

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

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July 2023

*(Issued August 11, 2023)*



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

# Airport

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Reported by David Sims, Airport Manager

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**Date: July 2023**

United Enplanements/Deplanements*	FBO Fuel Flow**	Jefferson Bus Lines
From 7/1/2023 – 7/31/2023	24,074 Gallons	60 Buses
Enplaned 584 Deplaned 596		

## **Routine Activities for the month – Administration and Operations:**

- Preparation of Board Packet Information, Agenda and Attendance at July 2023 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Visit by “Doc” one of two flying B-29 World War II bombers and “That’s All Brother” the C-47 that led the D-Day Invasion.
- Receive and review proposals for the 5 year Consultant Selection.
- Continued construction of the new Passenger Terminal.
- Annual Wildlife Management Training.
- Pre-Construction Meeting for Construct T-Hangar Project.

## **Activities planned for next month and other comments:**

- Preparation of Board Packet Information, Agenda and Attendance at the August 2023 Airport Commission Meeting.
- Recommendation for new 5 year Consultant Agreement.
- Continued construction of the new Passenger Terminal.
- Start construction of T-Hangar Project.
- Begin design for General Aviation Taxiway Rehabilitation Project.
- Attend 4 States Airport Conference in Kansas City.

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of July:

- 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 25 Resolutions and 6 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 5 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 \$450.00 in animal license fees and \$270.00 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

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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## *Major Departmental Activities and Items of Interest:*

Iowa Reinvestment District Program: Closing on the hotel property is expected soon. The contractors have set a construction trailer in anticipation of project initiation. The fencing was removed, but will be re-erected when construction commences. 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 July. 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 City is working with the new North Iowa Corridor Housing Development Corporation (HDC) to preserve three existing houses facing demolition. The new owners of the former Blackmore Nursery property have also purchased three surrounding houses, and have completed rezoning of the consolidated property to Z4, Multi-Use. They are willing to donate the houses to the HDC if the HDC will move them from the site. The City is working with the HDC to move them to three vacant City-owned lots. The lots will then be deeded to the HDC, so that they can then be sold as affordable housing.

The Vacant Building Registration Ordinance becomes effective on July 1. 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 2<sup>nd</sup> 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.
- The new Airport Terminal is under construction. Interior work has begun.
- A semi-permanent building is being erected at the Legacy at 19 Golf Club (former Mason City Country Club). This building will accommodate a catering kitchen and event gatherings.
- Kohl's Department Store is remodeling the interior to accommodate the Sephora cosmetics department.
- Ulta Beauty is doing interior work in the vacant store adjacent to Old Navy.
- Three Bells Bookstore has announced its opening in October or November. This new store will be located off of Commercial Alley next to The Hungry Mind, behind Simply Nourished.
- Three applications were submitted for a residential rooftop solar array.

### DIVISIONAL REPORTS

*Development Review Committee:* 3 meetings held in July 2023.

DRC Activity	July 2022	2022 YTD as of 7/31/23	July 2023	2023 YTD
Total Development Plans Reviewed	4	36	7	50
Concept plans reviewed/approved as a Minor Site Plan	1	14	3	24
Concept plans to be resubmitted as a Major Site Plan	1	14	2	19
Total Concept Plans	2	28	5	39
Major Site Plan Reviews Completed	2	8	2	7
Preliminary Plat of Subdivision	0	1	0	1
Final Plat of Subdivision	1	2	0	0
Other Reviews (structure moves, etc.)	0	9	2	7
TOTAL ITEMS REVIEWED	5	48	9	53
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	3	1	8

### PLANNING AND ZONING DIVISION

Activity	July 2022	2022 YTD as of 5/31/22	July 2023	2023 YTD
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Activity	July 2022	2022 YTD as of 5/31/22	July 2023	2023 YTD
Commercial, Principal Structure	2	13	3	18
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	3	42	12	50
Residential, Accessory Structure	5	31	4	26
Signs	4	26	0	14
Floodplain	2	6	2	4
Sidewalk Service Area Permits	2	2	0	1
<b>Zoning Board of Adjustment Cases</b>				
Appeal	0	0	0	0
Conditional Use Permit	0	1	0	1
Special Exception	2	7	0	6
Variance	1	7	1	5
<b>Planning and Zoning Cases:</b>				
Alley or Street Vacation	0	0	0	1
Change of Zone	0	0	0	3
Miscellaneous	0	1	0	1
Preliminary Plat	0	0	0	0
Site Plan Approval	0	0	0	3
Zoning Ordinance Text Amendment	0	1	0	1
<b>Land Subdivision Activities:</b>				
Boundary Line Adjustments	2	4	0	0
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	0	3	0	2
<b>Historic Preservation Commission</b>				
		0		0
Historic Demolition Reviews	2	7	0	2
<b>Zoning Violations</b>				
				0
Reported	2	20	10	31
Unfounded	0	1	1	4
Founded-Resolved without citation	0	13	6	14
Citations	0	0	0	0
Cases initiated by staff	0	18	6	24
<b>Zoning Inspections</b>				
Zoning – Case Request	2	18	10	32
Zoning – Complaint	2	2	0	0
Zoning –Setback	1	13	0	15
Zoning - Final	0	8	0	16
Floodplain - Final	0	0	0	0

Activity	July 2022	2022 YTD as of 5/31/22	July 2023	2023 YTD
Zoning – Landscaping Install	0	0	0	3
Removal Site Inspection	0	0	0	0
<b>Permit Reviews</b>				
Zoning Reviews Completed	41	244	38	217
Floodplain Reviews Completed	94	432	77	371
Historical Reviews Completed	4	24	1	14

## BUILDING INSPECTIONS DIVISION

<b>Building Inspections Permit Report</b>						
Permits	July 2022		July 2023		2023 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	26	\$7,020,884.82	32	\$2,255,750.75	168	\$46,483,775.14
Minor Building Permits	57	\$610,073.72	26	\$862,066.76	149	\$2,533,765.39
Electrical Permits	21	N/A	20		147	\$0.00
Plumbing Permits	7	N/A	5		83	\$0.00
Mechanical Permits	23	N/A	28		146	\$0.00
Sign Permits	4	\$50,000.00	0	\$0.00	18	\$275,953.45
Demolition Permits	2	\$8,610.00	2	\$10,000.00	11	\$787,100.00
Structure Moving Permits	1	\$500.00	0	\$0.00	0	\$0.00
<b>Total</b>	<b>141</b>	<b>\$7,690,068.54</b>	<b>113</b>	<b>\$3,127,817.51</b>	<b>722</b>	<b>\$50,080,593.98</b>
Inspections	July 2022		July 2023		2023 YTD	
Inspections Completed	168		151		1159	
Permits by Type	July, 2022		July 2023		2023 YTD	
	New Construction	Addition/ Remodel	New Construction	Addition/ Remodel	New Construction	Addition/ Remodel
Residential: 1 and 2 family	0	69	0	47	4	203
Multi-residential	0	0	0	0	0	0
Commercial	1	13	3	7	6	43
Industrial	0	0	0	1	2	3
Institutional	0	0	0	0	0	2
Other (signs,	0	7	0	2	0	27

<b>Building Inspections Permit Report</b>						
<b>Permits</b>	July 2022		July 2023		2023 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
demo, etc.)						
<b>Fees Collected</b>	July 2022		July 2023		2023 YTD	
	\$36,743.74		\$17,200.76		\$198,952.36	

## CODE ENFORCEMENT DIVISION

<b>Code Enforcement Report</b>	July 2022	2022 YTD as of 7/31/23	July 2023	2023 YTD
Total Requests Initiated (not including snow/ weeds <sup>1</sup> )	63	691	120	609
Staff Initiated	27	419	69	323
Non-Staff Initiated (total):	36	272	51	286
Response to Complaint	9	74	27	114
Anonymous Complaint	14	126	17	118
SeeClickFix	13	72	7	54
<b>Case Requests Disposition</b>				
Founded Case Requests	63	659	120	601
Citations Issued	0	0	4	7
Cases to Court	0	9	4	10
Unfounded Case Requests	0	0	0	0
<b>Cases by Type:</b>				
Dead, Diseased or Dying Tree(s)	3	7	4	13
Dangerous Building	1	6	3	23
Abandoned Vehicle	1	5	4	5
Tree/Shrub Maintenance	0	5	4	10
Garbage	16	119	19	115
Inoperable Vehicle	1	6	3	28
Junk, Rubbish or Refuse	23	267	13	84
Other	2	137	6	58
Writ of Removal	5	24	4	18
Information Request	11	82	55	260
Snow Removal/Weeds & Tall Grass	62	489	44	778

<b>Rental Inspection Report</b>	July 2022	2022 YTD as of 7/31/23	July 2023	2023 YTD
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<sup>1</sup> 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.



