



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

**AGENDA**

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

April 8, 2025  
6:00 p.m.

CALL TO ORDER

ROLL CALL

\*PUBLIC FORUM

BOARD REPORTS & CORRESPONDENCE

SPECIAL ORDERS

CONSENT AGENDA

Minutes dated: March 11, 2025

Facility Request: Dad's with a Purpose – East Park

Deal-icious Dogs – East Park

River City Street Rods – Central Park

STAFF REPORTS

ACTION ITEMS

Kentucky Water Tower Softball Field – Morgan Leider

River City Sculptures on Parade – Mary Markwalter

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

ADJOURNMENT

\*Public Forum Note to Public

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

# Park and Recreation Board

## DRAFT MINUTES

Recreation Office  
Mason City, IA

3-11-2025  
6:00 p.m.

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

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

**Public Forum** Jay Pedelty shared that the Georgia Hanford native prairie is ready to burn. Last year they used a large water truck and used 450 gallons of water. Like last year, wind is critical for choosing the correct date to burn. There were wonderful results last year. Jay has also started removing the invasive species from the Birch Drive trail. This spring Jay is starting from the south side. Also, Jay mentioned that there are two oak trees down near 11<sup>th</sup> St. NE on the FEMA land. Fabian shared that that area is not park land therefore is not under the Park Board jurisdiction. Levenhagen thanked Jay for his continued volunteerism.

### Board Reports &

**Correspondence:** Levenhagen was contacted with concerns about branches in the MacNider Campground. Pauly will check into the concerns. Westendorf shared that the tree crew have been working on the East side of the campground.

Fabian shared that it is fabulous to see people using the new trails and she is excited to see the completion of the connection on Illinois Ave.

Hansen shared that the John Adams Middle School students have been working with the recreation department to update and look and design of the concession stand at Fredrick Hanford adult softball complex.

**Special Orders** None

### Consent

**Agenda** **Minutes:** Levenhagen moved to approve the minutes dated February 11, 2025. Lala seconded the motion. All voted yea. (Fabian, Hansen, Lala, Levenhagen).

### Facility Requests:

The board reviewed the facility request for The Diversity Luncheon by Central Park by Main Street Mason City. Bill Orozco was present at the meeting and was able to answer the board's questions regarding the facility request. Levenhagen shared that this has been a good event in the past. Hansen asked how many years he has organized the event. Orozco said approximately 20 years. Fabian asked how many booths are set up for the event. Orozco shared there were 10 last year and the number should be similar this year. Fabian moved to approve the facility request. Hansen seconded the motion. All voted yea. (Fabian, Hansen, Lala, Levenhagen).

The board reviewed the facility request for Friday Night Live in Central Park by Main Street Mason City. Lala made a motion to approve the facility request. Hansen seconded the motion. All voted yea (Fabian, Hansen, Lala, Levenhagen).

- Staff Reports** Pauly shared his report with the board. He highlighted the following:
- The campground reservation system underwent a transition as its previous company was acquired by Let's Camp, a Canada-based organization.
  - The Highland Park Golf Course will open tomorrow for walking only.
  - Overall youth spring soccer numbers are down but team numbers are up. Late registrations are still being accepted.
  - Pauly has been working with Router 12 and this summer the Norris Youth Sports Complex and the Fredrick Hanford Adult Softball Complex will have the ability to accept credit and debit cards for payment at the concession stands.

Westendorf shared the park report with the board. He highlighted the following:

- The ice rink at Ray Rorick Park was able to be utilized this year for approximately 1 month. This is an improvement from last year.
- The parks department has been working at the campground on the family restroom floor that was peeling.

**Action Items** None

**Future Action Items** None

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

ATTEST:

\_\_\_\_\_  
Troy Levenhagen, Secretary

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

# FACILITY/PARK REQUEST FORM

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



Sponsoring Organization Dad's With A Purpose  
Name of Applicant Kevin Valentine Today's Date 3-17-25  
Address 240 W 4th Phone 515-210-6768  
Email klbr2223@gmail.com

Name and Type of Event (Please be specific)  
Dad's With A Purpose Cooker & Breakers basketball tournament  
Free food, prizes, give away, trophies, and cash for tournament winner.

