

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

March 2023

(Issued April 14, 2023)



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

Airport

Reported by David Sims, Airport Manager



Date: March 2023

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 3/1/2023 – 3/31/2023	15,948 Gallons	60 Buses
Enplaned 565 Deplaned 606		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at March 2023 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport
- Received notice of \$1.2M Grant award for Passenger Boarding Bridge addition to Commercial Terminal
- Construction of new Commercial Terminal started
- Attended Iowa Public Airport Association Meeting and Legislative Reception in Des Moines
- Started training and setup of new Aircraft Rescue Firefighting Vehicle
- Attended to various lease matters

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the April 2023 Airport Commission Meeting
- Continued Construction of New Commercial Terminal
- Attend Iowa Public Airport Association annual conference in Cedar Rapids
- Airport staff to begin spring clean-up of facilities, including repainting airfield markings

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of March:

- 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 one Special Council Work Meeting 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 24 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 11 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 \$280.00 in animal license fees and \$2,855.00 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 met on March 27 to consider three applications. One of the applications, for window replacement at the Quality Inn at 410 5th Street SW, was not recommended for funding; the City Assessor determined that the proposed project would not result in an increase in the assessed value of the property. The Committee recommended approval of an application for a DoRL loan to ISUNI, LLC for \$30,000 to renovate 213 1st Street SE. The Committee also approved the Special Façade Grant for façade improvements to 13 and 15 North Federal Avenue. This grant provides 60% of the cost to renovate the two adjacent facades, to a maximum grant of \$70,000. These applications will come to the City Council at the first meeting in April.

The City Council authorized a variation of the BuRLS grant program at the March 7 meeting. This new program, called BuRLS – BCE (Business Creation/Expansion), can be used when creating or expanding a business requires a sprinkler system or other additional costs related to meet the fire code, where dwelling units are not provided. Staff has already received applications for this new program.

Section 657A.10/Blight Elimination Program:

Staff continues to work with our attorneys to bring properties into compliance. The City took title to 321 South Louisiana in December. It was sold for \$30,000 at the Council's March 21 meeting.

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.

The Vacant Building Registration Ordinance was approved on final reading at the first meeting in March. This ordinance will 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. 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. Foundations have been poured and framing of walls and the roof has begun.
- Work on the gymnasium and pool additions to Mason City High School is expected to be completed this spring.
- The new O'Reilly's auto parts store at 1602 South Federal Avenue is open.
- 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 has been slow but is ongoing.
- The four units above Simply Nourished at 13 South Federal Avenue, assisted with a CDBG grant and a BuRLS grant, are complete.
- 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 owner is partnering with the owner of 13 North Federal to fully restore both facades.
- The new Ross Dress for Less store opened in March. All three new stores at Willow Creek Crossing (including Five Below and Old Navy) are now open.
- Construction on the new Airport Terminal will begin soon.
- Three permits were issued for rooftop solar arrays.

DIVISIONAL REPORTS

Development Review Committee: 3 meetings held in March 2023.

DRC Activity	March 2022	2022 YTD as of 3/31/22	March 2023	2023 YTD
Total Development Plans Reviewed	4	11	11	19
Concept plans reviewed/approved as a Minor Site Plan	1	4	3	8
Concept plans to be resubmitted as a Major Site Plan	2	4	7	10
Total Concept Plans	3	8	10	14
Major Site Plan Reviews Completed	1	3	1	1
Preliminary Plat of Subdivision	1	1	0	1
Final Plat of Subdivision	0	1	0	0
Other Reviews (structure moves, etc.)	0	1	0	1
TOTAL ITEMS REVIEWED	5	14	11	16

DRC Activity	March 2022	2022 YTD as of 3/31/22	March 2023	2023 YTD
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	2	3	4

PLANNING AND ZONING DIVISION

Activity	March 2022	2022 YTD as of 3/31/22	March 2023	2023 YTD
Commercial, Principal Structure	5	5	4	6
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	3	9	7	10
Residential, Accessory Structure	1	4	4	5
Signs	3	8	5	11
Floodplain	0	2	1	1
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	1	2	2	2
Variance	0	2	0	0
Planning and Zoning Cases:				
Alley or Street Vacation	0	0	0	0
Change of Zone	0	0	0	1
Miscellaneous	0	0	0	0
Preliminary Plat	0	0	0	0
Site Plan Approval	0	0	0	0
Zoning Ordinance Text Amendment	0	1	0	1
Land Subdivision Activities:				
Boundary Line Adjustments	1	1	0	0
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	0	1	0	0
Historic Preservation Commission				
		0		0
Historic Demolition Reviews	0	0	0	0

Activity	March 2022	2022 YTD as of 3/31/22	March 2023	2023 YTD
Zoning Violations				0
Reported	1	1	3	6
Unfounded	0	0	3	3
Founded-Resolved without citation	1	1	0	4
Citations	0	0	0	0
Cases initiated by staff	1	1	0	3
Zoning Inspections				
Zoning – Case Request	1	1	3	7
Zoning – Complaint	0	0	0	0
Zoning –Setback	0	2	1	3
Zoning - Final	0	0	1	4
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	22	62	39	71
Floodplain Reviews Completed	30	74	39	80
Historical Reviews Completed	2	5	3	3

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	March 2022		March 2023		2023 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	12	\$2,681,777.99	28	\$14,076,846.28	52	\$22,734,197.24
Minor Building Permits	15	\$134,461.66	9	\$89,533.36	18	\$221,412.32
Electrical Permits	15	N/A	23		61	\$0.00
Plumbing Permits	6	N/A	12		36	\$0.00
Mechanical Permits	12	N/A	13		53	\$0.00
Sign Permits	3	\$37,350.00	5	\$94,588.00	12	\$167,592.00
Demolition Permits	0	\$0.00	2	\$12,000.00	2	\$12,000.00
Structure Moving Permits	0	\$0.00	0	\$0.00	0	\$0.00
Total	63	\$2,853,589.65	92	\$14,272,967.64	234	\$23,135,201.56
Inspections	March 2022		March 2023		2023 YTD	
Inspections	152		188		553	

Building Inspections Permit Report						
Permits	March 2022		March 2023		2023 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Completed						
Permits by Type	March, 2022		March 2023		2023 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition / Remodel
Residential: 1 and 2 family	0	7	0	26	0	48
Multi-residential	0	0	0	0	0	0
Commercial	0	3	2	7	2	18
Industrial	0	1	1	1	1	1
Institutional	0	1	0	0	0	1
Other (signs, demo, etc.)	0	5	0	7	0	14
Fees Collected	March 2022		March 2023		2023 YTD	
	\$9,990.49		\$14,900.80		\$55,485.99	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	March 2022	2022 YTD as of 3/31/22	March 2023	2023 YTD
Total Requests Initiated (not including snow/ weeds ¹)	118	266	84	185
Staff Initiated	78	147	51	101
Non-Staff Initiated (total):	40	119	33	84
Response to Complaint	16	30	9	15
Anonymous Complaint	16	45	14	42
SeeClickFix	8	44	10	27
Case Requests Disposition				
Founded Case Requests	118	233	84	185
Citations Issued	0	0	0	1
Cases to Court	0	3	0	2
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	1	1	1	3
Dangerous Building	0	0	2	14
Abandoned Vehicle	0	2	1	1
Tree/Shrub Maintenance	1	2	0	1
Garbage	33	75	26	45
Inoperable Vehicle	1	2	12	13

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.