<b>Rental Inspection Report</b>	<b>July 2022</b>	<b>2022 YTD as of 7/31/23</b>	<b>July 2023</b>	<b>2023 YTD</b>
<b>Inspection Requests</b>				
Initial Inspections	20	324	49	205
Reinspections	25	290	44	191
Inspection Requests	4	49	10	67
<b>Total Inspections</b>	<b>49</b>	<b>663</b>	<b>103</b>	<b>463</b>
<b>Inspection Results</b>				
				0
Inspections Cancelled by Landlord	0	3	0	0
Inspections Cancelled by Inspector	0	1	0	0
Failed Inspections	15	143	20	74
Passed Inspections	31	451	74	310
No Shows	1	16	0	6
Unfounded	0	5	1	10
Unavailable/Denied Entry	0	1	0	0
Pending Inspections		0	4	16
Units White Tagged	2	44	4	46
Rental Dwelling Certificates Issued	21	487	39	211
Total Fees Collected	\$2,510.00	\$ 22,320.00	\$2,820.00	\$ 16,110.00

#### **TRANSIT OPERATIONS AND SAFETY DIVISION**

<b>Task</b>	<b>July 2022</b>	<b>2022 YTD as of 7/31/23</b>	<b>July 2023</b>	<b>2023 YTD</b>
<b>Transit</b>				
Fixed Route	12,788	66,878	9,982	75,194
Paratransit	3,094	22,765	3,346	26,041
<b>Safety Training</b>				
New Employees Trained	13	69	4	69
Completed Training Sessions	197	2,178	90	2,324

# **Elmwood-St. Joseph Cemetery**

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Reported by Tyler Anderson, Cemetery Manager

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## **Burial Services**

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
July	3	22%	11	78%	14
FY to Date	3	22%	11	78%	118

Burials this month were slightly below 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>
July	6	2	8
FY to Date	6	2	8

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

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

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## Engineering Division:

○ Engineering	
● DRC Site Reviews	9
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	4
▪ New Installation	3
▪ Disconnect	0
▪ Storm Sewer	0
▪ Septic	1
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	0
▪ Repair	0
▪ Disconnect	0
● Water – Residential	
▪ New	2
▪ Repair	30
▪ Disconnect	4
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	4
▪ Approach New	0
▪ Approach Repair/Replace	4
▪ Curb & Gutter	0
▪ Curb Cut	3
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call Utility locates	861
● Emergency Call-out	6
● Emergency Call-out after hours	1
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	3
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	4
▪ Review contractor Traffic Control Plan	3
● Permit Review & Approval - City	

▪ Commercial Building	5
▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	9
▪ Moving	0
• Permit Fees collected	\$1,310.00
• 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. resumed work in the beginning of July. The application of long lines was completed during the week of July 10th. The contractor is currently working at various locations with the application of stop bars, crosswalk lines and directional arrows. The Engineering Department continued to monitor and track quantities and is currently preparing Pay Request #1.

### **2023 Street Panel & Curb Replacement Program:**

Mid-Continent Contracting (Mid-Continent) continued working on the project, completing concrete street patches at several locations. Some of the locations where work was completed include Field Road, Saratoga Court and 1st Street NE near the intersection with North Delaware Avenue. The contractor is currently working on street repairs on South Taft Avenue near the intersection of 19th Street SW and in the 500 block of South Illinois Avenue.

### **2023 Street Rehabilitation Program:**

Heartland Asphalt Inc. (Heartland) and their subcontractors continued working on the project. Bob McKiness Excavating and Grading Inc. (McKiness) began and completed nearly all the underground utility work associated with this project. 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. Mid-Continent Contracting (Mid-Continent) completed all the concrete paving associated with this project. This work included the placement of approximately 1,200 square yards of street paving, 750' of curb and gutter and the reconstruction of 47 sidewalk pedestrian ramps. The sidewalk pedestrian ramps were designed and constructed to meet current ADA requirements. Heartland completed the HMA overlay operations on four of the designated streets during the first week of July. The streets that have been overlaid 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 is scheduled to begin surface milling operation on North Jackson Avenue between 4th Street NW and 9th Street NW and on North Crescent Drive between 2nd Street NW and Linden Drive the week of August 14th.

### **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 Contracting (Boulder) continued coring the rock sockets for pier supports and pile driving at Piers 1 and 2. By the end of July, all piles have been set and structural concrete encasements have been poured around all the piles. Boulder began placing bank stabilization fabric and rip rap on the east side of the creek. Bridge beams are currently being set in preparation of decking construction that is anticipated to start in the beginning of August.

12th Street NE remains closed to through traffic. 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 staging meeting was held with WHKS and EMS on Monday, July 17th. The meeting included the City's Fire and Police Chiefs as well as a representative from Mercy One who is involved with surrounding EMS teams.

A Public Information Meeting was hosted by the city at the Mason City Public Library on Thursday, July 20th for anyone interested in learning more about the project. Nearly 450 letters were sent to residents and businesses in the area expected to be the most impacted by the project, and the meeting was widely advertised for the entire public. Nineteen people signed the meeting attendance sheet.

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 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 continued to field verify existing water service line cutoff locations and add this data to design sheets for water distribution improvements. Final plan sheets are almost complete and are expected to be provided to the IDOT in August.

The Mediacom underground project continued throughout the month of July, Mediacom's contractor, Vetcon LLC, is 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.

The work on 12th Street NE is divided into two Stages. Stage 1 is between North Carolina Avenue to North Kentucky Avenue and Stage 2 is between North Federal Avenue (US 65) and North Carolina Avenue. Bob McKiness Excavating and Grading Inc. (McKiness) is nearly completed with the underground work on Stage 1. This work included the replacement of approximately 27 water services, 3 sanitary sewer manhole replacements, 3 sanitary sewer manhole removals, 1 storm sewer manhole replacement and 1 storm sewer intake replacement. Solid rock was encountered west of North Rhode Island Avenue, the removal of rock required the use of a pneumatic hammer which slowed the underground progress. Abandoned trolley tracks were encountered and removed from excavations between North Carolina Avenue and North Rhode Island Avenue. Custom Concrete continued to work behind McKiness, paving the voids left as a result of the utility work. Custom Concrete completed all the patching work between North Kentucky Avenue and North Hampshire Place. Concrete crews are currently progressing west towards North Carolina Avenue.

Work on Stage 2 began on July 24th with the closure of the North Carolina Avenue intersection. The closure was necessary for the replacement of sanitary and storm sewer structures in the intersection. Engineering Department and SEH staff met with the nearby business owners prior to the closure to inform them of the upcoming work and review customer access during the closure. The underground work was completed, and intersection was opened back to north-south traffic on July 31st.

Stage 2 work continued with the closure of the Elm Drive intersection on July 31st. The utility work at this intersection will consist of the replacement of a storm sewer manhole with a water main reroute, the removal of an abandoned storm sewer manhole and replacement of multiple

storm sewer intakes. McKiness crews are currently work on removals at this intersection and additional crews are mobilizing west of Elm Drive to begin underground replacements.

Winnebago Way/1st Street NW remained closed to through traffic between 4th Street SW (IA 122) and North Pierce Avenue. Custom Concrete continued with concrete curb and gutter replacements throughout the month of July. Boulevard grading was completed along the project corridor the week of July 17th. Scarification of the existing street surface is scheduled for the first week in August with the first lift of Hot Mix Asphalt (HMA) planned for later the same week. Traffic flaggers will be used during these operations to keep access open for residents.

As of the end of July the contractor has used 37.5 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 Prairieland Trail Connector.

