

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

November 2023

(Issued December 15, 2023)



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

Airport

Reported by David Sims, Airport Manager

Date: November 2023

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 11/1/2023 – 11/30/2023	18,453 Gallons	60 Buses
Enplaned 510 Deplaned 439		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at the November 2023 Regular Airport Commission Meeting
- Continued construction of the new Passenger Terminal
- Continued construction of the new T-Hangar Building
- Trained new hire
- Approved new 3-year farm leases
- Prepared for winter operations

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the December 2023 Airport Commission Meeting.
- Continued construction of the new Passenger Terminal
- Continued construction of the new T-Hangar Building
- New hire travelling to fire training in Lexington, KY
- Prepare capital budget
- Launch marketing campaigns

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of November:

- 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 one Special Council Meeting 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 27 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 10 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 \$330.00 in animal license fees and \$75.00 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: The Council approved an amendment to the Purchase, Sale and Development Agreement with MCCCH, LLC, to allow for the sale of the hotel property, on November 22.

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 November. 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 has been 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 were all moved in November. The lots have been deeded to the HDC, so that they can be sold as affordable housing. This has been a great first project and collaboration with the new HDC.

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 11/30/23, 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 (if not all) 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, staff is following up to determine their status. 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:

- The walls of the new Federal Avenue Rowhomes, 11 new units at the SE corner of North Federal and 2nd Street NE, have been set and interior work is expected to begin soon.
- Construction of the River II apartments is nearly complete. 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 opened in November. This new store is located off of Commercial Alley next to The Hungry Mind, behind Simply Nourished.
- North Iowa Oral Surgery, 1530 South Monroe Avenue, is constructing a 2,775 square-foot addition to the clinic.
- Five applications were submitted for a rooftop solar array (all residential).
- Construction of the new Bike Park, including the shelter building is expected to begin in Spring 2024.
- The DRC and Planning and Zoning Commission have completed their reviews of the new Chick-fil-A Restaurant, located at 3128 4th Street SW in front of Fleet Farm. Construction is expected to begin in Spring 2024.

DIVISIONAL REPORTS

Development Review Committee: 4 meetings held in November 2023.

DRC Activity	November 2022	2022 YTD as of 11/30/22	November 2023	2023 YTD
Total Development Plans Reviewed	3	58	6	82
Concept plans reviewed/approved as a Minor Site Plan	2	30	3	37
Concept plans to be resubmitted as a Major Site Plan	0	16	2	31
Total Concept Plans	2	46	5	64
Major Site Plan Reviews Completed	1	12	1	14
Preliminary Plat of Subdivision	0	1	0	1
Final Plat of Subdivision	0	2	0	0
Other Reviews (structure moves, etc.)	0	13	0	9
TOTAL ITEMS REVIEWED	3	74	6	87
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	4	1	11

PLANNING AND ZONING DIVISION

Activity	November 2022	2022 YTD as of 11/30/22	November 2023	2023 YTD
Commercial, Principal Structure	3	23	3	31
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	8	65	5	91
Residential, Accessory Structure	7	60	4	47
Signs	1	36	4	26
Floodplain	0	11	5	11
Sidewalk Service Area Permits	0	3	0	1
Zoning Board of Adjustment Cases				
Appeal	0	0	0	0
Conditional Use Permit	1	4	0	2
Special Exception	1	11	1	13
Variance	1	10	0	11
Planning and Zoning Cases:				
Alley or Street Vacation	0	0	0	1
Change of Zone	0	1	0	4
Miscellaneous	0	1	0	2
Preliminary Plat	0	0	0	0
Site Plan Approval	1	2	0	4
Zoning Ordinance Text Amendment	1	4	0	1
Land Subdivision Activities:				
Boundary Line Adjustments	0	4	1	9
Lot Splits	0	0	1	1
Final Plat (not requiring P&Z review)	0	3	0	2
Historic Preservation Commission				
		0		0
Historic Demolition Reviews	1	14	0	4
Zoning Violations				
				0
Reported	0	22	1	41
Unfounded	0	1	0	8
Founded-Resolved without citation	0	14	0	21
Citations	0	0	0	0
Cases initiated by staff	0	19	1	33

Activity	November 2022	2022 YTD as of 11/30/22	November 2023	2023 YTD
Zoning Inspections				
Zoning – Case Request	0	19	1	42
Zoning – Complaint	0	2	0	6
Zoning –Setback	2	23	0	20
Zoning - Final	2	15	0	21
Floodplain - Final	0	0	0	1
Zoning – Landscaping Install	1	2	0	3
Removal Site Inspection	0	0	0	0
Permit Reviews				
Zoning Reviews Completed	31	382	30	393
Floodplain Reviews Completed	73	794	44	600
Historical Reviews Completed	2	38	3	29

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	November 2022		November 2023		2023 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	18	\$21,619,623.50	15	\$1,742,793.29	266	\$56,085,663.21
Minor Building Permits	16	\$235,309.00	18	\$249,123.50	265	\$4,587,976.42
Electrical Permits	22	N/A	5		224	\$0.00
Plumbing Permits	8	N/A	4		115	\$0.00
Mechanical Permits	19	N/A	10		216	\$0.00
Sign Permits	3	\$9,447.00	4	\$5,759.00	29	\$317,975.45
Demolition Permits	1	\$2,500,000.00	1	\$7,850.00	22	\$964,249.00
Structure Moving Permits	0	\$0.00	2	\$200,000.00	6	\$360,000.00
Total	87	\$24,364,379.50	59	\$2,205,525.79	1143	\$62,315,864.08
Inspections	November 2022		November 2023		2023 YTD	
Inspections Completed	143		71		1652	
Permits by Type	November, 2022		November 2023		2023 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition/Remodel
Residential: 1 and 2 family	1	26	0	25	6	426
Multi-residential	1	0	0	0	1	0

Building Inspections Permit Report						
Permits	November 2022		November 2023		2023 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Commercial	1	5	1	4	13	74
Industrial	0	0	0	1	3	8
Institutional	0	0	0	0	0	3
Other (signs, demo, etc.)	0	4	0	7	0	57
Fees Collected	November 2022		November 2023		2023 YTD	
	\$77,572.21		\$13,663.34		\$284,584.33	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	November 2022	2022 YTD as of 11/30/22	November 2023	2023 YTD
Total Requests Initiated (not including snow/ weeds ¹)	97	1071	57	964
Staff Initiated	49	657	17	520
Non-Staff Initiated (total):	48	414	40	444
Response to Complaint	35	145	11	179
Anonymous Complaint	9	179	24	192
SeeClickFix	4	90	5	73
Case Requests Disposition				
Founded Case Requests	97	1039	57	956
Citations Issued	0	10	0	10
Cases to Court	2	13	1	16
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	0	20	1	22
Dangerous Building	2	14	2	32
Abandoned Vehicle	0	9	0	10
Tree/Shrub Maintenance	0	5	1	23
Garbage	22	225	17	190
Inoperable Vehicle	5	19	3	45
Junk, Rubbish or Refuse	24	380	8	136
Other	9	160	0	74
Writ of Removal	3	30	9	34
Information Request	32	176	16	403
Snow Removal/Weeds & Tall Grass	25	742	10	983