Code Enforcement Report	March 2022	2022 YTD as of 3/31/22	March 2023	2023 YTD
Junk, Rubbish or Refuse	56	96	12	23
Other	8	14	19	22
Writ of Removal	7	12	2	4
Information Request	11	29	19	69
Snow Removal/Weeds & Tall Grass	0	247	26	380

Rental Inspection Report	March 2022	2022 YTD as of 3/31/22	March 2023	2023 YTD
Inspection Requests				
Initial Inspections	82	177	33	89
Reinspections	49	130	27	74
Inspection Requests	1	2	18	33
Total Inspections	132	309	78	196
Inspection Results				0
Inspections Cancelled by Landlord	0	0	0	0
Inspections Cancelled by Inspector	0	1	0	0
Failed Inspections	15	57	8	28
Passed Inspections	108	242	52	129
No Shows	3	3	1	3
Unfounded	1	1	4	5
Unavailable/Denied Entry	0	0	0	0
Pending Inspections		0		5
Units White Tagged	4	11	13	26
Rental Dwelling Certificates Issued	97	257	32	87
Total Fees Collected	\$4,940.00	\$9,360.00	\$1,780.00	\$6,590.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Task	March 2022	2022 YTD as of 3/31/22	March 2023	2023 YTD
Transit				
Fixed Route	10,203	26,415	11,753	33,078
Paratransit	3,621	9,478	4,012	11,324
Safety Training				
New Employees Trained	3	8	8	15
Completed Training Sessions	473	1,201	431	841

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>
March	4	66%	2	34%	6
FY to Date	28	38%	47	62%	75

Burials this month were as 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>
March	0	1	1
FY to Date	24	7	31

Lot sales were below projection and niche sales were at 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, preparing for Spring

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	11
• Storm Water Management Plan review & approval	1
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	4
▪ New Installation	0
▪ Disconnect	0
▪ Storm Sewer	1
▪ Septic	1
▪ Sump Pump	0
• Water – Industrial/Commercial	
▪ New	0
▪ Repair	0
▪ Disconnect	0
• Water – Residential	
▪ New	0
▪ Repair	4
▪ 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	0
• Driveway Approach permit & inspection	0
• Iowa One-Call Utility locates	474
• Emergency Call-out	13
• Emergency Call-out after hours	2
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	5
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	2

▪ Moving/Oversized load	6
▪ Review contractor Traffic Control Plan	5
• Permit Review & Approval - City	
▪ Commercial Building	4
▪ Residential Building	1
▪ Demolition	0
▪ Remodel or Addition	5
▪ Moving	0
• Permit Fees collected	\$525.00
• Lot Inspection Fees	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	2

2023 Pavement Marking Program:

Two bids were received for the March 28th project letting; the low bid was submitted by Select Signing Inc. of Amana, Iowa. The bids and award of contract will be considered by the City Council at the April 4th meeting.

2023 Street Panel & Curb Replacement Program:

Engineering Staff completed plans and specifications for the project. A Public Hearing on the project was set for April 18th at the March 21st meeting of the City Council. The project is currently being bid and scheduled to be let on April 11th.

2023 Street Rehabilitation Program:

Engineering Staff completed plans and specifications for the project. A Public Hearing on the project will be on the April 4th agenda for City Council's consideration.

12th Street NE Bridge over Ideal Creek:

The project was let through the Iowa Department of Transportation (IDOT). The low bid was submitted by Boulder Contracting, LLC of Grundy Center, Iowa. The bid and award of contract was approved by the City Council at the March 21st meeting. This project was bid in conjunction with the 2022 Multi-Bridge Repair Project. 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 was let through the Iowa Department of Transportation (IDOT) along with the 12th Street NE Bridge over Ideal Creek project. The low bid was submitted by Boulder Contracting, LLC of Grundy Center, Iowa. The bid and award of contract was approved by the City Council at the March 21st meeting. The work associated with this project includes the replacement of the expansion joint material on each of the 12th Street and 19th Street overpass bridges as well as approach pavement repair at the 12th Street NW bridge over the Union Pacific Railroad and the resetting of an abutment bearing on the 19th Street SW bridge over the Union Pacific Railroad.

IA 122 Mercy Corridor:

WHKS continued working on the design plans for the project. The first progress meeting WHKS and the City, IDOT and Mercy One is scheduled for April 17, 2023.

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.

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

The project limits for the upcoming IDOT 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 IDNR standards, complete pavement reconstruction including the addition and of a center turn lane configured between 15th Street and 19th Street.

The Engineering Department is responsible for providing 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 existing lead water service lines, water valve and fire hydrant replacements and other water system improvements. The sanitary sewer portion of the project consists of replacing manholes and the renewal of several service lines.

Engineering Staff completed final plans for the City utilities portion of the project. Final plans will be submitted to the IDOT in April. Short Elliott Hendrickson, Inc. (SEH) continued their design work to finalize the street lighting plans based off comments they received from the initial IDOT review. The new lighting system will include; streetlight bases, poles and fixtures, control cabinets, meters and interconnecting conduit and wire. The plan sheets, once finalized by the Engineering Department and SEH will be incorporated in the overall IDOT plan set for bidding with a letting schedule date in December of 2023.

Engineering Staff has also been in contact with EN Trust Solutions Group, a design firm hired by Alliant Energy to assemble plans for the gas main reroutes that will be needed prior to the start of this project. Engineering Staff will review the gas main plans, provide comments and approve IDOT permits at the appropriate stages of progress.

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

The two segments included in 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.

The project is currently in the bidding stage through the IDOT Office of Contracts. The project letting is scheduled for April 18th. Construction is expected 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.

Final plans for the Birch Drive (Scrip Road) Conversion and the Illinois Bridge Improvements projects are expected in April and a letting in early May. The setting of a Public Hearing on these projects is expected to be on the April 18th agenda for City Council's consideration.

Final plans for the High Line Trail project are expected to be submitted to the City in May with a tentative letting in June.

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 and 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 steel 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.

McKiness Excavating & Grading Inc. is the project prime contractor. Boulder Contracting is a subcontractor that will be responsible for the removal and reconstruction of a landing platform, bridge deck improvements and the installation of a decorative safety railing. The bid and award of contract was approved by the City Council at the March 7th meeting and the contract and bonds were approved at the March 21st meeting.

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

Water Tower Maintenance Program:

The City Council accepted the work and approved the final payment at the March 21st meeting. Final payment will be made to the contractor on or after April 20, 2023

Monroe Avenue Street and Utility Rehabilitation:

The project final review and audit by the Iowa DOT was completed and closing documents were signed. The City Council accepted the work and approved final pay at their March 7th meeting. A final request for reimbursement in the amount of \$50,000 will be submitted to the IDOT after

receipt of proof that the final payment has cleared the account. The final payment is expected to be released to the contractor no sooner than 30-days following council approval.

Union Pacific Railroad Quiet Zone:

The City continued to wait for the official letter from the Director's office of the Federal Railroad Administration in Washington, DC. When the letter is received, the City will prepare the Notice of Establishment, whereby completing the project.

Union Pacific Railroad Grade Crossing – South Monroe Avenue:

The Iowa Department of Transportation manager of the Highway-Rail Grade Crossing Safety Programs approved the cost estimates submitted by the city and railroad, then completed and submitted an agreement for construction to the Union Pacific Railroad for signature. The document has not yet been received back.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued working on the design and plan assembly of annual programs being planned for 2023. These projects include street rehabilitation and street panel and curb replacement.
- 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 March.
- Engineering Staff coordinated the setup of a movable lane closure with staff from Alliant Energy and their contractor Michels. The work is along 19th Street SW between South Madison Avenue and South Jefferson Avenue. This lane closure is needed to provide space for Michels to bore an underground conduit for future electric. Work began the week of March 27th and is expected to continue to mid-April.
- 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.
- Engineering Staff continued working with a representative from FARR Technologies on a new fiber route for Clear Lake Independent Telephone Company (CLTel). CLTel is an award recipient of the Empower Rural Iowa Broadband Grant Program. This project will be part of the CLTel Rural Mason City FTTH (Fiber to the Home) project.
- MetroNet, along with their contractor International Inc., resumed the installation of their main fiber route throughout the city. Engineering Staff is currently reviewing IDOT Utility Accommodation Permits for three Washington Avenue (US65) crossings in the downtown area and one 4th Street SW (IA122) crossing near Mercy Drive.
- Engineering Staff continued working with developers and their representatives for the establishments of several water main easements. The easements are for; an existing water main in Asbury, an existing fire hydrant at the new O'Reilly's, a future water main extension for a development on South Federal Avenue and for a future water main at the Cerro Gordo County Maintenance facility on North Illinois Avenue. Once the final easement agreements are drafted, they will be included on a future meeting agenda for City Council approval.

