

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

September 2023

(Issued October 13, 2023)



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

Airport

Reported by David Sims, Airport Manager



Date: September 2023

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 9/1/2023 – 9/30/2023	22,795 Gallons	60 Buses
Enplaned 509 Deplaned 487		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at September 2023 Airport Commission Meeting
- Continued construction of the new Passenger Terminal
- Continued construction of the new T-Hangar Building
- Staff attended annual Live Fire Training at Eastern Iowa Airport in Cedar Rapids
- Received Iowa Department of Transportation Grants for Capital Improvements and Marketing

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the October 2023 Airport Commission Meeting.
- Advertise for Bids the Commercial Terminal Project
- Approve Iowa Department of Transportation Grants for Capital Improvements and Marketing
- Continued construction of the new Passenger Terminal
- Continued construction of the new T-Hangar Building
- Begin Design on State Funded Project to Build new Maintenance Storage Building
- Approve New Off-site Car Rental Agreement

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of September:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meeting, one Special and one Closed 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 21 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 14 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 \$260.00 in animal license fees and \$255.00 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.

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 September. There is currently one pending application, which will be considered by the Grant and Forgivable Loan Review Committee in October. 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 affordable 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:

- Foundations have been poured for the new Federal Avenue Rowhomes, 11 new units at the SE corner of North Federal and 2nd Street NE. This project puts a long-underutilized City owned lot back on the tax roll and brings more downtown residents.

- Construction of the River II apartments continues. Interior work is underway, and the path along Willow Creek is nearly complete.
- 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 November. This new store will be located off of Commercial Alley next to The Hungry Mind, behind Simply Nourished.
- 122 5th Street NE, a long vacant apartment house, is being renovated into four apartments. This project is using BuRLS grant to subsidize the required fire protection system.
- Eight applications were submitted for a rooftop solar array & residential, 1 commercial).

DIVISIONAL REPORTS

Development Review Committee: 4 meetings held in September 2023.

DRC Activity	September 2022	2022 YTD as of 9/30/22	September 2023	2023 YTD
Total Development Plans Reviewed	5	48	10	68
Concept plans reviewed/approved as a Minor Site Plan	3	21	4	31
Concept plans to be resubmitted as a Major Site Plan	0	16	3	26
Total Concept Plans	3	37	7	53
Major Site Plan Reviews Completed	2	11	3	11
Preliminary Plat of Subdivision	0	1	0	1
Final Plat of Subdivision	0	2	0	0
Other Reviews (structure moves, etc.)	0	11	0	8
TOTAL ITEMS REVIEWED	5	62	10	72
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	3	0	9

PLANNING AND ZONING DIVISION

Activity	September 2022	2022 YTD as of 9/30/22	September 2023	2023 YTD
Commercial, Principal Structure	1	17	4	25
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	5	49	11	69
Residential, Accessory Structure	7	46	4	38
Signs	5	34	1	17
Floodplain	2	11	0	6

Activity	September 2022	2022 YTD as of 9/30/22	September 2023	2023 YTD
Sidewalk Service Area Permits	1	3	0	1
Zoning Board of Adjustment Cases				
Appeal	0	0	0	0
Conditional Use Permit	1	2	0	1
Special Exception	1	9	0	7
Variance	1	8	1	6
Planning and Zoning Cases:				
Alley or Street Vacation	0	0	0	1
Change of Zone	0	1	1	4
Miscellaneous	0	1	0	1
Preliminary Plat	0	0	0	0
Site Plan Approval	0	0	0	4
Zoning Ordinance Text Amendment	0	2	0	1
Land Subdivision Activities:				
Boundary Line Adjustments	0	4	3	3
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	1	12	0	3
Zoning Violations				
				0
Reported	1	22	3	35
Unfounded	0	1	3	7
Founded-Resolved without citation	1	14	3	17
Citations	0	0	0	0
Cases initiated by staff	0	19	3	28
Zoning Inspections				
Zoning – Case Request	1	19	3	36
Zoning – Complaint	0	2	0	1
Zoning –Setback	3	19	0	20
Zoning - Final	0	11	0	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	42	320	35	288
Floodplain Reviews Completed	104	648	69	511
Historical Reviews Completed	2	34	3	23

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	September 2022		September 2023		2023 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	34	\$2,336,094.70	27	\$3,228,670.79	219	\$52,465,340.70
Minor Building Permits	48	\$503,604.61	32	\$596,902.09	216	\$3,820,199.55
Electrical Permits	29	N/A	32		199	\$0.00
Plumbing Permits	14	N/A	12		103	\$0.00
Mechanical Permits	35	N/A	19		191	\$0.00
Sign Permits	4	\$23,830.00	1	\$630.00	21	\$303,868.45
Demolition Permits	1	\$2,000.00	3	\$7,126.50	19	\$900,226.50
Structure Moving Permits	0	\$0.00	3	\$60,000.00	3	\$60,000.00
Total	165	\$2,865,529.31	129	\$3,893,329.38	971	\$ 57,549,635.20
Inspections	September 2022		September 2023		2023 YTD	
Inspections Completed	200		136		1460	
Permits by Type	September, 2022		September 2023		2023 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition / Remodel
Residential: 1 and 2 family	1	74	1	53	5	351
Multi-residential	0	0	1	0	1	0
Commercial	2	5	1	2	11	61
Industrial	0	0	1	0	3	5
Institutional	0	0	0	0	0	3
Other (signs, demo, etc.)	0	5	0	7	0	43
Fees Collected	September 2022		September 2023		2023 YTD	
	\$23,708.70		\$25,721.55		\$248,779.28	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	September 2022	2022 YTD as of 9/30/22	September 2023	2023 YTD
Total Requests Initiated (not including snow/ weeds ¹)	95	879	72	818
Staff Initiated	63	545	44	472
Non-Staff Initiated (total):	32	334	28	346
Response to Complaint	11	99	8	130
Anonymous Complaint	16	154	13	148
SeeClickFix	5	81	7	68
Case Requests Disposition				
Founded Case Requests	95	847	72	810
Citations Issued	4	6	1	9
Cases to Court	1	10	3	14
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	5	15	3	21
Dangerous Building	2	10	2	27
Abandoned Vehicle	0	9	0	7
Tree/Shrub Maintenance	0	5	2	18
Garbage	27	176	20	160
Inoperable Vehicle	1	13	1	37
Junk, Rubbish or Refuse	28	328	6	112
Other	6	145	6	67
Writ of Removal	1	26	2	23
Information Request	25	119	30	351
Snow Removal/Weeds & Tall Grass	73	644	51	944

Rental Inspection Report	September 2022	2022 YTD as of 9/30/22	September 2023	2023 YTD
Inspection Requests				
Initial Inspections	69	453	36	289
Reinspections	43	367	29	240
Inspection Requests	13	74	11	87
Total Inspections	125	894	76	616

