

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

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December 2023

*(Issued January 12, 2024)*



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

# Airport

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Reported by David Sims, Airport Manager

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**Date: December 2023**

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 12/1/2023 – 12/31/2023	15,156 Gallons	60 Buses
Enplaned 484 Deplaned 443		

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

- Preparation of Board Packet Information, Agenda and Attendance at December 2023 Airport Commission Meeting
- Continued construction of the new Passenger Terminal
- Continued construction of the new T-Hangar Building
- Completed new hire training. We are now fully staffed.
- Prepare Capital Budget
- Launch marketing campaigns

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

- Preparation of Board Packet Information, Agenda and Attendance at the January 2023 Airport Commission Meeting
- Continued construction of the new Passenger Terminal
- Continued construction of the new T-Hangar Building
- Prepare Operational Budget
- Review Proposals for new Essential Air Service contract

# City Clerk

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Reported by Diana Black, Deputy City Clerk

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## Council Activities for the Month of December:

- 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 10 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 9 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 \$480.00 in animal license fees and \$165.00 in other miscellaneous licenses and fees and including confirmation of corresponding bonds and Certificates of Insurance
- Format, organize and submit for renewal numerous licenses

# Development Services Department

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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

Iowa Reinvestment District Program: 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 December.

## Section 657A.10/Blight Elimination Program:

The City has acquired two dilapidated commercial buildings, on 9<sup>th</sup> Street NE just east of the Casey's convenience store on North Federal Avenue. These buildings will be demolished in early 2024. We are in negotiations to acquire another abandoned house.

The City has agreed to purchase the abandoned home at 1444 North Federal Avenue, including two adjacent lots. The house will be demolished. The City will then own 5 lots with frontage on North Federal, which should provide enough frontage to be marketable. Staff will be considering a strategy to attract a commercial developer for this area.

The three houses that were moved from the former Blackmore Nursery site have been moved to their new locations on lots formerly owned by the City. The three properties have been deeded to the HDC, so that they can be sold as affordable housing. The HDC is now working on getting them ready for sale. This has been a great first project and collaboration with the new HDC.

*Vacant Building Registration Ordinance:* As of 12/31/23, 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 13 properties, including 5 vacant downtown buildings, have requested exemptions to the ordinance requirements; these claims are being verified. Staff believes that several of these buildings will not qualify as exempt and will be required to register the buildings as vacant. 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: Residential, commercial, and industrial projects that are recently begun or are underway:

- The walls and roof of the new Federal Avenue Rowhomes, 11 new units at the SE corner of North Federal and 2<sup>nd</sup> Street NE, have been set and interior work has begun.
- Construction of the River II apartments is nearly complete. The developers hope to have units ready for lease sometime in January or February.
- Interior work at the new Airport Terminal continues.
- Remodeling of the Mason City Police Station will begin in the first quarter of 2024.
- Remodeling and an addition to the Mason City Fire Station will begin in the spring.
- Good Shepherd, Inc. has a permit to renovate the former nursing home at 222 South Pierce Avenue to an assisted living facility.
- Ulta Beauty is doing interior work in the vacant store adjacent to Old Navy.
- North Iowa Oral Surgery, 1530 South Monroe Avenue, is constructing a 2,775 square-foot addition to the clinic.
- A new self-storage building is under construction at 2505 South Federal Avenue.
- Two applications were submitted for a rooftop solar array (both residential).
- Construction of the new Bike Park, including the shelter building is expected to begin in Spring 2024.
- Construction of the new Chick-fil-A Restaurant, located at 3128 4<sup>th</sup> Street SW in front of Fleet Farm. Construction is expected to begin in Spring 2024.

### DIVISIONAL REPORTS

*Development Review Committee: 2 meetings held in December 2023.*

<b>DRC Activity</b>	<b>December 2022</b>	<b>2022 YTD as of 12/31/22</b>	<b>December 2023</b>	<b>2023 YTD</b>
Total Development Plans Reviewed	2	60	3	85
Concept plans reviewed/approved as a Minor Site Plan	0	30	1	38
Concept plans to be resubmitted as a Major Site Plan	2	18	1	32
Total Concept Plans	2	48	2	66
Major Site Plan Reviews Completed	0	12	1	15
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
<b>TOTAL ITEMS REVIEWED</b>	<b>2</b>	<b>76</b>	<b>3</b>	<b>90</b>
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	0	4	0	11

## PLANNING AND ZONING DIVISION

Activity	December 2022	2022 YTD as of 12/31/22	December 2023	2023 YTD
Commercial, Principal Structure	1	24	6	37
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	3	68	7	98
Residential, Accessory Structure	1	61	3	50
Signs	1	37	3	29
Floodplain	0	11	1	12
Sidewalk Service Area Permits	0	3	0	1
<b>Zoning Board of Adjustment Cases</b>				
Appeal	0	0	0	0
Conditional Use Permit	0	4	0	2
Special Exception	1*	11	0	13
Variance	1	11	0	11
<b>Planning and Zoning Cases:</b>				
Alley or Street Vacation	0	0	0	1
Change of Zone	1	2	1	5
Miscellaneous	0	1	0	2
Preliminary Plat	0	0	0	0
Site Plan Approval	0	2	1	5
Zoning Ordinance Text Amendment	0	4	0	1
<b>Land Subdivision Activities:</b>				
Boundary Line Adjustments	2	6	2	11
Lot Splits	1	1	0	1
Final Plat (not requiring P&Z review)	0	3	0	2
<b>Historic Preservation Commission</b>				
		0		0
Historic Demolition Reviews	0	14	0	4
<b>Zoning Violations</b>				
				0
Reported	0	22	25	66
Unfounded	0	1	0	8
Founded-Resolved without citation	0	14	5	26
Citations	0	0	0	0
Cases initiated by staff	0	19	8	41

Activity	December 2022	2022 YTD as of 12/31/22	December 2023	2023 YTD
<b>Zoning Inspections</b>				
Zoning – Case Request	0	19	20	62
Zoning – Complaint	0	2	20	26
Zoning –Setback	0	23	13	33
Zoning - Final	1	16	18	39
Floodplain - Final	0	0	0	1
Zoning – Landscaping Install	0	2	0	3
Removal Site Inspection	0	0	0	0
<b>Permit Reviews</b>				
Zoning Reviews Completed	13	395	33	426
Floodplain Reviews Completed	16	810	22	622
Historical Reviews Completed	1	39	5	34

## BUILDING INSPECTIONS DIVISION

<b>Building Inspections Permit Report</b>						
Permits	December 2022		December 2023		2023 YTD	
	Number	Valuation	Number	Valuation	Number	Valuation
Major Building Permits	8	\$474,386.00	22	\$6,821,202.34	288	\$62,906,865.55
Minor Building Permits	4	\$21,344.00	5	\$106,200.85	270	\$4,694,177.27
Electrical Permits	13	N/A	27		251	\$0.00
Plumbing Permits	10	N/A	7		122	\$0.00
Mechanical Permits	29	N/A	14		230	\$0.00
Sign Permits	1	\$1,690.00	3	\$9,790.38	32	\$327,765.83
Demolition Permits	0	\$0.00	5	\$2,152.00	27	\$966,401.00
Structure Moving Permits	0	\$0.00	0	\$0.00	6	\$360,000.00
<b>Total</b>	<b>65</b>	<b>\$497,420.00</b>	<b>83</b>	<b>\$6,939,345.57</b>	<b>1226</b>	<b>\$69,255,209.65</b>
<b>Inspections</b>	December 2022		December 2023		2023 YTD	
Inspections Completed	114		275		1927	
<b>Permits by Type</b>	December, 2022		December 2023		2023 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition / Remodel
Residential: 1 and 2 family	0	10	0	14	6	440



