

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

January 2023

(Issued February 17, 2023)



Monthly report of the City Departments of the City of Mason City

Airport

Reported by David Sims, Airport Manager



Date: January 2023

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 1/1/2023 – 1/31/2023	18330.2 Gallons	60 Buses
Enplaned 420 Deplaned 419		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at January 2023 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Open and review bids for Commercial Terminal Replacement Project
- Advertise for Bids for the T-Hangar Construction Project
- Signed contract with Tallgrass Archeology LLC for Historical Study
- Travel to Rosenbauer America in Wyoming, MN to inspect new Aircraft Rescue Firefighting Truck
- Film new marketing promotion
- Prepare and adjust FY23 Capital and Operating Budgets

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the February 2023 Airport Commission Meeting.
- Sign contracts for Commercial Terminal Replacement Project
- Take delivery of new Aircraft Rescue Firefighting Truck
- Open bids and award of contract for T-Hangar Construction Project

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of January:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meetings and two Council Work Sessions and tracking items from previous meetings to be incorporated into upcoming Agendas
- Format City Department Memos and merge relevant discussion, action and motions for Council Minutes for meetings
- Coordinate, contact and schedule of entities to be included under Special Items of Business, associated Proclamations and Certificates of Recognition
- Collect and assemble information and data necessary for 12 Resolutions and 2 Ordinance based on various requirements
- Upload data for Council Packets to Granicus
- Update tracking index for each individual item on the Agenda and action taken
- Reconcile budget and issue payment as necessary for Mayor/Council Department and City Clerk
- Issued 2 Alcoholic Beverages License through the State of Iowa Alcoholic Beverages Division and when necessary, completion of corresponding background checks, deeds/lease agreements, sketches, and Police and Fire Inspection Forms within time constraints
- Publication of required documents following the Council Meetings in conjunction with State requirements and distribution of proof of publications to appropriate parties
- Recording of required documents with the Cerro Gordo County Recorder and distribution of documents to appropriate parties including contractors and legal entities
- Filing of property damage claims with the City's Insurance Company including supporting documents
- Collection and issuance of \$515.00 in animal license fees and \$75.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Format, organize and submit for renewal numerous licenses

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Closing on the hotel property is expected soon. Skywalk construction is essentially complete. Early completion of the skywalk will be beneficial to the hotel construction, as there will not be two adjacent projects under way at the same time.

Corridor Revitalization Loan (North/South Federal and Central IA 122 corridors - CoRL); Downtown Revitalization Loan (DoRL); and Building Renovation/Life Safety (BuRLS) Programs: The Grant and Forgivable Loan Review Committee did not meet in January.

Section 657A.10/Blight Elimination Program:

Staff continues to work with our attorneys to bring properties into compliance. There are several properties where we expect to see major progress soon. The City took title to 321 South Louisiana in December. We have heard from a nearby owner that they are interested in acquiring and renovating it.

An intern started working with us at the beginning of January and will continue through May. He has been helping with paperwork to ensure that the code enforcement officers are able to spend more time in the field. His work will allow our attorneys to move faster with court filings. Staff is working with the City's attorney on additional properties. We feel that our efforts in this program thus far have been very successful, and we will continue to monitor the progress of this effort.

Staff presented a draft Vacant Building Registration Ordinance at a City Council workshop in November. This ordinance would require the owners of vacant commercial and industrial buildings to register their buildings and pay an annual fee to help offset the City's costs related to nuisance abatement, law enforcement, and other actions related to vacant properties. This ordinance has been reviewed by our attorneys, and we intend to have it ready for Council adoption in February and March. The ordinance will have an effective date of July 1, 2023, to allow time for administrative activities and to notify the affected owners.

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

- Construction of the River II apartments continues apace. Foundations have been poured and framing has begun.
- Work on the gymnasium and pool additions to Mason City High School is ongoing and are expected to be completed in the first quarter of 2023.

- The new O'Reilly's auto parts store at 1602 South Federal Avenue is nearly complete. The current store at 1002 South Federal Avenue will be relocated to this site.
- The former Whiskey Creek restaurant at 1519 4th Street SW is being remodeled to accommodate Riddles Jewelry (relocating here from the Mall) and a retail space with a tenant to be named later. Construction is ongoing.
- The four units above Simply Nourished at 13 South Federal Avenue, assisted with a CDBG grant and a BuRLS grant, are under construction. One unit has been leased to a renter. The owner expects the remaining units to be completed by February 2023.
- Three new units (also assisted with a BuRLS grant) are under construction at 15 North Federal Avenue, above the Edward Jones office. The façade of the building is also being restored.
- The new Five Below store, at Willow Creek Crossing, opened in December, in time for holiday shopping.
- Completion of the new Old Navy and Ross Dress for Less stores is expected in the first quarter of 2023.
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- The Scooter's Coffee Shop, in the former Wells Fargo bank branch building at 1315 4th Street SW is expected to open by the end of January.

DIVISIONAL REPORTS

Development Review Committee: 3 meetings held in January 2023.

DRC Activity	January 2022	2022 YTD as of 1/31/23	January 2023	2023 YTD
Total Development Plans Reviewed	3	3	4	4
Concept plans reviewed/approved as a Minor Site Plan	2	2	3	3
Concept plans to be resubmitted as a Major Site Plan	1	1	1	1
Total Concept Plans	3	3		
Major Site Plan Reviews Completed	0	0	0	0
Preliminary Plat of Subdivision	0	0	1	1
Final Plat of Subdivision	0	0	0	0
Other Reviews (structure moves, etc.)	0	0	0	0
TOTAL ITEMS REVIEWED	3	3		
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	0	0	0

PLANNING AND ZONING DIVISION

Activity	January 2022	2022 YTD as of 1/31/23	January 2023	2023 YTD
Commercial, Principal Structure	0	0	1	1
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	6	6	0	0
Residential, Accessory Structure	3	3	0	0
Signs	3	3	1	1
Floodplain	1	1	0	0
Sidewalk Service Area Permits	0	0	0	0
Zoning Board of Adjustment Cases				
Appeal	0	0	0	0
Conditional Use Permit	0	0	0	0
Special Exception	0	0	0	0
Variance	2	2	0	0
Planning and Zoning Cases:				
Alley or Street Vacation	0	0	0	0
Change of Zone	0	0	1	1
Miscellaneous	0	0	0	0
Preliminary Plat	0	0	0	0
Site Plan Approval	0	0	0	0
Zoning Ordinance Text Amendment	1	1	0	0
Land Subdivision Activities:				
Boundary Line Adjustments	0	0	0	0
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	1	1	0	0
Historic Preservation Commission				
Historic Demolition Reviews	0	0	0	0
Zoning Violations				0
Reported	0	0	0	0
Unfounded	0	0	0	0
Founded-Resolved without citation	0	0	0	0
Citations	0	0	0	0
Cases initiated by staff	0	0	0	0

Activity	January 2022	2022 YTD as of 1/31/23	January 2023	2023 YTD
Zoning Inspections				
Zoning – Case Request	0	0	0	0
Zoning – Complaint	0	0	0	0
Zoning –Setback	2	2	1	1
Zoning - Final	0	0	2	2
Floodplain - Final	0	0	0	0
Zoning – Landscaping Install	0	0	0	0
Removal Site Inspection	0	0	0	0
Permit Reviews				
Zoning Reviews Completed	30	30	18	18
Floodplain Reviews Completed	31	31	21	21
Historical Reviews Completed	1	1	0	0

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	January 2022		January 2023		2023 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	27	\$914,594.65	14	\$5,581,561.00	14	\$5,581,561.00
Minor Building Permits	2	\$45,000.00	4	\$89,718.00	4	\$89,718.00
Electrical Permits	20	N/A	18		18	\$0.00
Plumbing Permits	7	N/A	15		15	\$0.00
Mechanical Permits	9	N/A	16		16	\$0.00
Sign Permits	3	\$16,800.00	1	\$300.00	1	\$300.00
Demolition Permits	1	\$2,500.00	0	\$0.00	0	\$0.00
Structure Moving Permits	0	\$0.00	0	\$0.00	0	\$0.00
Total	69	\$978,894.65	68	\$5,671,579.00	68	\$5,671,579.00
Inspections	January 2022		January 2023		2023 YTD	
Inspections Completed	171		193		193	
Permits by Type	January 2022		January 2023		2023 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	10	0	11	0	11

Building Inspections Permit Report						
Permits	January 2022		January 2023		2023 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Multi-residential	0	0	0	0	0	0
Commercial	1	9	0	7	0	7
Industrial	0	2	0	0	0	0
Institutional	0	0	0	1	0	1
Other (signs, demo, etc.)	0	4	0	1	0	1
Fees Collected	January 2022		January 2023		2023 YTD	
	\$76,847.21		\$24,657.71		\$24,657.71	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	January 2022	2022 YTD as of 1/31/23	January 2023	2023 YTD
Total Requests Initiated (not including snow/ weeds ¹)	73	73	59	59
Staff Initiated	25	25	27	27
Non-Staff Initiated (total):	48	48	32	32
Response to Complaint	3	3	2	2
Anonymous Complaint	12	12	18	18
SeeClickFix	33	33	12	12
Case Requests Disposition				
Founded Case Requests	40	40	59	59
Citations Issued	0	0	1	1
Cases to Court	2	2	1	1
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	0	0	0	0
Dangerous Building	0	0	10	10
Abandoned Vehicle	0	0	0	0
Tree/Shrub Maintenance	1	1	1	1
Garbage	8	8	11	11
Inoperable Vehicle	0	0	1	1
Junk, Rubbish or Refuse	11	11	8	8
Other	4	4	0	0
Writ of Removal	3	3	0	0
Information Request	13	13	28	28
Snow Removal/Weeds & Tall Grass	235	235	319	319

¹ Snow and weed complaints are not included in the total cases; while staff receives these complaints, they are resolved by our contracted snow removal/mowing contractor.