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	September 2022	2022 YTD as of 9/30/22	September 2023	2023 YTD
Inspection Results				0
Inspections Cancelled by Landlord	0	3	0	0
Inspections Cancelled by Inspector	0	1	0	0
Failed Inspections	31	188	13	110
Passed Inspections	82	615	50	405
No Shows	0	16	0	6
Unfounded	4	10	3	15
Unavailable/Denied Entry	0	2	0	0
Pending Inspections		0	0	19
Units White Tagged	8	58	9	59
Rental Dwelling Certificates Issued	109	687	26	270
Total Fees Collected	\$ 2,760.00	\$ 29,710.00	\$ 2,550.00	\$ 22,610.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Task	September 2022	2022 YTD as of 9/30/22	September 2023	2023 YTD
Transit				
Fixed Route	9,074	84,808	9,938	96,730
Paratransit	3,512	29,899	3,171	32,840
Safety Training				
New Employees Trained	7	82	3	74
Completed Training Sessions	173	2,560	32	2,394

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>
September	2	12%	15	88%	17
FY to Date	15	30%	36	70%	51

Burials this month were below 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>
September	1	0	1
FY to Date	16	3	19

Lot sales were below projection and niche sales were below 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, History Walk

Operations –Burials, Summer projects on cemetery grounds

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

Engineering Department

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

Engineering Division:

○ Engineering	
● DRC Site Reviews	9
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	2
▪ New Installation	0
▪ Disconnect	0
▪ Storm Sewer	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	0
▪ Repair	0
▪ Disconnect	0
● Water – Residential	
▪ New	1
▪ Repair	0
▪ Disconnect	0
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	8
▪ Approach New	0
▪ Approach Repair/Replace	2
▪ Curb & Gutter	0
▪ Curb Cut	3
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call Utility locates	1,034
● Emergency Call-out	13
● Emergency Call-out after hours	3
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	8
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	6
▪ Review contractor Traffic Control Plan	1
● Permit Review & Approval - City	

▪ Commercial Building	0
▪ Residential Building	0
▪ Demolition	3
▪ Remodel or Addition	4
▪ Moving	3
• Permit Fees collected	\$1,130.00
• 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. Final quantities were measured and tabulated for final approval. Acceptance of the work and approval of final payment is anticipated to be on the agenda for the October 17th meeting of the City Council.

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 intersection of 7th Street SE and South Delaware Avenue and 6th Street SE just south of Monroe Park. The contractor is currently working on street repairs at the intersection of 12th Street NW and North Pierce Avenue. The southwest corner radius at this intersection will be modified to better accommodate North Pierce Avenue traffic turning eastbound onto 12th Street NW. Following this improvement, the remaining work on this project will consist of right-of-way restoration and seeding.

2023 Street Rehabilitation Program:

Heartland Asphalt Inc. (Heartland) and their subcontractors continued working on the project. All the sanitary sewer manhole adjustments have been completed on North Jackson Avenue between 4th Street NW and 9th Street NW and on South Grant Avenue from 10th Street SW to 8th Street SW. Following the manhole adjustments, a concrete boxout was constructed around each manhole cover.

The milling and HMA overlay work is expected to be completed on the two remaining streets by the end of October. The remaining streets are 13th Street NE and North Eisenhower Avenue. 13th Street NE between North Federal Avenue (US 65) and 12th Place 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.

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 completed the construction of the barrier railing as well as the approach paving. Abutment subdrains were also installed and the area backfilled. Both bridge approaches were paved during the week of September 18th. The remaining work consists of HMA shoulder paving, longitudinal grooving and guardrail installation. Heartland Asphalt is scheduled to pave the HMA shoulders the week of October 9th. Work is expected to be completed and 12th Street NE reopen to traffic by the end of October.

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 Council approved Amendment No. 1 to a Professional Services Agreement for Final Design and Right of Way Acquisition for Temporary Easements at 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 was held on September 7th, staff from the Engineering Department, IDOT and SEH were in attendance. Several topics were discussed 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 plan changes with EN Trust Solutions Group, the Alliant Energy hired Design Engineer, for their gas rebuild and relocate project. Revised plans were reviewed, approved and the IDOT permit for use of Highway Right-of-Way for Utility Accommodations was signed. A preconstruction meeting will be scheduled for early October and the tentative start date is October 16th. The gas project will be along the US65 corridor between 27th Street South and 8th Street South.

Alliant Energy, and their contractor Michels Power, continued to relocate their overhead utility underground. Existing utility poles throughout the corridor will be removed or relocated to make room for highway improvements.

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

The SEH survey team concluded Phase 1 inspections by mid-September. City staff assisted the survey team with help accessing several of the structures that the team could not open. The SEH design group is currently working on existing conditions modeling. A progress meeting is scheduled for October 10th with Engineering Department Staff to discuss the findings and talk through alternatives for flood mitigation.

The SEH 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.

Fixture adjustments have been completed on Stage 1. These fixture adjustments were needed to bring water valve road boxes and sewer manhole cover back to the new street surface. Work on Stage 2 continued throughout the month of September with Bob McKiness Excavating and Grading Inc. (McKiness) completing all the boulevard grading associated with the project.

Custom Concrete completed all the concrete paving operations from Charles Place to North Carolina Avenue. These paving operations included street patching, driveway approach and pedestrian ramp replacements. A small retaining wall was constructed on the northwest quadrant of the North Pennsylvania Avenue intersection, this wall was needed to lower the pedestrian sidewalk landing to bring the ramps into ADA compliance. All of the new pedestrian ramps have cast iron detectable warning panels and have been constructed to meet the current ADA requirements. Heartland Asphalt Inc. (Heartland) is scheduled to begin Stage 2 surface milling on October 9th. After the surface milling is complete, Heartland will begin the placement of the Hot Mix Asphalt (HMA) base and surface courses. This work is expected to be completed by the end of the week of October 16th.

All of the work on Winnebago Way/1st Street NW is complete. Several areas along the right-of-way were reseeded during the month of September because the first application was not established.

As of the end of September the contractor had used 80 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:

The High Line Trail (Destination Iowa) will be a 10' wide Hot Mix Asphalt (HMA) trail extending between 19th Street SE and 13th Street NE. The new trail will be on City acquired former Union Pacific Railroad right-of-way as well as some "on street" segments. Bob McKiness Excavating and Grading Inc. (McKiness) performed the clearing and grubbing of vegetation along the entire length of the project during the month of September. Following the clearing and grubbing operation, McKiness graded the base for the path, then placed and compacted the modified subbase material. Heartland Asphalt Inc. (Heartland) mobilized during the last week in September. Heartland finish graded the subbase and placed the HMA base coarse paving from 19th Street SE to 1st Street SE. Heartland planned to continue with the HMA paving operation into October. The abandoned Union Pacific Railroad at-grade crossing on 15th Street SE was removed on September 25th and the 8th Street SE crossing was removed on September 27th. This work involved saw-cutting the existing pavement and removal of the rails, headers and adjacent pavement. Once removed, a temporary rock surface was placed. Custom Concrete will be performing concrete paving on this project. This work consists of replacing the removed street sections, sidewalk and curb and placing ADA compliant ramps at the street crossings. This work is expected to begin in early October.