<b>Building Inspections Permit Report</b>						
<b>Permits</b>	<b>December 2022</b>		<b>December 2023</b>		<b>2023 YTD</b>	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Residential: 1 and 2 family	0	10	0	14	6	440
Multi-residential	0	0	0	0	1	0
Commercial	2	0	8	2	21	76
Industrial	0	0	0	2	3	10
Institutional	0	0	1	0	1	3
Other (signs, demo, etc.)	0	1	0	8	0	65
<b>Fees Collected</b>	<b>December 2022</b>		<b>December 2023</b>		<b>2023 YTD</b>	
	\$5,322.59		\$35,485.52		\$320,069.85	

## CODE ENFORCEMENT DIVISION

<b>Code Enforcement Report</b>	<b>December 2022</b>	<b>2022 YTD as of 12/31/22</b>	<b>December 2023</b>	<b>2023 YTD</b>
Total Requests Initiated (not including snow/ weeds <sup>1</sup> )	79	1150	87	1051
Staff Initiated	31	688	34	554
Non-Staff Initiated (total):	48	462	53	497
Response to Complaint	22	167	14	193
Anonymous Complaint	24	203	35	227
SeeClickFix	2	92	4	77
<b>Case Requests Disposition</b>				
Founded Case Requests	79	1118	87	1043
Citations Issued	1	11	0	10
Cases to Court	1	14	0	16
Unfounded Case Requests	0	0	0	0
<b>Cases by Type:</b>				
Dead, Diseased or Dying Tree(s)	0	20	1	23
Dangerous Building	0	14	2	34
Abandoned Vehicle	1	10	0	10
Tree/Shrub Maintenance	0	5	0	23
Garbage	28	253	13	203
Inoperable Vehicle	2	21	3	48
Junk, Rubbish or Refuse	16	396	15	151
Other	2	162	26	100
Writ of Removal	6	36	2	36
Information Request	24	200	25	428
Snow Removal/Weeds & Tall	130	872	1	984

<sup>1</sup> Snow and weed complaints are not included in the total cases; while staff receives these complaints, they are resolved by our contracted snow removal/mowing contractor.



<b>Code Enforcement Report</b>	<b>December 2022</b>	<b>2022 YTD as of 12/31/22</b>	<b>December 2023</b>	<b>2023 YTD</b>
Grass				

<b>Rental Inspection Report</b>	<b>December 2022</b>	<b>2022 YTD as of 12/31/22</b>	<b>December 2023</b>	<b>2023 YTD</b>
<b>Inspection Requests</b>				
Initial Inspections	61	619	61	545
Reinspections	47	508	29	323
Inspection Requests	9	101	5	104
<b>Total Inspections</b>	<b>117</b>	<b>1228</b>	<b>95</b>	<b>972</b>
<b>Inspection Results</b>				
				0
Inspections Cancelled by Landlord	0	4	0	0
Inspections Cancelled by Inspector	0	1	0	0
Failed Inspections	13	244	11	141
Passed Inspections	95	861	65	695
No Shows	1	17	0	7
Unfounded	0	16	3	19
Unavailable/Denied Entry	0	2	3	3
Pending Inspections (not reported in 2022)		0	11	36
Units White Tagged	8	76	2	68
Rental Dwelling Certificates Issued	72	931	39	431
Total Fees Collected	\$ 3,430.00	\$ 38,560.00	\$ 4,035.00	\$ 34,925.00

## TRANSIT OPERATIONS AND SAFETY DIVISION

<b>Task</b>	<b>December 2022</b>	<b>2022 YTD as of 12/31/22</b>	<b>December 2023</b>	<b>2023 YTD</b>
<b>Transit</b>				
Fixed Route	9,523	112,335	10,845	129,692
Paratransit	3,314	40,149	3,295	43,047
<b>Safety Training</b>				
New Employees Trained	4	95	8	89
Completed Training Sessions	97	2,905	177	2,808

# Elmwood-St. Joseph Cemetery

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Reported by Tyler Anderson, Cemetery Manager

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## **Burial Services**

<u>Burials</u>	<u>Traditional</u>	<u>%</u>	<u>Cremation</u>	<u>%</u>	<u>Total</u>
December	6	50%	6	50%	12
FY to Date	26	31%	51	69%	77

Burials this month were above projected. Cremation burials were as projected. Traditional burials are on 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>
December	6	1	7
FY to Date	29	8	37

Lot sales were above projection and niche sales were at 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

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

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## Engineering Division:

○ Engineering	
● DRC Site Reviews	3
● Storm Water Management Plan review & approval	0
● Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	4
▪ New Installation	1
▪ Disconnect	2
▪ Storm Sewer	0
▪ Septic	0
▪ Sump Pump	0
● Water – Industrial/Commercial	
▪ New	6
▪ Repair	2
▪ Disconnect	0
● Water – Residential	
▪ New	3
▪ Repair	5
▪ Disconnect	3
● 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	726
● Emergency Call-out	12
● Emergency Call-out after hours	5
● Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	2
▪ Application for new utility construction in City ROW	1

▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	0
• Permit Review & Approval - City	
▪ Commercial Building	7
▪ Residential Building	0
▪ Demolition	3
▪ Remodel or Addition	3
▪ Moving	4
• Permit Fees collected	\$825.00
• Lot Inspection Fees	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	0

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

Seed was placed on the disturbed areas of the right-of-way and will remain in place throughout the winter until seeding growth is established in the spring. Final quantities were measured and tabulated in preparation of the next pay request.

### **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 STBG Funds in the amount of \$880,000.

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.

### **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.

City and IDOT Staff met with WHKS project engineers for a progress update meeting. The extent of the water and sanitary sewer main replacements, project schedule and potential impacts to private utilities were a few topics discussed. WHKS will provide preliminary utility plans to private utility companies for their review.

### **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.

IDOT Staff submitted draft traffic signal plans to the City. Snyder & Associates is the IDOT hired engineering firm to complete the traffic signal improvements portion of this project. Currently, Snyder & Associates and IDOT Staff are finalizing pedestrian signal crosswalk pushbutton locations with the sidewalk pedestrian ramp design to confirm ADA compliance.

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. Cost estimates for each yearly phase are currently being revised with the most updated item quantities.

Short Elliott Hendrickson, Inc. (SEH) completed the 90% plans and specifications for the new lighting system component of this project. A final review meeting with Engineering 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.

#### **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 the Phase 2 North Central Storm Sewer Study. This study is currently under review by Engineering Staff and a meeting will be planned for early January to discuss what was found during the analysis and potential project options. SEH provided 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 is complete on both stages on 12th Street NE. Final project quantities have been measured in preparation for project closeout. 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 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.