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	November 2022	2022 YTD as of 11/30/22	November 2023	2023 YTD
Inspection Requests				
Initial Inspections	36	558	113	484
Reinspections	51	461	19	294
Inspection Requests	5	92	0	99
Total Inspections	92	1111	132	877
Inspection Results				
				0
Inspections Cancelled by Landlord	1	4	0	0
Inspections Cancelled by Inspector	0	1	0	0
Failed Inspections	12	231	4	130
Passed Inspections	69	766	125	630
No Shows	0	16	0	7
Unfounded	2	16	0	16
Unavailable/Denied Entry	0	2	0	0
Pending Inspections (not reported in 2022)		0	2	25
Units White Tagged	2	68	0	66
Rental Dwelling Certificates Issued	63	859	61	392
Total Fees Collected	\$2,660.00	\$ 35,130.00	\$4,700.00	\$ 30,890.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Task	November 2022	2022 YTD as of 11/30/22	September 2023	2023 YTD
Transit				
Fixed Route	8,930	102,812	10,838	118,847
Paratransit	3,424	36,835	3,488	39,752
Safety Training				
New Employees Trained	2	91	3	81
Completed Training Sessions	75	2,808	73	2,631

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>
November	2	40%	3	60%	5
FY to Date	20	31%	45	69%	65

Burials this month were below projected. Cremation burials were below 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>
November	4	2	6
FY to Date	23	7	30

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	7
● Storm Water Management Plan review & approval	1
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	1
▪ New Installation	1
▪ Disconnect	0
▪ Storm Sewer	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	6
▪ Repair	0
▪ Disconnect	0
● Water – Residential	
▪ New	2
▪ Repair	12
▪ Disconnect	2
● Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	1
▪ Approach New	0
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	0
● Pedestrian Ramp survey & design	0
● Driveway Approach permit & inspection	0
● Iowa One-Call Utility locates	868
● Emergency Call-out	9
● Emergency Call-out after hours	3
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	2
▪ DOT perform work within state highway ROW	1
▪ Application for new utility construction in City ROW	3

▪ Moving/Oversized load	4
▪ Review contractor Traffic Control Plan	2
• Permit Review & Approval - City	
▪ Commercial Building	7
▪ Residential Building	0
▪ Demolition	1
▪ Remodel or Addition	4
▪ Moving	1
• Permit Fees collected	\$1,365.00
• Lot Inspection Fees	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

2023 Pavement Marking Program:

The City Council accepted the work and approved final pay at their November 7th meeting.

2023 Street Panel & Curb Replacement Program:

The City Council accepted the work and approved final pay at their November 7th meeting.

2023 Street Rehabilitation Program:

Heartland Asphalt Inc. (Heartland) completed the surface milling and the Hot Mix Asphalt (HMA) paving operations at the intersection of 12th Street NW and North Eisenhower Avenue during the first week in November. This work also included the resurfacing of the approaches to the bridge over Willow Creek on North Eisenhower Avenue. Heartland returned the week of November 6th and completed the shoulder restoration and a subcontractor, Weikert Contracting, applied pavement markings to the new HMA surface.

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.

The project was substantially completed, and 12th Street NE was reopened, the detour signage was taken down on November 9th. Bob McKiness Excavating and Grading Inc. completed work on the 12" water main reroute in the north right-of-way near the bridge on November 16th. Pressure and bacteria testing was conducted; all testing passed. Dormant seeding and erosion control were placed on the disturbed areas and will remain in place throughout the winter until seeding growth is established in the spring.

The weight limit signage that had been posted for the replaced bridge was removed following the construction of the new bridge.

IA 122 Mercy Corridor:

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 miscellaneous work items.

The City's consultant, WHKS continued working on the preliminary utility plan with the goal of an early December meeting with the City and IDOT to review the layout before submitting it to the private utility companies.

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) staff worked with Alliant Energy to ensure the meter socket specification that will be included in their design will be approved by Alliant Energy. The meter socket will be in the new street lighting control cabinets and is the point where the Alliant Energy electric supply ends and the City owned streetlighting electric system begins. The SEH 90% plans, specifications and quantities are complete. A final review meeting with Engineering Department Staff is currently being planned. 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.

The Alliant Energy electric and gas relocate and rebuild projects are continuing along the South Federal Avenue corridor. Michels is removing or relocating existing utility poles to make room for highway improvements and Q3 Contracting is placing new underground gas infrastructure. Work will take place at multiple locations and lane closures along South Federal Avenue will continue throughout November.

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.

SEH Staff completed a proposed conditions memo and estimated construction costs for each alternative along with figures comparing the expected reduction in flooding for the various scenarios. Flat slopes of the existing collection system, shallow solid rock and the large diameter pipe were design consideration that were factored into different alternatives. The Engineering Staff is currently reviewing the submitted information and will be scheduling a meeting with SEH to review the alternative and discuss next steps. SEH is currently assembling the manhole scans and GIS shapefiles and will be providing the information soon.

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 concluded during the first week in November. The remaining fixture adjustments were done by Heartland Asphalt Inc. on November 3rd. The pavement markings were placed on the new surface and the remaining traffic control was taken down by Quality Traffic Control Inc. 12th Street NE between North Federal Avenue and North Kentucky Avenue was completely open to traffic at the end of the day on November 3rd. Engineering and SEH Staff along with the Heartland Asphalt Project Manager conducted a project punch list walkthrough on November 3rd. The IDOT performed a project walkthrough on November 8th. Dormant seeding and erosion control were placed on the disturbed areas and will remain in place throughout the winter until seeding growth is established in the spring.

The 12th Street NE portion of this project consisted of almost a mile of street surface milling and the placement of a Hot Mix Asphalt overlay, the replacement of fourteen manholes, eleven storm intakes, fourth-seven water service lines, one-hundred sixty-seven feet of water main and one-hundred feet of sanitary sewer. Thirty sidewalk pedestrian ramps were replaced and brought into ADA compliance with this project.

Engineering Staff continued to GPS all the underground utility work associated with this project. Once the data is collected, it is downloaded into our GIS database and used to edit and update the utility layers. 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.

The trail construction was completed from 19th Street SE to 1st Street SE and from 3rd Street NE to the end of the project. The remaining work is a segment between 1st Street SE and 3rd Street NE. The remaining consists of re-grading the trail to the proper elevation, paving the trail and area next to the observation deck, backfilling and seeding. WHKS and Engineering Staff are currently working on a change order to extend the project completion date.

High Line Trail Project (Phase 1):

This project utilizes 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 completed most of the installation of the decorative railing on the Willow Creek Bridge during the month of November. A short portion is a custom design and will be installed soon. A punch list project walkthrough is currently being planned.

The project is being partially funded through a Land and Water Conservation Fund Grant in the amount of \$130,008.

Water Tower Maintenance Program:

The current Water Tower Maintenance Program includes the 43rd Street SW one-million-gallon elevated composite tank, and the 4.5 MG underground storage tank located east of the pumping plant. Inspections of the tanks as well as the warranty inspections on the Eisenhower and Kentucky Towers were conducted on November 15th and 16th. Dixon Engineering performed all of the inspections and are currently working on the report to submit their findings.

The inspection services were performed by method of a remotely operated vehicle (ROV) and inflatable raft (FLOAT). The report will document all items found and recommendations for repairs, including budgetary items.

Other Tasks Performed through the Engineering Department:

- Engineering Staff continued to collect field data for the design of annual programs being planned for 2024. These projects include street panel and curb replacement and pavement markings.
- Engineering Staff coordinated a water main extension project with the IDOT and Navratil Excavating. The main extension will be near the intersection of South Federal Avenue and 25th Street SW and will extend east to service a new storage condo currently under construction. Engineering Staff will perform project inspections, oversee testing and GPS

new underground infrastructure while it is being placed. Work is expected to begin the week of December 4th.

