

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

October 2023

(Issued December 1, 2023)



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

Airport

Reported by David Sims, Airport Manager



Date: October 2023

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 10/1/2023 – 10/31/2023	22042.2 Gallons	60 Buses
Enplaned 445 Deplaned 476		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at October 2023 Airport Commission Meeting
- Approved 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
- Began Design on State Funded Project to Build new Maintenance Storage Building
- Approved New Off-site Car Rental Agreement
- Opened bids for Airport Farmland
- Hired new Operations/Maintenance Coordinator, Dale Hoss

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the November 2023 Airport Commission Meeting.
- Continued construction of the new Passenger Terminal
- Continued construction of the new T-Hangar Building
- Train new hire
- Prepare for winter operations

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of October:

- 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 19 Resolutions and 2 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 4 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 \$870.00 in animal license fees and \$860.00 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 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:

Our efforts in this program thus far have been very successful, and we will continue to monitor the progress of this effort. Staff continues to work with our attorneys and owners to bring properties into compliance.

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 garages were moved to their new lots in October, and the houses will move during the first two weeks of November. 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. The ordinance gives owners 120 days to meet the requirements, so October 30 was the initial deadline. As of 10/30/23, we have received requests to register two buildings as vacant, along with the first-year fee of \$250. The owners of 31 properties claim that their properties are not vacant. Staff is in the process of verifying these claims; however, we expect that most will be confirmed as vacant. The owners of 8 properties have requested exemptions to the ordinance requirements; these claims are also being verified. For the remaining 26 buildings, we either received no response, sent Vacant Building Exemption forms that were not returned, or our letters were returned by the Post Office as undeliverable (letters were sent to the addresses on file with the Assessor). This program is conducted by the Building Inspections Division. With the change in personnel in that division, we have been slowed in enforcement efforts, but we have a plan to seek compliance and to cite violators if necessary.

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

- Foundations and floors have been poured for the new Federal Avenue Rowhomes, 11 new units at the SE corner of North Federal and 2nd Street NE.
- Construction of the River II apartments continues. The developers hope to have units ready for lease sometime in December or January.
- Interior work at the new Airport Terminal continues.
- 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.
- Seven applications were submitted for a rooftop solar array (5 residential, 2 commercial).
- DRC review of the new Bike Park, including the shelter building, is complete and construction is expected in Spring 2024.

DIVISIONAL REPORTS

Development Review Committee: 4 meetings held in October 2023.

DRC Activity	October 2022	2022 YTD as of 10/31/22	October 2023	2023 YTD
Total Development Plans Reviewed	7	55	8	76
Concept plans reviewed/approved as a Minor Site Plan	7	28	3	34
Concept plans to be resubmitted as a Major Site Plan	0	16	3	29
Total Concept Plans	7	44	6	59
Major Site Plan Reviews Completed	0	11	2	13
Preliminary Plat of Subdivision	0	1	0	1
Final Plat of Subdivision	0	2	0	0
Other Reviews (structure moves, etc.)	2	13	1	9
TOTAL ITEMS REVIEWED	9	71	9	81
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	1	4	1	10

PLANNING AND ZONING DIVISION

Activity	October 2022	2022 YTD as of 10/31/22	October 2023	2023 YTD
Commercial, Principal Structure	3	20	3	28
Commercial, Accessory Structure	0	0	0	0

Activity	October 2022	2022 YTD as of 10/31/22	October 2023	2023 YTD
Residential, Principal Structure	8	57	17	86
Residential, Accessory Structure	7	53	5	43
Signs	1	35	5	22
Floodplain	0	11	0	6
Sidewalk Service Area Permits	0	3	0	1
Zoning Board of Adjustment Cases				
Appeal	0	0	0	0
Conditional Use Permit	1	3	1	2
Special Exception	1	10	5	12
Variance	1	9	5	11
Planning and Zoning Cases:				
Alley or Street Vacation	0	0	0	1
Change of Zone	0	1	0	4
Miscellaneous	0	1	1	2
Preliminary Plat	0	0	0	0
Site Plan Approval	1	1	0	4
Zoning Ordinance Text Amendment	1	3	0	1
Land Subdivision Activities:				
Boundary Line Adjustments	0	4	5	8
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	13	1	4
Zoning Violations				
				0
Reported	0	22	5	40
Unfounded	0	1	1	8
Founded-Resolved without citation	0	14	4	21
Citations	0	0	0	0
Cases initiated by staff	0	19	4	32
Zoning Inspections				
Zoning – Case Request	0	19	5	41
Zoning – Complaint	0	2	5	6
Zoning –Setback	2	21	0	20
Zoning - Final	2	13	0	21
Floodplain - Final	0	0	1	1
Zoning – Landscaping Install	1	1	0	3
Removal Site Inspection	0	0	0	0

Activity	October 2022	2022 YTD as of 10/31/22	October 2023	2023 YTD
Permit Reviews				
Zoning Reviews Completed	31	351	75	363
Floodplain Reviews Completed	73	721	45	556
Historical Reviews Completed	2	36	3	26

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	October 2022		October 2023		2023 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	31	\$4,548,751.02	32	\$1,877,529.22	251	\$54,342,869.92
Minor Building Permits	56	\$741,200.49	31	\$518,653.37	247	\$4,338,852.92
Electrical Permits	27	N/A	20		219	\$0.00
Plumbing Permits	14	N/A	8		111	\$0.00
Mechanical Permits	19	N/A	15		206	\$0.00
Sign Permits	1	\$18,520.11	4	\$8,348.00	25	\$312,216.45
Demolition Permits	3	\$12,500.00	2	\$56,172.50	21	\$956,399.00
Structure Moving Permits	0	\$0.00	1	\$100,000.00	4	\$160,000.00
Total	151	\$5,320,971.62	113	\$2,560,703.09	1084	\$60,110,338.29
Inspections	October 2022		October 2023		2023 YTD	
Inspections Completed	148		121		1581	
Permits by Type	October, 2022		October 2023		2023 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	3	70	1	50	6	401
Multi-residential	0	0	0	0	1	0
Commercial	0	12	1	9	12	70
Industrial	0	2	0	2	3	7
Institutional	0	0	0	0	0	3
Other (signs, demo, etc.)	0	4	0	7	0	50
Fees Collected	October 2022		October 2023		2023 YTD	
	\$38,618.38		\$22,141.71		\$270,920.99	

Building Inspections Permit Report						
Permits	October 2022		October 2023		2023 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>

CODE ENFORCEMENT DIVISION

Code Enforcement Report	October 2022	2022 YTD as of 10/31/22	October 2023	2023 YTD
Total Requests Initiated (not including snow/ weeds ¹)	95	974	89	907
Staff Initiated	63	608	31	503
Non-Staff Initiated (total):	32	366	58	404
Response to Complaint	11	110	38	168
Anonymous Complaint	16	170	20	168
SeeClickFix	5	86	0	68
Case Requests Disposition				
Founded Case Requests	95	942	89	899
Citations Issued	4	10	1	10
Cases to Court	1	11	1	15
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	5	20	0	21
Dangerous Building	2	12	3	30
Abandoned Vehicle	0	9	3	10
Tree/Shrub Maintenance	0	5	4	22
Garbage	27	203	13	173
Inoperable Vehicle	1	14	5	42
Junk, Rubbish or Refuse	28	356	16	128
Other	6	151	7	74
Writ of Removal	1	27	2	25
Information Request	25	144	36	387
Snow Removal/Weeds & Tall Grass	73	717	29	973