Date 6-14-25 Time 12pm to 6pm Estimated Attendance 300  
Park Requested East Park Area Basket ball courts & shelter

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

Please Check ALL that may apply

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> Program                        | <input checked="" type="checkbox"/> Open to the Public | <input type="checkbox"/> Meeting    |
| <input checked="" type="checkbox"/> Competitive Contest | <input type="checkbox"/> Closed to the Public          | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Promotional Activity           | <input type="checkbox"/> Other (Specify) _____         |                                     |

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

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

Additional Items:

Garbage Cans	Number Requested	<u>5</u>	x \$10 per can	<u>\$50</u>
Picnic Tables	Number Requested	<u>20</u>	x \$15 per table	<u>\$300</u>
Electrical Spider Boxes	Number Requested	_____	x \$25 per Box	_____
			Total	<u>350</u>

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

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

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

**RECEIVED**  
MAR 17 2025  
3:02 PM  
BY: \_\_\_\_\_

## Facility Request Conditions List

Please initial by each of the terms and conditions.

KV Applicant/Lessee agrees that any activity conducted will be in accordance with all pertinent Mason City Parks and Recreation Department Regulations and policies as well as applicable federal, state, or local laws.

KV Damage/cleaning fee of \$25 per hour will be charged if the following is not completed:

- A) Decorations removed, including all tacks, staples, and tape.
- B) Tables wiped clean and in the same place as when the party entered shelter.
- C) Floors swept, debris placed in dumpsters or garbage cans, spills mopped clean.  
(you must supply your own cleaning equipment)
- D) All garbage within a 25 foot radius of the shelter placed in dumpsters or garbage cans located in the park.
- E) Shelters with restrooms inside should have toilets flushed and all debris off the floor. Repair of any damage not caused by normal wear and tear will be charged to the renter. Promptly pay and reimburse the City of Mason City within five working days assessment for any such loss or damage.

KV All street closures must have approval from the engineering department (641) 421-3605.

KV If you have Music or a Sound System, you will need to also obtain a Noise Ordinance Permit from the Mason City Police Department (641) 421-3650.

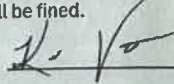
KV The Mason City Parks Department will only empty trash cans on Mondays and Fridays excluding holidays. Events that require extra services will have to contact a private garbage hauler.

KV All participants of this event must obey the City of Mason City Park Hours from 6:00 am to 11:00 pm unless approved prior from the Park and Recreation board.

KV The Lessee shall refund, indemnify and hold harmless the City of Mason City or their employee's agents for and against any and all claims, liabilities, cost, and expenses including attorney fees and court cost, arising from or connected with the activities occurring or equipment used at Lessee's event on the Leased Premises.

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

Signature of Applicant



Sponsoring Organization

Dad's With A Purpose

Office use Only

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

# FACILITY/PARK REQUEST FORM

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



Sponsoring Organization Dealco Enterprises, LLC d.b.a Deal-icious Dogs

Name of Applicant Braden Deal Today's Date 3/18/2025

Address 1022 N Polk Ave, Mason City, IA Phone 641-381-0287

Email 50401b711@gmail.com

Name and Type of Event (Please be specific)  
Celebrating and testing the operations of my new food trailer with friends and family.

Date 4/19/25 Time 12PM to 4PM Estimated Attendance 50

Park Requested East Park Area Shelter 4

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

Please Check ALL that may apply

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> Program              | <input type="checkbox"/> Open to the Public                                   | <input type="checkbox"/> Meeting    |
| <input type="checkbox"/> Competitive Contest  | <input checked="" type="checkbox"/> Closed to the Public                      | <input type="checkbox"/> Fundraiser |
| <input type="checkbox"/> Promotional Activity | <input type="checkbox"/> Other (Specify) <u>Family and friend celebration</u> |                                     |

Is this event holding vendors?  YES  NO

Are you requesting sole rights with vendors?  YES  NO

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

Additional Items:

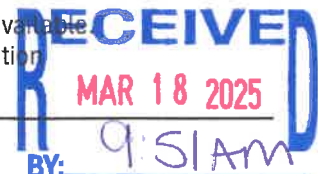
Garbage Cans	Number Requested	_____	x	\$10 per can	_____
Picnic Tables	Number Requested	_____	x	\$15 per table	_____
Electrical Spider Boxes	Number Requested	_____	x	\$25 per Box	_____
				Total	_____

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

Support Requests:

___ Barricades	\$75 per event
___ Channelizers/Cones	\$75 per event
___ Signage	\$100 per event

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





## Facility Request Conditions List

Please initial by each of the terms and conditions.