- Work continued 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 at the intersection of 12th Street NE and North Carolina Avenue and along North Pennsylvania Avenue from 2nd Street NE to Elm 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 continued to work with local electricians for pricing and schedules for an LED streetlight replacement project. Multiple LED streetlight luminaires throughout the City are defective and produce a purple color light. Approximately 65 LED streetlight luminaires 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. This LED manufacturing defect is a nationwide problem and is caused by the LED phosphor coating beginning to delaminate exposing the purple LED light.
- Engineering Staff received street and utility records from the Cerro Gordo County Engineering Department following the southwest annexation. These records were incorporated into department records. Engineering Staff updated the City street inventory on the GIS system and the physical GPS locations of the storm sewer culvers.

Traffic Division:

- Traffic Control
 - Sign work orders 12
 - Traffic Sign Orders 1
 - Streetlights
 - New Installation 0
 - Repair Request 1
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 5
 - Perform traffic signal repairs 3
 - Iowa One-Call locate reviews 733
 - Locate City-owned electrical utilities 14
 - Emergency Call-out 1

Other Tasks Performed by the Traffic Division:

- Responded to a call out on 4th Street NE and North Delaware Avenue for the traffic signals being in red flash. Troubleshooting and repairs were done, and the signals are now working correctly.
- Continued preparing the project to have all the blue streetlights around town replaced.
- Started the installation of the Rapid Reflector Beacons crosswalk indication lights at 13th Street NE and Elm Drive.
- Continued to work with Traffic Control Corp on the installation of the new school beacon system.
- Responded to a call about the traffic signals at West State Street and North Washington Avenue being in red flash. Troubleshooting was done and a short was found the pre-emption system. Corrections were made to get the signal up and running. Corrections on the pre-emption system will continue.

Water Supply Division:

- Water Production

	<u>November</u>	<u>FY 2024</u>
• Total (gal)	107,134,000	637,828,000
• Daily Average (gal)	3,571,000	4,168,000
• Daily Maximum (gal)	4,214,000	5,210,000*
• Daily Minimum (gal)	2,870,000	2,870,000**

*Indicates Yearly High

**Indicates Yearly Low

- Water Plant Maintenance and Repair

- Installed a communication module in the fluoride analyzer to connect to SCADA system.
- Changed oil in all well site electrical motors.
- Changed oil in floor pump drives.
- Replaced the pressure switch on the main air compressor and serviced compressors.
- Repaired airline on #3 EDR Train.
- CIP #2, #3 and #4 EDR Trains.
- 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 885
- Prepare and send service repair letters 4

• Monthly bacteria samples	30
• Collect project bacteria samples	4
• Check water quality at residents and businesses	16
• Correlate water main breaks and investigate for leaks	0
• Hydrant flow testing	2
• Hydrant Flushing	0
• Water Main shut down for repairs	4
• Water shut off for non-payment	0
• 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	20
• Water Service Permit/Inspection	
▪ Repair/Replace	18
▪ New Installation	1
▪ Disconnections	2

• Meter Department

	<u>November</u>	<u>FY 2024</u>
• Meters Installed	16	79
▪ Industrial	1	1
▪ Commercial	6	20
▪ Residential	9	58
• Meters Repaired	0	0
• Contractor and Garden Meters Recovered	8	9
• Contractor and Garden Meters Installed	0	3
• Meters Read	11,866	59,330
• Meters Ordered	0	0
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

<u>Meters Installed November 2023</u>			<u>Meters Ordered November 2023</u>		
5/8"	9		Transferred	5/8"	0
3/4"	0			3/4"	0
1"	0			1"	0
1 1/2"	1			1 1/2"	0
2"	3			2"	0
3"	2			3"	0

4"		1		4"	0
	Total	16		Total	
Meter Inventory December 1, 2023			Ordered		
5/8"		29		5/8"	0
3/4"		11		3/4"	0
1"		10	Warranty Replace	1"	4
1 1/2"		9	Warranty Replace	1 1/2"	5
2"		33	Warranty Replace	2"	4
3"		8		3"	0
4"		6		4"	0
	Total	106		Total	13

Other Tasks Performed through the Water Supply Division:

- Tank inspections done on Kentucky, Eisenhower, 43rd Steet tank, and the 5 million ground storage tank.
- Assisted with the 12th Street NE water main reconnection.
- Replaced the electronic control board in the unit heater at the Hoover Booster Station
- Performed troubleshooting regarding an issue with communication failure from outer sites through the radio system. Believe it to be radio interference.
- Serviced the lawn tractor, removed mower and installed the snowblower attachment.
- Performed utility locating of water mains and other utilities from well sites to 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		
	November	Fiscal Year- to-Date
Prepare payable checks	651	3204
Prepare receivable invoices	53	261
Prepare payroll checks	707	3799
Certify invoices to County	38	183
Send letters to State Offset Collections	0	8
Record State Offset collections	\$ -	\$ 4,617.32
Ambulance accounts sent to collections	20	172
Record ambulance receivable	109	525
Scanned invoices for myView point processing	1284	5158

- 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		
	November	Fiscal Year- to-Date
Record ACH activities	14	114
Prepare utility adjustments	123	403
Finals & charge offs	213	1190
Issue utility bills	9941	50009
Answer phone calls	1132	5616
Respond to voicemail	157	978
Complete utility service orders	263	1351
Complete landlord tasks	55	323
Issue shutoff notices	346	1858

Process customer paid utility bills	4352	22977
Process customer deposits	410	2165
Replace meters	3	52

Information Systems Coordinator

- Cyber Security Meeting.
- Figure out what program is crashing Lindsay T's PC.
- Replace hard drive in Lindsay T's PC.
- Check tablet connection for PD Records.
- Finish Randy E's new PC.
- Get Inventory list to Cyber Auditor.
- Get VGA extension cable for Erik B.
- Look at access copy record problem for Lindsay T.
- Look at PD display PC network issues.
- Pay invoices.
- Take PC back to museum for Lindsay T.
- Update Zuercher on tablet for PD.
- Configure last new PC for the PD.
- Help Jeremy R with email on his new phone.
- Look for email for Perry B.
- Start 1st PC config for PD.
- Change bus station lock times and compile.
- Change permissions on folders for Danielle at the PD.
- Get Tracs install on new PCs for the PD.
- IT Public Safety Meeting.
- Look at Zuercher on Car 11.
- Order GBICs for new switches.
- Reset password for user at O and M.
- Take new PCs to the PD.
- Upgrade last EMS PC to Windows 11.
- Fix Shoretel information for Brett H.
- Follow up with DASH regarding Gina C's problem with deeds.
- Force update Marcy T's PC.
- Force update on Water Billing PC.
- Get Misc Hardware list to Cyber Auditor.
- Get quote for fingerprint readers.
- Look on Aaron B's laptop for archives.
- NCIC Recertification.
- Order power cables for HR tablets.
- Order test fingerprint reader.
- Pay invoices.
- Send email out about failed Windows 11 update.
- Send out fingerprint sign in option for test users.
- Start DASH case for Erik B's search problem.
- Apply update for Brent H.
- Apply update for Water Billing PC.