Rental Inspection Report	October 2022	2022 YTD as of 10/31/22	October 2023	2023 YTD
Inspection Requests				
Initial Inspections	69	522	82	371
Reinspections	43	410	35	275

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	October 2022	2022 YTD as of 10/31/22	October 2023	2023 YTD
Inspection Requests	13	87	12	99
Total Inspections	125	1019	129	745
Inspection Results				0
Inspections Cancelled by Landlord	0	3	0	0
Inspections Cancelled by Inspector	0	1	0	0
Failed Inspections	31	219	16	126
Passed Inspections	82	697	100	505
No Shows	0	16	1	7
Unfounded	4	14	1	16
Unavailable/Denied Entry	0	2	0	0
Pending Inspections (not reported in 2022)		0	4	23
Units White Tagged	8	66	7	66
Rental Dwelling Certificates Issued	109	796	61	331
Total Fees Collected	\$ 2,760.00	\$ 32,470.00	\$ 3,580.00	\$ 26,190.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Task	October 2022	2022 YTD as of 10/31/22	September 2023	2023 YTD
Transit				
Fixed Route	9,074	93,882	11,279	108,009
Paratransit	3,512	33,411	3,424	36,264
Safety Training				
New Employees Trained	7	89	4	78
Completed Training Sessions	173	2,733	164	2,558

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>
October	3	33%	6	67%	9
FY to Date	18	33%	42	67%	60

Burials this month were below projected. Cremation burials were as 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>
October	3	2	5
FY to Date	19	5	24

Lot sales were at 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, Seasonal staff wrapping up Fall prep

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	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	1
▪ Repair	0
▪ Disconnect	0
● Water – Residential	
▪ New	5
▪ Repair	28
▪ Disconnect	2
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	6
▪ Approach New	0
▪ Approach Repair/Replace	2
▪ Curb & Gutter	0
▪ Curb Cut	2
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call Utility locates	989
● Emergency Call-out	21
● Emergency Call-out after hours	3
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	3
▪ DOT perform work within state highway ROW	0
▪ Application for new utility construction in City ROW	2
▪ Moving/Oversized load	3
▪ Review contractor Traffic Control Plan	2
● Permit Review & Approval - City	

▪ Commercial Building	0
▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	8
▪ Moving	1
• 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. Acceptance of the work and approval of final payment is anticipated to be on the agenda for the November 7th meeting of the City Council.

2023 Street Panel & Curb Replacement Program:

Mid-Continent Contracting completed their work on October 5th. Final quantities were measured and tabulated for preparation of final payment for approval. Acceptance of the work and approval of final payment is anticipated to be on the agenda for the November 7th meeting of the City Council.

2023 Street Rehabilitation Program:

Heartland Asphalt Inc. (Heartland) and their subcontractors continued working on the project. Heartland completed the surface milling and the Hot Mix Asphalt (HMA) paving operations on 13th Street NE from North Federal Avenue (US 65) and 12th Place NE. The surface milling was completed on October 5th, the placement of the HMA base course was on October 16th and the surface course was placed on October 23rd. This work was done in conjunction with Stage 2 of the Winnebago Way and 12th Street NE Street and Utility Rehabilitation - SWAP Project. The remaining work consists of two areas on North Eisenhower Avenue, these areas are the intersection with 12th Street NW and the approaches to the bridge over Willow Creek. Heartland plans to complete this work during the first week in November.

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 from STBG Funds.

Heartland Asphalt Inc. (Heartland) completed the construction of the Hot Mix Asphalt (HMA) paved shoulders the week of October 9th. Following the shoulder placement, Lovewell Fencing mobilized and installed the guardrail; this work was completed on October 25th. Additionally, Boulder sealed the pavement joints, completed longitudinal grooving and cut grooving in the new shoulders. Quantity Traffic Inc. applied the pavement markings on October 27th. At the end of October, Bob McKiness Excavating and Grading Inc. was hired to reconnect a 12" water main in the north right-of-way near the bridge. This water main was disconnected at the beginning of

bridge construction due to the proximity of the work. This water main work is expected to be completed by the first week of November. Once the water main work is completed, the disturbed areas around the new bridge will be seeded. 12th Street NE remains closed to through traffic but is expected to be open by the second week in November.

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. 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 designed and put together plan sheets 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 damaged sections of sanitary sewer main, and the renewal of several service lines. Final utility design plans are under review by Engineering Staff before they are submitted to the IDOT design team for their final review.

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 final review of the street lighting plans between the Engineering Department and SEH Staff is planned for November 1st.

Engineering Department Staff reviewed plan changes with EN Trust Solutions Group, the Alliant Energy hired Design Engineer, for their gas rebuild and relocate project. IDOT staff had several design changes to the plans to avoid conflicts with other proposed and existing utilities. After plan revisions were approved a permit for Highway Right-of-Way for Utility Accommodations

was signed by the IDOT on October 23rd. The gas project will be along the US65 corridor between 27th Street South and 8th Street South, work is expected to begin mid-November.

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 October, 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.

Engineering and SEH Staff met on October 11th for a project progress meeting. SEH Staff finished the site work and the modeling of the drainage area. Areas shown in the model that had a potential for street flooding corresponded with the areas of known past flooding. Design alternatives to the existing stormwater collection system were presented in the model, the proposed improvements did show a significant positive impact. The SEH team is currently working on the final report and cost estimates, this work will be completed by mid-November.

Over 200 storm sewer structures were scanned by the SEH survey team using their 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.

Work on Stage 2 continued throughout the month of October. Heartland Asphalt Inc. (Heartland) completed the surface milling on October 9th. During the surface milling, west of the Elm Drive intersection, an existing brick storm sewer manhole was encountered. The walls of the structure were in poor condition and, after an on-site inspection was conducted between Engineering Department and SEH Staff, the decision was made to replace this manhole. Bob McKiness Excavating and Grading Inc. was able to order a precast concrete manhole. This manhole was delivered and installed the week of October 16th. Heartland completed the placement of the Hot

Mix Asphalt (HMA) base course on October 16th and the surface course on October 27th. The remaining work consists of fixture adjustments, pavement markings and seeding. This work is expected to be completed by the first week of November.

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. Heartland Asphalt Inc. (Heartland) and their subcontractors continued working on the project throughout the month of October. Heartland completed the HMA paving operations from 19th Street SE to 1st Street NE the week of October 2nd. Heartland completed the fine grading from 4th Street NE to 13th Street NE the week of October 9th and the HMA paving operations the week of October 16th. Custom Concrete completed the concrete paving at the abandoned at-grade crossing on 15th Street SE and 8th Street SE. Custom Concrete also finished with the placement of multiple pedestrian ramps and sidewalk sections. A ribbon-cutting ceremony took place on October 25th dedicating this southern portion of the High Line Trail.