Traffic Division:

- Traffic Control
 - Sign work orders 15
 - Traffic Sign Orders 4
 - Streetlights
 - New Installation 0
 - Repair Request 0
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 10
 - Perform traffic signal repairs 6
 - Iowa One-Call locate reviews 187
 - Locate City-owned electrical utilities 8
 - Emergency Call-out 3

Other Tasks Performed by the Traffic Division:

- A call was received about the pre-emption not working on the West bound traffic at 122 and Taft. Trouble shooting and repairs were done, and with the assistance of the police department the pre-emption system was tested and verified to be working correctly again.
- At the intersection of East State Street and South Pennsylvania Ave, a truck struck the traffic signal pole on the Southeast side of intersection, resulting in the traffic signal being knocked over. The traffic signal was repaired and reinstalled and is now working correctly.
- Notice was received, that the siren at the intersection of 245th Street and South Federal Avenue was not working. Trouble shooting and repairs were done, and the siren is now working correctly.
- An email was received report that the pedestrian traffic signal on 19th Street Southeast and South Federal Avenue was leaning over. Troubleshooting and installation of a new pedestrian traffic signal head was performed. The pedestrian traffic signal head is now installed and working correctly.
- A notice was received, reporting that the pedestrian traffic signal head at the intersection of 2nd Street Southwest and South Washington Avenue was leaning over. Trouble shooting and installation of a new pedestrian traffic signal head was performed. The pedestrian traffic signal head is now installed and working correctly.

Water Supply Division:

- Water Production

	<u>March</u>	<u>FY 2023</u>
• Total (gal)	116,208,000	1,107,987,000
• Daily Average (gal)	3,749,000	4,044,000
• Daily Maximum (gal)	4,767,000	5,960,000*

- Daily Minimum (gal) 2,986,000 2,753,000**
 *Indicates Yearly High
 **Indicates Yearly Low

- Water Plant Maintenance and Repair

- Transfer switches were delivered for Well A1 and Well 16 generator project
- Repaired a variety of light bulbs and ballasts throughout the treatment plant
- Replaced an air relief valve on the CIP feed line
- Repaired the control board on a unit heater at ther Hoover Booster Station
- Performed troubleshooting on an air control valve for the 4 way valves on #4 EDR train
- Replaced a power transformer in the lift station
- Replaced the motor starters on the main air compressors in treatment plant
- Replaced a leaking hose on #3 EDR Line 3
- Recalibrated the Fluoride Feed Pump
- Yearly Nitrate samples were collected at the source entry point from the treatment plant
- Cleaned the brine blow down air relief valves on all EDR Trains
- Cleaned the offspec vacuum relief valves on all EDR Trains
- CIP #2 and #3 EDR Trains
- 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

- Customer Service

- Iowa One-Call locates 414
- Prepare and send service repair letters 4
- Monthly bacteria samples 30
- Collect project bacteria samples 0
- Check water quality at residents and businesses 10
- Correlate water main breaks and investigate for leaks 45
- Hydrant flow testing 2
- Hydrant Flushing 0
- Water Main shut down for repairs 2
- 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 12
- Water Service Permit/Inspection
 - Repair/Replace 6
 - New Installation 0
 - Disconnections 0

- Meter Department

	<u>March</u>	<u>FY 2023</u>
• Meters Installed	12	389
▪ Industrial	0	0
▪ Commercial	1	15
▪ Residential	11	374
• Meters Repaired	0	11
• Contractor and Garden Meters Recovered	0	18
• Contractor and Garden Meters Installed	0	7
• Meters Read	11,866	106,794
• Meters Ordered	0	0
• Water shut-offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed March 2023</u>			<u>Meters Ordered March 2023</u>		
5/8"	6		Transferred	5/8"	0
3/4"	1			3/4"	0
1"	4			1"	0
1 1/2"	0			1 1/2"	1
2"	1			2"	0
3"	0			3"	0
4"	0			4"	0
Total	12		Total		1
<u>Meter Inventory April 1, 2023</u>					
5/8"	22			5/8"	0
3/4"	3			3/4"	0
1"	5			1"	0
1 1/2"	1			1 1/2"	0
2"	3			2"	0
				3"	0
				4"	0
Total	34		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
- Performed 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		
	March	Fiscal Year- to- Date
Prepare payable checks	631	5207
Prepare receivable invoices	26	694
Prepare payroll checks	670	7193
Certify invoices to County	82	366
Send letters to State Offset Collections	36	91
Record State Offset collections	\$ 1,156.04	\$ 23,459.06
Ambulance accounts sent to collections	64	391
Record ambulance receivable	149	1136
Scanned invoices for myView point processing	998	8666

- 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/arena direct deposits
- Record cemetery direct deposits
- Record Police Department direct deposits
- Completed monthly IPERS report

Utility Collection

Utility Collections		
	March	Fiscal Year- to-Date
Record ACH activities	18	225
Prepare utility adjustments	57	566
Finals & charge offs	310	3221
Issue utility bills	9938	90401
Answer phone calls	959	8151
Respond to voicemail	114	1668
Complete utility service orders	237	2003

Complete landlord tasks	80	548
Issue shutoff notices	432	3450
Process customer paid utility bills	5092	42292
Process customer deposits	470	3608
Replace meters	15	369

Information Systems Coordinator

- Create shared folder for Jamey M at the FD.
- Create shortcut for HealthIM for Jamie S at the PD.
- Finish phone swap for Mental Health office.
- Help Tom W with email on his phone again.
- Set up new phone and number for Mobile Crisis at the PD.
- Take four more monitors to the PD.
- Take new PC to Mike M at the PD.
- Get new Surface Pros configured.
- Get SIM cards for the new Surface Pros.
- Get with Bill H about a new MFP for Highland.
- Help Joe G at Water Treatment with Outlook issues.
- Get quote for software to increase C drive on GIS server.
- Get Tracs installed on Car 6 tablet.
- Look at trying to increase the space on the C drive for the GIS server.
- Pay invoices.
- Program WiFi for new tablets.
- Reinstall video software for Pam S again.
- Restart GIS server.
- Set up email connection for OnDuty mailbox at the PD.
- Start next PD tablet.
- Upgrade VLC player for Jason S at the PD.
- Finish next tablet for PD.
- Get pricing for PCs for Paul V.
- Install printer for Humane Society.
- Look at calendar issue for FD.
- Order new camera for Linda H at the Rec Department.
- Order two power supplies for PD phone server.
- Set up Justin L for PD.
- Start configuring temp server for Water Rec.
- Weekend – Troubleshoot PD phone server.
- Get new tablets to Ken RA and Matt W.
- Get new Water Rec server promoted to DC.
- Get Open Desktop transferred to Mike M's PC.
- Get replacement SIM card for third tablet.
- Install SIM cards in tablets and configure.
- Take server down to Water Rec.
- Download and program council meeting to government channel.
- Get Tracs install on next PD tablet.
- Help Mary L get connected through the VPN.