Work on the Birch Drive (Scrip Road) Conversion is nearly complete. Heartland Asphalt Inc. (Heartland) finished the HMA paving operations on the trail and parking areas over the July 8th weekend. Bob McKiness Excavating and Grading Inc., a subcontractor on this project, graded the topsoil the week of July 10th. Following the grading work, boulders were placed in the grass surrounding the trail entrances to block unauthorized vehicles from accessing the trail, bollards were also placed on both sides of the two trail entrances. Pavement makings were applied on the north parking loop, these markings included directional arrows and parking stall lines. The remaining work consists of the installation of the 12' gate on the north entrance to the trail and seeding of the disturbed areas. Quantities have been tabulated for Pay Request #2.

Two bids were received for the July 6th High Line Trail (Destination Iowa) project letting; the low bid was submitted by Bob McKiness Excavating and Grading Inc. of Mason City, Iowa. The bids and the award of contract were approved by City Council at the July 18th meeting. The contracts and bonds are scheduled to be on the agenda for the August 1st meeting of the City Council. A preconstruction meeting is scheduled for August 9th.

#### **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.

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.

McKinness Excavating & Grading Inc. (McKinness) completed the clearing and grubbing of the vegetation for the landing platform on the north side of the Willow Creek Bridge, this was completed the week of July 24th.

Boulder Contracting placed the order for the fabrication and powder coating of the railing in June. This process has a lead time of 12-16 weeks, and they are currently awaiting the delivery of this railing. The project is being partially funded through a Land and Water Conservation Fund Grant in the amount of \$130,008.

#### **Water Distribution Model Calibration:**

The city provided additional information regarding the network configuration and sizing of piping for the inlet and outlet at the High Service Pumps to Stanley Consultants as the calibration process continues.

#### **Water Tower Maintenance Program:**

Dixon Engineering submitted a draft Professional Services Agreement for review based on a 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. It is anticipated that the agreement will be on the August 15th agenda for City Council's approval.

#### **Union Pacific Railroad Quiet Zone:**

The City received the official letter from the Federal Railroad Administration (FRA) dated June 30, 2023, on July 28, 2023, notifying me of their approval of the City's public authority application. Work is commencing to submit the Notice of Quiet Zone Establishment consistent with 49 CFR 222.43

#### **Union Pacific Railroad Grade Crossing – South Monroe Avenue:**

The Iowa Department of Transportation (IDOT) 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 (UPRR). The IDOT reached out to the UPRR via email on July 20th and was met with resistance based on a claim of a revision in the agreement language. The language was previously reviewed and approved by the UPRR's counsel, however it appears that the person responding to the inquiry wasn't aware of that. The IDOT answered with a well-prepared response on July 21, 2023, which has gone unanswered.

#### **Other Tasks Performed through the Engineering Department:**

- Engineering Staff coordinated the traffic control plan with Alliant Energy and Q3 Contracting for work at the Northern Natural Gas gate station near the intersection of Highway 122 & North Roosevelt Avenue. The Frontage Road between the North Iowa



Fairground entrance and South Roosevelt Avenue was closed on July 24th. Work is currently underway and is expected to last until the mid-August.

- Engineering Staff surveyed the sidewalk at the Kirk Apartments site. Following the building demolition several sections of adjacent sidewalk were damaged and undermined. The information from the survey was used to prepare a sidewalk replacement estimate and plan sheet. Several local contractors were solicited to provide a bid to remove and replace the damaged sidewalk. Two contractors submitted a bid on July 25th. Mid-Continent Contracting submitted the low bid. Mid-Continent started with sidewalk removals on July 26th. Four abandoned streetlight bases were removed following the removal of the surround pavement. Mid-Continent began sidewalk replacements on July 28th and is expected to have all the work completed by the second week in August.
- Engineering Staff attended a preconstruction meeting hosted by Clear Lake Independent Telephone Company (CLTel) on July 31st. This was a kick-off meeting for work to begin on the CLTel Rural Mason City FTTH (Fiber to the Home) project. CLTel is an award recipient of the Empower Rural Iowa Broadband Grant Program. Others in attendance were representatives from Iowa Department of Transportation, FARR Technologies, city staff from Clear Lake and Ventura and the contractor, Kramer Service Group. Three main areas in Mason City will be part of the main line loop installation. The first area along South Taft Avenue from 9th Street SW to South City Limits. The second area is 43rd Street SW from West City Limits to South Federal Avenue (US 65), then north along South Federal Avenue (US 65) to 35th Street SE. The third area is along multiple streets in the northeast part of the city with routes along Elm Drive, 12th Street NE, 4th Street SE (IA 122) and on South Illinois Avenue. Material is currently being shipped to the area and work is expected to begin soon.
- Engineering Staff inspected the installation of a new sanitary sewer main at the River II Apartment Complex construction site. One of the subcontractors on this project, Charlson Excavating Co., rerouted an existing sanitary sewer main to avoid the building footprint. Three new sanitary sewer manholes and approximately 300' of 12" main was placed. Additionally, Engineering Staff took GPS shots during construction and added these points to the GIS mapping database.

#### **Traffic Division:**

• Traffic Control	
• Sign work orders	20
• Traffic Sign Orders	1
• Streetlights	
▪ New Installation	1
▪ Repair Request	2
▪ Fixture Replacements	1
• Traffic Signals	
▪ Respond to signal issue reports	6
▪ Perform traffic signal repairs	4
• Iowa One-Call locate reviews	836
• Locate City-owned electrical utilities	28
• Emergency Call-out	0

**Other Tasks Performed by the Traffic Division:**

- Received a call about 15th Street SE and South Federal Avenue intersection being on flash. Troubleshooting and repairs were done. Traffic Signals have been working correctly since.
- Installed new batteries and new UPS system at 19th Street SW and South Monroe Avenue.
- Continued to work with contractors on the Traffic Signal Cabinet replacement and updates on 4th Street SW and South Grover Avenue.
- Continue to work with the contractors on the 2023 Pavement Marking Program.

**Water Supply Division:**

- Water Production

	<u>July</u>	<u>FY 2024</u>
• Total (gal)	137,934,000	137,934,000
• Daily Average (gal)	4,449,000	4,449,000
• Daily Maximum (gal)	5,158,000	5,158,000*
• Daily Minimum (gal)	3,825,000	3,825,000**

\*Indicates Yearly High

\*\*Indicates Yearly Low

- Water Plant Maintenance and Repair

- #3 EDR concentrate pump bearing failure, replaced power drive assembly with backup one on shelf. Waiting for cost estimate for repair/replacement
- Replaced a leaking water line on #2 EDR line 8
- Repaired a wire to the pressure transmitter on #1 EDR
- Repaired a wire to the differential pressure transmitter on #4 EDR
- CIP #3 EDR Train
- Repaired a leak in the pressure relief valve on water feed-line
- 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	907
• Prepare and send service repair letters	4
• Monthly bacteria samples	30
• Collect project bacteria samples	4
• Check water quality at residents and businesses	5
• Correlate water main breaks and investigate for leaks	8
• Hydrant flow testing	0
• Hydrant Flushing	0
• Water Main shut down for repairs	6
• 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 10
- Water Service Permit/Inspection
  - Repair/Replace 41
  - New Installation 4
  - Disconnections 31

• Meter Department

	<u>July</u>	<u>FY 2024</u>
• Meters Installed	12	12
▪ Industrial	0	0
▪ Commercial	1	1
▪ Residential	11	11
• Meters Repaired	0	0
• Contractor and Garden Meters Recovered	0	0
• Contractor and Garden Meters Installed	2	2
• Meters Read	11,866	11,866
• Meters Ordered	0	0
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed July 2023</u>			<u>Meters Ordered July 2023</u>		
5/8"	11		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"	1			4"	0
Total	12		Total		0
<u>Meter Inventory August 1, 2023</u>			<u>Ordered 12/22</u>		
5/8"	13			5/8"	0
3/4"	13			3/4"	10
1"	11			1"	8
1 1/2"	20			1 1/2"	20
2"	36			2"	33