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:

- Heartland Asphalt started and completed an Iowa Department of Transportation surface improvements project on Highway 122. This project consisted of HMA gutter resurfacing along Highway 122 from South Vermont Avenue to South Illinois Avenue. Multiple locations within the corridor have been milled and a new surface placed.
- Engineering Staff reviewed plans and attended a preconstruction meeting for the 2023-24 Sanitary Sewer Repairs on October 6th. The extent of work on this project includes sanitary sewer main and manhole point repairs and cured-in-place pipe rehabilitation. This project was designed by WHKS and is managed through the Wastewater Treatment Department. Underground work began during the week of October 9th and continued through the end of the month. Engineering Staff began recording GPS data for the underground utility repairs. The data collected will be downloaded into the GIS sanitary sewer database and used for future project planning and infrastructure mapping.
- Engineering Staff began the collection of field data for the design of annual programs being planned for 2024. These projects include street panel and curb replacement and pavement markings.
- 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 4th Street SE (Hwy 122) between South Illinois Avenue and Birch Drive

- Engineering Staff surveyed and is currently designing a storm sewer project in the area around the new Cemetery Maintenance Building. A storm sewer main will be relocated that is currently under the new building foundation.
- Engineering Staff met with representatives from Holophane lighting and from Culver-Hahn Electric Supply on October 3rd. This meeting was to discuss the LED streetlight luminaires that are defective and produce a purple color light. Approximately 65 LED streetlight luminaires, at multiple locations throughout Mason City, have been identified as defective. The manufacturer is offering replacement LED boards that will restore the correct light but will not offer new luminaires or the reimbursement cost to install the new LED boards. Engineering Staff contacted several local contractors on pricing and availability to fix or replace these luminaires. The LED manufacturing defect is a nationwide problem and is caused by the LED phosphorous coating delaminating, exposing the purple LED light. Engineering Staff is continuing to work on the best way to fix or replace these luminaires.

Traffic Division:

- Traffic Control
 - Sign work orders 22
 - Traffic Sign Orders 2
 - Streetlights
 - New Installation 0
 - Repair Request 0
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 9
 - Perform traffic signal repairs 6
 - Iowa One-Call locate reviews 881
 - Locate City-owned electrical utilities 37
 - Emergency Call-out 1

Other Tasks Performed by the Traffic Division:

- Continued working on the streetlight project.
- Repairs to the streetlight cabinet on 2nd Street and North Federal Avenue were completed and the downtown streetlights are working again.
- Repaired the Uninterruptible Power Supply on 4th Street SW and Winnebago Way.
- Repaired the Southbound red light on 4th Street SE and South Indiana Avenue.
- Continued working with contractors on the Traffic Mobility Project.
- Received a call about the traffic signal lights going into red flash on West State Street and South Washington Avenue. Troubleshooting and repairs were done, and the traffic signals are now working correctly.
- Repaired the pedestrian signal on East State Street and South Pennsylvania Avenue.

Water Supply Division:

- Water Production

	<u>October</u>	<u>FY 2024</u>
• Total (gal)	120,319,000	530,694,000
• Daily Average (gal)	3,881,000	4,315,000
• Daily Maximum (gal)	4,663,000	5,210,000*
• Daily Minimum (gal)	3,391,000	3,391,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Hach Company replaced defective electrode in the new Fluoride Analyzer.
- Replaced leaking hoses on EDR #4, Lines 2 and 5.
- Worked with programmers on the SCADA systems after hour call out from the water treatment plant.
- A new SCADA server was purchased by the IT department to replace the existing one.
- Cleaned the probe in the Sodium Hypochlorite Generator finish product discharge line.
- Began winterizing well buildings.
- Rebuilt the 4-way valve on EDR #3, Lines 2 and 3
- CIP #1 EDR Train.
- 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	1,039
• Prepare and send service repair letters	13
• Monthly bacteria samples	30
• Collect project bacteria samples	2
• Check water quality at residents and businesses	16
• Correlate water main breaks and investigate for leaks	4
• Hydrant flow testing	0
• Hydrant Flushing	0
• Water Main shut down for repairs	4
• 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	25
• Water Service Permit/Inspection	
▪ Repair/Replace	17
▪ New Installation	3
▪ Disconnections	1
• Meter Department	
	<u>October</u> <u>FY 2024</u>
• Meters Installed	16 63
▪ Industrial	0 0
▪ Commercial	2 14
▪ Residential	14 49
• Meters Repaired	0 0
• Contractor and Garden Meters Recovered	0 1
• Contractor and Garden Meters Installed	0 3
• Meters Read	11,866 47,464
• Meters Ordered	0 0
• Water shut offs for non-payment	0 0
• Water service re-connects	0 0

<u>Meters Installed October 2023</u>			<u>Meters Ordered October 2023</u>		
5/8"	16		Transferred	5/8"	0
3/4"	2			3/4"	0
1"	0			1"	0
1 1/2"	4			1 1/2"	0
2"	0			2"	0
3"	4			3"	0
4"	0			4"	0
Total	26		Total		
<u>Meter Inventory November 1, 2023</u>			<u>Ordered</u>		
5/8"	38			5/8"	0
3/4"	11			3/4"	0
1"	6			1"	0
1 1/2"	5			1 1/2"	0
2"	32			2"	0
3"	10			3"	0
4"	7			4"	3
Total	109		Total		3

Other Tasks Performed through the Water Supply Division:

- Several department personnel attended continuing education class at NIACC.
- Performed troubleshooting on the unit heater at the Hoover Booster Station.
- Monitored an increase in sand found at the iron filters. Operators suspect it is coming from Well A-3
- Performed troubleshooting on an issue relating to a communication failure from outer sites through the radio system.
- Performed locating of the utility lines from well sites to the water treatment plant for directional boring going on in the area.
- 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		
	October	Fiscal Year- to-Date
Prepare payable checks	624	2553
Prepare receivable invoices	37	208
Prepare payroll checks	727	3092
Certify invoices to County	39	145
Send letters to State Offset Collections	0	8
Record State Offset collections	\$ -	\$ 4,617.32
Ambulance accounts sent to collections	57	152
Record ambulance receivable	91	416
Scanned invoices for myView point processing	921	3874

- 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		
	October	Fiscal Year- to-Date
Record ACH activities	31	100
Prepare utility adjustments	50	280
Finals & charge offs	203	977
Issue utility bills	10017	40068
Answer phone calls	1282	4484
Respond to voicemail	256	821
Complete utility service orders	361	1088
Complete landlord tasks	83	268

Issue shutoff notices	353	1512
Process customer paid utility bills	4835	18625
Process customer deposits	443	1755
Replace meters	17	49

Information Systems Coordinator

- Add Dave H to PD group folder permissions.
- Change permissions on new folder for Danielle C at the PD.
- Check with Gina C about shared calendars.
- Get with RSM regarding upgrades to City Wide Wifi.
- Help John J with his Granicus password reset.
- Order speaker bar for Mackenzie H.
- Pay invoices.
- Remove alias emails for Rachel V.
- Start Diane Y's new PC.
- Swap out monitors for Steven O.
- Clone and replace hard drive for Community Room laptop at the PD.
- Find out where we are at with Cemetery project.
- Finish Diane Y's new PC.
- Fix MFA on phone.
- Get Tracs installed on PD laptop.
- Get with automatic systems about server issue.
- Help Erik B with mail on his tablet.
- Order DVD drives for new PCs.
- Order switches from RSM.
- Remove Brandon V from AD.
- Remove Willie S from AD.
- Restart radios at South Kentucky tower.
- Take Curt S his new PC.
- Download and program council meeting to government channel.
- Install printer for Paul V.
- Install taser software for Mark T at the PD.
- Look at Steven V's Avaya issue.
- Rebuild water rec App server.
- Restore file for Dylan S.
- Start new PC for Kristi T.
- Assign phone number to new user at PD.
- Change location for tower drop off.
- Coordinate tower setup for lift station.
- Get wireless and fiber maps to Phoenix.
- Get with RSM at all fiber locations.
- Look at Kristi T's PC to see if printer cord with transfer.
- Order parallel printer adapter for water billing PCs.
- Pay invoices.
- RSM meeting for firewalls, fiber, and wireless information.
- Start configuring Michelle K's new PC.

