \$24.2K, Sp Grant XP AB \$30.3K
Fire, Civil Defense	010	1501	3,906,927	2,604,618	2,365,013	60.53%	(239,605)	Civil Def AB \$17.9K, Sals UB \$120.4K, Health UB \$118.3K, M/E Repairs AB \$29.6K
Development Services & Safety	010	Var.	1,115,043	743,362	718,852	64.47%	(24,510)	Demo UB \$1.5K, Elec Sals UB \$7.2K, Neigh Srvc Health AB \$7.4K, Tech XP AB \$7.3K
Engineering	010	2601	564,069	376,046	335,095	59.41%	(40,951)	Sals UB \$11.3K, Health UB \$24.5K, Various UB
Deputy Clerk & Human Rghts	010	6204	108,855	72,570	64,933	59.65%	(7,637)	Office Ep Maint UB \$6K, Annual Ord Supp AB \$2K, Various UB
Youth Task Force	010	3990	187,851	125,234	106,478	56.68%	(18,756)	Prof Srvc UB \$6.2K, Misc XP UB \$3.9K, Various UB
General Admin & City Admin	010	6101	1,537,934	1,025,289	1,327,326	86.31%	302,037	Legal XP AB \$37.9K, Audit AB \$17.6K, TRF Out AB \$279.7K, Various UB
Finance & IT	010	6201	516,695	344,463	337,267	65.27%	(7,196)	Tech XP UB \$5.4K, Prof Srvc AB \$4.7K, Various UB
Human Resources	010	6401	349,201	232,801	230,126	65.90%	(2,675)	Sals UB \$12.2K, Adv- Civil Srv UB \$12.8K, Negotiatn AB \$6.2K, Prof Srvc AB \$22.2K
Misc	010	Var.	39,650	26,433	7,406	18.68%	(19,027)	Trees UB \$10.7K, Band Sals UB \$10K, Band Misc AB \$3.6K
<b>TTL General Fund</b>			<b>15,626,082</b>	<b>10,417,388</b>	<b>9,907,422</b>	<b>63.40%</b>	<b>(509,966)</b>	<b>Generally running under budget; transfers out represent timing issues</b>

Fiscal Year 24 Feb 60.69%

**Other Property Tax-Supported Services**

Recreation	020	Var	1,866,832	1,244,555	1,172,497	62.81%	(72,057)	Park Ground Sals AB \$14.1K, Rec Admin Sals UB \$13.1K, Building Rent UB \$16.7K
Library	030	4101	1,479,206	986,137	923,442	62.43%	(62,695)	Health Ins UB \$36.6K, Digital Info AB \$9.3K, Books UB \$16.4K
Museum	040	4202	670,450	446,967	398,221	59.40%	(48,745)	Health UB \$12.9K, Exhibit Costs UB \$4K, Ed Prof Education AB \$4.5K, Various UB
Airport	050	2801	2,651,957	1,767,971	811,303	30.59%	(956,669)	TRF UB \$1M, Bldg Ins AB \$56.1K, Electric AB \$29.9K, Nat Gas UB \$12.3K
Cemetery	070	4501	469,444	312,962	301,886	64.31%	(11,076)	Health UB \$7.2K, Op Sals UB \$4.2K, Misc XP AB \$3.9K
Transit	080	5801/2	1,348,141	898,761	719,462	53.37%	(179,299)	Sals UB \$33.2K, Prof Srvc UB \$90.6K, Gasoline UB \$16.5K, M/E Repairs UB \$8.5K

**ROAD USE**

110			4,530,816	3,020,544	2,431,331	53.66%	(589,213)	2101 Projects UB \$326.8K, Work Comp AB \$38.3K, Snow Rem UB \$103K (timing)
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**ENTERPRISE/UTILITY FUNDS**

Water	600		8,142,082	5,428,055	4,217,214	51.80%	(1,210,841)	Chem UB \$52.9K, Gas-Elec UB \$133.3K, SalSrv Con Lbr UB \$58.2K, TRF UB \$828.3K
Sewer	610		6,653,896	4,435,931	4,182,493	62.86%	(253,438)	Bldg Ins AB \$57K, Gas & Elec UB \$41.8K, TRF Out UB \$49.2K, Various UB
Storm Sewer	620		359,156	239,437	245,219	68.28%	5,782	Prof Srv AB \$9K, Eng Proj AB \$21.9K, Labor- SS UB \$17.2K
Sanitation	640		2,092,548	1,395,032	1,119,391	53.49%	(275,642)	Landfill UB \$55K, Recyc Ch UB \$38.3K, Health UB \$32.7K, Prof Srv UB \$105.1K
Golf	650		565,105	376,737	411,443	72.81%	34,707	Sals AB \$25.4K (timing), Maint Material AB \$14.7K, Various UB
Ambulance	660		2,902,165	1,934,777	1,498,932	51.65%	(435,844)	MFPRSI UB \$45.3K, Cap Outlay UB \$116.7K, Motor Eq UB \$186.7K
RCR Arena	670		693,272	462,181	679,249	97.98%	217,067	Bldg Rep AB \$21.2K, Gas & Elec UB \$43.1K, Contract Agr AB \$261K

**City of Mason City, FY25  
Capital Improvements Plan Spending to Date**

Dept	Dept Code	Line	Project	Budget	2025- Proj #	Total XP for Year	Amt Remaining	Jan	Feb
Police	1102	015.1103.4010	In-Car Computer Replacement	37,292.00	001	5,223.70	32,068.30		
Police	1102	015.1103.4010	Taser Replacement	30,676.00	002	31,131.95	(455.95)		
Police	1102	015.1103.4090	Vehicle Replacement	216,000.00	003	72,062.91	143,937.09		
Police	1103	015.1103.4510	Building Renovation	350,000.00	004	158,037.46	191,962.54	22,248.27	71,316.22
Police	1109	015.1103.4090	Ballistic Vest Replacement	10,000.00	005	-	10,000.00		
			Police	643,968.00					
Fire	1502	015.1502.4510	Training Tower Maintenance	12,000.00	006	-	12,000.00		
			Fire	12,000.00					
Ambulance	1508	660.1509.4010	Furniture Replacement	8,750.00	007	-	8,750.00		
Ambulance	1509	660.1509.4040	Ambulance Replacement	252,943.33	008	-	252,943.33		
Ambulance	1509	660.1509.4010	Power Cots	34,500.00	009	-	34,500.00		
Ambulance	1509	660.4509.4010	LUCAS Chest Compression Syst.	21,400.00	010	-	21,400.00		
Ambulance	1509	660.1509.4010	Command Vehicles Repl.	54,000.00	011	-	54,000.00		
Ambulance	1509	660.1509.4010	Stair Chair Repl.	15,250.00	012	-	15,250.00		
Ambulance	1509	660.1509.4010	Cardiac Monitors	41,200.00	013	-	41,200.00		
			Ambulance	428,043.33					
Engineering	2101	325.2101.4925	Bike North Iowa/Destination IA	5,306,443.00	014	3,580,657.78	1,725,785.22	264,305.82	641,350.81
Engineering	2101	320.2101.4580	4th Street NE Retaining Wall	950,000.00	015	717,483.22	232,516.78	84,816.72	4,452.05
			Engineering- Other	6,256,443.00					
Eng- Street	2101	320.2101.4582	Highway 122 Mercy Reconstruction	1,000,000.00	016	288,195.35	711,804.65	22,547.84	23,977.18
Eng-Street	2101	320.2101.4550	Pierce Bridge Railings & RR Xing	163,256.75	082	28,810.59	134,446.16	515.13	
Eng- Street	2101	320.2101.4582	Highway 122 West Planning	424,006.74	083	88,134.17	335,872.57		31,835.00
Eng- Street	2101	320.2101.4582	US 65 Reconstruction- City Share	1,580,000.00	017	(209.22)	1,580,209.22		539.80
Eng- Street	2101	110.2101.4600	Traffic Operations Mgmt System	10,500.00	018	1,442.00	9,058.00	1,442.00	
Eng- Street	2101	325.2101.4644	Pavement Marking Program	210,000.00	019	177,965.43	32,034.57		
Eng- Street	2101	110.2101.4577	Sidewalk & Ped Ramp Program	20,000.00	020	-	20,000.00		
Eng- Street	2101	110.2101.4670	Street Light Program	30,000.00	021	13,026.75	16,973.25	801.39	28.36
Eng- Street	2101	110.2101.4575	Downtown Ped Ramp Compliance	100,000.00	022	101,052.78	(1,052.78)		
O&M- Street	2101	320.2101.4660	Street Patching Program	150,000.00	023	117,180.15	32,819.85		
O&M- Street	2101	320.2101.4660	Curb Replacement Program	150,000.00	024	54,149.92	95,850.08		
O&M- Street	2101	110.2101.4860	City Dead Tree Removal	120,000.00	025	108,917.65	11,082.35	48,702.50	
O&M- Street	2101	110.2101.4577	City Sidewalk Replacement	50,000.00	026	11,791.31	38,208.69		
O&M- Street	2101	110.2101.4860	Citywide Reforestation	55,000.00	027	242.25	54,757.75		163.36
Eng- Street	2103	110.2101.4600	Traffic Signal Upgrades	125,000.00	028	18,542.76	106,457.24		
Eng-Street	2103	110.2101.4650	UPRR Quiet Zone Maintenance	9,520.00	029	9,520.00	-		
Eng- Street	2105	110.2101.4590	Traffic & Street Sign Compliance	25,000.00	030	15,582.21	9,417.79		1,118.72
O&M- Street	2107	320.2107.4040	Vehicle Replacement	350,000.00	031	542,920.97	(192,920.97)	306,214.00	133,799.00
			Street	4,572,283.49					
Airport	2816	320.2816.4510	Terminal Building Capstones	1,315,450.00	032	114,567.75	1,200,882.25	2,001.14	29,128.76
Airport	2816	320.2816.4010	Firefighting Gear	55,000.00	033	52,565.85	2,434.15		
			Airport	1,370,450.00					
Library	4101	015.4101.4510	Woodman Controls Replacement	45,000.00	034	-	45,000.00		
			Library	45,000.00					
Museum	4203	015.4203.4510	Security Cameras	18,000.00	035	18,000.00	-	694.00	
Museum	4203	015.4203.4510	Off-Site Storage Building	300,000.00	036	-	300,000.00		
Museum	4203	015.4203.4010	Door Security Update	49,810.00	037	48,412.00	1,398.00	23,867.00	
Museum	4203	015.4203.4090	Phone System	9,260.30	085	9,260.30	-		
			Museum	377,070.30					
O&M- Park	4350	325.4350.4040	Trail Maint. Equipment	30,000.00	038	27,476.19	2,523.81		
O&M- Park	4350	325.4350.4040	Zero Turn Mower	18,500.00	039	17,176.54	1,323.46		
O&M- Park	4350	325.2101.4644	Trail Maintenance Program	70,500.00	040	43,160.65	27,339.35		
Rec- Pool	4350	325.4350.4644	Pool Heating System	281,000.00	041	140,063.34	140,936.66		
Rec- Golf	4350	325.4350.4040	Greens Mower (FY26 Project)	42,000.00	086	42,000.00	-	42,000.00	
			Park & Rec	442,000.00					
Cemetery	4504	015.4504.4090	Mower Replacement	9,800.00	042	7,308.78	2,491.22		1,627.99
Cemetery	4504	620.8125.4620	Storm Sewer Improvements	40,000.00	043	29,619.45	10,380.55		
			Cemetery	49,800.00					
Dev Services	5401	154.7518.2910	CoRL Program	95,000.00	044	-	95,000.00		
Dev Services	5401	155.7518.2910	DoRL Program	160,000.00	045	-	160,000.00		
Dev Services	5401	015.5401.4010	Nat'l Register Surveys & Noms.	10,000.00	046	-	10,000.00		
Dev Services	5801	015.5401.4010	Permitting Software Upgrade	45,000.00	047	-	45,000.00		
			Development Services	310,000.00					
Finance	6201	210.7112	2019 CIP Debt Repay- Non-Levy	722,560.00	048	-	722,560.00		
Finance	6201	210.7116	2020 CIP Debt Repay- Non-Levy	631,800.00	049	-	631,800.00		
Finance	6201	210.7105	2020 (19A) RCR Debt- Non-Levy	497,426.00	050	-	497,426.00		
Finance	6201	210.7113	2020 (19D) RCR Debt- Non-Levy	199,207.00	051	-	199,207.00		
Finance	6201	210.7101	2021 (21B) RCR Debt- Non-Levy	71,633.00	052	-	71,633.00		



**City of Mason City, FY25  
Capital Improvements Plan Spending to Date**

Dept	Code	Line	Project	Budget	2025- Proj #	Total XP for Year	Amt Remaining	Jan	Feb
Finance	6201	210.7221	2021 CIP Debt Repay- Non-Levy	805,155.00	053	-	805,155.00		
Finance	6201	210.7126	FY24 CIP Debt Repay- Non-Levy	509,984.00	054	-	509,984.00		
Finance	6201	210.7127	2023B LOSST/GO Bond	634,600.00	055	-	634,600.00		
Finance	6201	210.7128	FY25 CIP Debt Repay- Non-Levy	1,158,350.00	056	-	1,158,350.00		
			Non-Levy Debt Service	5,230,715.00					
Finance	6201	015.6900.3990	Leased Vehicles (Various Depts)	79,264.00	057	126,625.42	(47,361.42)	28,741.28	13,316.50
GIS	6203	110/600/610	GIS Data Conversion	114,000.00	058	57,295.50	56,704.50		
City Hall	6900	015.6900.4510	City Hall Interior Improvements	35,000.00	059	-	35,000.00		
City Hall	6900	015.6900.4060	Computer Replacement	100,000.00	060	109,086.71	(9,086.71)	5,994.18	1,618.17
Finance	6900	015.6900.4060	Equipment Replacement	10,000.00	061	-	10,000.00		
Finance	6900	015.6900.2732	Electronic Records Conversion	96,450.00	062	-	96,450.00		
Finance	6900	015.6900.4060	RSM Network Refresh	91,000.00	084	94,018.67	(3,018.67)	12,915.50	5,469.87
			Admin & Finance	525,714.00					
Eng- Water	8011	600.8011.3199	Radio Read Meters	75,000.00	063	-	75,000.00		
Eng- Water	8061	603.8061.4560	Drill & Develop New Well	300,000.00	064	-	300,000.00		
Eng- Water	8061	603.8061.4510	EDR Treatment Upgrades	100,000.00	065	19,234.06	80,765.94	3,026.77	4,566.08
Eng- Water	8061	603.8061.4625	Taft Avenue Loop	3,500,000.00	066	-	3,500,000.00		
Eng- Water	8061	603.8061.4560	Well A-3 Improvements	150,000.00	067	117,003.00	32,997.00		
Eng- Water	8061	600.8001.2735	Distribution Model Support	15,000.00	068	-	15,000.00		
O&M- Water	8061	603.8061.4630	Valve Repl. Equipment	31,000.00	069	28,726.00	2,274.00		
O&M- Water	8061	603.8061.4630	Water Main Repl.	369,000.00	070	-	369,000.00		
O&M- Water	8061	603.8061.4630	Valve Replacement	65,000.00	071	-	65,000.00		
			Water	4,605,000.00					
O&M- Sewer	8125	613.8125.4530	Collection System Maintenance	1,100,000.00	072	666,042.86	433,957.14		
O&M- Sewer	8125	613.8125.4530	Closed Circuit Televising	50,000.00	073	-	50,000.00		
O&M- Sewer	8125	613.8125.4690	Water Reclamation Nutrient Redct.	750,000.00	074	-	750,000.00		
O&M- Sewer	8125	613.8125.4040	Tractor Lease- Biosolids Disposal	131,000.00	075	132,796.68	(1,796.68)		
O&M- Sewer	8125	613.8125.4199	Replace Collection System Camera	160,000.00	076	159,734.24	265.76	28,124.24	
Eng- Sewer	8125	613.8125.4535	43rd St SW Lift Station & Force Main	155,500.00	077	131,433.54	24,066.46	21,450.08	6,538.44
			Sanitary Sewer	2,346,500.00					
Eng- Storm	8125	620.8125.4620	Subdrain Installation	100,000.00	078	-	100,000.00		
Eng- Storm	8125	620.8125.4620	Intake Repl Project	50,000.00	079	-	50,000.00		
O&M- Storm	8125	620.8125.4610	Storm Intake Maintenance	60,000.00	080	-	60,000.00		
			Storm Sewer	210,000.00					
O&M- Sanit.	8305	640.8305.2740	Automated Collection	170,000.00	081	8,166.71	161,833.29		2,398.50
			Sanitation	170,000.00					
			<b>Total</b>	<b>27,594,987.12</b>		<b>8,341,636.33</b>	<b>19,253,350.79</b>	<b>920,407.86</b>	<b>973,244.81</b>
			Adj- Budgeted 122 Mercy & Well Bonding	6,700,000.00					
			Adj- FY25 Budget Amend #1	(1,137,523.79)					
			Adj- Budget Amend #2	(42,000.00)					
			Adj- FY24 CoRL Advance	5,000.00					
			Adj- FY24 2304 Amb Adv	27,056.67					
			FY25 Budgeted CIP	33,147,520.00					
			<b>Total</b>	<b>37,417,063.89</b>		<b>8,341,636.33</b>	<b>19,253,350.79</b>	<b>920,407.86</b>	<b>973,244.81</b>
<b>Carryover Projects</b>						<b>Total XP for Year</b>	<b>Amt Remaining</b>	<b>Jan</b>	<b>Feb</b>
Police	1102	015.1103.4010	In-Car Computer Replacement	30,292.00	24-001	30,292.00	-		
Police	1103	015.1103.4510	Police Building Renovation	611,236.50	24-002	611,236.50	-		
Police	1109	015.1103.4090	Ballistic Vest Replacement	10,000.00	24-003	7,874.84	2,125.16	2,093.98	
Fire	1501	015.1502.4090	Mobile Data Units	12,320.00	24-004	-	12,320.00		
Fire	1502	015.1502.4510	Fire Facility Improvements- Gen CP	3,788,711.81	24-005	2,483,144.94	1,305,566.87	456,815.86	624,811.06
Fire	1502	315.1502.4510	Facility Improvements- ARPA	714,412.81	24-005	714,412.81	-		
Ambulance	1509	660.1509.4010	Power Cots	25,900.00	24-007	-	25,900.00		
Ambulance	1509	660.1509.4010	Dash Cams	8,033.05	24-009	-	8,033.05		
Ambulance	1509	660.1509.4010	IV Pump Replacement	27,500.00	24-010	-	27,500.00		
Engineering	2101	325.2101.4923	HOME Grant Infrastructure**	623,722.91	24-097	-	623,722.91		
Engineering	2101	325.2101.4925	Destination Iowa	2,466,258.29	24-014	2,466,258.29	-		
Eng- Street	2101	320.2101.4580	Street Rehab Program	-	24-015	16,511.77	(16,511.77)		
Eng- Street	2101	320.2101.4585	12th St NE & Winn Way Str Rehabs	-	24-016	-	-		
Eng- Street	2101	320.2101.4582	Hwy 122 Mercy Final Engineering	388,694.31	24-098	74,450.68	314,243.63		
Eng- Street	2101	325.2101.4644	Pavement Marking Program	25,070.57	24-018	25,070.57	-		
O&M- Street	2101	320.2101.4660	Street Patching Program	133,950.77	24-024	133,950.77	-		
O&M- Street	2101	110.2101.4860	EAB Dead Tree Removal	14,167.65	24-026	14,167.65	-		
O&M- Street	2101	110.2101.4577	City Sidewalk Replacement	49,600.00	24-027	-	49,600.00		
O&M- Street	2101	110.2101.4860	Citywide Reforestation	29,600.00	24-028	17,149.27	12,450.73		
O&M- Street	2117	110.2117.2190	12th Street Viaduct Ret Wall Repair	17,000.00	24-029	-	17,000.00		
O&M- Street	2107	320.2107.4040	Vehicle Replacement	468,560.97	24-032	468,560.97	-		
Eng- Street	2117	110.2101.4550	Biennial Bridge Inspection Prog.	563.55	24-033	863.55	(300.00)		
Airport	2816	320.2816.4644	Hangar Pavement Rehab Phase 1/2	572,773.20	24-034	606,615.35	(33,842.15)		
Airport	2816	320.2816.4510	Construct Equipment Storage Bldg	18,455.99	24-035	15,975.85	2,480.14		
Library	4101	015.4101.4510	Woodman Controls Network Mgr	19,650.00	24-037	-	19,650.00		