Rental Inspection Report	January 2022	2022 YTD as of 1/31/23	January 2023	2023 YTD
Inspection Requests				
Initial Inspections	58	58	21	21
Reinspections	13	13	25	25
Inspection Requests	0	0	12	12
Total Inspections	71	71	58	58
Inspection Results				
Inspections Cancelled by Landlord	0	0	0	0
Inspections Cancelled by Inspector	0	0	0	0
Failed Inspections	21	21	9	9
Passed Inspections	45	45	31	31
No Shows	0	0	2	2
Unfounded	0	0	1	1
Unavailable/Denied Entry	0	0	0	0
Pending Inspections	0	0	4	4
Units White Tagged	4	4	11	11
Rental Dwelling Certificates Issued	44	44	39	39
Total Fees Collected	\$ 1,680.00	\$ 1,680.00	\$ 2,880.00	\$ 2,880.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Task	January 2022	2022 YTD as of 1/31/23	January 2023	2023 YTD
Transit				
Fixed Route	7,614	7,614	10,822	10,822
Paratransit	2,868	2,868	3,957	3,957
Safety Training				
New Employees Trained	3	3	1	1
Completed Training Sessions	314	314	291	291

Elmwood-St. Joseph Cemetery

Reported by Tyler Anderson, Cemetery Manager

Burial Services

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
January	5	83%	1	17%	13
FY to Date	21	48%	43	52%	58

Burials this month were above projected. Cremation burials were below projected. Traditional burials are below the pace with the fiscal year to date projections and cremation burials are ahead of pace for the fiscal year.

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
January	3	0	0
FY to Date	22	6	28

Lot sales were above projection and niche sales were below projection. Fiscal year to date, lot sales are above projected and niche sales are as projected.

Administration – Working on unique family situations, daily operations, CIP cemetery building project

Operations –Burials, seasonal projects around cemetery, mowing, trimming

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

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	5
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	2
▪ New Installation	0
▪ Disconnect	0
▪ Storm Sewer	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	0
▪ Repair	2
▪ Disconnect	0
● Water – Residential	
▪ New	0
▪ Repair	2
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	0
▪ Approach New	0
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	6
● Driveway Approach permit & inspection	0
● Iowa One-Call Utility locates	76
● Emergency Call-out	3
● Emergency Call-out after hours	1
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	4
▪ Moving/Oversized load	2
▪ Review contractor Traffic Control Plan	0

• Permit Review & Approval - City	
▪ Commercial Building	1
▪ Residential Building	0
▪ Demolition	0
▪ Remodel or Addition	2
▪ Moving	0
• Permit Fees collected	\$1,180.00
• Lot Inspection Fees	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

12th Street NE Bridge over Ideal Creek:

The project is in the Iowa DOT letting schedule for February 21, 2023.

The work involves the demolition of the existing bridge and construction of a 90'- 0 X 30'- 0 Continuous Concrete Slab Bridge with paved shoulders. The project is being partially funded with \$880,000 of STBG Funds.

2022 Multi-Bridge Repair Project:

The project is in the Iowa DOT letting schedule for February 21, 2023.

The work associated with this project includes the replacement of the handrails on the bridge on North Pierce Avenue over Willow Creek, the replacement of the expansion joint material and reset abutment bearing on the 19th Street SW bridge over the Union Pacific Railroad and approach repair and joint material replacement on bridge on 12th Street NW bridge over the Union Pacific Railroad.

IA 122 Mercy Corridor:

The Engineering Department worked with WHKS and the Iowa DOT on a draft Concept Statement as well as the Typical Pavement Section and the Left Turn Offset detail. The first review was via a Teams Meeting on January 17th.

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

WHKS also contacted the Iowa DOT Cultural Resources Team Lead to initiate a request for a Cultural Resources Evaluation which will be administered by the Office of the State Archaeologist.

The Iowa DOT submitted final their final comments on the Concept Statement. Those comments are being incorporated into the document.

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

The project limits for the upcoming IDOT project for the reconstruction of U.S. 65 (South Federal Avenue) are from Hwy 122 (6th Street) to 27th Street. The project consists of utility improvements, including storm sewer upgrades to meet new standards, complete pavement reconstruction including the addition of a center turn lane between 15th Street and 19th Street.

The Engineering Department is responsible to provide design plans to the IDOT for water distribution and sanitary sewer improvements. The water portion of the project consists of water main reroutes, replacement of lead water service lines, water valve and fire hydrant replacements and other water system improvements. The sanitary sewer portion of this project consists of replacing manholes and the renewal of multiple service lines.

Engineering Staff continued working on draft plans for the City utilities portion of the project and will soon provide the plan set to the IDOT for review.

Short Elliott Hendrickson, Inc. (SEH) completed their 60% street lighting plans and are currently reviewing a few pole locations to avoid underground utilities before final plans are submitted to the IDOT for review. The new lighting system will include; streetlight bases, poles and fixtures, control cabinets, meters and interconnecting conduit and wire. The plan sheets currently being prepared by the Engineering Department and SEH will be incorporated in the overall IDOT plan set. Engineering and Water Supply Staff met with representatives from Alliant Energy and the IDOT to review the relocation of an underground electric service line needed near the South Federal Avenue Water Tower. Multiple private utility providers have already begun the relocation of their utilities in preparation for the project.

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

The two segments identified for this project are Winnebago Way extending from Hwy 122 to North Pierce Avenue and 12th Street NE extending from North Federal Avenue to North Kentucky Avenue. Rehabilitation will consist of improvements to water, storm and sanitary sewer infrastructure, surface pavement rehabilitation, full depth pavement spot repairs and reconstruction of sidewalk pedestrian ramps to meet current ADA requirements.

Engineering Staff and the SEH Project Engineer met in the beginning of January for a final plan review prior to the January 17th IDOT turn in date. The final plans, plan checklist, opinion of cost and the project development certification were submitted to the IDOT on the turn in date. SEH has been in contact with the transportation official with Harding Elementary School to discuss traffic impacts and project schedule. The letting for this project is scheduled for April 18th. Construction is planned to begin in May or June of 2023 and last throughout the Summer and Fall of 2023.

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

Destination Iowa Projects:

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

High Line Trail Project:

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

The project also involves improvements and modifications to two of the abandoned railroad bridges located within the project limits. The two bridges are located over East State Street and Willow Creek. The street crossings at 1st SE, 3rd NE and 4th NE will also be cleared of the remaining rail and crossing materials. The bridge improvements include the installation of decorative pedestrian safety railing and the reconstruction of a landing platform on the north end of the Willow Creek bridge. The bridge improvements were designed by a structural engineer with WHKS and have been incorporated into the trail plans designed by the Engineering Department. A Public Hearing on the project was set for February 21, 2023, at the January 17 meeting of the City Council. The project is currently being bid and scheduled to be let on February 14th.

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

Virginia Avenue - Mason Creek Culvert Replacement:

The City and Contractor have informally agreed to all terms necessary to prepare final project documents for City Council's approval. Project acceptance and approval of the final pay application are anticipated to be on the City Council Meeting agenda for the first meeting in March.

2022 Street Rehabilitation Program Project:

The City Council accepted the work and approved final pay at their January 17th meeting.

Water Tower Maintenance Program:

The contractor working for Verizon Wireless finished the installation of the new cable and the wireless system was put back in service.

Monroe Avenue Street and Utility Rehabilitation:

The project remained under final review and audit by the Iowa DOT. The project will come before the City Council for acceptance of work and approval of final payment upon completion of the audit. A final request for reimbursement in the amount of \$50,000 will also be submitted upon completion of the audit.

Iowa Traction Railroad Grade Crossings - 19th Street SW:

Progressive Rail has not yet obtained the additional quotes as requested by the Iowa DOT.

