

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

June 2023

(Issued July 14, 2023)



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

Airport

Reported by David Sims, Airport Manager



Date: June 2023

United Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 6/1/2023 – 6/30/2023	18,825 Gallons	60 Buses
Enplaned 526 Deplaned 543		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at the June 2023 Airport Commission Meeting.
- Continued construction of the new Passenger Terminal.
- Airport Full Scale Emergency Exercise was held June 15th.
- Issued Request for Qualifications for 5 year Consultant Selection.
- Accepted Terminal Apron Expansion Project as complete.
- Accepted Airport Lagoon Decommissioning as complete.
- Executed Grant Agreements for the Terminal Passenger Boarding Bridge, Terminal Apron, and Terminal Parking Lot Projects.

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the July 2023 Airport Commission Meeting.
- Receive and review proposals for the 5 year Consultant Selection
- Continued construction of the new Passenger Terminal.
- Annual Wildlife Management Training

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of June:

- 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 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 20 Resolutions and 5 Ordinances 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 23 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
- Issuance of annual tobacco licenses
- 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 \$270.00 in animal license fees and \$1,655.00 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. The contractors have set fencing and a construction trailer in anticipation of project initiation. Skywalk construction is 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 June. There are currently no pending applications.

Section 657A.10/Blight Elimination Program:

Staff continues to work with our attorneys and owners to bring properties into compliance. Staff negotiated the purchase of 703 South Pierce Avenue, which will be brought to the Council in July. 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 becomes effective on July 1. 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. Owner Declaration forms were sent to the owners of vacant buildings in June. This form asks the owner to state that either the building is not vacant (in which case the owner must provide evidence) or that the building is vacant, and they will be seeking an exemption or will be securing the building. Those that cannot prove occupancy have until October 30 to have an exemption approved or show how they will secure the vacant building and pay the fee. The ordinance gives owners 120 days to meet the requirements, so October 30 is the deadline.

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

- Ground was broken on June 21 for the new Federal Avenue Rowhomes, 11 new units at the SE corner of North Federal and 2nd Street NE. This project puts a long-underutilized City owned lot back on the tax roll and brings more downtown residents.
- Construction of the River II apartments continues. The framing of the walls and the roof are complete, and interior work is ongoing.

- Riddles Jewelry finally opened in the former Whiskey Creek restaurant at 1519 4th Street. This building also contains a retail space with a tenant to be named later.
- The new Airport Terminal is under construction.
- The new maintenance building at the Cemetery is under construction.
- Brothers Ace Hardware, 440 South Illinois Avenue, has re-opened after a fire and complete interior remodel.
- One application was submitted for a residential rooftop solar array.

DIVISIONAL REPORTS

Development Review Committee: 3 meetings held in June 2023.

DRC Activity	June 2022	2022 YTD as of 6/30/23	June 2023	2023 YTD
Total Development Plans Reviewed	7	32	5	43
Concept plans reviewed/approved as a Minor Site Plan	2	13	3	21
Concept plans to be resubmitted as a Major Site Plan	4	13	2	17
Total Concept Plans	6	26	5	34
Major Site Plan Reviews Completed	1	6	0	5
Preliminary Plat of Subdivision	0	1	0	1
Final Plat of Subdivision	0	1	0	0
Other Reviews (structure moves, etc.)	3	9	0	5
TOTAL ITEMS REVIEWED	10	43	5	44
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	3	1	7

PLANNING AND ZONING DIVISION

Activity	June 2022	2022 YTD as of 5/31/22	June 2023	2023 YTD
Commercial, Principal Structure	0	11	2	15
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	15	39	8	38
Residential, Accessory Structure	4	26	7	22
Signs	5	22	1	14
Floodplain	0	4	0	2
Sidewalk Service Area Permits	0	0	0	1
Zoning Board of Adjustment Cases				

Activity	June 2022	2022 YTD as of 5/31/22	June 2023	2023 YTD
Appeal	0	0	0	0
Conditional Use Permit	0	1	0	1
Special Exception	1	5	1	6
Variance	0	6	2	4
Planning and Zoning Cases:				
Alley or Street Vacation	0	0	0	1
Change of Zone	0	0	0	3
Miscellaneous	0	1	1	1
Preliminary Plat	0	0	0	0
Site Plan Approval	0	0	0	3
Zoning Ordinance Text Amendment	0	1	0	1
Land Subdivision Activities:				
Boundary Line Adjustments	0	2	0	0
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	0	3	1	2
Historic Preservation Commission				
		0		0
Historic Demolition Reviews	3	5	1	2
Zoning Violations				
				0
Reported	10	18	2	21
Unfounded	1	1	0	3
Founded-Resolved without citation	9	13	1	8
Citations	0	0	0	0
Cases initiated by staff	10	18	2	18
Zoning Inspections				
Zoning – Case Request	10	16	2	22
Zoning – Complaint	0	0	0	0
Zoning –Setback	10	12	5	15
Zoning - Final	8	8	5	16
Floodplain - Final	0	0	0	0
Zoning – Landscaping Install	0	0	1	3
Removal Site Inspection	0	0	0	0
Permit Reviews				
Zoning Reviews Completed	42	203	40	179
Floodplain Reviews Completed	90	338	67	294
Historical Reviews Completed	6	20	3	13

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	June 2022		June 2023		2023 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	30	\$3,265,409.79	28	\$2,509,132.44	136	\$44,228,024.39
Minor Building Permits	60	\$672,425.30	31	\$555,708.95	123	\$1,671,698.63
Electrical Permits	28	N/A	26		127	\$0.00
Plumbing Permits	12	N/A	13		78	\$0.00
Mechanical Permits	25	N/A	15		118	\$0.00
Sign Permits	5	\$22,150.00	1	\$49,000.00	18	\$275,953.45
Demolition Permits	3	\$7,700.00	2	\$600.00	9	\$777,100.00
Structure Moving Permits	0	\$0.00	0	\$0.00	0	\$0.00
Total	163	\$3,967,685.09	116	\$3,114,441.39	609	\$46,952,776.47
Inspections	June 2022		June 2023		2023 YTD	
Inspections Completed	135		178		1008	
Permits by Type	June, 2022		June 2023		2023 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition / Remodel
Residential: 1 and 2 family	1	77	0	52	4	203
Multi-residential	0	0	0	0	0	0
Commercial	0	11	0	5	6	43
Industrial	0	0	0	1	2	3
Institutional	0	1	0	1	0	2
Other (signs, demo, etc.)	0	8	0	3	0	27
Fees Collected	June 2022		June 2023		2023 YTD	
	\$30,807.47		\$27,364.02		\$181,751.60	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	June 2022	2022 YTD as of 6/30/23	June 2023	2023 YTD
Total Requests Initiated (not including snow/ weeds ¹)	87	628	128	489
Staff Initiated	45	392	54	254
Non-Staff Initiated (total):	42	236	74	235
Response to Complaint	13	65	45	87
Anonymous Complaint	22	112	23	101
SeeClickFix	7	59	6	47
Case Requests Disposition				
Founded Case Requests	87	596	128	481
Citations Issued	0	0	1	3
Cases to Court	1	9	1	6
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	3	4	4	9
Dangerous Building	2	5	2	20
Abandoned Vehicle	2	4	0	1
Tree/Shrub Maintenance	2	5	3	6
Garbage	9	103	20	96
Inoperable Vehicle	1	5	0	25
Junk, Rubbish or Refuse	54	244	14	71
Other	2	135	6	52
Writ of Removal	3	19	4	14
Information Request	9	71	75	205
Snow Removal/Weeds & Tall Grass	88	427	205	734

Rental Inspection Report	June 2022	2022 YTD as of 6/30/23	June 2023	2023 YTD
Inspection Requests				
Initial Inspections	30	304	21	156
Reinspections	47	265	25	147
Inspection Requests	18	45	12	57
Total Inspections	95	614	58	360

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	June 2022	2022 YTD as of 6/30/23	June 2023	2023 YTD
Inspection Results				0
Inspections Cancelled by Landlord	1	3	0	0
Inspections Cancelled by Inspector	0	1	0	0
Failed Inspections	21	128	9	54
Passed Inspections	58	420	31	236
No Shows	0	15	2	6
Unfounded	3	5	1	9
Unavailable/Denied Entry	0	1	0	0
Pending Inspections		0	3	12
Units White Tagged	11	42	11	42
Rental Dwelling Certificates Issued	89	466	34	172
Total Fees Collected	\$3,090.00	\$ 19,810.00	\$2,380.00	\$ 13,290.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Task	June 2022	2022 YTD as of 6/30/23	June 2023	2023 YTD
Transit				
Fixed Route	8,868	10,713	54,090	65,212
Paratransit	3,467	3,787	19,671	22,695
Safety Training				
New Employees Trained	12	16	56	65
Completed Training Sessions	200	253	1,977	2,012