- Install power supply in PD phone server.
- Look for email for Erik B at the FD.
- Start configuring 3rd PD tablet.
- Update Adobe Reader for Madelyn K at the PD.
- Install new MFP for Animal Shelter.
- Pay invoices.
- Purchase software to repartition GIS server.
- Set all PD workroom PCs up to print to label printer.
- Try to figure out shared printer for Zuercher.
- Finish Car 9 tablet.
- Get expenditure report to Krystal G.
- Look at issue with Excel file on Gina C's PC.
- Swap out Tiffany H's monitors.
- Take six monitors to PD.
- Try to add email address to allowed list.
- Get tablet back to Nick L.
- Get Tracs installed on new Car 9 tablet.
- Help Nick L with email on his phone.
- Help Penny B with password reset.
- Look at adobe issue for Gina C.
- Make new badge for Nick L.
- Set up new users for PD.
- Weekend – Finish partitioning GIS server.
- Call Novatime about resetting individual clock passwords.
- Check access point at Golf Course.
- Document management tech meeting.
- Install SIM card in tablet and get to Matt S.
- Demote NTF server before moving.
- Force reset of new PD timeclock.
- Send spare timeclock back.
- Take timeclock to PD and install.
- Change latch interval on elevators to 10 seconds.
- Document management meeting.
- Free up space on 2nd Floor conference room laptop.
- Get with John J about his Granicus App.
- Help Tim C at the FD with his password.
- Re-authorize time clocks.
- Set up DHCP server on Water Rec server.
- Download and program council meeting to government channel.
- Get SOW paperwork back to RSM.
- Get with CDW-G about scanners for front desk personnel.
- Look up scanners for front desk personnel.
- Order large chip hard drive for Conference Room A laptop.
- Pay invoices.
- Re-register PD timeclock.
- Finish hooking up Task Force server at the PD.

- Move Task Force equipment
- Rebuild laptop for 2nd Floor Conference Room.
- Restore file for Diana B.
- Start making plans to migrate DC for Water Rec.
- Auto Attendant meeting.
- Finish 2nd Floor Conference Room laptop.
- Get next batch of PD users ready for migration.
- Help Edith B with email on her phone.
- Order four PCs for Paul V.
- Pay invoices.
- Test the Air Mouse for the council room.
- Double check printer connections for Water Rec.
- Download camera software for PD.
- Final migration for Car 9 users at the PD.
- Get nightly backup working on new Water Rec server.
- Get with Aaron B to work out plan for FD migration.
- Install ArcPro on 2nd Floor Conference Room laptop.
- Look at printer for Jeff B.
- Prep Car 1 users for PD email migration.
- Swap Car 9 tablets.
- Take a VGA cable to PD for Terrance P's PC.
- Take phone accessories to PD.
- Update south workstation at the PD to O365.
- Weekend – Start moving Water Rec Data to new server.
- Weekend – Swap DHCP roles for servers at Water Rec.
- Complete migration for Car 1 users.
- Get with Jeff B about fix for his printer issue.
- Install camera software on Car 1 for the PD.
- Start hooking up new PCs for the PD.
- Update Office on Car 1 for the PD.
- Upgrade Office on the North PC for the PD.
- Get Car 2 users migration started.
- Help Dave S with Office 365 migration.
- Help Sybil with email on her phone.
- Install Mitel Connect on two new PCs at the PD.
- Install new printer for Highland.
- Restore file for Laura M.
- Finish email migration for Car 2 users.
- Get quotes for new server for Water Rec.
- Go through remaining email accounts and migrate extra accounts.
- Pick up Car 2 tablet and update O365
- Set up email group for Kirby and Jamie at the PD.
- Start Car 3 email migration.
- Final migration for Car 3 users.
- Fix Paula B's email after final migration.
- Order new server for Water Rec.

- Pickup tablet from Car 3 and update O365.
- Send fix to Erik B and see if it fixes his file search problem.

GIS Department

Administrator

- Update Earth Day 2023 public map
- Create N Massachusetts road closure map.
- Update Gerk Arboretum map

Cemetery

- Create a web server to host Cyclomedia widget.
- Meet to discuss scattering garden plans.
- Redraw Cemetery boundaries.
- Create Scattering Garden maps x 2.
- Create dashboard for project estimates.

Development Services

- Run bi-weekly parcel data script, export as CSV file, adjust and email.
 - Transfer data to G: drive
- Update wards shapefiles
- Share wards shapefile with Ballot Ready.
- Create historic districts and structures layers and add to GIS_Prod
- Reset password x 1.
- Download ArcPro x 1.

Engineering/Water Treatment/Customer Service

- Complete data request for TurnKey Logistics
- Delete old GPS raw data from GIS_Prod
- Fill in missing collection date information and move points to the correct layer.
- Reset mPower password x 1.
- Work with the county on address discrepancies x 3.
- Delete customer service point x 1.
- Add customer service point x 1.
- Give access to new database x 2.
- Create web map for GPS raw data.
- Complete data request for IDOT.
- Add new customer service points x 10.

Finance

- Create map of proposed tails to the Shellrock Greenbelt Trail
- Reset password x 1.
- Create PDF of maps/estimates for AARP grant
- Meet with Electronic records committee.
 - Meet with technology sub-committee.

Fire

- Research the # of roads in Cerro Gordo and Worth county.

- Automate pre plan updates.
- Unlock account x 1.
- Create new Portal user x 1.
- Build BNS and Fire map in Portal.
- Meet to discuss possibility of analyzing fires against other city data.

Operations / Utilities/ Water Reclamation / Parks

- Add domains for Park names to GIS_Prod
- Create new queries and reports in mPower x 3.
- Update Tree Species codes.

Police

- Create weekly call data maps x 4.
- Update AGOL crime and camera map x 4
- Create vehicle break-ins map.

Recreation

- Create AGOL user x 1.
- Publish Highland Golf map to AGOL.

General

- GIS data back up in SQL server x 4
- GIS mPower back up in SQL server
- GIS GPS Raw data 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.
- Share lakes layer with Esri community maps program.
- **Grant Administrator:**
 - Monthly Reimbursements
 - 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
 - Annual meeting
 - Wellness Committee
 - Final weigh-in for Fitness Challenge
 - Blood Drive
 - HOME Rehabilitation Block Grant Pilot Program work
 - SAFER grant submitted
 - AARP grant submitted

- Volunteer Iowa Grant work

Deputy CA Duties

- Stood in for Aaron during his vacation March 1-6; no major issues arose during this time. Attended Governor's Arts Awards for presentation of award to Robin Anderson and participated in a panel for 2023 RAGBRAI communities during this time.
- Continued work on the HOME grant as part of the committee process, which included 4 committee meetings during the month. Things are moving along well, and a major administrative piece will be in place pending Council approval of the contract for inspection & administrative services with CG Public Health/NIACOG on April 4.
- Continued work on recycling issues; the Landfill of North Iowa is setting up a board & stakeholder committee on recycling and I have volunteered.
- Substantial research on legislative issues and data collection & development related to funding issues.
- Attended Comp Plan open house in Rockwell. Attended several other meetings related to the Comp Plan.
- Attended the Iowa Municipal Management Institute in Iowa City. Aaron and Tyler Trout also attended.
- Set up and attended Electronic Records Committee meeting. We now have subcommittees on Policy, Tech, and Staffing that are meeting in between full committee meetings to do much of the discussion & work on this initiative, which will then be reviewed and finalized at monthly full committee meetings.
- Set up a staff meeting on the City Hall auto-attendant for phones (what you hear when you call 421-3600). I think we've come up with some nice improvements that will better direct the public and save hassle for staff.