Union Pacific Railroad Quiet Zone:

The City is awaiting official documentation from the Federal Railroad Administrator in Washington, DC.

Other Tasks Performed through the Engineering Department:

- Prepared Operating Budgets for Fiscal Year 2024.
- Engineering Staff continued the collection of field data for the design of annual programs being planned for 2023. These projects include street rehabilitation, street panel and curb replacement and pavement markings.
- Engineering Staff continued with the collection of field data for the design of annual programs being planned for 2023. These projects include street rehabilitation, street panel and curb replacement and pavement markings.
- Engineering Staff continued working with a design company representing US Cellular, who is working on a plan regarding the installation of 5G antennas and connecting fiber throughout the city. A contractor, Hul-Con Corporation, continued with the installation of a fiber route that will eventually connect approximately 35 node locations. Work on the project is on-going and is expected to continue through the month of February.
- Engineering Staff and the City Electrician continued working with representatives from Baker Electric on the review of multiple city owned streetlight and traffic signal locations as part of the SMARTcity/SAFEcity Solutions project. Additional electric conduit, wire and outlets will be needed to power the proposed equipment at several locations.

Traffic Division:

- Traffic Control
 - Sign work orders 21
 - Traffic Sign Orders 0
 - Streetlights
 - New Installation 0
 - Repair Request 0
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 9
 - Perform traffic signal repairs 8
 - Iowa One-Call locate reviews 64
 - Locate City-owned electrical utilities 11
 - Emergency Call-out 1

Other Tasks Performed by the Traffic Division:

- Met with Baker Electric at 12th Street Northwest/North Federal Avenue and 19th Street Southwest/ South Taft Avenue on the Public Safety Cameras being installed at the intersections.
- Repaired the pedestrian walk signal at the intersection of East State Street and North Pennsylvania Avenue.
- Prepared estimates on this year's Pavement Marking Program.

- Received a call about the Eastbound green light at the intersection of Village Green Drive and 4th Street Southwest not working. Traffic Control was performed during the repairs being made to the traffic signal. The traffic signal green light has been working since.
- Received a call about the Southbound green light at the intersection of South Eisenhower Avenue and 4th Street Southwest not working. Traffic Control was performed during the repairs being made to the traffic signal. The green light was replaced and has been working since.
- Calls were received regarding a green light not functioning at the intersection of 6th Street Southwest and South Monroe Avenue. Traffic control was conducted during the repair of the green light on the traffic signal.
- Calls were received regarding a green light not working at the intersection of 4th Street Southwest and South Pierce Avenue. Traffic control was conducted during the repair of the traffic signal.

Water Supply Division:

- Water Production

	<u>January</u>	<u>FY 2023</u>
• Total (gal)	129,328,000	874,622,000
• Daily Average (gal)	4,171,000	4,068,000
• Daily Maximum (gal)	4,777,000	5,960,000*
• Daily Minimum (gal)	3,429,000	2,753,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Repaired wiring short in the flow transmitter on Well #7
- Replaced the flow transmitter on #1 EDR blow-down flow line
- Cleaned the air relief lines in blow down flow from EDR's
- Cleaned the flow rate tubes on #2 ECIP lines
- Cleaned the screens in #3 EDR flow rate tubes
- Reset the top #2 EDR, stage 2, line 7; was leaking water
- Replaced the motor bearings on a hypochlorite pump
- Performed trouble shooting on a communication issue from the EDR PLC's
- Cleaned the raw water air relief valve at the entrance to the treatment plant
- Changed the oil in the High Service pumps at the pumping plant
- Cleaned the degassifier on the Sodium Hypochlorite Generator
- Cleaned Ground Rods on all EDR stacks
- Cleaned Conductivity Probes
- Calibrated chemical feed pumps
- Washed-down the EDR stacks and performed voltage checks
- Serviced online analyzers
- CIP #1 and #2 EDR Train

- Customer Service

- Iowa One-Call locates 71
- Prepare and send service repair letters 4

• Monthly bacteria samples	30
• Collect project bacteria samples	0
• Check water quality at residents and businesses	4
• Correlate water main breaks and investigate for leaks	2
• Hydrant flow testing	0
• Hydrant Flushing	0
• Water Main shut down for repairs	3
• Water shut offs for non-payment	0
• Water shut for other	0
• Water service re-connections	0
• Assist with installation of Water Meters	0
• Repair Water Meters and collect reading	0
• Deliver Red or Tan Tag	0
• Update shut off data base and maps	25
• Water Service Permit/Inspection	
▪ Repair/Replace	4
▪ New Installation	0
▪ Disconnections	0

• Meter Department

	<u>January</u>	<u>FY 2023</u>
• Meters Installed	20	359
▪ Industrial	0	0
▪ Commercial	0	14
▪ Residential	20	345
• Meters Repaired	3	9
• Contractor and Garden Meters Recovered	0	18
• Contractor and Garden Meters Installed	0	7
• Meters Read	11,866	83,062
• Meters Ordered	0	0
• Water shut-offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed January 2023</u>			<u>Meters Ordered January 2023</u>		
5/8"	20		Transferred	5/8"	60
3/4"	0			3/4"	0
1"	0			1"	0
1 1/2"	0			1 1/2"	0
2"	0			2"	0
3"	0			3"	0
4"	0			4"	0
Total	20			Total	60

<u>Meter Inventory February 1, 2023</u>						
5/8"		46			5/8"	0
3/4"		4			3/4"	0
1"		9			1"	0
1 1/2"		0			1 1/2"	0
2"		4			2"	0
					3"	0
					4"	0
	Total	63			Total	0

Other Tasks Performed through the Water Supply Division:

- Submitted IDNR Reports
- Assisted Customer Service Division and Meter Department as needed
- Replaced Raw Water filters 6-12 day run time
- Collected daily water quality samples
- Collected monthly water samples
- Monthly draw down on wells
- Continued to evaluate raw hardness and finish hardness for permit changes
- Performed snow removal at the Water Plant, Booster Stations, Water Towers and outer well sites as needed

Abbreviations:

CIP	Clean-in-Place
ECIP	Electrode Clean-in-Place
WTP	Water Treatment Plant
DRC	Development Review Committee
EDR	Electrodialysis Reversal
GIS	Geographical Information System
IDOT	Iowa Department of Transportation
ROW	Right-of-Way
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest
SCADA	Supervisory Control and Data Acquisition
CPRR	Canadian Pacific Railroad
UPRR	Union Pacific Railroad

Finance Department

Reported by Brent Hinson, Finance Director

Finance

Finance		
	January	Fiscal Year- to- Date
Prepare payable checks	587	4068
Prepare receivable invoices	167	599
Prepare payroll checks	683	5838
Certify invoices to County	22	270
Send letters to State Offset Collections	1	7
Record State Offset collections	\$ 52.57	\$ 22,195.02
Ambulance accounts sent to collections	176	258
Record ambulance receivable	203	848
Scanned invoices for myView point processing	925	6836

- Completed weekly payables
- Completed bi-weekly payroll
- Work with vendors on payable issues
- Record end of month receipts
- Record ambulance direct deposits
- Record inspection collections
- Record arena direct deposits
- Record golf direct deposits
- Record cemetery direct deposits
- Completed monthly IPERS report

Utility Collection

Utility Collections		
	January	Fiscal Year- to-Date
Record ACH activities	30	195
Prepare utility adjustments	56	470
Finals & charge offs	255	2598
Issue utility bills	10011	70528
Answer phone calls	1096	6426
Respond to voicemail	37	1471
Complete utility service orders	260	1591

Complete landlord tasks	56	412
Issue shutoff notices	424	2685
Process customer paid utility bills	5038	32938
Process customer deposits	449	2747
Replace meters	22	335

Information Systems Coordinator

- Add Linda H to arena group for Brian P.
- Build PC for City Manager Intern.
- Finish migrating Brian P and Linda H at Rec.
- Get phone set up for new intern.
- Get with Laura A at the museum to set up O365.
- Help Edith B with her email.
- Install O365 for Joe B and Nancy O at O and M.
- Make badge for intern.
- Make new badge for Joey W.
- Migrate Joe B and Nancy O to new email system.
- Remove Patrick D and Jim H from AD.
- Restart Tracs server.
- Set permissions for Sign In Sheets for PD.
- Set up intern account for Aaron B at City Hall.
- Update O365 for Linda H and Brian P.
- Vacation – Check document attachment issue for Bill S and Pam S.
- Vacation – Fix time clock for PD.
- Vacation – Get connection to 15th street lift station reactivated.
- Vacation – Help Laura M with mPower issues.
- Check new password in timeclock for O and M clock.
- Download and program the council meeting to the government channel.
- Finish new PC for CM Intern and get hooked up.
- Fix email issue for Jack O at the FD.
- Migrate Bill H over to the new mail server.
- Reboot Rec Server.
- Set up holidays for new year on security system.
- Update O365 on Bill H's PC.
- Get mobile and scanner added to PC at the PD.
- Help Bill H with his database files for Central Stores.
- Install O365 on final PCs for O and M.
- Look into freeing more space on Laura M's hard drive.
- Pay invoices.
- Put Novatime on Jason H's PC.
- Set up final users for O and M migration.
- Get with Bill S to finish his Outlook connections.
- Get with Kyle P about getting access for Tyler T to 3rd floor files.
- Get with Robert S to get him reconnected to his tablet and cell phone.
- Help Danielle C with templates for Word 365.
- Put Zuercher software on Hugi's PC.