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>
June	5	31%	11	69%	16
FY to Date	43	36%	75	64%	118

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

Sales

<u>Sales</u>	<u>Plots</u>	<u>Niches</u>	<u>Total</u>
June	3	3	6
FY to Date	35	11	46

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

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

Operations –Burials, Summer projects on cemetery grounds

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	6
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	4
▪ New Installation	4
▪ Disconnect	0
▪ Storm Sewer	0
▪ Septic	0
▪ Sump Pump	0
• Water – Industrial/Commercial	
▪ New	1
▪ Repair	0
▪ Disconnect	0
• Water – Residential	
▪ New	3
▪ Repair	0
▪ Disconnect	4
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	4
▪ Approach New	0
▪ Approach Repair/Replace	5
▪ Curb & Gutter	0
▪ Curb Cut	1
• Pedestrian Ramp survey & design	4
• Driveway Approach permit & inspection	0
• Iowa One-Call Utility locates	915
• Emergency Call-out	11
• Emergency Call-out after hours	3
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	8
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	3
▪ Moving/Oversized load	5
▪ Review contractor Traffic Control Plan	2
• Permit Review & Approval - City	

▪ Commercial Building	2
▪ Residential Building	1
▪ Demolition	2
▪ Remodel or Addition	7
▪ Moving	0
• Permit Fees collected	\$925.00
• Lot Inspection Fees	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2023 Pavement Marking Program:

Select Signing Inc. began work on the project during the first week of June with the application of stop bars, crosswalk lines, directional arrows, and bike lane markings. The contractor stopped working in mid-June and is expected to restart work in the beginning of July. The Engineering Department monitored and tracked quantities and is currently preparing Pay Request #1.

2023 Street Panel & Curb Replacement Program:

Following the saw cutting of pavement toward the end of May, Mid-Continent Contracting did no additional work on this project during the month of June. Work is expected to resume in the beginning of July.

2023 Street Rehabilitation Program:

Heartland Asphalt Inc. (Heartland) and their subcontractors continued working on this project. Bob McKiness Excavating and Grading Inc. (McKiness) began and completed nearly all of the underground utility work associated with this project during the month of June. The only street McKiness did not start the underground utility work is on 13th Street NE/12th Street NE between North Federal Avenue (US 65) and 12th Street NE. Work on this segment is planned to be completed in conjunction with Stage 2 of the Winnebago Way and 12th Street NE Street and Utility Rehabilitation - SWAP Project. The underground utility work completed so far includes eleven sanitary sewer manhole replacements, two water main valve replacements, 114' for watermain replacement and 2012 lbs. of water main fittings. Heartland completed the surface HMA milling operations on four of the designated streets during the week of June 12th. The streets that have been milled are: South Grant Avenue between 10th Street SW and 7th Place SW, South Madison Avenue between 23rd Street SW and 19th Street SW, South Washington Avenue between 8th Street SW and 6th Street SW and 20th Street SE between South Pennsylvania Avenue and South Carolina Avenue. Heartland placed the HMA base course on South Madison Avenue and 20th Street SE the week of June 26th. Mid-Continent Contracting (Mid-Continent) continued working behind McKiness, paving the voids left as a result of underground utility work. Mid-Continent also completed multiple curb, approach and ADA compliant sidewalk ramp installations.

12th Street NE Bridge over Ideal Creek:

This project was bid in conjunction with the 2022 Multi-Bridge Repair Project and let through the Iowa Department of Transportation (IDOT). The project was awarded to Boulder Contracting, LLC (Boulder) of Grundy Center, Iowa. 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.

Boulder started bridge demolition on May 31st completed with the demolition on June 7th, this also included the removal of the existing guardrail and removal of the surrounding street pavement. Following the demolition, Boulder began coring the rock sockets for future pier supports. This work is ongoing and pile driving for Pier 1 is expected to begin the first week of July. Due to the proximity of a city water main on the north side of the bridge the Operations & Maintenance Utility Staff installed a 12" water main valve on the west side of the bridge. This new valve will allow for this segment of water main to be isolated during bridge work. Once this main was exposed, Water Department Staff were better able to locate the water main location to determine if a future water main relocate will be necessary. Engineering Department Staff approved plans and issued a permit for the Windstream underground fiber route through this site. Windstream will install their underground conduit along the north right-of-way to avoid conflicts with bridge abutments construction, this work is currently in progress.

12th Street NE was closed to through traffic on May 30th. A temporary detour was signed and put in place prior to the closure and will remain in place during the entire duration of the project, which is expected to last six (6) months. The westbound detour route is signed utilizing California Avenue, IA 122 and U.S. 65/Federal Avenue. The eastbound detour route is signed utilizing Illinois Avenue, IA 122 and California Avenue. Residents within the closure will continue to have access to their properties at all times during the project.

IA 122 Mercy Corridor:

WHKS continued working on the design plans for the project. A second scheduling and phasing coordination meeting hosted by WHKS for the City and IDOT was held on June 27th.

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.

A Public Information Meeting is now scheduled for July 20th from 5:00 p.m. to 6:30 p.m. in the Mason City Room in the Mason City Public Library. The initial individual invitations will be sent in first week of July with the broad public advertisement being published the following week.

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 provided 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.

Short Elliott Hendrickson, Inc. (SEH) continued their design work to finalize the street lighting plans based off comments they received from the 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.

The Engineering Department reviewed and approved six IDOT Application and Agreement for Use of Highway Right-of-Way for Utility Accommodation permits for Alliant Energy gas relocates and highway crossings along this corridor. The plans for this work are currently being reviewed by IDOT Staff. The Mediacom underground project started during the month of June, Mediacom's contractor, Vetcon LLC, will be working throughout the summer installing new underground conduit that will accommodate a new fiber system, this fiber will replace the overhead coax network. This project will be along South Federal Avenue from 10th Street South to 22nd Street South and will extend several blocks east and west of Federal Avenue.

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.

A preconstruction meeting was held with the contractor Heartland Asphalt Inc. (Heartland) and their subcontractors, Bob McKiness Excavating and Grading Inc. (McKiness) and Custom Concrete, on June 1st. Winnebago Way/1st Street NW was closed to through traffic between 4th Street SW (IA 122) and North Pierce Avenue on June 12th. The work on 12th Street NE will be divided into two Stages. Stage 1 is between North Carolina Avenue to North Kentucky Avenue and the Stage 2 closure will be 13th Street NE/12th Street NE between North Federal Avenue (US 65) and North Carolina Avenue. 12th Street NE Stage 1 was closed to through traffic on June 19th.

Custom Concrete completed most of the curb and gutter repairs along Winnebago Way by the end of June. The remaining curb and gutter repairs are expected to be completed by the first week in July. Heartland is planning to begin the HMA milling operations along Winnebago Way during the week of July 10th.

On 12th Street NE; McKiness began the water service line upgrades on June 21st at the east end of Stage 1. McKiness currently has five utility crews working on 12th Street NE. Three crews are focusing on water service line upgrades. As part of this project all the lead water service lines are being replaced with copper from the main to the curb stop. As of the end of June the water service crews completed all the upgrades between North Kentucky Avenue and North Rhode Island Avenue. Two water main valves were also replaced. Water service crews are currently

working between North Virginia Avenue and North Rhode Island Avenue. The two other crews are working on concrete replacement, saw cutting and removals, and sanitary sewer repairs. The sanitary sewer crew completed five sanitary sewer main point repairs between North Hampshire Avenue and North Virginia Avenue along with a sanitary manhole removal just east of North Virginia Avenue. Solid rock has been encountered as work moves west of North Rhode Island Avenue, the removal of rock will require pneumatic hammering which will slow the underground progress as crews continue working west. Abandoned trolley tracks were encountered and removed from excavations west of North Rhode Island Avenue, it was anticipated these tracks were under the pavement and a bid item was included as part of the project. Custom Concrete is working behind McKiness, paving the voids left as a result of the utility work. As of the end of June the contractor has used 19 working days out of the 100 days assigned for this project. Engineering Staff continued to GPS all the underground utility work associated with this project. Once the data is collected, it is downloaded into our GIS database and used to edit and update the utility layers.

Construction is expected to continue through the Summer and Fall of 2023. The project is being partially funded with \$800,000 from STBG Funds.

Destination Iowa Projects:

The Engineering Department continued working with WHKS on the development of plans for the High Line Trail and the Prairieland Trail Connector.