- Change card key for Kyle P.
- Copy shortcut to Logan W's laptop.
- Download and program council meeting to government channel.
- Get inventory tags out of system.
- Get last new Panasonic tablet up and running for Parking.
- Get with Kyle P to configure laptop.
- Order Ipad for new council member.
- Set up email for new council member.
- Get with Kyle and Brandon to set up rack for PD.
- Order another fingerprint reader and extension cable.
- Order software for Musuem.
- Order two monitors for Kyle P.
- Take two new PCs to PD.
- Test fingerprint reader on IT PC.
- Test fingerprint reader on Water Billing PC.
- Test possible fix for evidence label printer for PD.
- Configure new app server for Water Treatment.
- Finish new parking tablet for PD.
- Get Kyle set up in new office.
- Install, configure, and test fingerprint reader for Diane Y.
- Pay invoices.
- Perform upgrade on Krystal G's laptop again.
- Put security software on Parking tablet.
- Reset PIN for Kyle.
- Change schedule for Bus Station.
- Check equipment at Cemetery.
- Close out Tom T from AD.
- Document management meeting.
- Finish new Water Treatment server.
- Get ID badge for Tim L.
- Get with Tim L to set him up with his Ipad.
- Have RSM check company portal installs on Apple devices.
- Install speaker for Kyle P.
- Look at antenna connection on Car 11.
- Order Ipad for Aaron B at City Hall.
- Order server license for new Water Treatment server.
- Remove Stacy S from AD.
- Set up new Ipad for Tim L.
- Swap extension cable for Diane Y.
- Clone and replace hard drive for Aaron B at City Hall.
- Try to fix Windows Hello on test machines.
- Finish troubleshooting fingerprint readers.
- Meeting about Windows Hello.
- Start configuring Windows Hello for Business.
- Swap SIM cards for Cars 11 and 12.
- Take extension cables to Jen S at the PD.

- Take new parking PC to PD and finish mobile config.
- Order Windows server license for Water Treatment server.
- Pay invoices.
- Fix label printer for PD.
- Get with Aaron, Brent, and Gina regarding records issue.
- Install Photoshop Elements for Lindsay T.
- Make new cards for Rick S and Tiffany H.
- Test print reports with Gina C.
- Check with Gina regarding county documents.
- Contact Zuercher about PD label printer.
- Fix HR display program.
- Help Tim L with email on his phone.
- Install fingerprint readers for Data Processing.
- Order final round of test fingerprint readers.
- Pay invoices.
- Get with Granicus about Frien email and encoder.
- Restart Finance server to fix miView Point.
- Send Scott H the Crowdstrike information.
- Set permissions on folder for Terrance P.
- Troubleshoot restart issues with the Finance server.
- Help PD reconfigure new printers.
- Run BMRs on City Hall servers.
- Set up scan folders for new PD copier.
- Set up the last of the test fingerprint readers.
- Check PD PC for settings for label printer.
- Help Mark R with email on his new phone.
- Help Steve K at the PD with Netmotion connection.
- Let Scott H know about county documents.
- Pay invoices.
- Pick up barcode scanner from the PD.
- Reset memory on Animal Shelter PC.
- Set up new rack at PD.
- Take cable and adapters to PD.
- Upgrade Brent H's laptop to Windows 11.
- Change printer for PC at the PD.
- Fix start menu error on IT PC.
- Get Brent H his laptop.
- Help Laura M fix her laptop.
- Get with Zuercher about barcode scanner configuration.
- Look for missing email for Matt S at O and M.
- Reset IT PC to fix critical issue.
- Tech meeting with RSM about SSL renewal.

GIS Department

Administrator

- Create road closure maps x 3.

- Create garbage pickup map.
- Meet with Visit Mason City to plan for Bike Expo Map.

Cemetery

- Continue to edit the new cemetery management system.
 - Add attributes to the burials table x 7.
 - Create Deed ID query in editor.
 - Create code to auto populate Full Name & Age attributes.
 - Create a map to monitor memorials coming in.
 - Add opt-out program layer to public viewer map.

Development Services

- Run bi-weekly parcel data script, export as CSV file, adjust and email.
 - Transfer data to G: drive
- Edit Plat layer.
- Edit Easement layer.
- Update wards & precincts based on new annexation.
- Update house move press maps x 2.
- Export MC parcels & addresses.
- Update East Central route transit route & stops.
- Remove storm sewer easement x 1.

Engineering/Water Treatment/Customer Service

- Complete initial lead service line inventory with hard cards.
 - Continue to update information with customer survey responses.
- Move water customer service point x 3.
- Create water customer service point x 2.
- Delete water customer service point x 2.
- Create a pedestrian ramp field map.
- Update road layer x 2.
- Enable access to Ops & Maint map x 1.
- Add 'hydrant type' domain values to hydrant layer.
- Edit water main layer x 1.
- Edit water pipe hydrant layer x 1.
- Add trails to the Off-Street Bicycle Trails layer x 3.
- Complete Axiom data request for utilities, roads, & aerial imagery.
- Enable editing on the water distribution group layer.

Fire

- Edit Pre-Incident Plan field map & Viewer.
 - Have fire hydrants always on & change symbology.
 - Label address subunits.
 - Update online hydrant layer to reflect edits.

Operations / Utilities/ Water Reclamation / Parks

- Edit water hydrant and valve layer x 2.

- Reset AGOL password x 1.
- Update Mpower map to display road names.

Police

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

General

- GIS data back up in SQL server x 4
- GIS mPower back up in SQL server
- Participate in IGIC lunch and learn.
- Change backup tapes daily and monitor elevators while IT coordinator is out of office.
- Participate in MAGIC meeting.
- Participate in Cloud Point geospatial webinars.
- Delete unused layers in the database x 14.
- Attend Electronic Records committee meeting.
- Update ArcPro x 1.
- Complete data request of trail data for NIACOG.

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
- Wellness Committee
 - Donation Drive
- HOME Rehabilitation Block Grant Pilot Program work
 - Applications received, planning meetings, Lupton Center Meeting
- Federal Service Desk work on Airport UEI issues completed
- David and Phyllis Murphy Foundation applications
- Alliant Energy One Million Trees Application
- Audit Compliance
- Mental Health Stakeholders Meeting
- Annual Volunteer Luncheon

Deputy CA Duties

- Worked with Council on official approval of contract with Absolute Waste Removal to set terms for delivering our recycling to their new center. This is an exciting new partnership and will open the door to future service improvements.
- Attended Business After Hours at Pritchard's.
- Coordinated & attended various meetings for electronic records conversion effort.
- Attended dedication for new Kevin Jacobson memorial bench in City Hall courtyard.

- Prepared materials and met with new member Tim Latham to provide budget orientation.
- Attended meetings for joint comprehensive plan process, including open houses at NIACOG and the Courthouse.
- Attended mid-sized cities meeting to discuss mutual financial challenges, which is being coordinated by the City of Fort Dodge.

Finance Director Duties

- Worked with Council on official approval of Mason City Unified Urban Renewal Area amendment.
- Filed FY23 TIF Report with State and FY25 TIF Certification with CG County.
- Prepared October financials and distributed to departments and Council.
- Update of CIP spending through 10/31/23.
- Update of Health Insurance spending through 10/31/23.
- Update of RCR project expenditures & funds on hand through 10/31/23.
- Update of LOSST and Hotel/Motel revenues and expenditures through 10/31/23.
- Update of ARPA revenues and expenditures through 10/31/23.
- Update of Police Pending Forfeitures through 10/31/23.
- Update of Police & Fire overtime analysis through 10/31/23.
- Bidding of CD Investments- 3 investments were bid this month, all of which went to First Citizens: 1) \$5M for 90 days at 5.47%; 2) \$5M for 181 days at 5.50%; and 3) \$2M for 364 days at 5.46%.
- Attended Iowa League budget workshop.
- Prepared FY25 Budget schedule and distributed CIP workpapers & related info to departments.
- Met with Police & Fire on IT needs and strategies.
- Attended meeting with UKG on their timekeeping product- Novatime is being wound down and will not have further updates past approximately the next year.
- Completion of Budget Amendment #2 and submission to Council; we plan to have the hearing set at the December 5 meeting and to hold the hearing & consider the amendment on December 19.
- Continued work on FY23 audit.