- Update Rec department machines to O365.
- Check permissions on Sign In Folders for PD.
- Fix permissions on GDP drive for CM Intern.
- Get O365 installed on Airport PCs.
- Look at network issue for PCs at PD.
- Migrate Airport email to new system.
- Migrate PD emails to new server.
- Order four more spare SSD drives.
- Order memory for PD phone server.
- Order two Surface Pro chargers for Joe B.
- Pick up permanent phone server from PD and rebuild.
- Rebuild hard drive for PC at PD.
- Reset password for user at FD.
- Reset password for user at O and M.
- Trace out and test time clock hard line at PD.
- Upgrade O365 on PD PCs.
- Finish Airport migration and O365 installs.
- Finish last batch of PD migration and O365 installs for office personnel.
- Fix drive permissions for Tyler T.
- Get CM Intern access to building department drive.
- Help Aaron B at the FD with Outlook on his tablet.
- Help Kyle with email on his phone and tablet.
- Help Randy E at the FD connect to the R drive on his tablet.
- Order more memory for Airport PC.
- Rebuild next drive for PC at the PD.
- Set more permissions on new folders for Danielle C at the PD.
- Set up scanner folder for Tyler T.
- Start migration for FD Captains and Lieutenants.
- Start migration for PD Lieutenants and Sergeants.
- Upgrade O365 on Salisbury Room PC at the museum.
- Call Nancy O about miView Point issues.
- Call Ziegler about getting generator repaired.
- Download Server 2019 install files for PD phone server.
- Fix tape backup drive for GIS server.
- Get with AIM to schedule time to fix database.
- Get with Dennis W to get him his tablet back and phone programmed.
- Get with EE regarding video for PD system.
- Get with RSM regarding issues with County connections.
- Make plans for first phase of Lieutenant's and Sergeant's migration.
- Troubleshoot Zuercher Connection to County.
- Get Jack O at the FD connected to his email.
- Migrate Car 10 users to new email system.
- Pick up Car 10 tablet from PD to upgrade O365.
- Program meeting times for front doors of City Hall.
- Work with RSM on 15th Street Lift station connection.
- Work with RSM on troubleshooting City County connection.

- Get Authenticator added to Tiffany H's phone.
- Get Car 8 tablet and upgrade to O365.
- Get next batch of PD users migrated.
- Get PD users reconnected to O365 after upgrade.
- Get phone for Animal Licenses at front desk of City Hall.
- Get with Central Lock about failed camera.
- Look at wireless connection for Car 1 dash cam.
- Make install drives for Server 2019.
- Rebuild PC for Airport.
- Update Office on next batch of PD computers.
- Add Bill S's phone to City Wifi.
- Complete next migration batch for FD.
- Finish Highland migration.
- Finish Highland O365 upgrade.
- Finish updating Airport PC.
- Meeting at PD with County.
- Send list of PD 3rd detail users to Danielle C.
- Set Jason S up as an Investigator.
- Start migration for Mayor's email.
- Update Iphone for Bill S and try Outlook install again.
- Update O365 on Car 4 at the PD.
- Update O365 on FD PCs for Captains and Lieutenants.
- Weekend – Get Jason H set up with O365 on his PC/mobile.
- Weekend – Move Finance server to different backup server.
- Clean up detail group for Danielle C at the PD.
- Figure out who works on Animal Shelter phone lines.
- Get new cell modem for the 15th street lift station.
- Get with Penny B about email and MFA.
- Get with Penny to install MFA on her phone.
- Help Mike L at the PD get setup with O365.
- Install O365 on Jason H's laptop at the PD.
- Set up scanning folder for Matt S at O and M.
- Swap phone assignment for Jason S at the PD.
- Clean up temp files for Alicia L at MHA.
- Download and program council meeting to government channel.
- Get a quote for a new mouse for the MC room.
- Get River City to look at phone system for Animal Shelter.
- Get with Jason H to get him signed in on his laptop to O365.
- Help Trevor B with O365 configuration.
- Look at link issues for Internal Services PC.
- Make DNS changes for Lou.
- Order new mouse for MC room.
- Reboot time clock at O and M.
- Re-install new shoretel server at PD.
- Set up temp server for PD databases.
- Take spare time clock and reinstall at O and M.

- Add Steven V's tablet to wifi network.
- Check hard drive count for server at PD.
- Get quote for surface tablet for O and M.
- Get with Jeff B about his printer at the PD.
- Help Brandon P get email on his tablet.
- Help Cemetery staff with mobile email setup.
- Help Steven V get email on his tablet.
- Pay invoices.
- Figure out network connection issues at Highland.
- Finish cleaning up files for Alicia L at MHA.
- Get with Captains and Lieutenants at FD about mail migration.
- Help Greg S get connected with O365.
- Migrate Greg S's email to new server.
- Program 3rd contractor key.
- Take temp data server to PD and mount in rack.
- Troubleshoot Cemetery connections to the City.
- Update Greg S's PC to O365.
- Change App file for Yeni K's PC.
- Fix Outlook on Bill S's phone.
- Get next batch of users set up for mail migration.
- Help Brandon N with O365 on next PC.
- Help Terrance P get his final O365 configs working.
- Look at Netmotion problems with Jeff B's laptop.
- Look through Public Folders list to see what to keep and what to discard.
- Meeting about Public Calendars and quarantine folder issues.
- Re-install Netmotion on Jeff B's laptop.
- Remove PD users from AD.
- Reset password for user at Water Rec.
- Set up new users for FD.
- Free up space on GIS server C drive.
- Get with last two officers at FD to migration and configure email.
- Have Don T test VPN.
- Help Tom W with Outlook at the FD.
- Install O365 on Don T's PC and laptop.
- Make DNS changes for RSM.
- Migrate email for Don T.
- Order tablet for Joe B.
- Rebuild first PC for the PD.
- Update security software on Don T's laptop.
- Clean up command detail groups for Danielle C at the PD.
- Find out about new install procedures for Zuercher and mapping.
- Help Pam at the museum with her password issues.
- Order more SSD drives, external hard drive for museum, and small switch.
- Order two monitors for PD.
- Start cleaning and preparing to shut down the duo mobile VPNs.
- Fix Connor E's last name spelling in AD.

- Follow up with RSM regarding Aaron B's question about Teams.
- Follow up with RSM regarding MFA for Water Treatment.
- Get static IP information to RSM for VPN creation.
- Get tracis installed on new PC for the PD.
- Help Diana B with email on her laptop.
- Help Mary L with MFA and email on her phone.
- Migrate Kate S over to new server at the FD.
- Pay invoices.
- Rebuild 2nd machine for the PD.
- Set new FD users up on copier.
- Change PD auto attendant due to investigator swap.
- Look at Guest user account for Salsbury Room at the museum.
- Migrate Steven K's email to new server.
- Reboot FD server.
- Update O365 on last PC in Water Billing.
- Get with Kate S about her shared calendars.
- Help FD users with email on PCs.
- Help Joe B with authentication for O365.
- Install new modem at the lift station.
- Look at YTF laptop and upgrade system.
- Look into problems with Dustin P's email.
- Restore file for Mara L at the museum.
- Add licenses for Water Treatment users that does not have email account.
- Finish laptop for YTF.
- Finish migrating Jason S and Jennifer S at the PD.
- Get Mayor migrated to O365.
- Get the guest museum account ready for O365.
- Get with RSM regarding Mayor and his MacBook email.
- Have RSM look at Dustin P's account in exchange to see why mail isn't flowing.
- Migrate Matt W's email to new server.
- Schedule AIM install for PD.
- Upgrade O365 for Jason S and Jennifer S at the PD.

