

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

August 2023

(Issued September 15, 2023)



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

Airport

Reported by David Sims, Airport Manager



Date: August 2023

United Express Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 8/1/2023 – 8/31/2023	22875 Gallons	60 Buses
Enplaned 507 Deplaned 553		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at the August 2023 Airport Commission Meeting
- Attended 4 States Airports Conference
- Began construction of the new T-Hangar Building
- Continued construction of the new Passenger Terminal
- Took delivery of new Ford F-150 Airport Operations vehicle
- Selected Foth Infrastructure of Johnston, IA for the next 5 Year Master Consultant Agreement.

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the September 2023 Airport Commission Meeting
- Advertise bids for Airport Farmland Lease
- Staff will attend required annual Live Fire Training at Eastern Iowa Airport in Cedar Rapids
- Continued construction of the new Passenger Terminal
- Continued construction of the new T-Hangar Building

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of August:

- 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 17 Resolutions and 1 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 7 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 \$531.00 in animal license fees and \$2,005.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Format, organize and submit for renewal numerous licenses

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Major Departmental Activities and Items of Interest:

Iowa Reinvestment District Program: Closing on the hotel property is expected soon. Skywalk construction is substantially 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 August. There are currently no pending applications. BuRLS grants have been paid to three properties: 13-15 South Federal Avenue (Vermilya Apts.), 15 North Federal Avenue (Park Place Lofts) and 30 East State Street (Corner Pizza and Alehouse). Two other projects receiving BuRLS grants are under construction

Section 657A.10/Blight Elimination Program:

Staff continues to work with our attorneys and owners to bring properties into compliance. 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. The HDC will move the houses to three vacant City-owned lots. The lots will then be deeded to the HDC, so that they can be sold as workforce housing.

The Vacant Building Registration Ordinance became 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 initial deadline.

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

- The former Vein Clinic at 1306 4th Street SW is being converted to a specialty grocery; they will also have an alcoholic beverage license. They are not allowed to use the drive-through window unless they can provide a traffic study showing that traffic on South Pierce Avenue and upon the KwikStar property is not impeded.
- Grading is complete for the new Federal Avenue Rowhomes, 11 new units at the SE corner of North Federal and 2nd Street NE; construction will begin soon. 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. Interior work is underway, and the path along Willow Creek is under construction.
- Interior work at the new Airport Terminal has begun.
- 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.
- The owner of 122 5th Street NE, a long vacant apartment house, is being renovated into four apartments. This project is using the BuRLS funds to subsidize the required fire protection system.
- Nine applications were submitted for a residential rooftop solar array.

DIVISIONAL REPORTS

Development Review Committee: 5 meetings held in August 2023.

DRC Activity	August 2022	2022 YTD as of 8/31/22	August 2023	2023 YTD
Total Development Plans Reviewed	7	43	8	58
Concept plans reviewed/approved as a Minor Site Plan	4	18	3	27
Concept plans to be resubmitted as a Major Site Plan	2	16	4	23
Total Concept Plans	6	34	7	46
Major Site Plan Reviews Completed	1	9	1	8
Preliminary Plat of Subdivision	0	1	0	1
Final Plat of Subdivision	0	2	0	0
Other Reviews (structure moves, etc.)	2	11	1	8
TOTAL ITEMS REVIEWED	9	57	9	62
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	3	1	9

PLANNING AND ZONING DIVISION

Activity	August 2022	2022 YTD as of 8/31/22	August 2023	2023 YTD
Commercial, Principal Structure	3	16	3	21
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	2	44	8	58
Residential, Accessory Structure	8	39	8	34
Signs	3	29	2	16
Floodplain	3	9	2	6
Sidewalk Service Area Permits	0	2	0	1
Zoning Board of Adjustment Cases				
Appeal	0	0	0	0
Conditional Use Permit	0	1	0	1
Special Exception	1	8	1	7
Variance	0	7	0	5
Planning and Zoning Cases:				
Alley or Street Vacation	0	0	0	1
Change of Zone	1	1	0	3
Miscellaneous	0	1	0	1
Preliminary Plat	0	0	0	0
Site Plan Approval	0	0	1	4
Zoning Ordinance Text Amendment	1	2	0	1
Land Subdivision Activities:				
Boundary Line Adjustments	0	4	0	0
Lot Splits	0	0	0	0
Final Plat (not requiring P&Z review)	0	3	0	2
Historic Preservation Commission				
		0		0
Historic Demolition Reviews	4	11	1	3
Zoning Violations				
				0
Reported	1	21	1	32
Unfounded	0	1	0	4
Founded-Resolved without citation	0	13	0	14
Citations	0	0	0	0
Cases initiated by staff	1	19	1	25

Activity	August 2022	2022 YTD as of 8/31/22	August 2023	2023 YTD
Zoning Inspections				
Zoning – Case Request	0	18	1	33
Zoning – Complaint	0	2	1	1
Zoning –Setback	3	16	5	20
Zoning - Final	3	11	5	21
Floodplain - Final	0	0	0	0
Zoning – Landscaping Install	0	0	0	3
Removal Site Inspection	0	0	0	0
Permit Reviews				
Zoning Reviews Completed	34	278	36	253
Floodplain Reviews Completed	112	544	71	442
Historical Reviews Completed	8	32	6	20

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	August 2022		August 2023		2023 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	22	\$2,933,561.66	25	\$2,752,894.77	192	\$49,236,669.91
Minor Building Permits	69	\$765,706.51	35	\$689,532.07	184	\$3,223,297.46
Electrical Permits	52	N/A	20		167	\$0.00
Plumbing Permits	10	N/A	8		91	\$0.00
Mechanical Permits	29	N/A	26		172	\$0.00
Sign Permits	3	\$5,800.00	2	\$27,285.00	20	\$303,238.45
Demolition Permits	7	\$29,350.00	5	\$106,000.00	16	\$893,100.00
Structure Moving Permits	1	\$1,000.00	0	\$0.00	0	\$0.00
Total	193	\$3,735,418.17	121	\$3,575,711.84	842	\$53,656,305.82
Inspections	August 2022		August 2023		2023 YTD	
Inspections Completed	137		165		1324	
Permits by Type	August, 2022		August 2023		2023 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	0	81	0	48	4	298
Multi-residential	0	0	0	0	0	0

Building Inspections Permit Report						
Permits	August 2022		August 2023		2023 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Commercial	0	8	1	9	10	59
Industrial	0	2	0	1	2	5
Institutional	0	0	0	1	0	3
Other (signs, demo, etc.)	0	11	0	7	0	36
Fees Collected	August 2022		August 2023		2023 YTD	
	\$30,539.33		\$24,105.37		\$223,057.73	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	August 2022	2022 YTD as of 7/31/22	August 2023	2023 YTD
Total Requests Initiated (not including snow/ weeds ¹)	93	784	137	746
Staff Initiated	63	482	105	428
Non-Staff Initiated (total):	30	302	32	318
Response to Complaint	14	88	8	122
Anonymous Complaint	12	138	17	135
SeeClickFix	4	76	7	61
Case Requests Disposition				
Founded Case Requests	93	752	137	738
Citations Issued	2	2	1	8
Cases to Court	0	9	1	11
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	3	10	5	18
Dangerous Building	2	8	2	25
Abandoned Vehicle	4	9	2	7
Tree/Shrub Maintenance	0	5	6	16
Garbage	30	149	25	140
Inoperable Vehicle	6	12	8	36
Junk, Rubbish or Refuse	33	300	22	106
Other	2	139	3	61
Writ of Removal	1	25	3	21
Information Request	12	94	61	321
Snow Removal/Weeds & Tall Grass	82	571	115	893