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. The property had previously 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) completed the available work on the landing platform during the month of September. This work included the installation of the wooden decking and associated hardware. The landing work will not be complete until the railing is fabricated and delivered. Boulder 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 Tower Maintenance Program:

Inspections of the tanks as well as the warranty inspections on the Eisenhower and Kentucky Towers are tentatively scheduled for November 15th and 16th. 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 Grade Crossing – South Monroe Avenue:

The Iowa Department of Transportation (IDOT) manager of the Highway-Rail Grade Crossing Safety Programs reached out to the Union Pacific Railroad (UPRR) inquiring the status of the agreement in light of recent changes the UPRR has made to project requirements for maintenance agreements.

The railroad representative responded with: *“This is awaiting an expenditure authority due to UP cost contribution prior to execution. I am tracking and have asked for a status update. Renee, or I will update you when we know something.”*

Other Tasks Performed through the Engineering Department:

- Engineering Staff reviewed plans for an upcoming Iowa Department of Transportation surface improvements project on Highway 122. An HMA gutter resurfacing project is planned along Highway 122 from South Vermont Avenue to South Illinois Avenue. Multiple locations within the corridor will be milled and a new surface placed. A preconstruction meeting is scheduled for October 10th.
- 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, work is currently underway on South Illinois Avenue and on 4th Street SE (IA 122) east of the South Illinois Avenue intersection.

- Engineering Staff reviewed inspection videos of the storm sewer system near the new Cemetery Maintenance Building. 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. A survey of the cemetery street and building site is currently being planned, this survey data will be used for the development of a storm sewer reroute plan and an estimate of cost.

Traffic Division:

- Traffic Control
 - Sign work orders 5
 - Traffic Sign Orders 3
 - Streetlights
 - New Installation 0
 - Repair Request 2
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 5
 - Perform traffic signal repairs 9
 - Iowa One-Call locate reviews 844
 - Locate City-owned electrical utilities 17
 - Emergency Call-out 0

Other Tasks Performed by the Traffic Division:

- Installed a new loop detector at the intersection of 12th Street NE and Rhode Island Avenue.
- Continued to work on a solution for the 4th Street NE and Virginia Avenue pedestrian push buttons.
- Prepared and submitted orders for new replacement street signs.
- Respond to calls regarding streetlight repairs.
- Responded and performed troubleshooting on a call regarding the traffic signal issue at 4th Street NW and Grover Avenue.
- Assisting in preparing the final pay request for the Pavement Marking Program.
- Continued working on the School Beacon Project with Traffic Control Corporation.
- Worked on repairs needed to the damaged streetlight cabinet at the intersection of 2nd Street NW and North Federal Avenue.
- Responded to a report regarding an issue with the traffic signals at the intersection of 4th Street SW and Taft Avenue not functioning properly.
- Responded to a report regarding an issue with the traffic signals at the intersection of 4th Street SW and Grover Avenue. Signals were operating in flash mode.
- Repaired exposed wiring at the intersection of Crescent Drive and 4th Street SW.
- Repaired the pedestrian light at the intersection of 12th Street NE and Rhode Island Avenue.
- Continue working with CLTel on the traffic mobility software project.

- Removed graffiti from traffic signal cabinets and streetlights.
- Continued cleaning and servicing traffic signal cabinets for annual inspection and maintenance.
- Responded to and repaired the streetlights near the North Iowa Area Community Campus.
- Repaired the Uninterruptible Power Supply (UPS) at the intersection of 1st Street NW and North Federal Avenue.
- Performed a night-time streetlight survey.

Water Supply Division:

- Water Production

	<u>September</u>	<u>FY 2024</u>
• Total (gal)	133,186,000	410,375,000
• Daily Average (gal)	4,440,000	4,461,000
• Daily Maximum (gal)	5,007,000	5,210,000*
• Daily Minimum (gal)	3,747,000	3,737,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Repaired a broken flange for hypo circulation pump on the Sodium Hypochlorite Generator.
- CIP #3 and #4 EDR Trains.
- Replaced a hose on EDR #4, Line 3.
- Cleaned the degasifier for the Sodium Hypochlorite Generator.
- Flushed ECIP lines for top and bottom electrodes on #1, #2, #3 and #4 EDRs.
- Repaired an airline leak on EDR #4 Train.
- Repaired a 4-way valve on #2, #3 and #4 EDR Trains.
- Installed a new replacement exhaust fan in well house #7.
- Cleaned the brine blow down air relief valves on all EDR Trains
- Cleaned the off-spec vacuum relief valves on all EDR Trains
- 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	1,139
• Prepare and send service repair letters	16
• Monthly bacteria samples	30
• Collect project bacteria samples	4
• Check water quality at residents and businesses	12
• Correlate water main breaks and investigate for leaks	6
• Hydrant flow testing	0
• Hydrant Flushing	0
• Water Main shut down for repairs	8

- Water shut off for non-payment 3
- Water shut off for other 0
- Water service re-connections 0
- Assist with installation of Water Meters 2
- 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 7
 - New Installation 3
 - Disconnections 4

• Meter Department

	<u>September</u>	<u>FY 2024</u>
• Meters Installed	14	47
▪ Industrial	0	0
▪ Commercial	2	12
▪ Residential	12	35
• Meters Repaired	0	0
• Contractor and Garden Meters Recovered	0	1
• Contractor and Garden Meters Installed	0	3
• Meters Read	11,866	35,589
• Meters Ordered	0	0
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed September 2023</u>			<u>Meters Ordered September 2023</u>		
5/8"	8		Transferred	5/8"	60
3/4"	0			3/4"	0
1"	0			1"	0
1 1/2"	5			1 1/2"	0
2"	1			2"	0
3"	0			3"	0
4"	0			4"	0
Total	14			Total	0
<u>Meter Inventory October 1, 2023</u>			<u>Ordered</u>		
5/8"	57			5/8"	0
3/4"	13			3/4"	0
1"	6			1"	0
1 1/2"	9			1 1/2"	0

2"		32			2"	0
3"		14			3"	0
4"		4			4"	0
	Total	135			Total	0

Other Tasks Performed through the Water Supply Division:

- 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 hardness analyzer in the water treatment plant.
- Adjusted packing gland on Wells A1, #9, and #14.
- Assisted customer service and utility crew with a water main shut down.
- 3-year lead and copper sample results were mailed to participants.
- 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		
	September	Fiscal Year- to- Date
Prepare payable checks	581	1929
Prepare receivable invoices	89	171
Prepare payroll checks	728	2365
Certify invoices to County	25	106
Send letters to State Offset Collections	4	8
Record State Offset collections	\$ 121.00	\$ 4,617.32
Ambulance accounts sent to collections	57	95
Record ambulance receivable	80	325
Scanned invoices for myView point processing	896	2953