GIS Department

Administrator

- Amend data sharing agreement with ISG to include Backyard Trails
- Create Prairie Land Connector Trail map
- Discuss budget for trail counters
- Share bicycle trail data with the public

Data Bike

- Compile all GoPro pictures and upload to AGOL
- Finish Data Bike maps for the website

Development Services

- Run bi-weekly parcel data script, export as CSV file, make adjustments and email

- Transfer data to G: drive
- Participate in IDNR 2D BLE floodplain mapping kickoff meeting

Engineering/Water Treatment/Customer Service

- Move water customer service point x 1
- Complete data request for Alliant Energy project area
- Renew IDOT satellite subscription
- Compile quotes for Engineering equipment for future budget years
- Create GPSRawData_Old Database
- Give user access to connect to SQL database GIS_Prod and set privileges
- Reset AGOL password
- Work with Engineering on sanitary sewer edits
- Train users on accessing county DB x 2

Finance

- Review possible increase in budget
- Go over application for Wellmark Match Grant
- Make map showing owner names and addresses for Habitat

Fire

- Create a website for the Pre Plan managers
- Create a website for the Pre Plan Editors
- Add a general department user to AGOL
- Create script to auto update utilities within the Pre Plan
 - Schedule to run every Friday

Operations / Utilities/ Water Reclamation / Parks

- Update mPower capabilities for user
- Update Water Valve Report
- Update Water Fire Hydrant Report

Police

- Create weekly call data maps x4

General

- GIS data back up in SQL server x 4
- GIS mPower back up in SQL server
- Participate in wellness meeting and assist with the planned activities
- Participate in IGIC lunch and learn
- Change backup tapes daily and monitor elevators while IT coordinator is out of office
- Participate in MAGIC meetings
- Meet with county departments for quotes on this spring's aerial imagery flight
- Upload layers to Esri Community Maps x 6
- Reach out to MC Schools about IGIC Map Contest
- Share 2022 imagery with county GIS

Grant Administrator:

- Monthly Reimbursements
 - Staffing for Adequate Fire and Emergency Response (SAFER) -
 - Office for Victims of Crime Specialist
 - Byrne Justice Assistance Grant (JAG)
 - Justice and Mental Health Collaboration Partnership
- North Central Iowa Narcotics Task Force
 - Monthly bookkeeping, deposits, AP
- Wellness Committee
 - 90 Day Healthy Life Challenge
 - In Body Analyzer
 - Lunch and Learn-Eating for your Body
- Semi Annual Reports –
 - Byrne Justice Assistance Grant (JAG)
 - Office for Victims of Crime Specialist
 - Justice and Mental Health Collaboration Partnership
 - EPA – DERA grant
 - Staffing for Adequate Fire and Emergency Response (SAFER)
 - Destination Iowa
- HOME Rehabilitation Block Grant Pilot Program Awarded
- Alliant Energy Foundation-MCFD Investigative Gear Application

Deputy CA Duties

- Attended Comp Plan design workshop in Mason City on January 26. Another design workshop will be held in Clear Lake on February 8-9.
- Attended Chamber Director Robin Anderson's retirement reception.
- Met with Tyler Trout twice to discuss aspects of the City budget and CIP.

Finance Director Duties

- Heavily focused on preparation of the budget and CIP, including meetings with departments, and City Council workshops on January 12 & 26.
- Audit is nearing completion. We are currently extended with GFOA through February 28.
- Attended IPAIT board meeting in Des Moines.
- Bidding of CD Investments- 2 investments were bid this month: 1) \$5M to First Citizens for 91 days at 4.67%; and 2) \$3M to First Citizens for 182 days at 4.97%.

February Initiatives:**Finance Department**

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

Information Systems Coordinator

- Start working on Guest WiFi Network and security for wireless ring.
- Continue upgrading servers to newer version of server OS.
- Get new PCs up and running for Animal Shelter.
- Continue working on and distributing new PCs for the year.
- Add free standing rack to PD server room.
- Move switches to new rack and clean up cabling for the PD.
- Continue to improve City County Interconnect.

GIS Department

- Provide training and support for GIS users
- Provide maps (printed and digital) as requested
- Edit and Maintain GIS data
- Continue updating GIS/Database management system
- Continue staying informed of new and changing ArcGIS software and updates
- Work on scheduled rotation of aerial, oblique, LiDAR, and street level imagery
- Participate in County GIS meetings
- Participate in EOC meetings
- Participate in Quarterly Iowa Geographic Information Council meetings

Deputy CA /Finance Director

- Continue to work with City Council, City Administrator, and departments on FY24 Budget & CIP process, including Council work session on February 16 and initial hearings on February 21.
- Completion of FY22 audit and submission of ACFR to GFOA.
- Continued work on restructuring cash management to ensure proper liquidity while maximizing investment yields.
- Continued work on financial reconciliation and restructuring.
- Continued work on electronic records approach & implementation planning.
- Work as team member on Downtown West HOME grant processes.
- Work on recycling issues and coordination with Landfill staff & board.

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	JANUARY 2023	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	50	50
EMS	483	483
Total Calls for Service (Fire & EMS)	533	533
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
428	40	15
Personnel Training Hours		
Fire	933.81	933.81
EMS	749.25	749.25
Total Training Hours	1683.06	1683.06
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	250	250
Existing Building Inspections	15	15
Plan Reviews	16	16
Fire Investigations	1	1
Liquor/State License Inspections	4	4
Community Involvement⁴		
Public Tours of the Fire Station (Number)	1	1
Public Fire Safety Appearances/Trainings (Number)	6	6
EMS/Fire Students - Ride-Along	8	8
Preceptor Training Hours	46.0	46.00
National Fire Statistics -YTD 2.2.2023		
	Line of Duty Deaths	Civilian Fire Deaths
	4	266
Fire Property Loss Report – Mason City		
Estimated Property Value	\$74,800	\$74,800
Estimated Property Loss	\$36,300	\$36,300
Total Saved	\$38,500	\$38,500

Overtime Hours

Fire	24.25	24.25
EMS	113.00	113.00

Significant Events

1/25/2023 Building Fire 317 2nd St NW

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	2	5
Development Services	12	15	27
Engineering	17		17
Finance	11		11
Fire	48	1	49
Human Resources	2		2
Library	13	3	16
Museum	6	2	8
Operations & Maintenance	64		64
Police	44		44
Recreation	7		7
Youth Task Force	3		3
Grand Total	238	26	264

Plus 97 Seasonal employees

Staffing

Activity

Hiring Activity:

- Police Officer-11 openings (Police): Testing and interviewed held during the month. Background checks are underway.
- Water Utilities Supervisor - 1 opening (O&M): Promoted internal candidate.
- Firefighter/Paramedic - 3 openings (Fire): 3 Firefighters hired and started work.
- Water Reclamation Operator - 3 openings (O&M): Recruitment is underway with aggressive external marketing campaign.
- Swing Worker - 1 opening (O&M): Position filled with internal job bid subject to Council approval in February.

	<ul style="list-style-type: none"> - Admin Assistant-Housing/Safety - 1 opening (Dev Services): Internal civil service list is being created. - Library Custodian - 1 opening (Library): Conducted recruitment and interviews. Hired an external candidate who will start work in February. - Transit Driver - 2 openings (Dev Serv): Continuing recruitment. - Youth Task Force Director - 1 opening (YTF): Following retirement of director, replacement search is put on temporary hold for budgetary reasons. - Parking Enforcement Officer - 1 opening (Police): Finalizing plans for filling the vacancy with CSO.
Positions Filled:	- Hired 3 full-time and 2 seasonal staff
Turnover:	- 5 full-time employees resigned, 1 retired, and 8 seasonal staff.
Employee Orientations/exit interviews:	- Conducted 3 orientation sessions and 3 exit interviews.
Seasonal Staffing:	- Began seasonal staffing meetings with each department.
Recruitment Strategy:	- Developed and implemented marketing plan for Water Reclamation Opr recruitment.
Civil Service Commission:	- 1 civil service meeting during the month.

Labor Relations/Legal

Activity

Grievance Activity:	<ul style="list-style-type: none"> - Fire: No open grievances. Met with federal mediator and union to resolve labor contract negotiations. Ratified by union and subject to approval by Council in February. - Teamsters: 1 grievance pending grievance settlement. - AFSCME: No open grievances. Conducted labor contract negotiations. Scheduled for ratification vote by the Union in February.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

Employee Involvement

Activity

Wellness Program:	- Participated in Wellness Committee meeting. Kicked off a 90 Day Healthy Challenge with body analyzer component coordinated in HR. Assisted with employee Lunch n Learn on nutrition.
Employee Activities:	- Coordinated retirement party for a retiring Water Reclamation Operator.

Benefits

Activity

Employee benefit support:	- Ongoing support on employees benefit issues
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Miscellaneous

Activity

Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.