A change order was approved for an additional pad adjacent to the wood observation deck. This pad is needed to provide additional space for the lookout over Willow Creek. This work has been completed with the exception of the HMA paving. The remaining work will be completed in the spring. This work consists of re-grading and paving the trail between 1st Street SE and 3rd Street NE, 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 the installation of the decorative railing on the Willow Creek Bridge during the month of December. Final quantities for the bridge work have been verified and included in Pay Request 7. These items consisted of treated timber and lumber, structural steel pedestrian hand railing and replacement beams for deteriorated railroad ties.

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.

The city is awaiting the inspection and recommendations report.

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

- The Engineering Department worked with ISG on the release of a preparatory project related to the overall Bike Park project to be located at 1500 Elm Drive. The project involves the placement of overburden materials for the purpose of surcharging the area on which the shelter will be constructed. The Engineering Department finalized the bid package and sent it to several local contractors. Their quotes are due on January 16th with the award and contract of the successful bidder anticipated to be on the City Council's February 6th agenda for approval.
- 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 inspected a water main extension project near the intersection of South Federal Avenue and 25th Street SW. This new water main extends east from South Federal Avenue approximately 250' and will service a new storage condo currently under construction. Engineering Staff performed project inspections, overseen the required testing and recorded GPS coordinates of new the underground infrastructure while it was being placed.
- Engineering Staff met with WHKS for a utility review of the Willow Creek Riverwalk project. The project includes a substantial amount of underground utility replacements and adjustments, including a 12" water main reroute to accommodate the grade changes and new storm sewer intakes and a manhole.
- Engineering Staff worked with a design company representing US Cellular. An existing electric meter for a new 5G antenna needs to be relocated near the intersection of Elm Drive and 12th Street NE. The permit is currently pending until an updated design sheet can be submitted for review.
- Engineering Staff surveyed the downtown intersection corners for pedestrian ramps improvements. The survey area included all intersections on Delaware Avenue and Washington Avenue between 2nd Street South and 4th Street North. The collected data is currently being used to design ADA compliant ramps.
- 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. The final segment of new conduit and fiber was installed during the month of December. This segment was along North Pennsylvania Avenue from 2nd Street NE to Elm Drive. CLTel will continue to work on the fiber loop outside of the Mason City City limits.
- Engineering Staff completed a preliminary design with cost estimates for 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 hired a local electrician to begin replacing the defective LED boards in a significant number of streetlighting fixtures. Multiple LED streetlight luminaires throughout the City are defective causing them to emit a purple light. Approximately 65 LED streetlight luminaires have been identified as defective. The manufacturer is offering replacement LED boards that will restore the correct lighting tone but will not offer new luminaires or the reimbursement cost to install the new LED boards. The LED manufacturing defect is a nationwide problem and is caused by the deterioration of the phosphorous coating on the lighting boards.

#### **Traffic Division:**

- Traffic Control
  - Sign work orders 11
  - Traffic Sign Orders 2
  - Streetlights
    - New Installation 0
    - Repair Request 1
    - Fixture Replacements 1
  - Traffic Signals
    - Respond to signal issue reports 10
    - Perform traffic signal repairs 5
  - Iowa One-Call locate reviews 743
  - Locate City-owned electrical utilities 17
  - Emergency Call-out 1

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

- Started annual Malfunctioning Monitor Unit testing in the traffic signal cabinets.
- Changed green light on Fourth Street Southwest and South Crescent Drive
- Changed green light on Sixth Street Southwest and South Monroe Avenue
- Changed yellow light on East State Street and Delaware Avenue
- Changed green light on South Virginia Avenue and Fourth Street Southeast
- Changed red light on South Virginia Avenue and Fourth Street Southeast
- Continued to work on Streetlight replacement.
- Continue to work on Mobility project.
- Respond to streetlight hit on South Federal Avenue

#### **Water Supply Division:**

- Water Production
 

	<u>December</u>	<u>FY 2024</u>
• Total (gal)	103,796,000	741,624,000
• Daily Average (gal)	3,348,000	4,031,000
• Daily Maximum (gal)	3,760,000	5,210,000*
• Daily Minimum (gal)	2,627,000	2,627,000**

\*Indicates Yearly High

\*\*Indicates Yearly Low

- Water Plant Maintenance and Repair

- Replaced the flow switch on the Hypochlorite Generator Heat Pump
- Replaced the flow valve on #2 High Service Pump
- Rebuilt 4-way valves on #3 EDR lines 5 and 6
- Repaired an airline leak on #1 EDR
- Rebuilt the chemical feed valve on #3 EDR
- Repaired a wire to the product flow meter on #2 EDR
- Repaired a leak in the water-cooling line to the Hypochlorite Generator
- 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	784
Prepare and send service repair letters	4
Monthly bacteria samples	30
Collect project bacteria samples	4
Check water quality at residents and businesses	10
Correlate water main breaks and investigate for leaks	0
Hydrant flow testing	4
Hydrant Flushing	0
Water Main shut down for repairs	2
Water shut off for non-payment	0
Water shut off for other	0
Water service re-connections	0
Assist with installation of Water Meters	0
Repair Water Meters and collect reading	0
Deliver Red or Tan Tag	0
Update shut off data base and maps	15
Water Service Permit/Inspection	
▪ Repair/Replace	15
▪ New Installation	1
▪ Disconnections	1

- Meter Department

	<u>December</u>	<u>FY 2024</u>
• Meters Installed	22	101

▪ Industrial	0	1
▪ Commercial	10	30
▪ Residential	12	70
• Meters Repaired	0	0
• Contractor and Garden Meters Recovered	8	9
• Contractor and Garden Meters Installed	0	3
• Meters Read	11,866	71,196
• Meters Ordered	0	0
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

Meters Installed December 2023			Meters Ordered December 2023		
5/8"	11		Transferred	5/8"	0
3/4"	0			3/4"	0
1"	3			1"	0
1 1/2"	5			1 1/2"	0
2"	1			2"	0
3"	1			3"	0
4"	1			4"	0
Total	22		Total		
Meter Inventory January 1, 2024			Ordered		
5/8"	18			5/8"	0
3/4"	11			3/4"	0
1"	7			1"	0
1 1/2"	4			1 1/2"	0
2"	34		Warranty Replace	2"	2
3"	7			3"	0
4"	5			4"	0
Total	86		Total		2

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

- Repaired security lighting at Well #12 pump house.
- Replaced leaking pipe fitting on the Kentucky Tower altitude valve.
- Repaired a broken wire to the pressure sensor at Eisenhower Tower.
- Performed troubleshooting regarding an issue with communication failure from outer sites through the radio system. Changed coax cable to antenna with no change now believe will need to raise the antenna to get over the mature trees in the line of sight.

- 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.