- 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 Collections		
	September	Fiscal Year- to-Date
Record ACH activities	28	69
Prepare utility adjustments	61	230
Finals & charge offs	331	774
Issue utility bills	10002	30051
Answer phone calls	1022	3202
Respond to voicemail	143	565
Complete utility service orders	285	727
Complete landlord tasks	61	185

Issue shutoff notices	399	1159
Process customer paid utility bills	4457	13790
Process customer deposits	440	1312
Replace meters	18	32

Information Systems Coordinator

- Change transit station door schedule.
- Check wireless radio at PD lobby.
- Clean up list of transit drivers.
- Make ID for new transit drivers.
- Make key cards for new transit drivers.
- Upgrade group permissions for PD.
- Double check backup for GIS.
- Help Tricia S with password issues.
- Check scanner folders for Jamie S.
- Download and program council meeting to government channel.
- Help Laura with GIS upgrade issues.
- Pay Invoices.
- Upgrade group membership for Danielle C at the PD.
- Call Joel E at the PD.
- Look for missing email for Jennifer S.
- Make new keycards for transit drivers.
- Troubleshoot portal connection for GIS server.
- Close out Jamie S from AS in AD.
- Fix printer script for Brett H on his PC.
- Get quote for monitors for the PD.
- Order City Hall backup software renewal.
- Order new workstations.
- Set up new user for Animal Shelter.
- Configure new laptop for Krystal G.
- Fix logon script for Logan W.
- Fix logon script for Mike L at the PD.
- Order extra PCs.
- Order monitors for PD.
- Renew security software.
- Finish laptop for Krstal.
- Get first pile of recycling together for O and M.
- Get with Krystal G to get her the new laptop.
- Help Josh M with his password.
- Order four new monitors for Water Rec.
- Program Wifi for new laptop.
- Fix printer script for PD investigator.
- Remove Brittany D from AD.
- Remove Ken R from AD.
- Set up new user for Water Treatment.
- Check Mackenzie H's PC for pop ups.

- Help Joel E with HVAC software.
- Help John J with his email.
- Help Pam S with email.
- Pay Invoices.
- Troubleshoot printer connection for YTF.
- Call Paul V about monitors.
- Fix Respond Billing for Kiera J.
- Help Bill S with Outlook.
- Start configuring new PCs.
- Start new PC for Marcy T.
- Take new PC to Gina C.
- Finish new PC for Marcy T.
- Order larger hard drive for PD laptop.
- Pickup Car 9 tablet and look at cell system.
- Start new PC for Tricia S.
- Swap extensions for Brett H at the PD.
- Finish PC for Tricia S.
- Look for Media contacts folder for Pam S.
- Make new badge for Laura M.
- Swap PC for Marcy T.
- Swap PC for Tricia S.
- Clean out basement conference room.
- Crowdsrike Meeting.
- Download and program council meeting to government channel.
- Fix user account for Museum.
- Get signed into new security software.
- Get with Larua M about GIS software for Tricia S.
- Look at Shoretel information for Brett H at the PD.
- Pay invoices.
- Program side cars for Laura M.
- Set up machine so Tricia S can access old files.
- Sign quotes and get back to RSM.
- Take extra side cars to Laura M.
- Add printer script to Paul V's PC.
- Copy desktop items to Paul V's new PC.
- ESO meeting.
- Fix email address for museum user.
- Get with Brent H about setting up group for invoices.
- Go through conference room and hallway items again.
- Install Adobe Pro on Stephany T's PC.
- Look at webcam for Jamie M at the FD.
- Look for missing email for Belinda S.
- Order 5 new webcams for Pam S.
- Set up new group for invoices.
- Set up new user for PD.
- Start Curt S's new PC.

- Finish new PC for Curt S.
- Get TV/Monitor working in PD squad room.
- Look at fond issues with new PCs.
- Order memory card reader for Marcy T.
- Order new cable and car for PD squad room.
- Program access points for PD headsets.
- Reboot GIS server.

GIS Department

Administrator

- Send city and county trail and mountain bike area updates to IDOT x 8.
- Create utility map for the site of new hotel.

Cemetery

- Populate fields in the Burial table x 6.
- Add domains to Burial table x 1.
- Create veteran status option and populate gravesites with available data.
- Meet to go over new apps & updates that have been done over the last few weeks.
- Create AGOL groups to hold new apps x 2.
- Create new AGOL user x 1.
- Code values for veteran marker x 3.
- Create new attributes for flag holder and code values.
- Filter out lost but not forgotten plots from Cemetery Public Viewer.
- Edit Cemetery Manager Application.

Development Services

- Run bi-weekly parcel data script, export as CSV file, adjust and email.
 - Transfer data to G: drive
- Create Section 8 assisted units' map.
- Edit moving map for 216 S Polk Ave.
- Add ROWs and 12 parcels to the Unified Urban Renewal District layer.
- Assist with layer selection issues.

Engineering/Water Treatment/Customer Service

- Continue to update and configure the lead service line inventory solution.
- Create NE hydrant flushing map for press release x 1.
- Create SE hydrant flushing map for press release x 2.
- Create SW hydrant flushing map for press release x 2.
- Delete old customer service point and records x 7.
- Add customer service points x 5.
- Create new MPower user x 2.

Operations / Utilities/ Water Reclamation / Parks

- Reset windows password x 1.

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.
- Update ArcGIS Pro patch.
- Complete the Enterprise system upgrade from 10.9.1 to 11.0.
- Participate in Cloud Point geospatial webinars.
- Create and sign agreement with ProWest to begin MPower replacement.
- Pay invoices x 1.
- Attend EOC meeting.
- Help the wellness committee with the Fall Festival.
- Organize and symbology feature layers for ProWest.
- Create Portal admin user x 1.
- Delete old layers from Portal x 2.

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
 - 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 numerous meetings for recycling and coordinated with consultant SCS Engineers. We are close to a draft plan of action for City Council review.
- Met with consultant Michelle Spohnheimer on brownfield efforts. Michelle works for the Kansas State University Technical Assistance to Brownfields (KSU TAB) program but is based in Marshalltown. KSU TAB services are free to communities under an EPA grant.

- Did various coordination on Downtown West HOME Grant program logistics, including meetings with CG Public Health and First Citizens.
- Structuring of Fall 2023 strategic planning process and communication with department managers.

Finance Director Duties

- Various coordination with Aaron & bond counsel as we work toward closing on the hotel property.
- Completed Street Finance Report, which will be on the 10/17/23 agenda for consideration.
- Filed self-insured health plan report (Iowa Code 509A) with State of Iowa as required.
- Various coordination on urban renewal items including Mason City Unified area amendments.
- Update of CIP spending through 8/31/23.
- Update of Health Insurance spending through 8/31/23.
- Update of RCR project expenditures & funds on hand through 8/31/23.
- Update of LOSST and Hotel/Motel revenues and expenditures through 8/31/23.
- Update of ARPA revenues and expenditures through 8/31/23.
- Update of Police Pending Forfeitures through 8/31/23.
- Bidding of CD Investments- 3 investments were bid this month: 1) \$5M to First Citizens for 91 days at 5.43%; 2) \$5M to Farmers for 182 days at 5.55%; and 3) \$5M to IPAIT for 364 days at 5.512%. As of September month-end, we have allocated out over \$694,000 in bank interest to the various funds during FY24, nearly equal to the budget of \$715,000 for the entire fiscal year.