Safety Statistics	Month	2023 YTD	2022 YTD
# of Work Comp Cases	1	1	1
# of OSHA Injuries	1	1	0
# of Days Missed	0	0	0
# of Employees Off	0		

Jan Medical Cases



YTD Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: January 2023

Classes:

- Art Bugs (1/7): 13 adults 11 children
- Learning to throw A: 12 adults
- Animals of Winter (1/21): 6 children
- STEAM (1/24 & 1/26): 13 children

Events:

- Christmas Rental Party (1/13): 64 adults
- Birthday Party (1/14): 17 adults & 9 children
- Birthday Party (1/21): 3 adults & 18 children

Attendance:

Gallery attendance	293
tour attendance	0
event attendance	142
Classes	70
Playground	90
Outreach	38
TOTAL	633

Membership:

City Memberships: 10

Expired: 6

Business: 18

Memberships: 214

Partnerships:

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

Exhibitions:

Kinney-Lindstrom Gallery

James Singelis: Burning from Within is now open in the Charles H. MacNider Art Museum's Kinney-Lindstrom Gallery. This portrait exhibition is sponsored locally by the Hanson Family Foundation and the Mason City Clinic Charitable Giving Fund.



James Singelis, Self, 2014, 40 x 30 inches, oil on canvas
Born in Warren, Ohio, James Singelis grew up in Connecticut, Maryland, and Illinois, where he attended Lake Forest Academy as a boarding student.

He was awarded a Bachelor of Arts from Indiana University in 1967 with a double major in Italian and Art History; he then pursued art history studies for another year at Università di Bologna, where he found the experience of being immersed in Italian art and architecture as important to his later development as the academic studies themselves. The artist approaches painting as if it were any other kind of job, and he goes to the studio and paints every day whether he feels like it or not.

Singelis started doing self-portraits as an academic exercise, trying at first for an accurate likeness. Then he began to loosen up and let things happen, and this brought unexpected results: the drawings began to seem more real than what he saw in the mirror as well as more engaging and provocative. And although the portraits are not photographic images, they do describe him. They portray something other than what he looks like but show who he honestly is.

He puts a lot of marks on a canvas, and many end up being obliterated or obscured. Those that remain need to feel honest. In the beginning Singelis wanted nothing more than to be a draughtsman, and to this day nothing pleases him more than a tangle of lines that also depicts a face. He tries to create a canvas where the seemingly random play of colors, shapes and lines coalesce into a recognizable image. *James Singelis: Burning from Within* will be on display at the Charles H. MacNider Art Museum through Wednesday, March 29.

Center Space Gallery

Adolf Dehn: Selected Works

December 23, 2022 – February 18, 2023



Adolf Dehn, *Western Mines*, watercolor on paper, 1942.
Permanent Loan from Virginia Dehn Made Possible
Courtesy of Harmon-Meek Gallery, Naples, FL
[1997.4.5]

The MacNider Art Museum has several artworks by the Minnesota born artist, Adolf Dehn, in the Permanent Collection. *Adolf Dehn: Selected Works* chooses some of his most vibrant pieces to be featured in this solo exhibition. Dehn was a printmaker and watercolorist and his work spans subject matter, from whimsical portraits to sweeping landscapes.

Facilities:

On January 30, 2023, the Museum had a substantial leak in the Chang Gallery. No artwork was near the leak and staff were unable to determine the source of the leak. The Museum called Henkel construction who came and determined a drainage pipe that runs through the Museum to remove roof melt was clogged with ice. The drain had a heat tape that at sometime began malfunctioning. There was also debris in the pipe, possibly an animal that may have chewed the heat tape. This coupled with the cold temps the week before this caused the pipe to freeze closed. Pressure from the pipe couplings resulted in leaking creating the source of the dripping in the Chang Gallery. Once the pressure was relived, the ice broke loose and debris and ice

rushed out, reliving the pressure. The Museum let the area dry out and then hired Henkel to fix the ceiling. A new larger grate for access was placed in the ceiling and the remainder of the ceiling re drywalled. The electricians came and installed a new heat tape in the pipe.

Daily / Weekly / Monthly tasks:

The Museum removed holiday décor from the building and prepared for upcoming classes. Staff at the Museum worked on marketing the new semester classes as well. At this time, all of the remaining classes are filling well.

The month of January is a slow month for attendance at the Museum. Typically the staff use this time to sort through files, purge items that should be removed, and prepare for the coming year. The Museum gift shop was replenished after the holiday rush.

The Museum worked in collaboration with Iowa PBS to prepare for the upcoming documentary about architecture Mason City. Earlier in the year the Museum Director gave interviews about the design of the building as well as building history. Staff sorted through the Museum archives to find materials for PBS to use in its documentary.

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

9 days assisting Street Department with Snow Plowing, Snow Hauling and Related Work
6 days spent on Snow Removal around Fire Hydrants
2 days spent on Fire Hydrant Repair Work due to Traffic Accidents
3 days on Shop and Vehicle Maintenance
1 days on Turning Valves preparing for dig season
1 day on Safety and Testing for Job requirements

Internal Service Division:

Service and repair inspection vehicles
Service and repair Engineering vehicles
Service and repair 6 Fire trucks and ambulances
Service and repair Park Vehicles
Service and repair 15 Street Department vehicles
Service and repair 3 Police Department vehicles
Service and repair 3 Water Utility vehicles
Service and repair 1 Water Supply vehicles
Service and repair 5 Water Reclamation vehicles
Service and repair 2 Sanitation vehicles
Plowed their Snow Routes

Electrical Street Light Repairs

Repair Electrical on Truck #54, 45,19
South Bridge Parking Lot
Water Reclamation (Digester)
Street Light Repair
Meet with contractor on Safe City (1.5 hours overtime on this)
Worked on the Outside Lights at City Hall
Ran conduit for Air Comp at Parks/Relocate Welder Location
Recycle heads
Plowed Snow Route
32 electrical repair orders were completed

Wastewater Division:

- **Wastewater treatment:**

Monthly Total:	113.500	million gallons
Daily Average:	3.660	million gallons per day
Daily Maximum:	5.100	million gallons per day
Sludge processed:	1.91	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 3 4 none being the cities responsibility
- Cleaned pit at NIACOG

Treatment Plant Activities:

- Conducted rounds of the plant every four hours
- Ran belt thickener five days
- Monthly safety inspections
- Repaired drive on south final clarifier
- Yearly hearing test were conducted
- Checked and replaced all oil in plant lift pumps
- Installed wind breaks around digester pop offs
- Installed new raw sample fridge
- Had John Deere tractor repaired
- Dan Burke retired after 29 years of service at the treatment plant
- Had lab car worked on
- Hildreath Company here to work on heat exchangers
- Cleared snow from plant grounds and animal shelter
- ASC here to calibrate flow meters
- Replaced coupling on water pump on heat exchanger

Laboratory/ Pretreatment Activities:

- End of year calculations for laboratory Quality Control
- Performed laboratory analysis on eight Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed Quarterly Significant Non-Compliance Review
- Continued working on annual pre-treatment report

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	480.15 tons	480.15 tons
Recycling collected	61,561 pounds	61,561 pounds
Yard waste collected	0 tons	0 tons
Large item number of stops	34	34
Materials collected:		
Large furniture	17	17
Small furniture	7	7
Tubs & toilets	2	2
Appliances & TVs	13	13
Electronics	0	0
Request for service calls	270	270

Street Division:

Cleaned and maintain shop and equipment as necessary

Installed signs as directed by City Engineer's Office

Hauled old appliances to salvage yard

Picked up dead deer on City right of way

Street Sanding/Plowing

Arborist Crew Trimmed/ Removed Trees (10 trees removed)

Equipment Maintenance

Hauled snow from Downtown & Overpasses

Instead of having employees work overtime in hauling the downtown we did this during normal work hours. This will cause some short-term traffic inconvenience but is more cost effective.

Monthly Safety Inspections

Park Department:

Worked on warming house cleaned snow from ice rink.

Installed Lock Boxes at Park & Rec Dept.