**City of Mason City, FY25  
Capital Improvements Plan Spending to Date**

Dept	Dept Code	Line	Project	Budget	2025- Proj #	Total XP for Year	Amt Remaining	Jan	Feb
O&M- Park	4350	325.2101.4644	Trail Maintenance Program	6,724.85	24-042	6,724.85	-		
O&M- Park	4350	325.2101.4922	Central Park Lights	8,000.00	24-044	-	8,000.00		
O&M- Park	4350	325.2101.4922	Pickleball Court Improvements	25,525.81	24-045	25,525.81	-		
Recreation	4350	325.4350.4644	Kayak & Bike Trail Improvements	100,000.00	24-046	-	100,000.00		
Recreation	4350	325.4350.4010	Aquatic Center Basin Painting	50,000.00	24-048	-	50,000.00		
Recreation	4350	325.4350.4010	Campground Bathhouse Repairs	33,473.00	24-049	1,746.22	31,726.78		
Recreation	4350	325.4350.4644	Arena Light Upgrades	130,000.00	24-050	12,978.63	117,021.37		
Recreation	4350	325.4350.4644	Pavilion Stage (Donation Project)	8,189.56	24-102	8,189.56	-		
Cemetery	4504	015.4504.4510	Facility Improvements	21,549.28	24-052	26,643.57	(5,094.29)		3,000.00
Cemetery	4504	015.4504.4010	Columbariums	(26,127.62)	24-053	19,315.00	(45,442.62)		
Dev Services	5401	154.7518.2910	CoRL Program	118,631.01	24-054	-	118,631.01		
Dev Services	5401	155.7518.2910	DoRL Program	428,854.64	24-055	-	428,854.64		
Dev Services	5401	015.5401.4010	Nat'l Register Surveys & Nomin.	20,000.00	24-056	-	20,000.00		
Finance	6900	015.6900.4510	City Hall Overhang Heating	-	24-068	-	-		
Finance	6900	015.6900.2732	Electronic Records Conversion	33,997.96	24-073	11,333.90	22,664.06		
Eng- Water	8001	600.8011.3199	Radio Read Meters	83,385.97	24-074	34,580.82	48,805.15	3,444.76	
Eng- Water	8061	603.8061.4625	Water Distribution Model Calib.	(825.00)	24-075	2,675.00	(3,500.00)		
Eng- Water	8061	603.8061.4560	Well Siting Study	125,000.00	24-076	-	125,000.00		
Eng- Water	8061	603.8061.4622	Water Tower Maintenance	13,647.15	24-077	10,030.00	3,617.15	7,250.00	
Eng- Water	8061	603.8061.4510	EDR, Raw Feed, Process Valve Repl.	251,828.76	24-079	-	251,828.76		
Eng- Water	8061	603.8061.4560	Drill & Develop New Well	3,600,000.00	24-080	-	3,600,000.00		
Eng- Water	8061	603.8061.4510	EDR Treatment Upgrades	100,000.00	24-081	12,194.88	87,805.12		
Eng- Water	8061	603.8061.4625	Taft Avenue Water Main Loop	203,128.18	24-082	25,882.48	177,245.70		1,837.30
O&M- Water	8061	603.8061.4630	Water Main Repl.	488,016.97	24-085	6,615.65	481,401.32		
O&M- Water	8061	603.8061.4630	Valve Replacement	70,362.70	24-086	33,442.57	36,920.13		
O&M- Sewer	8125	613.8125.4530	Collection System Maintenance	80,498.33	24-087	80,498.33	-		
O&M- Sewer	8125	613.8125.4530	Closed Circuit Televising	86,009.21	24-088	80,952.33	5,056.88		
O&M- Sewer	8125	613.8125.4690	Water Reclamation Nutrient Redct.	845,593.85	24-089	677,173.56	168,420.29	75,281.00	135,000.00
O&M- Sewer	8125	613.8125.4199	Water Rec Lab Equipment Repl	15,575.76	24-090	15,575.76	-	15,575.76	
Eng- Storm	8125	620.8125.4620	Subdrain Installation	56,662.50	24-092	-	56,662.50		
Eng- Storm	8125	620.8125.4620	Intake Repl Project	50,000.00	24-093	-	50,000.00		
Grant- Storm	8125	620.8125.4615	FEMA Adv Assistance Study	225,000.00	24-100	-	225,000.00		
O&M- Storm	8125	620.8125.4610	Storm Intake Maintenance	52,378.64	24-094	30,793.18	21,585.46	(100.00)	
Police	1102	015.1103.4010	Smart City/Safe City	702,137.50	23-108	-	702,137.50		
Police	1102	015.1103.4090	Patrol Equipment Repl.	21,184.76	23-002	-	21,184.76		
Police	1109	015.1103.4090	Ballistic Vest Replacement	10,931.91	23-004	-	10,931.91		
Fire	1501	015.1502.4010	Code Enforcement Publications	7,400.00	23-005	-	7,400.00		
Fire	1502	015.1502.4010	Station Alert System	35,000.00	23-011	-	35,000.00		
Fire	1503	015.1502.4090	Engine 2317	37,197.41	23-012	-	37,197.41		
Ambulance	1509	660.1509.4010	Dash Cams	27,177.10	23-018	-	27,177.10		
Ambulance	1509	660.1509.4010	Mobile Data Units	29,434.66	23-019	-	29,434.66		
Ambulance	1509	660.1509.4010	Stair Chair Repl.	3,627.59	23-021	-	3,627.59		
Engineering	2101	Various	Public Works Digital Radio Upgrade	83,844.63	23-024	-	83,844.63		
Eng- Street	2101	320.2101.4550	12th St NE Ideal Creek Bridge Repl.	18,807.52	23-028	18,807.52	-	13,904.50	
Eng- Street	2101	320.2101.4600	Traffic Operations Mgmt System	16,038.92	23-032	-	16,038.92		
Airport	2816	320.2816.4900	Terminal Apron Expansion	42,395.96	23-052	-	42,395.96		
Airport	2816	320.2816.4510	Terminal Building	4,351,027.43	23-053	2,182,159.20	2,168,868.23	12,957.96	18,509.87
Airport	2816	320.2816.4644	Terminal Parking Lot	985,447.00	23-054	-	985,447.00		
Recreation	4350	325.4350.4644	MacNider Campground Cabins/Trail	136,155.00	23-061	-	136,155.00		
Eng- Storm	8125	620.8125.4620	North-Central Storm Sewer Study	47,598.99	23-103	21,705.14	25,893.85	1,498.70	
Ambulance	1509	660.1509.4010	Security System Upgrade	10,989.19	22-07	-	10,989.19		
Eng-Street	2101	320.2101.4650	UP Grade Crossing Reconstr.	171,000.00	19-60	-	171,000.00		
Eng- Street	2101	320.2101.4680	DOT Central Highway 122 Reconst	2,487,543.65	20-53	1,152,785.42	1,334,758.23		
O&M- Parks	2101	325.2101.4922	Prairie Playground- YIELD Donation	5,075.92	21-103	-	5,075.92		
Airport	2816	320.2816.4900	10-Unit T-Hangar	211,889.82	22-47	82,858.70	129,031.12		
Park & Rec	4350	Various	Unspent Balance	62,674.64	##	5,767.23	56,907.41	483.48	
O&M- Parks	4350	325.4350.4040	Pickup with Plow & Sander	50,000.00	22-30	-	50,000.00		
City Admin	6501	015.6900.4010	Mason City Room Broadcast Equip	50,000.00	21-23	-	50,000.00		
Dvpt Services	7537	310.7537.2740	RCR Arena/Mall	816,906.93		521,738.02	295,168.91	40,707.24	73,615.04
Dvpt Services	7538	310.7538.3990	RCR Pavilion	1,016,230.78	22-16	236,959.00	779,271.78		
Engineering	7539	310.7539.2740	RCR Hotel & Skywalk**	3,172,720.68	22-57	295,233.33	2,877,487.35		(5,484.17)
Eng- Water	8061	603.8061.4170	Isolation Valve Replacement	50,000.00	21-82	-	50,000.00		
Eng- Water	8061	603.8061.4680	PLC Replacement	31,343.03	22-79	57,014.00	(25,670.97)		
			Carryover XP (Budget Amend #1)	16,922,735.43					
			Carryover XP (Budget Amend #2)	-		13,384,434.97	18,668,901.44	629,913.24	851,289.10
			Amendments	16,922,735.43					
			Total XP			21,726,071.30	1,550,321.10	1,824,533.91	
			Ledger Balance				1,550,321.10	1,824,533.91	
			Discrepancy from Ledger				-	-	
			Included in Budget Amendment #1	18,060,259.22					
			Included in Budget Amendment #2	-					

# of Projects 174

City of Mason City  
Operations and  
Maintenance Dept

# Memorandum

To: Aaron Burnett, City Administrator  
From: Jim Collins, Public Works Director  
Date: 3/26/2025  
RE: Recommendation to Hire Heavy Equipment Operator

**Recommendation:**

Approve Cody Stewart as the successful applicant for the position of Heavy Equipment Operator at the April 1, 2025, Council Meeting.

**Review:**

The position of Heavy Equipment Operator at Water Reclamation was vacated with the transfer of Tracy Young to a Water Distribution position. Current employees were allowed to apply for the vacancy, none applied. External applicants were interviewed, and Cody Stewart was offered and accepted the position.

**Budget Impact:**

None. The position is included in the Reclamation Budget.

**Council Action Requested:**

Approve Cody Stewart as the successful applicant for the position of Heavy Equipment Operator at the April 1, 2025, Council Meeting at the rate of \$28.53/hour.

Jim Collins  
Jim Collins, Public Works Director

  
\_\_\_\_\_

Reviewed and Recommend Approval



# Memorandum

To: Aaron Burnett, City Administrator  
From: Brent Hinson, Finance Director  
Date: March 25, 2025  
RE: Set SRF Environmental Review Hearing for 43<sup>rd</sup> Street SW Lift Station Project

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**Recommendation:**

Set public hearing and authorize publication of notice for State Revolving Fund (SRF) Environmental Review for the 43<sup>rd</sup> Street SW Sanitary Sewer Lift Station project for May 6, 2025 at 7 PM.

**Review:**

The City is planning to use SRF financing for the project, and a required part of the process is an Environmental Review hearing. The SRF will provide an environmental review document in advance of this hearing that will be included in the packet materials for the May 6 meeting. The hearing notice will also be published on our website and distributed via our social media.

**Budget Impact:**

The project is budgeted and included in the currently adopted sanitary sewer rate ordinance structure.

**Council Action Requested:**

Set SRF Environmental Review hearing for May 6, 2025 at 7 PM.

**Attachments:**

Hearing Notice.



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Brent Hinson, Finance Director



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Reviewed and Recommend Approval

RESOLUTION NO. 25 -

A RESOLUTION CALLING FOR A PUBLIC HEARING (ENVIRONMENTAL REVIEW) TO USE STATE REVOLVING FUND (SRF) LOAN FOR FINANCING OF THE 43<sup>RD</sup> STREET SW SANITARY SEWER LIFT STATION PROJECT

WHEREAS, the City Council of the City of Mason City, Iowa, desires to use SRF financing for the 43<sup>rd</sup> Street SW Sanitary Sewer Lift Station project; and

WHEREAS, the City Council is required to hold a public hearing (Environmental Review hearing).

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mason City, Iowa;

Section 1: The City Council of the City of Mason City, Iowa, does hereby propose to review an application for a State Revolving Fund (SRF) loan and to make available to the public the contents of an environmental information document and the City's project plan. These documents include design and environmental information related to the proposed improvements to the City's sanitary sewer collection system.

Section 2: A public hearing shall be held on the 6<sup>th</sup> day of May, 2025, at 7:00 o'clock, P.M. in the Mason City Room of the Mason City Public Library, Mason City, Iowa, at which time the City Council will hear comments or objections to the proposed improvements to the City's sanitary sewer collection system

Section 3: The City Clerk shall be and is hereby authorized and directed to give notice of said public hearing by publishing notice in the Mason City Globe-Gazette, a newspaper of general circulation in the City of Mason City, Iowa, one time, said notice to be published not less than thirty (30) days before the date set for said public hearing in Section 2 hereof. Said notice shall appear in substantially the following form to-wit:

**PUBLIC HEARING NOTICE**

The City of Mason City will be holding a Public Hearing to review an application for a State Revolving Fund (SRF) loan and to make available to the public the contents of an environmental information document and the City's project plan. These documents include design and environmental information related to the proposed improvements to the City's sanitary sewer collection system.

The proposed project will construct a lift station (0.94 MGD initial capacity, 4.5 MGD ultimate capacity), 8" force main (for initial capacity), 16" force main (for ultimate capacity), and 12" gravity sanitary sewer to service an industrial area which is currently unsewered. Site work will in-

clude grading, a new access drive, a chain link fence, a generator, and all connections and appurtenances.

The purpose of this Public Hearing is to inform area residents of Mason City of this proposed action, discuss the actual cost and user fees associated with this project, and to address citizen's concerns, if any, with the plan.

The Public Hearing location and time are as follows:

May 6, 2025 at 7:00 PM  
Mason City Public Library, Mason City Room  
225 2<sup>nd</sup> Street SE  
Mason City, Iowa 50401

All interested persons are encouraged to attend this hearing. Written comments on this proposal may also be submitted prior to the hearing. Questions regarding this hearing or the availability of documentation may be directed to Brent Hinson, Finance Director at 641-421-3613. Additionally, public comments can be sent to [SRF-PC@dnr.iowa.gov](mailto:SRF-PC@dnr.iowa.gov).

(End of Notice)

PASSED AND APPROVED this 1<sup>st</sup> day of April, 2025

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Bill Schickel, Mayor

ATTEST:

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Aaron Burnett, City Clerk

City of Mason City  
Development Services Dept.

# Memorandum

To: Aaron Burnett, City Administrator  
From: Tricia Sandahl, Planning and Zoning Manager  
Through: Steven J. Van Steenhuyse, Development Services Director  
Date: March 24, 2025, for the meeting of April 1, 2025  
RE: 2024 Certified Local Government Report

**Recommendation:**

Staff respectfully recommends that the City Council accept the 2024 Certified Local Government Annual Report from the Historic Preservation Commission and authorize the Mayor to sign on its behalf. A copy of the report and the Commission’s work plan for Fiscal Year 2025-2026 is attached.

**Review:**

Each year, the City’s Historic Preservation Commission must submit a report of its activities and membership to the Iowa Economic Development Authority for review to verify that the Commission is in compliance with the rules for Certified Local Governments. The Commission’s report should easily meet those requirements. The Commission’s accomplishments are outlined in the report.

Maintaining CLG status keeps the Commission in good standing with the State and the National Park Service and allows the Commission to apply for grant funds only made available to CLG cities. In the past year, the Mason City Historic Preservation Commission has received multiple CLG grants to develop rehabilitation plans, complete intensive level surveys, and to host education presentations including the Preserve Iowa Summit.

**Budget Impact:**

There is no impact to the budget to submit the annual report.



**Council Action Requested:**

Staff respectfully requests that the City Council authorize the Mayor to sign the report on its behalf and direct staff to submit the report to the Iowa Economic Development Authority.

**Attachments:**

- 2024 CLG Annual Report

*Tricia Sandahl*

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Tricia Sandahl, Planning and Zoning Manager



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Reviewed and Recommend Approval



## Mason City Historic Preservation Commission Work Plan – February 2025 – June 2026

- Develop a public education program, to be deployed on the Commission’s web page, for the citizens of Mason City to address the most frequent questions we receive: Why is preservation important? What should I consider when rehabbing my historic building? Are there financial incentives for historic preservation? How do I find a qualified preservation tradesperson?
- Recognize architects and builders who have impacted the built environment in Mason City.
- Partner with the MacNider Art Museum on an exhibit highlighting design in Mason City.
- Reactivate the Suzie Q Cafe
- Work with the Save St. John’s Committee to advocate for the restoration and adaptive reuse of St. John’s Baptist Church.
- Continue the quarterly collaboration meetings with other history and preservation-focused groups in the County.
- Identify structures and building elements to be included in the “Frankly, there’s more…” campaign that highlights the unique historic structures and features found in Mason City. The campaign will include online elements, video, photography and print materials. A primary resource will be the SHPO database of structures that have been evaluated for historic value. Examples include the Nick Netzel houses; residential and commercial structures designed E.R. Bogardus; the Bob White fused-glass installations; the Waggoner and Waggoner mid-century modern structures; Prairie School structures outside of the Rock Crest-Rock Glen Historic District; and the Forest Park Historic District.
- Continue to advocate for the relocation and rehabilitation and adaptive reuse of the Milwaukee Road Depot.
- Educate property owners of regulated buildings in the Z5 Central Business Zoning Districts about the process to obtain a Certificate of Appropriateness, when required, from the Commission.
- Complete an intensive level survey of Mason City’s downtown to identify resources that may be included in the Downtown Historic District in a future district amendment (pending funding).
- Initiate the process to have the Rock Crest-Rock Glen Historic District designated as a National Historic Landmark.
- Issue an RFP for the adaptive reuse of Engine House #2.

# NOT SUBMITTED

Reviewers cannot see your material until you submit your application. Once you have finished the last step, you will receive a confirmation message and ID number.

## Iowa Economic Development Authority

### SHPO CLG Annual Report 2024

Mason City Historic Preservation Commission / Tricia Sandahl

10 First St. NW

Mason City, IA 50401, United States

641-421-3626

tsandahl@masoncity.net

**Forms** Edit

### SHPO Certified Local Government Annual Report \* indicates a required field

*Under the CLG Agreement with the State, local governments and their historic preservation commissions are responsible for submitting an annual report documenting the commission's preservation work and that they have met the requirements of the CLG program.*

*This annual report is also an important tool for your commission to evaluate its own performance and to plan for the coming year.*

*We look forward to hearing from each CLG this year!*

1.

**I am aware this report must be presented and reviewed by either the City Council or the Board of Supervisors prior to submission and requires a signature from either the mayor or the chair of the board of supervisors.**

The signature form is located here: [https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h\\_3w?e=08uYUM](https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h_3w?e=08uYUM)

yes

**2. Name of the city, county, or land use district:**

Please choose from the drop down list.

Mason City Historic Preservation Commission

**3. Did your commission undertake any survey or identification projects during 2024?**

CLG Standards are in your local government's Certified Local Government (CLG) Agreement and the National Historic Preservation Act:

The CLG shall maintain a system for the survey and inventory of historic and prehistoric properties in a manner consistent with and approved by the STATE.

Yes

**3.1.**

**Please describe the survey or identification project your commission worked on in 2024.**

The Commission received a grant to perform an intensive level survey of the Downtown Mason City Historic District and surrounding areas to determine if the boundaries should be changed, additional districts created. The survey will also determine if there should be changes to the contributing resources in the district.

**4. Did your commission undertake any registration/nomination projects in 2024?**

The CLG reviews all National Register nominations for any resources that lies within the jurisdiction of the historic preservation commission.

No

5.

**Within your local government's jurisdiction were any National Register of Historic Places listed properties moved or demolished in 2024?**

If you need a list of the properties that are listed on the National Register of Historic Places within your jurisdiction, please contact [historic.preservation@iowaeda.com](mailto:historic.preservation@iowaeda.com)

Yes

**5.1. Please identify the property or properties and the action (moved or demolished).**

A garage located at 1139 W. State St. that is contributing to the Forest Park Historic District was demolished in October 2024. The garage was structurally unstable and exhibited significant rot and sag. Moderate pressure on the west side wall caused the garage to sway. Multiple interior repairs were evident. After review of the demolition permit, the Commission approved the demolition of the garage after a 15 calendar day hold. The hold allowed staff to document the garage. In addition, the Commission required that any replacement garage embody the distinctive characteristics of garages constructed at the time the house was constructed.

**6. Does your local government designate local landmarks or local districts?**

IMPORTANT: Most local governments do not have a program for local designation. If you have questions about whether you have a local designation program or not, please contact the CLG Coordinator at [historic.preservation@iowaeda.com](mailto:historic.preservation@iowaeda.com) before you complete this section.

Yes

6.1.

**What properties did your community place on its list of locally designated historic landmarks and/or historic districts?**

Please attach a copy of the final designation nomination(s) and ordinance(s) for these properties.

REMINDER: Before local districts are designated by your city council, you must send the local nomination to the SHPO for review and comment. Please allow at least 45 days for review before the nomination is scheduled for city council review. The SHPO review takes place after your commission has approved the local district nomination and BEFORE it is placed on the city council's agenda.

[6.1 Local landmark designations.pdf](#)

**6.2.**

**Please include the name of the individual on your staff or commission that meets the Secretary of the Interior's Professional Qualifications? Please also include their area of expertise.**

<https://www.doi.gov/pam/asset-management/historic-preservation/pqs#:~:text=The%20Secretary%20of%20the%20Interior's%20Professional%20Qualification>

There is no staff or members of the Commission that meet this qualification.

**7.**

**Has your community passed any ordinances that directly or indirectly impact the preservation of historic resources?**

No

**8.**

**Did your city, county, LUD or its historic preservation commission undertake any of the following activities in this calendar year? Please think broadly about this question and include any activity (small or large) that facilitated historic preservation in your community. This is your opportunity to boast about your accomplishments and get credit for the great work you do!**

Please check all that apply!

CLG Standards found in CLG Agreement and National Historic Preservation Act:

- 1) The CLG will enforce all appropriate state and local ordinances for designating and protecting historic properties.
- 2) The CLG shall provide for adequate public participation in the local historic preservation programs.

a. Historic preservation planning. Examples include the development or revision of an preservation plan, development of a work plan for your commission, etc.|b. Provided technical assistance on historic preservation issues or projects. Examples include working with individual property owners, business owners, institutions to identify appropriate treatments and find appropriate materials, research advice, etc.|Review of all demolition permits for structures 50 years old or older when the structure is not a threat to public health and safety. The Commission also reviewed Certificates of Appropriateness for exterior modifications to two buildings in the Central Business Zoning District.

**8.1.**

**Describe your communities historic preservation planning activities in this calendar year.**

The Commission prepared a work plan for FY 24-25 outlining priorities for the year. A copy was included with the 2023 CLG report. In addition, the Commission outlined strategies to reactivate three historic structures owned by the City: The Suzie Q Café, St. John's Baptist Church, and Engine House 2. The Commission discussed the impending demolition of Mohawk Square (the former Mason City High School). The building has been standing empty since 2018 when a portion of the roof collapsed. There has been no progress closing the building envelope and the structure continues to deteriorate. The condition of the building is now at a point where it is a threat to public health and safety. The City has initiated the process to gain control of the property; demolition is almost certain. The Commission is working on a plan to salvage significant elements of the building including features of the old auditorium, the name block, and the cornerstone. Unfortunately, the spread of mold inside the building will preclude the salvage of what is left of the character defining interior features.

## 8.2.

### **Describe your communities assistance with preservation issues or projects in this calendar year.**

Please be specific (address(es) of the property(ies), what was the issue(s), what assistance was provided.

The Chair and Vice Chair of the Commission continued their quarterly meetings with other organizations and agencies in the county that focus on preservation and tourism issues. These meetings have been invaluable in identifying opportunities for cooperation and support.

Staff met with the owners of the YWCA building to discuss the potential of listing the building on the National Register, and the process for obtaining historic preservation tax credits. They continue their work reactivating the space with an eye toward a NRHP nomination. The building has been identified as being eligible for listing.

Staff and the Commission met with the manager of Elmwood-St. Joseph Cemetery to discuss the ongoing maintenance of the Melson Mausoleum. The cemetery is an NRHP-listed district and the mausoleum is a contributing structures. Local preservationists had volunteered to refurbish the garden in front of the building and to repoint the granite mausoleum. The work of the Commission resulted in the testing of the existing mortar and the use of an appropriate mortar mix rather than a modern mortar.

The Commission and staff also worked with cemetery staff to identify strategies for the maintenance of the limestone wall along the east edge of the cemetery. The limestone has experienced significant degradation that appears to be caused by the use of Portland cement in lieu of mortar. The cemetery has engaged the services of a qualified architect to assess the wall and prepare a preservation plan for the wall. The goal is to procure funding through the HRDP program to stabilize it and preserve it for future generations. The Chair made a presentation to the North Iowa Genealogical Society about historic resources in the community and the work of the Commission. They also discussed funding sources to continue digitization of the NGS's extension documentary collection.

The Commission identified, to the greatest extent possible, historic properties in the community that were listed for sale and communicated the historic status with the listing realtor. The SHPO inventory for the County has been an invaluable resource for this work.

While primarily a regulatory function of the Commission, the review and approval process for a Certificate of Appropriateness has proven to be an ideal opportunity to discuss appropriate building materials and techniques with historic building owners. We use it as an opportunity to educate property owners on the value of owning a historic building and appropriate techniques for repairs, updates, and modernization. Modifications to two buildings were reviewed. The first was the installation of a cell phone antennae array on the parapet of the NRHP-listed Brick and Tile Building, 103 E. State St. The second was for the reinstallation of windows in closed original window openings and the replacement of other windows and storefront units at the Old Elks Club, 122-124 N. Federal Ave.

The Commission met with members of the Music Man Square board to discuss appropriate techniques and materials to address outstanding maintenance issues with the three historic homes they own. The application of vinyl siding to the Meridith Willson Boyhood home, an NRHP-eligible property, was averted.

Finally, the Commission has worked with several main line denominations churches in the community who own historic church buildings to map a future for the building. These churches are experiencing a loss of members and the continued maintenance has become a burden on the smaller congregation. One large church has been purchased by a non-denominational congregation and is still being used. Several others are slated to close within the next 5 years. The preservation and reuse of these buildings is important to preserve the character and heritage of the community.

### 8.3. Other

Please describe the activity(ies) your community completed related to Historic Preservation.

The City of Mason City, through the Historic Preservation Commission, took ownership of two endangered historic structures in the community. The first was St. John's Baptist Church. The church is listed on the NRHP and had been owned by a local non-profit group serving foster families. The non-profit dissolved, and to protect the building from being sold at tax sale, ownership was transferred to the North Iowa Youth Center as a temporary caretaker. Several months later, the North Iowa Youth Center transferred ownership to the City of Mason City. The Commission is working with a local group, Saving St. Johns, to identify and apply for grants to support preservation planning for the building, technical assistance to build the capacity of the organization and program planning assistance to help guide the future use of the structure. The Commission has also engaged with several neighboring property owners to monitor the building and keep the grounds maintained.