- Clean up wifi from old devices.
- Configure new laptop for Mary L.
- Start new PC for Tiffany H.
- Change timing for bus station doors.
- Help Kate S with her email on her phone.
- Send out email to champions regarding Windows 11 upgrades.
- Set up conference room for Blood Drive.
- Start new PC for Edith B.
- Swap PC for Diane Y.
- Swap PC for Tiffany H.
- Finish PC config for Edith B.
- Help move equipment for blood drive.
- Help Tricia S with her templates.
- Look through video for Michelle K.
- Program Wifi for Erik B's new phone.
- Swap PC for Kristi T.
- Swap PC for Michelle T.
- Check email issue for Matt L at Water Treatment.
- Check tower at lift station.
- Double check squad room PC.
- Get with George B about grounding out new tower.
- Let RSM know tower is done.
- Look at Mark R's tablet.
- Look at printer for Parking Enforcement.
- Restore file for Diana B.
- Search for missing email for Perry B.
- Get install procedure for unsupported Windows 10 machines.
- Look at EMS machines to see if they can be upgraded to Windows 11.
- Look at errors for Danielle C.
- Look at printer issue for Mark R.
- Test Windows 11 update on unsupported hardware.
- Update Happy Software on Cathy B's PC.
- Check Kirby B's PC for upgrade problems.
- Hook up monitors for Parking.
- Replace hard drive for squad room PC.
- Set up new PC for parking.
- Test update Water Billing Front Desk PC.
- Finish parking PC for PD.
- Help Kristi get set up on her new PC.
- Lock 3rd floor doors for fire alarm test.
- Order replacement battery cartridges for phone battery.
- Set up new user for Airport.
- Set up new use for PD.
- Take adapter and cable to PD for squad room.
- Update Jamie S's PC to Windows 11.
- Upgrade Kirby B's PC to 11 and test.

- Look at Avaya plug in for City Hall.
- Program key for Steve K.
- Reset password for Shannon F at the FD.
- Set up conference room for flu shot.
- Start new PC for Mara L at the Museum.
- Take new parking PC to PD.
- Test upgrade IT PC to Windows 11.
- Download and program council meeting to government channel.
- Get a quote for a new AS server for Water Treatment.
- Get with RCC about call assistant file.
- Install DVD drives in new PCs.
- Order two more hard drives for GIS server.
- Replace batteries in phone UPS.
- Set permissions on folder for Jeff B at the PD.
- Update Avaya assistant to build 21 for City Hall.
- Check DVD drive installs for correct drive letter.
- Install DVD drive for Tiffany H.
- Pay invoices.
- Start new PC for Lindsay T.
- Get with Scott H from RSM about meeting.
- Run update on Jamie S's PC over the weekend.
- Set Brett H up with alias email for Tammy O.
- Start expanding GIS drives.
- Take four monitors to PD.
- Finish extending data drive for GIS.
- Get new parking printer hooked up.
- Get with Kate S at the FD.
- Install CD/DVD player in parking PC.
- Install tablet in Car 2.
- Reinstall Avaya plug in for City Hall PCs.
- Take last six monitors to PD.
- Update HOBOS software for Museum.
- Update Past Perfect for Museum.
- Copy desktop items from Museum PCs.
- Finish install of Past Perfect on Edith B's new PC.
- Finish inventory of new monitors for PD.
- Fix default browser problems for Paul B at the cemetery.
- Get new laptop to Mary L.
- Inventory Edith B's new PC.
- Order new server for Water Treatment.
- Upgrade Brent H's PC to Windows 11.
- Clone and replace hard drive for extra water billing PC.
- Help Erik B with his Office sign in.
- Order extra SSD drives.
- Order two USB extenders and displayport extenders.
- Pay invoices.

- Start new computer for FD EMS North.
- Check GIS system under Matt S's account.
- Check label printer for Jason S.
- Check label printer for Jason H.
- Install Photoshop on Lindsay T's PC.
- Redo Edith B's PC.
- Take new PCs to museum.
- Add Mara L and Lindsay T to daily access for City Hall.
- Configure new PC for center EMS workstation.
- Get with Central Lock about security.
- Help Brian P with Windows 11 upgrade.
- Look at printer for Jason H at the PD.
- Look into hyperlink issue for Matt S at O and M.
- Pay invoices.
- Reset password for Matt S.
- Take new PC to Edith B.
- Fix Lindsay T's PC boot issues.
- Get with Gina about Curt's information.
- Get with Lindsay T about camera system.
- Get with RSM and CLTel to fix NetMotion.
- Help Rick O with MACH in Car 2.
- Look at closing out Duo accounts.
- Pay Invoices
- Re-install Adobe products on Lindsay T's PC.
- Check network port for Carly S at the Animal Shelter.
- Check printer and software on Lindsay T' new PC.
- Have RSM look at connection issues between City and County again.
- Help Andy M at the PD with Woodman Control Access.
- Program Wifi for new machine at cemetery.
- Start configuring new PC for Randy E at the FD.
- Wipe and rebuild Lindsay T's PC again.

GIS Department

Administrator

- Create road closure maps x 15.
- Create Highland Ribbon Cutting map.
- Update and publish Destination Iowa App for public use.
 - Add trail images x 5.
 - Symbolize trails by project status.
- Export city limits map.
- Update online parking map x 2.

Cemetery

- Create a burial/owner editing application.
 - Symbolize owner & burial names.
 - Update queries.

County

- Fix address discrepancies x 3.
- Send vacated alley documents.
- Download county wide 2023 EagleView imagery.
- Download countywide Orthorectified ASI imagery.

Development Services

- Run bi-weekly parcel data script, export as CSV file, adjust and email.
 - Transfer data to G: drive
- Install new ODBC driver x 1.
- Create house move press map x 2.
- Export Birch Dr bicycle map.
- Edit Plat layer.
 - Input Southport 1st Subdivision.
- Edit Easement layer.
 - Vacate storm sewer easement by Southport 1st Subdivision.

Engineering/Water Treatment/Customer Service

- Complete initial lead service line inventory with hard cards.
 - Continue to update information with customer survey responses.
- Update water pipe service layer attributes x 3.
- Delete old customer service records x 7.
- Create new customer service points x 5.
- Enter lead replacement lines on 12th St into inventory x 47.
- Reset mPower password x 2.
- Create NW quadrant flushing map.
- Update ArcPro x 1.

Finance

- Download ArcGIS Pro, ODBC driver, & .NET framework on training computer.
- Create May 2024 tree planting map.
- Create roads & contours online map.

Operations / Utilities/ Water Reclamation / Parks

- Update water valve type x 3.
- Create water valve x 1.
- Complete Sanitary Sewer data request for WHKS.
- Edit water main layer.
- Create Ash tree map of the cemetery x 4.
- Reset AGOL password x 1.
- Update ArcPro x 2.
- Update .Net Framework x 2.
- Update ODBC driver x 2.

Police

- Create weekly call data maps x 4.
- Update AGOL crime and camera map x 4.
- Create AGOL user x 1.

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 Cloud Point geospatial webinars.