Snow removal (includes City sidewalks & trails) multiple times

Trail Maintenance

Assisted Street Department in hauling snow from Downtown

Shop maintenance/painting

Equipment maintenance & repairs

Monthly safety inspections

Cleaned up around Soccer Fields

Feed and care for deer

Moved snow from Plaza for Fire Department

Tried to put ice down at Ray Rorick

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Total Calls for Service	1329	0	0	0	0	0	0	0	0	0	0	0	1329
Alarm - Business	23	0	0	0	0	0	0	0	0	0	0	0	23
Animal	33	0	0	0	0	0	0	0	0	0	0	0	33
Burglary	13	0	0	0	0	0	0	0	0	0	0	0	13
Collision - Prop Damage	83	0	0	0	0	0	0	0	0	0	0	0	83
Collision - Pers Injury	5	0	0	0	0	0	0	0	0	0	0	0	5
Collision - Hit and Run	11	0	0	0	0	0	0	0	0	0	0	0	11
Disorderly	97	0	0	0	0	0	0	0	0	0	0	0	97
Domestic - Physical	4	0	0	0	0	0	0	0	0	0	0	0	4
Domestic - Verbal	32	0	0	0	0	0	0	0	0	0	0	0	32
Fireworks	4	0	0	0	0	0	0	0	0	0	0	0	4
Harassment	28	0	0	0	0	0	0	0	0	0	0	0	28
Medical	91	0	0	0	0	0	0	0	0	0	0	0	91
Motorist Assist	40	0	0	0	0	0	0	0	0	0	0	0	40
Parking	60	0	0	0	0	0	0	0	0	0	0	0	60
Stray Animal	24	0	0	0	0	0	0	0	0	0	0	0	24
Suspicion	125	0	0	0	0	0	0	0	0	0	0	0	125
Theft	61	0	0	0	0	0	0	0	0	0	0	0	61
Welfare Check	117	0	0	0	0	0	0	0	0	0	0	0	117

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	86	0	0	0	0	0	0	0	0	0	0	0	86
New Investigations	350	0	0	0	0	0	0	0	0	0	0	0	350
Traffic Citations	152	0	0	0	0	0	0	0	0	0	0	0	152
Written Warnings	104	0	0	0	0	0	0	0	0	0	0	0	104
Crash Reports	86	0	0	0	0	0	0	0	0	0	0	0	86
Parking Tickets	264	0	0	0	0	0	0	0	0	0	0	0	264
Traffic Stops	209	0	0	0	0	0	0	0	0	0	0	0	209
Extra Patrol Checks	893	0	0	0	0	0	0	0	0	0	0	0	893
Business Checks	51	0	0	0	0	0	0	0	0	0	0	0	51

Offender Checks	17	0	0	0	0	0	0	0	0	0	0	0	17
Open Records Requests	461	0	0	0	0	0	0	0	0	0	0	0	461
Dogs to Shelter	11	0	0	0	0	0	0	0	0	0	0	0	11
Cats to Shelter	17	0	0	0	0	0	0	0	0	0	0	0	17

Second Detail officers responded to a domestic dispute on January 1, 2023, that resulted in the female resident fleeing in her vehicle. She quickly lost control and hit a pole and was subsequently arrest for drunk driving and other traffic charges.

On January 2, 2023, First Detail officers responded to a shooting on 1st Street SW. Patrol completed much of the follow-up investigation. Suspects in this incident have been identified and criminal charges are pending.

On January 3, 2023, Second Detail officers responded a robbery at Casey's on North Federal. Follow-up by patrol and criminal investigations led to the identification of a suspect. On January 20th we filed a robbery charge against the suspect, who was already in jail on another charge.

On January 8, 2023, a Third Detail officer was on routine patrol and found fresh footprints around a local business that had been the victim of a recent break-in. In following the footprints, the officer was able to identify that another burglary had just occurred and we were able to take the suspect into custody immediately.

Third Detail was a called to a fight on January 11, 2023, and arrived to separate the parties. As one party tried to flee, officers were able to take him into custody, recovering a handgun and drugs. Charges were filed for the drug violations and an investigation into the ownership of the firearm is ongoing.

A Third Detail officer trying to stop a vehicle on January 12, 2023, was involved in a short pursuit before the vehicle was stopped. The driver was arrested for drunk driving and a firearm was also seized during the stop. An investigation is ongoing as to the legal owner of the firearm. Additional charges may be pending.

On January 15, 2023, First Detail officers took a stolen vehicle report. Working quickly with the victim on follow-up, they were able to identify a suspect in a statewide theft and fraud case who used the victim's stolen credit card. We are continuing to build the case and probable cause to file charges in our case.

On January 19, 2023, Third Detail officers made a bike on a subject during night hours and were able to take him into custody on an outstanding warrant for a sex offender violation. The male was also in possession of several grams of methamphetamine and was also charged with the drug violation.

Criminal Investigations

Nine new cases were assigned to CID in January. Four of those were cleared and two were cleared by arrest.

Some of the notable case work included the following: shooting investigation follow-up; arrest in a robbery investigation; four sexual assault investigations; coordinating background investigations on police officer applicants; child protection case review, and forfeiture request on a seized firearm.

Support Services

The Crime Victim Specialist followed up on 70 cases in January. Three referrals were made to Crisis Intervention and three Crime Victim Assistance Division application was submitted.

The CVS also assisted Friends of the Family with the January 2023 Point In Time (PIT) count. The PIT count is the number of homeless people we can account for on a specific date and the count is taken twice per year. The Mason City PIT count was 16.

Alternate Side Parking was in effect for most of January and was responsible for many of the 264 parking tickets that were issued this month. We towed 14 vehicles this month for parking violations. We also sent out 101 delinquency letters and sent 76 over to the county treasurer for collection.

Winter has driven down our animal call numbers to some degree. Of the 61 calls for service this month, four were for bite cases. We issued citations for three animal ordinance violations and took 28 animals to the stray animal shelter – 11 dogs and 17 cats.

Administration

We completed physical and written testing for police officer applicants. Successful candidates moved on to oral board interviews and the civil service list. We are currently completing background investigations on six applicants.

We prepared and submitted the budgets for the police department, animal control, and parking as part of the City of Mason City FY 2024 budget preparation. Specifically, we included requests for making the Crime Victim Specialist a funded full-time position when the grant runs out in September; an increase in the cost of future patrol units and upfit costs for patrol; and a new line for Officer Safety and Wellness that provides for annual mental health wellness checks for MCPD officers.

Finally, three of our supervisors and command staff attended training that was presented by the Police Executive Research Forum. The course is called Integrating Communication, Assessment, and Tactics (ICAT) and it is built around a critical decision-making model that promotes the sanctity of human life. We will be sending the remaining members of our command staff and skills instructors to this training in 2023 and then presenting it for department-wide adoption in fall 2023.

Public Library

Reported by Mary Markwalter, Library Director

The library is holding beginner genealogy classes in February.

<i>Circulation-Books</i>	23-Jan	22-Dec	22-Nov	22-Oct	22-Sep	22-Aug	22-Jul	YTD	L
Adult Fiction	1177	856	923	972	1067	1759	1086	7840	
Adult Non Fiction	549	225	332	366	318	437	443	2670	
Large Print	667	591	606	724	793	797	764	4942	
Young Adult	383	273	343	485	440	616	690	3230	
Juvenile Fiction	1605	1086	1588	1494	1281	1643	2160	10857	
Juvenile Non-Fiction	288	176	263	276	222	301	370	1896	
Middle School	277	157	292	234	232	390	367	1949	
TOTAL BOOKS	4946	3364	4347	4551	4353	5943	5880	33384	
<i>Circulation-Other</i>									
Audio/CD/Playaway	244	90	95	203	162	228	226	1248	
Video Games	43	78	33	34	28	34	55	305	
Periodicals	102	86	145	181	135	104	138	891	
Software	0	0	0	0	0	0	0	0	
Other (puppets, misc.)	15	8	7	8	11	6	14	69	
DVD	2489	642	677	940	690	1052	831	7321	
Tumblebooks	21	11	6	2	9	11	6	66	
Creativebug (users)	16	14	20	19	11	11	31	122	
World Book Online	1880	0	40	101	76	0	240	2337	
Chilton's Online	35	32	27	24	14	35	28	195	
Gale	6	0	1	0	5	2	1	15	
Transparent Languages	591	46	793	599	613	640	638	3920	
Brainfuse	102	0	62	12	11	23	26	236	
Bridges	2283	2142	2049	1975	2053	2105	2016	14623	
Newsbank	218	105	92	20	73	62	57	627	
Hoopla!	1004	969	923	886	882	957	863	6484	
Total-Other	9049	4223	4970	5004	4773	5270	5170	38459	
Grand Total Circ.	13995	7587	9317	9555	9126	11213	11050	71843	
Item Records Added	429	309	441	499	422	705	365	3170	
Patrons Registered	100	42	65	90	78	102	98	575	
Renewals	625	650	652	579	803	862	791	4962	
Holds Filled	308	453	222	279	260	288	277	2087	
Holds Placed	524	254	452	370	470	475	421	2966	
Discs Cleaned	0	0	0	0	0	0	0	0	
Photocopies	2008	1825	1753	2813	3102	2995	6311	20807	
MeetingRoomGuests	1037	795	719	855	500	853	1619	6378	