The City of Mason City, through the Historic Preservation Commission, also took ownership of the Suzie Q Café. The Suzie Q is a 1947 Valentine diner located at 14 2nd St. NW that is contributing to the Downtown Mason City Historic District. The Suzie Q has



been at risk since fire destroyed the adjacent Kirk Apartments in 2023. The restaurant sat on the same lot as the Kirk, and several of her utility connections were routed through the apartment building. When fire destroyed the Kirk, these utility connections were lost. The Kirk has been demolished, and the vacant lot has been sold to a local developer. Acquiring this important resource was definitely a victory as the City was competing against another buyer who intended to relocate the restaurant to Minnesota. The seller was willing to accept a lower purchase price from the City so long as the Commission was involved in the management of the property. The Commission will be issuing an RFP for the reactivation of the Suzie Q; reactivation may include relocation within the Downtown Mason City Historic District. We hope to have a new restaurateur in place before winter 2025.

The Commission has partnered with the MacNider Museum to plan and execute an exhibit highlighting architectural design as art. The exhibit is inspired by the "Coloring St. Louis" exhibit at the Missouri History Museum. It is anticipated that the exhibit will incorporate large renderings of building facades that visitors can color, along with architectural elements of missing buildings to create an immersive experience. The Museum is the lead agency for the exhibit; we anticipate it will open in the spring of 2026. Several members of the Commission and staff participated in drafting the new REAP plan for Cerro Gordo County. In addition to advocating for preservation of Mason City resources, the committee identified other resources throughout the County that should be surveyed. As a result of this work, discussions were initiated with the Cerro Gordo County Board of Supervisors about establishing a County Historic Preservation Commission. The unincorporated areas of the county have an abundance of historic resources, but there is no group that advocates for their preservation. The Board supports establishing a County HPC and is looking to the Mason City Commission to help lead and coordinate the effort. The goal is to have an empowering ordinance adopted and a Commission in place by January 1, 2026.

9.

**Were there any issues, challenges or successes your preservation commission encountered or accomplished this year?**

The Commission presented the first "Preservation at its Best" award. Terry Harrison, the former archivist at the Loomis Archives of the Mason City Public Library and a member of the Commission was recognized for his significant contribution toward educating the public about Mason City's history. The impending loss of Mohawk Square is the biggest challenge for the Commission. The condition of the building is going to preclude most interior salvage. The Commission is struggling to identify ways to document the structure itself before demolition.

The preservation of the Milwaukee Road Depot continues to be an issue for the Commission. The owner insists it must be moved. A new location has proven elusive. The owner continues to be willing to work with the Commission on a relocation plan, but the building is vulnerable to vandalism as it is no longer used.

As always, the Commission is challenged by a lack of time and funds. Mason City is blessed with so many historic resources and addressing them all requires time and money. Building constituencies for these resources is a constant for the Commission. Despite these challenges, 2024 was a very successful year.

**10. What partnerships did your commission form or continue with other entities?**

Examples include local main street office, local school, historical society, library, museum, service club, etc.

If none, enter N/A

The Commission has engaged with the Cerro Gordo County Board of Supervisors, the North Iowa Geneological Society, Elmwood St. Joseph Cemetery, Foxtrot Properties.

11.

**Did your historic preservation commission receive any grants (other than CLG) this year? If so, please describe. If none, enter N/A.**

No.

**12. Does your Historic Preservation Commission have a website?**

Yes

**12.1. What is the website address?**

<https://www.masoncity.net/pview.aspx?id=25015&catID=477>

13.

**List dates of public commission meetings held (please note these are meetings actually held with a quorum, not just those that were scheduled).**

CLG Standards found in CLG Agreement and National Historic Preservation Act:

1) The CLG will organize and maintain a historic preservation commission, which must meet at least three (3) times per year.

2) The commission will be composed of community members with a demonstrated positive interest in historic preservation, or closely related fields, to the extent available in the community.

3) The commission will comply with Iowa Code Chapter 21 (open meetings) in its operations.

4) Commission members will participate in state-sponsored or state-approved historic preservation training activities.

1-4-2024, 2-1-2024, 2-13-2024 (Special Meeting), 3-7-2024, 3-19-2024 (Special Meeting), 4-4-2024, 5-2-2024, 5-16-2024 (Special Meeting), 6-26-2024 (Special Meeting), 8-1-2024, 8-14-2024 (Special Meeting), 10-03-2024, 10-22-2024 (Special Meeting), 11-07-2024

\* The Commission meets are generally held on the first Thursday of the month. In order to meet the 15 working day requirement to review demolition permits, special meetings are frequently scheduled for these reviews.

#### 14.

**Based on the work plan submitted last year for your commission please provide a self assessment of the progress your commission made on the initiatives and programs that were identified last year.**

The 2024 work plan was ambitious and not all goals were met. In addition, unanticipated projects, such as the REAP plan, work on the Melson Mausoleum, and the acquisition of the Suzie Q and St. John's Baptist Church, have pushed back other less pressing issues. However, overall, the Commission believes implementation of the 2024 work plan was a success.

Work started on the "Frankly, there's more..." calendar that will highlight the historic architecture that is not found in the Rock Crest-Rock Glen district or associated with Frank Lloyd Wright. The calendar will also be a small fundraiser for the Commission. The Commission has worked with Main Street Mason City to communicate the need for a Certificate of Appropriateness for modifications to certain buildings downtown. This discussion is also integrated into the review and approval process for economic development incentives for downtown buildings. There were two projects reviewed in 2024; the engagement of the Commission helped refine the projects.

The Commission has reached out to the railroad enthusiast community with the goal to create a community group that can spearhead the relocation of the Milwaukee Road depot.

Work continues on the intensive level survey to examine the downtown district and adjacent neighborhoods to determine if an amendment to the current district or additional districts are justified.

Staff attended the Preserve Iowa Summit in June, and the Commission awarded the first preservation award. The quarterly collaboration meetings continue to take place.

#### 15. Where are your official CLG files located?

Please describe where the paper or physical files are stored and where the digital records are being stored.

City Hall, 10 First St. NW, Mason City, Iowa. Original files related to nominations undertaken by the Commission prior to 2008 are located in the Lee P. Loomis Archives of

the Mason City Public Library.

**16.**

**In this calendar year, what was the dollar amount of the historic preservation commission's annual budget?**

We recommend that the local government provide the commission a minimum of \$750 annual budget to pay for training and other commission expense.

0.00

**17. Additional Budget information**

This is an optional question, if there is any additional information you wish to share with the State Historic Preservation Office regarding your community's budget.

The Commission would greatly benefit from having small budget for its own use. It currently is funded from the Planning and Zoning Division's budget and the City's capital budget (for large projects only). There are small events and opportunities for the Commission that we either cannot take advantage of due to limited City funds or must self fund.

**18. 2025 Work Plan**

Each Commission should develop an annual work plan for the upcoming year. Please include the project(s), initiatives and programs your commission plans to begin or complete.

[2025-2026 Work Plan.pdf](#)

**19.**

**Does your commission have any vacancies? If so, how many? If you have no vacancies please enter N/A.**

Please also use this field to describe any plans the commission has to fill those vacant positions.

N/A

**20. Commission Members**

Please include all commission members in this table.

If the commissioner represents a locally designated district please provide the district in their role field.

If the commissioner doesn't have an email address please enter a phone number.

For any new commissioners please include the biographical sketch in the following question.

First and Last Name	Mailing Address	Email Address	Term	Role
Derek Arnold	88 Linden Drive, Mason City, IA 50401	derek@derekarnold.net	4 years	Member
Joyse Deike	15 Rock Glen, Mason City, IA 50401	joyceandscott@mchsi.com	4 years	Member
Terry Harrison	31 12th St. NW, Mason City, IA 50401	angstagogo@gmail.com	4 years	Member
Laura Little	195 Parkridge Dr., Mason City, IA 50401	laurabora157@gmail.com	4 years	Vice chair
Tom Drzycimski	1112 2nd St. SW, Mason City, IA 50401	tom@iowadski.com	4 years	Member
Kris Urdahl	49 N. Willowgree Ct., Mason City, IA 50401	momlion77@gmail.com	4 years	Chair
Craig Binnebose	1020 N. Pennsylvania	cbtrek@msn.com	4 years	Member

Ave., Mason  
City, IA 50401

**21.**

**Please attach biographical sketches for commissioners who were newly appointed in last calendar year.**

Please be sure newly appointed commissioners sign and date their statement.

PLACEHOLDER.pdf

**22.**

**Which of your commission members, staff, and/or elected officials attended the 2024 Preserve Iowa Summit?**

Now is also a good time to start planning to attend the 2025 Preserve Iowa Summit in Muscatine June 5-7, 2025.

Tricia Sandahl, Planning and Zoning Manager and Steven Van Steenhuyse, Director of Development Services attended. No members of the Commission were able to attend.

**23. Commission Training Table**

An important requirement of the Certified Local Government program is annual state-sponsored or state-approved training undertaken by at least one member of the historic preservation commission and/or staff liaison.

In this table, please provide information about the commissioners' involvement in historic preservation training (beyond or instead of the Preserve Iowa Summit), listing the name of the conference, workshop or meeting (including online training opportunities); the sponsoring organization; the location and date when the training occurred. Be sure to provide the names of commissioners, staff, and elected officials who attended.

Name of Event	Sponsor Organization	Location	Date	Name of Attendees
Overcoming Challenges in Assessing and Rehabilitating Timber Structures	National Park Service and SGH	virtual	1/8/24	Tricia Sandahl

National Park Service and SGH	African American Cultural Heritage Action Fund	virtual	1/13/24	Tricia Sandahl, Kris Urdahl
New Year, New Perspectives	Preservation Leadership Forum	virtual	1/31/24	Tricia Sandahl, Kris Urdahl
Iowa History 101- Quilts in the New Deal	SHSI	virtual	2/8/24	Tricia Sandahl, Kris Urdahl
Affordable Housing and Historic Preservation	Preservation Leadership Forum	virtual	2/15/24	Tricia Sandahl, Kris Urdahl
Adaptive Reuse: Setting expectations through the ages	Simpson Gumpertz & Heger	virtual	2/23/24	Tricia Sandahl
Iowa History 101- Respect for the fallen, duty for the survivors: Robert T. Smith's search for World War II servicemen lost in the South Pacific.	SHSI	virtual	3/7/24	Tricia Sandahl
Iconic Buildings, Iconic Details: Mid-century modernist academic buildings	Simpson Gumpertz & Heger	virtual	3/8/24	Tricia Sandahl, Kris Urdahl

Iowa History 101 - Victorian Woman and Pella, Iowan Sarah Rousseau: on Music, Travel and the Earps	SHSI	virtual	3/21/24	Kris Urdahl
Substitute Materials on Historic Building Exteriors: Evaluation and considerations for use	National Park Service and the National Alliance of Preservation Commissions	virtual	3/21/24	Tricia Sandahl, Derek Arnold
PastForward Online Symposium	National Trust for Historic Preservation	virtual	4/1/24	Kris Urdahl
Planning, Preservation and Change: The Federal Perspective	American Planning Association and the National Trust for Historic Preservation	virtual	5/31/24	Kris Urdahl, Tricia Sandahl
How to engage historically excluded communities in historic preservation	CoUrbanize, National Trust for Historic Preservation	virtual	5/15/24	Tricia Sandahl
Activating the Power of Place: A Conversation with the Leadership of the NTHP	National Trust for Historic Preservation	virtual	10/8/24	Kris Urdahl
Building an Equity-Based Preservation Plan Through	Preservation Leadership Forum	virtual	11/14/24	Kris Urdahl



## Community Engagement

Building Connections to the Traditional Trades Through Training	Preservation Leadership Forum	virtual	12/5/24	Kris Urdahl
Preserving Modernism: Resolving Preservation and Modernization Challenges at the Hirshhorn Museum	Simpson Gumpertz & Heger	virtual	12/9/24	Tricia Sandahl, Kris Urdahl

### 24. Chief Elected Official

Did your communities Chief Elected Official (Mayor, Chairman of the Board of Supervisors, or President of LUD Trustees) change in 2024?

No

### 25. Has the contact information for your communities staff liaison changed?

If you have a new staff liaison please select yes.

No

### 26.

#### What training topic would be most helpful for your Historic Preservation Commission?

Public management of historic properties in a time of competitive and limited funding.

### 27. Suggestions for improvement

The CLG program is here to support the Historic Preservation Commissions across Iowa. Do you have any suggestions for how we can improve our services to your commissions?

The CLG staff is one of the most important resources for our Commission. Allison has helped our Commission with multiple projects and was an important contact for us as we discussed the formation of a Historic Preservation Commission with Cerro Gordo County.

It would be helpful to us if more resources were available online that we could access on our own, without bothering SHPO staff. We know that this year was a tough one with the digitization project and we hear that more online records are in the works. It would be great if a virtual orientation to these resources could be done outside the Preserve Iowa Summit.

## 28. Authorized Official Signature

[https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h\\_3w?e=HeBDes](https://iowa1.sharepoint.com/:w:/s/PublicShares-SHPO2/EWJOyE84x5BEqsMBNQhGagMBGTwUBVRnzrokBawjj6h_3w?e=HeBDes)

PLACEHOLDER.dotx

## 29.

**Agenda or minutes from the public meeting where this report was presented to the City Council or Board of Supervisors.**



SundaywithJessie.jpg

RESOLUTION NO. 25 –

A RESOLUTION AUTHORIZING ACCEPTANCE OF THE  
2024 IOWA CERTIFIED LOCAL GOVERNMENT ANNUAL  
REPORT AND DIRECTING STAFF TO SUBMIT THE RE-  
PORT TO THE STATE HISTORIC PRESERVATION OF-  
FICE

BE IT RESOLVED by the Council of the City of Mason City, Iowa:

Section 1: That the 2024 Iowa Certified Local Government Annual  
Report be and the same is here by accepted.

Section 2: That the Mayor be hereby authorized and directed to sign  
the report and that staff be directed to submit the report to the State Historic  
Preservation Office.

PASSED AND APPROVED this 1<sup>st</sup> day of April, 2025.

Bill Schickel, Mayor

ATTEST:

Aaron Burnett, City Clerk

City of Mason City  
Development Services Dept.

# Memorandum

To: Aaron Burnett, City Administrator  
From: Tricia Sandahl, Planning and Zoning Mgr.  
Through: Steven J. Van Steenhuyse, Development Services Director  
Date: March 24, 2025, for the Council meeting of April 1, 2025.  
RE: Acceptance of a Public Art Easement, approval of a Public Art Sponsorship Agreement for “Sundays with Jesse,” and approval of the permanent placement of public art at 518 N. Federal Avenue.

**Recommendation:**

The Planning and Zoning Commission recommends that the City Council approve the placement of public art on private property at 518 N. Federal Avenue. To accomplish this move, staff recommends that the City Council accept a public art easement for a portion of the property at 518 N. Federal Avenue; authorize the Mayor and City Clerk to execute a Public Art Sponsorship Agreement for “Sundays with Jesse;” and approve the permanent placement of public art.

**Review:**

“Sundays with Jesse” is currently being displayed in the S. Delaware Avenue right of way adjacent to 103 E. State St. (the Brick and Tile Building). “Sundays with Jesse” is part of the City’s permanent sculpture collection and is currently part of the River City Sculptures on Parade sculpture walk. This sculpture was the People’s Choice winner from the 2021-2022 display and was subsequently purchased by the City. After temporarily being displayed in front of the Mason City Police Department, it was permanently relocated to the public parking lot immediately south of 124 N. Delaware. To accommodate the construction of The Delaware Apartments, it was subsequently permanently relocated to its current location.

Gary and Anne Schmit approached the City in December 2024 and offered a generous sponsorship of the sculpture if it could be relocated to Birdsall’s Ice Cream, 518 N. Federal Avenue. Mr. Schmit is the owner of Birdsall’s LC, the corporation

that owns Birdsall's Ice Cream. The City accepted the sponsorship check on December 31, 2024.

After discussions with the City Engineer and the Iowa Department of Transportation, it was determined that the best location for the sculpture would be in the northeast corner of the Birdsall's parking lot near several limestone blocks that are used for seating. The sculpture is mounted on a limestone base which will be relocated with the sculpture. Staff from Henkel Construction will be moving the sculpture. The sculpture would no longer be part of the sculpture walk because of the lack of safe pedestrian crossings on this portion of N. Federal Avenue.

Staff is requesting three distinct actions from the Council:

1. Staff requests that the City Council accept the easement for the public art on the Birdsall's property described in the attached Public Art Easement Agreement and authorize the Mayor and City Clerk to sign on their behalf. In addition to describing the easement area, the agreement also outlines the rights and obligations of both parties including, but not limited to, maintenance of the area; temporary relocation of the sculpture to facilitate such maintenance; and assignment of liability arising from placement of the sculpture.
2. Staff requests that the City Council approve the attached Public Art Sponsorship Agreement between Gary and Anne Schmit and the City of Mason City which identifies the sponsorship fee; responsibility for relocation of the sculpture; the sponsors' non-exclusive right to use the image of the sculpture for commercial purposes; and placement of a plaque memorializing the Schmit's sponsorship.
3. Staff requests that the City Council approve the placement of public art within the easement area as described in the Public Art Easement Agreement.

**Budget Impact:**

There should be no impact on the City's budget due to this request. The Schmit's generous support is more than sufficient to cover the bronze plaque that will be attached to the base to acknowledge their contribution. The cost of the move will be borne by Henkel Construction. The insurance costs for the sculpture will continue to be a cost to the City.

**Council Action Requested:**

Staff recommends that the Council:

1. Accept the Permanent Public Art Easement.
2. Accept the Public Art Sponsorship Agreement.
3. Approve the permanent placement of public art on the site identified in the Permanent Public Art Easement.

**Attachments:**

- Staff memo and minutes from the March 11, 2025 Planning and Zoning Commission Meeting.
- Permanent Public Art Easement
- Public Art Sponsorship Agreement

*Tricia Sandahl*

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Tricia Sandahl, Planning and Zoning Mgr.



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Reviewed and Recommend Approval

**Mason City Planning & Zoning Commission  
Staff Report**

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**DATE:** March 5, 2025

**File No.:** 25-M-04

**APPLICANT:** City of Mason City

**REQUEST:** Request for recommendation for the permanent placement of city-owned art on private property.

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**Request:** The City proposes to relocate the sculpture “Sundays with Jessie” from the S. Delaware Ave. right of way next to the Brick and Tile Building to Birdsall’s Ice Cream at 518 N. Federal Ave. Photos of the sculpture can be found below. A site plan showing the proposed location is attached. The Commission’s recommendation will be forwarded to the City Council for final action at their April 1, 2025, meeting.

**Background:** Title 2-2-4 of the Municipal Code outlines the powers and duties of the Planning and Zoning Commission as they relate to planning. Title 2-2-4.C of the Code tasks the Commission with the duty to make recommendations on improvements. It states:

*No statuary, memorial or work of art in a public place, and no public building, bridge, viaduct, street fixture, public structure or appurtenance shall be located or erected or a site for such structure obtained until and unless the design and proposed location of such structure be submitted to the Planning and Zoning Commission for its recommendation. No permits for such structures shall be issued without the Commission having made the above recommendation. However, such requirements for recommendations shall not act as a stay upon action where the Commission, after thirty (30) days' written notice requesting such recommendations, has failed to file the same.*

“Sundays with Jessie” is a part of the City’s permanent sculpture collection and is part of the River City Sculptures on Parade sculpture walk. “Sundays with Jessie” was the People’s Choice winner from the 2021-2022 display and was subsequently purchased by the City. It was initially placed in the city-owned parking lot south of 124 N. Delaware Ave. To accommodate the construction of The Delaware apartments, the sculpture was relocated in 2024 to the S. Delaware Ave. right of way next to the Brick and Tile Building.



Gary and Anne Schmit approached the City in December 2020 and offered a generous sponsorship of the sculpture if the sculpture were relocated adjacent to Birdsall's Ice Cream, 518 N. Federal Avenue. Mr. Schmit is the owner of Birdsall's LC, the corporation that owns Birdsall's Ice Cream. The City accepted the sponsorship. Staff is now finalizing a location for the sculpture and completing the other necessary steps to facilitate the move.

The initial plan was to place the sculpture on the sidewalk near the base of the Birdsall's pole sign. This location was partly on private property and partly on the right of way of US Highway 65/Federal Avenue. Staff consulted with the Iowa DOT regarding the preferred placement. They pushed back and asked that the sculpture not be placed in their right of way. An alternate location on Birdsall's property was identified. The City Attorney is currently working on an easement and agreement for the permanent placement of the sculpture. The exact location of the sculpture has not been finalized, but the area where it will be placed has been identified. An annotated aerial image showing the acceptable area for the sculpture is attached.

The sculpture is mounted on a limestone base. The base will be relocated with the sculpture. The relocation of the sculpture will be done by staff from Henkel Construction. The public will continue to have access to the sculpture and it will continue to be a part of the River City Sculptures on Parade sculpture walk. This is an extension of the sculpture walk into the north side of the downtown.



**Staff and Utility Comments:** Development Services Department staff consulted with the relevant City departments and public utility providers. There were no requested conditions or objections to the permanent placement of the sculpture.

**Requested Action:** Staff respectfully requests that the Commission review the request and make a recommendation to the City Council. The Commission should consider the impact the placement of the sculpture will have on the extension of public services and utilities; other potential uses of the property on which the sculpture will be placed; and the potential limits placement of the sculpture may have on the future development of the Community. Staff does not believe that permanent placement of the sculpture would have a detrimental impact to the use of the Birdsall's property or limit future development in the community. Further, staff believes that the sculpture is an appropriate scale for the setting.

Staff recommends that Commission recommend to the City Council that "Sundays with Jessie" be permanently placed as proposed.

# DRAFT

## MINUTES

### MASON CITY PLANNING & ZONING COMMISSION

In Person Meeting

Tuesday, March 11, 2025, 5:00 PM

**Item 1: Call to Order and Roll Call**

Coffey called the meeting to order at 5:00 PM

Commissioners present: Timothy Coffey, Amanda Ragan, Dan Worden, and Colleen Niedermayer

Commissioners absent: John Fallis and Reed Wessman

Staff present: Planning and Zoning Manager Tricia Sandahl and Administrative Assistant and Secretary to the Commission Regina Card

Coffey called for roll.

Roll was called:

Coffey	Yes	Wessman	Absent
Fallis	Absent	Ragan	Yes
Worden	Yes		
Niedermayer	Yes		

**Item 2: Approval of Agenda**

As there were no changes, the agenda was adopted as submitted.

**Item 3: Approval of Minutes**

**Minutes of the February 11, 2025, meeting**

As there were no changes, the minutes were adopted as submitted.

**Item 4: Miscellaneous**

**4.1 City of Mason City** – a request for a recommendation on the permanent placement of public art at 518 N. Federal Ave. (Birdsall's Ice Cream) – relocation of "Sundays with Jessie" to 518 N. Federal Ave.

Sandahl gave the staff report.

# DRAFT

**Request:** The City proposes to relocate the sculpture “Sundays with Jessie” from the S. Delaware Ave. right of way next to the Brick and Tile Building to Birdsall’s Ice Cream at 518 N. Federal Ave. Photos of the sculpture can be found below. A site plan showing the proposed location is attached. The Commission’s recommendation will be forwarded to the City Council for final action at their April 1, 2025, meeting.

**Background:** Title 2-2-4 of the Municipal Code outlines the powers and duties of the Planning and Zoning Commission as they relate to planning. Title 2-2-4.C of the Code tasks the Commission with the duty to make recommendations on improvements. It states:

*No statuary, memorial or work of art in a public place, and no public building, bridge, viaduct, street fixture, public structure or appurtenance shall be located or erected or a site for such structure obtained until and unless the design and proposed location of such structure be submitted to the Planning and Zoning Commission for its recommendation. No permits for such structures shall be issued without the Commission having made the above recommendation. However, such requirements for recommendations shall not act as a stay upon action where the Commission, after thirty (30) days' written notice requesting such recommendations, has failed to file the same.*

“Sundays with Jessie” is a part of the City’s permanent sculpture collection and is part of the River City Sculptures on Parade sculpture walk. “Sundays with Jessie” was the People’s Choice winner from the 2021-2022 display and was subsequently purchased by the City. It was initially placed in the city-owned parking lot south of 124 N. Delaware Ave. To accommodate the construction of The Delaware apartments, the sculpture was relocated in 2024 to the S. Delaware Ave. right of way next to the Brick and Tile Building.