Finance Director Duties

- Preparation of comparable city data for City Council review at budget hearing.
- Various coordination on 2023 G.O. bonding and LOSST bonding for Destination Iowa.
- Meeting with Dorsey & Whitney bond attorneys on various changes to our TIF approach to fund CIP items and provide additional future funding for housing rehabilitation in the areas surrounding downtown.
- Preparation & distribution of February financials.
- Continued work on Administrative Policies- we met with affected staff regarding possible water billing changes. We expect to continue to work on these policy adjustments through April.
- The draft FY22 audit is in hand and we are reviewing.
- Bidding of CD Investments- 2 investments were bid this month: 1) \$5M to IPAIT for 92 days at 4.87%; and 2) \$5M to Farmers for 182 days at 5.30%. I also closed out 2 small CDs for Cemetery at NSB and placed a new CD at CLBT for the Museum.

April Initiatives:

Finance Department

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

- Quarterly reports

Information Systems Coordinator

- Start working on Guest WiFi Network and security for wireless ring.
- Continue upgrading servers to newer version of server OS.
- 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

- Continued monitoring of property tax legislation and development of data for communication with legislators.
- Completion of FY22 audit and submission of ACFR to GFOA.
- Work on 2023 G.O. & LOSST Bonding.
- Work on various Urban Renewal Plan (TIF) amendments.
- 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.
- Preparation of FY23 Budget Amendment #2.

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	MARCH 2023	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	58	159
EMS	510	1,426
Total Calls for Service (Fire & EMS)	568	1,585
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
453	43	14
Personnel Training Hours		
Fire	1,663.76	3,474.02
EMS	214.25	1,528.25
Total Training Hours	1,878.01	5,002.27
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	213	662
Existing Building Inspections	18	52
Plan Reviews	31	71
Fire Investigations	3	10
Liquor/State License Inspections	12	26
Community Involvement⁴		
Public Tours of the Fire Station (Number)	1	2
Public Fire Safety Appearances/Trainings (Number)	5	13
EMS/Fire Students - Ride-Along	7	20
Preceptor Training Hours	62.50	140.50
National Fire Statistics -YTD		
4.3.2023	Line of Duty Deaths	Civilian Fire Deaths
	19	728
Fire Property Loss Report – Mason City		
Estimated Property Value	\$174,750	\$3,370,010
Estimated Property Loss	\$85,842	\$294,142
Total Saved	\$88,908	\$3,075,868
Overtime Hours		

Fire	142.75	247.00
EMS	241.75	566.00

Significant Events

3/8/2023 Building Fire	14300 300 th Ct.
3/9/2023 Building Fire	1012 N Polk Ave
3/31/2023 Building Fire	105 5 th St NW
3/10/2023 Road Freight Transportation Vehicle Fire	1700 7 th St SE

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	11	17	28
Engineering	17		17
Finance	11		11
Fire	47	1	48
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maintenance	61		61
Police	47		47
Recreation	6		6
Youth Task Force	3		3
Grand Total	236	28	264

Plus 97 Seasonal employees

Staffing

Activity

Hiring Activity:

- Police Officer-11 openings (Police): 3 new hires started in March. Began immediate new recruitment for remaining 8 openings.

- Firefighter/Paramedic - 1 opening (Fire): On hold until April.

- Water Reclamation Operator - 3 openings (O&M): Interviews conducted, offers made subject to council approval.

- Street Maint Worker - 1 opening (O&M): Job filled internally.

- Swing Worker - 1 opening (O&M): External hire made, to start work in April.

- Refuse Collector - 1 opening (O&M): Job offer made subject to Council approval.

	<ul style="list-style-type: none"> - Admin Assistant-Housing/Safety - 1 opening (Dev Services): Recruitment conducted and civil service testing. Interviews scheduled for April. - Golf Grounds Supt - 1 opening (Recreation): Began recruitment conducted. Interviews scheduled for April. - Water Reclamation Heavy Equip Opr - 1 opening (O&M): Posted job internally. - Transit Driver - 1 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 regular full-time and 1 part-time staff. Hired 9 seasonal employees.
Turnover:	- 1 full-time employee resigned, 2 retirements.
Employee Orientations/exit interviews:	- Conducted 6 orientation sessions.
Seasonal Staffing:	- Continuing seasonal staffing activities with each dept.
Career Fair:	- Participated in career fairs at UNI and Iowa Central Community College.
Civil Service Commission:	- 2 civil service meetings during the month.
Labor Relations/Legal	Activity
Grievance Activity:	<ul style="list-style-type: none"> - Fire: No open grievances. - Teamsters: 1 grievance pending grievance settlement. - AFSCME: No open grievances.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.
Employee Involvement	Activity
Fire Swearing In Ceremony:	Assisted with new hire swearing in ceremony for Fire Dept.

Retirement Recognition:	Assisted with employee retirement recognition event.
Wellness Program:	- Wellness Committee completed 90-day Employee Weight Loss Challenge with good results.

Benefits

Activity

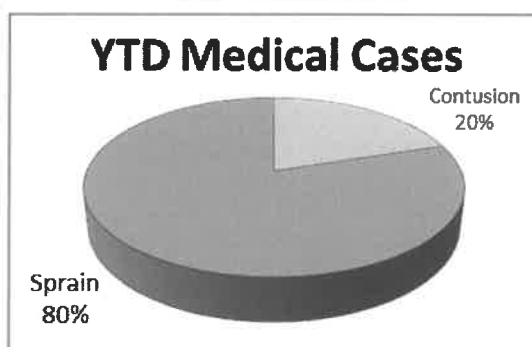
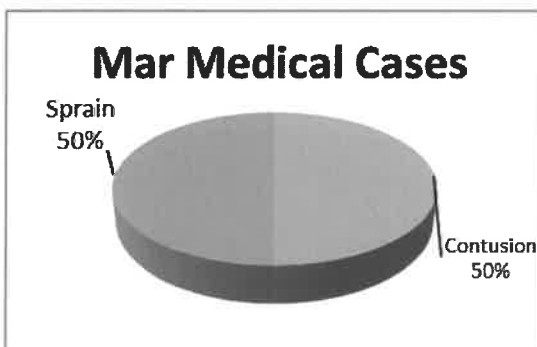
Employee benefit support:	- Ongoing support on employees benefit issues
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Miscellaneous

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.
Electronic Recordkeeping Team:	- Attended meeting working on electronic recordkeeping project.
City Goals Support:	- Participated in a Nuisance Abatement Taskforce Meeting.
Training:	- Attended webinar on substance abuse regulations.

Safety Statistics	Month	2023 YTD	2022 YTD
# of Work Comp Cases	2	5	6
# of OSHA Injuries	2	5	4
# of Days Missed	0	3	11
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: March 2023

Classes:

- *Wire Art Sculpture*: 6 children
- *Art Bugs: St. Patrick's Day Creations*: 8 children w/9 adults
- *Spring Break Art Camp: Superheroes*: 12 children
- *Learning to Throw AM*: 10 adults
- *Stained Glass Class*: 5 adults
- *Kids' Club: Hop Along*: 20 children
- *Learning to Throw B*: 10 adults
- *Watercolor Cards*: 12 adults
- *Clay Class B*: 10 children

Rentals:

- Be Like Columbo: 17 adults
- School Art Reception: 163 adults & 97 children
- Studio Birthday Party (3/4): 4 adults & 13 children
- Studio Birthday Party (3/11): 3 adults & 11 children
- Spring Break Camp Reception: 24 adults & 6 children
- Bridal Shower: 12 adults & 3 children

Tours:

- Virtual Academy Tour: 5 adults & 12 children
- Park & Recreation Spring Break Tour: 3 adults & 23 children

10 City Memberships

208 members

16 Businesses

Gallery attendance	555
tour attendance	43
event attendance	416
Classes	216
Playground	119
Outreach	44
TOTAL	1393

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

Colorful Foundations! is the theme of the 39th annual Youth Art Month Exhibition at the Charles H. MacNider Art Museum, Mason City. The display opens on Friday, March 3, 2023 in the Center Space Gallery. This year the spotlight shines on students in grades K-4, celebrating their spontaneity and creativeness.