**Abbreviations:**

CIP	Clean-in-Place
ECIP	Electrode Clean-in-Place
WTP	Water Treatment Plant
DRC	Development Review Committee
EDR	Electrodialysis Reversal
GIS	Geographical Information System
IDOT	Iowa Department of Transportation
ROW	Right-of-Way
NE	Northeast
NW	Northwest
SE	Southeast
SW	Southwest
SCADA	Supervisory Control and Data Acquisition
CPRR	Canadian Pacific Railroad
UPRR	Union Pacific Railroad

# Finance Department

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Reported by Brent Hinson, Finance Director

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## Finance

<b>Finance</b>		
	<b>December</b>	<b>Fiscal Year- to- Date</b>
Prepare payable checks	539	3743
Prepare receivable invoices	50	311
Prepare payroll checks	998	4797
Certify invoices to County	12	195
Send letters to State Offset Collections	0	8
Record State Offset collections	\$ -	\$ 4,617.32
Ambulance accounts sent to collections	48	220
Record ambulance receivable	94	619
Scanned invoices for myView point processing	931	6089

- 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

<b>Utility Collections</b>		
	<b>December</b>	<b>Fiscal Year- to- Date</b>
Record ACH activities	25	139
Prepare utility adjustments	91	494
Finals & charge offs	250	1440
Issue utility bills	8699	910108
Answer phone calls	961	6577
Respond to voicemail	170	1148

Complete utility service orders	248	1599
Complete landlord tasks	96	419
Issue shutoff notices	496	2354
Process customer paid utility bills	4511	27488
Process customer deposits	435	2600
Replace meters	16	68

### Information Systems Coordinator

- Check Internet connectivity for PD workstation.
- Get with Michael Q from Water Treatment about monitor.
- Help Kiera J with her transfer program.
- Look at instructions for Kiera J.
- Look at monitors for Logan W at the PD.
- Look at printer script for Madeline K at the PD.
- Rebuild PC for Logan W at the PD.
- Run BMR on all PD servers.
- Take barcode scanner to PD and train.
- Download and program council meeting to government channel.
- Check equipment at Kentucky tower.
- Check Jennifer M's battery.
- Copy Logan W's desktop items to new PC.
- Fix mailbox feature for PD copier.
- Get with document team about Diana B's files.
- Get with Paul V about his VPN.
- Look at Car 10 tablet.
- Look at lab PC for Water Rec.
- Update Cathy B's Quickbooks.
- Get software inventory list to Cyber Auditor.
- Hook Hannah up to scanner.
- OPG3 Meeting.
- Pay invoices.
- Send examples of clerk files to OPG3
- Set up new user for FD.
- Download and program council meeting to government channel.
- Install Laserfische on Kiera's and Krystal's PC.
- Look at miView Point service again.
- Look at wireless connection for Penny B.
- Reconfigure laptop for Dave H.
- Add Penny B's laptop back to all wireless points.
- Fix Outlook for Steven V.
- Help Laura M with her software install.
- Order replacement backup hard drive for AS.
- Order two laptops for PD.
- Restart animal shelter server.
- Set up old Chief laptop for evidence.
- Answer Lucas' email.

- Contact Granicus about a new encoder.
- Fix Outlook for Steven V again.
- Set up access to GDP drive for Ray Q.
- Take laptops back to PD.
- Update allowed email list.
- Configure new laptop for PD records.
- Get barcode scanner set up on new PD evidence laptop.
- Granicus meeting.
- Help Laura M with her Access error.
- Add two new PD laptops to City Wifi.
- Check camera on 3<sup>rd</sup> floor.
- Check network status on Brett H's PC.
- Configure next new laptop for PD.
- Get Tracs installed on new Records laptop.
- Get with Jeff B about cabling at the PD.
- Take new laptop to PD for records.
- Write up PO and send in Granicus quote.
- Clone and replace hard drive for Madeline K at the PD.
- Fix scanner in Car 3.
- Look into new printer for Ray Q.
- Remove Curt S from AD.
- Remove Joel E from AD.
- Take new backup drive to Animal Shelter.
- Take new laptop to Danielle C at the PD.
- Charge Aaron B's new Ipad and configure.
- Fix HOBOWare for Mara L at the museum.
- Get case started with RSM for Laura M.
- Finish programming access points for Aaron B's new Ipad.
- Fix Lynn S's email.
- Get adapter for PD monitor.
- Get with State Agency regarding software.
- Hoop up new printer for Ray Q.
- Look at Car 6 tablet.
- See about getting a cartridge for Ray Q's new printer.
- Set up new user for Water Rec.
- Troubleshoot 3<sup>rd</sup> floor camera again.
- Check Aaron B's Ipad.
- Check email alias for Lynn S.
- Check fax line for PD.
- CrowdStrike meeting.
- Fix Adobe Reader link in IT database.
- Help Bob B with email on his phone.
- Order batteries for Towers.
- Pay invoices.
- Set up new users for FD.
- Work with central lock on camera issues.



- Download and program council meeting to government channel.
- Look at door schedule for holidays.
- Reinstall Office for Brent H.
- Troubleshoot County connection again.
- Adjust permissions on PD folder for Kirby B.
- Apply new licenses to NetMotion server.
- Change Wolf W's security permissions.
- Remove Wolf W from AD.
- Set up new user for PD.

## **GIS Department**

### **Administrator**

- Send and update bike map to Visit MC x 2.
- Create road closure map x 1.
- Add single track trails to database x 4.
- Update Destination Iowa online map.

### **Cemetery**

- Test out the new cemetery management system with new data.

### **Development Services**

- Run bi-weekly parcel data script, export as CSV file, adjust and email.
  - Transfer data to G: drive
- Create blight house dashboard in Portal.
- Reset Cyclomedia password x 1.
- Reset EagleView password x 1.
- Share buyout properties shapefiles with RDG for comprehensive plan x 2.
- Share neighborhood shapefile with RDG for the comprehensive plan.
- Update Blight Properties Dashboard.
  - Load addresses into internal database for future editing.
- Upgrade ArcPro x 2.

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

- Edit water customer service point x 3.
- Delete water customer service file x 3.
- Delete water customer service point x 4.
- Create water customer service point x 1.
- Add domains to the fire hydrant layer x 8.
- Add domains to water main break layer x 2.
- Add domains to water valve layer x 10.
- Edit water fire hydrant layer x 2.
- Add corp & cutoff on N Penn.
- Add privileges for user to road layers x 1.
- Export list of database privileges.
- Create new address query and report in MPower.
- Update ArcPro x 2.

- Create feature layer to contain work order repairs.

#### **Finance**

- Create a storm rate viewer to see % impervious surface per parcel.
  - Export table.
- Review duplicated parcels in storm viewer and edit impervious surface data.
- Reset windows password x 1.

#### **Fire**

- Update utilities in Pre Plan online maps.

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

- Look up parcel boundary for possible tree cutting.
- Edit water pipe main x 1.
- Upgrade Pro x 1.

#### **Police**

- Create weekly call data maps x 4.
- Update AGOL crime and camera map x 4.
- Create vehicle break in map.
- Create crime viewer in Portal.

#### **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.
- Attend Electronic Records committee meeting.
- Attend WMA introduction meeting.
- Reinstall Office 365 products.
- Download database access engine.
- Add tables to SDE x 3.
- Add layers to SDE x 1.
- Delete unused layers from database x 3.
- Update ArcPro patch x 1.
- Update online bike maps x 2.
- Upgrade SDE database.