BD

Applicant/Lessee agrees that any activity conducted will be in accordance with all pertinent Mason City Parks and Recreation Department Regulations and policies as well as applicable federal, state, or local laws.

BD

Damage/cleaning fee of \$25 per hour will be charged if the following is not completed:

- A) Decorations removed, including all tacks, staples, and tape.
- B) Tables wiped clean and in the same place as when the party entered shelter.
- C) Floors swept, debris placed in dumpsters or garbage cans, spills mopped clean.  
(you must supply your own cleaning equipment)
- D) All garbage within a 25 foot radius of the shelter placed in dumpsters or garbage cans located in the park.
- E) Shelters with resetrooms inside should have toilets flushed and all debris off the floor  
Repair of any damage not caused by normal wear and tear will be charged to the renter. Promptly pay and reimburse the City of Mason City within five working days assessment for any such loss or damage.

BD

All street closures must have approval from the engineering department (641) 421-3605.

BD

If you have Music or a Sound System, you will need to also obtain a Noise Ordinance Permit from the Mason City Police Department (641) 421-3650.

BD

The Mason City Parks Department will only empty trash cans on Mondays and Fridays excluding holidays. Events that require extra services will have to contact a private garbage hauler.

BD

All participants of this event must obey the City of Mason City Park Hours from 6:00 am to 11:00 pm unless approved prior from the Park and Recreation board.

BD

The Lessee shall refund, indemnify and hold harmless the City of Mason City or their employee's agents for and against any and all claims, liabilities, cost, and expenses including attorney fees and court cost, arising from or connected with the activities occurring or equipment used at Lessee's event on the Leased Premises.

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

Signature of Applicant

Braden Deal

Sponsoring Organization

Braden Deal

Office use Only

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

# FACILITY/PARK REQUEST FORM

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



Sponsoring Organization RIVER CITY STREET RODS  
Name of Applicant KATHYE GAINES Today's Date 4-4-2025  
Address 140 14TH ST. NW Phone 641-425-0043  
Email kathye.gaines44@gmail.com  
Name and Type of Event (Please be specific)  
CUSTOM CAR SHOW

Date 6-7-2025 Time 6AM to 5PM Estimated Attendance 100-200 CARS  
Park Requested CENTRAL PARK Area ALL AROUND 3 SIDES

Please Check ALL that may apply

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> Program              | <input checked="" type="checkbox"/> Open to the Public | <input type="checkbox"/> Meeting    |
| <input type="checkbox"/> Competitive Contest  | <input type="checkbox"/> Closed to the Public          | <input type="checkbox"/> Fundraiser |
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Is this event holding vendors? YES NO

Are you requesting sole rights with vendors? YES NO

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

1-4 hr Reservation \$50  4-8 hr Reservation \$80  All Day Reservation \$125   
Number of days: 1 Total Due: 125.00

### Additional Items:

Garbage Cans	Number Requested	<u>5</u>	x \$10 per can	<u>50.00</u>
Picnic Tables	Number Requested	<u>3</u>	x \$15 per table	<u>45.00</u>
Electrical Spider Boxes	Number Requested	<u>3</u>	x \$25 per box	<u>75.00</u>
	Total			<u>170.00</u>

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

### Support Requests:

- |  |                       |  |
|--|-----------------------|--|
| <input checked="" type="checkbox"/> Barricades | \$50 deposit required | <input type="checkbox"/> Separate form completed |
| <input type="checkbox"/> Channelizers/Cones    | \$75 per event        |  |
| <input type="checkbox"/> Signage               | \$100 per event       |  |

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

Office use Only



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Signature of Applicant Kathya Gaines