The contract and bonds for the Birch Drive (Scrip Road) Conversion with Heartland Asphalt Inc. (Heartland) were approved at the June 6th meeting of the City Council. Engineering Staff attended a preconstruction meeting with WHKS, Heartland Asphalt and their subcontractors on June 15th. Heartland began mobilizing shortly after the preconstruction meeting and closed Birch Drive on June 19th. Heartland began removing the existing asphalt and macadam stone base during the week of June 19th. Some areas were discovered where the macadam stone base was shallow, and the exposed soil was not suitable for construction. These areas were over excavated and filled with suitable backfill material. Heartland is planning to pave the base course of the trail during the first week of July. Quantities are currently being tabulated for Pay Request #1.

WHKS completed plans and specifications for the High Line Trail (Destination Iowa) project. A Public Hearing on the project was set for July 18th at the June 20th meeting of the City Council. The project is currently being bid and scheduled to be let on July 6th.

High Line Trail Project (Phase 1):

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. (McKiness) completed the removals of the abandoned rails crossing 3rd Street NE on June 1st. Following the removals of the rails and associated pavement, modified subbase was brought in, graded, and compacted. Custom Concrete began paving back the street during the week of June 5th. The street paving was completed, and the forms stripped during the week of June 12th. McKiness completed the backfilling with topsoil at the 3rd Street NE and 4th Street NE locations on June 21st. 3rd Street NE was also reopened to traffic on June 21st. Quantities are currently being tabulated and reviewed for Pay Request #3.

The bridge subcontractor, Boulder Contracting (Boulder), provided an unfinished mock-up of the decorative safety railing, this mock-up was approved by WHKS and City Staff. Boulder then placed the order for the fabrication and powder coating of the railing. This process has a lead time of 12-16 weeks. The project is being partially funded through a Land and Water Conservation Fund Grant in the amount of \$130,008.

Water Distribution Model Calibration:

Stanley Consultants, using the field-testing data collected in May, began merging the new data into the current working model to begin the calibration process.

Water Tower Maintenance Program:

Dixon Engineering will prepare a Professional Services Agreement based on the scope of services discussed in April for the 2023-24 program. The Program will include the 43rd Street SW one-million-gallon elevated composite tank, and the 4.5 MG underground storage tank.

Union Pacific Railroad Quiet Zone:

There was still no response to an email sent to the City's Federal Railroad Administration (FRA) contact person on June 1st. The FRA representative sent a message the same day to contacts in Washington, DC. The message read:

"Good afternoon, Inga and Brian.

The City of Mason City, IA, submitted an ASM Application and responded to Inga's questions about additional information back in February 2023. It has been quiet since that burst of activity. Has there been any progress on the ASM Application review/approval?

I see that our Train Horn files in iCMS are offline, so could you provide a status update on this ASM Application?

Thank you!"

There was still no response as of the time of preparing this report.

Union Pacific Railroad Grade Crossing – South Monroe Avenue:

The Iowa Department of Transportation manager of the Highway-Rail Grade Crossing Safety Programs and the City are awaiting the submission of the signed agreement for construction with the Union Pacific Railroad.

Other Tasks Performed through the Engineering Department:

- Engineering Staff received and are currently reviewing a traffic control plan for work at the Northern Natural Gas gate station near the intersection of Highway 122 & North Roosevelt Avenue. Alliant Energy and Q3 Contracting will be making upgrades to the gas regulating system that will require lane closures at this intersection. Work is tentatively scheduled for July 24th and is expected to last three weeks.
- Engineering Staff worked with Road Safe Traffic Systems (Road Safe) for a road closure on 19th Street SW between South Federal Avenue and South Jefferson Avenue. Road Safe Traffic Systems is a contractor hired by the UPRR, to set up traffic control for a closure and detour. Road Safe placed message boards informing motorists of the upcoming closure and detour the week of June 12th. 19th Street SW was closed, and the detour was in-place from June 23rd through the 27th. This closure was necessary for UPRR crews to perform rail crossing maintenance.
- Engineering Staff received training from a Seiler Instruments representative following the recent delivery of a new Spectra Precision Focus 50 Robotic Total Station.

Traffic Division:

- Traffic Control
 - Sign work orders 25
 - Traffic Sign Orders 3
 - Streetlights
 - New Installation 0
 - Repair Request 0
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 4
 - Perform traffic signal repairs 3
 - Iowa One-Call locate reviews 981
 - Locate City-owned electrical utilities 26
 - Emergency Call-out 0

Other Tasks Performed by the Traffic Division:

- The battery backup system on 2nd Street SE and South Delaware Avenue did not work when the annual testing was performed. Troubleshooting and repairs were done and the battery backup system for the traffic signals is now working correctly.
- Received a call about the traffic signal lights not working correctly on 4th Street SW and South Taft Avenue. When inspecting the cabinet, it was noticed that the bottom of the cabinet was wet and had accumulated a lot of moisture from the heavy rainfall. The base of the cabinet was resealed, and the traffic signal has been working correctly.
- Continue to work with contractors on the Traffic Signal Cabinet replacement and updates on Fourth Street SW and South Grover Avenue

- Continue to work with the contractors on the 2023 Pavement Marking Program

Water Supply Division:

- Water Production

	<u>June</u>	<u>FY 2023</u>
• Total (gal)	141,526,000	1,501,515,000
• Daily Average (gal)	4,717,000	4,114,000
• Daily Maximum (gal)	5,618,000	5,960,000*
• Daily Minimum (gal)	3,862,000	2,753,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Replaced a leaking hose on #2 EDR Line 7
- Repaired leaking air tubing on #2 EDR control panel.
- Repaired a 4-way valve on #4 EDR Line 3
- CIP #1, #2 and #4 EDR Trains
- Replaced the pressure sensor on the Sodium Hypochlorite Generator pump.
- Cleaned the brine blow down air relief valves on all EDR Trains
- Cleaned the off-spec vacuum relief valves on all 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	991
• Prepare and send service repair letters	6
• 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	15
• Hydrant flow testing	1
• Hydrant Flushing	0
• Water Main shut down for repairs	8
• Water shut off for non-payment	0
• Water shut off 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	15
• Water Service Permit/Inspection	

▪ Repair/Replace	35
▪ New Installation	3
▪ Disconnections	3

• Meter Department

	<u>June</u>	<u>FY 2023</u>
• Meters Installed	3	426
▪ Industrial	0	0
▪ Commercial	0	16
▪ Residential	3	410
• Meters Repaired	8	19
• Contractor and Garden Meters Recovered	0	20
• Contractor and Garden Meters Installed	6	18
• Meters Read	11,866	142,392
• Meters Ordered	0	0
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed June 2023</u>			<u>Meters Ordered June 2023</u>		
5/8"	2		Transferred	5/8"	0
3/4"	0			3/4"	0
1"	1			1"	0
1 1/2"	0			1 1/2"	0
2"	0			2"	0
3"	0			3"	0
4"	0			4"	0
Total	3		Total		0
<u>Meter Inventory July 1, 2023</u>					
5/8"	24			5/8"	0
3/4"	3			3/4"	0
1"	3			1"	0
1 1/2"	0			1 1/2"	0
2"	3			2"	0
				3"	0
				4"	0
Total	22		Total		0

Other Tasks Performed through the Water Supply Division:

- The rebuild of Well A1 pump and motor was completed and reinstalled along with the remaining well components. The well was pump tested and put back into service.

- Primex was on-site to complete missing flow totals in SCADA system.
- Changes were made to the network switches in both the EDR Treatment and Pumping Plants
- A new transformer installed by Alliant Energy at the Federal Booster Station site.
- FM Controls were on-site to reprogram the computer for the HVAC system.
- A representative from Veolia Water was on-site to perform an analysis of the existing condition of the EDR Plant. A report with recommendations and options for repair and replacement of components will be drafted and submitted to the City Engineer in the next two to three months.
- 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 mowing 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		
	June	Fiscal Year- to- Date
Prepare payable checks	832	7177
Prepare receivable invoices	64	843
Prepare payroll checks	1335	9942
Certify invoices to County	0	396
Send letters to State Offset Collections	2	126
Record State Offset collections	\$ 10,743.37	\$ 42,429.75
Ambulance accounts sent to collections	24	426
Record ambulance receivable	150	1500
Scanned invoices for myView point processing	1290	11895

- 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		
	June	Fiscal Year- to-Date
Record ACH activities	12	262
Prepare utility adjustments	51	705
Finals & charge offs	190	3814
Issue utility bills	10002	120361
Answer phone calls	1070	11546
Respond to voicemail	184	2100

Complete utility service orders	327	3021
Complete landlord tasks	51	706
Issue shutoff notices	395	4543
Process customer paid utility bills	4811	56046
Process customer deposits	513	4915
Replace meters	6	417