Meeting Room Used	150	130	143	159	90	129	155	956
SILO request unfilled	4	25	9	15	27	4	7	91
SILO request filled	4	2	0	2	0	0	0	8
SILO MCPL Request Filled	17	23	2	7	9	3	5	66
SILO MCPL Request Unfilled	6	0	16	12	11	5	27	77
Attendance	12500	8000	9800	10000	7800	9700	9700	67500
Children's Programs	6	3	6	8	7	0	11	41
Children's Program Attendance	497	335	321	609	33	0	1109	2904
Young Adult Programs	4	2	1	5	2	0	7	21
YA Program Attendance	50	42	2	123	21	0	271	509
Adult Programs	8	12	9	9	8	4	16	66
Adult Program attendance	82	118	42	35	103	115	136	631
In Library Use	882	865	880	650	464	1250	1250	6241
Faxes Received	15	20	17	14	23	8	1	98
Faxes Sent	62	34	81	64	114	36	50	441
Scan	25	145	164	70	89	51	43	0
Handouts, Brochures, etc.	3000	5000	4000	7000	4000	3000	5500	31500
Genealogy Referrals	5	0	0	0	1	0	2	8
Archive Referrals	15	14	8	5	4	13	6	65
Photo Prints	6	8	23	16	24	28	15	120
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0
Reference Questions	1500	4500	3000	3500	4000	3000	4000	23500
Internet Users	400	350	450	375	400	600	425	3000
WI-FI Sessions	1358	1115	1255	1554	1604	1635	1864	10385
Microfilm Users	3	2	3	6	10	2	2	28
MyLibro App	414	2394	3902	3299	2976			
Website Visits	3432	2470	2595	2615	2856	2281	2118	18367
TOTAL PUBLIC SERVICES	29476	29937	31033	35637	30311	28144	36602	221140
GRAND TOTAL SERVICE UNITS	43471	37524	40350	45192	69748	39357	47652	323294
VOLUNTEER HOURS	48	36	48.5	28.5	73	40	26	300

Recreation Department/Highland Park Golf Course/Multi-Purpose Arena

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and After School Care
- Tiny Tot Basketball
- Youth Basketball
- Mini Cheerleading
- Tiny Tot Cheerleaders
- Youth Tumbling
- Drop in Adult Basketball
- Drop in Adult Pickleball
- Drop in Adult Volleyball
- Adult Women's Power Volleyball League
- Process Time Cards
- Order Supplies
- Update the City's website and Channel 4
- Audited 9 first aid kits

Daily Participation Rates in 2023 thru January: 45,025

Daily Participation Rates in 2022 thru January: 45,535

Highland Park Golf Course Monthly Activities:

- Safety inspections for month of January
- Process Time Cards
- Checked all roller and reel bearings in all reels replaced worn bearings
- Pulled and replaced 14 front and rear roller bearings
- Loaded up 3 groomers, 6 four bolt greens reels, 3 tee reels and one set of center adjust greens reels
- Washed all the equipment with hotsoy (steamer power washer) and inspect all equipment
- Disassembled all reels checking all bearing on rollers and bearing of reels
- Replaced bearings in tee reels and one set of 4 bolted reels
- Disassembled all bed knives and replaced with new screws and knives.
- Set up grinder and grind all 15 bed knife blade and face
- Grinded 6 - 4 bolt greens reels, tee reels
- Reassembled the 6 - 4 bolt reels and the 3 three tee reels
- Reorganized equipment in green building to make easier access
- Moved snow around clubhouse and maintenance building

- Worked on campground cart finding a short on wiring
- Checked all water in batteries and replace any cables needed on campground cart

Multipurpose Arena Monthly Activities:

Daily Participation Rates in 2023 thru January:	12,911
Daily Participation Rates in 2022 thru January:	11,285

- 4 Bulls Games
- 4 Toro Games
- 1 Hockey Tournament
- 2 High School Level Games

Recreation Special Activities/Accomplishments:

- Youth Basketball numbers are down but the enrollment is higher with the younger ages in the program which led to higher number of teams
- Trained 52 youth basketball coaches
- Certified 47 youth basketball coaches
- Worked on the Spring/Summer Brochure
- Updated marketing for MacNider Campgrounds
- Met with Marion Olson about the Campgrounds Manager contract
- Assisted in the planning for Band Festival
- Applied for the liquor licenses for Fredrick Hanford Softball Complex
- Attended the statewide Aquatic Meeting – IPRA
- Attended the North Iowa Parks and Recreation Directors Meeting
- Finish preparing the operating budget for council
- Attended budget meetings

Highland Park Golf Course Special Activities/Accomplishment:

- Enrolled Highland Park in the Youth on the Course initiative through IPGA
- Submitted District Hosting papers for Mason City High School Golf program and was selected for Mason City Riverhawk Girl's District Meet
- Order Season Pass Bag Tags
- Sold advertising for the scorecard
- Gave information for 7 potential outings
- Attained liquor licenses for Highland Park Golf Course
- Finish operating budget
- Attend budget meetings

Multipurpose Arena Activities/Accomplishments:

- Hosted Hockey Fights Cancer
- Continue to work with Rockhouse Productions on contact with two different music events
- Made contact with two different MMA promoters
- Continue to work on the new arena website
- Met with different concession food vendor

Recreation Work to Be Completed in Coming Month:

- Run Before and Afterschool Care
- Run Tiny Tot Basketball
- Run Youth Cheerleading
- Run Youth Tumbling
- Run Youth Basketball
- Run drop in Adult Basketball
- Run drop in Adult Pickleball
- Run drop in Adult Volleyball
- Run Adult Women's Power Volleyball League
- Find Youth Sponsors for Spring and Summer Sports

Highland Park Golf Course Work to Do in Coming Month:

- Finish grinding reels set up and level mowers
- Inspect and service three greens mower tractors
- Inspect and service Kubota mower, Toro grounds masters
- Inspect and service 12 progressive mowers
- Inspect and service all 7 utility carts
- Continue with winter maintenance on greens mowers, tractors, and utility vehicles
- Finish up score card
- Start preparing the club house for the season

Multipurpose Arena Work to Be Completed in Coming Month:

- Support Youth Hockey, North Iowa Figure Skaters, North Iowa Bulls, and Mason City Toros

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of January 2023:

- On-going restocked Volunteer supplies for various events
- Assisted departments, find volunteers for different projects
- Committee meetings Aging Coalition, Gardeners of North Iowa
- On-going: Worked with present and new volunteers on the importance of reporting hours to volunteer coordinator, sent emails to all active volunteers for reporting of hours, and keeping volunteers abreast of upcoming events
- Made contact with the schools, service projects that get younger people involved in volunteering – talk with Master Gardeners Classes to present Beautification Program
- Sent out emails to all volunteers about volunteer, greetings and updates on upcoming meetings
- Sent emails to Beautification volunteers on upcoming events and meetings
- Updating volunteer brochures for different programs
- Helped set up Earth Day dates and mapping
- Contacted NIACC to make aware of volunteer opportunities
- Working on updating flower garden maps to reflect actual active plots
- Worked on updating price list with vendors for Beautification program
- Set upcoming radio announcements
- Set up talks with different service groups
- Worked with new volunteers on volunteer opportunities available in the near future, keeping them motivated to participate as soon as projects arise
- Helped with writing Volunteer Engagement Initiative
- Mason City Volunteer: Awarded Volunteer Engagement Initiative
- Wrote letter of recommendation for Volunteer nomination

Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are active.
3. Updated Pictures in Volunteer Brochures
4. Updated Volunteer Information Board for 2020 upcoming programs.

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects	11.5
Beautification	Garden Maintenance/Cleanup	5.0
Earth Day	Miscellaneous	1.5
457	Maintenance	23.0
Total Hours		41.0

Youth Task Force

Reported by Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

Grant/Budget Updates:

- Updated current FY grant budget to reflect Alice's early retirement and revenue/expense projections for FY24.
- YTF staff met with supervisor Kevin Pals for a monthly update, YTF plan moving forward and prep for board meeting.
- 1/19- Held the Executive Board Meeting at the YTF office.
- YTF staff met with Kelly Grunhovid from Prairie Ridge about a possible future funding opportunity.

One on One Mentoring

1/12- Iowa MENTOR Leadership Council webinar

1/19-IDPH Mentor Grantee Monthly call

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

Regular group meetings continued throughout the month.

Weekly activity planning and prep meetings – ongoing coordination with school staff.

1/30-The Mentoring Coordinator met with MCHS Staff about starting a program at Lincoln Intermediate in February.

Community Based Mentoring- We will now be featuring Match of the Month on our Facebook page. First pair featured was Pam Klukow & Raina.

North Iowa Teen Mental Health First Aid (tMHFA) Project

- Updates made on the NIPAGuide.org and training tutorials completed on updates to tMHFA curriculum and Mental Health First Aid Connect
- Coordination with West Hancock staff to begin classes February 1st.
- Continued communication with Mason City High School and RRMH for future tMHFA classes and discussions had with Forest City counselor about possible partnership.
- Contacts made with AEA for Youth Mental Health First Aid training updates.
- Trained 30 educators with the Forest City school district in Youth Mental Health First Aid

STAFF / OTHER

- Sorted and distributed 180 kickballs and 416 jump ropes to Roosevelt School.
- Recruited new members for executive board, updated materials and coordinated new meeting time.
- Completed required Safety tutorials for all staff.
- Other meetings/events attended:
 - Attended P4C and presented an update about our current projects.

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