3"		14			3"	14
4"		4			4"	5
	Total	111			Total	90

#### **Other Tasks Performed through the Water Supply Division:**

- Well #9 was taken out of service due to low production, there were several pipe sections that had developed holes at the thread line and were leaking and the pump bowels were also worn through. The pump motor base was also replaced as it cracked the mounting brackets while reinstalling.
- The electrical contractor continued to make progress on the installation of the transfer switches at Wells A-1 and 16.
- Primex made more adjustment to the main PLC from the upgrade to correct issues regarding hour meters not correctly adding time.
- Installed a new chlorine residual monitor on the water treatment plant.
- Repaired broken wire to Well #9 flow transmitter.
- The Overhead Door Co. replaced broken springs on the Engineering Building and was opener adjusted.
- Annual radium sample were collected.
- 3-year lead and copper samples were collected.
- Repaired the damaged bulk water operator box.
- 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

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Reported by Brent Hinson, Finance Director

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## Finance

Finance		
	July	Fiscal Year- to- Date
Prepare payable checks	655	655
Prepare receivable invoices	45	45
Prepare payroll checks	855	855
Certify invoices to County	47	47
Send letters to State Offset Collections	3	3
Record State Offset collections	\$ 1,169.74	\$ 1,169.74
Ambulance accounts sent to collections	0	0
Record ambulance receivable	130	130
Scanned invoices for myView point processing	948	948

- 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		
	July	Fiscal Year- to- Date
Record ACH activities	17	17
Prepare utility adjustments	76	76
Finals & charge offs	165	165
Issue utility bills	10008	10008
Answer phone calls	997	997

Respond to voicemail	253	253
Complete utility service orders	343	343
Complete landlord tasks	55	55
Issue shutoff notices	332	332
Process customer paid utility bills	4609	4609
Process customer deposits	387	387
Replace meters	8	8

### **Information Systems Coordinator**

- Get a quote for new monitors.
- Get quote for time clock for Highland.
- Get renewal quote for security software.
- Get specs and quote for laptop for Krystal G.
- Get with Central Stores about printer for Laura M.
- Make new key card for Steve M at Water Treatment.
- Order new monitors in new fiscal year.
- Order new printer for Laura M in new fiscal year.
- Pay invoices.
- Prepare for server work at PD.
- Send out time clock proposals for Highland.
- Vacation – Double check new user profile for Museum.
- Vacation – Download and program council meeting to government channel.
- Vacation – Get quote for mobile time clock for Highland.
- Vacation – Help Brian P with POS machines at Highland.
- Vacation – Reset passwords for users at O and M.
- Vacation – Respond to Brian P's question about the maintenance shed.
- Vacation – See if spare firewall is still available and take to Highland for replacement.
- Vacation – Set permissions for Seth M on folder for PD.
- Vacation – Work to get Rec Department back online.
- Check cemetery connection.
- Factory reset Water Billing printer.
- Final test of Car 2 tablet.
- Fix printer settings for PD workroom PCs.
- Get with RCC about running fiber and wireless work.
- Have RCC look at HR conference room phone.
- Have RCC look at Kiera's headset.
- Install software for Jeremy R at the PD.
- Install software on Museum PC for Lindsay T.
- Install VCPlayer for Dylan S.
- Look at security system for Wolff W and Dylan S.
- Program Wifi for new Car 2 tablet.
- Set up Brandon V at the PD to receive voice mails via email.
- Document meeting.
- Final VPN connection for OPG-3.
- Finish wireless config for Car 1 DVR at the PD.
- Get 3 new batteries for City Hall users.

- Help Paula B at the cemetery with her password.
- Look at Engineering printer config for Mackenzie H.
- Order scanners.
- Order two monitors for Tiffany H.
- Order two monitors for Tricia S.
- Restore contact folder for Danielle C.
- Follow up with security team.
- Help PD get file from County.
- Help YTF with login issues.
- Order barcode scanner for Diane Y.
- Order video cable for Diane Y's PC.
- Set up new monitors for 1<sup>st</sup> floor.
- Temp fix for Diane Y's barcode scanner.
- Get with Curt S about a new laptop.
- Help Cathy B set up email on her new phone.
- Order laptop for Curt S.
- Set up new officers for PD.
- Swap monitors for Tiffany H and Tricia S.
- Demote PD server.
- Get DHCP working on PD temp server.
- Order three new hard drives for PD main server.
- Weekend – Complete PD data transfer to temp server.
- Find fiber patch cable for Joey W.
- Finish the new officer set up for the PD.
- Help Perry B with his Office issue.
- Help Steven V with email on his new phone.
- Rebuild PD server.
- Take a look at fiber connection at the FD for traffic lights.
- Continue rebuilding PD server.
- Download and program council meeting to government channel.
- Get printers switch back to new DC at the PD.
- Start prepping folders for move back to PD DC.
- Add DNS record for HR project.
- Distribute desktop scanners.
- Get copy of Randi T's email for Mark R.
- Have security team check Perry B's request.
- Help Tricia S with her password reset.
- Order different monitor adapter for Diane Y's PC.
- Restore missing files to PD server.
- Start moving user files back to PD server.
- Fix logon script for Seth M at the PD.
- Get with Kyle P about missing file.
- Help Woodman with IP issues on HVAC controller.
- Order one more hard drive for PD server.
- Start fixing printer scripts for PD cars.
- Weekend - Start migration for shared drive data at PD.

- Get extra monitors for Paul V at Water Rec.
- Get with company to set DNS records.
- Help Tricia S with her password again.
- Install new drive and start expansion on PD server.
- Install training module on two laptops for Jamie S at the PD.
- Set up user for O and M.
- Start hooking up new scanners.
- Add Curt S's new laptop to wifi.
- Configure new laptop for Curt S.
- Fix IT tablet.
- Install monitor adapter for Diane Y's PC.
- Order new workstation for scanning system.
- Order one more hard drive for PD server.
- Finish setting up O and M user.
- Tracs meeting.
- Close shared drives for old PD server.
- Security software meeting.
- Finish adding Curt S's laptop to wifi.
- Get with Curt S to give him his new laptop.
- Help Kirby with Outlook issues at the PD.
- Order extra spare SSD drives.
- Pay invoices.
- Set up transfer button for Mackenzie H's phone.
- Install new hard drive in PD server.
- Start expanding last new hard drive for PD server.
- Final expansion of PD hard drive.
- Get with George B to check visual line of sight from Cemetery.
- Help Hannah L with printing issues.
- Set up AS for WR access.
- Check temporary move in Engineering.
- Fix security software on PD server.
- Get a quote for a new FD server.
- Get with Brent H about security software purchase.
- Get with RCC about Pam S's phone cord.
- Help Joel E at the PD with the HVAC control connection.
- Look at power problem on Laura H's laptop.
- Order new security software.
- Order new server for FD.
- Renew backup software for GIS server.
- Renew Office 365 subscription.
- Replace hard drive in Curt S's PC.
- Reset voice mail password for Steve K at the PD.
- Weekend – Final data migration for PD server.
- Weekend – Demote old server for the PD.



## **GIS Department**

### **Administrator**

- Create road closure maps x 4.
- Create kayak launch map.
- Update Destination Iowa trails.
  - Update public web app.

### **Cemetery**

- Update sign map.
  - Export x 2.
- Share and update new web apps x 2.
- Edit public viewer x 8.

### **Chamber**

- Create and export 2023 Moonlight Bike Ride map.

## **County**

- Fix address points x 1.

## **Development Services**

- Run bi-weekly parcel data script, export as CSV file, adjust and email.
  - Transfer data to G: drive
- Re-create transit map in Portal and publish it to website.
- Reset EagleView password x 1.

## **Engineering/Water Treatment/Customer Service**

- Compile addresses within the IA 122 Mercy Corridor project
- Edit Sanitary Sewer Main x 5.
- Link Project 2 Phase 3 videos and reports to Sanitary Collection Main layer x 651.
- Begin building solutions for the lead service line inventory.

## **Fire**

- Create a heat map of calls to Floyd County.
- Update mPower.
- Collaborate on data maintenance for future CPR fire call maps.

## **Finance**

- Create OPG3 connection to MCGSSS02 database.
  - Allow connection to address layer.

## **Operations / Utilities/ Water Reclamation / Parks**

- Move water fire hydrant location x 1.
- Move valve location x 1.
- Reset password x 1.
- Create new Portal user x 1.
- Create Tree Inventory field map and train on application.

**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.
- Participate in Electronic Records Committee Meeting.
- Participate in meetings with ProWest for field mapping transition.
- Install ArcGIS Solutions on the server.
- Meet with City of Grimes to go over lead service line solutions.