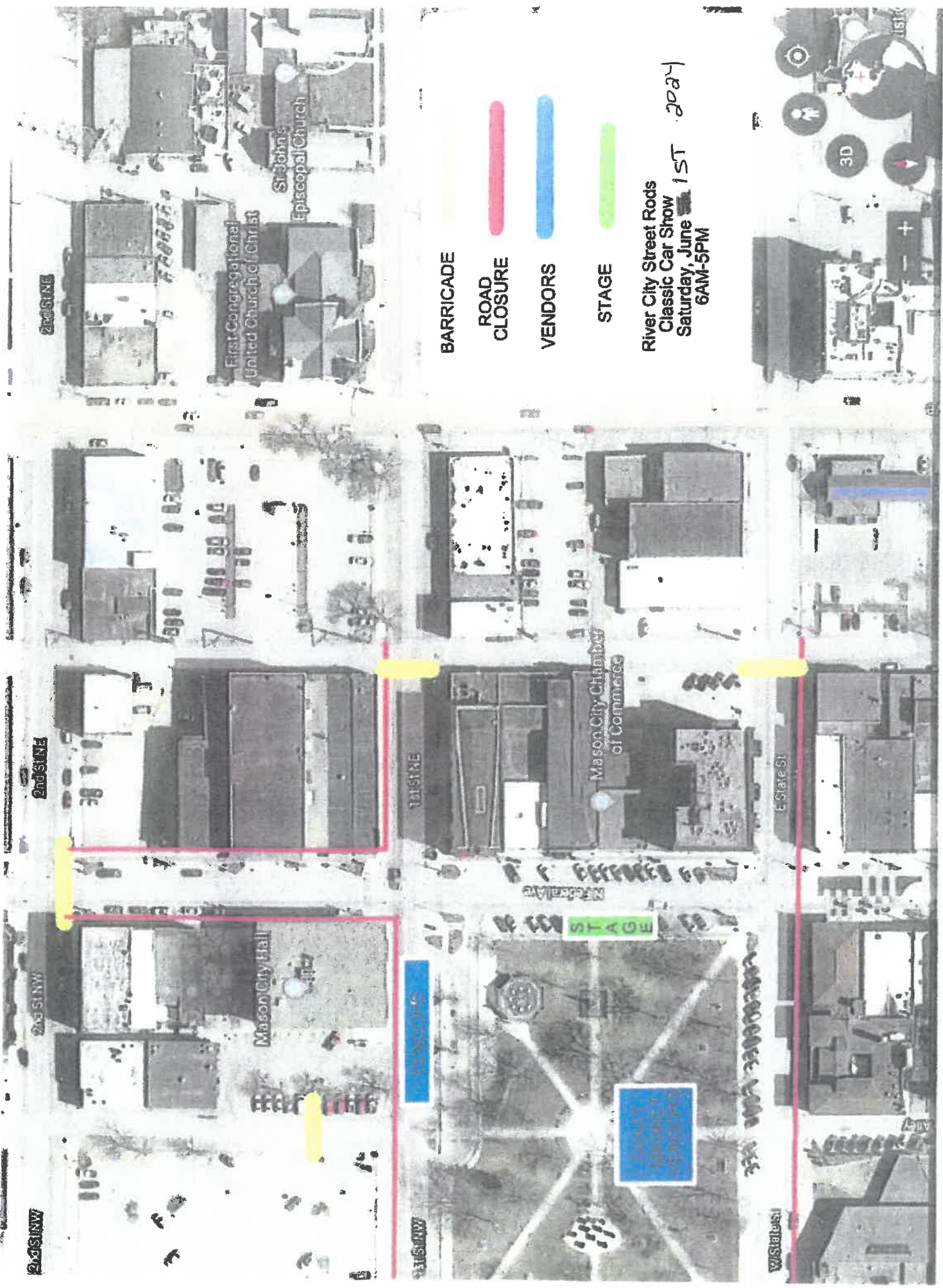
Sponsoring Organization RIVER CITY STREET RODS

Office use Only

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

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

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



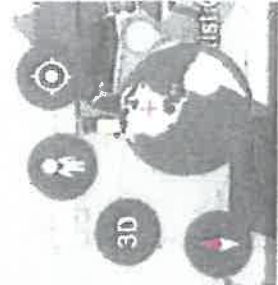
BARRICADE

ROAD CLOSURE

VENDORS

STAGE

River City Street Rods  
Classic Car Show  
Saturday, June 1st 2024  
6AM-5PM



Parks Monthly Report  
March 2025

Feed and care for deer.

Picked piles of brush at Script road trail.

Cleaned up 3 snow events.

Trimmed trees at various parks.

Clean up branches.

Picked up trash on Mondays and Fridays.

Started prepping mowers for spring.