Information Systems Coordinator

- Auto Attendant for City Hall meeting.
- Go through list of items from RSM.
- Help Edith with camera system.
- Help Laura A with her password reset.
- Look for missing file for Tyler T.
- Pay Invoices.
- Remake card key for Marcy T.
- Change password on Diana B's account for Pam S.
- Check network mappings for GIS system.
- Fix YTF scanning.
- Help Laura M with permissions on folders.
- Help Wyatt B at the FD reset password.
- Run test clone on Water Rec DC.
- Look through security system for PD.
- Order hard drive for GIS server.
- Reboot City Hall DC again.
- Reboot PD server.
- Weekend – Reboot City Hall DC.
- Add hard drive to GIS server and start expanding.
- Check scan password for Nick W at the FD.
- Follow up with RSM regarding two projects for the PD.
- Get with EE about their logon.
- Help Jamie S with her authentication.
- Install Foresight Pro for FD.
- Look at scanning machine for Water Billing.
- Look for missing email for Kirby B.
- Look over quote for elevator changes.
- Swap monitors cables for Tricia S.
- Configure new tablet for Car 2.
- Download and program council meeting to government channel.
- Get Police tower radios rebooted.
- Get with Randy E about his password reset.
- Help Mike M with installation of his voice recorder.
- Help Neil M with his password issue at the FD.
- Look through email report for Kirby B at the PD.
- Update printer firmware for Laura M.
- Change extension information for Dave H at the PD.
- Finish Car 2 tablet.

- Get public laptop configured for PD.
- Pay invoices.
- Rejoin Pam S's laptop to domain.
- Remove PD tablet from security list.
- Restore Sent Items for Aaron B at City Hall.
- Check firewall at Highland maintenance shed.
- Finalize drive expansion for GIS.
- Help Eli M with email on his phone.
- Take laptop back to PD for Jamie S.
- Test clone procedure for PD server.
- Finish test clone for PD SQL server.
- Finish test clone for Water Rec DC.
- Fix digital scanning machine again.
- Get new line for new PD tablet.
- Order server parts for PD server.
- Re-adjust nightly backups for City Hall.
- Send email out regarding clone process for servers over the weekend.
- Tell Don S how to fix outlook issues for Matt L.
- Vacation – Check email permissions for PD group.
- Vacation – Check timesheet permissions for PD.
- Vacation – Coordinate firewall fix for Highland maintenance shed.
- Vacation – Fix scanning on engineering printer.
- Vacation – Help Mara L with her outlook issues.
- Vacation – Help Nancy O with her outlook issues.
- Vacation – Move Brandon V to 3rd detail group at PD.
- Vacation – Set folder permissions for Danielle C at the PD.
- Change user passwords for Water Rec.
- Create folder in S drive for Medin and Stiles.
- Fix printer for Brent H.
- Help Joey W with his password reset.
- Make new badge for transit driver.
- Show Laura M out to close and open file on the server.
- Take keys to time clocks to Parks and O and M.
- Check on mail object permissions for PD group.
- Download and program council meeting to government channel.
- Follow up on RSM regarding Airport switch.
- Look at printer for Mark R.
- Troubleshoot Mark R's printer again.
- Add FD user to FD email group.
- Add Perry B to PD HR Folder.
- Fix scanning again.
- Get two servers ready for clone procedure over weekend.
- Reset password for O and M user.
- Take server parts to PD and install.
- Get label printers installed for PD.
- Pay invoices.

- Set up RSM to install new switch for Airport.
- Activate port for Housing.
- Add Hannah L to backup notifications.
- Add user permissions to folder for Danielle C at the PD.
- Change user groups for Jamie S at the PD.
- Fix permissions on timesheets for PD.
- Get with County to see why new Zuercher installs are not connecting.
- Weekend – Final clone for PD SQL server.
- Weekend – Final clone for Water Rec server.
- Check Zuercher connection on new tablet.
- Help James S at the museum with Outlook.
- Help John L with his email.
- Inventory and label printer for Mark R.
- Look at training room PC for Aaron B at the FD.
- Prep folders for PD R drive move.
- Try to update firmware on laptop.
- Finish connecting printer to CID machines.
- Finish fixing Zuercher on CID machine.
- Fix new Car 2 tablet's connection to the county.
- Get video cable for PD.
- Help Laura A at the museum with Office.
- Help Mary L with her password issues for Office.
- Order replacement hard drive for Water Treatment.
- Finish Tammy O's printer install.
- Get with traffic control tech to install software on the server.
- Look into adding memory and processing for GIS server.
- Pay invoices.
- Restart GIS server.
- Take replacement hard drive to Water Treatment.
- Add memory to GIS server.
- Help Alicia L with her email problems.
- Help Tim C at the FD with outlook issues.
- Open records email search.
- Records meeting.
- Set up new vender with access.

GIS Department

Administrator

- Create utility maps x 4.
- Create road closure maps x 3.
- Create MC ward map.

Airport

- Create FAA electrical manhole layer.
- Update sanitary manhole layer.
- Update sanitary sewer line layer.

Cemetery

- Meet to discuss data attributes.
- Delete duplicated interments x 13.
- Clean and edit Deed Table to be imported into GIS.
- Create AGOL user x 1.
- Edit Cemetery Dashboard and send over.
- Integrate Microsoft Access database into Pro Solution.

Development Services

- Run bi-weekly parcel data script, export as CSV file, adjust and email.
 - Transfer data to G: drive
- Update transit pdfs
- Consolidate imagery.

Engineering/Water Treatment/Customer Service

- Enable attachments on GPS layers x 2.
- Fix mPower hyperlink issues.
- Create EagleView imagery user x 1.
- Update customer service point x 1.
- Download Project 2 Phase 3 sewer videos to R Drive.
- Download Grout and Lining Videos to R Drive.
- Link Grout videos and reports to Sanitary Collection layer x 15.
- Link Lining videos and reports to Sanitary Collection layer x 17.
- Link Project 2 Phase 3 videos and reports to Sanitary Collection layer x 45.

Fire

- Update pre plan buildings footprint layer.
- Update ambulance boundary.
- Create EMS & Fire EMS Mutual Aid map.
 - Print large format maps x 4.
- Delete layers x 2.

Operations / Utilities/ Water Reclamation / Parks

- Change password x 1.
- Create Ash tree map.

Police

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

General

- GIS data back up in SQL server x 4
- GIS mPower back up in SQL server
- Participate in IGIC lunch and learn.
- Change backup tapes daily and monitor elevators while IT coordinator is out of office.

- Participate in MAGIC meeting.
- Attend ITAG Conference.
- Complete Esri annual records review.
- Create mPower login for ProWest.
- Meet with ProWest to discuss new EXB projects.
- Expand imagery contract to include Clear Lake boundary with the county accessor.
- Meet with Electronic Records Committee.

- **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
 - Per Capita support Letters

 - Wellness Committee
 - Moovin' for Moolah
 - Pool Party Prep

 - HOME Rehabilitation Block Grant Pilot Program work
 - Applications received, planning meetings, Lupton Center Meeting

 - Iowa Grant Professionals Association Conference
 - Iowa Thriving Communities Application Meeting
 - Cerro Gordo Community Foundation Grants
 - Iowa Department of Public Safety – State Fire Marshall Grant
 - Care Connections of Northern Iowa Grant
 - DERA Grant Updates
 - EPA Brownfields Grant Acceptance
 - Desk Review for EMW-2021-FG-03393

Deputy CA Duties

- Attended second meeting of the Landfill of North Iowa recycling committee; thanks to Council for passing a resolution of support for this process at the June 20th meeting. We plan to continue to meet and have a set of recommendations ready for the October LNI board meeting. Attended June LNI board meeting and provided a report to the full board on behalf of the committee.
- Attended brownfields and Federal Rowhome groundbreakings. I will be attending the national brownfields conference as the City's representative; it was strongly "suggested" by EPA staff that the City have a representative at this conference if we want to pursue future funding for these purposes. The conference is August 8-11 in Detroit.
- Attended a Nutrient Reduction Exchange web meeting. This is a group coordinated by DNR for communities looking at watershed-based nutrient reduction, as we are.

- Met with a multi-family housing developer with Aaron and looked at financing options.
- Attended North Iowa Corridor EDC annual meeting as a City rep.
- Met with project engineer and a small group of staff for electronic records processes. With the start of the new fiscal year, we plan to get started in earnest with implementation.