**Grant Administrator:**

- Monthly Reimbursements
  - Office for Victims of Crime Specialist
  - Byrne Justice Assistance Grant (JAG)
  - Justice and Mental Health Collaboration Partnership
- Quarterly Reports
  - Office for Victims of Crime Specialist
  - Byrne Justice Assistance Grant (JAG)
  - Justice and Mental Health Collaboration Partnership
  - DERA
  - Destination Iowa
  - AFG Grant
- North Central Iowa Narcotics Task Force
  - Monthly bookkeeping, deposits, AP
- Wellness Committee
  - Pool Party
  - Preparation for Smoke Show
- HOME Rehabilitation Block Grant Pilot Program work
  - Applications received, planning meetings, Lupton Center Meeting
- Iowa Thriving Communities Application Meeting
- Cerro Gordo Community Foundation Grants
- DERA Grant Updates
- Desk Review for EMW-2021-FG-03393
- IDOT State Recreational Trails follow u

**Deputy CA Duties**

- Attended third meeting of the Landfill of North Iowa recycling committee; we plan to meet every two weeks from now until the October LNI board meeting, at which we

expect to provide formal recommendations. We have a list of entities and individuals we plan to meet with on this topic, and will receive guidance from Foth Engineering, LNI's contracted engineer. In addition to Mason City, each of the entities I approached for support resolutions for the process- Cerro Gordo County, Clear Lake, Forest City, and Garner- passed these resolutions.

- Assisted on staff team to prepare an application for Iowa's Thriving Communities. We were named a finalist, and a group representing the City will present to IEDA on August 9.
- Coordinated staff meetings for the electronic records conversion process and the City Hall building maintenance committee. The building maintenance committee is working on a number of projects, but a couple of new ones are a shower/laundry area on 3<sup>rd</sup> floor that came about due to some of the rough places our code enforcement staff goes in, and we are also working on holiday lighting for the top of City Hall similar to what CENT Credit Union has, with both of these projects utilizing unspent funds from the FY23 budget.

### **Finance Director Duties**

- Various coordination on 2023 G.O. bonding and LOSST bonding for Destination Iowa in preparation for the August 1 bond sales.
- Significant work on June/Year-End financials. Hope to have these ready for review at 8/15 Council.
- Update of CIP spending through 6/30/23.
- Update of Health Insurance spending through 6/30/23.
- Update of RCR project expenditures & funds on hand through 6/30/23.
- Update of LOSST and Hotel/Motel revenues and expenditures through 6/30/23.
- Update of ARPA revenues and expenditures through 6/30/23.
- Substantial work on FY23 year-end transfers between funds; will finalize when FY23 is closed out.
- Gathering of input from affected staff and completion of revisions to the City's Utility Service Administrative Policy; submitted to Aaron for approval. He signed the revised policy on July 17.
- Work with Hannah on wage allocations for payroll purposes. We are streamlining things to save time for the departments and more closely match the payroll splits to the adopted budget. These changes went into effect with the July 14 pay date.
- Bidding of CD Investments- 2 investments were bid this month: 1) \$5M to First Citizens for 90 days at 5.36%; and 2) \$2M to IPAIT for 181 days at 5.45%. Prepared analysis of bank interest for Aaron. For FY23, we brought in \$1,876,648.87 in bank interest, 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.
- Met with RSM & CG County on July 11 on Destination Iowa grant compliance.

### **August 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.
- 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.
- Replace Fire Department Server.
- Change network connection for Cemetery.

### **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 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	JULY 2023	YTD
<b>Calls for Service (911 Emergency &amp; Non-Emergency)</b>		
Fire	86	467
EMS	418	3,178
Total Calls for Service (Fire & EMS)	504	3,645
<b>Calls for Service by County</b>		
Cerro Gordo County	Worth County	Floyd County
389	20	9
<b>Personnel Training Hours</b>		
Fire	1,151.31	8,214.63
EMS	205.75	2,571.85
Total Training Hours	1,357.06	10,786.48
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	172	1,553
Existing Building Inspections	34	119
Plan Reviews	27	168
Fire Investigations	4	25
Liquor/State License Inspections	10	87
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	2	11
Public Fire Safety Appearances/Trainings (Number)	1	19
EMS/Fire Students - Ride-Along	15	91
Preceptor Training Hours	149	904
<b>National Fire Statistics -YTD 8.1.2023</b>	<b>Line of Duty Deaths</b>	<b>Civilian Fire Deaths</b>
	46	1,305
<b>Fire Property Loss Report – Mason City</b>		
Estimated Property Value	\$3,277,060	\$10,339,430
Estimated Property Loss	\$40,200	\$3,563,262
Total Saved	\$3,236,860	\$6,776,168
<b>Overtime Hours</b>		

	Fire	17.75	911.95
	EMS	410.75	1587.75

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**Significant Events**

07/04/2023 Building Fire	302 9 <sup>th</sup> St SE
07/25/2023 Building Fire	304 3 <sup>rd</sup> St NE

## 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 216 Seasonal employees**

### Staffing

### Activity

Hiring Activity:

- Police Officer-8 openings (Police): Began new recruitment in late July using new marketing company. Testing scheduled in early September.
- Police Sergeant - 1 opening (Police): New opening due to retiring Lieutenant. Will plan to this fall.
- Firefighter/Paramedic - 1 opening (Fire): Conducted recruitment and testing, and created new civil service hiring list. Interviews are scheduled for August.
- Water Distribution Worker - 1 opening (Engr): 2 internal employees bid position but declined job during trial period. Additional employee will begin trial period in August.

	- Community Service Officer - 1 opening (Police): New position approved by Council and Civil Service, and wage scale negotiated with Teamsters. Began recruitment and will conduct testing in mid August.
	- Transit Driver - 2 openings (Dev Serv): Continuing recruitment.
	- Youth Task Force Director - 1 opening (YTF): Following retirement of director, replacement search is put on temporary hold for budgetary reasons.
Positions Filled:	- Hired 3 full-time staff, 1 seasonal employee.
Turnover:	- 1 retirement.
Employee Orientations/exit interviews:	- Conducted 3 new hire orientation sessions.
Recruitment Strategy:	- Held 2 additional planning meetings with new marketing company for police recruitment marketing efforts.
Civil Service Commission:	- 2 civil service meetings during the month.

#### **Labor Relations/Legal**

#### **Activity**

Grievance Activity:	- Fire: No open grievances. - Teamsters: 1 grievance resolved but not closed. Met with Union on new CSO position and list of issues they wished to discuss. - 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**

Police Swearing In Ceremony:	Assisted with new hire swearing in ceremony for Police Dept.
Police Swearing In Ceremony:	Assisted with Sgt promotional swearing-in ceremony for Police Dept.

#### **Benefits**

#### **Activity**

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

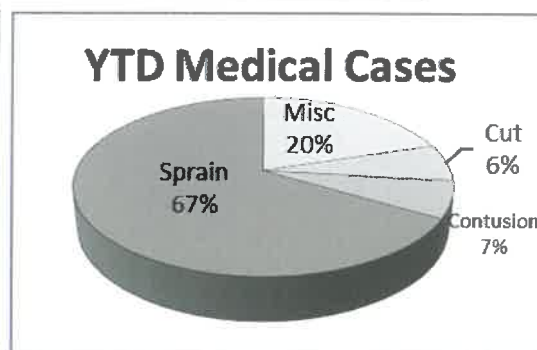
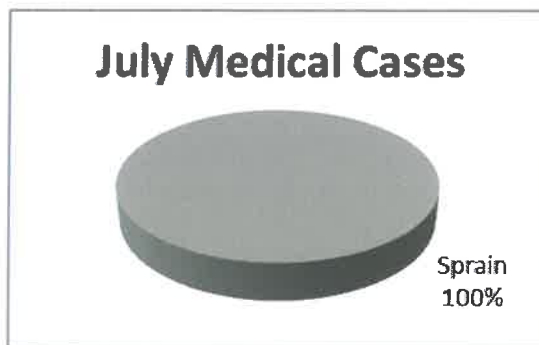
#### **Activity**

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 Hall Building Maint Committee:	- Attended building maintenance advisory committee meeting.
Training:	- Attended online training webinar site presented by NPELRA.