October 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 meeting,

Deputy CA/Finance Director

- 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.
- Completion of plan for recycling and presentation to Council for discussion & consideration- likely at 10/17/23 meeting.
- Structuring & legwork on Fall 2023 strategic planning process.
- Development of new City Council orientation materials.

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	SEPTEMBER 2023	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	73	609
EMS	428	4,081
Total Calls for Service (Fire & EMS)	501	4,690
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
404	18	6
Personnel Training Hours		
Fire	1,150.43	10,298.13
EMS	180.00	3,055.60
Total Training Hours	1,330.43	13,353.73
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	190	1,941
Existing Building Inspections	13	158
Plan Reviews	33	253
Fire Investigations	3	29
Liquor/State License Inspections	2	106
Community Involvement		
Public Tours of the Fire Station (Number)	1	19
Public Fire Safety Appearances/Trainings (Number)	0	21
EMS/Fire Students - Ride-Along	1	94
Preceptor Training Hours	6.00	926.00
National Fire Statistics -YTD 10.2.2023		
	Line of Duty Deaths	Civilian Fire Deaths
	59	1,548
Fire Property Loss Report – Mason City		
Estimated Property Value	\$516,500	\$11,866,215
Estimated Property Loss	\$23,200	\$3,628,212
Total Saved	\$493,300	\$8,238,003

Overtime Hours

Fire	32.00	957.45
EMS	228.25	2,043.00

Significant Events

09/16/2023 Building Fire	116 Meadow Ln
09/19/2023 Heavy Equip.	1330 14 th St NE

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	4	2	6
Cemetery	3	1	4
City Administration	3	1	4
Development Services	12	20	32
Engineering	17		17
Finance	11		11
Fire	47	1	48
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maintenance	65		65
Police	45		45
Recreation	7		7
Youth Task Force	3		3
Grand Total	239	30	269

Plus 164 Seasonal employees

Staffing

Activity

Hiring Activity:

- Police Officer-10 openings (Police): Conducted testing, interviews, and processing background checks on applicants from August recruitment, and we anticipate bringing appointments of new Police Officers to the Council for approval in November. We just initiated a continuous application process for the future to process candidates year-around as they apply. Additional applications continue to be received and are being processed on an ongoing basis.
- Police Sergeant - 1 opening (Police): Internal promotion approved by Council in September.

	- Firefighter/Paramedic - 1 opening (Fire): Interviews conducted in August. An external offer will be made in the near future.
	- Heavy Equipment Operator-Tree Crew - 1 opening (O&M): Creating a new internal Civil Service promotional list and expect to fill with an internal transfer in October.
	- Community Service Officer - 1 opening (Police): Appointment approved by Council in September and new external hire to start in early October.
	- Police Utility Person - 1 opening (Police): Testing and interviews conducted in September and offer made subject to approval by Council in October. New hire to start mid-October.
	- Parks Maint Worker - 1 opening (O&M): Interviews conducted and appointment to be approved by Council. New external hire to start in October.
	- Chief Building Official - 1 opening (Dev Serv): Job description updated, City Code being updated, Recruitment conducted internally and externally, interviews to be conducted in October, with appointment brought to Council in November.
	- Airport Operations/Maint Coordinator - 1 opening (Airport): Recruitment conducted and interviews for external candidates scheduled for early October.
	- Police Evidence Specialist - 1 opening (Police): Job description being updated and will begin civil service recruitment internally and externally in October.
	- Transit Driver - 4 openings (Dev Serv): Hired 4 external candidates 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 regular full-time, 4 regular part-time, and 1 seasonal employee

Turnover:	- 1 retirement, 2 regular full-time, 1 regular part-time resigned, and 48 seasonal employees end of season.
Employee Orientations/exit interviews:	- Conducted 3 new hire orientation sessions and 1 exit interview.
Recruitment Strategy:	- Organized a meeting to explore new recruitment and marketing strategies for Transit Driver recruitments, with possible development of a marketing/recruitment video.
Career Fair:	- Participated in 3 college career fairs around the state for Police Officer recruitment.
Civil Service Commission:	- 1 civil service meetings during the month.

Labor Relations/Legal

Activity

Grievance Activity:	- Fire: No open grievances. - Teamsters: No open grievances. - 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

Wellness Program:	- Wellness committee meeting held during the month.
Employee Activities:	- Assisted with annual employee Fall Festival luncheon event for all employees and coordinated flu shot/blood screening signups.

Benefits

Activity

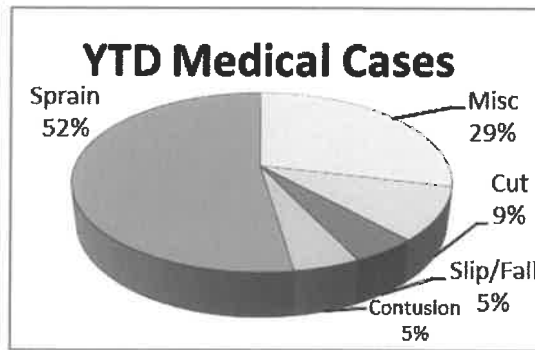
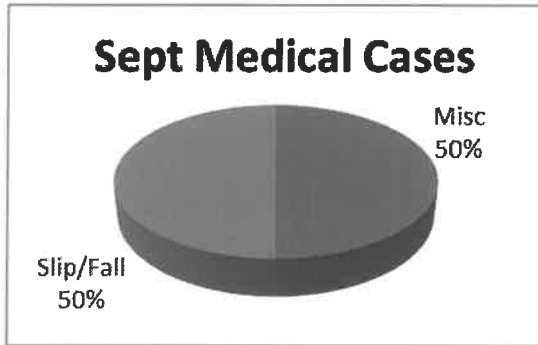
Employee benefit support:	- Ongoing support on employees benefit issues
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Miscellaneous

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.
Community Engagement:	- Participated in League of Cities informational online meeting discussing possible MFPRSI legislation.
Professional/Community Support:	- Attended IAPELRA fall training conference.

Safety Statistics	Month	2023 YTD	2022 YTD
# of Work Comp Cases	2	21	16
# of OSHA Injuries	2	21	16
# of Days Missed	0	60	26
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

No report for the MacNider Art Museum for September.

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

During the Month of September, the Utilities Crew:

Completed hydrant flushing on the entire east side of town, this is usually done with the custom service crew. This year customer service is busy with locates so the utilities crew is doing the entire fall hydrant flush.

Utilities disconnects were completed on the houses that are being moved off the old Blackmore Nursery site. 4 different addresses were disconnected from the water supply and sanitary sewer systems.