Finance Director Duties

- Various coordination on 2023 G.O. bonding and LOSST bonding for Destination Iowa. Met with Moody's in this process, and our rating for both issuances and our previous issuances is stable at Aa3. We look forward to the bond sale on July 18.
- Preparation & distribution of May financials.
- Update of CIP spending through 5/31/23.
- Update of Health Insurance spending through 5/31/23.
- Update of RCR project expenditures through 5/31/23.
- Update of Police/Fire/Ambulance overtime analysis through 5/31/23.
- Finalized FY22 single audit detailing our uses of federal grant funds; this was accepted by the feds.
- Bidding of CD Investments- 2 investments were bid this month: 1) \$5M to First Citizens for 90 days at 5.26%; and 2) \$3M to First Citizens for 181 days at 5.32%. Prepared analysis of bank interest for Aaron. Through the end of May, we had brought in \$1,680,085.44 in bank interest in FY23, versus an amended budget of \$848,238. For FY24, we have budgeted \$715,156.20 in total bank interest, so are very conservatively budgeted for the coming year.
- Received printed FY24-FY28 CIP books and distributed to Mayor, Council, Administrator, and departments.
- Coordinated an accounting team meeting on financial reconciliation and restructuring.
- Attended webinar on Destination Iowa grant compliance. RSM is handling the verification of compliance for the State of Iowa, and we will have a further meeting with RSM & CG County on July 11 on this topic.
- Attended League webinar on implementation of HF718 property tax changes. We will continue analysis on recommendations for the FY25 budget process. Some changes will be needed in our approach.
- Submitted Outstanding Obligations Report for FY23 year-end to State Treasurer.

July 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.
- Finish PD server upgrade.
- Update wireless ring equipment.
- Final close out of email migration project.
- Add free standing rack to PD server room.

- Move switches to new rack and clean up cabling for the PD.

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

- Completion of 2023 G.O. & LOSST Bonding.
- Continued work on electronic records approach & implementation planning.
- Completion and launch of Destination Iowa projects webpage.
- Work as team member on Downtown West HOME grant processes.
- Work as team member on Iowa's Thriving Communities designation.
- Work on recycling issues with Landfill committee.
- Year-end reconciliation and reporting; extensive coordination with departments on FY24 CIP projects.
- Begin work on Urban Renewal Plan amendments to the Mason City Unified Area, as envisioned in the adopted FY24-FY28 CIP.

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	JUNE 2023	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	86	381
EMS	446	2760
Total Calls for Service (Fire & EMS)	532	
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
	39	13
Personnel Training Hours		
Fire	930.90	7063.32
EMS	383.50	2366.10
Total Training Hours	1314.40	2492.42
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	259	1381
Existing Building Inspections	15	85
Plan Reviews	18	141
Fire Investigations	2	21
Liquor/State License Inspections	35	77
Community Involvement		
Public Tours of the Fire Station (Number)	1	9
Public Fire Safety Appearances/Trainings (Number)	2	18
EMS/Fire Students - Ride-Along	18	76
Preceptor Training Hours	197	755
National Fire Statistics -YTD 7.3.2023	Line of Duty Deaths	Civilian Fire Deaths
	39	1181
Fire Property Loss Report – Mason City		
Estimated Property Value	\$318,400.00	\$7,063,370.00
Estimated Property Loss	\$59,900.00	\$3,523,062.00
Total Saved	\$258,500.00	\$3,539,308.00
Overtime Hours		

	Fire	35.25	894.20
	EMS	96.50	1177.00

Significant Events

06/11/2023 Building Fire	951 16 th St NE
06/14/2023 Building Fire	2312 24 th St SW

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	17	29
Engineering	17		17
Finance	11		11
Fire	47	1	48
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maintenance	67		67
Police	46		46
Recreation	7		7
Youth Task Force	3		3
Grand Total	243	28	271

Plus 215 Seasonal employees

Staffing

Activity

Hiring Activity:

- Police Officer-10 openings (Police): 2 new hires starting in July. Will begin next recruitment in late July with new marketing company and testing in early September.

- Police Sergeant - 1 opening (Police): Appointment made in early June to replace an internal reorganization. Additional opening coming in near future to replace a retiring Lieutenant.

- Firefighter/Paramedic - 1 opening (Fire): New civil service hiring list needed, accepting applications through mid July.

- Parks Maint Worker - 1 opening (O&M): Conducted interviews and job offer made.

	- Water Distribution Worker - 1 opening (Engr): Employee bid on position subject to council approval in July.
	- Transit Driver - 2 openings (Dev Serv): Continuing recruitment.
	- Parking Enforcement Officer - 1 opening (Police): Final stages of creation of a new CSO position to administer parking duties and support duties for the patrol division. Will present to civil service, the union, and Council in July.
	- Youth Task Force Director - 1 opening (YTF): Following retirement of director, replacement search is put on temporary hold for budgetary reasons.
Positions Filled:	- Hired 1 regular part-time staff. Hired 15 seasonal employees.
Turnover:	- 1 voluntary resignation.
Employee Orientations/exit interviews:	- Conducted 6 orientation sessions and 1 exit interview.
Seasonal Staffing:	- Continuing seasonal staffing activities with multiple depts.
Recruitment Strategy:	- Met with new marketing company for future police recruitment marketing efforts.
Recruitment Strategy:	- Part of a pilot program sponsored by the Univ of Iowa and the State of Iowa to promote strategies for retaining and recruiting the aging workforce back into the workplace.
Civil Service Commission:	- 1 civil service meeting during the month.

Labor Relations/Legal

Grievance Activity:	Activity
Grievance Activity: General HR support:	<ul style="list-style-type: none"> - Fire: No open grievances. - Teamsters: 1 grievance resolved but not closed. Reached resolution on separate issue and scheduled July meeting on new concerns. - AFSCME: No open grievances. - Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

Employee Involvement

Retirement Recognition:	Activity
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Employee Impact Awards:	Assisted with employee retirement recognition event.
Wellness Program:	Coordinated 3 employee impact award presentations.
	- Wellness meeting held during the month and month-long employee fitness activity was sponsored.

Benefits

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

Miscellaneous

Workers Comp. & 411 Police/Fire Admin:	Activity
Safety:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Drug Testing Compliance Activities:	- Participated in CPR re-certification as responder.
Electronic Recordkeeping Team:	- Conducted required monthly drug testing.
Process Improvements:	- Attended 2 meetings working on electronic recordkeeping project.
Job Evaluations:	- Completed an extensive project reorganizing and purging employee files in preparation for conversion to digital employee records.
Professional/Community Support:	- Updated Airport job description with Airport Commission Chair.
	- Attended IAPELRA annual board planning meeting.

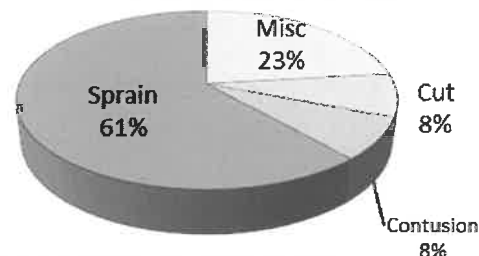
Safety Statistics

	Month	2023 YTD	2022 YTD
# of Work Comp Cases			
# of OSHA Injuries	3	13	14
# of Days Missed	3	13	11
# of Employees Off	18	29	14

June Medical Cases



YTD Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: June 2023

Museum Happenings

Classes

- Working in Clay- 8 adults
- Creating w/ clay A & B- 7 children per class
- Learning to Throw-10 adults
- June Art Bugs- 8 children with 9 Adults
- Summer Art Camp- 23 children
- Insects of Summer- 6 children
- Pour a paint- 11 children

Events

- 6/3 graduation-123 adults & 17 children
- Mind Mania self guided tour- 4 adults & 7 children
- 6/22 Graduation- 51 adults & 3 children
- Summer Art Camp Receptions-41 adults & 8 children

Gallery attendance	944
tour attendance	102
event attendance	280
Classes	271
Playground	140
Outreach	81
TOTAL	1818

Business: 15

Membership: 200

City Memberships: 11

Partnerships:

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

Exhibitions:

1.1 *Area Show: 48 Best in Show Award Winner*

Center Space Gallery

May 12 – July 29, 2023



Area Show: 48 Best in Show Award Winner – Alexis Beucler of Mason City, IA – Butterfly Cave – Gouache and Watercolor on Paper Mounted on Panel

In 2022, Alexis Beucler of Mason City won the Best in Show award during *Area Show: 48* for the gouache and watercolor artwork, *Butterfly Cave*. As prize for this win, Beucler is granted a solo exhibition in the Museum's Center Space Gallery.

There will be an opening reception on Sat., May 13 from 1-3 pm. Please join the Museum in celebrating a display of the artist's work.

In the artist statement, Beucler states:

"The paintings and artist books I make build a world, magical and real, liminal and intersexual. This world explores identity, sexuality, human futility, anxiety, passion, love. Characters repeat, landscapes intertwine, time ebbs and flows. Like memories drifting together in a dream, time isn't linear but rather fragmented, sometimes circular, and intrinsically subverts traditional narratives."