#### **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**

- Attended open house for new cemetery shop building.
- Meetings and discussion with planning firm on future garbage/recycling collection changes.
- Various meetings with departments and OPG-3 regarding electronic records conversion.
- Brownfields assessment meeting with Impact7G.
- Attended the initial meeting of the Winnebago Watershed Coalition. We plan to bring a 28E agreement to Council for consideration of participating further on January 16.
- Attended 2 Comp Plan committee meetings. We anticipate Mason City P&Z consideration on February 13 and pending that, City Council consideration on March 5.
- Prepared strategic priorities work plan and submitted to Council for consideration at the 1/2/24 meeting.

### **Finance Director Duties**

- Attended employee service award luncheon.
- Meetings on health insurance renewal.
- Conducted FY25-FY29 CIP meetings with departments.
- Demonstration on timekeeping software- Novatime is being phased out, and we met with the successor firm about their product.
- Processed ICAP general insurance renewal- the overall increase was 35.65%, mostly because of huge increases in property insurance rates. Apparently, this is an industry-wide issue.
- Distributed info on FY25 budget and schedule to departments and Council. First workshop is Thursday, January 11 at 7 PM.
- Prepared November financials and distributed to departments and Council.
- Update of CIP spending through 11/30/23.
- Update of Health Insurance spending through 11/30/23.
- Update of RCR project expenditures & funds on hand through 11/30/23.
- Update of LOSST and Hotel/Motel revenues and expenditures through 11/30/23.
- Update of ARPA revenues and expenditures through 11/30/23.
- Update of Police Pending Forfeitures through 11/30/23.
- Update of Police & Fire overtime analysis through 11/30/23.
- Bidding of CD Investments- 2 investments were bid this month, both of which went to First Citizens: 1) \$5M for 90 days at 5.44%; and 2) \$3M for 181 days at 5.44%.

- Prepared FY25 Budget schedule and distributed CIP workpapers & related info to departments.
- Filed budget amendment with State of Iowa and Cerro Gordo County.
- Continued work on FY23 audit.

### **January Initiatives:**

#### **Finance Department**

- Work on financial month end reports
- Complete City Payables
- Process City Payroll
- W-2 processing
- 1099 processing

#### **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**

- Continued work on electronic records approach & implementation planning.
- Work as team member on Downtown West HOME grant processes.
- Engagement in the setup & first steps of the Winnebago Watershed Management Coalition.
- Focus on the annual budget and CIP process, including meetings with departments and Council workshops.
- Work on stormwater fee approach and prepare sewer & storm sewer ordinances for review.
- Completion of FY23 audit.

# Fire Department

Reported by Erik Bullinger, Fire Chief

ACTIVITY	DECEMBER 2023	YTD
<b>Calls for Service (911 Emergency &amp; Non-Emergency)</b>		
Fire	46	792
EMS	444	5,339
Total Calls for Service (Fire & EMS)	490	6,131
<b>Calls for Service by County</b>		
Cerro Gordo County	Worth County	Floyd County
429	10	5
<b>Personnel Training Hours</b>		
Fire	989.18	13,402.35
EMS	263.49	3,810.09
Total Training Hours	1,252.67	17,212.44
<b>Fire Bureau Inspections/Site Visits</b>		
New Construction/Remodel	99	2,250
Existing Building Inspections	7	192
Plan Reviews	13	313
Fire Investigations	1	30
Liquor/State License Inspections	3	131
<b>Community Involvement</b>		
Public Tours of the Fire Station (Number)	2	32
Public Fire Safety Appearances/Trainings (Number)	4	38
EMS/Fire Students - Ride-Along	15	123
Preceptor Training Hours	77	1138
<b>National Fire Statistics -YTD</b>		
12.4.23	Line of Duty Deaths	Civilian Fire Deaths
	78	1,900
<b>Fire Property Loss Report – Mason City</b>		
Estimated Property Value	\$2,913,580	\$14,784,295
Estimated Property Loss	\$19,000	\$3,648,962
Total Saved	\$2,894,580	\$11,135,333

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**Overtime Hours**

Fire	24.50	1007.70
EMS	327.75	3140.25

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**Significant Events**

12/02/2023 – 205 28<sup>th</sup> St SW – Building Fire  
12/09/2023 - 1609 19<sup>th</sup> St SW – Building Fire

# 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	10	20	30
Engineering	17		17
Finance	11		11
Fire	50	1	51
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maint	66		66
Police	45		45
Recreation	7		7
Youth Task Force	3		3
Grand Total	242	30	272

**Plus 145 Seasonal employees**

## Staffing

## Activity

Hiring Activity:

- Police Officer-11 openings (Police): Council approved 2 job offers to start in January. Testing and interviews conducted in December on subsequent round of applicants. New recruitment process underway in December with testing and interviews scheduled for 1/12/24.

- Firefighter/Paramedic - 3 opening (Fire): Council approved 1 replacement hire, and 2 hires for replacement of upcoming vacancies that will result from internal promotions once 2 Fire Captains retire in January. All three new hires started in December.



	- Fire Captain - 2 openings (Fire): Recruitment on hold pending organizational review by the department.
	- Wastewater Lab Tech - 1 opening (O&M): Council approved external hire who started in December.
	- Code Enforcement Officer - 1 opening (Dev Serv): Conducted civil service testing, interviews scheduled for January.
	- Mechanic - 1 opening (O&M): Civil Service testing conducted and interviews were completed, resulting in no job offers made. Restarted an expanded recruitment in December.
	- Police Evidence Specialist - 1 opening (Police): Council approved an internal transfer from a retiring Police Officer during December.
	- Transit Supervisor - 1 opening (Dev Services): Began recruitment in December, with testing and interviews scheduled for January.
	- Recreation Programmer-Youth Sports - 1 opening (Rec): Began recruitment in December to replace an upcoming retirement, with interviews planned for January.
	- Part-time Library Clerk - 1 opening (Library): Continuing internal and external recruitment and interviews.
	- Transit Driver - Relief driver openings (Dev Services): Continuing recruitment.
Positions Filled:	- Transferred 1 employee, hired 5 regular employees and 1 seasonal employee.
Turnover:	- 1 employee retired, 1 regular full-time employees resigned, and 9 seasonal employees assignment ended.
Employee Orientations/exit interviews:	- Conducted 5 new hire orientation sessions.
Civil Service Commission:	- 1 civil service meeting during the month.
<b>Labor Relations/Legal</b>	<b>Activity</b>
Grievance Activity:	- Fire: No open grievances. - Teamsters: 1 open grievance.

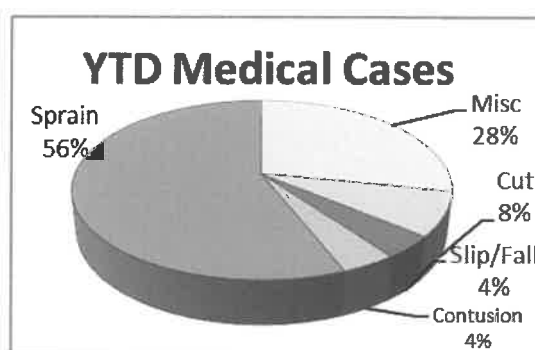
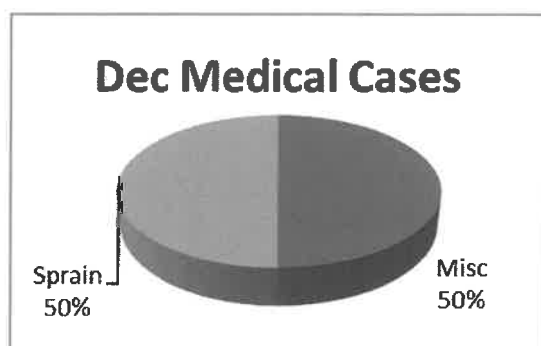
	- AFSCME: No open grievances.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

Employee Involvement	Activity
Employee Activities:	- Participated in the annual employee Service Awards luncheon program.
	- Participated in employee Wellness Committee activity meeting.