Safety Statistics	Month	2023 YTD	2022 YTD
# of Work Comp Cases	2	15	14
# of OSHA Injuries	2	15	14
# of Days Missed	0	60	26
# of Employees Off	0		



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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**Date: July 2023**

## **Museum Happenings**

### Classes:

- 4<sup>th</sup> of July (7/1) 3 children
- Expressive Explosion (7/8) 7 children
- Wizard Camp (7/12-7/14) 10 children
- Art Bugs (7/15) 8 adults & 7 children
- Kids' Club: At the Fair (7/20) 12 adults & 9 children
- 2 Thumbs Up (7/27) 3 children
- Unicorn Painting (7/29) 3 adults & 3 children

### Events:

- Wedding (7/1) 56 adults & 12 children
- IA Vocation Rehab training (7/26) 25 adults
- Froster Grandparents Tour & Painting (7/28) 28 children

### Tour:

- Britt Campground self-guided tour (7/6) 10 adults

Gallery attendance	803
tour attendance	14
event attendance	128
Classes	133
Playground	137
Outreach	75
TOTAL	1290

City: 11

Business: 14

Members: 204

### **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."

Peter Cusack: A Letter to Zola  
**Kinney-Lindstrom Gallery**  
**June 30 – September 13, 2023**



Peter Cusack, Two Male Classical Figures, oil on canvas, 16×20"

*Peter Cusack: A Letter to Zola* is now open in the Charles H. MacNider Art Museum's Kinney-Lindstrom Gallery. This painting exhibition is sponsored locally by the David & Phyllis Murphy Charitable Foundation.

Peter Cusack was born in the Bronx and grew up in Yonkers surrounded by a family of artists, musicians and writers. A solid Jesuit education introduced him to philosophy and analytical thinking, and he made the Dean's List with a major in English and a minor in Art History at State University of New York, Albany, going on to earn a Master of Art in Illustration at Syracuse University.

Cusack often works in diptych or triptych forms, employing separate narrative compositions intended to work both individually and collectively, with emotional vitality and vigorous paint application serving as the means to unite them. He likens painting to theater or opera with light, form and color corresponding to rhythm and tonal chords. Not unlike music, a painting depends upon movement and resolution, and he is always aware of the movement. The relationship between man and woman is often at play, as is the liberation of the creative self.

The artist's goal is to locate all of his work entirely within himself, expressing his own psychology, his own narrative and his own relationship to the culture he inhabits.

*Peter Cusack: A Letter to Zola* will be on display at the Charles H. MacNider Art Museum through Wednesday, September 13. The 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.

The month of July saw its fair share of tourists visiting Mason City, as well as families on summer break. Several of the staff members take vacations during this time so the Museum is more creative with scheduling. While not as busy as the prior month of June for rentals the Museum had several rentals, including working with the Foster Grandparents Program for their annual thank you day for volunteers.

The Museum hosted a number of summer classes and art camps for the community. Most classes were for youth, but there were a several adult classes particularly in pottery. The majority of classes filled with wait lists.

Museum staff also worked in partnership with the North Iowa Fair. For several years the Museum has hosted the Open Class Art Exhibitions, including photography. The Museum recruited the judge and arranged the displays of entered items for the judge. The Museum also held its monthly Kids Club, a free art program, at the Fair to expose a different crowd to Museum activities. The Museum has done this for several years now with great success.

# Operations & Maintenance/Parks Department

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Reported by Bill Stangler, Operations & Maintenance Manager

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## **Utility Division:**

During the month of July, the utility crew completed the following task. We had 2 Water Main Breaks, one being on the 3<sup>rd</sup> of July and the other being on the 4<sup>th</sup> of July. The 4<sup>th</sup> of July break was due to a contractor running the boring head of a horizontal drill into the 12" water main at 16<sup>th</sup> and S. Federal. Water was off for approximately 2 hours. Total time start to finish was about 6 hours. The other main break on S. Virginia was what appeared to be a water hammer. The break was isolated and fixed the following week as it was on a hydrant lead.

Dirt work was completed at the cemetery following the hydrant install project from last month. The IA DOT contacted me and had some concerns about an older patch panel at 122 and S Indiana, the panel appeared to be heaved. On further inspection it appears the rest of the road is in poor shape and sinking. The panel was replaced, and a sewer manhole diamond was repoured in the process.

The entire crew was involved in another house demo project for Building and Code enforcement. The project took just over a week to completed and involved the demo, clean up, and back fill of a house in the Central Heights neighborhood.

A new valve was installed at 2<sup>nd</sup> and S. Jackson

A failing manhole was eliminated at 1<sup>st</sup> and S. Delaware.

Dug up a non-operable valve at 15<sup>th</sup> and S. Kentucky. Was found it have a bad operating nut. The crew preformed a repair on the operating stem and brought the hydrant back into service. During a service of the GIS system 4 valves were identified that had no background information. Crews located valves, turned them and updated the GIS system. Valves had been missing for approximately 20 years.

A Tapping on Valve was installed for contractor on 5<sup>th</sup> NE

In preparation for future jobs 2 valves were found to be broken, valves were put on work orders for replacement in short order.

Attended a 2-day training seminar on a variety of Water Distribution topics, including Lead Service line cataloging and a lecture on PFAS in the water supply .

## **Internal Service Division:**

Service and repair 8 Street Department vehicles

Service and repair 3 Police Department vehicles

Service and repair 3 Fire trucks and ambulances  
 Service and repair Code Enforcement vehicles  
 Service and repair 1 Water Reclamation vehicle  
 Service and repair 2 Sanitation vehicles  
 Service and repair Park vehicles  
 Service and repair 3 Water Supply vehicles  
 Service and repair 1 Water Utility vehicle  
 Service and repair 1 Engineering vehicle

### **Electrical**

Street light repairs  
 Traffic signal repairs  
 Installed pump for water fall feature in East Park  
 Roof Lights City Hall  
 Hooked up Electrical at the new Monroe Park  
 Shelter  
 Worked with Arborist Crew

### **Wastewater Division:**

● Wastewater treatment:		
Monthly Total:	162.389	million gallons
Daily Average:	5.238	million gallons per day
Daily Maximum:	7.053	million gallons per day
Sludge processed	1.6	million gallons

### **Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 3
- TV lines for water department
- raised four manhole covers

### **Laboratory/Pretreatment Activities:**

- Performed laboratory analysis on 9 Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Issued 1 NOV to Industries
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Submitted DMRQA results
- Performed two annual samplings of 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
- Submit DMRQA report once results are received
- Perform more annual samplings of industries

**Special Activities/Accomplishments of particular note:**

- Mowed plant grounds
- Changed oil in all clarifier's
- Cleaned and repaired UV system
- Replaced four tires on one semi trailer
- Worked on UV system
- Replaced and installed LP valve on LP line in digester
- Electric pump took small recirc pump in for repair
- Replaced sample pump for final sampler
- Changed oil in large electric blower
- Seth had CDL training
- ICAP Travelers insurance did a walk through of plant
- PanelView in thickener was finally installed
- Automatic System was here to start installing new computers for SCADA system

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	572.51 tons	3,610.86 tons
Recycling collected	52,120 pounds	392,021 pounds
Yard waste collected	53.93 tons	469.40 tons
Large item number of stops	58	327
Materials collected:		
Large furniture	35	196
Small furniture	38	178
Tubs & toilets	0	22
Appliances & TVs	11	89
Electronics	1	4
Request for service calls	245	1,587

**Street Division:**

Street Sweeping  
Hot Patch  
Potholes  
Repaired 9 Street Signs

Equipment Maintenance  
Painted over Graffiti  
Arborist 35 trees removed/ 27 trimmed  
Pick up dead deer on city right of way  
Storm Sewer Repairs 3  
Repaired gravel streets and shoulders  
Road repair 500 block of 3rd NE

**Park Department:**

Equipment maintenance & repairs  
Shop maintenance  
Set up for pickleball group  
Cleaned up after pickleball group  
Graffiti Removal  
Soft Ball Field maintenance  
Maintenance at Pool  
Mowed and trimmed at all Parks  
Clean shelters  
Filled in along new trail on North Harrison & Parkers Woods  
Replaced the faucet in women's restroom at Georgia Hanford  
Replaced tires on swing at Morgan Park  
Cleaned up down branch near Ernie's Bridge  
Replaced hose spigot at # 4 shelter  
Trimmed at Monroe BB Courts