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	August 2022	2022 YTD as of 7/31/22	August 2023	2023 YTD
Inspection Requests				
Initial Inspections	60	384	48	253
Reinspections	34	324	20	211
Inspection Requests	12	61	9	76
Total Inspections	106	769	77	540
Inspection Results				
				0
Inspections Cancelled by Landlord	0	3	0	0
Inspections Cancelled by Inspector	0	1	0	0
Failed Inspections	14	157	23	97
Passed Inspections	82	533	45	355
No Shows	0	16	0	6
Unfounded	1	6	2	12
Unavailable/Denied Entry	1	2	0	0
Pending Inspections		0	3	19
Units White Tagged	6	50	4	50
Rental Dwelling Certificates Issued	91	578	33	244
Total Fees Collected	\$4,630.00	\$26,950.00	\$3,950.00	\$20,060.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Task	August 2022	2022 YTD as of 7/31/22	August 2023	2023 YTD
Transit				
Fixed Route	8,856	75,734	11,598	86,792
Paratransit	3,622	26,387	3,843	29,669
Safety Training				
New Employees Trained	6	75	2	71
Completed Training Sessions	209	2,387	38	2,362

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>
August	10	50%	10	50%	20
FY to Date	13	38%	21	62%	34

Burials this month were well above projected. Cremation burials were above projected. Traditional burials are above 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>
August	9	1	10
FY to Date	15	3	18

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

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	11
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	3
▪ New Installation	3
▪ Disconnect	0
▪ Storm Sewer	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	2
▪ Repair	0
▪ Disconnect	0
● Water – Residential	
▪ New	11
▪ Repair	15
▪ Disconnect	1
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	6
▪ Approach New	0
▪ Approach Repair/Replace	7
▪ Curb & Gutter	0
▪ Curb Cut	3
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call Utility locates	1,123
● Emergency Call-out	15
● Emergency Call-out after hours	2
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	3
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	2

▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	2
• Permit Review & Approval - City	
▪ Commercial Building	0
▪ Residential Building	0
▪ Demolition	4
▪ Remodel or Addition	6
▪ Moving	0
• Permit Fees collected	\$0.00
• 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. completed the contract work for the project the week of August 28th. Final quantities are being measured and tabulated for final approval.

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 the south side of South Taft Avenue intersection with 19th Street SW and two patches in the 500 block of South Illinois Avenue. The contractor is currently working on street repairs at the intersection of 7th Street SE and South Delaware Avenue and on 6th Street SE just south of Monroe Park.

2023 Street Rehabilitation Program:

Heartland Asphalt Inc. (Heartland) and their subcontractors continued working on the project. Heartland completed the Hot Mix Asphalt (HMA) overlay operations on six of the eight designated streets. The streets overlaid in August are North Taylor Avenue/North Crescent Drive between 2nd Street NW and Linden Drive and North Jackson Avenue between 4th Street NW and 9th Street NW. Bob McKiness Excavating and Grading Inc. (McKiness) completed the remaining underground utility work on 13th Street NE between North Federal Avenue (US 65) and 12th Street NE. Mid-Continent Contracting (Mid-Continent) completed all the concrete paving associated with this project.

The remaining mill and HMA overlay work is expected to be completed on the two remaining streets by the end of September. The remaining streets are 13th Street NE and North Eisenhower Avenue. 13th Street NE between North Federal Avenue (US 65) and 12th Street NE will be done in conjunction with Stage 2 of the Winnebago Way and 12th Street NE Street and Utility Rehabilitation - SWAP Project. The two areas on North Eisenhower Avenue are the intersection with 12th Street NW and the approaches to the bridge over Willow Creek.

Heartland is currently working on fixture adjustments on the already overlaid streets.

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 and completed the construction of the bridge deck. This included placement of structural steel reinforcement and pouring the concrete deck sections. Electrical conduit was stubbed, and the light pole bases were constructed. Construction of the bridge structure is complete; Boulder is currently working on the approach paving. The bridge approach work is expected to last until mid-September.

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. The residents within the closure will continue to have access to their properties at all times during the project.

IA 122 Mercy Corridor:

The City of Mason City along with WHKS presented the project to the Iowa DOT Commission at their meeting in Clear Lake on August 8th. As presented to the Commission, the next phase of the project is final design.

The project was then presented to the Mayor and City Council during a work session held prior to the regular meeting of the City Council on August 15th. Following the work session, the City began working with WHKS on a final draft of Amendment No. 1 to a Professional Services Agreement for Final Design and Right of Way Acquisition for Temporary Easements. Amendment No. 1 is expected to be on the City Council's Agenda for the September 5th meeting.

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, street 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 500' south of 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.

A coordination meeting that will include staff from the Engineering Department, IDOT and SEH is scheduled for September 7th. This meeting will finalize some of the outstanding issues including plan turn-in dates, right-of-way acquisition, private utility relocations that are currently underway and the planned staging and traffic detour plan. The revised letting date for this project is July 16, 2024, with an anticipated start date of August 2024, work on this project is expected to continue through 2026.

Engineering Department Staff reviewed and approved plans and signed an IDOT permit for use of Highway Right-of-Way for Utility Accommodations for CenturyLink. CenturyLink will begin relocating their overhead utility underground. Existing utility poles throughout the corridor will be removed or relocated to make room for highway improvements. The work area for CenturyLink will be between 500' south of 27th Street South to 8th Street South.

The Mediacom underground project continued throughout the month of August, 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.

North-Central Storm Water Study

The goal of this project is to analyze the known flooding issues in the area roughly bounded by 1st Street North to 12th Street North between Adams Avenue and Pennsylvania Avenue. SEH was hired by the City to provide the engineering services for the project. The project is divided into two phases, Phase 1 involves the inspection and measuring of all storm sewer structures within the project area and the development of a comprehensive flood model that will analyze the existing systems capacity and map surface flooding. Phase 2 will use the collected data to identify any undersized collection components and choke points in the system. Once identified, infrastructure upgrades and alternatives will be proposed, and construction estimates generated.

A project Kickoff meeting was held with Engineering Department and SEH Staff on July 25. The SEH survey team began looking at storm sewer structure the first week in August and continued their work throughout the month, City staff assisted the survey team with help accessing several of the structures that the team could not open. The survey team used an IBAK scanning camera to collect high resolution imagery of inside the structures. These scans will provide a 3D image, measure connecting pipe diameters, and better identify structure condition.

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

The work on 12th Street NE is divided into two Stages. Stage 1 is between North Carolina Avenue and North Kentucky Avenue and Stage 2 is between North Federal Avenue (US 65) and North Carolina Avenue.

The majority of Stage 1 work has been completed. Heartland Asphalt Inc. (Heartland) placed the Hot Mix Asphalt (HMA) base course on August 24th and the surface course on the 28th. All of the sidewalk pedestrian ramps as part of Stage 1 have been constructed. The new ramps have cast iron detectable warning panels and constructed to meet the current ADA requirements. 12th Street NE is open to traffic between North Kentucky Avenue and the North Rhode Island Avenue signalized intersection. The street west of the North Rhode Island Avenue intersection is open to traffic; however, some traffic control is still in place until the remaining fixture adjustments are completed. The fixtures that need to be adjusted include water valve road boxes and sewer manholes, a concrete boxout will be paved around each sewer manhole cover which will require temporary barricades around each fixture. This work is planned for the first week in September. The North Carolina Avenue intersection was closed on August 29th for concrete paving operations. This closure is expected to last into the week of September 4th.

A temporary noise permit was issued by the Mason City Police Department to allow the contractor to begin work early from August 23rd to the 25th. This waiver to the noise ordinance was issued to allow Heartland to begin construction activities early to avoid the extreme heat.

Work on Stage 2 continued throughout the month of August with Bob McKiness Excavating and Grading Inc. (McKiness) completing all the underground utility improvements. This work included the replacement of approximately 180' of water main near the 13th Street NE and Charles Place intersection and multiple water main valve, service line and storm sewer intake replacements. The work currently taking place in the Stage 2 corridor consists of concrete paving. These paving operations include street patches at various locations, replacement of damaged curb and driveway approach paving. Following the concrete work on Stage 2, the street surface will be milled and overlaid with two lifts of HMA, this work is expected to begin in mid-September.