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.

The Museum was extremely busy this month with several things: rentals, the MacNider Arts Festival, the first Summer Art Camp, and rubber membrane roof replacement.

The Museum had many rentals for the month of June due to graduations, weddings, and showers. Every single weekend in June the Museum had an event of their own or a rental, some booking more than a year for a prime June spot. This time of year results in a lot of over time because of so many events as well as Arts Festival. The majority of rentals use the Salsbury room and it is a great way for people to visit the Museum that might otherwise have been.

The largest event at the Museum over the past month by far was the summer MacNider Arts Festival. This year it featured 4 musical acts, 2 dozen art market artists, and a dozen free kids crafts for the public. Attendance at this event must be estimated due to the free nature of the

event but it is estimated in the thousand. Many thanks to the City Council for once again serving up pancakes.

The Museum completed its CIP project of a new membrane roof for the addition parts of the building. The company found quite a bit of old rot from a previous repair that was then removed and fully repaired under the new membrane. The work on this took about a week but was done before the end of the fiscal year.

The Museum hosted its summer art camp, with 20 campers participating. It was a fun week of experimenting and learning different artistic methods. The campers attend half a day every day for one week. At the end of the week they put on a gallery show for parents and grandparents to see the fantastic creations they have made.

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

In the Month of June, the water crew did the following:

Installed a valve and tapping on sleeve with tap at 3rd and S Jefferson for “The River 2” project, CE being the contractor we were doing work for.

We also installed a new hydrant and hydrant lead for the cemetery building project bring laying 240 feet of pipe while making fire protection available for the new building.

We assisted Engineering on the 12th Street bridge project, installing a new 12” valve and a 12” cap on the opposite side of the bridge, allowing the prime contractor to continue their work.

2 new 6” valves were installed, one at 10 and N Tyler, the other at 12th and N. Kentucky. The Kentucky valve was a piggyback off the 12th Street overall project.

A two-part project was done at 19th and South Monroe. First a new hydrant and valve were installed on the frontage road, this allowed us to discontinue a hydrant and valve from 1954 that had reached the end of its service life. While discontinuing the hydrant lead a valve used in the shutdown failed and had to be replaced in an emergency manner.

We rebuilt two fire hydrants found to be faulty and returned them to working order.

Reworked an old concrete patch that had sunk and needed to be replaced for public safety.

Hauled and stockpiled approximately 700 tons of road stone

Internal Service Division:

Service and repair 17 Street Department vehicles

Service and repair 4 Police Department vehicles

Service and repair 7 Fire trucks and ambulances

Service and repair 4 Code Enforcement vehicles

Service and repair 2 Water Reclamation vehicles

Service and repair 3 Sanitation vehicles

Service and repair Park vehicles

Service and repair 2 Water Supply vehicles

Service and repair Water Utility vehicles

Electrical:

Street light repairs
Traffic signal repairs
Ran underground electrical at Golf Course
Pulled pumps from duck pond for repairs
Worked on campground lights
Worked with tree crew
Installed new lighting at maintenance shop at Golf Course
Repaired light in duck pond
Wastewater alum building
Repaired lights in swimming pool
Replaced lights at Recreation Department

Wastewater Division:

- Wastewater treatment:

Monthly Total:	175.065	million gallons
Daily Average:	5.836	million gallons per day
Daily Maximum:	8.613	million gallons per day
Sludge processed	1.7	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 5
- Assisted plant personnel with cleaning of primary tanks
- Assisted water distribution crew

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on nine Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Completed monthly Industrial Monitoring Reports
- Yearly sampling of 2 industries completed
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Send out Industrial User Survey to 4 business/industries

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
- Run thickener
- DNR e.coli sampling

Special Activities/Accomplishments of particular note:

- Greased and check all rooftop vent fans
- Painted lines in the parking lot\
- Changed oil in all blowers
- Final installation of pump #4 in PS #1
- Continued mowing plant grounds
- Hosed off intermediate clarifier weirs
- Worked on west belt thickener
- Greased all equipment in plant
- Packard Electric wired #4 pump in PS #1
- Annual hoist inspection was conducted
- Iowa Wall Sawing cut the final two manways on digester #3
- Replaced effluent DO probe
- Replaced LP regulator in basement of digester
- Poured concrete for manways on digester #3
- Electric Pump was here to install rebuilt pump in effluent pumping station.
- Conducted plant effluent toxicity testing
- Worked on UV system
- Replaced diaphragm on #5 ODS pump
- Trimmed trees around plant
- painted hand rails and fire hydrants on plant grounds
- cleaned check valves in digester
- repaired vent fan in preairation
- DNR inspection of diesel tank

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	573.94 tons	3,038.35 tons
Recycling collected	64,440 pounds	339,901 pounds
Yard waste collected	69.89 tons	415.47 tons
Large item number of stops	66	269
Materials collected:		
Large furniture	54	161
Small furniture	34	140
Tubs & toilets	7	22
Appliances & TVs	19	78
Electronics	0	3
Request for service calls	245	1,587

Street Division:

Street Sweeping
Hot Patch Potholes
Repaired Street Signs
Equipment Maintenance
Tree Removal/Trimming
Arborist 53 trees removed/ 30 trimmed
Pick up dead deer on city right of way
Grading unpaved alleys
Closed roads for MacNider Arts Festival
Assisted with Cannon Ball Days
Setting up No Parking signs, barricades, cones
Closed Road for EPA Director visit
CPR Training for staff
With the 5" rain fall we had some storm sewers that couldn't keep up. These were at State and Louisiana, 400 block of 24th Street SW, 22nd and S. Massachussetts, just to name a few.
We also spent 160 man hours and 50 ton of road rock trying to repair gravel roads and alleys washed out by the 5" rain. This was after we spent two months going through all of them. I would like to see us require all gravel streets and alleys to be paved.
We had numerous branches down after the storm as well.

Park Department:

Equipment maintenance & repairs
Shop maintenance
Cleaned up after groups in park
Took care of deer
Graffiti removal
Soft Ball field maintenance
Maintenance at pool
Mowed and trimmed at all parks
Clean shelters
Added dirt & seeded along 1st and S Jackson
Removed branch that fell in flood buyout property
Checked the door timers at Frederick Hanford and Lester Milligan
Cleaned up after vandalism Georgia Hanford
Set up and took down picnic tables for MacNider Art Museum
Set up bleachers for Cannon Ball Days, put out extra trash cans, tables, opened concession stand for group
Tilled & leveled mulch at zip line

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	1575	1700	1783	0	0	0	0	0	0	9181
Alarm - Business	23	35	33	32	48	40	0	0	0	0	0	0	211
Animal	33	40	55	55	61	74	0	0	0	0	0	0	318
Burglary	13	9	15	19	17	19	0	0	0	0	0	0	92
Collision - Prop Damage	83	71	64	61	58	55	0	0	0	0	0	0	392
Collision - Pers Injury	5	5	5	5	10	7	0	0	0	0	0	0	37
Collision - Hit and Run	11	22	14	9	16	12	0	0	0	0	0	0	84
Disorderly	97	82	118	136	119	147	0	0	0	0	0	0	699
Domestic - Physical	4	13	12	10	15	13	0	0	0	0	0	0	67
Domestic - Verbal	32	17	30	27	24	25	0	0	0	0	0	0	155
Fireworks	4	0	0	1	1	31	0	0	0	0	0	0	37
Harassment	28	42	50	65	73	59	0	0	0	0	0	0	317
Medical	91	0	113	88	96	89	0	0	0	0	0	0	477
Motorist Assist	40	33	21	24	23	25	0	0	0	0	0	0	166
Parking	60	36	37	38	48	37	0	0	0	0	0	0	256
Stray Animal	24	36	53	47	56	46	0	0	0	0	0	0	262
Suspicion	125	143	169	187	175	258	0	0	0	0	0	0	1057
Theft	61	53	86	57	66	63	0	0	0	0	0	0	386
Welfare Check	117	114	109	110	118	110	0	0	0	0	0	0	678

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	86	104	112	96	98	124	0	0	0	0	0	0	620
New Investigations	350	358	378	386	383	413	0	0	0	0	0	0	2268
Traffic Citations	152	292	264	185	54	141	0	0	0	0	0	0	1088
Written Warnings	104	160	108	101	100	118	0	0	0	0	0	0	691
Crash Reports	86	80	65	64	67	66	0	0	0	0	0	0	428
Parking Tickets	264	193	333	13	17	19	0	0	0	0	0	0	839
Traffic Stops	209	378	277	232	119	219	0	0	0	0	0	0	1434
Extra Patrol Checks	893	618	549	488	451	458	0	0	0	0	0	0	3457
Business Checks	51	24	31	28	36	23	0	0	0	0	0	0	193

Offender Checks	17	21	20	19	10	21	0	0	0	0	0	0	108
Open Records Requests	461	442	467	511	557	546	0	0	0	0	0	0	2984
Dogs to Shelter	11	18	22	15	24	18	0	0	0	0	0	0	108
Cats to Shelter	17	15	17	12	42	23	0	0	0	0	0	0	126

Patrol saw the annual uptick in Fireworks calls for service that begin when retail sales of consumer fireworks start each year in June. We continued to work to educate the community about fireworks and provided a warning to first time offenders and citing those who had previously been warned.