Student artists whose artwork has been selected for the exhibition will be honored at a reception and recognition ceremony at the Museum on Saturday, March 4 at 11:00 a.m. Certificates will be passed out at 11:30 a.m. The reception will be hosted by Alpha Delta Kappa, an honorary sorority for women in education. The event is free and open to all.

This year's exhibition features artwork from elementary school students at Jefferson Elementary School (Mason City), Harding Elementary School (Mason City), Hoover Elementary School

(Mason City), Lake Mills Elementary School (Lake Mills), Lincoln Elementary School (Osage), North Iowa Christian School (Mason City), Rudd, Rockford, Marble Rock Community Schools (Rockford), Southside Elementary School (Hampton) and West Hancock Elementary School (Britt).

The purpose of Youth Art Month is to emphasize the value of art education for all students and to encourage support for quality school art programs. Demonstrated outcomes of art education are the development of critical thinking skills, self-esteem, appreciation of the work of others, self-expression and cooperative working skills. Art teachers from Central Rivers Area Education Agency, Clear Lake Regional Office schools were invited to enter artwork from their students. Sixty artworks from nine schools were selected for this year's show. The exhibition is on display through Saturday, April 29. The Charles H. MacNider Art Museum is free and open to the public.

Daily / Weekly / Monthly tasks:

The Museum staff did daily, weekly, and monthly tasks associated with the upkeep of the Museum. These included such tasks as writing grants, scheduling classes, purchasing supplies, creating advertising, and other routine activities. The Museum staff prepared for upcoming newsletters, rotated stock from artists for the gift shop.

One of the largest events for the month was Spring Break Art Camp. The Museum hosted youth over the spring break during its camp. Volunteers and staff led the students in daily art activities. At the end of the week an art show was held for the participants and their parents.

The Museum also kicked off Youth Art Month with a display of youth art selected from around the area. Teachers in the AEA 267 selected works from students to enter. The Museum staff then judged them further narrowing to over 50 works from the area schools. A reception was held for students, families and teachers who worked on the program.

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Replaced 2 Main line valves and 1 defective Hydrant
Rebuilt and Repaired 1 Hydrant hit in a traffic accident
Repaired one hydrant found to be leaking by customer service
1 main break
4 days prepping or pouring concrete
4 days valve turning
3 days hauling rock or spoils
2 Days of Training
2 Day Leak Detection
4 Days of Valve Turning
1 Day spent on Safety

Internal Service Division:

Service and repair 2 golf course vehicle
Service and repair Inspection vehicles
Service and repair 2 Engineering vehicles
Service and repair 6 Fire trucks and ambulances
Service and repair 2 Rec Vehicles
Service and repair 33 Street Dept. vehicles
Service and repair 2 Police Dept. vehicles
Service and repair 1 Water Utility vehicles
Service and repair 4 Water Supply vehicles
Service and repair 2 Water Reclamation vehicles
Service and repair 7 Sanitation vehicles
Plowed their Snow Routes

Electrical Street Light Repairs

Street light repairs
Traffic signal repairs
Water Reclamation
City Hall 3rd Floor
Safety Training
Vehicle Maintenance #44 & 76
Worked on Tornado Siren 35th Street
Repaired security Camera in Parks

Wastewater Division:

- Wastewater treatment:

Monthly Total:	200.518	million gallons
Daily Average:	6.468	million gallons per day
Daily Maximum:	8.938	million gallons per day
Sludge processed	1.90	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 10

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on nine Industries
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Issued 3 Violations to Industries
- Attended Pretreatment management class in Des Moines

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries of delinquencies
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles

Treatment Plant Activities:

- Change oil in lagoon mixing pumps
- Worked on semi tractor in preparation of spring biosolids application
- Changed oil in UV hydraulic pump
- Monthly inspections
- Installed UV system for season
- Had door on truck #114 repaired at Star Auto
- Electric pump removed #1 effluent pump and took in for repair
- Packard Electric repaired UPS on plant generator
- Cleaned digester check valves
- Installed new pinch valve in preair
- Ingersoll Rand repaired preair air compressor
- March 15th turned UV system on for the season

- Worked on installing second new pump in PS #1
- Repaired south TF after under drain collapsed
- Yearly site safety inspections (Tom Kopp)

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	499.72 tons	1,379.19 tons
Recycling collected	51,620 pounds	170,321 pounds
Yard waste collected	0 tons	0 tons
Large item number of stops	40	95
Materials collected:		
Large furniture	25	52
Small furniture	12	31
Tubs & toilets	3	9
Appliances & TVs	12	31
Electronics	0	0
Request for service calls	286	786

Street Division:

Plowed/Sanded as needed
 Cleaned Catch Basins
 Filled Potholes
 Street Signs
 Hauled Parking Lots
 Hauled Snow Downtown Streets
 Monthly Safety Inspections
 Equipment Maintenance
 Tree Removal/Trimming
 Safety Training
 Pick up deer
 Arborist crew removed 27 Ash, 4 Maples 2 Oak trees this month
 Stump Grinding
 Street Department had crews out the entire month filling pot holes;
 they also repaired or replaced 26 street signs; 41 stumps
 were also ground and dirt/seed added

Park Department:

Equipment maintenance & repairs
 Shop maintenance
 Monthly safety inspections
 Feed and care for deer
 Clean up from flood
 Trail/Park Maintenance at Parker's Woods, skate Park, Gooch, Fredrick Hanford

Broken Slide shelter # 2 We installed caution tape around it and have replacement ordered

Repaired Road damaged by ice in East Park

Trimmed NIACC trail

Ran trash at parks

Vandalism has been an issue already this year. Graffiti being spray painted at East Park Prairie Playground and on restroom doors at other parks

Painted Picnic tables and doors on Parks

Worked on Soccer Fields

Assisted at Golf Course

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	1276	1518	0	0	0	0	0	0	0	0	0	4123
Alarm - Business	23	35	33	0	0	0	0	0	0	0	0	0	91
Animal	33	40	55	0	0	0	0	0	0	0	0	0	128
Burglary	13	9	15	0	0	0	0	0	0	0	0	0	37
Collision - Prop Damage	83	71	64	0	0	0	0	0	0	0	0	0	218
Collision - Pers Injury	5	5	5	0	0	0	0	0	0	0	0	0	15
Collision - Hit and Run	11	22	14	0	0	0	0	0	0	0	0	0	47
Disorderly	97	82	118	0	0	0	0	0	0	0	0	0	297
Domestic - Physical	4	13	12	0	0	0	0	0	0	0	0	0	29
Domestic - Verbal	32	17	30	0	0	0	0	0	0	0	0	0	79
Fireworks	4	0	0	0	0	0	0	0	0	0	0	0	4
Harassment	28	42	50	0	0	0	0	0	0	0	0	0	120
Medical	91	0	113	0	0	0	0	0	0	0	0	0	204
Motorist Assist	40	33	21	0	0	0	0	0	0	0	0	0	94
Parking	60	36	37	0	0	0	0	0	0	0	0	0	133
Stray Animal	24	36	53	0	0	0	0	0	0	0	0	0	113
Suspicion	125	143	169	0	0	0	0	0	0	0	0	0	437
Theft	61	53	86	0	0	0	0	0	0	0	0	0	200
Welfare Check	117	114	109	0	0	0	0	0	0	0	0	0	340

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	86	104	112	0	0	0	0	0	0	0	0	0	302
New Investigations	350	358	378	0	0	0	0	0	0	0	0	0	1086
Traffic Citations	152	292	264	0	0	0	0	0	0	0	0	0	708
Written Warnings	104	160	108	0	0	0	0	0	0	0	0	0	372
Crash Reports	86	80	65	0	0	0	0	0	0	0	0	0	231
Parking Tickets	264	193	333	0	0	0	0	0	0	0	0	0	790
Traffic Stops	209	378	277	0	0	0	0	0	0	0	0	0	864
Extra Patrol Checks	893	618	549	0	0	0	0	0	0	0	0	0	2060

Business Checks	51	24	31	0	0	0	0	0	0	0	0	0	106
Offender Checks	17	21	20	0	0	0	0	0	0	0	0	0	58
Open Records Requests	461	442	467	0	0	0	0	0	0	0	0	0	1370
Dogs to Shelter	11	18	22	0	0	0	0	0	0	0	0	0	51
Cats to Shelter	17	15	17	0	0	0	0	0	0	0	0	0	49

Some moderate spring-like weather likely drove the increase in calls for service that we experienced in March. As the weather moderates, we tend to see an increase in call volume moving into spring. This year was no exception.