Gary and Anne Schmit approached the City in December 2024 and offered a generous sponsorship of the sculpture if the sculpture were relocated adjacent to

# DRAFT

Birdsall's Ice Cream, 518 N. Federal Avenue. Mr. Schmit is the owner of Birdsall's LC, the corporation that owns Birdsall's Ice Cream. The City accepted the sponsorship. Staff are now finalizing a location for the sculpture and completing the other necessary steps to facilitate the move.

The initial plan was to place the sculpture on the sidewalk near the base of the Birdsall's pole sign. This location was partly on private property and partly on the right of way of US Highway 65/Federal Avenue. Staff consulted with the Iowa DOT regarding the preferred placement. They pushed back and asked that the sculpture not be placed in their right of way. An alternate location Birdsall's property was identified. The City Attorney is currently working on an easement and agreement for the permanent placement of the sculpture. The exact location of the sculpture has not been finalized, but the area where it will be placed has been identified.

The sculpture is mounted on a limestone base. The base will be relocated with the sculpture. The relocation of the sculpture will be done by staff from Henkel Construction. The public will continue to have access to the sculpture, and it will continue to be a part of the River City Sculptures on Parade sculpture walk. This is an extension of the sculpture walk into the north side of the downtown.

**Staff and Utility Comments:** Development Services Department staff consulted with the relevant City departments and public utility providers. There were no requested conditions or objections to the permanent placement of the sculpture.

**Requested Action:** Staff respectfully requested that the Commission review the request and make a recommendation to the City Council. The Commission should consider the impact the placement of the sculpture will have on the extension of public services and utilities; other potential uses of the property on which the sculpture will be placed; and the potential placement limits of the sculpture may have on the future development of the Community. Staff do not believe that permanent placement of the sculpture would have a detrimental impact to the use of the Birdsall's property or limit future development in the community. Further, staff believe that the sculpture is an appropriate scale for the setting. The sculpture is planned to be moved sometime in April 2025.

Ragan moved to recommend approval of the sculpture's placement to City Council. Worden seconded.

Roll was called:

Coffey	Yes	Wessman	Yes
Ragan	Yes		
Worden	Yes		
Niedermayer	Yes		

# DRAFT

**Item 5: Staff Update**

Sandahl informed the Commission that the Mundt Rezoning went to City Council and the level of objections of the owners within 200 ft. of the area being rezoned triggered a super majority. She went on to explain that the City Council had their public hearing and unanimously approved the rezoning on first consideration. However, a couple of the Council Members indicated that they voted yes just to keep the issue alive but that their vote might change in the future. Sandahl informed the Commissioners that Mr. Mundt did purchase the property and now owns it, regardless of what use of the property will be approved by the City. She stated that she thinks Mr. Mundt will have use for the property regardless of whether or not the rezoning passes.

Sandahl reminded the Commission that their approval of a P1 site plan is final and stated that there was an issue with a different Board so, she wanted to touch base about ex parte and different communications specific to P1 site plans and the Commission's involvement. She explained that the Commission's approval of a P1 site plan is a quasi-judicial one which means, if someone were to disagree with the Commission's vote, it would need to go to district court. She gave the example that if someone were to submit a P1 site plan application, it would be inappropriate of them to contact the Commission Members and speak to them in any manner about the matter, as the decisions the Commission makes on a P1 site plan need to be based on what they hear in a Planning & Zoning Commission meeting only. Should the situation ever arise, Sandahl suggested that the Commissioners politely ask any members of the public to direct their comments or state their concerns to City Staff and recuse themselves from any discussions out in public. Sandahl then provided additional clarification as to what a conflict of interest is and gave an example to stress the importance of them removing themselves from a situation like it.

**Item 6: Adjourn**

The meeting adjourned at **5:10 pm**.

\_\_\_\_\_  
Tim Coffey, Vice Chair

ATTEST:

\_\_\_\_\_  
Regina Card, Secretary

RESOLUTION NO. 25 -

A RESOLUTION AUTHORIZING APPROVAL AND EXECUTION OF A PERMANENT PUBLIC ART EASEMENT FOR DISPLAYING A SCULPTURE ENTITLED "SUNDAYS WITH JESSE" FOR A PORTION OF PROPERTY AT 518 NORTH FEDERAL AVENUE

BE IT RESOLVED by the Council of the City of Mason City, Iowa:

Section 1: That the Permanent Public Art Easement for displaying a sculpture entitled "Sundays with Jesse" for a portion of property at 518 North Federal Avenue for the area described in the documents attached, be and the same is hereby approved and accepted.

Section 2: That the Mayor is authorized and City Clerk hereby directed to execute the necessary documents.

PASSED AND APPROVED this 1<sup>st</sup> day of April, 2025.

Bill Schickel, Mayor

ATTEST:

Aaron Burnett, City Clerk

**Prepared by/Return To:** Steven C Leidinger, Lynch Dallas, P.C., P.O. Box 2457, Cedar Rapids, IA 52406, Phone: (319) 365-9101

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### PERMANENT PUBLIC ART EASEMENT

In consideration of One and 00/100 Dollar (\$1.00), the mutual promises set forth herein, and other good and valuable consideration paid to **BIRDSALLS LC** ("GRANTOR"), an Iowa limited liability company, by the **CITY OF MASON CITY, IOWA** ("GRANTEE"), an Iowa municipal corporation, the receipt and sufficiency of which is hereby acknowledged, GRANTOR grants, bargains, sells, transfers, and conveys unto GRANTEE, its successors and assigns, a Permanent Public Art Easement ("Easement") over, upon, across, and through the Easement Area, as hereinafter defined, for purposes of displaying a sculpture entitled "Sundays with Jesse" (hereinafter referred to as the "Sculpture") upon the following terms and conditions:

1. The Easement Area shall consist of the below-described portion of GRANTOR'S real property, as generally depicted on the graphic attached thereto as "Exhibit A" and incorporated herein by this reference:

THE SOUTH FIFTEEN (15) FEET OF THE NORTH THIRTY-SEVEN AND ONE-HALF (37 ½) FEET OF THE EAST FIFTEEN (15) FEET OF THE PROPERTY LEGALLY DESCRIBED AS: LOT FOUR (4) IN BLOCK FORTY-TWO (42) IN PAUL FELT'S PLAT OF MASON CITY, IOWA; AND THE NORTH THIRTEEN (13) FEET OF LOT FIVE (5) IN BLOCK FORTY-TWO (42) IN PAUL FELT'S PLAT OF MASON CITY, IOWA, EXCEPT THAT PORTION OF LOT FIVE (5) CONVEYED TO THE CITY OF MASON CITY, IOWA, BY WARRANTY DEED DATED JULY 8, 2003, AND FILED JULY 22, 2003, AS DOCUMENT NO. 2003-9451 IN THE OFFICE OF THE CERRO GORDO COUNTY RECORDER.

2. GRANTOR hereby covenants that it holds title to the Easement Area; that it has good, right, and lawful authority to grant this Easement; and that Grantor shall warrant and defend the Easement Area against the lawful claims of all persons whomsoever.
3. GRANTEE and the public shall have the right of ingress to and egress from the Easement Area by such route as shall occasion the least practical damage to GRANTOR's property and/or inconvenience to GRANTOR.
4. The provisions of this Easement shall inure to the benefit of and bind the successors and assigns

of GRANTOR and GRANTEE, and all covenants shall apply to and run with the land.

5. GRANTOR agrees not to disrupt the Easement Area; not to construct or place any structure, improvement, or other object within the Easement Area; and not to interfere in any way with the Sculpture without first obtaining GRANTEE'S express written consent.
6. GRANTOR acknowledges non-exclusive public use and possession of the Easement Area is the essence of this Easement and GRANTOR accordingly grants GRANTEE and the public immediate non-exclusive possession and use of the Easement Area.
7. GRANTEE shall indemnify, defend, protect, and hold GRANTOR harmless from all claims, suits, actions, damages, and costs of every name and description arising out of or resulting from the CITY'S exercise of its rights under this Easement, and the public's use of the Easement Area, not resulting from negligent acts or omissions of GRANTOR.
8. Although located within the Easement Area, GRANTEE shall retain complete and perpetual ownership and control of the Sculpture subject to the terms of this Easement.
9. GRANTEE shall be solely responsible for insuring, maintaining, and caring for the Sculpture; and agrees to maintain the same in good condition and repair. GRANTOR shall report damage to the Sculpture to Mason City's Director of Development Services or City Administrator.
10. Notwithstanding the foregoing, GRANTOR shall be responsible for removing snow and/or ice from the Easement Area, and for general housekeeping, in the same manner as adjacent portions of its property.
11. GRANTEE may temporarily remove the Sculpture from the Easement Area for repairs or maintenance or to facilitate future maintenance or construction activities upon GRANTOR's property or GRANTEE's adjacent right-of-way. Requests to temporarily remove the Sculpture to facilitate future maintenance or construction activities upon GRANTOR'S property should be made to Mason City's Director of Development Services or City Administrator.
12. GRANTEE may permanently remove the Sculpture from the Easement Area at any time, in its discretion, subject to the terms of any separate agreement that might govern the Sculpture's display.
13. This Easement constitutes the entire agreement between GRANTOR and GRANTEE relative to the Easement and there is no agreement to do or not to do any act or deed within the Easement Area except as specifically provided herein.
14. This Easement may be executed in several counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument, even though all parties are not signatories to the original or the same counterpart. Furthermore, the parties may execute and deliver this Easement by electronic means such as .pdf or a similar format. GRANTOR and GRANTEE agree the delivery of this Easement by electronic means shall have the same force and effect as delivery of original signatures and that each of the parties may use such electronic signatures as evidence of the execution and delivery of the Easement by all parties to the same extent as an original signature.




IN TESTIMONY WHEREOF, GRANTOR and GRANTEE have caused this instrument to be executed as of the date of the last signature set forth below.

**BIRDSALL'S LC,**  
an Iowa limited liability company.

By: *Gary Schmit*  
Gary J. Schmit, *Gary J. Schmit*

STATE OF IOWA,  
CERRO GORDO COUNTY, SS:

On this 20<sup>th</sup> day of March 2025, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared **Gary J. Schmit**, as owner of BIRDSALL'S LC, an Iowa limited liability company, who being duly sworn, executed the foregoing instrument and affirmed such execution to be his voluntary act and deed on behalf of said public body company, as authorized by its members.

*Regina Card*  
Notary Public in and for said State  


**CITY OF MASON CITY, IOWA,**  
an Iowa Municipal Corporation

By: \_\_\_\_\_  
Bill Schickel, Mayor

Attest: \_\_\_\_\_  
Aaron Burnett, City Administrator/Clerk

STATE OF IOWA,  
CERRO GORDO COUNTY, SS:

On this \_\_\_\_\_ day of \_\_\_\_\_ 2025, before me, the undersigned, personally appeared **Bill Schickel**, as Mayor, and **Aaron Burnett**, as City Administrator/Clerk for the City of Mason City, an Iowa municipal corporation, who being duly sworn, executed the foregoing instrument and affirmed such execution to be their voluntary acts and deeds on behalf of said municipal corporation, as authorized by the City Council.

\_\_\_\_\_  
Notary Public in and for said State

RESOLUTION NO. 25 -

A RESOLUTION AUTHORIZING APPROVAL AND EXECUTION OF A PUBLIC ART SPONSORSHIP AGREEMENT WITH GARY J. SCHMIT AND ANNE C. SCHMIT FOR A SCULPTURE ENTITLED "SUNDAYS WITH JESSE" LOCATED ON A PORTION OF PROPERTY AT 518 NORTH FEDERAL AVENUE

BE IT RESOLVED by the Council of the City of Mason City, Iowa:

Section 1: That the Public Art Sponsorship Agreement with Gary J. Schmit and Anne C. Schmit for a sculpture entitled "Sundays with Jesse" located on a portion of property at 518 North Federal Avenue described in the documents attached, be and the same is hereby approved and accepted.

Section 2: That the Mayor is authorized and City Clerk hereby directed to execute the necessary documents.

PASSED AND APPROVED this 1<sup>st</sup> day of April, 2025.

Bill Schickel, Mayor

ATTEST:

Aaron Burnett, City Clerk

**PUBLIC ART SPONSORSHIP AGREEMENT**

This Public Art Sponsorship Agreement ("Agreement") is made as of the date of last signature below between **GARY J. SCHMIT and ANNE C. SCHMIT** ("SPONSORS") and the **CITY OF MASON CITY, IOWA** ("CITY"), an Iowa municipal corporation.

**RECITALS**

**WHEREAS**, the CITY owns a sculpture entitled "Sundays with Jesse" (hereinafter referred to as the "Sculpture"), as depicted on "Exhibit B" attached hereto and incorporated herein by this reference; and

**WHEREAS**, Sponsors desire to sponsor, and the City desires to afford Sponsors sponsorship of the Sculpture upon the terms and conditions set forth herein.

**AGREEMENT**

NOW THEREFORE, in consideration of the mutual covenants set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, SPONSORS and the CITY agree as follows:

1. **SPONSORSHIP FEE.** The sponsorship fee shall be the sum of Fifteen Thousand and 00/100 Dollars (\$15,000.00) due and payable by SPONSORS upon SPONSORS' delivery of an executed copy of this Agreement.

2. **RELOCATION OF SCULPTURE.** SPONSORS shall arrange, at their additional expense, to relocate the Sculpture from its current location to a Public Art Easement ("Easement") secured by the CITY consisting of the below-described real estate, as generally depicted on the graphic attached thereto as "Exhibit A" and incorporated herein by this reference, at such time in 2025 as the Parties mutually agree:

THE SOUTH FIFTEEN (15) FEET OF THE NORTH THIRTY-SEVEN AND ONE-HALF (37 ½) FEET OF THE EAST FIFTEEN (15) FEET OF THE PROPERTY LEGALLY DESCRIBED AS: LOT FOUR (4) IN BLOCK FORTY-TWO (42) IN PAUL FELT'S PLAT OF MASON CITY, IOWA; AND THE NORTH THIRTEEN (13) FEET OF LOT FIVE (5) IN BLOCK FORTY-TWO (42) IN PAUL FELT'S PLAT OF MASON CITY, IOWA, EXCEPT THAT PORTION OF LOT FIVE (5) CONVEYED TO THE CITY OF MASON CITY, IOWA, BY WARRANTY DEED DATED JULY 8, 2003, AND FILED JULY 22, 2003, AS DOCUMENT NO. 2003-9451 IN THE OFFICE OF THE CERRO GORDO COUNTY RECORDER.

Such relocation shall include the placement or construction of a level platform to which the Structure shall be secured. The Sculpture shall remain so located as long as an ice cream parlor is located and operated on the property burdened by the Easement, until the Parties otherwise agree in writing, or until improvements to the burdened property or the City's adjacent right-of-way necessitate the Sculpture's relocation.

3. **OWNERSHIP; MAINTENANCE; REPAIR.** The Sculpture shall remain the sole property of the CITY, and the CITY shall remain responsible for the Sculpture's maintenance and repair at its sole expense. The CITY may temporarily remove the Sculpture from the Easement for repairs or maintenance or to facilitate future maintenance or construction activities upon the burdened property and/or the public right-of-way adjacent to the Easement. SPONSORS shall nevertheless have the right to non-exclusive commercial use of the Sculpture's image, including but not limited to use of the Sculpture's image on social media platforms, exercisable by SPONSORS, personally or in connection with SPONSORS' operation of Birdsall's LC.

4. **ACKNOWLEDGMENT.** The CITY shall memorialize SPONSORS' sponsorship of the Sculpture by permanently displaying a plaque together with the Sculpture, the design, content, and placement of which shall be subject to SPONSORS' prior approval.

5. **GENERAL PROVISIONS.** In the performance of each part of this Agreement, time shall be of the essence. Failure to promptly assert rights herein shall not, however, be a waiver of such rights or a waiver of any existing or subsequent default. This Agreement shall apply to and bind the successors in interest of the parties. This Agreement contains the entire agreement of the parties and shall not be amended, except by a written instrument duly signed by the CITY and SPONSORS. Paragraph headings are for convenience of reference and shall not limit or affect the meaning of this Agreement. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine, or neuter gender according to the context.



6. **NOTICE.** Any notice under this Agreement shall be in writing and be deemed served when it is delivered by personal delivery, email, or mailed by certified mail, addressed to the Parties at the addresses given below.

7. **COUNCIL APPROVAL.** This Agreement is expressly contingent upon approval by the City Council of Mason City, Iowa.

8. **COUNTERPARTS.** This Agreement may be executed in several counterparts, each of which, when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument, even though all parties are not signatories to the original or the same counterpart. Furthermore, the parties may execute and deliver this Agreement by electronic means, such as .pdf or a similar format. The CITY and SPONSORS agree delivery of the Agreement by electronic means shall have the same force and effect as delivery of original signatures and that each of the parties may use such electronic signatures as evidence of the execution and delivery of the Agreement by all parties to the same extent as an original signature.

9. **EXECUTION.** When and if executed by both the CITY and SPONSORS, this Agreement shall become a binding contract.

**GARY J. SCHMIT and ANNE C. SCHMIT**

  
\_\_\_\_\_  
Gary J. Schmit  
  
\_\_\_\_\_  
Anne C. Schmit

**CITY OF MASON CITY, IOWA,**  
an Iowa municipal corporation

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
Bill Schickel, Mayor

Attest:  
  
\_\_\_\_\_  
Aaron Burnett, City Administrator/Clerk

Address: 21 Rock Glen  
Mason City, Iowa 50401

Address: Mason City City Hall  
10 1<sup>st</sup> Street NW  
Mason City, Iowa 50401

Telephone: (641) 425-5532

Telephone: (641) 421-3600

City of Mason City  
City Administrator

# Memorandum

To: Council & Mayor  
From: Aaron Burnett, City Administrator  
Date: March 27, 2025  
RE: Recommendation to hire Mall Manager

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**Recommendation:**

Approve the hire of Cindy Boender as Mall Manager at the April 1, 2025 Council meeting.

**Review:**

The City took ownership of Southbridge Mall in May 2024, and all existing staff were hired as temporary city employees. It is now the time to staff the Mall with regular staff positions. The City conducted a recruitment for a Mall Manager, and a candidate was interviewed by city staff. From this interview I have selected Cindy Boender, the current temporary Mall Manager for this new position as Mall Manager. She has served as Mall Manager for the past 8 years, and is well qualified to serve the city in this position into the future.

**Budget Impact:**

None. The position is included in the operating budget.

**Council Action Requested:**

I respectfully request approval to hire Cindy Boender as Mall Manager at a starting wage of Grade G, Step 6, which is \$52,562 annually at the April 1, 2025 Council meeting.

**Aaron Burnett**  
\_\_\_\_\_  
Aaron Burnett, City Administrator



# Memorandum

To: Aaron Burnett, City Administrator  
From: Brent Hinson, Finance Director  
Date: March 25, 2025  
RE: 2025 G.O. Bonding- Adopt Pre-Levy

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**Recommendation:**

Adopt pre-levy on 2025 proposed G.O. bond issuance.

**Review:**

In the FY26 budget process, we have been discussing a bond issuance for the FY26 CIP items in the amount of approximately \$8.45M in deposit to the construction fund. In order to include the effect of this bond issuance in our debt levy for the FY26 budget, we need to do a “pre-levy” procedure prior to the adoption of the budget. Council held the hearing and approved additional action at the March 4 meeting, and it is now time to consider the resolution approving the pre-levy.

I have attached a preliminary bond amortization schedule for your information, as I have at past meetings. Pending market timing and other factors, we would expect the bidding and issuance proceedings to take place within a few months, with the goal of having the deposit of bond proceeds in City accounts by the end of August, 2025.

**Budget Impact:**

The proposed G.O. bonding is being proposed within a structure of the City’s policy for the Debt Service Levy and slightly declining percentage over time of the City’s constitutional debt limit utilized.

**Council Action Requested:**

Adopt resolution related to 2025 G.O. Bonding/FY26 Capital Improvements Plan.

**Attachments:**

Listing of FY26 CIP G.O. Bond-Funded Purchases.

Preliminary Bond Amortization schedule.  
Letter from Dorsey & Whitney, LLP.  
Resolution.