2 new valves were installed in Eastbrooke to help in isolating water mains in hard to access areas.

2 Large Taps were done for a private contractor in town.

2 Main Breaks were fixed.

1 Hydrant valve was replaced.

1 Fire Hydrant was replaced.

Swing worker was in Sanitation Division 3 days.

Water and Sewer services were stubbed in at the new locations for the Blackmore Nursery block houses.

1 manhole was removed due to structural failure and replaced with a Road Box.

1 Road Box Upper section was replaced.

1 traffic repair kit was installed on a hydrant after it was hit in a car accident.

Internal Services:

Service and repair 15 Street Department vehicles

Service and repair 4 Police Department vehicles

Service and repair Fire trucks and ambulances

Service and repair Code Enforcement vehicles

Service and repair 2 Water Reclamation vehicles

Service and repair 6 Sanitation vehicles

Service and repair 1 Park vehicle

Service and repair 3 Water Supply vehicles

Service and repair 2 Water Utility vehicles

Service and repair 1 Engineering vehicle

Serviced Generator at City Hall

Service and repair 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
15th Street Lift Station Repairs

Wastewater Division:

- Wastewater treatment:

Monthly Total:	113.631	million gallons
Daily Average:	3.788	million gallons per day
Daily Maximum:	4.233	million gallons per day
Sludge processed	1.7	million gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Cleaned and televised sewer lines around town
- Cleaned and televised several storm sewers around town for Engineering Department
- Finished sewer manhole box outs
- Repaired #3 pump @ 15th street LS

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on 9 Industries
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Collected industrial samples
- Completed 1 industrial pretreatment annual sampling
- Stephany attended the Laboratory Symposium on Sept. 28th
- Submitted DMRQA report to state DMRQA coordinator

- **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
- Started hauling biosolids
- Track mileage for all vehicles
- Start industrial pretreatment inspections

- **Special Activities/Accomplishments of particular note:**
- Finished getting hauling equipment ready for fall haling season
- Repaired two drip traps
- Had warranty work done on the Vactor
- Received delivery of polymer
- Continued mowing plant grounds
- Installed rebuilt transfer pump
- Started hauling biosolids
- Changed oil in several pieces of equipment
- Cleaned UV system
- Hauled 1,159,500 gallons of biosolids
- Changed oil in John Deere tractor
- ASC was here to install new SCADA software

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	554.89 tons	4,794.41 tons
Recycling collected	52,000 pounds	494,021 pounds
Yard waste collected	56.48 tons	607.48 tons
Large item number of stops	64	412
Materials collected:		
Large furniture	47	264
Small furniture	43	253
Tubs & toilets	5	30
Appliances & TVs	13	228
Electronics	1	6
Request for service calls	275	2,513
Recycling Processing Charge:	\$1,040.00	

Street Division:

Street Sweeping
 Hot Patch Potholes
 Repaired Street Signs
 Equipment Maintenance
 Painted over Graffiti
 Arborist trees 27 removed/15 trimmed
 Pick up dead deer on city right of way
 Storm Sewer Repairs
 Hauled Mulch
 Planted trees
 Removed and trimmed trees for House Move
 Hauled rock and spoils from House Move

Removed concrete for House Move
Was requested to set up Barricades for Police Department
Put out Barricades for Chamber Cup
Put out Barricades for Diversity Luncheon

Park Department:

Equipment maintenance & repairs
Shop maintenance
Set up for Diversity Luncheon downtown
Made repairs from damages after a chase through the Park
Cleaned up trail around train and playground
Installed new mulch at Youth Softball Complex
Install new mulch at Kawanis
Trimmed trees in Central Park
Tended to Deer
Worked on railing
Clean up Foot Bridge

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	1772	1677	0	0	0	14424
Alarm - Business	23	35	33	32	48	40	43	46	36	0	0	0	336
Animal	33	40	55	55	61	74	65	81	63	0	0	0	527
Burglary	13	9	15	19	17	19	12	17	12	0	0	0	133
Collision - Prop Damage	83	71	64	61	58	55	59	67	72	0	0	0	590
Collision - Pers Injury	5	5	5	5	10	7	13	11	9	0	0	0	70
Collision - Hit and Run	11	22	14	9	16	12	19	14	15	0	0	0	132
Disorderly	97	82	118	136	119	147	116	147	159	0	0	0	1121
Domestic - Physical	4	13	12	10	15	13	14	15	11	0	0	0	107
Domestic - Verbal	32	17	30	27	24	25	26	16	38	0	0	0	235
Fireworks	4	0	0	1	1	31	79	2	0	0	0	0	118
Harassment	28	42	50	65	73	59	64	58	53	0	0	0	492
Medical	91	0	113	88	96	89	92	107	98	0	0	0	774
Motorist Assist	40	33	21	24	23	25	29	20	17	0	0	0	232
Parking	60	36	37	38	48	37	45	51	34	0	0	0	386
Stray Animal	24	36	53	47	56	46	71	67	68	0	0	0	468
Suspicion	125	143	169	187	175	258	232	223	224	0	0	0	1736
Theft	61	53	86	57	66	63	80	98	74	0	0	0	638
Welfare Check	117	114	109	110	118	110	121	106	98	0	0	0	1003

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	86	104	112	96	98	124	140	131	125	0	0	0	1016
New Investigations	350	358	378	386	383	413	454	475	439	0	0	0	3636
Traffic Citations	152	292	264	185	54	141	146	143	156	0	0	0	1533
Written Warnings	104	160	108	101	100	118	62	81	63	0	0	0	897
Crash Reports	86	80	65	64	67	66	74	75	82	0	0	0	659
Parking Tickets	264	193	333	13	17	19	10	23	10	0	0	0	882
Traffic Stops	209	378	277	232	119	219	158	158	160	0	0	0	1910
Extra Patrol Checks	893	618	549	488	451	458	533	689	491	0	0	0	5170
Business Checks	51	24	31	28	36	23	39	14	16	0	0	0	262
Offender Checks	17	21	20	19	10	21	30	37	25	0	0	0	200

Open Records Requests	461	442	467	511	557	546	328	758	487	0	0	0	4557
Dogs to Shelter	11	18	22	15	24	18	24	20	20	0	0	0	172
Cats to Shelter	17	15	17	12	42	23	45	44	36	0	0	0	251

Our case variety for September is wide and varied. Early in the month we made an arrest on a willful injury charge on a man who entered another person's residence and assaulted the resident with a crow bar. We also received a hit back on a fingerprint that was sent to the DCI lab from a burglary case. The suspect is currently at-large and we are awaiting arrest to confirm this case with DNA.

Officers investigating a vehicle burglary report were able to find the suspect vehicle, based on the witness description. The vehicle fled and the pursuit was later taken over by ground units from other law enforcement agencies. The suspects were taken into custody in Floyd County and transported back to Mason City for identification and detention at the jail.

Third Detail is investigating two suspicious fires that were reported in mid-September. A suspect was identified based on information provided by first responders at the scene. A search warrant has been executed to gather additional information for the ongoing investigation.