Officers continue to make daily referral to our community partners in a variety of situations and often partner with our mental health stakeholders. We continue to make good use of the HealthIM basic mental health screening tool to triage and assess those in crisis.

Criminal Investigations

Investigations continues to support patrol and complete follow-up on more involved investigations. This month CID picked up two sexual assault investigations, an arson investigation, a couple of forgery cases, and completed two death investigations. CID personnel also work regularly with the Department of Health and Human Services on human welfare issues.

Support Services

The Crime Victim Specialist completed follow-up on 98 cases in June, including nine in-person visits. Assistance was provided to patrol for follow-up on 12 cases. She also assisted two crime victims with Crime Victim Assistance Division applications.

Animal calls for service remained high again in June. We had an unusually high number of bite cases at 14. Nine charges were filed for a variety of animal infractions. For the month, 23 cats and 18 dogs were taken to shelter.

We issued 24 parking tickets in June and towed eight vehicles for that were overtime/abandoned. Notices were mailed to 39 vehicle owners for delinquent tickets and 231 unpaid tickets were sent to the courthouse.

Administration

We completed our most recent recruitment and have two new officers for city council approval. They will start on July 20, 2023. We are in the works with Human Resources on our next recruitment that will start in mid-July, with testing in early-September.

We currently have three officers out on non-work related injury/rehabilitation. We are also in the middle of heavy vacation use during the summer. We continue to have regular overtime shifts that we are working to fill on a voluntary basis. We currently have two officers in field training and one at the Iowa Law enforcement Academy.

We are partnering with Friends of the Family and the Community Health Center to bring back National Night Out 2023 on August 1 at the Mason City Arena. Planning is coming together nicely and we have had outstanding support from our community in terms of donations for food and prize drawings. More will be forthcoming on our social media platforms.

Public Library

Reported by Mary Markwalter, Library Director

In June we hosted the summer reading programs for all ages. Lots of programs, story times, craft days, steam programs, author talks, live music performances and prizes. The escape room was a big hit again this year. There were so many requests that we decided to extend the date another week so that people could visit the Escape Room.

<i>Circulation-Books</i>	23-Jun	23-May	23-Apr	23-Mar	23-Feb	23-Jan	22-Dec	22-Nov	22-Oct	22-Sep	22-Aug	22-Jul	YTD	LYTD
Adult Fiction	1007	988	1004	1082	914	1177	856	923	972	1067	1759	1086	12835	12657
Adult Non Fiction	407	359	368	450	501	549	225	332	366	318	437	443	4755	5125
Large Print	730	678	622	645	634	667	591	606	724	793	797	764	8251	8399
Young Adult	457	318	403	320	322	383	273	343	485	440	616	690	5050	4711
Juvenile Fiction	2564	1453	1284	1559	1353	1605	1086	1588	1494	1281	1643	2160	19070	16997
Juvenile Non-Fiction	440	235	221	361	272	288	176	263	276	222	301	370	3425	3563
Middle School	477	261	151	290	181	277	157	292	234	232	390	367	3309	2824
TOTAL BOOKS	6082	4292	4053	4707	4177	4946	3364	4347	4551	4353	5943	5880	56695	51452
<i>Circulation-Other</i>														
Audio/CD/Playaway	203	138	138	164	175	244	90	95	203	162	228	226	2066	2074
Video Games	49	39	30	27	15	43	78	33	34	28	34	55	465	220
Periodicals	115	142	167	118	88	102	86	145	181	135	104	138	1521	1469
Software	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Other(puppets, misc)	7	6	8	8	7	15	8	7	8	11	6	14	105	106
DVD	736	537	792	603	673	2489	642	677	940	690	1052	831	10662	8165
Tumblebooks	1	2	8	53	8	21	11	6	2	9	11	6	138	95
Creativebug (users)	11	25	9	14	18	16	14	20	19	11	11	31	199	152
World Book Online	1000	1200	1080	3380	340	1880	0	40	101	76	0	240	9337	4895
Chilton's Online	17	2	25	16	34	35	32	27	24	14	35	28	289	488
Gale	0	0	19	0	12	6	0	1	0	5	2	1	46	1432
Transparent Languages	762	537	413	554	2	591	46	793	599	613	640	638	6188	3269
Brainfuse		0	9	4	32	102	0	62	12	11	23	26	281	1159
Bridges	2253	2290	2141	2376	2275	2283	2142	2049	1975	2053	2105	2016	25958	22201
Newsbank	100	41	197	78	144	218	105	92	20	73	62	57	1187	1670
Hoopla!	1114	1152	961	1072	1001	1004	969	923	886	882	957	863	11784	8702
Total-Other	0	6111	5997	8467	4824	9049	4223	4970	5004	4773	5270	5170	63858	50115
Grand Total Circ.	6082	10403	10050	13174	9001	13995	7587	9317	9555	9126	11213	11050	120553	101567
Item Records Added	391	568	363	420	461	429	309	441	499	422	705	365	5373	6255
Patrons Registered	127	76	60	90	51	100	42	65	90	78	102	98	979	225
Renewals	658	663	862	659	704	625	650	652	579	803	862	791	8508	3042
Holds Filled	292	291	320	315	317	308	453	222	279	260	288	277	3622	2173
Holds Placed	380	523	450	504	430	524	254	452	370	470	475	421	5253	11509

Discs Cleaned	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Photocopies	1971	1916	1874	2013	1953	2008	1825	1753	2813	3102	2995	6311	30534	24676
MeetingRoomGuests	880	897	144	513	1065	1037	795	719	855	500	853	1619	9877	7774
Meeting Room Used	156	104	823	162	124	150	130	143	159	90	129	155	2325	1325
SILO request unfilled		0	3	7	5	4	25	9	15	27	4	7	106	51
SILO request filled		7	11	8	5	4	2	0	2	0	0	0	39	69
SILO MCPL Request Filled		4	5	16	14	17	23	2	7	9	3	5	105	57
SILO MCPL Request Unfilled		28	37	0	7	6	0	16	12	11	5	27	149	115
Attendance	15000	13000	11200	11000	9500	12500	8000	9800	10000	7800	9700	9700	127200	116400
Children's Programs	27	6	6	12	8	6	3	6	8	7	0	11	100	63
Childrens Program Attendance	2045	880	219	1388	299	497	335	321	609	33	0	1109	7735	5569
Young Adult Programs	13	3	0	4	4	4	2	1	5	2	0	7	45	23
YA Program Attendance	297	191	0	288	68	50	42	2	123	21	0	271	1353	399
Adult Programs	25	8	13	15	13	8	12	9	9	8	4	16	140	48
Adult Program attendance	293	87	123	214	290	82	118	42	35	103	115	136	1638	639
In Library Use	2400	2400	1009	815	796	882	865	880	650	464	1250	1250	13661	19075
Faxes Received	2	7	2	6	12	15	20	17	14	23	8	1	127	206
Faxes Sent	48	131	48	46	75	62	34	81	64	114	36	50	789	481
Scan	20	23	21	150	31	25	145	164	70	89	51	43	0	0
Handouts, Brochures, etc.	7500	16000	5200	5000	3000	3000	5000	4000	7000	4000	3000	5500	68200	19200
Genealogy Referrals	3	1	0	2	4	5	0	0	0	1	0	2	18	6
Archive Referrals	88	17	17	7	6	15	14	8	5	4	13	6	200	162
Photo Prints	42	12	10	11	24	6	8	23	16	24	28	15	219	152
OCLC Borrowed from MCPL	0	0	0	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	0	0	0	3
Reference Questions	6000	7000	6500	6000	2000	1500	4500	3000	3500	4000	3000	4000	51000	17725
Internet Users	450	325	425	600	375	400	350	450	375	400	600	425	5175	4325
WI-FI Sessions	1959	1654	1480	1503	1478	1358	1115	1255	1554	1604	1635	1864	18459	16610
Microfilm Users	3	8	7	4	2	3	2	3	6	10	2	2	52	8
MyLibro App	5091	5660	4625	4847	4057	4770	2394	3902	3299	2976	0	0	41621	32085
Website Visits	3226	3076	3012	3258	3058	3432	2470	2595	2615	2856	2281	2118	33997	291029
TOTAL PUBLIC SERVICES	49387	55566	38869	39877	30236	33832	29937	31033	35637	30311	28144	36602	439431	417684
GRAND TOTAL SERVICE UNITS	55469	65969	48919	53051	39237	47827	37524	40350	45192	69748	39357	47652	590295	394
VOLUNTEER HOURS	109	209	235	29	59	48	36	48.5	28.5	73	40	26	941	334