# 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	1794	0	0	0	0	0	10975
Alarm - Business	23	35	33	32	48	40	43	0	0	0	0	0	254
Animal	33	40	55	55	61	74	65	0	0	0	0	0	383
Burglary	13	9	15	19	17	19	12	0	0	0	0	0	104
Collision - Prop Damage	83	71	64	61	58	55	59	0	0	0	0	0	451
Collision - Pers Injury	5	5	5	5	10	7	13	0	0	0	0	0	50
Collision - Hit and Run	11	22	14	9	16	12	19	0	0	0	0	0	103
Disorderly	97	82	118	136	119	147	116	0	0	0	0	0	815
Domestic - Physical	4	13	12	10	15	13	14	0	0	0	0	0	81
Domestic - Verbal	32	17	30	27	24	25	26	0	0	0	0	0	181
Fireworks	4	0	0	1	1	31	79	0	0	0	0	0	116
Harassment	28	42	50	65	73	59	64	0	0	0	0	0	381
Medical	91	0	113	88	96	89	92	0	0	0	0	0	569
Motorist Assist	40	33	21	24	23	25	29	0	0	0	0	0	195
Parking	60	36	37	38	48	37	45	0	0	0	0	0	301
Stray Animal	24	36	53	47	56	46	71	0	0	0	0	0	333
Suspicion	125	143	169	187	175	258	232	0	0	0	0	0	1289
Theft	61	53	86	57	66	63	80	0	0	0	0	0	466
Welfare Check	117	114	109	110	118	110	121	0	0	0	0	0	799

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	86	104	112	96	98	124	140	0	0	0	0	0	760
New Investigations	350	358	378	386	383	413	454	0	0	0	0	0	2722
Traffic Citations	152	292	264	185	54	141	146	0	0	0	0	0	1234
Written Warnings	104	160	108	101	100	118	62	0	0	0	0	0	753
Crash Reports	86	80	65	64	67	66	74	0	0	0	0	0	502
Parking Tickets	264	193	333	13	17	19	10	0	0	0	0	0	849
Traffic Stops	209	378	277	232	119	219	158	0	0	0	0	0	1592
Extra Patrol Checks	893	618	549	488	451	458	533	0	0	0	0	0	3990
Business Checks	51	24	31	28	36	23	39	0	0	0	0	0	232

Offender Checks	17	21	20	19	10	21	30	0	0	0	0	0	138
Open Records Requests	461	442	467	511	557	546	328	0	0	0	0	0	3312
Dogs to Shelter	11	18	22	15	24	18	24	0	0	0	0	0	132
Cats to Shelter	17	15	17	12	42	23	45	0	0	0	0	0	171

The fireworks season wrapped up with our second lowest total of calls for service since they were again legalized for discharge in 2018. We did cite one violator for a violation of ordinance and we gave out 13 warnings to first-time offenders.

Our call volume continued to increase in July, as it usually does each summer. We did investigate two shooting incidents in July and are working on follow-up on both of those incidents. Both resulted in damage to property.

### **Criminal Investigations**

Our investigators continue to work a wide variety of casework from sexual assault investigations to retail theft. A local defendant plead to guilty to a second-degree murder charge ahead of trial.

We have federal cases pending on some firearm investigations that are being prosecuted by the United States Attorney Northern District of Iowa. These defendants are in-custody and will be transported to directly to Sioux City when they are federally indicted.

### **Support Services**

The Crime Victim Specialist completed follow-up on 71 cases in July, including six in-person visits. Assistance was provided to patrol for follow-up on 8 cases. She also assisted four crime victims with Crime Victim Assistance Division applications and worked with the County Attorney on one case. Courtney Moretz is finishing preparations with our community partners to make sure that National Night Out 2023 is a success on August 1!

Animal calls for service remained high again in July. We are still seeing high numbers of stray animals transported to shelter. For the month, 45 cats and 24 dogs were taken to shelter. We believe that we are still in the middle of the great COVID pet release.

We completed the steps to get the Community Service Officer position posted for hire. We are currently taking applications and hope to get a candidate to the City Council for hiring approval by the first meeting in September.

### **Administration**

Our MCPD Remodeling project is out for bid. We will open bids in late-August and hope to bring a bid tab to City Council for approval shortly thereafter.

We are also completing a Police Officer recruitment. We are using a new vendor this time who specializes in law enforcement recruiting. We have seen some good early returns and are learning more about how to focus our advertising budget to get the best return on investment. Applications close on August 30 and applicant testing is on September 9.

# Public Library

Reported by Mary Markwalter, Library Director

The library offered a lot of programming for all ages in July. Please note the numbers for adult programs in July. We had over 500 adults attend library programs in July. These included, author talks, craft projects, book discussions, show and tell nights, games nights, etc.

Below are two informational sheets with statistics from this summer's library programs.

## *Find Your Voice* ADULT 2023 SUMMER READING PROGRAM

- 234 - Reading Logs
- 168 - Escape Room
- 257 - Live Music (through July 14th)
- 74 - Passive Programming  
(Commons crafts)
- 3 - Author talk: Amber Rodgers
- 24 - Author talk: Kelli Lage
- 4 - Poetry Writing Workshop
- 21 - "Kindness Rocks" craft program
- 8 - "What We Keep"  
show and tell program
- 37 - Patron Reading Questionnaire

## 2023 MCPL SUMMER LIBRARY CHALLENGE

### REGISTRATION NUMBERS

Early Literacy (0-2): 49  
Children's (2-8): 932  
Middle Grade (9-11): 116  
Young Adult (12-18): 197  
Total: 628

### COMPLETION RATE

Early Literacy (0-2): 56%  
Children's (2-8): 48%  
Middle Grade (9-11): 96%  
Young Adult (12-18): 94%  
Total: 49%



### EVENT ATTENDANCE

In-Person Programs: 1,871  
Passive Programs: 2,946  
Total: 4,217

### NEW THIS YEAR

Middle Grade challenge log & Middle Grade specific programming!



### PRIZE INFORMATION

All participants that turned in a completed challenge log earn a book, a Godfather's pizza, and multiple Grand Prize entries. Grand Prizes included educational toys, coding robots, local business gift cards, instant cameras, and themed prize bundles for the teens.



	Jul	YTD	LYTD
Adult Fiction	1368	1368	1086
Adult Non Fiction	460	460	443
Large Print	766	766	764
Adult Books Total	2594	2594	2160
Young Adult	481	481	690
Juvenile Fiction	1986	1986	2160
Juvenile Non-Fiction	344	344	370
Middle School	412	412	367
Children's Books Total	2742	2742	
TOTAL BOOKS	5817	5817	5880

Audio/CD/Playaway	230	230	226
Video Games	83	83	55
Periodicals	178	178	138
Software	0	0	0
Other (puppets	7	17	14
All other physical items	90	90	
DVD	881	881	831
Tumblebooks	23	23	6
Creativebug (users)	19	19	31
World Book Online	160	160	240
Chilton's Online	50	50	28
Gale	67	67	1
Transparent Languages	521	521	638
Brainfuse	2	2	26
Bridges	2373	2373	2016
Newsbank	75	75	57
Hoopla!	1149	1149	863
Total Electronic Usage	2064	2064	
Total-Other	5818	5818	5170
Grand Total Circ.	11635	11635	11050

Item Records Added	364	364	365
Patrons Registered	95	95	98
Renewals	646	646	791
Holds Filled	341	341	277
Holds Placed	504	504	421
Discs Cleaned	0	0	0
Photocopies	3150	3150	6311
MeetingRoomGuests	723	723	1619
Meeting Room Used	208	208	155
SILO request unfilled	4	4	7
SILO request filled	32	32	0
SILO MCPL Request Filled	5	5	5
SILO MCPL Request Unfilled	0	0	27
Attendance	12000	12000	9700
Children's Programs	15	15	11
Childrens Program Attendance	1601	1601	1109
Young Adult Programs	10	10	7
YA Program Attendance	283	283	271
Adult Programs	18	18	16