Benefits	Activity
Employee benefit support:	- Ongoing support on employees benefit issues
	- Met with our benefits broker for review of our medical plan trends.

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.
Unemployment Hearings:	- Participated in an unemployment hearing.
Electronic Recordkeeping Team:	- Attended meeting working on new timekeeping system.
Electronic Recordkeeping Team:	- Attended meeting working on electronic recordkeeping project.
Training:	- Attended virtual IAPELRA Winter HR Training conference.

Safety Statistics	Month	2023 YTD	2022 YTD
# of Work Comp Cases	2	25	25
# of OSHA Injuries	2	25	22
# of Days Missed	0	60	26
# of Employees Off	0		



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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## **General Activities:**

### **Daily / Weekly / Monthly tasks:**

Like every month the Museum kept the Museum clean and operational for visitors. The Museum saw an increase in visitors in the month of December as residents brought visiting family to see the Museum. The Imagination Playground was also open for the majority of the month and was used by families wanting activities for their children but without the cold weather.

The Custodian for the Museum prepared equipment for winter as well as acquired supplies such as salt and sand for use in the upcoming months. The exterior and interior of the building was decorated for the holiday season. Susan Moorman decorated the banner for Holiday Open House and the planters were filled with greenery. The Museum also created and printed its winter / spring brochure for classes.

The main focus of the month was Holiday Open House. Sponsored by the MacNider and Dettmer families this community event is a 2 day celebration of the holidays at the MacNider. On Friday Dec 8<sup>th</sup> the Museum hosted its holiday Off the Clock with musical guest: Sam Crosser. Sam played a variety of Holiday tunes that encouraged the crowd to sing. The Museum served appetizers and drinks while patrons viewed the latest exhibitions. The event was very well attended as always. The next day the Museum hosted its annual Holiday Open House. The Museum was filled with families enjoying the event. Attendees could do a dozen different crafts, tell their wishes to Santa Claus, write a letter to Santa, or nibble on cookies and punch. Special guests included Mayor Bill Schickel reading Twas the Night Before Christmas and the Clarinet Society which performed a mini concert. The Museum saw increased sales in the gift shop due to the holidays, giving its members a double discount to use for holiday shopping.

Gallery attendance	539
tour attendance	0
event attendance	657
Classes	83
Playground	63
Outreach	58
TOTAL	1400

## Events

(12/2) Baby Shower: 21 Adults & 4 Children

(12/8) Holiday Off the Clock: 144 Adults & 1 Child

(12/9) Holiday Open House: 213 Adults & 235 Children

(12/12) Birthday Party (Studios): 4 Adults & 15 Children

(12/16) Birthday Party (Rental): 6 Adults & 5 Children  
(12/28) Boy Scouts Self-Guided Tour: 3 Adults & 6 Children

#### Classes

(12/5) Macrame: 11 Adults  
(12/14) Art Bugs: 13 adults & 9 Children  
(12/16) Santa's Helpers: 8 Children  
(12/28) Winter Break Fun Day: 1 Adult & 13 Children

200 Members  
13 Business  
11 City Memberships

#### **Partnerships:**

Salvation Army Adult Day Care, Prairie Ridge, Manly Care Center, IOOF Home. With Covid cases on the rise in north Iowa several of the places went to lock down and staff had to reschedule.

#### **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 Julianne 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.

# Operations & Maintenance/Parks Department

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Reported by Bill Stangler, Operations & Maintenance Manager

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## Utility Division:

In December the Water Utilities Crew Completed:

Safety Checks were completed.

Sewer and Water Line Installs on 2 of the Houses that neighborhood services moved to new locations. This work included new service line taps at the Water Main, Y connection at the Sanitary Sewer, new water and sewer service line, and the pouring back of the street with concrete.

The Water Crew also demoed and backfilled the last foundation at the house moving site.

We had 3 water main breaks in December, two on 6" lines and 1 on a 16" transmission line. All 3 required street prep and concrete pour back to repair.

3 Taps were completed, 2 were large (6") through valve live taps, while the 3<sup>rd</sup> was a 1" service line tap.

1 Traffic Repair kit was installed after a hit hydrant was found at Kentucky Water Tower. A second hydrant was hit, but due to significant damage it will have to be dug up and replaced.

Exercised approximately 65 Valves.

Hauled in 240 Tons of rock for winter stockpile.

Continued to shift parts and material to the new spoils site.

## Internal Services:

Service and repair 12 Street Department vehicles

Service and repair 1 Police Department vehicle

Service and repair 7 Fire trucks and ambulances

Service and repair 1 Code Enforcement vehicle

Service and repair Water Reclamation vehicles

Service and repair 5 Sanitation vehicles

Service and repair Park vehicles

Service and repair 5 Water Supply vehicles

Service and repair 1 Water Utility vehicle

Service and repair 2 Engineering vehicles

## Electrical:

Nothing to report

## Wastewater Division:

- Wastewater treatment:

Monthly Total:	106.60	million gallons
Daily Average:	3.40	million gallons per day
Daily Maximum:	4.10	million gallons per day



Sludge processed	1.8 million gallons
Biosolids Hauled	0 million gallons

**Collection System:**

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 5
- Helped Engineering with locating manholes for street project

**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 6 industrial pretreatment inspections
- Issued new waste hauler permit
- Issued 4 NOV's
- New lab tech, Rachel Glaza, began Dec. 19th

**Activities planned for next month at the Water Reclamation Plant:**

- Notify Industries of delinquencies
- Perform Laboratory Analysis
- Complete DNR Monthly Operating report
- Begin preparing Annual Pretreatment Report
- Complete Annual Calculations for Laboratory QC
- Routine plant maintenance
- Track mileage for all vehicles

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

- Calibrated DO probes
- Ran thickener on Raw and WAS daily
- Cleaned all hauling equipment and stored for the winter
- Monthly inspections'
- Change oil in all small air compressors
- Cleaned all heat exchangers
- Changed oil in electric blower
- Cleaned maint. garage
- Changed oil in pumps in PS #2
- Changed oil in sludge loadout pump
- Cleaned all buildings

**Sanitation Division:**

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	501.15 tons	6,395.79 tons
Recycling collected	53,640 pounds	655,901 pounds
Yard waste collected	7.91 tons	1,046.92 tons
Large item number of stops	38	577
Materials collected:		
Large furniture	31	356
Small furniture	5	329
Tubs & toilets	0	40
Appliances & TVs	8	271
Electronics	1	7
Request for service calls	217	3,328

**Street Division:**

Tree's Removed	40
Trees trimmed	18
Stumps Ground	3
Street Sign Repaired/Replaced	13
Picked up Trash discarded on streets tires, cardboard, appliances	11
Hauled Spoils	
Hauled Mulch	
Hauled Sweepings	
Graded alleys	
Filled Pot holes	
Picked up dead deer along City Right of Ways	

We spent this past month cleaning up the City dump site to make room for the new bike park. This included hauling out all the spoils, mulch, pipe, sweepings, dirt and so on. Our new site is smaller and will be tight for space but we are hoping since it is fenced in, we can keep people from dumping illegally.