Grant Administrator:

- Monthly Reimbursements
 - Office for Victims of Crime Specialist
 - Byrne Justice Assistance Grant (JAG)
 - Justice and Mental Health Collaboration Partnership
- Quarterly Reports
 - Office for Victims of Crime Specialist
 - Byrne Justice Assistance Grant (JAG)
 - Justice and Mental Health Collaboration Partnership
 - DERA
 - Destination Iowa
 - AFG Grant
- North Central Iowa Narcotics Task Force
 - Monthly bookkeeping, deposits, AP
- Wellness Committee
 - Blood Drive
 - Blood Draw/Flu Shots
 - Halloween Candy
 - Prepare for Donation Drive
 - Healthiest State Initiative Walk
- HOME Rehabilitation Block Grant Pilot Program work
 - Applications received, planning meetings, Lupton Center Meeting
- Federal Service Desk work on Airport UEI issues
- David and Phyllis Murphy Foundation applications
- Alliant Energy One Million Trees Application
- REAP Assembly

Deputy CA Duties

- Participated in several related meetings and finalized contract with Absolute Waste Removal for recycling processing for Council consideration on November 7; provided the required contractual notice with the current vendor.
- Attended Landfill of North Iowa board meeting.
- Attended ICMA annual conference in Austin, Texas. Among a number of useful sessions I attended were a deep dive on strategic planning processes and a mobile workshop on public art strategies.
- Attended Chamber annual meeting.
- Participated in review of proposals for EPA Brownfield Community-Wide Assessment grant services and recommendation for 11/7 Council.
- Met with a colleague who helped set up the Shell Rock watershed group, in preparation for plans for a Winnebago watershed group.
- Attended High Line Trail ribbon-cutting.
- Participated in Chief Building Official interviews.
- Attended a City of Mason City discussion with RDG on the draft comprehensive plan. Things are looking good and we are getting close to completion.

Finance Director Duties

- Various coordination on urban renewal items including Mason City Unified area amendments.
- Attended quarterly IPAIT board meeting.
- Met with Youth Task Force representatives on a plan for their financial shortfalls.
- Prepared August and September financials and distributed to departments and Council.
- Update of CIP spending through 9/30/23.
- Update of Health Insurance spending through 9/30/23.
- Update of RCR project expenditures & funds on hand through 9/30/23.
- Update of LOSST and Hotel/Motel revenues and expenditures through 9/30/23.
- Update of ARPA revenues and expenditures through 9/30/23.
- Update of Police Pending Forfeitures through 9/30/23.
- Completed employee badge admin policy for City Administrator signature.
- Bidding of CD Investments- 3 investments were bid this month: 1) \$5M to Farmers for 91 days at 5.51%; 2) \$5M to IPAIT for 182 days at 5.50%; and 3) \$2M to IPAIT for 364 days at 5.60%.

November 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 policy on timekeeping, in cooperation with HR.
- Continued work on electronic records approach & implementation planning.
- Work as team member on Downtown West HOME grant processes.
- Structuring & legwork on Fall 2023 strategic planning process.
- Development of new City Council orientation materials.
- Cash-flow updating and preparation for the annual budget and CIP process.
- Preparation of FY24 first-half budget amendment
- Completion of TIF annual report and certification

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	OCTOBER 2023	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	66	675
EMS	389	4,470
Total Calls for Service (Fire & EMS)	455	5,145
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
372	12	5
Personnel Training Hours		
Fire	1,220.32	11,518.45
EMS	115.50	3,171.10
Total Training Hours	1,335.82	14,689.55
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	113	2,054
Existing Building Inspections	14	172
Plan Reviews	23	276
Fire Investigations	0	29
Liquor/State License Inspections	14	120
Community Involvement		
Public Tours of the Fire Station (Number)	10	29
Public Fire Safety Appearances/Trainings (Number)	12	33
EMS/Fire Students - Ride-Along	1	95
Preceptor Training Hours	7.00	933.00
National Fire Statistics -YTD		
11.1.23	Line of Duty Deaths	Civilian Fire Deaths
	70	1,710
Fire Property Loss Report – Mason City		
Estimated Property Value	\$3,500	\$11,869,715
Estimated Property Loss	\$1,500	\$3,629,712
Total Saved	\$2,000	\$8,240,003
Overtime Hours		

Fire	13.00	970.45
EMS	526.25	2,569.25

Significant Events

10/01/2023 Vehicle Fire

211 S Virginia Ave

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	11	19	30
Engineering	17		17
Finance	11		11
Fire	47	1	48
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations			
& Maintenance	66		66
Police	45		45
Recreation	7		7
Youth Task Force	3		3
Grand Total	239	29	268

Plus 160 Seasonal employees

Staffing

Activity

Hiring Activity:

- Police Officer-10 openings (Police):
 Finishing up background checks, MMPI and polygraph testing, and physicals on Sept candidates. Anticipate job offers on December Council agenda.
 Accepting/processing applications for Dec testing, conducted 1 interview.

- Transit Driver - Relief driver openings (Dev Services): Continuing recruitment.

- Youth Task Force Director - 1 opening (YTF): Following retirement of director, replacement search put on temporary budget hold.

- Firefighter/Paramedic - 1 opening (Fire): Interviews conducted in August. Job offer made and will be on council agenda in December.

- Heavy Equipment Operator-Tree Crew - 1 opening (O&M): Conducted civil service testing and created internal promotion list. Filled with internal transfer in October.

- Community Service Officer - 1 opening (Police): External hire started in October.

- Police Utility Person - 1 opening (Police): External hire started in October.

- Parks Maint Worker - 1 opening (O&M): External hire started in October.

- Airport Operations/Maint Coordinator - 1 opening (Airport): Interviews conducted and job offer made. External hire started in October.

	<ul style="list-style-type: none"> - Chief Building Official - 1 opening (Dev Serv): Recruitment conducted internally and externally with interviews conducted in October. Job offer made subject to Council approval in November.
	<ul style="list-style-type: none"> - Mechanic - 1 opening (O&M): Opening posted internally and externally. Civil Service testing to be conducted in November.
	<ul style="list-style-type: none"> - Police Evidence Specialist - 1 opening (Police): Recruitment conducted internally and externally, Civil Service testing scheduled in November.
Positions Filled:	- Hired 4 regular full-time employees
Turnover:	- 1 retirement, 2 regular full-time, 1 regular part-time resigned, and 4 seasonal employees end of season.
Employee Orientations/exit interviews:	- Conducted 2 new hire orientation sessions and 1 exit interview.
Career Fair:	- Participated in 1 college career fair for Police Officer recruitment.
Civil Service Commission:	- 2 civil service meetings during the month.

Labor Relations/Legal

Activity

Grievance Activity:	<ul style="list-style-type: none"> - Fire: No open grievances. - Teamsters: 1 new open grievance.
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	- 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 employee blood drive.
Employee Activities:	- Assisted with 5 flu shot/blood screening events.

Benefits	Activity
Employee benefit support:	- Ongoing support on employees benefit issues
Employee Benefits:	- Coordinated 2 city-wide employee benefits meetings and begin online annual benefit enrollment process for all employees.

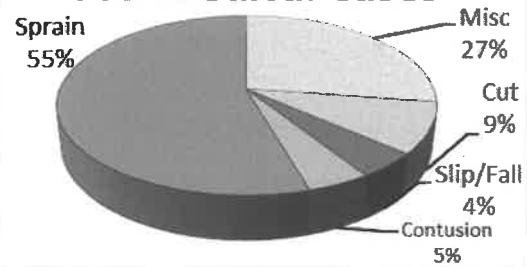
Miscellaneous	Activity
Workers Comp. & 411 Police/Fire Admin:	- Directed care and processed medical invoices and managed ongoing 411 cases.
Drug Testing Compliance Activities:	- Conducted required monthly drug testing.
Training:	- Attended Employment Law conference sponsored by our law firm.
Professional/Community Support:	- Attended virtual IAPELRA state board meeting.