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Brent Hinson, Finance Director



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Reviewed and Recommend Approval

**CITY OF MASON CITY, IOWA  
BOND ISSUANCE TIMELINE**

**\$8,600,000 General Obligation Corporate Purpose Bonds, Series 2025**

March 4, 2025	SET DATE OF PUBLIC HEARING – NTE <b>\$8,800,000</b> Resolution provided by Bond Counsel
April 1, 2025	HOLD PUBLIC HEARING APPROVE THE PRE-LEVY RESOLUTION - <b>\$520,500</b> Resolution provided by Bond Counsel
Week of June 9, 2025	DUE DILIGENCE CALL (IF DISCLOSURE COUNSEL)
Week of June 9, 2025	RATINGS CALL Participants Needed: Finance Director & City Administrator
July 1, 2025	APPROVE THE PRELIMINARY OFFICIAL STATEMENT Resolution provided by Bond Counsel
July 15, 2025	BOND SALE AND AWARD Resolution provided by Bond Counsel (Speer plans to attend this meeting)
August 5, 2025	AUTHORIZING/ISSUANCE PROCEEDINGS Resolution provided by Bond Counsel
August 20, 2025	BOND CLOSING Day that City will receive Bond Proceeds (No meeting required)



# FY26 CIP G.O. Issuance

2/13/2025

FY	DATE	PRINC	INT	PYMT	FY TOTAL	BAL	TIF SHARE	SANITATION
	Beginning:					8,600,000.00		
2026	Dec		182,750.00	182,750.00		8,600,000.00		
	Jun	155,000.00	182,750.00	337,750.00	520,500.00	8,445,000.00		
2027	Dec		179,456.25	179,456.25		8,445,000.00	28,402.31	
	Jun	285,000.00	179,456.25	464,456.25	643,912.50	8,160,000.00	73,508.90	
2028	Dec		173,400.00	173,400.00		8,160,000.00	27,443.80	69,309.59
	Jun	880,000.00	173,400.00	1,053,400.00	1,226,800.00	7,280,000.00	166,720.28	421,053.78
2029	Dec		154,700.00	154,700.00		7,280,000.00	24,484.17	61,835.03
	Jun	915,000.00	154,700.00	1,069,700.00	1,224,400.00	6,365,000.00	169,300.06	427,569.04
2030	Dec		135,256.25	135,256.25		6,365,000.00	21,406.84	54,063.18
	Jun	955,000.00	135,256.25	1,090,256.25	1,225,512.50	5,410,000.00	172,553.48	435,785.57
2031	Dec		114,962.50	114,962.50		5,410,000.00	18,194.97	45,951.58
	Jun	995,000.00	114,962.50	1,109,962.50	1,224,925.00	4,415,000.00	175,672.36	443,662.34
2032	Dec		93,818.75	93,818.75		4,415,000.00	14,848.57	37,500.23
	Jun	1,035,000.00	93,818.75	1,128,818.75	1,222,637.50	3,380,000.00	178,656.71	451,199.36
2033	Dec		71,825.00	71,825.00		3,380,000.00	11,367.65	28,709.12
	Jun	1,080,000.00	71,825.00	1,151,825.00	1,223,650.00	2,300,000.00	182,297.88	460,395.17
2034	Dec		48,875.00	48,875.00		2,300,000.00	7,735.38	19,535.79
	Jun	1,125,000.00	48,875.00	1,173,875.00	1,222,750.00	1,175,000.00	185,787.71	469,208.76
2035	Dec		24,968.75	24,968.75		1,175,000.00	3,951.77	9,980.24
	Jun	1,175,000.00	24,968.75	1,199,968.75	1,224,937.50	-	189,917.53	479,638.67
	Totals:	8,600,000.00	2,360,025.00	10,960,025.00			1,652,250.40	3,915,397.44
	Loan Terms:			Breakdown of Expenses				
	GO Issuance as of 7/1/2025			TIF		1,225,000.00	10yrs	14.24%
	Int. 4.25%			DS Levy		4,465,630.00	10yrs	51.93%
	Princ. 8,600,000			Sanitation		2,750,000.00	8yrs	31.98%
				Deposit to Construction Fund		8,440,630.00		
				Discounts & Costs of Issuance		159,370.00		1.85%
				Par Amount		8,600,000.00		100.00%

**FY26 CIP G.O. Issuance**

<u>FY</u>	<u>DATE</u>	<u>PRINC</u>	<u>LEVY</u>	<u>TIF Total</u>	<u>Sanitation</u>
	Beginning:				
2026	Dec				
	Jun	155,000.00	520,500.00	0.00	0.00
2027	Dec				
	Jun	285,000.00	542,001.28	101,911.22	0.00
2028	Dec				
	Jun	880,000.00	542,272.55	194,164.08	490,363.37
2029	Dec				
	Jun	915,000.00	541,211.69	193,784.24	489,404.07
2030	Dec				
	Jun	955,000.00	541,703.44	193,960.31	489,848.75
2031	Dec				
	Jun	995,000.00	541,443.75	193,867.33	489,613.92
2032	Dec				
	Jun	1,035,000.00	540,432.63	193,505.29	488,699.58
2033	Dec				
	Jun	1,080,000.00	540,880.18	193,665.54	489,104.29
2034	Dec				
	Jun	1,125,000.00	540,482.36	193,523.09	488,744.55
2035	Dec				
	Jun	1,175,000.00	541,449.28	193,869.31	489,618.91
	Totals:	8,600,000.00	5,392,377.16		
			10,960,025.00		
				DS	Fire Aerial Trck
				DS	Street Rehab
				TIF	S. Federal
				DS- GCP	Theatre
				DS	High Ranger
				DS	Vehicles
				DS	Pierce Rndabt
				DS	Runway Sblwr
				DS	GA Taxilane
				DS	Airp Backflow
				DS	EAB Nuis Abt
				San	Auto Coll
					2,750,000
					8,440,630
	Loan Terms:		15.08%		
	GO Issuance as of 7/1/2025		49.20%		
	Int. 4.25%		35.72%		
	Princ	8,600,000			

City of Mason City  
 FY26 CIP- G.O. Funded Purchases

<u>Dept</u>	<u>Project Code</u>	<u>Project</u>	<u>Total Project</u>	<u>Budgeted Bonds</u>
Fire	25-005	Aerial Apparatus	500,000.00	500,000.00
Dev Services	25-058	EAB Special Assessment Project	250,000.00	250,000.00
Debt Service Fund		Costs of Issuance		159,370.00
Admin/Finance	25-078	Southbridge Theatre Improvements	300,000.00	300,000.00
Eng- Street	25-015	Pierce/12th NW & Shared-Use Path	1,145,000.00	860,000.00
Eng- Street	25-017	Street Rehab Program	1,500,000.00	1,175,000.00
Eng- Street	25-018	US 65 Reconstruction- City Share	1,670,000.00	1,225,000.00
O&M- Street	25-027	Arborist High Ranger Replacement	350,000.00	350,000.00
O&M- Street	25-036	Street Vehicle Replacement	525,173.00	525,173.00
Airport	25-038	Runway Snowblower	916,667.00	91,667.00
Airport	25-039	Construct GA Taxilane	671,550.00	288,790.00
Airport	25-040	Backflow Prevention Project	125,000.00	125,000.00
O&M- Sanit.	25-99/100	Sanitation Automated Collection	3,555,000.00	2,750,000.00
			<u>11,508,390.00</u>	<u>8,600,000.00</u>

RESOLUTION NO. 25 -

RESOLUTION TAKING ADDITIONAL ACTION ON PROPOSAL TO ENTER INTO GENERAL OBLIGATION LOAN AGREEMENTS, COMBINING LOAN AGREEMENTS, AND PROVIDING FOR THE LEVY OF TAXES TO PAY GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2025

WHEREAS, the City of Mason City (the “City”), in Cerro Gordo County, State of Iowa, heretofore proposed to enter into a loan agreement (the “Essential Purpose Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$8,500,000 for the purpose of paying the costs, to that extent, of (a) acquiring and equipping a fire truck; (b) acquiring and equipping vehicles for the municipal streets/public works department; (c) improving and equipping the municipal airport; (d) constructing street, water system, sanitary sewer system; storm water drainage and sidewalk improvements; (e) acquiring and installing street lighting, signage and signalization improvements; (f) abating nuisances, including the removal of diseased trees; and (g) acquiring and installing equipment for the municipal solid waste management system, and has published notice of the proposed action and has held a hearing thereon on April 1, 2025; and

WHEREAS, the City also proposed to enter into a loan agreement (the “General Purpose Loan Agreement,” and together with the Essential Purpose Loan Agreement, the “Loan Agreements”) and to borrow money thereunder in a principal amount not to exceed \$325,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the costs, to that extent, of undertaking facilities improvements for Southbridge Theatre, and has published notice of the proposed action, has held a hearing thereon and as of April 1, 2025 no petition had been filed with the City asking that the question of entering into the General Purpose Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, pursuant to the provisions of Section 384.28 of the Code of Iowa, the City intends to combine its authority under the Loan Agreements and to enter into a single loan agreement (the “Loan Agreement”); and

WHEREAS, the City intends to enter into the Loan Agreement in the future and to issue General Obligation Corporate Purpose Bonds, Series 2025 (the “Bonds”) in evidence of its obligations thereunder and anticipates that principal and interest will come due on the Bonds before July 1, 2026; and

WHEREAS, it is now necessary to make provision for the levy of a debt service property tax in the 2025-2026 fiscal year for the payment of such anticipated principal and interest;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Mason City, Iowa, as follows:

Section 1. The Loan Agreements are hereby combined into the Loan Agreement. The City Council hereby determines to enter into the Loan Agreement in the future and orders that the Bonds be issued at such time, in evidence thereof. The City Council further declares that this

resolution constitutes the “additional action” contemplated under Section 384.25 of the Code of Iowa.

Section 2. For the purpose of providing for the levy and collection of a direct annual tax sufficient to pay the principal of and interest on the Bonds as the same become due, there is hereby ordered levied on all the taxable property in the City the following direct annual tax:

For collection in the fiscal year beginning July 1, 2025,  
sufficient to produce the net annual sum of \$520,500.

provided, however, that at the time the Bonds are issued, the actual tax levy amounts required to pay the principal of and interest on the Bonds in each year shall be determined based upon the interest rate or rates at which the Bonds are issued, and this resolution shall be supplemented by a resolution of the City Council to provide for such actual and necessary tax levy amounts.

Section 3. A certified copy of this resolution shall be filed with the Cerro Gordo County Auditor and said Auditor is hereby instructed to enter for collection and assess the tax hereby authorized. When annually entering such taxes for collection, the County Auditor shall include the same as a part of the tax levy for Debt Service Fund purposes of the City and when collected, the proceeds of the taxes shall be converted into the Debt Service Fund of the City and set aside therein as a special account to be used solely and only for the payment of the principal of and interest on the Bonds hereby authorized and for no other purpose whatsoever.

Section 4. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

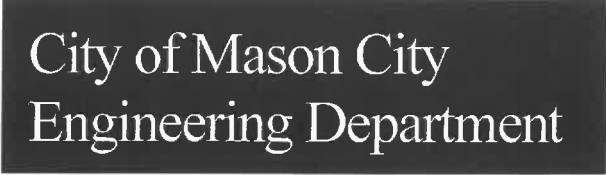
Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved April 1, 2025.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk



# Memorandum

To: Aaron Burnett, City Administrator  
 From: Mark A. Rahm, P.E., City Engineer  
 Date: March 26, 2025  
 RE: 2025 Pavement Marking Program

**Recommendation:**

The recommendation is: that the City Council accepts the bids and award contract to Quality Striping, Inc. of Des Moines, Iowa for the 2025 Pavement Marking Program.

**Review:**

The City of Mason City received and opened bids on Tuesday March 25, 2025, for the 2025 Pavement Marking Program. Three contractors submitted bids for the project.

The general extent of the program is to add new and refresh existing pavement markings on designated streets at various locations within the City of Mason City. The program also includes paint markings identifying on-street bicycle routes.

The three bidders and their respective bids for combined Projects A and B are listed below:

Quality Striping, Inc.	Des Moines, IA	\$186,708.92
Weikert Contracting, Inc.	Cedar Falls, IA	\$214,374.29
Ostrom Painting & Sandblasting, Inc.	Rock Island, IL	\$238,907.27

**Budget Impact:**

The Engineer’s Opinion of Probable Cost for Project A and B is \$206,023.11. The project is included in the FY26 budget in the amount of \$220,000.00. The source of funding is Local Option Sales and Service Tax.

**Council Action Requested:**

I respectfully request the City Council’s approval of the bids and award of a contract to Quality Striping, Inc. of Des Moines, Iowa for the 2025 Pavement Marking Program.

**Attachments:**  
Bid Tabulation

*Mark A. Rahm*

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

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Reviewed and Recommend Approval

**BID TABULATION**  
**2025 PAVEMENT MARKING PROGRAM**  
**PROJECT NUMBER 25-1003**  
**PROJECT-A**

ITEM	ITEM DESCRIPTION	ENGINEER'S OPINION			QUALITY STRIPING INC.			WEIKERT CONTRACTING INC.			OSTROM PAINTING & SANDBLASTING, INC.		
		UNIT	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Broken Center Line, Yellow	LF	48,002	\$ 0.12	\$ 5,760.24	\$ 0.075	\$ 3,600.15	\$ 0.09	\$ 4,320.18	\$ 0.14	\$ 6,720.28		
2	Broken Center Line, White	LF	7,945	\$ 0.12	\$ 953.40	\$ 0.075	\$ 595.88	\$ 0.09	\$ 715.05	\$ 0.14	\$ 1,112.30		
3	Dotted Lane Line, White	LF	135	\$ 0.12	\$ 16.20	\$ 0.075	\$ 10.13	\$ 0.09	\$ 12.15	\$ 0.14	\$ 18.90		
4	No Passing Zone Line, Yellow	LF	148,021	\$ 0.11	\$ 16,282.31	\$ 0.075	\$ 11,101.58	\$ 0.09	\$ 13,321.89	\$ 0.14	\$ 20,722.94		
5	Edge Lane Right, White	LF	157,418	\$ 0.11	\$ 17,315.98	\$ 0.075	\$ 11,806.35	\$ 0.09	\$ 14,167.62	\$ 0.14	\$ 22,038.52		
6	Solid Lane Line, White	LF	9,615	\$ 0.11	\$ 1,057.65	\$ 0.075	\$ 721.13	\$ 0.09	\$ 865.35	\$ 0.14	\$ 1,346.10		
7	Channelizing Line, Yellow	LF	30,000	\$ 0.30	\$ 9,000.00	\$ 0.30	\$ 9,000.00	\$ 0.30	\$ 9,000.00	\$ 0.35	\$ 10,500.00		
8	Channelizing Line, White	LF	960	\$ 0.30	\$ 288.00	\$ 0.30	\$ 288.00	\$ 0.30	\$ 288.00	\$ 0.35	\$ 336.00		
9	Curb, Yellow	LF	5,925	\$ 0.40	\$ 2,370.00	\$ 0.40	\$ 2,370.00	\$ 0.60	\$ 3,555.00	\$ 0.46	\$ 2,725.50		
10	Curb, White	LF	1,636	\$ 0.40	\$ 654.40	\$ 0.40	\$ 654.40	\$ 0.60	\$ 981.60	\$ 0.46	\$ 752.56		
11	Stop Line, White	LF	8,449	\$ 2.30	\$ 19,432.70	\$ 2.30	\$ 19,432.70	\$ 2.50	\$ 21,122.50	\$ 2.65	\$ 22,389.85		
12	Crosswalk Line, White	LF	17,795	\$ 1.40	\$ 24,913.00	\$ 1.40	\$ 24,913.00	\$ 1.50	\$ 26,692.50	\$ 1.61	\$ 28,649.95		
13	Crosswalk Block, White	EACH	571	\$ 25.00	\$ 14,275.00	\$ 23.00	\$ 13,133.00	\$ 25.00	\$ 14,275.00	\$ 28.75	\$ 16,416.25		
14	Dirrectional Arrow, White	EACH	337	\$ 70.00	\$ 23,590.00	\$ 70.00	\$ 23,590.00	\$ 75.00	\$ 25,275.00	\$ 80.50	\$ 27,128.50		
15	Yield Triangle, White	EACH	12	\$ 35.00	\$ 420.00	\$ 35.00	\$ 420.00	\$ 50.00	\$ 600.00	\$ 40.25	\$ 483.00		
16	RR Crossing Set, White	EACH	71	\$ 128.00	\$ 9,088.00	\$ 130.00	\$ 9,230.00	\$ 180.00	\$ 12,780.00	\$ 149.50	\$ 10,614.50		
17	On Street Parking Striping, White	LF	2,626	\$ 0.48	\$ 1,260.48	\$ 0.48	\$ 1,260.48	\$ 0.48	\$ 1,260.48	\$ 0.56	\$ 1,470.56		
18	On Street Striping, Blue	LF	352	\$ 0.55	\$ 193.60	\$ 0.55	\$ 193.60	\$ 0.55	\$ 193.60	\$ 0.64	\$ 225.28		
19	On Street Striping, Yellow	LF	132	\$ 0.48	\$ 63.36	\$ 0.48	\$ 63.36	\$ 0.48	\$ 63.36	\$ 0.56	\$ 73.92		
20	Wheelchair Symbol	EACH	3	\$ 70.00	\$ 210.00	\$ 70.00	\$ 210.00	\$ 85.00	\$ 255.00	\$ 80.50	\$ 241.50		
21	Traffic Control	LS	0.5	\$ 5,000.00	\$ 2,500.00	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00	\$ 1,500.00	\$ 2,300.00	\$ 1,150.00		
		TOTAL		\$	\$ 149,644.32	\$	\$ 133,593.74	\$	\$ 151,244.28	\$	\$ 175,116.41		



BID TABULATION  
 2025 PAVEMENT MARKING PROGRAM  
 PROJECT NUMBER 25-1003  
 PROJECT-B

ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	ENGINEER'S OPINION	QUALITY STRIPING INC.	WEIKERT CONTRACTING INC.	OSTROM PAINTING & SANDBLASTING, INC.	
							AMOUNT	AMOUNT	AMOUNT	
							UNIT PRICE	UNIT PRICE	UNIT PRICE	
1	Edge Line, White	LF	50,389	\$ 0.11	\$ 5,542.79		\$ 0.075	\$ 3,779.18	\$ 0.14	\$ 7,054.46
2	Bike Crossing Lines, White	LF	5,050	\$ 1.40	\$ 7,070.00		\$ 1.40	\$ 7,070.00	\$ 1.61	\$ 8,130.50
3	Bike Lane Symbol, White	EACH	103	\$ 70.00	\$ 7,210.00		\$ 70.00	\$ 7,210.00	\$ 80.50	\$ 8,291.50
4	Shared Bike Lane Symbol, White	EACH	516	\$ 66.00	\$ 34,056.00		\$ 66.00	\$ 34,056.00	\$ 75.90	\$ 39,164.40
5	Traffic Control	LS	0.5	\$ 5,000.00	\$ 2,500.00		\$ 2,000.00	\$ 1,000.00	\$ 2,300.00	\$ 1,150.00
				TOTAL	\$ 56,378.79		\$ 53,115.18	\$ 63,130.01	\$ 63,790.86	

RESOLUTION NO. 25 –

RESOLUTION ADOPTING PLANS, SPECIFICATIONS,  
FORM OF CONTRACT AND ESTIMATED COST FOR THE  
“2025 PAVEMENT MARKING PROGRAM PROJECT NO.  
25-1003”

WHEREAS, on the 4<sup>th</sup> day of March, 2025, plans, specifications,  
form of contract and estimated cost were filed with the City Clerk of Mason City,  
Iowa, for the “2025 Pavement Marking Program Project No. 25-1003” and

WHEREAS, notice of hearing on plans, specifications, form of con-  
tract, and estimated cost was published as required by law;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF  
THE CITY OF MASON CITY, IOWA:

Section 1: That the said plans, specifications, form of contract and es-  
timated cost are hereby approved as the plans, specifications, form of contract and  
estimated cost for said improvements for said project.

PASSED AND APPROVED this 1<sup>st</sup> day of April, 2025.

\_\_\_\_\_  
Bill Schickel, Mayor

ATTEST:

\_\_\_\_\_  
Aaron Burnett, City Clerk

RESOLUTION NO. 25 –

A RESOLUTION MAKING AWARD OF CONTRACT TO QUALITY STRIPING, INC. OF DES MOINES, IOWA FOR THE “2025 PAVEMENT MARKING PROGRAM PROJECT NO. 25-1003”

BE IT RESOLVED by the Council of the City of Mason City, Iowa:

Section 1: That the proposal for the construction of the “2025 Pavement Marking Program Project No. 25-1003” in the City of Mason City, Iowa, be and is hereby accepted as follows:

Contractor:	Quality Striping, Inc.
of:	Des Moines, IA
Amount of Proposal:	\$186,708.92
Portion of Project:	Scope of the project

Section 2: That the Mayor is authorized and Clerk hereby directed to execute a contract for said services, said contract not to be binding on the City until approved by this Council.

PASSED AND APPROVED this 1<sup>st</sup> day of April, 2025

\_\_\_\_\_  
Bill Schickel, Mayor

ATTEST:

\_\_\_\_\_  
Aaron Burnett, City Clerk

City of Mason City  
Development Services Dept.

# Memorandum

To: Aaron Burnett, City Administrator  
From: Tricia Sandahl, Planning and Zoning Mgr.  
Through: Steven J. Van Steenhuyse, Development Services Director *SV*  
Date: March 24, 2025, for the Council meeting of April 1, 2025  
RE: Consideration of an ordinance changing the zoning of property generally located at 2708 19<sup>th</sup> St. SW from Z2 Sub-Urban Zoning District to Z3 General Urban Zoning District (FINAL)

**Recommendation:**

The Planning and Zoning Commission held a public hearing on February 4, 2025 to consider rezoning property generally located at 2708 19<sup>th</sup> St. SW from Z2 Sub-Urban Zoning District to Z3 General Urban Zoning District. The Commission voted unanimously to recommend that the City Council approve the rezoning. Staff concurs with this recommendation and asks that the Council approve the rezoning on FINAL second consideration.

**Prior Council Action:**

At their March 4, 2025, meeting, Council conducted a public hearing on the request and unanimously approved the rezoning on first consideration.

At their meeting on March 18, 2025, Council voted 5-1 to approve the rezoning on second consideration.

**Review:**

The subject property is owned by the applicant, the Iowa Traction Rail Road (rail right of way), and the City of Mason City (street and alley right of way). The area proposed for rezoning comprises approximately 1.9 acres and is currently zoned Z2 Sub-Urban District. The requested rezoning will extend the existing Z3 district found to the east and south. Mr. Mundt has indicated that if the rezoning is

successful, he will clear the property and construct a small box form (a commercial building of 5,000 sq. ft. or less) and relocate his fireplace business here.

The area to the east, southeast, and south is zoned Z3 General Urban Zoning District and is developed with various types of forms and functions including a convenience store, multiple flats, and a mixed use block. The area to the west and northwest is zoned Z2 Sub-Urban District and is developed with freestanding houses in edgeward dispositions. The houses have both owner occupants and tenant occupants.

The purpose of the Z2 Sub-Urban Zoning District is to provide space for a limited range of primarily residential lot sizes, limited neighborhood commercial uses and public park spaces in areas planned as walkable neighborhoods that are served, or will soon be served by a full range of public services. The purpose of the Z3 General Urban Zoning District is to provide a range of residential lot sizes to support a mix of residential building types at medium densities with corner offices, corner stores, parks and playgrounds organized in walkable neighborhoods interconnected by landscaped streets and sidewalks.

#### **Comprehensive Plan Analysis:**

Iowa law requires that any rezoning be in accordance with the jurisdiction's Comprehensive Plan. Staff believes that the rezoning request is in accordance with the City's Comprehensive Plan. The 2024 North Iowa Corridor Joint Comprehensive Plan Future Land Use Map (Figure 3.3) identifies the area as "Low Intensity" and "Industrial, Utilities" Low Intensity includes areas with lower-intensity development on urban services. These areas have more space and separation of uses but still encourage efficient transportation and walkable environments. These areas can include a horizontal mix of primarily residential development and limited non-residential uses at compatible lower densities and scales. The Industrial, Utilities area is reserved for larger businesses and industrial development essential to North Iowa's economic base but are not as complementary to standard urban development. In the case of the subject property, the Industrial, Utilities area is limited to the Iowa Traction Railroad property.

Primary support for the rezoning can be found in Mason City Policy 3: target neighborhoods and corridors to pursue infill development and connectivity. The policy is found on page 94 of the plan, and reads: "There are many areas for development on vacant lots to help meet needs for housing and business growth." Most of the property is vacant; the structures on the lot are dilapidated.

*Spot Zoning:* Spot zoning is the rezoning of a particular piece of land when the rezoning is at odds with the Comprehensive Plan and existing development; it is generally only done in the interest of a small area or a limited number of property owners. Spot zoning may arise when a property is rezoned to a different zoning classification than the surrounding property. Spot zoning, by itself, is not illegal. Some would contend that all rezoning is spot zoning. However, not all spot zoning will survive a court challenge. The strongest case can be made when the rezoning can be supported by the Comprehensive Plan and is in the best interests of the community. Staff believes that the proximity of the property to other areas of Z3 District zoning justifies the rezoning; the rezoning would likely survive any spot zoning challenge. The proposed rezoning is supported by the Comprehensive Plan and does not constitute spot zoning.

**Public Comments:**

Staff has not received any additional comments about this application since the March 4 Council meeting.

Staff received these comments about the application at the Planning and Zoning Commission's public hearing, in person, and via phone:

- Jack Davis, 1907 S. Wilson Ave. commented at the Planning and Zoning Commission hearing on the application. He asked for clarification on the size of building Mr. Mundt plans to build. Staff explained the allowed forms and functions, defined a small box, and the development review process. Mr. Davis also asked if there would be another meeting with the Planning and Zoning Commission. Staff explained the City Council's review process and the opportunity to provide comment specific to the rezoning again at their public hearing. Staff also explained that the Planning and Zoning Commission would have to review and approve the final site plan for a small box form and that the neighbors would be notified of that review and could provide comment at the public hearing in front of the Commission.
- Gerry Buffington, owner of 1811 S. Harding Ave. asked the Planning and Zoning Commission why a site plan for the proposed development on the site was not a part of the rezoning request. The Commission explained the review process and staff explained that a rezoning was done to a specific district, not for a specific use. The request is viewed within the context of all allowed forms and functions and not specific to one project. Mr. Buffington also asked if the property lines would change. Staff explained that he could combine the six lots of record into one development parcel if the rezoning was approved.