Winnebago Way/1st Street NW was opened to normal traffic on August 18th. Heartland completed the HMA paving operations on August 4th. The following week, pavement markings were applied to the new surface and the disturbed areas of the right-of-way were seeded. Engineering Department and SEH staff, along with the Heartland project manager, met on August 18th and performed a punch-list inspection walkthrough of the completed work. Several minor concerns were noted during the inspection, Heartland was given a list and is in the process of completing the remaining work.

As of the end of August the contractor had used 60 of the 100 working days assigned for the 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 Fall of 2023. The project is being partially funded with \$800,000 from STBG Funds.

Destination Iowa Projects:

Work on the Birch Drive (Scrip Road) Conversion was completed and a ribbon cutting ceremony was held on August 16th. WHKS tabulated quantities for Pay Request #3 and the only remaining issue is waiting to verify the grass has established adequately.

The contract and bonds with Bob McKiness Excavating and Grading Inc. (McKiness) for the High Line Trail (Destination Iowa) project were approved at the August 1st meeting of the City Council. A preconstruction meeting was held with the contractor and their subcontractor, Heartland Asphalt Inc. (Heartland), on August 9th. McKiness began clearing and grubbing the vegetation during the week of August 14th. Following the clearing and grubbing, McKiness graded the future path and placed and compacted the modified subbase material. Heartland is expected to final grade the base material and begin placing Hot Mix Asphalt (HMA) in mid-September.

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. Boulder Contracting (Boulder) continued working on the landing platform throughout the month of August. The existing platform lumber was removed the week of August 11th and a damaged section of existing storm sewer was discovered. A change order was approved for pipe replacement and work was completed to not delay the placement of the landing footings.

The three reinforced concrete footings were formed and poured, and the structural beams were set. These beams will be the support structure for the new landing. Following the removal of the existing bridge decking boards several of the wooden ties were found to be in poor condition. City Engineering Department staff and the structural engineer with WHKS met and inspected the ties, resulting in a decision to replace forty (40) of the 10"x14" wooden ties. The ties were ordered and are expected to be delivered soon. The wooden decking for the landing was delivered and Boulder is expected to begin placing the wooden decking during the week of September 4th. Boulder also placed the order for the fabrication and powder coating of the railing in June and they are currently awaiting delivery. 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 received the calibration report from Stanley Consultants on August 10th and has it under review.

Water Tower Maintenance Program:

A Professional Services Agreement with Dixon Engineering was approved by the City Council at their meeting on August 15th. The Program includes the 43rd Street SW one-million-gallon elevated composite tank, and the 4.5 MG underground storage tank.

The services per the agreement are for maintenance inspection by method of a remotely operated vehicle (ROV) and inflatable raft (FLOAT). The inspection will be followed by a report documenting all items found and recommendations for repairs, including budgetary items.

Union Pacific Railroad Quiet Zone:

The Notice of Quiet Zone Establishment consistent with 49 CFR 222.43 was sent certified mail on August 10th followed by final inspections of the quiet zone by the Federal Railroad Administration. The Quiet Zone was officially recognized and approved on August 31, 2023.

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 surveyed the sidewalk at the Kirk Apartments site. Following the building demolition several sections of the adjacent sidewalk were damaged and undermined. The information from the survey was used to prepare a sidewalk replacement estimate and plan sheet. Mid-Continent Contracting was hired and began work at the end of July and continued with the sidewalk replacement through the week of August 14th. Upon completion of the work the final quantities were measured, and a pay request was signed on August 17th.
- Work began on the Clear Lake Independent Telephone Company (CLTel) on the Rural Mason City FTTH (Fiber to the Home) project. CLTel is an award recipient of the Empower Rural Iowa Broadband Grant Program. Three main areas in Mason City will be part of the main line loop installation. The first area is 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. STX Communication is the CLTel hired contractor for this project, and they began work in early August. Installation has already taken place on South Taft Avenue and 43rd Street SW and work is currently underway on South Federal Avenue and South Illinois Avenue.

- Engineering Department staff inspected the storm sewer system near the new Cemetery Maintenance Building and updated the GIS mapping. A contractor was hired to video inspect the surrounding storm sewer mains to identify the condition. A storm sewer main will be relocated that is currently under the new building foundation. Once the inspection information is available Engineering Department staff will develop a plan for to relocate or reroute the storm main in conflict.

Traffic Division:

- Traffic Control
 - Sign work orders 28
 - Traffic Sign Orders 1
 - Streetlights
 - New Installation 0
 - Repair Request 0
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 5
 - Perform traffic signal repairs 3
 - Iowa One-Call locate reviews 1,094
 - Locate City-owned electrical utilities 20
 - Emergency Call-out 0

Other Tasks Performed by the Traffic Division:

- Repaired pedestrian signal pole and head located at the fire station.
- Finished directional boring and pulling wire for new camera detection system on 4th Street SW and South Grover Avenue
- Responded to South Carolina Avenue and 6th Street SE intersection traffic signals being in flash. Troubleshooting and repairs were done, the traffic signals have been working correctly since.
- Responded to call on 4th Street SW and South Eisenhower Avenue for the traffic signals not cycling correctly. Troubleshooting and repairs were done, and the signals have been working correctly since.
- Removed graffiti off numerous traffic signal cabinets and downtown streetlights.

Water Supply Division:

- Water Production

	<u>August</u>	<u>FY 2024</u>
• Total (gal)	139,255,000	277,189,000
• Daily Average (gal)	4,492,000	4,470,000
• Daily Maximum (gal)	5,210,000	5,210,000*
• Daily Minimum (gal)	3,737,000	3,737,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair
 - Repaired the level control wiring on the brine pretreatment tank on Sodium Hypochlorite Generator.
 - CIP EDR #1, #2, and #4 Trains.
 - Replaced a hose on #3 EDR line 7.
 - Cleaned the raw brine feed valve on Sodium Hypochlorite Generator.
 - Replaced the water separators on the main plant air compressor.
 - Repaired an airline leak on #4 EDR Train.
 - Repaired a 4-way valve on #3 EDR Train.
 - An exhaust fan at Well #7 failed. A new motor was ordered, and temporary fans installed.
 - 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	1,226
• Prepare and send service repair letters	1
• Monthly bacteria samples	30
• Collect project bacteria samples	6
• Check water quality at residents and businesses	10
• Correlate water main breaks and investigate for leaks	2
• Hydrant flow testing	2
• Hydrant Flushing	0
• Water Main shut down for repairs	6
• Water shut off for non-payment	2
• Water shut off for other	0
• Water service re-connections	0
• Assist with installation of Water Meters	1
• Repair Water Meters and collect reading	0
• Deliver Red or Tan Tag	0
• Update shut off data base and maps	0
• Water Service Permit/Inspection	
▪ Repair/Replace	17
▪ New Installation	5
▪ Disconnections	12

- Meter Department

	<u>August</u>	<u>FY 2024</u>
• Meters Installed	21	33
▪ Industrial	0	0
▪ Commercial	9	10
▪ Residential	12	23
• Meters Repaired	0	0
• Contractor and Garden Meters Recovered	1	1
• Contractor and Garden Meters Installed	1	3
• Meters Read	11,866	23,732
• Meters Ordered	0	0
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed August 2023</u>			<u>Meters Ordered August 2023</u>		
5/8"	8		Transferred	5/8"	0
3/4"	0			3/4"	0
1"	4			1"	0
1 1/2"	6			1 1/2"	0
2"	3			2"	0
3"	0			3"	0
4"	0			4"	0
Total	21			Total	0
<u>Meter Inventory September 1, 2023</u>			<u>Ordered</u>		
5/8"	5			5/8"	0
3/4"	13			3/4"	0
1"	7			1"	0
1 1/2"	14			1 1/2"	0
2"	33			2"	0
3"	14			3"	0
4"	4			4"	0
Total	90			Total	0

Other Tasks Performed through the Water Supply Division:

- Well #9 installation was completed and returned to service and operating as expected.
- Well #8 was removed from service and pulled and found to have broken the drive line at the pump coupling at a depth of 440 feet. Awaiting cost estimates for repair or replacement.
- Installation of stand by generators at Well A-1 and Well 16 were completed.