**Park Division:**

Ordered parts to repair playground equipment at Monroe Park  
Cleaned up brush along fence line near via duct 12th NE  
Tended to deer  
Made repairs to equipment  
Graffiti Removal at Prairie Playground  
Cleaned up branches that fell on new trail

Cleaned up branches along scrip road trail  
Cleaned up brush around Big Blue  
Worked on Picnic Tables  
Trimmed along trails at West Park  
Trimmed along NIACC trail  
Monthly Safety Inspections  
Playground Inspections for all parks completed  
Filled wood shed at campgrounds  
Cleaned and picked up dog waste stations  
Picked up trash cans at parks Mondays and Fridays  
Plowed and sanded sidewalks and trails as needed  
Did some painting at the Pool  
Repaired bench at pool  
Painted the Asbury Park Sign and other park signs  
Bolted down tables at Parkers Woods, Lester Milligan  
Georgia Hanford and Monroe parks clean up  
Cleaned up leaves again in the Plaza

# 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	1333	18709
Alarm - Business	23	35	33	32	48	40	43	46	36	47	42	50	475
Animal	33	40	55	55	61	74	65	81	63	36	42	28	633
Burglary	13	9	15	19	17	19	12	17	12	19	13	17	182
Collision - Prop Damage	83	71	64	61	58	55	59	67	72	63	59	62	774
Collision - Pers Injury	5	5	5	5	10	7	13	11	9	12	8	11	101
Collision - Hit and Run	11	22	14	9	16	12	19	14	15	13	12	12	169
Disorderly	97	82	118	136	119	147	116	147	159	103	96	118	1438
Domestic - Physical	4	13	12	10	15	13	14	15	11	6	12	8	133
Domestic - Verbal	32	17	30	27	24	25	26	16	38	20	19	16	290
Fireworks	4	0	0	1	1	31	79	2	0	0	0	12	130
Harassment	28	42	50	65	73	59	64	58	53	49	25	42	608
Medical	91	0	113	88	96	89	92	107	98	101	100	113	1088
Motorist Assist	40	33	21	24	23	25	29	20	17	21	18	20	291
Parking	60	36	37	38	48	37	45	51	34	45	52	26	509
Stray Animal	24	36	53	47	56	46	71	67	68	69	48	33	618
Suspicion	125	143	169	187	175	258	232	223	224	177	133	126	2172
Theft	61	53	86	57	66	63	80	98	74	76	81	56	851
Welfare Check	117	114	109	110	118	110	121	106	98	88	82	85	1258

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	82	1287
New Investigations	350	358	378	386	383	413	454	475	439	411	380	343	4770
Traffic Citations	152	292	264	185	54	141	146	143	156	157	137	132	1959
Written Warnings	104	160	108	101	100	118	62	81	63	93	98	89	1177
Crash Reports	86	80	65	64	67	66	74	75	82	64	65	69	857
Parking Tickets	264	193	333	13	17	19	10	23	10	255	193	173	1503
Traffic Stops	209	378	277	232	119	219	158	158	160	183	170	156	2419
Extra Patrol Checks	893	618	549	488	451	458	533	689	491	637	553	850	7210
Business Checks	51	24	31	28	36	23	39	14	16	19	31	22	334
Offender Checks	17	21	20	19	10	21	30	37	25	36	14	31	281

Open Records Requests	461	442	467	511	557	546	328	758	487	621	454	561	6193
Dogs to Shelter	11	18	22	15	24	18	24	20	20	16	19	14	221
Cats to Shelter	17	15	17	12	42	23	45	44	36	58	25	12	346

Notable patrol work for December includes the following:

- An officer made a traffic stop on a vehicle after seeing suspicious behavior at a local retail liquor sales location. A traffic stop resulted in charges for possession of alcohol underage for the driver and a warrant for sales to minor has been issued for the employee.
- We took a vandalism report from a local business to a security camera on the premises that rendered it inoperable. Third Detail patrol was able to intercept the suspect when he returned and charged him with some traffic violations.
- A Third Detail officer made a traffic stop that resulted in the recovery of drugs and a firearm. The investigation is continuing into both items and we expect to file charges soon.
- Two MCPD patrol cars were damaged when they were struck intentionally by a suspect in a criminal mischief/pursuit case on December 31. The suspect was criminally charged with damage to both the building and the police vehicles.

### **Criminal Investigations**

December case work included a death investigation, a homicide investigation, a domestic investigation and search warrant, and the arrest of an adult male for possession of media containing a minor engaged in a sex act.

CID continues to follow-up on compliance checks and court appearances for prior charges. CID personnel were also heavily involved in the planning and logistics for Shop With a Cop 2023.

### **Support Services**

Animal Control responded to 61 calls for service this month. In addition, we have five animal bite cases in December. For the year, we placed 221 dogs and 346 cats at the Stray Animal Shelter.

Parking issued 173 parking tickets for December. We also are making regular use of our new Community Service Officer on animal control calls.

### **Administration**

At the first City Council meeting in December, we recognized Officers Jim Redeker and Josh Madole and Sergeants Ben VanDenBroeke and Terrance Prochaska for their work on May 17 at a tractor rollover that resulted in saving the life of Joey Shearman. The officers were presented MCPD Life Saving Awards during the ceremony.

We started work on Phase 1 and Phase 2 of the MCPD Remodeling Project with Kingland Construction. Much of the demolition for these phases is complete and we hope to start construction on the main floor of the building in January.

Officers Boston Draper and Justin Lardy finished their field training programs and were assigned to solo patrol. Officer Juan Silva graduated from basic training at the Iowa Law Enforcement Academy on December 15. He and Officer Leah Johnson are both in field training. We are currently in background on three applicants. Our next testing date is January 12, 2024.

Officer Rick Ott retired on December 28 and started in a new position at MCPD on December 29 – as our new Police Evidence Specialist. We are looking forward to Rick's continued service with MCPD in his new assignment!

Shop With a Cop 2023 was a success! Many of our officers volunteered to help with the two nights of shopping and we were assisted this year by deputies from the Cerro Gordo County Sheriff's Office. There were big smiles from nearly everyone involved and we couldn't do it without the support of our community! Thank you to everyone who supported Shop With a Cop 2023.

## Public Library

Reported by Mary Markwalter, Library Director

We had live music in December with about 130 attending. It was fun - people really enjoyed it. We held all regular programming in December, Story Times, Scavenger Hunts, Together Thursdays, Lego Club, etc.

Sculptures on Parade is currently lining up sponsors for the 2024-25 Exhibition. We have some new sponsors this year and many returning sponsors.