Notable patrol case work for March included the following:

- Two Second Detail officers and K9 unit were involved in the traffic stop of a vehicle whose driver was barred. After the driver exited the vehicle, his actions leaving the vehicle aroused officer suspicion about what he had left in the vehicle. A K9 sniff of the vehicle indicated the presence of drugs. After writing a search warrant, officers recovered several grams of methamphetamine and a handgun that was stolen in Mason City. The case investigation is ongoing and charges will be filed soon.
- Second Detail also responded to a robbery at the end of March and were able to quickly identify suspects. The Criminal Investigation Division assisted with the investigation and located the suspects in a nearby community. The investigation is ongoing.
- We've been experiencing a rash of vehicle thefts on Third Detail. In most cases, the vehicles were unlocked and the keys were still in the vehicle. All of the vehicles have been recovered within 48 hours. We would ask residents to please lock their vehicles and remove the keys when your vehicle is left unattended. If you see suspicious activity, please report it to MCPD as soon as possible.

Criminal Investigations

For March, CID picked up seven new cases. Three of those were cleared and two were cleared by arrest. We filed charges this month for arson, insurance fraud, and two counts of assault.

Other notable casework included the following: a workplace accident resulting in death, a stabbing investigation, four child protection center interviews, child protection center case review, and one investigator attended interview and interrogation training.

Support Services

The Crime Victim Specialist worked on 65 cases this month, that included six in-person visits with victims. She also made two referrals to Crisis Intervention, four referrals to other agencies, and assisted with four Crime Victim Assistance Division applications.

We continue to receive and respond to a large number of animal calls/complaints. When we pick up stray animals, they are delivered to the shelter so staff can reunite animals with their owners after verifying ownership, possession of city license, rabies vaccination, and microchip. For the

month, 22 dogs and 17 cats were taken to the shelter. We had 6 animal bite cases and issued ten citations for violation of city animal ordinances.

On the parking side, we sent 236 unpaid tickets to the courthouse for collection. Vehicle owners can call MCPD now during business hours to pay parking tickets over the phone with a credit card.

Administration

We have exhausted our police officer civil service list and are opening a new recruitment. We made three hires off of this list, getting one Iowa-certified officer. We have all three hires either in the academy or in field training at this point.

We are due for quarterly reporting on active grants and are preparing for additional in-service training that will take place outside as spring arrives.

Recent crime data released by the Iowa Department of Public Safety shows a downward trend in crime over the past year. This doesn't happen without the tireless effort of everyone at MCPD. Despite the staffing challenges that our profession is facing, our officers are still making an impact on public safety that makes Mason City a great place to live, work, and play. Thank you to those who support us in making that possible – the taxpayers, the Mayor and City Council, City Administrator Aaron Burnett, and Finance Director Brent Hinson. I am grateful that I get to serve as your Police Chief.

Public Library

Reported by Mary Markwalter, Library Director

	23-Mar	23-Feb	23-Jan	22-Dec	22-Nov	22-Oct	22-Sep	22-Aug	22-Jul	YTD	LYTD
<i>Circulation-Books</i>											
Adult Fiction	1082	914	1177	856	923	972	1067	1759	1086	9836	9654
Adult Non Fiction	450	501	549	225	332	366	318	437	443	3621	3933
Large Print	645	634	667	591	606	724	793	797	764	6221	6272
Young Adult	320	322	383	273	343	485	440	616	690	3872	3061
Juvenile Fiction	1559	1353	1605	1086	1588	1494	1281	1643	2160	13769	11912
Juvenile Non-Fiction	361	272	288	176	263	276	222	301	370	2529	2633
Middle School	290	181	277	157	292	234	232	390	367	2420	1739
TOTAL BOOKS	4707	4177	4946	3364	4347	4551	4353	5943	5880	42268	37465
<i>Circulation-Other</i>											
Audio/CD/Playaway	164	175	244	90	95	203	162	228	226	1587	1527
Video Games	27	15	43	78	33	34	28	34	55	347	156
Periodicals	118	88	102	86	145	181	135	104	138	1097	1143
Software	0	0	0	0	0	0	0	0	0	0	0
Other(puppets, misc)	8	7	15	8	7	8	11	6	14	84	84
DVD	603	673	2489	642	677	940	690	1052	831	8597	6268
Tumblebooks	53	8	21	11	6	2	9	11	6	127	93
Creativebug (users)	14	18	16	14	20	19	11	11	31	154	102
World Book Online	3380	340	1880	0	40	101	76	0	240	6057	2080
Chilton's Online	16	34	35	32	27	24	14	35	28	245	380
Gale	0	12	6	0	1	0	5	2	1	27	1432
Transparent Languages	554	2	591	46	793	599	613	640	638	4476	1234
Brainfuse	4	32	102	0	62	12	11	23	26	272	604
Bridges	2376	2275	2283	2142	2049	1975	2053	2105	2016	19274	16342
Newsbank	78	144	218	105	92	20	73	62	57	849	1163
Hoopla!	1072	1001	1004	969	923	886	882	957	863	8557	6231
Total-Other	8467	4824	9049	4223	4970	5004	4773	5270	5170	51750	38739
Grand Total Circ.	13174	9001	13995	7587	9317	9555	9126	11213	11050	94018	76204
Item Records Added	420	461	429	309	441	499	422	705	365	4051	5152
Patrons Registered	90	51	100	42	65	90	78	102	98	716	589
Renewals	659	704	625	650	652	579	803	862	791	6325	6112
Holds Filled	315	317	308	453	222	279	260	288	277	2719	1841
Holds Placed	504	430	524	254	452	370	470	475	421	3900	4210
Discs Cleaned	0	0	0	0	0	0	0	0	0	0	0
Photocopies	2013	1953	2008	1825	1753	2813	3102	2995	6311	24773	15491
MeetingRoomGuests	513	1065	1037	795	719	855	500	853	1619	7956	4432
Meeting Room Used	162	124	150	130	143	159	90	129	155	1242	945
SILO request unfilled	7	5	4	25	9	15	27	4	7	103	17