Safety Statistics	Month	2023 YTD	2022 YTD
# of Work Comp Cases	1	22	19
# of OSHA Injuries	1	22	19
# of Days Missed	0	60	26
# of Employees Off	0		

Oct Medical Cases



YTD Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

No report for the MacNider Art Museum for October.

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

During the Month of October, the Utilities Crew:

Finished Hydrant Flushing on the West side of town, other work included:

Replaced 1 fire hydrant and valve due to age. Hydrant was moved from one location to across the street.

Fixed 2 main breaks, including dirt work and extensive concrete repair

Replaced a hydrant lead and T (was found to be in bad shape during one of the main breaks).

Worked on 22 separate Fire Hydrants that were found to have problems during flushing.

Repaired 3 Fire Hydrants that had been hit by a car.

Stubbed in utilities for the house moving project.

Internal Services:

Service and repair 15 Street Department vehicles

Service and repair 3 Police Department vehicles

Service and repair 4 Fire trucks and ambulances

Service and repair 1 Code Enforcement vehicles

Service and repair Water Reclamation vehicles

Service and repair 5 Sanitation vehicles

Service and repair Park vehicles

Service and repair 1 Water Supply vehicles

Service and repair 1 Water Utility vehicles

Service and repair Engineering vehicles

Serviced Generator at City Hall

Service and repair Development vehicles

Electrical:

Street light repairs

Traffic signal repairs

Work on Civil Defense

Repaired lights at shelters

Water Reclamation Plant

Worked with Tree Crew

City Hall Lights

Worked on lights on vehicle

Wastewater Division:

- Wastewater treated:

Monthly Total:	114.584	million gallons
Daily Average:	3.696	million gallons per day
Daily Maximum:	4.509	million gallons per day
Sludge processed	1.643	million gallons
Biosolids Hauled	1.83	million gallons

Collection System:

- lift station inspection/maintenance M/W/F and as needed
- helped dig up crew with valve boxes

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on nine Industries.
- Completed DNR Monthly Operating Report.
- Performed laboratory analysis on plant samples.
- Collected industrial samples
- Ran E.Coli testing 5 x/month for DNR reporting
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed 3 Industrial Pretreatment Inspections
- Completed 3 industrial pretreatment sampling inspection
- Current Lab tech- Staci Sberal - put in her resignation

Activities planned for next month at the water reclamation plant:

- Notify Industries of delinquencies
- Calculate totals for all industries and plant
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Continue hauling biosolids
- Track mileage for all vehicles
- Perform interviews for new lab tech

Special Activities/Accomplishments of particular note:

- Started mixing lagoon with new mixing pump
- Picked up Ryder rental semi used for hauling
- Mowed plant grounds
- Cleaned UV lights

- Check oil in all clarifiers
- ASC was here to install new SCADA program
- Hauled Biosolids
- Sewer repair meeting with WHKS
- Inspected industries for pretreatment program
- New tires on truck #111
- Cleaned primary scum troughs with Vactor
- Kicked off meeting with WHKS for CCTV for 2023-24 year
- Mowed plant grounds
- Washed hauling equipment

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	575.23 tons	5,369.64 tons
Recycling collected	55,480 pounds	549,501 pounds
Yard waste collected	201.60 tons	809.08 tons
Large item number of stops	70	482
Materials collected:		
Large furniture	30	264
Small furniture	30	283
Tubs & toilets	4	30
Appliances & TVs	23	248
Electronics	0	6
Request for service calls	245	2,758
Recycling Processing Charge:	\$1,110.00	

Street Division:

Street Sweeping
 Hot Patch Potholes
 Repaired 18 Street Signs
 Equipment Maintenance
 Installed a tower for at the 15th Street Lift Station
 Arborist trees 44 removed/ 21 trimmed
 Pick up dead deer on city right of way
 Storm Sewer Repairs
 Hauled Mulch
 Planted trees
 Removed retaining wall and stairs for House Move
 Pulled hanging Planters from the Plaza
 Equipment Repairs
 Pulled fence for house move
 Put up no Parking Signs for House Move

Park Division:

Equipment maintenance & repairs

Shop maintenance

Installed Railing

Worked on removing and installing new Basketball hoops (Monroe)

Pick up piles of branches from the Arboretum

Took picnic tables and bleachers to fire station for their open house

Rounded up paint supplies for the Volunteers painting the hand rail at foot bridge.

Tended to Deer

Maintenance at the swimming pool, filling cracks

Repaired and Reinstalled Drums that were vandalized at Prairie Playground

Cleaned out the grills at all parks

Repaired vandalism at the Train in East Park

Worked on playground Youth Complex

Shut water off and winterized shelters, ball diamonds, pool, campgrounds

Tilled the Old Madison School Playground area

Removed Fountains from Duck Pond

Installed a new valve on Dog Park Fountain

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	1573	0	0	15997
Alarm - Business	23	35	33	32	48	40	43	46	36	47	0	0	383
Animal	33	40	55	55	61	74	65	81	63	36	0	0	563
Burglary	13	9	15	19	17	19	12	17	12	19	0	0	152
Collision - Prop Damage	83	71	64	61	58	55	59	67	72	63	0	0	653
Collision - Pers Injury	5	5	5	5	10	7	13	11	9	12	0	0	82
Collision - Hit and Run	11	22	14	9	16	12	19	14	15	13	0	0	145
Disorderly	97	82	118	136	119	147	116	147	159	103	0	0	1224
Domestic - Physical	4	13	12	10	15	13	14	15	11	6	0	0	113
Domestic - Verbal	32	17	30	27	24	25	26	16	38	20	0	0	255
Fireworks	4	0	0	1	1	31	79	2	0	0	0	0	118
Harassment	28	42	50	65	73	59	64	58	53	49	0	0	541
Medical	91	0	113	88	96	89	92	107	98	101	0	0	875
Motorist Assist	40	33	21	24	23	25	29	20	17	21	0	0	253
Parking	60	36	37	38	48	37	45	51	34	45	0	0	431
Stray Animal	24	36	53	47	56	46	71	67	68	69	0	0	537
Suspicion	125	143	169	187	175	258	232	223	224	177	0	0	1913
Theft	61	53	86	57	66	63	80	98	74	76	0	0	714
Welfare Check	117	114	109	110	118	110	121	106	98	88	0	0	1091

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	86	104	112	96	98	124	140	131	125	102	0	0	1118
New Investigations	350	358	378	386	383	413	454	475	439	411	0	0	4047
Traffic Citations	152	292	264	185	54	141	146	143	156	157	0	0	1690
Written Warnings	104	160	108	101	100	118	62	81	63	93	0	0	990
Crash Reports	86	80	65	64	67	66	74	75	82	64	0	0	723
Parking Tickets	264	193	333	13	17	19	10	23	10	255	0	0	1137
Traffic Stops	209	378	277	232	119	219	158	158	160	183	0	0	2093
Extra Patrol Checks	893	618	549	488	451	458	533	689	491	637	0	0	5807
Business Checks	51	24	31	28	36	23	39	14	16	19	0	0	281

Offender Checks	17	21	20	19	10	21	30	37	25	36	0	0	236
Open Records Requests	461	442	467	511	557	546	328	758	487	621	0	0	5178
Dogs to Shelter	11	18	22	15	24	18	24	20	20	16	0	0	188
Cats to Shelter	17	15	17	12	42	23	45	44	36	58	0	0	309

Despite the ongoing staffing challenges facing MCPD, we continue to fill patrol shifts using overtime and mandatory callback. Self-Initiated Field Activity continues to be at a high level and we work to address community issues as quickly as we can by using the speed trailer and community partners.