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.
- 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.
- Engagement in the setup & first steps of the Winnebago Watershed Management Coalition.
- Cash-flow updating and preparation for the annual budget and CIP process.
- Completion of FY23 audit.

Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	NOVEMBER 2023	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	68	743
EMS	411	4,881
Total Calls for Service (Fire & EMS)	479	5,624
Calls for Service by County		
Cerro Gordo County	Worth County	Floyd County
395	14	2
Personnel Training Hours		
Fire	894.72	12,413.17
EMS	375.50	3,546.60
Total Training Hours	1,270.22	15,959.77
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	97	2,151
Existing Building Inspections	13	185
Plan Reviews	24	300
Fire Investigations	0	29
Liquor/State License Inspections	8	128
Community Involvement		
Public Tours of the Fire Station (Number)	1	30
Public Fire Safety Appearances/Trainings (Number)	1	34
EMS/Fire Students - Ride-Along	13	108
Preceptor Training Hours	128.00	1,061.00
National Fire Statistics -YTD		
12.4.23	Line of Duty Deaths	Civilian Fire Deaths
	78	1,900
Fire Property Loss Report – Mason City		
Estimated Property Value	\$1,000	\$11,870,715
Estimated Property Loss	\$250	\$3,629,962
Total Saved	\$750	\$8,240,753

Overtime Hours

Fire	12.75	983.20
EMS	243.25	2,812.50

Significant Events

Human Resources Department

Reported by Perry Buffington, Human Resources Director

Department	Full-time	Part-time	Grand Total
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development Services	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 & Maint	65		65
Police	45		45
Recreation	7		7
Youth Task Force	3		3
Grand Total	239	29	268
Plus 153 Seasonal employees			

Staffing

Activity

Hiring Activity:

- Police Officer-11 openings (Police): 2 job offers from the September recruitment made subject to Council approval in December. Began new recruitment process with testing and interviews scheduled for 12/7/23 and one interview in November.

- Firefighter/Paramedic - 3 opening (Fire): 1 job offer made subject to Council approval in December. 2 additional offers made subject to Council approval in late December to backfill openings resulting from upcoming retirements of 2 Fire Captains in January.

	- Wastewater Lab Tech - 1 opening (O&M): Began recruitment conducted internally and externally, Civil Service testing conducted and external interviews completed. Job offer made subject to Council approval in December.
	- Chief Building Official - 1 opening (Dev Serv): Council approved internal promotion to fill position.
	- Code Enforcement Officer - 1 opening (Dev Serv): Began recruitment conducted internally and externally.
	- Mechanic - 1 opening (O&M): Civil Service testing conducted and interviews were completed, resulting in no job offers made. Restarting expanded recruitment in December.
	- Police Evidence Specialist - 1 opening (Police): Civil Service testing conducted for internal candidate and interview was completed. Internal job transfer offer was made subject to Council approval in December.
	- Part-time Library Clerk - 1 opening (Library): Began internal and external recruitment.
	- 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.
Positions Filled:	- Promoted 1 employee and hired 3 seasonal employees
Turnover:	- 1 regular full-time employees resigned.
Employee Orientations/exit interviews:	- Conducted 3 new hire orientation sessions.
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 open grievance. - AFSCME: No open grievances.
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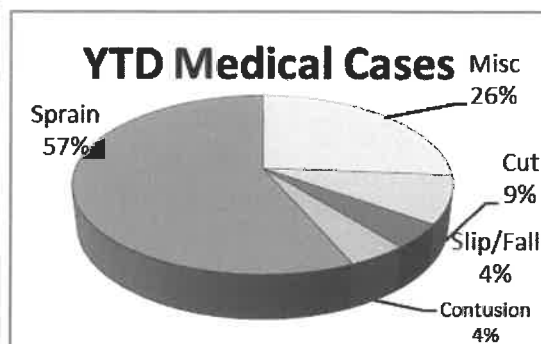
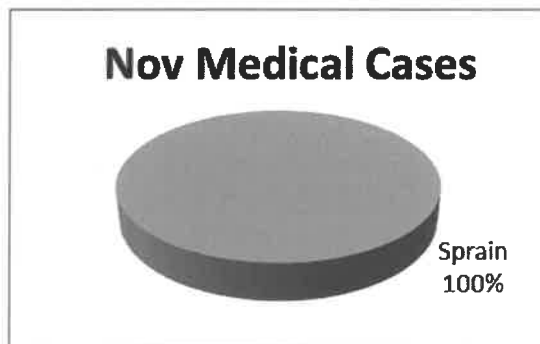
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.
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Employee Involvement	Activity
Employee Activities:	- Assisted with employee food drive.
Employee Activities:	- Participated in the annual Volunteer Recognition luncheon awards program.

Benefits	Activity
Employee benefit support:	- Ongoing support on employees benefit issues
Employee Benefits:	- Completed the 2024 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.
Electronic Recordkeeping Team:	- Attended meeting working on electronic recordkeeping project.
Training:	- Attended Employment Law conference sponsored by our local HR group.

Safety Statistics	Month	2023 YTD	2022 YTD
# of Work Comp Cases	1	23	20
# of OSHA Injuries	1	23	20
# of Days Missed	0	60	26
# of Employees Off	0		



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

Classes

Art Bugs: Giving Thanks: 8 Children & 10 Adults

Handbuilding: 8 Adults

Kids' Club: Turkey Time: 20 children

Watercolor Pumpkins: Cancelled

Holiday Gnomes: Cancelled

Video Game Figures: 6 children

Puppet Show: Uncle Rabbit's Adventure: 76 Adults & 235 children

Volunteer Luncheon: 45 adults

Artist Talk: Rob Wallace: 5 adults

Home School Group: 4 adults & 17 children

Rentals/Events

Bridal Shower: 28 adults & 3 Children

Attendance:

Gallery attendance	406
tour attendance	0
event attendance	419
Classes	126
Playground	40
Outreach	79
TOTAL	1070

Membership:

11 city Members

13 Business

201 Members

Partnerships:

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

Some of these were reduced due to the Thanksgiving Holiday and recent Covid lockdowns at a few homes.

Exhibitions:

Kinney Lindstrom Gallery

Iowa Crafts: 46



Best in Show award winner Amythest Warrington, of Waterloo, *Preserving a Memory*, white earthenware, Majolica

The following award winners were announced at the opening reception of *Iowa Crafts: 46* at the Charles H. MacNider Art Museum on Saturday, September 30, at 2:30 p.m. This statewide competition was open to all artists above high school age residing in the state of Iowa. Thirty artworks by twenty-three artists were selected for the final show. *Iowa Crafts: 46* can be viewed in the Museum's Kinney-Lindstrom Gallery through January 3, 2024. The juror for this competition was Stacy Peterson, Curatorial Director at the Dubuque Museum of Art in Dubuque, IA.

Amythest Warrington, of Waterloo, was given the Best in Show award for the earthenware piece, *Preserving a Memory*. This award grants Warrington a solo exhibition in 2024 in the Museum's Center Space Gallery.