SILO request filled	8	5	4	2	0	2	0	0	0	21	66
SILO MCPL Request Filled	16	14	17	23	2	7	9	3	5	96	37
SILO MCPL Request Unfilled	0	7	6	0	16	12	11	5	27	84	110
Attendance	11000	9500	12500	8000	9800	10000	7800	9700	9700	88000	92200
Children's Programs	12	8	6	3	6	8	7	0	11	61	15
Childrens Program Attendance	1388	299	497	335	321	609	33	0	1109	4591	746
Young Adult Programs	4	4	4	2	1	5	2	0	7	29	6
YA Program Attendance	288	68	50	42	2	123	21	0	271	865	108
Adult Programs	15	13	8	12	9	9	8	4	16	94	29
Adult Program attendance	214	290	82	118	42	35	103	115	136	1135	281
In Library Use	815	796	882	865	880	650	464	1250	1250	7852	15875
Faxes Received	6	12	15	20	17	14	23	8	1	116	194
Faxes Sent	46	75	62	34	81	64	114	36	50	562	372
Scan	150	31	25	145	164	70	89	51	43	0	0
Handouts, Brochures, etc.	5000	3000	3000	5000	4000	7000	4000	3000	5500	39500	9200
Genealogy Referrals	2	4	5	0	0	0	1	0	2	14	4
Archive Referrals	7	6	15	14	8	5	4	13	6	78	112
Photo Prints	11	24	6	8	23	16	24	28	15	155	67
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0	0	0	1
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0	0	0	1
Reference Questions	6000	2000	1500	4500	3000	3500	4000	3000	4000	31500	8725
Internet Users	600	375	400	350	450	375	400	600	425	3975	3125
WI-FI Sessions	1503	1478	1358	1115	1255	1554	1604	1635	1864	13366	11807
Microfilm Users	4	2	3	2	3	6	10	2	2	34	2
MyLibro App	4847	4057	4770	2394	3902	3299	2976	0	0	26245	0
Website Visits	3258	3058	3432	2470	2595	2615	2856	2281	2118	24683	22780
TOTAL PUBLIC SERVICES	39877	30236	33832	29937	31033	35637	30311	28144	36602	295609	205056
GRAND TOTAL SERVICE UNITS	53051	39237	47827	37524	40350	45192	69748	39357	47652	419938	306348
VOLUNTEER HOURS	29	59	48	36	48.5	28.5	73	40	26	388	168

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

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and After School Care
- Preschool Sports Class
- Youth Basketball
- Tiny Tot Basketball
- Spring Break Camp
- Process Time Cards
- Order Supplies
- Update the City's website
- Audited 9 first aid kits

Daily Participation Rates:

Daily Participation Rates in 2023 thru March:	69,865
Daily Participation Rates in 2022 thru March:	72,103

Highland Park Golf Course Monthly Activities:

- Clean up the course and rake and blow off sticks and debris and pick up
- Open the club house on March 6th for Season Pass sales
- Reassess the fertilizer program
- Met with all the different sales reps during the transition of Jon Gansen retirement
- Cleared brush from winter activities

Multipurpose Arena Monthly Activities:

Daily Participation Rates in 2023 thru March:	41,022
Daily Participation Rates in 2022 thru March:	36,671

- 5 Bulls Games
- 3 Toro Games
 - 1 Playoff Toro Game

Recreation Special Activities/Accomplishments:

- Recruited Youth Sports Sponsors

- Start Preparations for Youth Soccer
- Marketing for Spring and Summer Programs
- Fire Extinguisher equipment checked
- Held first aid training for seasonal employees
- Assisted in Band Festival planning
- Signed up for Pokeman Go National Park Monthly Park Play
- Trained 100 youth soccer coaches
- Held a planning meeting for on boarding new and rehire seasonal employee with Human Resources
- Met with Marion Olson the Camp Grounds Manager
- Worked on different CIP Projects
- Registered the pool for our state license
- Attend IPRA State Conference in Davenport

Highland Park Golf Course Special Activities/Accomplishment:

- Washed the 1993 Cushman
- Changed oil and filter and clean and inspect air filter on the 1993 Cushman
- Removed carburetor and inspected automatic choke on the 1993 Cushman
- Reassembled carb and put back on motor and tested on the 1993 Cushman
- Checked brake system on the 1993 Cushman
- Changed oil, replace air filter and fuel filters on the 1984 grounds master
- Rebuilt large front carrier rollers on a greens mower tractors
- Checked fluids and sharpen blades, reassembled, and greased
- Blew and picked up debris on practice greens and around clubhouse parking lot
- Self-inspected all locations for the Safety Department
- Cart Storage Shed Project continued with a completion date in April

Multipurpose Arena Activities/Accomplishments:

- Continue pre-event meetings with a July MMA event
- Continue pre-event meetings with a family events
- Continue our summer concert series
- Provided information to documentation and information to the arena's insurance carrier
- Finished and launched the new website for the arena – www.masoncityarena.com

Recreation Work to Be Completed in Coming Month:

- Run Adult Volleyball
- Run Before and Afterschool Care
- Run Preschool Sports
- Find sponsors Youth Summer Sports
- Run for Spring Soccer

- Prepare for Facilities for Spring Sports
- Run Spring Break Camp
- Run Archery Program
- Host a First Aid and CPR Classes for staff

Highland Park Golf Course Work to Do in Coming Month:

- Open the course for the season
- Continue to clean up course and maintain conditions for play
- Contact and get summer crew together
- Calibrate fertilizer spreader
- Pre-emergent fertilizer on all fairways and tees
- Fertilize greens and banks
- Removal of dead trees
- Continue to do daily maintenance and pickup, rake and remove debris from course from winter and wind events
- Daily maintain to playing conditions
- Trim low branches
- Mow greens as needed, cups, traps
- When ready, mow fairways and tees
- Get sprayers ready
- Open the full kitchen by the end of April

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of March 2023:

- On-going restocked Volunteer supplies for various events
- Assisted Departments, find volunteers for different projects.
- Attended Committee meetings, Volunteer Engagement zoom meeting, Aging Coalition, Earth Day, Gardening meeting.
- 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.
- Sent out emails to all volunteers about updates on upcoming meetings and volunteer opportunities.
- Updated volunteer brochures, for upcoming SALT Forum.
- Worked on updating flower garden budget to reflect actual active plots.
- Worked on price list with vendors for Beautification program, in progress.
- Accepted 6 new volunteer applications for various volunteer projects.
- Worked with two student volunteer groups on project, in progress.
- Set up talks with high school service groups.
- Set dates for organizational gardening meeting, will be in May.

Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active.
3. Updated Pictures in Volunteer Brochures for upcoming events and presentations.
4. Updated Volunteer Information for 2023 upcoming programs through email.

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects	38.24
Recreation	Volleyball/soccer	1,447.0
Beautification	Garden Maintenance/Cleanup	37.0
Earth Day	Miscellaneous	42.0
457	Maintenance	82.0
Cemetery	Miscellaneous	4.0
Parks	Miscellaneous Jobs/Street cleanup	9.0
<hr/>		
Total Hours		1,659.24

Youth Task Force

Reported by Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

Grant/Budget Updates:

- 3/9-Virtual Site Visit took place with IDPH for the IT- Mentoring grant. Jess, Martha, and Kevin took part in the visit with Chandra Jennings.
- 3/16- The Executive Board Meeting at the YTF office was cancelled for attendance reasons (Spring Break, etc.)
- 3/27- Jessica attended the IT-Mentoring grantee webinar
- 3/28-The Iowa Department of Health and Human Services (Iowa HHS) Improving Tomorrow: Prevention Focused Mentoring (IT:PFM) reapplication grant for FY24 was submitted.

One on One Mentoring

- 3/2-Training and Your Life Iowa Presentation took place at MCHS
- 3/10-Recived notification from Iowa MENTOR that our mentoring certification was approved by Volunteer Iowa

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

- Regular group meetings continued throughout the month at Lincoln, John Adams Middle School, and Newman.
- Weekly activity planning and prep meetings – ongoing coordination with school staff.

Community Based Mentoring

- Mentor check-ins took place, the Mentor Memo and handouts were distributed by email on 3/30.

North Iowa Teen Mental Health First Aid (tMHFA) Project

- 3/13- Parent and school staff information session was provided for RRMR.
- De-CAT action plan for tMHFA was submitted
- Zoom meetings and workshops in place for RRMR in April.
- Zoom meetings and workshops in place for MCHS in April.

STAFF / OTHER

- Other meetings/events attended:
 - Attended P4C and presented an update about our current projects.
 - Martha attended the Addiction Coalition meeting
 - 3/21: Jessica attended CPR/1st Aid training at the Fire Department.

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