- John Coolican, 1931 S. Wilson Ave. told the Planning and Zoning Commission that he was concerned that one of the allowed uses in the Z3 district was a multiple flat building of up to three stories.
- Susan O'Connor, owner of Anderson's Market, 2727 19<sup>th</sup> St. SW phoned staff and asked about the possibility that the property would be developed as a convenience store. O'Connor stated that she had been contacted by multiple neighbors and customers who believed that a convenience store was being planned for the site. Staff told her that they have had no conversations with anyone regarding development of a convenience store and discussed the reasons why this site would be an unlikely choice for this type of development. Staff also explained that convenience stores are a P1 function in the Z3 Zoning District and the site plan would have to be approved by the Planning and Zoning Commission after notice to the neighbors and a public hearing.
- Jim Juhl, 1707 S. Wilson visited with staff at City Hall. He also asked if the site was going to be developed as a convenience store. Staff explained that there was no indication this was the case and that this would be an unlikely location for this type of use.

Chapter 414.5, Code of Iowa, outlines the process to protest a rezoning. If a written protest against a change of zone is filed with the City Clerk and signed by the owners of twenty percent or more of the owners of the properties within the area considered for the proposed change, or twenty percent or more of the owners within 200 feet of the exterior boundaries of the property for which the rezoning is proposed, the rezoning must be approved by a favorable vote of at least three-fourths of all the members of the City Council. The protest must be filed before or at the public hearing. Staff has not received any comments regarding this request. Any request received prior to the Council meeting will be summarized for the Council at the meeting.

Staff received a petition objecting to the rezoning on Thursday, February 27. A copy of the petition is attached. It is signed by the owners of 9 properties in the area of the rezoning. Using the City's Geographic Information System, staff verified ownership of the parcels, defined the 200 ft. buffer around the area proposed for rezoning, identified those parcels owned by objecting property owners, and determined the percentage of the area of the 200 ft. buffer owned by an objecting property owner.

Two of the property owners who signed the petition, Cheryl Hobbs and Jon Coolican, own properties outside the 200 ft. buffer and their objections do not contribute to the calculation. The seven remaining owners own 30% of the property within 200 ft. of the area proposed for rezoning. **Consequently, in order to approve the rezoning, five of the six members of the City Council must vote in favor of the rezoning at each of the three readings of the ordinance.**

**Budget Impact:**

There should be no impact to the City's budget from this rezoning.

**Council Action Requested:**

The Planning and Zoning Commission recommends that the Council approve the application. Staff concurs with this recommendation and asks the Council to approve the rezoning on FINAL consideration.

**Attachments:**

- Neighbor petition
- Planning and Zoning Commission Staff Report
- Draft minutes of the February 4, 2025, Planning and Zoning Commission meeting.

**Tricia Sandahl**

Tricia Sandahl, Planning and Zoning Mgr.



Reviewed and Recommend Approval



**Mason City Planning & Zoning Commission  
Staff Report**

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**Date:** February 6, 2025

**File:** RZ2025-04

**Applicant:** Michael Mundt

**Request:** A request to rezone property generally located at 2708 19<sup>th</sup> St. SW from Z2 Sub-Urban District to Z3 General Urban Zoning District.

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**Request:** Staff respectfully requests that the Planning and Zoning Commission hold a public hearing regarding an application from Michael Mundt to rezone the property generally located at 2708 19<sup>th</sup> St. from Z2 Sub-Urban District to Z3 General Urban Zoning District. After the public hearing, staff respectfully requests that the Commission make a recommendation to the City Council on the application. A location map of the proposed rezoning is attached.

**Background:** The subject property is owned by the estate of Terry Pullen, the Iowa Traction Rail Road (rail right of way), and the City of Mason City (street and alley right of way). The applicant, Michael Mundt, has an accepted offer to purchase the Pullen property. The area proposed for rezoning comprises approximately 1.9 acres and is currently zoned Z2 Sub-Urban District. The requested rezoning will extend the existing Z3 district found to the east and south.

**Neighboring development and zoning:** The area to the east, southeast, and south is zoned Z3 General Urban Zoning District and is developed with various types of forms and functions including a convenience store, multiple flats, and a mixed use block. The area to the west and northwest is zoned Z2 Sub-Urban District and is developed with freestanding houses in edgeyard dispositions.

**Analysis:** The purpose of the Z2 Sub-Urban Zoning District is to provide space for a limited range of primarily residential lot sizes, limited neighborhood commercial uses and public park spaces in areas planned as walkable neighborhoods that are served, or will soon be served by a full range of public services.(Section 12-10-2). The purpose of the Z3 General Urban Zoning District is to provide a range of residential lot sizes to support a mix of residential building types at medium densities with corner offices, corner stores, parks and playgrounds organized in walkable neighborhoods interconnected by landscaped streets and sidewalks.(Section 12-11-1)

**Comprehensive Plan:** Iowa law requires that any rezoning be in accordance with the jurisdiction's Comprehensive Plan. Staff believes that the rezoning request is in accordance with the City's Comprehensive Plan. The 2024 North Iowa Corridor Joint Comprehensive Plan Future Land Use Map (Figure 3.3) identifies the area as "Low Intensity" and "Industrial, Utilities" Low Intensity includes areas with lower-intensity development on urban services. These areas have more space and separation of uses but still encourage efficient transportation and walkable environments. These areas can include a horizontal mix of primarily residential development and limited non-residential uses at compatible lower densities and scales. The Industrial, Utilities area is reserved for larger businesses and industrial development essential to North Iowa's economic base but are not as complementary to standard urban

development. In the case of the subject property, the Industrial, Utilities area is limited to the Iowa Traction Railroad property.

Primary support for the rezoning can be found in Mason City Policy 3: target neighborhoods and corridors to pursue infill development and connectivity. The policy is found on page 94 of the plan, and reads: “There are many areas for development on vacant lots to help meet needs for housing and business growth.” Most of the property is vacant; the structures on the lot are dilapidated.

*Spot Zoning:* Spot zoning is the rezoning of a particular piece of land when the rezoning is at odds with the Comprehensive Plan and existing development; it is generally only done in the interest of a small area or a limited number of property owners. Spot zoning may arise when a property is rezoned to a different zoning classification than the surrounding property. Spot zoning, by itself, is not illegal. Some would contend that all rezoning is spot zoning. However, not all spot zoning will survive a court challenge. The strongest case can be made when the rezoning can be supported by the Comprehensive Plan and is in the best interests of the community. Staff believes that the proximity of the property to other areas of Z3 General Urban District zoning justifies the rezoning; the rezoning would likely survive any spot zoning challenge. The proposed rezoning is supported by the Comprehensive Plan and does not constitute spot zoning.

**Public Comment:** Notice of the application was sent to the owners of all properties within 350 feet of the boundaries of the subject property. Notice of the application and public hearing was published in the Globe-Gazette. A public notice sign was posted on the property. To date, staff has not received any comments either for or against the proposed rezoning.

**Requested Action:** Staff respectfully requests that the Commission hold a public hearing on the requested rezoning. After considering the comments made during the hearing, we ask that the Commission make a recommendation to be forwarded to the City Council.

**Attachments:**

- Location and Area Zoning Map
- Form and Function Table
- Change of Zone Checklist



Area proposed for rezoning from Z2 Sub-Urban District to Z3 General Urban District



# 12-8-3 Zoning Form and Function Table

## Table 2: Zoning Form and Function Table

	AGRICULTURE	SUB-URBAN	GENERAL URBAN	MULTI-USE	CENTRAL BUSINESS	INDUSTRIAL	SPECIFIC USE
	Z1	Z2	Z3	Z4	Z5	Z6	Z7*
<b>A. Residential/mixed use</b>							
Accessory dwelling	P	P	P				
Duplex/two flat		P	P	P			
Farm dwelling	P	P		P		P	
Family home	P	P	P	P			
Freestanding house	P	P	P				
Group dwelling			P1	P	P1		
Live/work building			P	P	P	C*	
Mansion apartment			P	P	P1		
Mixed use block building				P	P		
Multiple flats			P1	P	P		
Sideyard/zero lot line house		P	P	P			
SRO			C		P1		
Town house		P	P	P	P		
<b>B. Lodging</b>							
Bed & breakfast	P	P	P	P	P		
Dormitory				P1	P1		
Hotel				P	P		
Inn	C		C	P	P		
Residence lodging	P	P	P	P			
<b>C. Office/Misc.</b>							
Corner office		P1	P	P	P		
Personal hobby building				P		P	
Office building				P	P	P	
<b>D. Commercial/retail service</b>							
Adult use				C		P	
Box, large				P			
Box, medium				P	P1		
Box, small			P1	P		P	
Corner store	P	P1	P	P	P	P	
Multiple principal bldg. development				P1		P1	
Open air market				P	P		
Restaurant	P1	C	C	P	P	P	
Roadside stand	P						
Self storage				C		P	
Shopping strip				P1			
Shopping mall				P1	P2		
Taverns or similar				P	P		
<b>E. Civic</b>							
Auditorium				P1	P1		
Convention center				P2	P2		
Golf course	P	P1				P	
Indoor recreation				P	P	P	
Library		P2	P2	P2	P2		
Movie theater				P	P		
Museum	C	C	P1	P1	P		
Outdoor recreation	C	C	C	P1		P1	
Public parks and related facilities	P	P	P	P	P	P	
Religious assembly, large		C		P1		C	
Religious assembly, medium		C	C	P	P1	C	
Religious assembly, small	C	P1	P	P	P		

### NOTES TO TABLE 2:

\*Z7 Specific Use District: See section 12-15-6, Table 1A of this title for permitted and conditional forms and functions in the Z7 Specific Use districts

P = Permitted; P\* = Open Industry functions are permitted only in the Z6-O District

P1 = Permitted subject to Planning and Zoning Commission site plan approval, with notification to neighbors.

P\*\* and P1\*\* = in the Z4 South Federal Gateway Overlay District, allowed only as a Conditional Use. See section 12-12-7 B

P2 = Permitted subject to Planning and Zoning and City Council site plan approval with notification to neighbors.

C = Conditional subject to Zoning Board of Adjustment approval.

C\* = Z6-R districts only

C\*\* = Conditional use only in the Z4 South Federal Gateway Overlay District; see section 12-12-7 B. Not permitted in the remainder of the Z4 District.

	AGRICULTURE	SUB-URBAN	GENERAL URBAN	MULTI-USE	CENTRAL BUSINESS	INDUSTRIAL	SPECIFIC USE
	Z1	Z2	Z3	Z4	Z5	Z6	Z7*
<b>F. Civic support</b>							
Cemetery	P	P					
Clinic			P1	P	P		
Crematorium	P			P	C	P	
Fairgrounds	P						
Funeral home		C	P1	P	P		
Hospital				P1	P1		
Parking structure				P2	P2		
Public safety facility	P2	P2	P2	P2	P2	P2	
Public works garage	P2			P2		P2	
<b>G. Education</b>							
9-12/High school		C	C	P1	P1		
College	C			P1	P1		
Daycare	P	P	P	P	P	P	
K-8		P1	P1	P	P		
Preschool		P1	P	P	P		
Trade school			P1	P	P	P	
<b>H. Automotive</b>							
Gas/convenience	C		P1	P	P1	P	
Vehicle repair	C		C	P	P1	P	
Vehicle Sales/ rental	C			P		P	
<b>I. Agriculture</b>							
Community garden	P	P	P	P	P	P	
Grain storage	P					P	
Greenhouse	P	C		P		P	
Kennel	P			P1		P	
Livestock	P					P	
Farm	P	P		P		P	
Small farm		C					
Stable	P						
<b>J. Industrial</b>							
Agribusiness	P1					P	
Artisan/craftsman shop				P	P	P	
Contractor shops	P1			P		P	
Cross docking facility				C**		P	
Industry, open						P*	
Industry, restricted						P	
Office-showroom				P		P	
Warehousing						P	
Waste transfer						C	
Wastewater treatment	P2					P2	
Water treatment	P2					P2	
<b>K. Accessory uses</b>							
Active solar equipment	P	P	P	P	P	P	
Agritourism	C						
Drive-through			P1	P	P1	P	
Home occupations	P	P	P	P	P		
Outdoor storage	P			P1**		P	
Outdoor customer dining area	P1	P1	P1	P	P	P	
Accessory parking structure				P1	P1		
Seasonal sales/display	P			P**	P	P	
Small wind equipment	P	P	P	P	P	P	
Dispersed wind equipment	C	C	C	C	C	C	
Accessory surface parking (off site)			C	P	C	P	

## **CHANGE OF ZONING CHECKLIST**

This list is intended to provide guidance when a request for a change of zone is made. This list is not all-inclusive, nor will it be pertinent for all requests. It is intended to be used as a guide and not a scorecard. Each request for a change of zone requires a careful analysis, as each parcel is unique.

### **BROADER COMPREHENSIVE PLANNING EFFORTS**

1. Does the requested rezoning conform to the City's comprehensive plan and future land use map?
2. Does the requested rezoning conform to any sub-area plans?

### **LAND USE NEEDS AND BALANCE**

3. Does the requested rezoning encourage a land use balance within the City and its perimeter area that promotes the efficient provision of services, generates revenues which cover the costs of those services, and provides a mix of employment and housing opportunities consistent with the neighborhood area concept?
4. Does the requested rezoning provide adequate residential land uses to achieve diversity in location and type throughout the City?
5. Does the requested rezoning provide for commercial and industrial area to service neighborhood, regional and business needs?
6. Is there a public need for additional land to be rezoned to the class requested?
7. If there is a need for additional land to be rezoned as requested, should the rezoning be done in the areas requested or would the public interest be better served if the rezoning were done in other areas of the city?
8. Is there an alternative site for the suggested use that would eliminate the necessity for rezoning?

### **LEGAL ISSUES**

9. Would granting the rezoning request raise any legal questions such as spot zoning, violations of precedents, or the rule of "unreasonableness"?

### **PRACTICAL QUESTIONS OF DEVELOPMENT OF SITE**

10. Does the requested rezoning lessen congestion in the street; secure safety from fire, flood, panic and other dangers; promote health and general welfare; provide adequate light and air; prevent overcrowding of land; avoid undue concentration of population; facilitate the adequate provision of transportation, water, sewer services, schools, parks and other

public requirements; preserve the character of area or neighborhood; conserve the value of buildings; or encourage the most appropriate use of land throughout Mason City?

11. Would granting the rezoning request create or worsen traffic problems?
12. Would the permitted uses in the proposed district be compatible with surrounding land uses?
13. Would granting the rezoning request adversely affect property values of adjacent landowners to an unreasonable degree?
14. Would granting the rezoning request impose undue hardship on adjacent owners, such as noise, light and glare, odor, vibration or other nuisances?
15. Would granting the rezoning request result in problems due to topography, drainage, soil or other natural systems and features?
16. Does the size and shape of the parcel allow for development that meets the bulk regulations and parking requirements in the proposed zone?
17. Are the necessary utilities in place to support the permitted uses in the proposed district?

DRAFT

MINUTES

MASON CITY PLANNING & ZONING COMMISSION

In Person Meeting

Tuesday, February 11, 2025, 5:00 PM

**Item 1: Call to Order and Roll Call**

Coffey called the meeting to order at 5: PM

Commissioners present: Timothy Coffey, Amanda Ragan, Dan Worden (joined at 5:04 PM), John Fallis, and Colleen Niedermayer

Commissioners absent: Reed Wessman

Staff present: Director of Development Services Steven Van Steenhuyse, Planning and Zoning Manager Tricia Sandahl, Administrative Assistant and Secretary to the Commission Regina Card

Fallis called for roll.

Roll was called:

Coffey	Yes	Wessman	Absent
Fallis	Yes	Ragan	Yes
Worden	Yes		
Niedermayer	Yes		

**Item 2: Approval of Agenda**

As there were no changes, the agenda was adopted as submitted.

**Item 3: Approval of Minutes**

**Minutes of the January 14, 2025, meeting**

As there were no changes, the minutes were adopted as submitted.

**Item 4: Change of Zone**

**4.1 RZ2025-04- Michael Mundt:** a request for a change of zone from Z2 Sub-Urban District to Z3 General Urban District for property generally located at 2708 19th St. SW and the abutting and adjacent right of way.

## DRAFT

Sandahl gave the staff report.

**Request:** Staff respectfully requests that the Planning and Zoning Commission hold a public hearing regarding an application from Michael Mundt to rezone the property generally located at 2708 19<sup>th</sup> St. from Z2 Sub-Urban District to Z3 General Urban Zoning District. After the public hearing, staff respectfully requests that the Commission make a recommendation to the City Council on the application.

**Background:** The subject property is owned by the estate of Terry Pullen, the Iowa Traction Rail Road (rail right of way), and the City of Mason City (street and alley right of way). The applicant, Michael Mundt, has an accepted offer to purchase the Pullen property. The area proposed for rezoning comprises approximately 1.9 acres and is currently zoned Z2 Sub-Urban District. The requested rezoning will extend the existing Z3 district found to the east and south.

**Neighboring development and zoning:** The area to the east, southeast, and south is zoned Z3 General Urban Zoning District and is developed with various types of forms and functions including a convenience store, multiple flats, and a mixed-use block. The area to the west and northwest is zoned Z2 Sub-Urban District and is developed with freestanding houses in edgeward dispositions.

**Analysis:** The purpose of the Z2 Sub-Urban Zoning District is to provide space for a limited range of primarily residential lot sizes, limited neighborhood commercial uses and public park spaces in areas planned as walkable neighborhoods that are served or will soon be served by a full range of public services. (Section 12-10-2). The purpose of the Z3 General Urban Zoning District is to provide a range of residential lot sizes to support a mix of residential building types at medium densities with corner offices, corner stores, parks and playgrounds organized in walkable neighborhoods interconnected by landscaped streets and sidewalks. (Section 12-11-1)

*Comprehensive Plan:* Iowa law requires that any rezoning be in accordance with the jurisdiction's Comprehensive Plan. Staff believes that the rezoning request is in accordance with the City's Comprehensive Plan. The 2024 North Iowa Corridor Joint Comprehensive Plan Future Land Use Map (Figure 3.3) identifies the area as "Low Intensity" and "Industrial, Utilities" Low Intensity includes areas with lower-intensity development on urban services. These areas have more space and separation of uses but still encourage efficient transportation and walkable environments. These areas can include a horizontal mix of primarily residential development and limited non-residential uses at compatible lower densities and scales. The Industrial, Utilities area is reserved for larger businesses and industrial development essential to North Iowa's economic base but are not as complementary to standard urban development. In the case of the subject property, the Industrial, Utilities area is limited to the Iowa Traction Railroad property.

Worden joined the meeting at 5:04 PM.

Primary support for the rezoning can be found in Mason City Policy 3: target neighborhoods and corridors to pursue infill development and connectivity. The policy is found on page 94 of the plan, and reads: "There are many areas for development on vacant lots to help meet



## DRAFT

needs for housing and business growth.” Most of the property is vacant; the structures on the lot are dilapidated.

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**Public Comment:** Notice of the application was sent to the owners of all properties within 350 feet of the boundaries of the subject property. Notice of the application and public hearing was published in the Globe-Gazette. A public notice sign was posted on the property. To date, staff has not received any comments either for or against the proposed rezoning.

**Requested Action:** Staff respectfully requested that the Commission hold a public hearing on the requested rezoning. After considering the comments made during the hearing, they asked that the Commission make a recommendation to be forwarded to the City Council.

Niedermayer asked if City Staff is aware of what might go on the site should the change of zone pass. Sandahl explained that ideally, the Commissioners would review and make their recommendations for the change of zone based on the long-term potential uses of the property if it is rezoned to Z3.

Public hearing opened at 5:08 PM.

Michael Mundt- 2045 S. Wilson Ave.- stated that he'd like to redevelop the area and try to improve the property and explained that he lives on the block just down the street and that he'd like it to coordinate with other structures in the area. He went on to say that he doesn't want to construct a big metal building, but rather one with smart siding that would be aesthetically pleasing for the area. He went on to state that he'd like to put a showroom on site and to be able to sell retail fireplaces.

Jack Davis- 1907 S. Wilson Ave.- stated that he commends Mr. Mundt for wanting to improve the area but that he'd like to know the size of the building he plans to construct. Mr. Davis then asked for more detail on what the change of zone process entails. Van Steenhuyse explained that whoever becomes the property owner will be required to comply with whatever zoning standards are required for the adopted zoning district. Sandahl described a "small box" as allowed in the Z3 District and explained the largest building size allowed would be 5,000 square feet in the proposed zoning district. Fallis clarified that a conceptual site plan would require separate and additional approval for a small box form. Van Steenhuyse & Sandahl explained the process and the additional

## DRAFT

approval Mr. Mundt would be required to go through, should he choose to proceed with his idea.

Gerry Buffington- 231 N. Crescent Dr. & 1811 S. Harding Ave.- asked for clarification on why a site plan isn't being looked at, at the present time. Fallis clarified that the site plan will require separate approval and review, and that this application is specifically to address the change of zone request submitted by the Applicant. Sandahl explained that the City does not like to rezone properties based on one person's request and read from the Zoning Ordinance what uses would be allowed on a property in the Z3 General Urban Zoning District to provide more detail to those present. She then explained why City Staff feels it would be appropriate to rezone the property to Z3 General Urban Zoning District and reiterated that extensive review of a site plan prior to approval would be required. Fallis stated that a lot of the uses Sandahl listed are currently allowed under the current, Z2 Sub-Urban District and that rezoning the outlined property to Z3 General Urban Zoning District would not be a major change.

John Coolican – 1931 S. Wilson Ave.- stated concern that one of the permitted uses Sandahl read off from the Zoning Ordinance for the Z3 General Urban Zoning District could be a building as tall as three stories. Mr. Coolican asked how a three-story building would be allowed. Sandahl reiterated that it would be a permitted use in the proposed zoning district and that the City has requirements that would still have to be met, such as setbacks, landscaping, and buffers.

Terry Berk-1358 NE 64<sup>th</sup> St., Pleasant Hill, IA 50009- stated that, if it appeases neighbors, that he and the applicant, Mr. Mundt, would be willing to discuss a site plan with the neighboring property owners, prior to proposing it to City Staff.

Jack Davis- 1907 S. Wilson Ave.- asked if there would be another meeting prior to a building being constructed. Van Steenhuyse clarified that, should Mr. Mundt choose to proceed with his project idea, a site plan would require review by the Development Review Committee, then another Planning & Zoning Commission meeting would be necessary and that at that time, City Staff and the Planning & Zoning Commission would likely discuss and make recommendations on conditions of approval. Sandahl explained how many more City Council meetings this particular application will require following the Planning & Zoning Commission's recommendation(s) this evening. She went on to explain that, if the owner(s) of more than 20% of the land within 200 ft. of the property being rezoned object to the rezoning in writing, it would take 5 of the 6 City Council Members to approve the rezoning application. Mr. Davis asked for additional clarification. Van Steenhuyse reiterated the City Council's approval process and then reiterated the additional review and approval processes that will be required for site plan approval.

Gerry Buffington- 231 N. Crescent Dr. & 1811 S. Harding Ave.- asked if the lot lines would stay where they are. Van Steenhuyse stated that Mr. Mundt would have the capability of combining all of the lots he is purchasing, if he wanted. Sandahl clarified that the reason Mr. Mundt needed to petition for the rezoning is because the one thing that he can't build in the Z2 Sub-Urban District is a "small box" and Z2 Sub-Urban District is what Mr. Mundt would need for the fireplace business.

DRAFT

Public hearing closed at 5:40 PM.

Coffey moved to recommend approval to the City Council for the Change of Zone.  
Worden seconded.