Adult Program attendance	551	551	136
In Library Use	600	600	1250
Faxes Received	11	11	1
Faxes Sent	42	42	50
Scan	200	200	43
Handouts	5400	5400	5500
Genealogy Referrals	0	0	2
Archive Referrals	25	25	6
Photo Prints	13	13	15
OCLC Borrowed from MCPL	0	0	0
OCLC Borrowed by MCPL	0	0	0
Reference Questions	3500	3500	4000
Internet Users	700	700	425
WI-FI Sessions	1659	1659	1864
Microfilm Users	8	8	2
MyLibro App	3725	3725	0
Website Visits	3089	3089	2118
TOTAL PUBLIC SERVICES	39562	39562	36602
GRAND TOTAL SERVICE UNITS	51197	51197	47652
VOLUNTEER HOURS	40	40	26

# **Recreation Department/Highland Park Golf Course/Mason City Arena**

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Reported by Brian Pauly, Recreation Superintendent

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## Recreation Monthly Activities:

- Before and Afterschool Care
- Adult Softball
- Adult Tennis
- Fun N Sun
- Youth Softball
- Youth T-ball
- Youth Tennis
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

## Daily Participation Rates:

Total People Served in 2023 through July: 252,909

Total People Served in 2022 through July: 246,781

Nights stayed at MacNider Campgrounds in 2023 through July: 2,905

Nights stayed at MacNider Campgrounds in 2022 through July: 3,223

## Recreation Special Activities/Accomplishments:

- Held 14 pool parties at the Family Aquatic Center
- Hosted the 2023 River City Steak Challenge
- Held two emergency life guarding class – 23 Mason City Guards 37 North Iowa Guards
- Continued to run the bike rental programming
- Continue to fix grass issues at the Soccer Complex
- Community Garden program

## Recreation Work to Be Completed in Coming Month:

- Run the Pool
- Run the Campgrounds
- Run Fun N Sun
- Run Youth Softball
- Run Tiny Tot T-ball
- Run Adult Softball
- Run Youth Tennis
- Run Adult Tennis

- Find Youth Sponsor for Fall Sports
- Run Archery Program
- Run Adult Softball

#### Arena Monthly Activities

Daily Participation Rates in 2023 thru July 52,283

Daily Participation Rates in 2022 thru July: 51,063

- Hosted Little Chefs Camp
- Hosted North Iowa Fights MMA
- Hosted Recreation Volleyball Camp
- Hosted Pat Godwin with Special Guest Jeff Oskay

#### Arena Work to Be Completed in Coming Month

- National Night Out – August 1<sup>st</sup>
- Crowder with Special Guest Hulvey – August 6<sup>th</sup>
- Rural Economic Development Summit by First Citizen Bank – August 17<sup>th</sup>
- Install Ice the week of August 21<sup>st</sup>

#### Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2023</u>	<u>2022</u>
Family	29	28
Class A	171	172
Class B	42	30
Youth	19	21
Daily Cart and Green Fees	\$112,914	\$81,884
Food Sales	\$72,048	\$51,467
Rounds Played	5,978	5,723

#### Highland Park Golf Course Special Activities/Accomplishment:

- Hosted NIACC OUTING - July 8
- Ran Highland Amateur/Season Pass Holder - July 9
- Ran Season Pass Championship - July 15
- Hosted Dick Garth Memorial Event - July 30
- Installed new 150 yard markers in the mid of each fairway
- Created 7 new forward tee boxes

#### Highland Park Golf Course Work to Done in Coming Month:

- Host 3 outings
- Run 5 tournaments

July 2023 Agronomy Report  
Highland Park Golf Course  
By Eli McGallian

July was a productive month for the golf course agronomy staff. In addition to routine golf course maintenance, greens, approaches, and fairways were fertilized. Weed control was performed on collars and fairways. New 150-yard markers were added to increase aesthetics and visibility. In an effort to provide a better option for players that don't hit the ball as far, new forward tee areas were implemented on holes 1, 3, 5, 6, 12, 14, 15, and 17. Low hanging branches were trimmed in several areas to increase playability and ease of maintenance. Multiple compliments on course conditions were received from players throughout the month of July.

The precipitation total for July was approximately 3.7 inches. About 3.4 inches of that total was received July 11<sup>th</sup> – July 15<sup>th</sup>.

Irrigation was required for a majority of the month. The irrigation system is outdated, obsolete, and inefficient. Most of my time in July was spent working on the irrigation system. There are multiple leaks within the irrigation system which are difficult to repair due to most of the sprinklers and valves being obsolete, and parts are no longer available. Currently we have leaky valves on holes 4, 5, 9, 10, 11, 15, 16, and 17, some of which are causing wet areas in play. Many of these valve leaks have gotten worse through continued use in manual operation. There are currently multiple non-functioning valves (even in manual mode) that have led to dried out areas on the course. There are also several wiring issues within the irrigation system. The wiring issues require manual operation of valves in many areas that should be controlled automatically through the watering program in the irrigation control boxes.

Reel mowers were back lapped and adjusted regularly in order to provide a good quality of cut on greens, tees, approaches, and fairways. The Toro 325D deck mower is used for mowing around trees in the rough. It is still out of service with a hydraulic leak. A tech from MTI was recently here to perform repairs on multiple pieces of equipment but ran out of time before finishing the work on the 325D. The Toro 3300 deck mower required repairs again this month. A belt tensioning pulley that broke near the end of June and was repaired. The same part broke again about 30 days later. The MTI tech recently installed the new part and noticed the mower deck it cracked. The mower is currently operational. The MTI tech is returning soon to access the mower deck for possible warranty replacement. It should be noted that the current mower deck was previously replaced under warranty due to the deck being cracked. Both the MTI tech and Highland Park agronomy staff members advised me that the Toro 3300 deck mower has been out of service at times due to several issues over the last few years.



# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## Activities for the Month of July 2023:

- Volunteer supplies, bags for litter cleanup coordination.
- Assisted, find volunteers for weeding and cleanup project.
- Worked with committee on River Cleanup, organized volunteer drone pilot to cover event.
- 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 opportunities for River Cleanup, and updates.
- Sent emails to update Beautification volunteers on any changes.
- Flower garden budget actual active plots, shared with gardeners, assisted gardeners with issues that have come up.
- Sent emails to volunteers on new projects that have been requested for assistance.
- Secured volunteers and made supervisors aware of volunteers wanting to assist with project.
- Updated pictures of Beautification Gardens.
- Worked with Beautification vendors to get invoices paid.
- Worked with community service individuals, emailed supervisors of the available hours.
- Working on hours for Volunteer Engagement Initiative.

## Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active
3. Updated Pictures in Volunteer for Grant report/brochures
4. Updated Volunteer Information for upcoming programs

Projects/Programs---Completed or Ongoing:

<b>Site</b>	<b>Assignment</b>	<b>Hours</b>
Museum	Misc. Projects	366.90
Recreation	Soft Ball/soccer	1,198.25
Beautification	Garden Maintenance/Cleanup	246.20
Earth Day	River/Street Clean up	196.00
457	Maintenance	144.00
<b>Total Hours</b>		<b>2,151.35</b>

# Youth Task Force

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Reported by Youth Task Force Director

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## 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
- 7/5-8- worked on IDPH quarter 4 report -Jessica
- 7/13-Uploaded IDPH quarter report
- 7/19-21-survey compilation for mentors, mentees and worked on Year-End IDPH report (submitted 7/25)
- 7/20- IDPH grantee webinar- Jess & Marti
- 7/21-Sumbitted program survey and organizational structure info for Iowa MENTOR certification requirement
- 7/28-Iowa MENTOR Leadership meeting-Jess

### One on One Mentoring

- 7/12-Mentor orientation
- 7/13-Mentoring match at Jefferson
- 7/25- visited with community member about the
- 7/31- Received a request for information about mentoring from NIACC Volunteer Center

### North Iowa Teen Mental Health First Aid (tMHFA) Project

- 7/20-Contacted MCHS staff about fall session

## STAFF / OTHER

Other meetings/events attended:

Heather-

7/5- Setting Expectations and Boundaries in Mentoring Relationships

7/5- Helping Mentees to Set and Achieve Goals

7/12- Teen Mental Health First Aid Course Curriculum Updates

Marti-

7/14- Your Life IA Suicide Series Training

7/18- Mental Health First Aid Public Safety Webinar

7/21- Becoming a Better Mentor videos

Marti & Jess-

7/21- IDPH Kratom Webinar

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