We also recovered a stolen truck from Texas after a local resident purchased the vehicle and met the seller in a neighboring state. Once the truck was back in Mason City, the buyer was unable to register it due to an issue with a duplicate title. Further investigation revealed that the truck had been stolen out of Texas. This investigation is ongoing with other partner law enforcement agencies.

We are also continuing the investigation into the recovery of two stolen shotguns that were recovered from a residence after we responded to a report of shots fired. The items are undergoing lab analysis that will be used as we finish the investigation.

Criminal Investigations

Investigators this month completed investigations into several no contact order violations, sexual assault investigations, fraud and theft cases, a dependent adult abuse case, and fire/arson investigations.

In addition, CID is working on completing background investigations on applicants for police officer who are advancing in the hiring process.

Support Services

The Crime Victim Specialist followed up on 83 cases in September, including 10 in-person visits. She completed four Crime Victim Assistance Division applications and followed up on two cases for the County Attorney's Office.

Animal Control had another steady month. While answering 143 calls for service, there were 11 animal bite cases and 11 charges filed for animal offenses in violation of city code. There were 57 animals taken to shelter: 20 dogs, 36 cats, and 1 duck.

Administration

We completed our annual firearms qualification in September during in-service training. This includes daylight and lowlight courses on handgun, shotgun, and rifle. We did additional training that involved shooting in and around vehicles that is practical for patrol response to these kinds of incidents.

We tested police officer applicants on September 9, completing physical fitness testing, the written POST test, and oral board interviews. Four applicants have moved into background investigation and are continuing in the process.

We have worked with Human Resources to get approval by the Civil Service Commission to run a continuous recruitment for police officer. This will allow us to test every other month as applicants enter the applicant pool. We will test one more time in 2023 before fully embracing this new process for all of calendar year 2024.

We will have a new Community Service Officer starting with MCPD next month, in addition to a new Utility Worker who will replace Joel Enabnit when he retires at the end of October. We are looking forward to adding these new faces to our team and getting them trained and functioning in their new roles.

Public Library

Reported by Mary Markwalter, Library Director

	Jul	Aug	Sep	YTD	LYTD
Adult Fiction	1368	1251	1066	3685	3912
Adult Non Fiction	460	417	334	877	1198
Large Print	766	841	740	2347	2354
Adult Books Total	2594	2509	2140	7243	0
Young Adult	481	398	306	1185	1746
Juvenile Fiction	1986	1503	1359	4848	5084
Juvenile Non-Fiction	344	211	191	746	893
Middle School	412	324	155	891	989
Children's Books Total	2742	2038	175	4955	0
TOTAL BOOKS	5817	4945	4151	14913	16176
Audio/CD/Playaway	230	144	200	574	616
Video Games	83	75	49	207	117
Periodicals	178	106	108	392	377
Software	0	0	0	0	0
Other (puppets	7	4	4	15	31
All other physical items	90	79	53	222	0
DVD	881	808	530	2219	2573
Tumblebooks	23	27	2	52	26
Creativebug (users)	19	16	20	55	53
World Book Online	160	56	920	1136	1500
Chilton's Online	50	73	22	145	77
Gale	67	0	0	67	8
Transparent Languages	521	575	495	1591	1891
Brainfuse	2	1	3	6	60
Bridges	2373	2461	2202	7036	6174
Newsbank	75	30	342	447	192
Hoopla!	1149	1191	1173	3513	2702
Total Electronic Usage	2064	1968	2974	7006	0
Total-Other	5818	5567	6070	17455	16397
Grand Total Circ.	11635	10512	10221	32368	32573
Item Records Added	364	567	441	1372	1492
Patrons Registered	95	91	71	257	278

Renewals	646	716	51250	52612	2456
Holds Filled	341	329	318	988	825
Holds Placed	504	468	566	1538	1366
Discs Cleaned	0	0	0	0	0
Photocopies	3150	2859	3013	9022	12408
Meeting Room Guests	723	380	959	2062	2569
Meeting Room Used	208	110	146	464	334
SILO request unfilled	4	4	8	16	38
SILO request filled	32	32	1	65	0
SILO MCPL Request Filled	5	5	5	15	17
SILO MCPL Request Unfilled	0	0	31	31	43
Attendance	12000	10000	11000	33000	27200
Children's Programs	15	0	12	27	18
Childrens Program Attendance	1601	0	538	2139	1142
Young Adult Programs	10	2	5	17	9
YA Program Attendance	283	11	6	300	292
Adult Programs	18	11	13	42	28
Adult Program attendance	551	123	134	808	354
In Library Use	600	619	858	2077	2964
Faxes Received	11	4	14	29	32
Faxes Sent	42	130	1310	1482	200
Scan	200	159	159	518	0
Handouts	5400	2000	2908	10308	12500
Genealogy Referrals	0	1	3	4	3
Archive Referrals	25	21	20	66	23
Photo Prints	13	14	8	35	67
OCLC Borrowed from MCPL	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0
Reference Questions	3500	2853	2447	8800	11000
Internet Users	700	402	443	1545	1425
WI-FI Sessions	1659	1773	1790	5222	5103
Microfilm Users	8	3	6	17	14
MyLibro App	3725	3801	4007	11533	0
Website Visits	3089	3022	3316	9427	7255
TOTAL PUBLIC SERVICES	39562	30535	84647	154744	94614
GRAND TOTAL SERVICE					
UNITS	51197	41047	94868	187112	157055
VOLUNTEER HOURS	40	25	21	86	139

Recreation Department/Highland Park Golf Course/Mason City Arena

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Adult Archery
- Adult Softball
- Adult Volleyball
- Before and After School Care
- Tiny Tot Football
- Tiny Tot Soccer
- Youth Archery
- Youth Flag Football
- Youth Soccer
- Youth Tennis
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 690 nights stayed at MacNider Campgrounds

Daily Participation Rates:

Total People Served in 2023 through September: 291,225
Total People Served in 2022 through September: 283,202

Nights stayed at MacNider Campgrounds in 2023 through September: 4,931
Nights stayed at MacNider Campgrounds in 2022 through September: 4,649

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 4 new staff
- Addressed Winter Staff needs (email/letter)
- Participated in safety walk through
- Assisted in the planning for the 2024 River City Steak Cook-off Challenge
- Started gathering information for next year CIP
- Continue to work on the Aquatic Center long term action plan – Presentation will be at the November meeting
- Competed in the Mason City Chamber Cup – 4th place
- Attend the Iowa Parks and Recreation Fall Workshop

- Attend the North Iowa Directors Meeting
- Continue to fix grass issues at the Soccer and Norris Youth Complex
- Community Garden program
- Met with the YMCA for potential partnerships

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 Youth Archery
- Run Youth Volleyball
- Run Tiny Tot Flag Football
- Run Tiny Tot Soccer
- Run Youth Tennis
- Run Youth Archery
- Run Adult Softball
- Run Adult Volleyball
- Run Adult Archery
- Prepare for Youth Volleyball
- Prepare for Youth Dodgeball
- Prepare for Preschool Sports
- Continue to address Winter Staff needs (email/letter)
- Attend National Recreation and Park Association Fall Conference