Roll was called:

Coffey	Yes	Ragan	Yes
Fallis	Yes		
Worden	Yes		
Niedermayer	Yes		

**Item 5:     Staff Update**

None.

**Item 6:     Adjourn**

The meeting adjourned at **5:42 pm**.

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John Fallis, Chair

ATTEST:

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Regina Card, Secretary

ORDINANCE NO. 25 – 07

AN ORDINANCE AMENDING TITLE 12 OF THE CITY CODE OF THE CITY OF MASON CITY, IOWA, IT BEING THE ZONING ORDINANCE OF SAID CITY, AND CHANGING THE BOUNDARIES OF CERTAIN DISTRICTS THEREIN ZONED Z2 SUB-URBAN ZONING DISTRICT TO Z3 GENERAL URBAN ZONING DISTRICT FOR PROPERTY GENERALLY LOCATED AT 2708 19<sup>TH</sup> STREET SW

WHEREAS, the Planning and Zoning Commission of the City of Mason City, Iowa, after a public hearing held on February 4, 2025, recommended approval of a change of zone classification of a certain area hereinafter described, and

WHEREAS, the City Council of the City of Mason City, Iowa, did hold a public hearing on the 4<sup>th</sup> day of March, 2025.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mason City, Iowa:

Section 1: That Title 12 of the City Code of the City of Mason City, Iowa and the Zoning Map of the City of Mason City, Iowa, by this reference made a part hereof, be and the same is hereby amended by changing the district boundaries thereof so as to change the classification of property generally located at 2708 19<sup>th</sup> Street SW from Z2 Sub-Urban Zoning District to Z3 General Urban Zoning District and legally described as follows:

LOTS ONE (1), TWO (2), THREE (3), FOURTEEN (14), FIFTEEN (15), AND SIXTEEN (16) IN BLOCK TWO (2) AND THE VACATED NORTH/SOUTH ALLEY ABUTTING SAID LOTS IN THE SUBDIVISION OF THE EAST HALF (E1/2) OF THE SOUTHEAST QUARTER (SE1/4) AND THAT PART OF THE EAST HALF (E1/2) OF THE NORTHEAST QUARTER (NE1/4) OF SECTION EIGHTEEN (18) TOWNSHIP NINETY-SIX (96) NORTH, RANGE TWENTY (20) WEST OF THE 5<sup>TH</sup> P.M., LYING SOUTH OF THE RIGHT OF WAY OF THE CHICAGO, MILWAUKEE AND ST. PAUL RAILWAY.

AND

THE EAST HALF (E1/2) OF THE S. HARDING AVENUE RIGHT-OF-WAY FROM A POINT EXTENDING THE NORTH LINE OF SAID LOT FOURTEEN (14) WEST SOUTH TO THE CENTERLINE OF 19<sup>TH</sup> ST. SOUTHWEST.

AND

THE ALLEY LYING IMMEDIATELY SOUTH OF SAID LOTS ONE (1) AND SIXTEEN (16) AND THE VACATED ALLEY LYING BETWEEN SAID LOTS.

AND

THAT PORTION OF THE PROGRESSIVE RAILWAY RIGHT OF WAY, PLATTED AS THE MASON CITY AND CLEAR LAKE RAILWAY, LYING BETWEEN THE CENTERLINE OF S. HARDING AVENUE AND THE EAST LINE OF S. WILSON AVENUE.

AND

THE NORTH HALF OF THE 19TH STREET RIGHT OF WAY LYING BETWEEN THE CENTERLINE OF THE S. HARDING AVENUE RIGHT OF WAY AND THE EAST LINE OF THE S. WILSON AVENUE RIGHT OF WAY.

AND

THE S. WILSON AVENUE RIGHT OF WAY LYING BETWEEN A LINE EXTENDING THE NORTH PROPERTY LINE OF SAID LOT THREE (3) AND THE NORTH RIGHT OF WAY LINE OF 19TH STREET SW.

Section 2: That all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 3: If any section, provision, or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole, or any section thereof, or part thereof, not adjudged invalid or unconstitutional.

Section 4: This Ordinance shall be in full force and effect upon its final passage, approval and publication as required by law.

PASSED AND APPROVED this 1<sup>st</sup> day of April, 2025.

Bill Schickel, Mayor

ATTEST:

Aaron Burnett, City Clerk

1st Consideration: March 4, 2025  
2nd Consideration: March 18, 2025  
3rd Consideration: April 1, 2025

City of Mason City  
Development Services Department

# Memorandum

To: Aaron Burnett, City Administrator  
From: Steven J. Van Steenhuyse, Director of Development Services  
Date: March 24, 2025  
RE: Ordinance Amending Mason City Wards and Precincts to Include Annexed Areas (2<sup>nd</sup> or FINAL)

**Recommendation:**

Staff respectfully requests that the City Council approve the Ordinance amending the boundaries of the Mason City wards and precincts to include newly annexed areas (2<sup>nd</sup> or FINAL).

**Review:**

The City Council unanimously approved this City Code amendment at the March 18, 2025, meeting on first consideration.

In 2023 and 2024 the City expanded its boundaries through two separate 100% voluntary annexations. The 2023 annexation added land west of Golden Grain along 43<sup>rd</sup> Street SW and land between 43<sup>rd</sup> Street and US Highway 18, totaling approximately 240 acres. The 2024 annexation added approximately 40 acres along with adjacent rights-of-way at the southeast corner of 4<sup>th</sup> Street SW/IA Highway 122 and Lark Avenue, including the soon-to-open Tractor Supply store.

Although there is no one living on any of the annexed parcels, it is possible that one or more residences could be established, especially on the 122 and Lark parcel outside of the Tractor Supply lot. To allow for future residents of these areas to vote, the boundaries of the wards and precincts need to be amended. State Code states that, in the case of annexation, the ward and precinct adjacent to the annexed area can be extended into it. The land annexed in 2023 is adjacent to Ward 4, Precinct 3, and the 2024 land is adjacent to Ward 2, Precinct 2.

Section 1-9-5 of City Code describes each precinct. The attached amendment amends the descriptions of those two precincts to include the adjacent annexed land.

**Budget Impact:**


There is no impact to the operating budget resulting from this action.

**Council Action Requested:**

Staff respectfully requests that the City Council approve the Ordinance amending the boundaries of the Mason City wards and precincts to include newly annexed areas (2<sup>nd</sup> or FINAL).

**Attachments:**

1. Amendment to Title 1, Chapter 9, Section 1-9-5

  
\_\_\_\_\_  
Steven J. Van Steenhuyse, AICP  
Director of Development Services

  
\_\_\_\_\_  
Reviewed and Recommend Approval

(only amended portions of Section 1-9-5 shown below)

1-9-5: ELECTION WARDS AND PRECINCTS:

Ward 2 Precinct 2: Beginning at the intersection of the West City Limits with 4th Street Southwest, thence South the west City Limits to the point at which the City Limits turn east, thence east along the City Limits until the point at which the City Limits turn north, thence north along the City Limits to 4<sup>th</sup> Street Southwest, thence East along 4th Street Southwest to South Pierce Avenue, thence North along South Pierce Avenue to 2nd Street Southwest, thence East along 2nd Street Southwest to South Taylor Avenue, thence North along South Taylor Avenue to West State Street, thence East along West State Street to Linden Drive, thence Southeasterly along Linden Drive to 2nd Street Southwest, thence East along 2nd Street Southwest to South Jackson Avenue, thence North along South Jackson Avenue to 1st Street Southwest, thence East along 1st Street Southwest to the Union Pacific Railroad tracks, thence North along the Union Pacific Railroad tracks to 6th Street Northwest, thence West along 6th Street Northwest to North Tyler Avenue, thence North along North Tyler Avenue to 8th Street Northwest, thence West along 8th Street Northwest to North Pierce Avenue, thence North along North Pierce Avenue to 12th Street Northwest, thence West along 12th Street Northwest to North Taft Avenue, thence North along North Taft Avenue to 15th Street Northwest, thence West along 15th Street Northwest to North Taft Avenue, thence North along North Taft Avenue to its intersection with the North City Limits, thence West and South along City Limits and then West and South again along the City Limits to the point of beginning.

Ward 4 Precinct 3: Beginning at the intersection of the West City Limits with 4th Street Southwest which point is the center of Section 12, Township 96N, Range 21 West, thence East along 4th Street Southwest to Cheslea Creek, thence South along Cheslea Creek to 19th Street Southwest, thence East along 19th Street Southwest to South Pierce Avenue, thence South along South Pierce Avenue to the Southern end of South Pierce Avenue, thence South to the point of its intersection with a line extending South from the end of South Pierce Avenue to its intersection with the South City Limits, thence ~~West and North and West and North again,~~ along the City Limits along said South City Limits to a point where the City Limits turn North, thence North along the City Limits to 43<sup>rd</sup> Street Southwest, at which point the City Limits turn East, thence East along 43<sup>rd</sup> Street Southwest to the point the City Limits turn North, thence North along the City Limits to the point the City Limits turn East, thence East along the City Limits to the East right-of-way line of the Union Pacific Railroad, at which point the City Limits turn North, thence North and Northeasterly along the City Limits to the point that the City Limits turn West, thence West along the City Limits to the point where the City Limits turn North, thence North along the City Limits to the point of beginning.



ORDINANCE NO. 25 -

AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF MASON CITY, IOWA, BY REPEALING TITLE 1 “ADMINISTRATIVE”, CHAPTER 9 “MUNICIPAL ELECTIONS”, SECTION 5 IN ITS ENTIRETY AND ADOPTING A NEW SECTION 5 IN LIEU THERE OF, PERTAINING TO ELECTION WARDS AND PRECINCTS

BE IT ORDAINED by the City Council of the City of Mason City, Iowa

Section 1: That the City Code of the City of Mason City, Iowa, should be and the same is hereby amended by repealing Title 1 “Administrative”, Chapter 9 “Municipal Elections”, Section 5 in its entirety and adopting a new Section 5 in lieu thereof, pertaining to Election Wards and Precincts in as follows:

“TITLE 1  
ADMINISTRATIVE  
CHAPTER 9  
MUNICIPAL ELECTIONS

1-9-5: ELECTION WARDS AND PRECINCTS:

A. Ward 1 Precinct 1: Beginning at the intersection of the North City Limits with U.S. Highway 65, thence Southeast along U.S. Highway 65 to North Federal Avenue, thence South along North Federal Avenue to 18th Street Northeast, thence East along 18th Street Northeast to North Pennsylvania Avenue, thence South along North Pennsylvania Avenue to 11th Street Northeast, thence West along 11th Street Northeast to North Federal Avenue, thence South along North Federal Avenue to East State Street, thence East along East State Street to its intersection with South Virginia Avenue, thence Northerly then West along unnamed, paved East Park road to 4th Street Northeast, thence West along 4th Street Northeast to North Carolina Avenue, thence North along North Carolina Avenue to its intersection with the North City Limits, thence West along the City Limits to the point of beginning.

Ward 1 Precinct 2: Beginning at the intersection of the North City Limits with North Carolina Avenue, thence South along North Carolina Avenue to 9th Street Northeast, thence East along 9th Street Northeast to Birch Drive, thence Southeast along Birch Drive to its intersection with the Canadian Pacific Railway tracks, thence northeasterly along the Canadian Pacific Railway tracks to its intersection with the North City Limits, thence West and North, thence East, North and West, thence North and West, following the City Limits line to the point of beginning.

Ward 1 Precinct 3: Beginning at the intersection of the North City Limits with the Canadian Pacific Railway tracks, thence Southwesterly along the Canadian Pacific Railway tracks to Birch Drive, thence Northwest along Birch Drive to its intersection with 9th Street Northeast, thence

West along 9th Street Northeast to its intersection with North Carolina Avenue, thence South along North Carolina Avenue to 4th Street Northeast, thence East along 4th Street Northeast to its intersection with the unnamed, paved East Park road, thence East along the unnamed, paved East Park road East and South to its intersection with East State Street, thence East along East State Street to South Indiana Avenue, thence South along South Indiana Avenue to 4th Street Southeast, thence East along 4th Street Southeast to its intersection with the East City Limits, thence North and West, and North and West, along the City Limits to the point of beginning.

Ward 2 Precinct 1: Beginning at the intersection of the Union Pacific Railroad tracks with 12th Street Northwest, thence East along 12th Street Northwest to North Federal Avenue, thence South along North Federal Avenue to West State Street, thence West along West State Street to South Washington Avenue, thence South along South Washington Avenue to 2nd Street Southwest, thence West along 2nd Street Southwest to the intersection of South Monroe Avenue and 2nd Street Southwest, thence continuing West along a line extending from the intersection of 2nd Street Southwest and South Monroe Avenue to the Union Pacific Railroad tracks, thence North along the Union Pacific Railroad tracks to the point of beginning.

Ward 2 Precinct 2: Beginning at the intersection of the West City Limits with 4th Street Southwest, thence South the west City Limits to the point at which the City Limits turn east, thence east along the City Limits until the point at which the City Limits turn north, thence north along the City Limits to 4<sup>th</sup> Street Southwest, thence East along 4th Street Southwest to South Pierce Avenue, thence North along South Pierce Avenue to 2nd Street Southwest, thence East along 2nd Street Southwest to South Taylor Avenue, thence North along South Taylor Avenue to West State Street, thence East along West State Street to Linden Drive, thence Southeasterly along Linden Drive to 2nd Street Southwest, thence East along 2nd Street Southwest to South Jackson Avenue, thence North along South Jackson Avenue to 1st Street Southwest, thence East along 1st Street Southwest to the Union Pacific Railroad tracks, thence North along the Union Pacific Railroad tracks to 6th Street Northwest, thence West along 6th Street Northwest to North Tyler Avenue, thence North along North Tyler Avenue to 8th Street Northwest, thence West along 8th Street Northwest to North Pierce Avenue, thence North along North Pierce Avenue to 12th Street Northwest, thence West along 12th Street Northwest to North Taft Avenue, thence North along North Taft Avenue to 15th Street Northwest, thence West along 15th Street Northwest to North Taft Avenue, thence North along North Taft Avenue to its intersection with the North City Limits, thence West and South along City Limits and then West and South again along the City Limits to the point of beginning.

Ward 2 Precinct 3: Beginning at the intersection of the North City Limits with North Taft Avenue, thence South along North Taft Avenue to 15th Street Northwest, thence East along 15th Street Northwest to North Taft Avenue, thence South along North Taft Avenue to 12th Street Northwest, thence East along 12th Street Northwest to North Pierce Avenue, thence South along North Pierce Avenue to 8th Street Northwest, thence East along 8th Street Northwest to North Tyler Avenue, thence South along North Tyler Avenue to 6th Street Northwest, thence East along 6th Street Northwest to the Union Pacific Railroad tracks, thence North along the Union Pacific Railroad tracks to 12th Street Northwest, thence East along 12th Street Northwest to North Federal Avenue, thence South along North Federal Avenue to 11th Street Northeast, thence East along 11th Street Northeast to North Pennsylvania Avenue, thence North along

North Pennsylvania Avenue to 18th Street Northeast, thence West along 18th Street Northeast to North Federal Avenue, thence North along North Federal Avenue to U.S. Highway 65 to its intersection with the North City Limits, thence West and South along the City Limits to the point of beginning.

Ward 3 Precinct 1: Beginning at the intersection of South Washington Avenue and West State Street, thence East along West State Street to East State Street to its intersection with South Indiana Avenue, thence South along South Indiana Avenue to 4th Street Southeast, thence West along 4th Street Southeast to South Louisiana Avenue, thence South along South Louisiana Avenue to 6th Street Southeast, thence West along 6th Street Southeast to South Federal Avenue, thence North along South Federal Avenue to 4th Street Southwest, thence West along 4th Street Southwest to South Washington Avenue, thence North along South Washington Avenue to the point of beginning.

Ward 3 Precinct 2: Beginning at the point of intersection of the South City Limits with the Union Pacific Railroad tracks which pass along the West side of Georgia Hanford Park, thence West to the intersection of 27th Street Southwest and South Federal Avenue, thence North along South Federal Avenue to 22nd Street Southeast, thence East along 22nd Street Southeast to South Pennsylvania Avenue, thence North along South Pennsylvania Avenue to 12th Street Southeast, thence West along 12th Street Southeast to South Federal Avenue, thence North along South Federal Avenue to the Canadian Pacific Railway tracks, thence East along the Canadian Pacific Railway tracks to a point from South Pennsylvania Avenue extended South to intersect with the Canadian Pacific Railway tracks, thence North from said point to and along South Pennsylvania Avenue to 8th Place Southeast, thence East along 8th Place Southeast to South Jersey Avenue, thence South along South Jersey Avenue to 9th Street Southeast, thence East along 9th Street Southeast to South Georgia Avenue, thence North along South Georgia Avenue to 6th Street Southeast, thence East along 6th Street Southeast to South Virginia Avenue, thence South along South Virginia Avenue to 19th Street Southeast, thence West along 19th Street Southeast to the former Union Pacific Railroad property now owned by the City of Mason City for trail purposes, thence South along the former Union Pacific Railroad property to its intersection with the South City Limits, thence West along the City Limits to the point of beginning.

Ward 3 Precinct 3: Beginning at the intersection of the South City Limits with the former Union Pacific Railroad property now owned by the City of Mason City for trail purposes, thence North along the former Union Pacific Railroad property to 19th Street Southeast, thence East along 19th Street Southeast to South Virginia Avenue, thence North along South Virginia Avenue to 6th Street Southeast, thence East along 6th Street Southeast to South Louisiana Avenue, thence North along South Louisiana Avenue to 4th Street Southeast, thence East along 4th Street Southeast to its intersection with the East City Limits, thence South and West and South and West again, along the City Limits to the point of beginning.

Ward 4 Precinct 1: Beginning at the intersection of South Pierce Avenue with 2nd Street Southwest, thence East along 2nd Street Southwest to South Taylor Avenue, thence North along South Taylor Avenue to West State Street, thence East along West State Street to Linden Drive, thence Southeasterly along Linden Drive to 2nd Street Southwest thence easterly along 2nd

Street Southwest to South Jackson Avenue, thence North along South Jackson Avenue to 1st Street Southwest, thence East along 1st Street Southwest to the Union Pacific Railroad tracks, thence South along the Union Pacific Railroad tracks to the intersection of the Union Pacific Railroad tracks and a line extending West from the intersection of 2nd Street Southwest and South Monroe Avenue, thence East along said line to the intersection of 2nd Street Southwest and South Monroe Avenue, thence East along 2nd Street Southwest to South Washington Avenue, thence South along South Washington Avenue to 4th Street Southwest, thence East along 4th Street Southwest to South Federal Avenue, thence South along South Federal Avenue to 6th Street Southeast, thence East along 6th Street Southeast to South Georgia Avenue, thence South along South Georgia Avenue to 9th Street Southeast, thence West along 9th Street Southeast to South Jersey Avenue, thence North along South Jersey Avenue to 8th Place Southeast, thence West along 8th Place Southeast to South Pennsylvania Avenue, thence South along South Pennsylvania Avenue extended South to a point intersecting with the Canadian Pacific Railway tracks, thence West along the Canadian Pacific Railway tracks to South Federal Avenue, thence South along South Federal Avenue to 12th Street Southeast, thence East along 12th Street Southeast to South Pennsylvania Avenue, thence South along South Pennsylvania Avenue to 19th Street Southeast, thence West along 19th Street Southeast to South Federal Avenue, thence North along South Federal Avenue to 15th Street Southwest, thence West and North along 15th Street Southwest to the intersection of South Monroe Avenue, thence South along South Monroe Avenue to the intersection of the Union Pacific Railroad tracks, thence North along the Union Pacific Railroad tracks to the intersection of the Canadian Pacific Railway tracks, thence West along the Canadian Pacific Railway tracks to Cheslea Creek, thence North along Cheslea Creek to 4th Street Southwest, thence East along 4th Street Southwest to South Pierce Avenue, thence North along South Pierce Avenue to the point of beginning.

Ward 4 Precinct 2: Beginning at the point of intersection of the South City Limits with a line extending South from the South end of South Pierce Avenue, thence North along said line to beginning of South end of South Pierce Avenue and continuing North along South Pierce Avenue to the intersection of 19th Street Southwest, thence West along 19th Street Southwest to Cheslea Creek, thence North along Cheslea Creek to the Canadian Pacific Railway tracks, thence East along the Canadian Pacific Railway tracks to the intersection of the Union Pacific Railroad tracks, thence Southeast along the East fork of the Union Pacific Railroad tracks to South Monroe Avenue, thence North along South Monroe Avenue to the intersection of 15th Street Southwest, thence South and East along 15th Street Southwest to South Federal Avenue, thence South along South Federal Avenue to 19th Street Southeast, thence East along 19th Street Southeast to South Pennsylvania Avenue, thence South along South Pennsylvania Avenue to 22nd Street Southeast, thence West along 22nd Street Southeast to South Federal Avenue, thence South along South Federal Avenue to the intersection of 27th Street Southwest and South Federal Avenue, thence East from the intersection of 27th Street Southwest and South Federal Avenue to the intersection of the City Limits and the Union Pacific Railroad, thence South, West, South, East, South and West around the City Limits to the point of beginning.

Ward 4 Precinct 3: Beginning at the intersection of the West City Limits with 4th Street Southwest which point is the center of Section 12, Township 96N, Range 21 West, thence East along 4th Street Southwest to Cheslea Creek, thence South along Cheslea Creek to 19th Street Southwest, thence East along 19th Street Southwest to South Pierce Avenue, thence South along

South Pierce Avenue to the Southern end of South Pierce Avenue, thence South to the point of its intersection with a line extending South from the end of South Pierce Avenue to its intersection with the South City Limits, thence West ~~and North and West and North again, along the City Limits along~~ said South City Limits to a point where the City Limits turn North, thence North along the City Limits to 43<sup>rd</sup> Street Southwest, at which point the City Limits turn East, thence East along 43<sup>rd</sup> Street Southwest to the point the City Limits turn North, thence North along the City Limits to the point the City Limits turn East, thence East along the City Limits to the East right-of-way line of the Union Pacific Railroad, at which point the City Limits turn North, thence North and Northeasterly along the City Limits to the point that the City Limits turn West, thence West along the City Limits to the point where the City Limits turn North, thence North along the City Limits to the point of beginning.

Section 2: That all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 3: If any section, provision or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole, or any section thereof, or part thereof, not adjudged invalid or unconstitutional.

Section 4: This ordinance shall be in full force and effect upon its final passage, approval and publication as required by law.

PASSED AND APPROVED this    day of   , 2025.

Bill Schickel, Mayor

ATTEST:

Aaron Burnett, City Clerk

First Consideration:    March 18, 2025  
Second Consideration: April 1, 2025  
Final Consideration:

**City of Mason City  
Mason City Police Department**

# Memorandum

To: Aaron Burnett, City Administrator  
From: Jeff Brinkley, Police Chief  
Date: March 26, 2025  
RE: Denial of Glass and Device Permits

**Recommendation:**

Denial of Glass and Device Permits for tobacco licensees located inside the city limits of Mason City.

**Review:**

A new law went into effect on January 1, 2025, that requires approval by city council for businesses with a tobacco licenses to sell glassware and devices that could be used for “tobacco, hemp, other plant materials, or a controlled substance.” In addition to the \$1,500 fee for the licenses, retailers must also collect a 40% device excise tax, 6% sales tax, and any local option sales tax if they are approved for glass and device sales.