Criminal Investigations

Case work completed by CID this month involved a variety of cases – felony domestic assault, felony stalking, and felon in possession of a firearm. Additionally, criminal charges were filed for theft 2nd degree in a dependent adult abuse investigation and sexual abuse 3rd degree in a sexual assault case. Alcohol compliance checks started in October and are partially completed.

We have a new supervisor in CID and are on a recruitment for a new Police Evidence Specialist. In addition, all CID personnel completed two days of in-service training in October and we are currently in-process on police officer background investigations.

Support Services

The Crime Victim Specialist followed up on 81 cases in October, including three in-person visits. Services included four Crime Victim Assistance Applications and follow-up on two cases for the County Attorney.

Special circumstances on a domestic violence investigation, provided an opportunity to work with a partner agency to support a survivor using victim assistance funding for housing, food, clothing, and gas that assisted with the safety plan.

We were able to get our new Community Service Officer started this month. After basic training is completed, he will be working 9:30 a.m. to 6 p.m. with a focus on downtown parking and providing some assistance with animal control. For the month, our new CSO issued 238 parking tickets.

We also shared the updated City of Mason City parking regulations with our personnel that were recently approved by City Council. We will do some pre-winter communication on the new regulations as it relates to alternate side parking and snow removal.

Animal Control continues to keep us busy too. For October, we handled 117 animal calls – eight bite cases and issued seven criminal charges for animal violations. We took a record 74 animals to shelter – 16 dogs and 58 cats.

Administration

In-service training for October was 1.5 days and was delivered by our patrol supervisors who have all been trained as instructors by the Police Executive Research Forum (PERF) program called Integrating Communication, Assessment, and Tactics (ICAT). In a nutshell, ICAT is a

blend of critical decision-making, communication, tactics, information gathering, and de-escalation that aims to give police time and space to address calls for service without having to use force. We brought in role players and worked to reinforce a new way of solving old problems.

In addition, we used Axon Virtual Reality headsets to learn more about some mental health and intervention situations to help empower officers to “Step In and Step Up” if/when they see a colleague at-risk of making a bad decision while responding to a call for service. Finally, we brought in a panel of community mental health stakeholders to discuss how they interact with MCPD and people in our community with mental health challenges. Providers spoke very highly of their interactions with MCPD and the work that our officers do every day to try to get the best outcome for those in crisis. We had good feedback on the training and are continually on the lookout for best practices that fit our community and our agency as we work together to solve community challenges.

We are finishing up background investigations on police officer applicants with a goal of making hires in December. We will get new officers through orientation and started in the field training program before they attend academy training in March or April 2024.

Public Library

Reported by Mary Markwalter, Library Director

As you can see from the Statistics, we had a lot of programs for all ages in October. The programs were well attended too!

	Jul	Aug	Sep	Oct	YTD	LYTD
Adult Fiction	1368	1251	1066	1043	4728	4884
Adult Non Fiction	460	417	334	397	877	1564
Large Print	766	841	740	647	2994	3078
Adult Books Total	2594	2509	2140	2087	9330	0
Young Adult	481	398	306	313	1498	2231
Juvenile Fiction	1986	1503	1359	1797	6645	6578
Juvenile Non-Fiction	344	211	191	239	985	1169
Middle School	412	324	155	213	1104	1223
Children's Books Total	2742	2038	175	2249	7204	0
TOTAL BOOKS	5817	4945	4151	8985	23898	20727
Audio/CD/Playaway	230	144	200	212	786	819
Video Games	83	75	49	57	264	151
Periodicals	178	106	108	103	495	558
Software	0	0	0	0	0	0
Other (puppets	7	4	4	9	24	39
All other physical items	90	79	53	66	288	0
DVD	881	808	530	602	2821	3513
Tumblebooks	23	27	2	2	54	28
Creativebug (users)	19	16	20	18	73	72
World Book Online	160	56	920	61	1197	3580
Chilton's Online	50	73	22	45	190	77
Gale	67	0	0	0	67	8
Transparent Languages	521	575	495	551	2142	2490
Brainfuse	2	1	3	10	16	72
Bridges	2373	2461	2202	2511	9547	8149
Newsbank	75	30	342	15	462	212
Hoopla!	1149	1191	1173	1205	4718	3588
Total Electronic Usage	2064	1968	2974	1897	8903	0
Total-Other	5818	5567	6070	5201	22656	23356
Grand Total Circ.	11635	10512	10221	9850	42218	44083
Item Records Added	364	567	441	657	2029	1991

Patrons Registered	95	91	71	68	325	368
Renewals	646	716	51250	710	53322	3035
Holds Filled	341	329	318	388	1376	1104
Holds Placed	504	468	566	546	2084	1736
Discs Cleaned	0	0	0	0	0	0
Photocopies	3150	2859	3013	2961	11983	15221
MeetingRoomGuests	723	380	959	931	2993	3827
Meeting Room Used	208	110	146	151	615	533
SILO request unfilled	4	4	8	7	23	53
SILO request filled	32	32	1	0	65	2
SILO MCPL Request Filled	5	5	5	6	21	24
SILO MCPL Request Unfilled	0	0	31	47	78	55
Attendance	12000	10000	11000	11300	44300	37200
Children's Programs	15	0	12	12	39	26
Childrens Program Attendance	1601	0	538	793	2932	1751
Young Adult Programs	10	2	5	4	21	14
YA Program Attendance	283	11	6	65	365	415
Adult Programs	18	11	13	13	55	37
Adult Program attendance	551	123	134	93	901	389
In Library Use	600	619	858	1637	3714	3614
Faxes Received	11	4	14	3	32	46
Faxes Sent	42	130	1310	51	1533	264
Scan	200	159	159	254	772	0
Handouts	5400	2000	2908	4000	14308	19500
Genealogy Referrals	0	1	3	2	6	3
Archive Referrals	25	21	20	21	87	28
Photo Prints	13	14	8	12	47	83
OCLC Borrowed from MCPL	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0
Reference Questions	3500	2853	2447	2000	10800	14500
Internet Users	700	402	443	481	2026	1800
WI-FI Sessions	1659	1773	1790	1772	6994	6657
Microfilm Users	8	3	6	6	23	20
MyLibro App	3725	3801	4007	6437	17970	0
Website Visits	3089	3022	3316	2881	12308	9870
TOTAL PUBLIC SERVICES	39562	30535	84647	38230	192974	130694
GRAND TOTAL SERVICE UNITS	51197	41047	94868	48080	235192	205088
VOLUNTEER HOURS	40	25	21	21	107	167.5

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
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits
- 185 nights stayed at MacNider Campgrounds

Daily Participation Rates:

Total People Served in 2023 through October:	322,145
Total People Served in 2022 through October:	309,810

Nights stayed at MacNider Campgrounds in 2023 through October:	5,199
Nights stayed at MacNider Campgrounds in 2022 through October:	4,834

Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to 2 new winter staff
- Attended the National Recreation and Parks Association Conference
- Certified 35 youth coaches with NYSCA
- Addressing Fall & Winter Staff needs (email/letter)
- Finished up safety corrections from the annual inspections
- Assisted in the Creative Power Project at John Adams Middle School
- Started preparing for CIP proposal for the Park and Recreation Board
- Closed MacNider Campgrounds for the season
- Attended the Ribbon Cutting for the Highland Trail