The Best in Clay award of \$150 was given to Amythest Warrington, of Waterloo, for *Vase with Orchids and Roses*. The Juror's Special Mention in Clay of \$50 was awarded to Glenda Klimesh-Ross, of Osage, for the stoneware piece, *Soul Series II: River Road*.

The Best in Fiber award of \$150 was given to Jan Friedman, of Iowa City, for the tapestry, *The Earth Has a Lot to Offer*. The Juror's Special Mention in Fiber of \$50 was awarded to Rowen Schussheim-Anderson, of Davenport, for *Hues from the Edge*.

The Best in Glass award of \$150 was given to Chris White, of Clear Lake, for the fused glass piece, *Alchemy II*.

The Best in Metal/Wood award of \$150 was given to Rob Wallace, of Ames, for the wooden vessel, *Eye of the Tiger*. The Juror's Special Mention in Metal/Wood of \$50 was given to Julienne Friday, of Forest City, for the wooden piece, *Untitled*.

The Best in Other Craft Media award of \$150 was given to Tiberiu Chelcea, of Ames, for *Randomly Accessed Memory #24*. The Juror's Special Mention in Other Craft Media of \$50 was given to Paula Altmaier, of Riverside, for the mixed media artwork, *Childhood Memories*.

Image: Best in Show award winner Amythest Warrington, of Waterloo, *Preserving a Memory*, white earthenware, Majolica

Center Space Gallery

New to the Collection

Center Space Gallery

October 27, 2023 – January 27, 2024



“Sara Wearing Her Bonnet and Coat” Mary Cassatt (1844-1926) Lithograph.

The New to the Collection exhibition features the newest additions to the Museum's Permanent Collection. The Charles H. MacNider Art Museum's collection of American artworks grows each year through donations, bequests, and designated monetary gifts. New to the Collection highlights additions to the Museum's Permanent Collection from the past five years. These recent acquisitions include a portrait by Mary Cassatt, a lithograph by Grant Wood, a colorful painting by William Gropper and other amazing new artworks.

Facilities:

Daily / Weekly / Monthly tasks:

The Museum did normal maintenance on the building which included cleaning, vacuuming, and dusting. The Museum also rotated artwork, as is customary for conservation reasons, as well as to allow visitors to see different items in the collection. The Museum staff stocked items in the

gift shop, worked on publications such as the newsletter and membership mailing. They maintained the website, completed visitor information requests, made arrangements for rentals and did the daily tasks related to the upkeep of the Museum and interaction with the visitors.

To prepare for winter the Museum removed the park benches, swapped out the lawnmower and snowblower from the City Garage, cleaned out the eaves on the Museum building, and made sure there were adequate supplies of salt / sand mix on site.

The Museum hosted the annual city volunteer luncheon. It also removed fall décor and put up holiday themed décor to get ready for its annual Holiday Open House. The Museum prepared for its upcoming events by scheduling radio interviews, writing news releases, as well as preparing crafts for the event. Scheduling of volunteers for Holiday Open House was a priority to prepare for the upcoming event.

The November board meeting approved bills over the \$3,000 threshold as well as approved the city's administration policy on the use of the city credit card.

Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Safety Inspections

Demoed House for Neighborhood Services

Demoed 2 foundations for Neighborhood Services

Backfilled 2 foundations to grade and prepped one for future Alley

Installed 1 new valve

Spent 6 days doing valve maintenance

Spent 2 days using vac equipment on Road Boxes and Storm Sewers

Hauled Spoils for 4 Days

Internal Services:

Service and repair 14 Street Department vehicles

Service and repair 4 Police Department vehicles

Service and repair 2 Fire trucks and ambulances

Service and repair Code Enforcement vehicles

Service and repair 1 Water Reclamation vehicle

Service and repair 4 Sanitation vehicles

Service and repair Park vehicles

Service and repair 2 Water Supply vehicles

Service and repair 2 Water Utility vehicles

Service and repair Engineering vehicles

Serviced Generator at City Hall

Service and repair Development vehicles

Electrical:

Water Reclamation

Worked on Christmas lights City Hall

Street Light Repair

Traffic Signal Repair

Work on Lighting at the Cemetery

Wastewater Division:

- **Wastewater treatment:**

Monthly Total:	100.62	million gallons
Daily Average:	3.35	million gallons per day
Daily Maximum:	3.69	million gallons per day
Sludge processed	1.71	million gallons
Biosolids Hauled	981,700	gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 3 with one being the city's issue
- Located manholes for the phase five CCTV program
- Assisted street depart with cleaning storm sewers

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on nine Industries.
- Completed DNR Monthly Operating Report.
- Performed laboratory analysis on plant samples.
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed 3 Industrial Pretreatment Inspections
- Interviewed for the lab technician position
- Issued 3 NOVs

Activities planned for next month at the Water Reclamation Plant:

- Notify Industries of delinquencies
- Calculate flows, organic and inorganic totals for all industries and plant
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Routine plant maintenance
- Track mileage for all vehicles
- Finish industry Pre-treatment and sampling inspections for 2022

Special Activities/Accomplishments of particular note:

- Checked oil in all lift pumps
- Cleaned mowers and put away for winter
- Check all clarifiers for proper oil level for winter
- Installed new belt on east thickener
- Did final mowing of plant grounds
- Interviewed candidates for lab tech
- Changed oil in large electric blower

- Helped with industrial inspections
- Shut down and removed UV system for the winter
- Removed brushes on finals for winter
- Washed all hauling equipment and put away for the winter

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	528 tons	5,897.64 tons
Recycling collected	52,760 pounds	602,261 pounds
Yard waste collected	229.83 tons	1,038.91 tons
Large item number of stops	57	539
Materials collected:		
Large furniture	31	325
Small furniture	41	324
Tubs & toilets	6	40
Appliances & TVs	15	263
Electronics	0	6
Request for service calls	353	3,111
Recycling Processing Charge:	\$1,055.20	

Street Division:

Street Sweeping

Hot Patch Potholes

Equipment Maintenance

Arborist trees 28 removed/15 trimmed

Assisted with House move

Grading Gravel Alleys

Shop Maintenance (cleaned gutters around entire building)

Sign repairs/Replacements

Hung Christmas lights downtown

Tried to make repairs to storm sewer grates going across Winnebago Way near Lakeview Dr
We continue to see boring companies in town removing manhole covers and not getting them put back on correctly and we have had manhole lids come off when cars are driving over them causing damages.