Recreation Department/Highland Park Golf Course/Mason City Arena

Reported by Brian Pauly, Recreation Superintendent

Highland Park Golf Course is up \$24,461 from last year from Green and Cart Fees

Recreation Monthly Activities:

- Before and Afterschool Care
- Adult Softball
- Adult Tennis
- Fun N Sun
- Youth Softball
- Youth Baseball
- Youth T-ball
- Youth Tennis
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- Nights Stayed at MacNider Camp Grounds in June: 1002

Daily Participation Rates:

Total People Served in 2023 through June: 197,593
Total People Served in 2022 through June: 191,987
Nights stayed at MacNider Campgrounds in 2023 through June: 2117
Nights stayed at MacNider Campgrounds in 2022 through June: 2,019

Recreation Special Activities/Accomplishments:

- Held 10 pool parties at the Family Aquatic Center
- Hosted and partnering with 2022 River City Steak Challenge – June 30 to July 2, 2023
- Continued to run the bike rental programming
- Community Garden program
- Assisted a neighborhood on a playground project
- Assisted a neighborhood on a pool project
- “Doc’s Statue” was repaired and remounted at Frederick Hanford Softball Complex

Recreation Work to Be Completed in Coming Month:

- Run the Pool
- Run the Camp Grounds
- Run Fun N Sun

- Run Youth Softball
- Run Youth Baseball
- Run Tiny Tot T-ball
- Run Adult Softball
- Run Youth Tennis
- Run Adult Tennis
- Run Youth Sport Summer Camps
- Find Youth Sponsor for Fall Sports
- Run Archery Program
- Help host the River Steak Cook-off Challenge

Arena Monthly Activities

Daily Participation Rates in 2023 thru June: 51,019

Daily Participation Rates in 2022 thru June: 49,963

- Justin Moore, Adam Doleac, and Anderson Daniels Concert
- Mason City Parks and Recreation Cheerleading Camp

Arena Special Activities/Accomplishment

- Continue to work on the Summer 2024 concert and event series
- Worked with Intel on marketing
- Worked with the different event PoC for July and August Events

Arena Work to Be Completed in Coming Month

- Little Chefs Camp – July 11th – 14th
- North Iowa Fights MMA – July 15th
- Mason City Parks and Recreation Volleyball Camp – July 17th – 21st
- Human Resource Employee Testing – July 22nd
- Comedy Show with Pat Godwin and Jeff Oskay – July 29th

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2023</u>	<u>2022</u>
Family	29	28
Class A	170	170
Class B	42	30
Youth	19	21
Daily Cart and Green Fees	\$72,738	\$48,277
Food Sales	\$51,449	\$30,912
Rounds Played	8,512	3,623

- 2,600 rounds played at Highland this month

Highland Park Golf Course Special Activities/Accomplishment:

- Run Junior League - June 6th, 13th, 20th, 27th

- Hosted the Newman Outing – June 8th
- Hosted a Mohawk Class Reunion – June 10th
- Hosted the Mason City Chamber of Commerce Outing – June 15th
- Hosted the Father/Son, Father/Daughter, Mother/Son, and Mother Daughter Tournament – June 18th
- Run a Glow Ball Night Golf – June 23rd
- Host the Rick Growth Memorial Golf Outing – June 24th

Highland Park Golf Course Work to Done in Coming Month:

- Host the NIACC Fundraising Outing – July 8th
- Run the Highland Park Amateur Tournament - July 9th
- Run the Highland Park Men's Season Pass Championship – July 15th
- Host the Dick Garth Memorial Outing – July 30th

June 2023 Agronomy Report Highland Park Golf Course By Eli McGallian

June 2023 was a busy and productive month at Highland Park Golf Course. The golf course was in good condition in June, and several compliments were received from players.

The precipitation total for June was approximately 4.3 inches, with 3.5 inches coming in a three-day span on 24th – 26th.

Irrigation was required for a majority of the month. The irrigation system is outdated, obsolete, and inefficient. The majority of my time in June was spent working on the irrigation system. There are multiple leaks within the irrigation system which are difficult to repair due to the majority of the sprinklers and valves being obsolete, and parts are no longer available. There are also a number of wiring issues within the irrigation system. The wiring issues require manual operation in many areas that should be controlled automatically through the watering program in the irrigation control boxes.

Three new seasonal staff members joined the agronomy team early in the month. Staff training was a high priority. By the end of June, each of the new staff members were trained and able to complete multiple routine golf course maintenance tasks.

Reel mowers were adjusted regularly in order to provide a high quality of cut on greens, tees, approaches, and fairways. Mowing frequency was increased in June to match turf growth. The Toro 325D deck mower is used for mowing around trees in the rough. It required multiple repairs during the month and is currently out of service with a hydraulic issue. The Toro 3300 deck mower also required multiple repairs during June but is now operational.

The area of the greens, tees, and fairways were calculated in June. It is important to have accurate area when ordering supplies and making applications.

Two new pieces of equipment were acquired and put to use on the golf course in June. The first was a pull behind turbine debris blower, which is used to blow clippings and tree debris off of playing surfaces. The blower is efficient at moving debris and is easy to operate. The second piece of equipment is utility vehicle which is used to perform a variety of daily tasks. We were previously short on utility vehicles.

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of June 2023:

- Volunteer supplies for Earth Day bags, coordination.
- Follow up with committee to organize River event clean up.
- On-going: Education 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 volunteer updates.
- Sent emails to update Beautification volunteers with any change of funding.
- Flower garden budget actual active plots, shared with gardeners, assisted gardeners with issues that have come up.
- Updated volunteers on new projects that have been requested for assistance.
- Secured volunteers for cleanup projects at parks made supervisors aware of volunteers wanting to assist with project.
- Worked with departments and projects to video and take pictures of events with volunteer drone pilot.
- Took pictures for gardens in different stages for grant reports.
- Worked with volunteer on a special project.
- Worked on Volunteer Engagement Initiative Grant, attended zoom meeting.
- Worked with volunteers on several issues with gardens and water supplies to gardens.

Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are active on going.
3. Updated Pictures in Volunteer Brochures
4. Updated Volunteer hours on special projects

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Recreation	Bikes	48.0
Beautification	Garden Maintenance/Cleanup	496.25
Earth Day	Street/River Cleanup	17.0
457	Maintenance/Event	445.0
Total Hours		1,006.25

Youth Task Force

Reported by Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

Grant/Budget Updates:

- Cerro Gordo County Community Foundation Grant Application was completed and submitted to Rachel
- Year-end IDPH spend down
- Marti completed monthly timesheets and billings for all grants
- 6/12-All staff attended the Zoom webinar with P4C about current fiscal funds
- 6/13-Meeting with P4C Board at the DHS office to discuss current FY23 and future FY24 contact
- 6/15- IPDH grantee webinar- Jess & Marti
- 6/27-Received the IDPH Mentoring contract for FY24
- 6/27-Jess submitted the IDPH Disparity Plan report

One on One Mentoring

- 6/12 - Peer mentor pizza party at Pizza Ranch
- 6/23 - Offered Mentoring session: sculpture tour/ice cream/mini golf – no attendees
- Sent an email to all adult/peer matches offering movie or mini-golf passes
- 6/29-Newsletter, Mentor Brief, and handouts were sent to mentors and board members

North Iowa Teen Mental Health First Aid (tMHFA) Project

- DHS Contract Project Report was submitted
- 225 students were trained this school year

STAFF / OTHER

Other meetings/events attended:

6/9-Supporting Suicide Loss Survivors web training-Jess

6/13-Updated Executive Board about status of programs and grants applications

6/13 Webinar: Mental Health First Aid for Rural Communities-Marti

6/21 Your Life IA: Suicide Webinar Prevention Series #2-Marti

6/22 Mentoring Webinar: Gun Violence: How Mentoring Can Help and Heal Our Communities-Marti & Heather

6/27 Mentoring Webinar: Partnering W/Law Enforcement- all staff attended

6/26-Noon Rotary Presentation about One on One Mentoring and Teen Mental Health First Aid-Jess & Heather

6/29 Girls Panel (Mentoring.Org)-Marti

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