- Applied for Grant Funding for the e-sports room
- Hosted a Halloween Community Wide event which saw over 750 people
- Continue to work on the Aquatic Center long term action plan – Presentation will be at the November meeting
- Continue to fix grass issues at the Soccer and Norris Youth Complex
- Continue the Community Garden program
- Continue the Koloni Bike Share program

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Youth Volleyball
- Run Adult Volleyball
- Run Youth Dodgeball
- Run Preschool Sports
- Run Toddler Time at the Rec
- Run Toddler Gym Time
- Run Open Gym Adult Sports
- Continue to address Fall & Winter Staff needs (email/letter)

Multipurpose Arena Monthly Activities:

- Daily Participation Rates in 2023 thru October: 70,884
- Daily Participation Rates in 2022 thru October: 63,377
- Hosted 5 North Iowa Bulls games
- Hosted 5 Mason City Toros games
- Hosted 4 High School Games
- Continue to support Youth Hockey Association activities
- Continue to support North Iowa Figure Skaters activities
- Gave 2 tours of the Arena and Office area

Arena Work to Done in Coming Month:

- Continue paint and repairs scuff marks on the wall around the concourse and shared lobby area
- Book summer events

Highland Park Golf Course Monthly Activities:

• Season Pass Update:	2023	2022
Family	29	30
Class A	172	173
Class B	42	30
Youth	30	21
Daily Cart and Green Fees	\$178,626	\$138,242
Concession Sales	\$117,530	\$90,643
Rounds Played	18,292	18,159

- 960 rounds played at Highland
- Started preparing the course and the club house for the off season

Highland Park Golf Course Special Activities/Accomplishment:

- Started preparing for CIP proposal for the Park and Recreation Board
- Assisted in the at Creative Power Project at John Adams Middle School

Highland Park Golf Course Work to Done in Coming Month:

- Start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Continue to blow and pick up leaves
- Top dress greens for winter protection
- Identify trees for removal
- Continue to maintain course till closing
- Prepare and be a host site for the November Election

October 2023 Agronomy Report Highland Park Golf Course By Eli McGallian

A new rotary cutter was acquired near the beginning of October. It was used to mow the “no mow” areas throughout the golf course. Rotary cutters are made for this type of work as it can easily cut brush up to 1 inch in diameter. The agronomy staff received several compliments from golfers regarding mowing of the “no mow” areas.

We continued to deal with racoon and skunk damage to the golf course at times during October. Thankfully, the damage was much less extensive than in September.

Greens, approaches, and green surrounds were fertilized in October. Mowing of all turf areas continued, but the frequency was reduced as growth slowed towards the end of the month. The agronomy staff received many compliments on the condition of the golf course in October, many were related specifically to the condition of the greens. A lot of time was spent blowing and collecting leaves throughout the month. Ball washers, rakes, tee markers, and 150-yard poles were taken off the course near the end of October.

October started off hot with high temperatures in the 90’s. However, by the end of the month, high temperatures were in the low 30’s. October yielded 4 frost delay days, and 4 closure days (October 28th-31st) due to cold temperatures. The precipitation total for October was approximately 3.33 inches.

The water supply to the irrigation system was shut off on October 23rd and the system was drained. Irrigation system blowout was performed on October 24th and 25th. An Airman 375 CFM compressor was rented to perform the blowout procedure. Irrigation system blowout requires planning and proper execution to minimize the risk of damaging the irrigation system. Prior to blowout, irrigation system components were located and evaluated to make the blowout procedure as efficient as possible.

Prior to draining and blowing out the irrigation system, the following issues were identified: 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.

Repairing of the valves has been attempted, 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. Multiple sprinkler heads were found not turning during operation: 1 head on 3 tee, 2 heads on 3 green, 1 head on 7 green, 2 heads on 13 green, and 1 head on 18 tee. There are heads leaking during operation on holes 2, 4, and 6 in the fairways. Several quick coupler valves on the back nine leak badly during use due to worn out seals that are no longer available. The irrigation control box on the back nine is broken and requires replacement. 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 to provide a good quality of cut on greens, tees, approaches, and fairways. The Toro 3300 deck mower has a broken engine oil dip stick which needs to be removed and replaced. The Toro 6700 fairway mower has a leaking lift cylinder that requires repair. The old workman utility vehicle has an overheating issue that may be related to the radiator.

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator



Activities for the Month of October 2023:

- Volunteer supplies, bags for litter cleanup coordination.
- 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 updates with gardens.
- Submitted invoice for Engagement Initiative, payment to Mason City.
- Updated volunteers on new projects that have been requested for assistance.
- Made supervisors aware of volunteers wanting to assist with project.
- Updated pictures of Beautification Gardens.
- Attended Yield Students monthly meeting.
- Attended Gardeners of North Iowa Banquet Meeting.
- Participated in SALT Forum as a Vendor.
- Accepted 6 new volunteer applications and referred to appropriate department.
- Worked on grant reports.
- Work with vendors to ensure all invoices are paid for Beautification project.
- Worked with Newman staff on project.
- Worked on Volunteer Luncheon.
- Presented information to Mason City High School on volunteer opportunities for Students.
- Participated in SALT forum at Grace Church having a booth at the event.

Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active.
3. Updated Beautification Pictures and took pictures of volunteers working in gardens.
4. Updated Volunteer Information Board for upcoming programs

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects	94.50
Recreation	football/soccer/bikes	1602.0
Beautification	Garden Maintenance/Cleanup	127.75
Earth Day	Misc. Street cleanup	3.0
457	Maintenance	58.0
Total Hours		1,885.25

Youth Task Force

Reported by Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

Grant/Budget Updates:

- 10/12 Submitted a grant request for mentoring activities with the River City Kiwanis
- 10/16-Program tracking form completed and submitted to Iowa grants for IHHS grant

One on One Mentoring

- 10/3 mentee orientation held at John Adams middle school
- 10/10- Peer mentor training at Newman. 16 high schoolers have signed up for the program.
- 10/12- Mentee and family orientation
- 10/10 two groups of peer mentoring started at John Adams middle school
- 10/19 Forest City Mentor Orientation – followed by mentee orientation
- 10/26 Forest City Peer Mentoring started

Ongoing: mentor/mentee recruitment, updated overview of program for orientations, curriculum and activity prep, and coordination with staff

North Iowa Teen Mental Health First Aid (tMHFA) Project

10/16 parent/staff info session for MC Alternative

10/19 tMHFA trainings started at MC Alternative

10/23 parent staff info session for N-K High School

10/30 tMHFA trainings started at N-K High School

tMHFA sessions and parent/staff info sessions scheduled for West Hancock HS

Ongoing: prepping for sessions, updates to program, coordination with school counselors

Attendance and survey tracking

STAFF / OTHER

Other meetings/events attended:

All Staff-

- 10/19-Executive Board Meeting the YTF office
- Facebook updates on mentoring and mental health

Heather-

- 10/18 CHIP meeting

Marti-

- Mentoring.org Collaboration Monthly Training
- Ongoing: DHS 1st quarter Report, IHHS and DHS Claims, Salary/Wage, purchase orders and expense tracking for grants

Jess-

- 10/12 IHHS grantee webinar
- 10/18- Dept Head meeting
- 10/25- IHHS grantee webinar on evaluation
- 10/26-IHHS grantee meeting in Ankeny
- 10/26-The Teenage Brain training
- 10/27-Submitted IHHS Quarter 1 report