- Installed a new turbidity monitor on the raw water line. The previous monitor had become obsolete and repair parts were no longer available.
- Installed a new chlorine residual monitor on the water treatment plant.
- Repaired a broken wire to Well #9 flow transmitter.
- The APA 6000 hardness analyzer was repaired.
- Assisted customer service and utility crew with a water main shut down involving the treatment plant.
- 3-year lead and copper samples were collected. This completes the sampling.
- 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

Reported by Brent Hinson, Finance Director

Finance

Finance		
	August	Fiscal Year- to-Date
Prepare payable checks	693	1348
Prepare receivable invoices	37	82
Prepare payroll checks	782	1637
Certify invoices to County	34	81
Send letters to State Offset Collections	1	4
Record State Offset collections	\$ 3,326.58	\$ 4,496.32
Ambulance accounts sent to collections	38	38
Record ambulance receivable	115	245
Scanned invoices for myView point processing	1109	2057

- 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		
	August	Fiscal Year- to-Date
Record ACH activities	24	41
Prepare utility adjustments	93	169
Finals & charge offs	278	443
Issue utility bills	10041	20049
Answer phone calls	1183	2180
Respond to voicemail	169	422
Complete utility service orders	99	442

Complete landlord tasks	69	124
Issue shutoff notices	428	760
Process customer paid utility bills	4724	9333
Process customer deposits	485	872
Replace meters	6	14

Information Systems Coordinator

- Get with AS to get VPN working
- Look at calendar issue for Gina C.
- Order new laptop for Krystal G.
- Order new laptop for Mary Litterer.
- Pay invoices.
- Add email to allowed list for Dave S.
- Add email to allowed list for Rec Department.
- Download and program council meeting to government channel.
- Fix printer script for Mike L's PC at the PD.
- Order new hard drive for IT tablet.
- Make room on the Community room laptop for the PD.
- Fix drive script for Brett H at the PD.
- Fix printer script for Mike L at the PD.
- Give Brett H the instructions to fix his archive problem.
- Help Jamie S at the PD with connection issues on laptop.
- Look at tablet for Joe G at Water Treatment.
- Reinstall OS on tablet for Joe G and test.
- Renew VMware subscription.
- Finish setting up new PD users on copier.
- Help Kirby B with login issues on Logan laptop.
- Look at printing issue for CID at the PD.
- Rejoin LT's PC at the FD to the domain.
- Remove shift commander options from PD auto attendant.
- Start configuring new server for the FD.
- Finish configuring FD server.
- Get with Zieglar about generator repairs.
- Have Internal Services fill coolant for generator.
- Re-install Office for Hannah L.
- Take new server to FD and install in rack.
- Change paths for FH at the FD.
- Check access to GIS server for Laura M.
- Final setup for FD server.
- Look at Hannah L's outlook issue again.
- Make final changes to PD auto attendant.
- Swap DHCP controllers for FD.
- Work with Gina C about the problem with the County's website.
- Change users around at the Animal Shelter.
- Check on quote status for tablet from CDW.
- Fix SQL server on the FD server.

- Get with Automatic Systems about questions.
- Get with George B to scout out tower line of sight for the lift station.
- Pay invoices.
- Program new key fob for Jeff B.
- Start a ticket for Gina C's issue with the County's website.
- Switch FD printers to new server.
- Clone hard drive for IT tablet.
- Finish tablet for Joe G.
- Help Aaron B at the FD with authenticator.
- Help reconnect Mackenzie's equipment in Engineering.
- Meeting with RSM about emails.
- Move next batch of users to new FD server.
- Recreate local profile for Hannah L on her PC.
- Update Fire House links for FD.
- Final data migration for department drive for FD server.
- Have RSM check firewall and work with Laura M on her connection issues.
- Have RSM look at buffering issues with body cams.
- Look at monitor issue for Gina C.
- Order cable for Diane Y's barcode scanner.
- Order new tablet for Linda H at the Rec Department.
- Print out replacement PC list.
- Reconfigure FD scanners to new server location.
- Weekend – Increase C drive space on GIS server.
- Weekend – Move the last of the users files to the new FD server.
- Clone hard drive and replace for Carl G at the FD.
- Expand partition for Carl G.
- Look at printer in Engineering.
- Clear out engineering print queue.
- Download and program council meeting to government channel.
- Fix drive script for Jason H at the PD.
- Have Hannah L change her password.
- Help Jamie M reconnect to his archives.
- Pay invoices.
- Reset Jeff B's password.
- Restore files that could not be moved to new FD server.
- Start changing password requirement.
- Clone and replace Tiffany H's hard drive.
- Finish setting up new user at the Animal Shelter.
- Get with Joel E at the PD regarding his Outlook issues.
- Get with Joey W about connection at FD.
- Help Brittany D at the animal shelter with her password.
- Help Mackenzie H with voice mail setup.
- Help Mark R with password reset on his tablet.
- Help Michelle K with password reset.
- Pay invoices.
- Re-install Office for Joel E at the PD.

- Reset password for Linda H at the Rec Department.
- Set temp time for Bus station open.
- Swap IP address for the servers at the FD.
- Finish programming Wifi for new tablet.
- Get with Linda H to get her signed into the new tablet.
- Order power cord for Terry B's tablet.
- Swap network cables for elevators and test.
- Copy desktop items from PCs being replaced.
- Fix permissions on folders for Danielle C at the PD.
- Get RSM to add app to portal.
- Remove special door programming for bus station.
- Restore files for users on replaced PCs.
- Take new PCs to FD.
- Try fix for Erik B's search functions.
- Copy Dave O's items back to the PC.
- Finish with computer replacement list and get Brent H to approve.
- Get a quote for total new workstations.
- Have RSM check the suspicious email received by Jeff B and Tricia S.
- Order display port adapters.
- Send Rachel V instructions on adding calendars.
- Finish migrating last of email users to new system.
- Look at issues with museum printers.
- Get with Scott H for status update on Zuercher issue.
- Help Josh M get connected at the PD to the mobile system.
- Pay invoices.
- Replaced failed hard drive in server.
- Set up group email for Jen S at the PD.
- Help FD with camera downloads on new PCs.
- Look for missing email for Kirby B.
- Reinstall printer for Jamie M at the FD.
- Check wireless radio for O and M.
- Coordinate final demotion of old email system with RSM.
- Move Jon A's desktop items back.
- Check Nancy O's PC for virus.
- Get with Scott H from RSM about PD connection.
- Replicate problem for Gina C.
- Help Diane Y with Outlook.
- Troubleshoot email system.
- Get IP from Diana B and wipe.
- Get with Laura M to connect to wifi.
- Get with museum about printing problems again.
- Look at email on phones for Jamie S and Kirby B.
- Pay invoices.
- Run additional scans on Nancy O's PC.

GIS Department

Administrator

- Correct bike trails map with IDOT.
- Create utility maps for North Iowa Corridor x 2.
- Complete ISG data request for bike area utilities.
- Update and export maps for houses that are moving.
- Create road closure map x 2.

Cemetery

- Update gravesite symbology on solution maps x 5.

County

- Fix address discrepancies x 5.

Development Services

- Run bi-weekly parcel data script, export as CSV file, adjust and email.
 - Transfer data to G: drive
- Reset EagleView password x 2.
- Add Wood-Newman Annexation land to Annexation_History layer.
- Remove out of date city limit buffer layers x 8.
- Edit city limits layers to reflect the new annexation x 3.
- Help edit graphics layer.