To date, there have been six applications for local tobacco licensees to be reviewed by the City Council. The applicants are as follows:

- Sama, Inc., dba Prime Wine and Spirits – 1104 N Federal Ave
- Farouk 2, Inc., dba Mason Tobacco & Smoke Shop – 497 Indian Head Dr
- Asim LLC, dba Monroe Liquor – 18 N Monroe Ave
- Northside Liquor – 1303 N Federal Ave
- Malik’s #3, dba The Spot – 1303 4<sup>th</sup> Street SW
- Mason, Inc., dba R Smokes – 3431 4<sup>th</sup> Street SW

A full summary of the Glass and Metal Devices information is available on the Iowa Department of Revenue website at <https://revenue.iowa.gov/taxes/tax-guidance/sales-use-excise-tax/glass-and-metal-devices> for your review.

As we work to address public and community safety, we know that an array of products exist that are designed and marketed to kids to make substance use attractive. The current variety of flavoring and product design in vaping devices is just one example. From a

harm reduction standpoint, I believe that the sale of glassware and devices at tobacco retailers in Mason City provides ready access to young people who are on a pathway to experiment with substances beyond vaping devices.

If an applicant wants to appeal your decision to deny their application for a glass permit tonight, this is the overview of the appeal process:

The permitting process for device retailers described in Senate File 345 (now codified at Iowa Code chapter 453E) is similar to the process for retail tobacco permits. Compare Iowa Code § 453E.3(4), with § 453A.13(2)(a).

In the tobacco retail permit context, the Department of Revenue promulgated rule 701-255.1(7)"a", which provides the following guidance for localities evaluating retail tobacco permits: "The power to grant the retail permit is discretionary with the city council or board of supervisors, and uniform, nondiscriminatory limits may be placed on the issuance of the retail permit." At this time, the Department expects to provide similar guidance by rule for device retailer permits, and proposed rules are currently being drafted by Department staff.

A copy of Iowa Code Chapter 453E is attached for your review.

I would ask you to deny these six applications for glass and devices, to limit the accessibility of these devices in our community and the community's exposure to substance use. I also believe this makes a policy statement by the City Council that the health and welfare of our community matters. It is possible that the city will receive additional applications from other tobacco retailers. When those applications are received, I'll bring those back to you for review and request for denial.

**Budget Impact:**

There is no impact to the budget for denial of the glass and device permit denial.

**Council Action Requested:**

Denial of Glass and Device Permits for tobacco licensees located inside the city limits of Mason City.

**Jeff Brinkley**

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Jeff Brinkley, Police Chief

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Reviewed and Recommend Approval

## CHAPTER 453E

## REGULATION OF TOBACCO PRODUCTS — DEVICE RETAILERS AND DELIVERY SALES

453E.1	Definitions.	453E.5	Sales and excise taxes on sales and delivery sales of devices
453E.2	Administration — rules — intent.		— examination of records and premises — subpoena for witnesses and papers.
453E.3	Device retailers — permits — fees.	453E.6	Specialty courts and diversion programs fund.
453E.4	Delivery sale of devices — permit — requirements.	453E.7	Permits — suspension — revocation — penalties.

**453E.1 Definitions.**

As used in this chapter, unless the context otherwise requires:

1. “*Business*” means any trade, occupation, activity, or enterprise engaged in for the purpose of selling or distributing tobacco products and devices in this state.
2. “*Consumer*” means any person who has title to or possession of devices in storage, for use or other consumption in this state.
3. “*Controlled substance*” means controlled substance as defined in section 124.101.
4. “*Delivery sale*” means any sale of a device to a purchaser in this state where the purchaser submits the order for such sale by means of a telephonic or other method of voice transmission, mail or any other delivery service, or the internet or other online service and the device is delivered by use of mail or a delivery service. The sale of a device shall constitute a delivery sale regardless of whether the seller is located in this state. “*Delivery sale*” does not include a sale to a distributor or retailer of a device not for personal use.
5. “*Department*” means the department of revenue.
6. a. “*Device*” means any equipment or product, made in whole or in part of glass or metal, that is designed for use in inhaling through combustion tobacco, hemp, other plant materials, or a controlled substance. “*Device*” does not include a vapor product or a tobacco smoking product made of briar, meerschaum, clay, or corn cob and not having a surface, aperture, or other feature consisting of metal or glass.
  - b. In determining whether any particular item constitutes a “*device*”, the following factors may be considered:
    - (1) The instructions, oral or written, provided with the item concerning its use.
    - (2) Any descriptive materials accompanying the item which explain or depict its use.
    - (3) National and local advertising concerning the item’s use.
    - (4) The manner in which the item is displayed for sale.
    - (5) Whether the owner of the place of business, or anyone in control of the item at the place of business, is a legitimate supplier of like or related items to the community, such as a licensed distributor, manufacturer, or subjobber.
    - (6) Direct or circumstantial evidence of the ratio of sales of the item to the total sales of the place of business.
    - (7) The existence and scope of legitimate uses of the item in the community.
    - (8) Expert testimony concerning the item’s use.
  - c. A particular item may constitute a device notwithstanding any lawful use of the item.
7. “*Device retailer*” means a person engaged in the retail sale of tangible personal property who is also engaged in selling devices to the ultimate consumer.
8. “*Director*” means the director of revenue.
9. “*Distributor*” means the same as defined in section 453A.42.
10. “*Manufacturer*” means the same as defined in section 453A.42.
11. “*Place of business*” means any place where tobacco products and devices are sold, stored, or kept for the purpose of sale or consumption; or for a business within or without the state that conducts delivery sales, any place where tobacco products and devices are sold or are kept for the purpose of sale, including delivery sales.
12. “*Retail outlet*” means each place of business from which tobacco products and devices are sold to consumers.



13. “Sale” means any transfer, exchange, or barter, in any manner or by any means whatsoever, for consideration, and includes and means all sales made by any person.

14. “Subjobber” means the same as defined in section 453A.42.

15. “Tobacco products” means cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; cavendish; plug and twist tobacco; fine-cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking; but shall not include cigarettes as defined in section 453A.1.

16. “Tobacco retailer” means a retailer as defined in section 453A.42.

17. “Use” means the exercise of any right or power incidental to the ownership of tobacco products or devices.

18. “Vapor product” means the same as defined in section 453A.1.

2024 Acts, ch 1165, §1, 8

Section effective January 1, 2025; 2024 Acts, ch 1165, §8

NEW section

#### 453E.2 Administration — rules — intent.

1. The director shall administer this chapter. The director shall collect, supervise, and enforce the collection of all fees, taxes, and civil penalties imposed under this chapter.

2. The director may adopt rules pursuant to chapter 17A that are necessary to enforce this chapter.

3. The director may designate employees to administer and enforce the provisions of this chapter, including the collection of all taxes provided for in this chapter. In the enforcement, the director may request aid from the attorney general, the special agents of the state, any county attorney, or any peace officer. The director may appoint clerks and additional help as may be needed to administer this chapter.

4. This chapter or the holding of a device retailer permit or a device delivery sale permit under this chapter shall not be construed to provide for any of the following:

a. Immunity from prosecution or the limitation of the application of other state law and regulations governing tobacco products, drug paraphernalia, or controlled substances.

b. Authorization for the possession, marketing, offering for sale, or selling of a device, the possession, marketing, offering for sale, or selling of which is otherwise prohibited by state or federal law.

2024 Acts, ch 1165, §2, 8

Section effective January 1, 2025; 2024 Acts, ch 1165, §8

NEW section

#### 453E.3 Device retailers — permits — fees.

1. *Permits required.* A person shall not engage in the business of a device retailer at any place of business or through delivery sales, unless the person complies with all of the following:

a. The person has received and holds a permit as a tobacco retailer pursuant to section 453A.47A that has not been suspended or revoked and is not expired; complies with the provisions of chapter 453A applicable to a tobacco retailer; and sells tobacco products in addition to devices at the retail outlet or through delivery sales.

b. The person has received and holds a permit as a device retailer pursuant to this section that has not been suspended or revoked and is not expired, and complies with the provisions of this chapter.

2. *No sales without device retailer permit.* A device retailer shall not sell devices until an application has been filed and the fee prescribed paid for a permit and until such permit is obtained and only while such permit is not suspended, revoked, or expired.

3. *Number of device retailer permits.* An application shall be filed and a permit obtained for each place of business owned or operated by a device retailer located in the state. If an out-of-state device retailer makes delivery sales of devices, an application shall be filed with the department and a permit shall be issued for the out-of-state device retailer’s principal place of business.

4. *Issuance.*

a. Cities may approve device retailer permit applications for applicants located within their respective limits. County boards of supervisors may approve device retailer permit applications for applicants located in their respective counties, outside of the corporate limits of cities.

b. Upon approval of a device retailer permit application by a city or county, the department shall issue the permit to the applicant on behalf of the city or county, as applicable, in a manner determined by the department. A city or county shall use the department's electronic portal to process device retailer permit applications. A city or county that is unable to use the department's electronic portal may request permission from the director to process device retailer permit applications by another method.

c. The department shall submit the current list of all device retailer permits issued to the department of health and human services by the last day of each quarter of a state fiscal year.

5. *Fees — expiration.* All device retailer permits provided for in this section shall expire on June 30 of each year. A device retailer permit shall not be granted or issued until the applicant has paid the fees provided for in this section for the period ending June 30 next, to the department. The fee for a device retailer permit is one thousand five hundred dollars.

6. *Application.* Device retailer permits shall be issued only upon application, accompanied by the one thousand five hundred dollar fee, made upon forms furnished by the department. The application, any supporting documentation, and the associated fees required by this section shall be submitted to the department electronically. The forms shall specify all of the following:

a. The manner under which the device retailer transacts or intends to transact business as a device retailer.

b. The principal office, residence, and place of business, to which the device retailer permit is to apply.

c. If the applicant is not an individual, the names of the partners if the applicant is a partnership or the names of the principal officers or members if the applicant is a legal entity, and their addresses.

d. Such other information as the director shall by rule prescribe.

7. *Records and reports of device retailers.*

a. The director shall prescribe the forms necessary for the efficient administration of this section and may require uniform books and records to be used and kept by each device retailer or other person as deemed necessary.

b. Every device retailer shall, when requested by the department, make additional reports as the department deems necessary and proper and shall at the request of the department furnish full and complete information pertaining to any transaction of the device retailer involving the purchase or sale of devices, including the number of devices sold.

8. *Requirements for sale.*

a. A device retailer shall not sell, give, or otherwise supply a device to any person under twenty-one years of age and shall verify the age of all purchasers of devices. If a device is purchased at a retail outlet, valid proof of the purchaser's identity and age shall be obtained at the time the device is supplied to the purchaser. If a device is purchased through a delivery sale, valid proof of the purchaser's identity and age shall be obtained in accordance with section 453E.4.

b. A device retailer shall only display and sell devices in a location of a retail outlet where the device retailer ensures that the devices are not visible to a person younger than twenty-one years of age and where no person younger than twenty-one years of age is present or permitted to enter at any time.

2024 Acts, ch 1165, §3, 8

Section effective January 1, 2025; 2024 Acts, ch 1165, §8  
NEW section

**453E.4 Delivery sale of devices — permit — requirements.**

1. A person shall not mail, ship, or otherwise cause to be delivered any device in

connection with a delivery sale to any other person within this state unless the person has applied for and holds a device delivery sale permit as provided in this section.

2. All device delivery sale permits provided for in this section shall expire on June 30 of each year. A device delivery sale permit shall not be granted or issued until the applicant has paid the fees provided for in this section for the period ending June 30 next, to the department. The fee for a device delivery sale permit is one thousand five hundred dollars.

3. Device delivery sale permits shall be issued only upon application, accompanied by the one thousand five hundred dollar fee, made upon forms furnished by the department. The application, any supporting documentation, and the associated fees required by this section shall be submitted to the department electronically. The forms shall specify all of the following:

a. The manner under which the device delivery sale permit holder transacts or intends to transact business as a device delivery sale permit holder.

b. The principal office, residence, and place of business, to which the device delivery sale permit is to apply.

c. If the applicant is not an individual, the names of the partners if the applicant is a partnership or the names of the principal officers or members if the applicant is a legal entity, and their addresses.

d. Such other information as the director shall by rule prescribe.

4. The delivery sale of devices pursuant to this section shall be subject to the following requirements and restrictions:

a. All devices delivered by delivery sale directly to a resident of this state shall be sold only by a device delivery sale permit holder.

b. A device delivery sale permit holder shall only deliver devices by delivery sale to a resident of this state who is at least twenty-one years of age for the resident's personal use and not for resale.

c. All devices delivered by delivery sale directly to a resident of this state shall be conspicuously labeled with the words "CONTAINS DEVICE: SIGNATURE OF PERSON AGE 21 OR OLDER REQUIRED FOR DELIVERY" or shall be conspicuously labeled with alternative wording preapproved by the director.

d. A device delivery sale permit holder shall obtain valid proof of identity and age prior to delivery, and shall obtain the signature of a person age twenty-one or older as a condition of delivery.

e. A device delivery sale permit holder shall maintain records of devices delivered which include the name of the device manufacturer, quantity of devices delivered, recipient's name and address and verification of age on an electronic or paper form of signature from the recipient of the device, and sales and excise taxes paid. Records shall be submitted electronically to the director on a monthly basis in a form and manner to be determined by the director. Records shall be maintained for at least five years.

5. A device delivery sale permit holder shall remit to the director electronically an amount equivalent to the applicable sales tax and excise tax on devices subject to delivery sale at the rates specified in section 423.2 and section 453E.5, as applicable. The amount shall be remitted at the time and in the manner provided in section 453E.5.

6. A device delivery sale permit holder shall be deemed to have consented to the jurisdiction of the director or any other agency or court in this state concerning enforcement of this section and any related laws, rules, or regulations. A device delivery sale permit holder shall allow the director to perform an audit of records of devices upon request.

2024 Acts, ch 1165, §4, 8

Referred to in §453E.3

Section effective January 1, 2025; 2024 Acts, ch 1165, §8

NEW section

**453E.5 Sales and excise taxes on sales and delivery sales of devices — examination of records and premises — subpoena for witnesses and papers.**

1. A sale or delivery sale of a device within this state shall be subject to the sales tax provided in chapter 423, subchapter II. All the provisions for the lien of the tax, its collection,

and all actions as provided in the uniform sales and use tax administration Act, chapter 423, shall apply to the tax imposed in this chapter.

2. a. There is levied and imposed an excise tax on a device purchased in this state through a sale by a device retailer or purchased for use in this state through a delivery sale of forty percent of the retail sales price of the device.

b. For the purposes of this section, “*retail sales price*” means the total amount of consideration, including cash, credit, property, and services, for which personal property or services are sold, leased, or rented, valued in money, whether received in money or otherwise, without any deduction for any of the following:

(1) The device retailer’s or device delivery sale permit holder’s cost of the device sold.

(2) The cost of materials used, labor or service cost, interest, losses, all costs of transportation to the device retailer or to the device delivery sale permit holder, as applicable, all taxes imposed on the device retailer or the device delivery sale permit holder except as provided in paragraph “c”, subparagraphs (5) and (6), and any other expenses of the device retailer or device delivery sale permit holder.

(3) Charges by the device retailer or device delivery sale permit holder for any services necessary to complete the sale, other than delivery and installation charges.

(4) Delivery charges.

c. “*Retail sales price*” does not include any of the following:

(1) Discounts, including cash, term, or coupons that are not reimbursed by a third party that are allowed by a device retailer or a device delivery sale permit holder and taken by a consumer on sale.

(2) Interest, financing, carrying charges from credit extended on the sale of a device, if the amount is separately stated on the invoice, bill of sale, or similar document given to the consumer.

(3) Any taxes legally imposed directly on the consumer that are separately stated on the invoice, bill of sale, or similar document given to the consumer.

(4) Trade discounts given or allowed by manufacturers, distributors, or wholesalers to device retailers or device delivery sale permit holders or by manufacturers or distributors to wholesalers and payments made by manufacturers, distributors, or wholesalers directly to device retailers or device delivery sale permit holders or by manufacturers or distributors to wholesalers to reduce the sales price of the manufacturer’s, distributor’s, or wholesaler’s product or to promote the sale or recognition of the manufacturer’s, distributor’s, or wholesaler’s product. This subparagraph does not apply to coupons issued by manufacturers, distributors, or wholesalers to consumers.

(5) Any state or local tax on a sale that is imposed on the device retailer or device delivery sale permit holder if the statute, rule, or local ordinance imposing the tax provides that the device retailer or device delivery sale permit holder may but is not required to collect such tax from the consumer, and if the tax is separately stated on the invoice, bill of sale, or similar document given to the consumer.

(6) Any tribal tax on a sale that is imposed on the device retailer or device delivery sale permit holder if the tribal law imposing the tax provides that the device retailer or device delivery sale permit holder may but is not required to collect such tax from the consumer, and if the tax is separately stated on the invoice, bill of sale, or similar document given to the consumer.

d. The retail sales price does not include, and the device excise tax shall not apply to, amounts received for charges included in paragraph “b”, subparagraphs (3) and (4), if the charges are separately contracted for, separately stated on the invoice, bill of sale, or similar document given to the consumer, and the amounts represent charges which are not the retail sales price of a taxable sale of a device under this chapter.

3. A device delivery sale permit holder shall be deemed to have waived all claims that such permit holder lacks physical presence within this state for purposes of collecting and remitting the sales and excise taxes.

4. A device delivery sale permit holder making taxable delivery sales of devices within this state and a device retailer shall remit to the department electronically all sales and excise taxes due on such sales at the times and in the manner as established by rule of the director.

5. The director may adopt rules pursuant to chapter 17A to administer this section.
6. Excise taxes collected under this section shall be deposited in the specialty courts and diversion programs fund created in section 453E.6.
7.
  - a. For the purpose of enabling the department to determine the tax liability of device delivery sale permit holders, device retailers, or any other person dealing in devices or to determine whether a tax liability has been incurred, the department shall have the right to inspect any premises of the device delivery sale permit holder, device retailer, or other person dealing in devices located within or without the state of Iowa where devices are manufactured, produced, made, stored, transported, sold, or offered for sale or exchange, and to examine all of the records required to be kept or any other records that may be kept incident to the conduct of the business of said device delivery sale permit holder, device retailer, or any other person dealing in devices.
  - b. The department shall also have the right as an incident to determining the tax liability, or whether a tax liability has been incurred, to examine all stocks of devices and to remain upon the premises for such length of time as may be necessary to fully determine the tax liability, or whether a tax liability has been incurred.
  - c. It shall be unlawful for a permit holder to fail to produce upon demand of the department any records required to be kept or to hinder or prevent in any manner the inspection of the records or the examination of the premises.
  - d. In the case of any departmental inspection conducted under this section requiring department personnel to travel outside the state of Iowa, any additional costs incurred by the department for out-of-state travel expenses shall be borne by the device delivery sale permit holder, device retailer, or other person dealing in devices. These additional costs shall be those costs in excess of the costs of a similar inspection conducted at the geographical point located within the state of Iowa nearest to the out-of-state inspection point. In lieu of conducting an on-premises out-of-state inspection, the department shall have the authority to direct the device delivery sale permit holder, device retailer, or other person dealing in devices to assemble and transport all records described in this subsection to the nearest practical and convenient geographical location in Iowa for inspection by the department.

2024 Acts, ch 1165, §5, 8

Referred to in §453E.4, 453E.6

Section effective January 1, 2025; 2024 Acts, ch 1165, §8

NEW section

#### **453E.6 Specialty courts and diversion programs fund.**

1. A specialty courts and diversion programs fund is created in the state treasury under the control of the office of drug control policy. Moneys from permit fees, with the exception of permit fees collected by the department on behalf of cities or counties in the issuance of permits, and excise taxes imposed and collected pursuant to section 453E.5, shall be deposited in the fund. Permit fees collected by the department on behalf of cities under this chapter shall be remitted by the department to the treasurer of the city where the permit is effective and credited to the general fund of the city. Permit fees collected by the department on behalf of counties under this chapter shall be remitted by the department to the treasurer of the county where the permit is effective and credited to the general fund of the county.
2. Moneys in the fund are appropriated to the office of drug control policy to be used for the purpose of the support of specialty courts and diversion programs to address underlying substance use disorder-related and mental health-related issues that contribute to the contact of individuals with the justice system.
3. The drug policy coordinator of the office of drug control policy shall develop criteria for approval of a request for specialty courts and diversion programs funding. Annually, by May 1, the state court administrator shall submit a specialty courts and diversion programs funding request for the upcoming fiscal year to the drug policy coordinator of the office of drug control policy for approval, and the drug policy coordinator shall approve or reject any such request no later than June 1. The state court administrator may submit a subsequent request within fifteen days of notification of the rejection of an initial request. The state court administrator shall consult with the director of the department of corrections prior to submitting any funding request that involves the department of corrections.

4. The fund shall be separate from the general fund of the state and shall not be considered part of the general fund of the state. The moneys in the fund shall not be considered revenue of the state, but rather shall be moneys of the fund. The moneys in the fund are not subject to reversion to the general fund of the state under section 8.33 and shall not be transferred, used, obligated, appropriated, or otherwise encumbered, except to provide for the purposes of this section. Notwithstanding section 12C.7, subsection 2, interest or earnings on moneys deposited in the fund shall be credited to the fund.

5. The treasurer of state shall provide a quarterly report of fund activities and balances to the drug policy coordinator of the office of drug control policy.

2024 Acts, ch 1165, §6, 8

Referred to in §453E.5

Section effective January 1, 2025; 2024 Acts, ch 1165, §8

NEW section

#### 453E.7 Permits — suspension — revocation — penalties.

1. The provisions of chapter 453A, including the permit suspension and revocation provisions and the civil penalties established in section 453A.22, shall apply to tobacco retailers who are also device retailer permit holders or device delivery sale permit holders under this chapter. The provisions of chapter 453A applicable to persons other than tobacco retailers who violate chapter 453A shall also apply to persons who violate this chapter.

2. A person holding a device retailer permit or a device delivery sale permit under this chapter who violates this chapter by marketing or selling a device to be used or attempted to be used or that is capable of use in combination with tobacco, hemp, other plant materials, or a controlled substance, to knowingly or intentionally and primarily inhale the material or substance through combustion commits a serious misdemeanor and is also subject to permit revocation.

3. a. If a person holding a device retailer permit or a device delivery sale permit under this chapter has willfully violated this chapter, the department shall revoke the permit upon notice and hearing. The hearing before the department may be held at a site in the state as the department may direct. The notice shall be given by mailing a copy to the permit holder's place of business as it appears on the application for a permit. If, upon hearing, the department finds that the violation has occurred, the department may revoke the permit.

b. If a device retailer permit or a device delivery sale permit is suspended or revoked under this section, the suspension or revocation shall only apply to the place of business at which the violation occurred and shall not apply to any other place of business to which the permit applies but at which the violation did not occur.

c. A local authority shall report the suspension or revocation of a device retailer permit or a device delivery sale permit under this section to the department within thirty days of the suspension or revocation of the permit.

4. In addition to any other applicable penalties, a device retailer permit holder or a device delivery sale permit holder who violates this chapter shall be subject to the following:

a. For a first violation, a civil penalty of five hundred dollars.

b. For a second violation, a civil penalty of one thousand dollars.

c. A third violation constitutes grounds for suspension or revocation of the permit under this chapter.

5. A person other than a device retailer permit holder or a device delivery sale permit holder who violates this chapter, including a person who engages in the business of a device retailer at any place of business or through delivery sales without holding an applicable, valid permit under this chapter, commits a serious misdemeanor and shall also be subject to the following civil penalties:

a. For a first violation, a civil penalty of one thousand dollars.

b. For a second violation, a civil penalty of two thousand dollars.

c. For a third or subsequent violation, a civil penalty of five thousand dollars.

2024 Acts, ch 1165, §7, 8

Section effective January 1, 2025; 2024 Acts, ch 1165, §8

NEW section