Picked up dead deer along right of way

Plowed and sanded snow as needed

Park Division:

Mulched along trail

Cleaned up leaves from Plaza

Removed Volleyball Nets

Safety Training on Snow plowing
Equipment Maintenance
Repaired water valve
Picked up branches from Park
Installed tire ladder for sledding hill
Installed the sled sheds
Worked on Ice Rink

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	1379	0	17376
Alarm - Business	23	35	33	32	48	40	43	46	36	47	42	0	425
Animal	33	40	55	55	61	74	65	81	63	36	42	0	605
Burglary	13	9	15	19	17	19	12	17	12	19	13	0	165
Collision - Prop Damage	83	71	64	61	58	55	59	67	72	63	59	0	712
Collision - Pers Injury	5	5	5	5	10	7	13	11	9	12	8	0	90
Collision - Hit and Run	11	22	14	9	16	12	19	14	15	13	12	0	157
Disorderly	97	82	118	136	119	147	116	147	159	103	96	0	1320
Domestic - Physical	4	13	12	10	15	13	14	15	11	6	12	0	125
Domestic - Verbal	32	17	30	27	24	25	26	16	38	20	19	0	274
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	25	0	566
Medical	91	0	113	88	96	89	92	107	98	101	100	0	975
Motorist Assist	40	33	21	24	23	25	29	20	17	21	18	0	271
Parking	60	36	37	38	48	37	45	51	34	45	52	0	483
Stray Animal	24	36	53	47	56	46	71	67	68	69	48	0	585
Suspicion	125	143	169	187	175	258	232	223	224	177	133	0	2046
Theft	61	53	86	57	66	63	80	98	74	76	81	0	795
Welfare Check	117	114	109	110	118	110	121	106	98	88	82	0	1173

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	87	0	1205
New Investigations	350	358	378	386	383	413	454	475	439	411	380	0	4427
Traffic Citations	152	292	264	185	54	141	146	143	156	157	137	0	1827
Written Warnings	104	160	108	101	100	118	62	81	63	93	98	0	1088
Crash Reports	86	80	65	64	67	66	74	75	82	64	65	0	788
Parking Tickets	264	193	333	13	17	19	10	23	10	255	193	0	1330
Traffic Stops	209	378	277	232	119	219	158	158	160	183	170	0	2263
Extra Patrol Checks	893	618	549	488	451	458	533	689	491	637	553	0	6360
Business Checks	51	24	31	28	36	23	39	14	16	19	31	0	312

Offender Checks	17	21	20	19	10	21	30	37	25	36	14	0	250
Open Records Requests	461	442	467	511	557	546	328	758	487	621	454	0	5632
Dogs to Shelter	11	18	22	15	24	18	24	20	20	16	19	0	207
Cats to Shelter	17	15	17	12	42	23	45	44	36	58	25	0	334

3rd Detail responded to an assault call at the end of the month and discovered a stabbing had occurred. The victim sustained injuries that left him hospitalized for recovery. The offender was arrested for Willful Injury.

Officers from 2nd and 3rd Details are continuing to work with our federal partners and the United States Attorney on referrals to federal court for drug and firearms violations. Some of these cases are developed in patrol and others have been a result of follow-up based on known offenders.

Criminal Investigations

CID has been working diligently to complete tobacco and alcohol compliance checks over the past few weeks. Nine citations have been issued to employees to date for selling alcohol to minors.

An investigator has been working with the United States Attorney in an ongoing investigation of harassment with a long history of no-contact order violations. We expect the defendant to be indicted in federal court in Minnesota soon.

We have completed the recruitment process for the Police Evidence Specialist with a start date of December 29. In the meantime, we have completed an evidence audit and moved our temporary evidence room to start our remodeling project.

Four police officer background investigations were completed in November and we have one more underway. We expect to have two new officers starting just after the start of 2024.

Support Services

On the parking front, we towed 12 vehicles this month for overtime parking. We also issued 193 parking tickets and followed up on numerous parking complaints.

There were 44 animals taken to shelter this month, including 19 dogs and 25 cats. We took eight animal bite cases and issued three citations for violations of animal ordinances.

Administration

We completed our pre-construction meeting with the general contractor, sub-contractors, and architect for the MCPD remodeling project. Work started just after Thanksgiving on Phase 1 and Phase 2 of the project. We expect this work to carry into 2024 and wrap up in the spring. There have been minor change orders to date and things have been going according to plan.

We have three officers in field training at this time. One officer will complete field training in early December and the other at the start of January. The third officer is partially completed with Phase 1 of training.

Public Library

Reported by Mary Markwalter, Library Director

	Jul	Aug	Sep	Oct	Nov	YTD	LYTD
Adult Fiction	1368	1251	1066	1043	1164	5892	4884
Adult Non Fiction	460	417	334	397	451	877	1564
Large Print	766	841	740	647	769	3763	3078
Adult Books Total	2594	2509	2140	2087	2384	11714	0
Young Adult	481	398	306	313	333	1831	2231
Juvenile Fiction	1986	1503	1359	1797	1437	8082	6578
Juvenile Non-Fiction	344	211	191	239	251	1236	1169
Middle School	412	324	155	213	317	1421	1223
Children's Books Total	2742	2038	175	2249	2338	9542	0
TOTAL BOOKS	5817	4945	4151	8985	4722	28620	20727
Audio/CD/Playaway	230	144	200	212	208	994	819
Video Games	83	75	49	57	63	327	151
Periodicals	178	106	108	103	114	609	558
Software	0	0	0	0	0	0	0
Other (puppets	7	4	4	9	10	34	39
All other physical items	90	79	53	66	395	683	0
DVD	881	808	530	602	704	3525	3513
Tumblebooks	23	27	2	2	0	54	28
Creativebug (users)	19	16	20	18	28	101	72
World Book Online	160	56	920	61	0	1197	3580
Chilton's Online	50	73	22	45	42	232	77
Gale	67	0	0	0	0	67	8
Transparent Languages	521	575	495	551	420	2562	2490
Brainfuse	2	1	3	10	10	26	72
Bridges	2373	2461	2202	2511	2364	11911	8149
Newsbank	75	30	342	15	124	586	212
Hoopla!	1149	1191	1173	1205	1184	5902	3588
Total Electronic Usage	2064	1968	2974	1897	8903	17806	0
Total-Other	5818	5567	6070	5201	13779	36435	23356
Grand Total Circ.	11635	10512	10221	9850	18501	60719	44083
Item Records Added	364	567	441	657	460	2489	1991

Patrons Registered	95	91	71	68	63	388	368
Renewals	646	716	512	710	642	3226	3035
Holds Filled	341	329	318	388	269	1645	1104
Holds Placed	504	468	566	546	401	2485	1736
Discs Cleaned	0	0	0	0	0	0	0
Photocopies	3150	2859	3013	2961	3826	15809	15221
Meeting Room Guests	723	380	959	931	867	3860	3827
Meeting Room Used	208	110	146	151	161	776	533
SILO request unfilled	4	4	8	7	9	32	53
SILO request filled	32	32	1	0	0	65	2
SILO MCPL Request Filled	5	5	5	6	8	29	24
SILO MCPL Request Unfilled	0	0	31	47	0	78	55
Attendance	12000	10000	11000	11300	10300	54600	37200
Children's Programs	15	0	12	12	11	50	26
Childrens Program Attendance	1601	0	538	793	386	3318	1751
Young Adult Programs	10	2	5	4	3	24	14
YA Program Attendance	283	11	6	65	50	415	415
Adult Programs	18	11	13	13	9	64	37
Adult Program attendance	551	123	134	93	67	968	389
In Library Use	600	619	858	1637	763	4477	3614
Faxes Received	11	4	14	3	0	32	46
Faxes Sent	42	130	1310	51	128	1661	264
Scan	200	159	159	254	128	900	0
Handouts	5400	2000	2908	4000	1765	16073	19500
Genealogy Referrals	0	1	3	2	1	7	3
Archive Referrals	25	21	20	21	77	164	28
Photo Prints	13	14	8	12	10	57	83
OCLC Borrowed from MCPL	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0
Reference Questions	3500	2853	2447	2000	1893	12693	14500
Internet Users	700	402	443	481	410	2436	1800
WI-FI Sessions	1659	1773	1790	1772	1667	8661	6657
Microfilm Users	8	3	6	6	11	34	20
MyLibro App	3725	3801	4007	6437	1055	19025	0
Website Visits	3089	3022	3316	2881	2621	14929	9870
TOTAL PUBLIC SERVICES	39562	30535	84647	38230	28061	221035	130694
GRAND TOTAL SERVICE UNITS	51197	41047	94868	48080	46562	281754	205088
VOLUNTEER HOURS	40	25	21	21	21	128	167.5