Engineering/Water Treatment/Customer Service

- Complete WHKS data request for water and sanitary distribution.
- Complete Shoemaker & Haaland data request for contours.
- Create new AGOL user x 2.
- Create the Road Closures solution within the Portal Environment.
- Create new mPower user x 1.
- Continue to update and configure the lead service line inventory solution.
- Work with TurnKey on utilities.
- Configure and edit lead line solution maps and apps.x 8.
- Give lead line permissions to users x 5.
- Train user on lead line editing.
- Add new fields to Sanitary Sewer Private layer x 4.
- Complete utility data request for SEH.
- Fix layer selection issue.

Fire

- Create burn permit buffer map.
- Create new layers for fire incident calls/year x 11.
 - Create fire incident calls heat map.
 - Create web map to compare calls vs crimes vs rentals, etc.
- Share imagery with Splash for training project.

Operations / Utilities/ Water Reclamation / Parks

- Create Bicycle Trails Characterized by Route Type map.
- Set employee up with mobile tree inventory mapping.

- Create desktop editing app for tree inventory.

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.
- Data cleanup in Portal: delete unused layers x 10.
- Database clean up: deleted unused layers x 12.
- Upload layers to Portal x 3.
- Create new 3 yr. Enterprise Agreement with Esri.
- Begin Enterprise Environment upgrade.

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
 - Grant applications for Ballistic helmet replacement
- Wellness Committee
 - Smoke Show
 - Preparation for Fall Festival
- HOME Rehabilitation Block Grant Pilot Program work
 - Applications received, planning meetings, Lupton Center Meeting
- IDOT State recreational trails follow up
- Grant Award Modification for Office for Victims of Crime Specialist-Timeline extension and Budget Modification
- Grant Award Modification for Justice and Mental Health Collaboration Partnership-Timeline Extension

Deputy CA Duties

- Attended 3 meetings of the Landfill of North Iowa Recycling Committee. We are gathering good information, and I have confidence we will have direction determined soon. Attended Landfill general board meeting virtually on August 10 and provided a report on behalf of the committee to the full board.
- Attended National Brownfields Conference in Detroit from August 7-11. I gained great information and contacts from this conference that will hopefully be helpful to the City's redevelopment efforts in the future.

- Attended Rural Economic Development Summit sponsored by First Citizens and the NICEDC at the Mason City Arena. Nice event- good program and good attendance.
- Attended Birch Drive Trail ribbon-cutting event.
- Attended Comp Plan steering committee meeting.
- Coordination with DOT on surplus parcels left over from Central Highway 122 project that could be assembled to create 2 housing lots. Preparation of recommendation to Council to approve purchase of these parcels at 9/5/23 meeting.

Finance Director Duties

- Various coordination on 2023 G.O. bonding and LOSST bonding for Destination Iowa in preparation for the closing of the bonds. We received the bond funds on August 30.
- Various coordination with Aaron & bond counsel as we work toward closing on the hotel property. Prepared FY24 budget amendment #1 to allow for the grant to be paid when appropriate.
- Answered various requests from auditors.
- Sent GASB 77 letters on TIF rebate & tax abatement amounts to other taxing entities as required.
- Completion of final arbitrage analysis details on 2003 Drinking Water SRF loan (paid off 6/1/23) for review by Behrens Tate. The City does not have any IRS tax liability on this issuance.
- Financial analysis, coordination with Aaron, and communication to departments on CIP projects that need to be paused for the time being due to budgetary constraints and the effects of the difficult bid environment.
- Presented to MC Schools staff on the Finance Department and the types of jobs we have, in coordination with Aaron and other City Hall departments.
- Submission of FY23 Year-End Transfers for Council for consideration at 9/5/23 meeting.
- Completion of Annual Financial Report; submitted for Council consideration at 9/5/23 meeting.
- Meeting & coordination with Dorsey on TIF amendments to be completed prior to December 1 for FY25 certification.
- Update of CIP spending through 7/31/23.
- Update of Health Insurance spending through 7/31/23.
- Update of RCR project expenditures & funds on hand through 7/31/23.
- Update of LOSST and Hotel/Motel revenues and expenditures through 7/31/23.
- Update of ARPA revenues and expenditures through 7/31/23.
- Update of Police, Fire, & Ambulance Overtime Analysis through 8/31/23.
- Update of Police Pending Forfeitures through 7/31/23.
- Bidding of CD Investments- 2 investments were bid this month: 1) \$5M to IPAIT for 90 days at 5.32%; and 2) \$2M to IPAIT for 182 days at 5.40%.

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.
- Add free standing rack to PD server room.
- Move switches to new rack and clean up cabling for the PD.
- Change network connection for Cemetery.
- Look at upgrades to fiber ring.

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

- Strategic investment of bond proceeds to maximize return while allowing for orderly drawdown.
- Annual self-insured health plan filings with State.
- Begin work on FY23 Street Finance Report.
- Completion of admin policies on timekeeping and employee badges, in cooperation with HR.
- 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.
- Coordination with goal-setting consultant on this fall's process.

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	AUGUST 2023	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	69	536
EMS	475	3,653
Total Calls for Service (Fire & EMS)	544	4,189
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
450	15	9
Personnel Training Hours		
Fire	933.07	9,147.70
EMS	303.75	2,875.60
Total Training Hours	1236.82	12,023.30
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	198	1,751
Existing Building Inspections	26	145
Plan Reviews	52	220
Fire Investigations	1	26
Liquor/State License Inspections	17	104
Community Involvement		
Public Tours of the Fire Station (Number)	7	18
Public Fire Safety Appearances/Trainings (Number)	2	21
EMS/Fire Students - Ride-Along	2	93
Preceptor Training Hours	16	920
National Fire Statistics -YTD 9.1.2023		
	Line of Duty Deaths	Civilian Fire Deaths
	55	1,423
Fire Property Loss Report – Mason City		
Estimated Property Value	\$1,010,285	\$11,349,715
Estimated Property Loss	\$41,750	\$3,605,012
Total Saved	\$968,535	\$7,744,703
Overtime Hours		

Fire	13.50	925.45
EMS	227.00	1814.75

Significant Events

08/25/2023 Building Fire 24 5th 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	1	4
Development Services	12	17	29
Engineering	16		16
Finance	11		11
Fire	47	1	48
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maint	66		66
Police	46		46
Recreation	7		7
Youth Task Force	3		3
Grand Total	241	27	268

Plus 210 Seasonal employees

Staffing

Activity

Hiring Activity:	<ul style="list-style-type: none"> - Police Officer-9 openings (Police): Conducted new recruitment in late July/August using new marketing company. Testing scheduled in early September. - Police Sergeant - 1 opening (Police): Filled with internal promotion pending Council approval in September. - Firefighter/Paramedic - 1 opening (Fire): Interviews conducted in August and offers will be made in September.
------------------	---

	- Water Distribution Worker - 1 opening (Engr): Filled with internal job bid subject to Council approval in September.
	- Community Service Officer - 1 opening (Police): Testing and interviews conducted in August. Offers to be made in September.
	- Parks Maint Worker - 1 opening (O&M): No internal candidates interested, interview external candidates in September.
	- Police Utility Person - 1 opening (Police): Began recruitment in August. Testing and interviews scheduled for September.
	- Transit Driver - 4 openings (Dev Serv): Hired 1 and conducted interviews and made job offers to 3 additional candidates, to start in September.
	- 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 part-time staff
Turnover:	- 1 retirement, 1 regular part-time, and 7 seasonal employees.
Employee Orientations/exit interviews:	- Conducted 2 new hire orientation sessions.
Recruitment Strategy:	- Held follow-up meetings with new marketing company for police recruitment marketing efforts and with the dept for planning of future recruitments.
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. Participated in follow-up meeting.
Civil Service Commission:	- 1 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

Retirement Recognition:	Assisted with employee retirement recognition event.
Employee Impact Awards:	Coordinated employee impact award presentation.
Wellness Program:	- Wellness committee meeting held during the month.
Employee Activities:	- Assisted with employee Smokeshow luncheon event for all employees.