Multipurpose Arena Monthly Activities:

- Daily Participation Rates in 2023 thru September: 62,220
- Daily Participation Rates in 2022 thru September: 55,377

-
- Hosted a Preseason Mason City Toros game
- North Iowa Bulls started activities
- Mason City Toros started activities
- Youth Hockey Association started activities
- North Iowa Figure Skaters started activities

Arena Special Activities/Accomplishment:

- Minor fixes to the suite areas
- Paint and repairs scuff marks on the wall around the concourse and shared lobby area

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to support MCYH and hold events in the MPA
- Start the 2024 Summer Activity Calendar

Highland Park Golf Course Monthly Activities:

- Season Pass Update:

	<u>2023</u>	<u>2022</u>
Family	29	30
Class A	172	173
Class B	42	30
Youth	30	21
Daily Cart and Green Fees	\$166,679	\$128,606
Concession Sales	\$111,198	\$86,071
Rounds Played	17,192	17,192

Highland Park Golf Course Special Activities/Accomplishment:

- Ran the Highland 1 Person Best Shot Tournament – September 17
- Hosted Cargill Outing – September 21
- Hosted Curries Outing – September 24
- Host 2 Mason City High School Home meets

Highland Park Golf Course Work to Do in Coming Month:

- Prepare and be a host site for the November Election
- Close concession in mid to late October

September 2023 Agronomy Report Highland Park Golf Course By Eli McGallian

Greens were aerated with .5-inch solid tines to a depth of between 5.5 and 7.5 inches on September 6th. The greens were then top dressed with sand and a cocoa mat was used to drag the sand into the turf. The greens have recovered nicely from aeration.

The agronomy staff dealt with raccoon and skunk damage to the golf course during the entire month of September. I have about 30 years of golf course maintenance experience, and it was easily the worst turf damage I had ever seen. Each night raccoons and skunks tore up turf areas to eat white grubs, which feed on turf roots. The damage occurred mostly in irrigated areas in approaches, fairways, and rough. There were also a few collars and tee boxes damaged. The agronomy staff would replace the largest chunks of damaged turf. However, during the worst stretch of damage, it took about 5 hours a day, which we weren't always able to keep up with. Damage occurred to every hole, although some holes were worse than others (holes 2, 4 and 5 had the most damage). The damage started in late August and is still ongoing. At the time of writing this report, damage has decreased substantially, but we are still seeing a few damaged areas each morning. The worst stretch for turf damage was from September 5th to September 15th. The worst areas were seeded from September 20th through September 27th. Most of the seeded areas are healing nicely at this point. However, some of the areas were damaged again after seeding.

In addition to dealing with greens aeration and turf damage in September, we were able to mow all turf areas, fertilize greens, blow tree debris, change cups, and irrigate.

The precipitation total for September was approximately 1.75 inches. About 1.4 inches of that total was measured on September 23rd and 24th.

Irrigation was required for most of the month. Most of my time again in September 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, 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. I attempted to repair a few of the valves, but most require replacement. 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 in order to provide a good quality of cut on greens, tees, approaches, and fairways. The Toro 325D deck mower has returned to service and is leak free at the moment. The Toro 3300 deck mower has also returned to service. The MTI tech (Brent) worked with Toro to acquire a new deck and other parts under warranty. The mower was repaired at MTI and returned. The mower lasted about 10 hours before some bolts holding the gearbox to the deck vibrated loose. I retightened the bolts. I spoke with Brent from MTI about trying to reduce RPM's while using this machine to see if we can help to reduce vibration that seems to be causing the ongoing issues with the 3300. Brent agreed that it would be worth a try to reduce the RPM's to reduce vibration. No further vibration issues have occurred since we reduced the RPM's to run at 2500 RPM's instead of 3000 RPM's.

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of September 2023:

- Volunteer supplies, bags for litter cleanup coordination.
- Follow up with committee on River Cleanup.
- 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 Beautification volunteers on garden cleanup changes.
- Flower garden budget actual active plots, shared with gardeners, assisted gardeners with issues that have come up. Submit invoices for beautification and payment to vendors.
- Updated volunteers on new projects that have been requested for assistance.
- Updated pictures of Beautification Gardens.
- Assisted 457 in recruiting volunteers.
- Accepted 6 new volunteer applications and referred to appropriate departments.
- Worked with area schools on projects for service days.
- Assisted in tree planting with high school students.
- Spoke to 6 classes at Mason City High School to students on volunteering.
- Attended Yield student meeting.

Routine Activities:

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

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Recreation	Bikes	11.25
Beautification	Garden Maintenance/Cleanup	232.25
Earth Day	Misc. Street cleanup	115.75
457	Maintenance	75.0
Cemetery	Miscellaneous	198.00
Parks	Tree planting	37.5
Total Hours		669.75

Youth Task Force

Reported by Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

Grant/Budget Updates:

- 9/18-Iowa HHS approved the GHV subcontract.
- 9/29-We found out we did not receive the OJJDP grant.

One on One Mentoring

- 9/6- survey clarification from MCCSD Admin office. Sent updated program survey questions and received guidance on how to proceed.
- 9/7, 9/11, 9/29- visited with three school staff about mentee referrals for a new mentor.
- 9/14- met with new MS/HS Social Worker about Lincoln Peer Program.
- 9/18-25- 4 conversations with Keely Weiner about Newman Peer Program. Set to train HS youth Oct 9 or 10.
- Trained 9 mentors at Mason City Alternative High School
- Identified mentees for program in Mason City John Adams middle school
- Contacts with Mason City counselors on schedule changes and verifying completed permission forms for participation in program and surveys
- Ongoing communication with Forest City staff regarding peer mentoring, program startup, permission forms and identifying at-risk students

North Iowa Teen Mental Health First Aid (tMHFA) Project

- Ongoing contact with MCHS, Mason City Alternative, Northwood-Kensett, and West Hancock regarding tMHFA and scheduling
- Continued communication w/school staff regarding new survey law updates and changes to training
- Curriculum updates/review

STAFF / OTHER

Other meetings/events attended:

All Staff-

- 9/21-Executive Board Meeting the YTF office
- Facebook updates on mentoring and mental health

Heather-

9/6/23 – Mentee Approved Strategies for Addressing Tough Topics

Marti-

- 9/7-Eyes/P4C Meeting and LSI Presentation

- 9/12-North Iowa Addiction Prevention Alliance and Surveillance & Data Break Out Group
- Mentoring.org Collaboration Monthly Training
- IDPH September Meeting Call
- Ongoing: grant billings, reports, time entry, purchase orders, exec prep/minutes

Jess-

- 9/20- Dept Head meeting
- 9/18- 2023 State of Mentoring in Iowa webinar
- 9/25-Improving tomorrow Workgroup webinar

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