Recreation Department/Highland Park Golf Course/Mason City Arena

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and After School Care
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- Process Time Cards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

Daily Participation Rates:

Total People Served in 2023 through November:	346,707
Total People Served in 2022 through November:	334,872

Recreation Special Activities/Accomplishments:

- Continued preparing for CIP proposal for the Park and Recreation Board
- Goal Setting and reporting on last year goals
- Attend the volunteer luncheon
- Recreation Volunteer, Nick Foley and Nathan Meyer, won the Volunteer Gems Awards for their service to the department
- Did photo shoots with Buddy the Elf for city wide marketing program
- Attended a Iowa Legislative meeting about the upcoming sessions
- Continue communication with the Mason City School District about adding a life guarding course as a PE credit course

Recreation Work to Be Completed in Coming Month:

- Run Before and After School Programs
- Run Youth Volleyball
- Run Adult Volleyball
- Run Youth Dodgeball
- Host Winter Break Camp
- Host Breakfast with Santa at Highland

Multipurpose Arena Monthly Activities:

- Daily Participation Rates in 2023 thru November: 82,036
- Daily Participation Rates in 2022 thru November: 76,377

- Hosted 3 North Iowa Bulls games
- Hosted 5 Mason City Toros games
- Hosted 8 High School Club Games
- Hosted 10 Mason City Youth Hockey Home games
- Hosted the 1 Tournament (12 Teams)
- Continue to support Youth Hockey Association activities

Multipurpose Arena Special Activities/Accomplishment:

- Worked with on fixing minor issues
- Worked on adding concerts for the summer 2025
- Goal Setting
- Did photo shoots with Buddy the Elf for city wide marketing program
- Continued to worked with Sector on the Smart City Projects

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to support MCYH and their tenants with their events and activities.
- 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	\$179,303	\$139,251
Concession Sales	\$118,119	\$91,110
Rounds Played	18,342	18,345

- Closed the concession for the season on November 7th
- 50 rounds played in 7 days
- Top dressed all the greens
- Mowed the brush in no mow areas and all the edges around the golf course

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
- Clean up limbs and debris
- Goal Setting
- Host site for the November election
- Did photo shoots with Buddy the Elf for city wide marketing program

Highland Park Golf Course Work to Done in Coming Month:

- Start selling advertising on our scorecards
- Continue with tree removal and maintenance
- Grind stumps remove debris and fill with soil and seed

- Staff takes the rest of their paid vacation
- Cleaning up the shop and grounds from years of junk collecting

November 2023 Agronomy Report
Highland Park Golf Course
By Eli McGallian

The golf course closed for the season on November 7th. The golf course maintenance staff continued blowing and picking up leaves until about the middle of the month. Fungicide applications were made on greens, tees, and approaches early in November. Greens and approaches were also top dressed with sand to help protect them throughout the winter. Tee divots and damaged fairway areas (from lingering racoon damage) were filled with a sand and seed mixture. Some dead trees were removed. Low hanging tree limbs were trimmed. Dry areas on greens were hand watered with a sprayer during the middle of the month as the irrigation system had already been blown out for the season. Staffing was reduced for the season around the middle of November.

November started off with cold temperatures and a closure day that stemmed from a cold stretch at the end of October. The high temperature for the month was about 66 degrees on November 16th. The low temperature was about 1 degree on November 28th. November was a very dry month. The precipitation total for the month was estimated at about .3 inches. About .1 inches of rain was measured on November 21st, and about 2 inches of snow (converted to .2 inches of precipitation for record keeping) was measured on November 26th.

Improvements to shop tool storage and organization were initiated in November. Battery operated power tools now have a designated place to hang on the wall. The peg board area above the main work bench has been organized with commonly used tools. These improvements provide more workspace as well as more efficient access to tools.

An equipment list and service log were created to document equipment maintenance and repair records. Equipment was numbered and model and serial number information was added to the list for each piece of equipment. In addition, service hour tags have been added to equipment to easily identify appropriate service timing.

Engine oil change services have been performed on several pieces of equipment in November. Many pieces of equipment have also been greased and air filters changed as needed. Sprayers were winterized to prevent damage from freezing temperatures. Waste oil was picked up by Tuttle Asphalt. Winter fuel system treatments have also been added to several pieces of equipment.

The Toro 3300 deck mower (#20) has a broken engine oil dip stick which needs to be removed and replaced. Attempts to remove the broken dipstick have failed thus far. A Toro service technician will be in the area in the coming days to evaluate the best way to remove the dipstick. The Toro 6700 fairway mower (#7) has a leaking lift cylinder that requires repair. A replacement lift cylinder and been ordered and will be installed soon. The old workman utility vehicle (#13) 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 November 2023:

- Volunteer supplies, bags for litter cleanup coordination on going.
- 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.
- Assisted 457 with projects.
- Planned, invited, for volunteer luncheon on November 16th at Museum, coordinated with food, entertainment, awards and museum for the event.
- Updated volunteers on new projects that have been requested for assistance.
- Secured volunteers for cleanup projects at parks made supervisors aware of volunteers wanting to assist with project.
- Updated pictures of Beautification Gardens.
- Accepted 4 new volunteer applications and referred to appropriate department.
- Work with vendors/gardeners to ensure all invoices are paid for Beautification project.
- Attended Gardeners of North Iowa Meetings
- Worked on Grant report of Beautification.
- Updated Beautification Photos.

Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active
3. Updated Beautification Pictures, in brochure
4. Updated Volunteer brochures for upcoming programs

Projects/Programs---Completed or Ongoing:

<u>Site</u>	<u>Assignment</u>	<u>Hours</u>
Museum	Misc. Projects	8.50
Beautification	Garden Maintenance/Cleanup	151.25
Earth Day	Misc. Street cleanup	2.5
457	Maintenance	60.0
Total Hours		222.25

Youth Task Force

Reported by Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

Grant/Budget Updates:

Completed and submitted the following applications: Hansen Foundation, Murphy Foundation, First Citizens Bank Foundation, & Cerro Gordo County Funding Request

Completed letter of intent for United Way of NCIA (both mentoring & tMHFA)

Received donation from River City Kiwanis

One on One Mentoring

- Planned and attended Weekly peer meetings w/two groups at JAMS
- Planned and attended Weekly peer meetings at FCMS
- Sent email out for community based matches for local December events and offered a group event on 12/16.

- Send out a community based application to retired teacher in MC

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

- Wrapped up trainings at Northwood – Kensett
- Started six-training session at West Hancock
- 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-

- Facebook updates on mentoring and mental health

Heather-

- CHIP meeting
- NIAPA meeting

Marti-

- Monthly P4C Meeting
- Overcoming Barriers and Time Management for MHFA Instructors Webinar
- Mentor Webinar: Neurodiversity and Mentoring
- IHHS Grantee Monthly Update Call
- Best Practice: Youth Purpose webinar
- Ongoing: DHS 1st quarter Report, IHHS and DHS Claims, Salary/Wage, purchase orders and expense tracking for grants

Jess-

- 11/7-IMP webinar
- 11/8- Dept Head meeting
- 11/16 IHHS grantee webinar about evaluation items, need to re-write goals since we can not do the youth survey in the schools this year.
- 11/20-Sent workplan revisions to IHHS
- 11/30-Updated workplan revisions which were approved by IHSS