Benefits

Activity

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

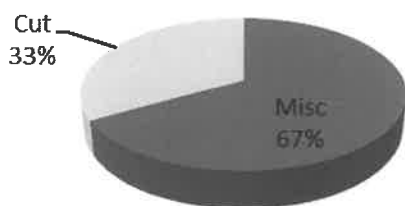
Miscellaneous

Activity

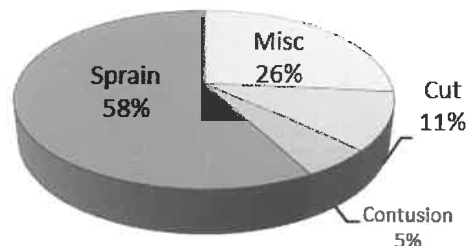
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
Community Engagement:	- Participated in presentations for school district staff at City Hall.

Safety Statistics	Month	2023 YTD	2022 YTD
# of Work Comp Cases	3	19	15
# of OSHA Injuries	3	18	15
# of Days Missed	0	60	26
# of Employees Off	0		

Aug Medical Cases



YTD Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Date: August 2023

Museum Happenings

Gallery attendance	723
tour attendance	0
event attendance	109
Classes	191
Playground	95
Outreach	89
TOTAL	1207

Classes:

- (8/5) Merepeople & Creative Sea Treasures-6 children
- (8/7-8/11) Summer Art Camp II- 19 children
- (8/19) Kids' Club: 24 children & 9 adults stayed
- Stained Glass: 5 Adults
- (8/24) Art Bugs: Dino Chop: 14 adults & 12 children
- (8/26) Beginning Watercolors: 12 adults

Events:

- (8/11) Summer Art Camp Reception: 31 adults & 11 children
- (8/12) Family Gathering: 15 adults & 5 Children
- (8/17) Photo Show Reception: 24 adults & 1 child
- (8/25) NI Photo Show: 8 Adults
- (8/24) VMC Filming: 5 adults & 1 child

11: City Memberships

14: Businesses

203 Members

Partnerships:

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

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 prepared for fall classes during the mid months of August. This included purchasing supplies, make examples, creating advertising. Class flyers were sent to the printers and included in the August utility bill.

The Museum also worked on its signature fundraiser, Artoberfest which is set for October 13th. This year the Museum will host comedian Day Peace instead of a band as a form of entertainment. Sponsorships were finalized and launched ticket sales. Tickets are \$50 to the event.

The Museum began to prepare for winter by touching up chipping paint on the exterior. They also removed a tree that was planted too close to the building many years ago which began to over grow its location and cause complications. Shrubs will be infilled in that area. The Museum also had a great deal of work to keep the lawn in good condition with the dry weather. The Museum moved the blue blocks inside due to the days getting shorter and extreme heat.

The Museum hosted an intern over the summer. The intern worked on a variety of promotional materials for the Museum for upcoming events. Examples include Holiday Open House, a Membership Drive, Holiday Shopping in the Museum gift shop, and other small promotions for things such as classes.

Exhibitions:

43rd Annual Cerro Gordo Photo Show

Center Space Gallery August 11 – October 7, 2023

Award winners have been named in the *43rd Annual Cerro Gordo Photo Show* at the Charles H. MacNider Art Museum. Forty-three entered photographs by twenty-four artists were chosen for the exhibition by a panel of judges. Judges for this year's competition were *42nd Annual Cerro Gordo Photo Show* Best in Show award winner, Margo Underwood, and Jackie Bohl, MacNider Art Museum Receptionist.

The Best in Show award of \$150 was given to Alanna Davison of Plymouth for her photograph entitled *A Deep Look Into Winter's Creek*. Ann Beasley of Mason City received the second award of \$100 for her wildlife photograph entitled *Galapagos Tortoise*. The third award of \$50 went to Ella Petree of Mason City for her film photograph, *Morning Reflections*.

Honorable Mentions were awarded to Bruce G. McKee of Mason City for the digital photograph, *The Power & Beauty of a Storm*, Mary Varnum of Plymouth for her action photograph, *Hang Onto Your Hat!* and Alanna Davison of Plymouth for her digital photograph, *Sunset Wish*.

The exhibition is on display through Saturday, October 7, and is sponsored by the Safford and Lena Lock Photo Endowment Fund. Admission to the Charles H. MacNider Art Museum is free

of charge. Please visit the Museum's website www.macniderart.org or call 641-421-3666 for the most up-to-date visitor information and hours.

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.

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Eliminating a failing manhole at 1st and North Delaware. Previously had a valve in it.
We had one Main Break in August.

Replaced 3 mainline valves.

Replaced 4 Hydrant Leads and Hydrant Valves at were 4" lines. 3 of these required moving the hydrant to a new location. Updating the Hydrant lead to 6" when and where available allows for better fire protection in the neighboring areas.

Installed 2 replacement Flush Yard Hydrants in Central park as the previous ones had met end of service life

Fixed an air relief valve that had been hit and damaged.

Completed 2 live taps for contractors.

Internal Service Division:

Service and repair 20 Street Department vehicles

Service and repair 7 Police Department vehicles

Service and repair 6 Fire trucks and ambulances

Service and repair Code Enforcement vehicles

Service and repair Water Reclamation vehicles

Service and repair 9 Sanitation vehicles

Service and repair Park vehicles

Service and repair Water Supply vehicles

Service and repair 3 Water Utility vehicles

Service and repair Engineering vehicle

Serviced Generator at City Hall

Service and repair 1 Development vehicles

Electrical:

Street light repairs

Traffic signal repairs

Roof Lights City Hall

Made repairs at Wastewater
Repaired parking lot lights Southbridge Mall
Worked with Arborist Crew/Wastewater

Wastewater Division:

- Wastewater treatment:

Monthly Total:	130.978	million gallons
Daily Average:	4.225	million gallons per day
Daily Maximum:	4.724	million gallons per day
Sludge processed	1.96	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 4
- Replaced 4 box outs
- Helped street department with storm sewer cleaning

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on nine Industries.
- Completed DNR Monthly Operating Report.
- Performed laboratory analysis on plant samples.
- Issued 3 NOVs to Industries
- Received DMRQA results back - passed
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Annual sampling of 3 industries completed

Activities planned for next month at the water reclamation plant:

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

Special Activities/Accomplishments of particular note:

- Had new front tires put on JD tractor
- Changed oil in all small air compressors
- Repaired several drip traps
- Allied Systems replaced oil seal on digester recirc pump
- Check all pump oil
- Mowed plant grounds

- Removed digester mixing pump for repair
- Performed general maintained on UV system
- Installed rebuilt recirc pump for heat exchanger two
- Replaced expansion tank in thickener basement
- Meeting with WHKS
- Training for hauling biosolids
- Replaced V-belts on both lagoon mixing pumps
- Replaced solenoid valve on Polyblend pump
- Investigated why transfer pump is pumping slow

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	628.66 tons	4,239.52 tons
Recycling collected	50,000 pounds	442,021 pounds
Yard waste collected	81.6 tons	551 tons
Large item number of stops	59	329
Materials collected:		
Large furniture	24	196
Small furniture	32	178
Tubs & toilets	3	22
Appliances & TVs	26	89
Electronics	1	4
Request for service calls	333	2,238

Street Division:

Street Sweeping
 Hot Patch Potholes
 Repaired 21 Street Signs
 Equipment Maintenance
 Painted over Graffiti
 Arborist trees 37 removed/ 39 trimmed
 Pick up dead deer on city right of way
 Storm Sewer Repairs 10
 Repaired gravel streets and shoulders
 Delivered barricades for Friday Night Live
 Set out barricades
 Installed delineators for railroad quiet zone
 Hauled Mulch
 Grind Tree Stumps

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/shut pool down for year
Mowed and trimmed at all Parks
Clean shelters
Repaired and repainted bridge at duck pond
Interstate Park cleaned up trees on trail
Repaired drinking fountain West Park
Cleaned up a tree that fell on the trail between Eastbrook and NIACC
Cleaned up branch that fell at the arboretum
Filled in along trail after Heartland Paved
Playground equipment repair
Cleaned up around the Plaza
Removed dead trees in river and weeds around old dam in East Park

Police Department

Reported by Jeff Brinkley, Police Chief

Patrol

Call Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
Total Calls for Service	1329	1276	1518	1575	1700	1783	1794	1772	12747
Alarm - Business	23	35	33	32	48	40	43	46	300
Animal	33	40	55	55	61	74	65	81	464
Burglary	13	9	15	19	17	19	12	17	121
Collision - Prop Damage	83	71	64	61	58	55	59	67	518
Collision - Pers Injury	5	5	5	5	10	7	13	11	61
Collision - Hit and Run	11	22	14	9	16	12	19	14	117
Disorderly	97	82	118	136	119	147	116	147	962
Domestic - Physical	4	13	12	10	15	13	14	15	96
Domestic - Verbal	32	17	30	27	24	25	26	16	197
Fireworks	4	0	0	1	1	31	79	2	118
Harassment	28	42	50	65	73	59	64	58	439
Medical	91	0	113	88	96	89	92	107	676
Motorist Assist	40	33	21	24	23	25	29	20	215
Parking	60	36	37	38	48	37	45	51	352
Stray Animal	24	36	53	47	56	46	71	67	400
Suspicion	125	143	169	187	175	258	232	223	1512
Theft	61	53	86	57	66	63	80	98	564
Welfare Check	117	114	109	110	118	110	121	106	905

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	YTD
Arrests	86	104	112	96	98	124	140	131	891
New Investigations	350	358	378	386	383	413	454	475	3197
Traffic Citations	152	292	264	185	54	141	146	143	1377
Written Warnings	104	160	108	101	100	118	62	81	834
Crash Reports	86	80	65	64	67	66	74	75	577
Parking Tickets	264	193	333	13	17	19	10	23	872
Traffic Stops	209	378	277	232	119	219	158	158	1750
Extra Patrol Checks	893	618	549	488	451	458	533	689	4679
Business Checks	51	24	31	28	36	23	39	14	246

Offender Checks	17	21	20	19	10	21	30	37	175
Open Records Requests	461	442	467	511	557	546	328	758	4070
Dogs to Shelter	11	18	22	15	24	18	24	20	152
Cats to Shelter	17	15	17	12	42	23	45	44	215

On August 12, patrol tried to stop a suspect in a retail theft case. The suspect fled and drove into a field, where his vehicle became inoperable. After officers were able to secure the area and use a drone, the suspect's hiding place was identified and he was taken into custody.

Officers also worked an investigation with the Department of Health and Human Services into dependent adult abuse. That case has been completed and a warrant has been issued for the suspect.

Second Detail also worked a crash involving a motorcycle that hit a vehicle in traffic. The motorcycle then caught fire and was extinguished at the scene. During the investigation, officers found the motorcycle was stolen. A warrant has been issued for the rider, who fled the scene prior to officers arriving.

Third Detail investigated a fire at the Econo Lodge with the Mason City Fire Department. An employee was arrested in that case and charged with arson. The case is pending in court.

Their shift also investigated a random vandalism case at a local retail establishment. Using some creative investigative work, a suspect was identified in the case. An arrest warrant has been issued in the case.

Criminal Investigations

The Criminal Investigation Division continues to work a wide variety of cases and follow-up investigations that often include sexual assaults against adults and children, stalking, harassment, and child abuse, among other things.

This month investigators also worked with partner agencies from around Iowa, Nebraska, and Minnesota on a major burglary investigation that culminated in a search warrant in Mason City.

Support Services

For the month, the Crime Victim Specialist followed up on 125 cases, including five in-person visits. Assistance was provided to four people with Crime Victim Assistance applications, three times the CVS assisted the County Attorney's Office, and four clients were referred to Crisis Intervention.

During August, CVS Courtney Moretz was key to a couple of big outreach opportunities for MCPD. First, she worked with Friends of the Family to bring back National Night Out 2023 at the Mason City Arena. She also represented MCPD at the Community Health Center Back to School Block Party. We are grateful for Courtney's willingness to help us with connecting with our community.

MCPD responded to 152 animal calls for service in August. We continue to see high numbers of animal calls and stray animals coming into shelter. This month, we have five animal bite cases – all dogs. We filed twelve charges for a variety of animal offenses. There were 64 animals taken to shelter – 20 dogs and 44 cats.

Administration

We had one new officer graduate from the Iowa Law Enforcement Academy in August. We have one officer at basic ILEA in Johnston and one at the intermediate academy at Hawkeye Community College. We also completed taking applications for police officer on August 30. Testing for those applicants will be on September 9. We just had two officers complete field training and two more that are in Phase 2.

We opened bids for the MCPD Remodeling Project on August 22. They were reviewed by city staff and a recommendation to proceed is going before the City Council at their meeting on September 5. We will work with the contractor to establish a schedule as soon as it is approved.

On August 31, Chief Brinkley had a chance to attend a local meeting with the leadership of the Iowa Department of Health and Human Services at YSS North Iowa. The focus of the discussion was working together to get placements for DHS-placed clients that were appropriate for their needs. Mason City is home to some organizations that serve these youth and we want to try to get kids into the best placement for their circumstances. DHHS did share that their “families first” approach has been working well and they will continue to work to start there with placing kids before going outside of their family.

Public Library

Reported by Mary Markwalter, Library Director

	Jul	Aug	YTD	LYTD
Adult Fiction	1368	1251	2619	2845
Adult Non Fiction	460	417	877	880
Large Print	766	841	1607	1561
Adult Books Total	2594	2509	5103	0
Young Adult	481	398	879	1306
Juvenile Fiction	1986	1503	3489	3803
Juvenile Non-Fiction	344	211	555	671
Middle School	412	324	736	367
Children's Books Total	2742	2038	4780	0
TOTAL BOOKS	5817	4945	10762	11823
Audio/CD/Playaway	230	144	374	454
Video Games	83	75	158	89
Periodicals	178	106	284	242
Software	0	0	0	0
Other (puppets	7	4	11	20
All other physical items	90	79	169	0
DVD	881	808	1689	1883
Tumblebooks	23	27	50	17
Creativebug (users)	19	16	35	42
World Book Online	160	56	216	240
Chilton's Online	50	73	123	26
Gale	67	0	67	0
Transparent Languages	521	575	1096	639
Brainfuse	2	1	3	49
Bridges	2373	2461	4834	4121
Newsbank	75	30	105	119
Hoopla!	1149	1191	2340	1820
Total Electronic Usage	2064	1968	4032	0
Total-Other	5818	5567	11385	9761
Grand Total Circ.	11635	10512	22147	21584
Item Records Added	364	567	931	1070
Patrons Registered	95	91	186	200

Renewals	646	716	1362	1653
Holds Filled	341	329	670	565
Holds Placed	504	468	972	896
Discs Cleaned	0	0	0	0
Photocopies	3150	2859	6009	9306
MeetingRoomGuests	723	380	1103	2472
Meeting Room Used	208	110	318	284
SILO request unfilled	4	4	8	11
SILO request filled	32	32	64	0
SILO MCPL Request Filled	5	5	10	8
SILO MCPL Request Unfilled	0	0	0	32
Attendance	12000	10000	22000	19400
Children's Programs	15	0	15	11
Childrens Program Attendance	1601	0	1601	1109
Young Adult Programs	10	2	12	7
YA Program Attendance	283	11	294	271
Adult Programs	18	11	29	20
Adult Program attendance	551	123	674	251
In Library Use	600	619	1219	2500
Faxes Received	11	4	15	9
Faxes Sent	42	130	172	86
Scan	200	159	359	0
Handouts	5400	2000	7400	8500
Genealogy Referrals	0	1	1	2
Archive Referrals	25	21	46	19
Photo Prints	13	14	27	43
OCLC Borrowed from MCPL	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0
Reference Questions	3500	2853	6353	7000
Internet Users	700	402	1102	1025
WI-FI Sessions	1659	1773	3432	3499
Microfilm Users	8	3	11	4
MyLibro App	3725	3801	7526	0
Website Visits	3089	3022	6111	4399
TOTAL PUBLIC SERVICES	39562	30535	70097	64746
GRAND TOTAL SERVICE UNITS	51197	41047	92244	86330
VOLUNTEER HOURS	40	25	65	66

Recreation Department/Highland Park Golf Course/Mason City Arena

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Process Time Cards
- Order Supplies
- Update the City's website and channel 4
- Specialty Youth Camps
- Audited 9 first aid kits
- Ran Adult and Youth Tennis Program
- Ran Adult Slow Pitch Softball
- Ran Fun N Sun
- Ran Before and After School Programs at three different locations

Daily Participation Rates:

Total People Served in 2023 through August: 258,424

Total People Served in 2022 through August: 252,434

Nights stayed at MacNider Campgrounds in 2023 through August: 4,041

Nights stayed at MacNider Campgrounds in 2022 through August: 3,959

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 3 new fall staff
- Held 4 pool parties at the Family Aquatic Center
- Addressed Fall & Winter Staff needs (email/letter)
- Did marketing outreach at John Adams Middle School and Lincoln Intermediate
- Closed out all Spring and Summer Programs
- Read through Spring and Summer Program Evaluation
- Recruited and ran background checks for 75 youth coaches (soccer and football)
- Launched the Before and After School Program at Hoover, Harding, and Roosevelt Elementary
- 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 Before and After School Programs
- Run the Campgrounds
- Run Youth Soccer

- Run Youth Flag Football
- Run Tiny Tot Flag Football
- Run Tiny Tot Soccer
- Run Youth Tennis
- Run Youth Archery
- Run Adult Softball
- Run Adult Tennis
- Run Adult Archery
- Continue addressing Fall & Winter Staff needs (email/letter)
- Host a First Aid and CPR Classes for staff

Multipurpose Arena Monthly Activities:

- Daily Participation Rates in 2023 thru August: 59,089
- Daily Participation Rates in 2022 thru August: 51,923
- Hosted National Night Out
- Held a Crowder with special guest Hulvey Concert
- Held a Riverhawk Booster Club Meeting
- 1st Citizen Economic Forum
- Met with MCYH on upcoming season and expectation for both agencies

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to support MCYH and hold events in the MPA

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2023</u>	<u>2022</u>
Family	29	33
Class A	172	172
Class B	42	29
Youth	20	28
Daily Cart and Green Fees	\$145,343	\$106,353
Concession Sales	\$97,234	\$76,095
Rounds Played	13,642	13,237

Highland Park Golf Course Special Activities/Accomplishment:

- Hosted the Pats Outing – August 6
- Ran the Men's Senior Amateur – August 8
- Hosted Mason City Youth Hockey Outing – August 12
- Ran the Ladies Club 4 Gal Best Shot – August 17
- Hosted the Tall Boy Classic Sport Page Outing – August 19
- Ran the 4 Person 8 Inch Cup – August 20
- Ran the Highland 2 Person Best Shot – August 27
- Hosted the Midwest Senior (Phoenix) Tour – August 30
- Hosted a High School Tournament

Highland Park Golf Course Work to Done in Coming Month:

- Run the Highland 1 Person Best Shot Tournament – September 17
- Host 2 Mason City High School Home meets
- Host Cargill Outing – September 21
- Host Curries Outing – September 24
- Continue to monitor for grubs, cutworms, fungal diseases and summer stress on greens
- Aerify greens
- Prepare for fall conditions leaf vacuum order plant protectants
- Fall spray clover and other broadleaf weeds

August 2023 Agronomy Report

Highland Park Golf Course

By Eli McGallian

In addition to routine golf course maintenance, greens and approaches were fertilized. Sand was added to many bunkers to improve playability. Trimming of low hanging tree branches was performed to improve playability and ease of maintenance. Select “no mow” areas on hole 5 and between holes 12 and 14 were reclaimed as rough to reduce the number of lost balls and increase the pace of play. Weed control was also performed in the green surrounds. After three of our seasonal staff returned to school, we focused primarily on routine golf course maintenance. The precipitation total for August was approximately 2.9 inches. About 2.5 inches of that total was received August 7th through August 14th.

Irrigation was required for a majority of the month. Most of my time again in August 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 most parts are no longer available. Currently we have leaky valves on holes 4, 5, 9, 10, 15, 16, 17, & 18, 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 holes 2, 4, 6, 7, & 9. 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 has repaired a couple of the leaks, but it still needs a bit more work. The Toro 3300 deck mower has been unreliable. 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 was operational for about two weeks. The MTI tech worked with Toro to acquire a new deck and other parts under warranty. The parts are supposed to arrive at MTI sometime this week. MTI is planning on picking up the mower and performing the repair work soon.

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of August 2023:

- Volunteer supplies, bags for litter cleanup coordination.
- Assisted, find volunteers for weeding and cleanup project at city parks.
- Attended Meeting 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 and updates.
- Sent emails to update Beautification volunteers on any changes.
- Flower Gardens: assisted gardeners with issues that have come up.
- Updated volunteers on new projects that have been requested for assistance.
- Updated pictures of Beautification Gardens.
- Worked with Beautification vendors to get invoices paid.
- Worked with community service individuals.
- Worked with two volunteer groups looking service projects.

Routine Activities:

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

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects	127.25
Recreation	Bikes	4.0
Beautification	Garden Maintenance/Cleanup	218.5
Earth Day	Willow Creek Cleanup/Misc.	208.25
457	Maintenance	126.0
Departments	Misc. Projects	44.0
Total Hours		725.0

Youth Task Force

Reported by Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

Grant/Budget Updates:

- 8/2-IDPH year end status report was approved
- 8/9- Jess & Marti met about the GHV subcontract for IDPH mentoring grant, submitted on 8/23
- 8/17- Visited with Central Springs and Forest City school staff about OJJDP grant. Still no updates
- 8/30-Jess visited with Rachel VanHauen about the Alliant Foundation grant, as she needs to upload the request as the Grant Administrator
- 8/30-Marti and Jess met about doing an application for the Hanson Foundation pending the outcome of the OJJDP grant. This grant would help the expansion into the Forest City School District.
- Marti completed monthly timesheets and billings for all grants

One on One Mentoring

- 8/8- Mentee referrals from Cook County. Visited with Exec member about referral.
- 8/8-Mentor training at YTF office
- 8/28- Presentation at Cerro Gordo County Extension office for their annual meeting

North Iowa Teen Mental Health First Aid (tMHFA) Project

- Contacts were made to staff at MCHS, Mason City Alternative, Northwood-Kensett, and West Hancock.
- NIPA guide website reviewed

STAFF / OTHER

Other meetings/events attended:

All Staff-

- 8/10 – Back to School Community Block Party
- Facebook updates on mentoring and mental health

Heather-

- 8/13 – End of Summer Family Celebration
- 8/16 – CHIP, Mental Health Workgroup Meeting

Marti-

- 8/10-Eyes/P4C Meeting
- 8/8-North Iowa Addiction Prevention Alliance

Jess-

- 8/2- City Dept Head meeting
- 8/24-Mentee Approved Strategies for Addressing Tough topics
- 8/28-Improving tomorrow Workgroup webinar

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