	Jul	Aug	Sep	Oct	Nov	Dec	YTD	LYTD
Adult Fiction	1368	1251	1066	1043	1164	834	6726	6663
Adult Non Fiction	460	417	334	397	451	297	877	2121
Large Print	766	841	740	647	769	629	4392	4275
Adult Books Total	2594	2509	2140	2087	2384	1760	13474	2847
Young Adult	481	398	306	313	333	254	2085	9252
Juvenile Fiction	1986	1503	1359	1797	1437	1223	9305	1608
Juvenile Non-Fiction	344	211	191	239	251	212	1448	1672
Middle School	412	324	155	213	317	176	1597	1223
Children's Books Total	2742	2038	175	2249	2338	1611	11153	0
TOTAL BOOKS	5817	4945	4151	8985	4722	3625	32245	28438
Audio/CD/Playaway	230	144	200	212	208	138	1132	1004
Video Games	83	75	49	57	63	51	378	262
Periodicals	178	106	108	103	114	76	685	789
Software	0	0	0	0	0	0	0	0
Other (puppets)	7	4	4	9	10	5	39	54
All other physical items	90	79	53	66	395	56	739	0
DVD	881	808	530	602	704	229	3754	4832
Tumblebooks	23	27	2	2	0	7	61	45
Creativebug (users)	19	16	20	18	28	30	131	106
World Book Online	160	56	920	61	0	87	1284	457
Chilton's Online	50	73	22	45	42	55	287	160
Gale	67	0	0	0	0	0	67	1432
Transparent Languages	521	575	495	551	420	57	2619	545
Brainfuse	2	1	3	10	10	10	36	134
Bridges	2373	2461	2202	2511	2364	2565	14476	10534
Newsbank	75	30	342	15	124	107	693	5480
Hoopla!	1149	1191	1173	1205	1184	1239	7141	5480
Total Electronic Usage	2064	1968	2974	1897	8903	1582	19388	0

Total-Other	5818	5567	6070	5201	13779	4656	41091	29410
Grand Total Circ.	11635	10512	10221	9850	18501	8281	69000	57848
Item Records Added	364	567	441	657	460	451	2940	2741
Patrons Registered	95	91	71	68	63	47	435	475
Renewals	646	716	512	710	642	496	3722	4337
Holds Filled	341	329	318	388	269	301	1946	1779
Holds Placed	504	468	566	546	401	374	2859	2442
Discs Cleaned	0	0	0	0	0	0	0	0
Photocopies	3150	2859	3013	2961	3826	4028	19837	18799
MeetingRoomGuests	723	380	959	931	867	979	4839	5341
Meeting Room Used	208	110	146	151	161	149	925	806
SILO request unfilled	4	4	8	7	9	4	36	87
SILO request filled	32	32	1	0	0	0	65	4
SILO MCPL Request Filled	5	5	5	6	8	8	37	49
SILO MCPL Request Unfilled	0	0	31	47	0	10	88	71
Attendance	12000	10000	11000	11300	10300	8500	63100	55000
Children's Programs	15	0	12	12	11	8	58	35
Childrens Program Attendance	1601	0	538	793	386	156	3474	2407
Young Adult Programs	10	2	5	4	3	5	29	17
YA Program Attendance	283	11	6	65	50	119	534	459
Adult Programs	18	11	13	13	9	14	78	11
Adult Program attendance	551	123	134	93	67	180	1148	116
In Library Use	600	619	858	1637	763	753	5230	3614
Faxes Received	11	4	14	3	0	0	32	46
Faxes Sent	42	130	1310	51	128	144	1805	264
Scan	200	159	159	254	128	435	1335	0
Handouts	5400	2000	2908	4000	1765	3296	19369	19500
Genealogy Referrals	0	1	3	2	1	2	9	3
Archive Referrals	25	21	20	21	77	65	229	28
Photo Prints	13	14	8	12	10	12	69	83
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0
Reference Questions	3500	2853	2447	2000	1893	366	13059	14500
Internet Users	700	402	443	481	410	391	2827	1800
WI-FI Sessions	1659	1773	1790	1772	1667	1482	10143	6657
Microfilm Users	8	3	6	6	11	15	49	20
MyLibro App	3725	3801	4007	6437	1055		19025	0
Website Visits	3089	3022	3316	2881	2621	2560	17489	14935
TOTAL PUBLIC SERVICES	39562	30535	84647	38230	28061	25350	246385	213042
GRAND TOTAL SERVICE UNITS	51197	41047	94868	48080	46562	33631	315385	262334
VOLUNTEER HOURS	40	25	21	21	21	25	153	252



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

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Reported by Brian Pauly, Recreation Superintendent

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### Recreation Monthly Activities:

- Before and After School Care
- Hosted Winter Break Kids Camp
- Tumbling
- Youth Dodgeball
- Youth Volleyball
- Adult Open Gym Basketball
- Adult Pickleball
- Process Timecards
- Order Supplies
- Update the city's website and channel 4
- Audited 9 first aid kits

### Daily Participation Rates:

Total People Served in 2023 through December: 364,407

Total People Served in 2022 through December: 336,853

\* 8.2% increase in people served from 2022

\*\* These numbers only include Recreation Department (does not include Golf or Arena numbers)

### Recreation Special Activities/Accomplishments:

- Hired, safety trained, and gave hands on training to new staff
- Addressing Winter Staff needs (email/letter)
- Assisted in Earth Day Committee
- Held 7 different staff meetings for upcoming programs
- Worked on FY 2025 budget
- Attended the Statewide Aquatic meeting
- Attempted to recruit an intern for Summer 2024
- Assisted Band Festival committee
- Renewed our water management contract for the Aquatic Center
- Assisted in the Chamber with a Yield class lesson
- Continue communication with the Mason City School District about adding a life guarding course as a PE credit course. A course of 24 students will be offered next summer.

Recreation Work to Be Completed in Coming Month:

- Review our fee structure for the Family Aquatic Center and will be making recommendation for changes to the Parks and Recreation Board
- Run Before and After School Programs
- Run Adult Drop In Basketball
- Run Adult Drop In Pickleball
- Run Adult Volleyball
- Run Tiny Tot Basketball
- Run Tiny Tot Cheerleading
- Run Youth Basketball
- Run Youth Cheerleading
- Run Youth Tumbling
- Host the Annual Fishing Derby – January 13<sup>th</sup>
- Run a No School Day Camp – January 15<sup>th</sup> and January 26<sup>th</sup>

Highland Park Golf Course Monthly Activities:

- Explored social media and email marketing options
- Study and recertify by test for commercial pesticide license
- Sort tee markers and have volunteer pick up for refinishing
- Worked on FY 2025 budget

Highland Park Golf Course Special Activities/Accomplishment:

- Finalizing dates for the 2024 outing and tournament schedule
- Staff help trimmed the tree line at MacNider Campgrounds

Highland Park Golf Course Work to Done in Coming Month:

- Review our fee structure and will be making recommendation for changes to the Parks and Recreation Board
- Continue selling advertising on our scorecards
- Order accessories for spring opening (flags, cups, poles)

Multipurpose Arena Monthly Activities:

- Daily Participation Rates in 2023 thru December: 94,737
- Daily Participation Rates in 2022 thru December: 93,285
  - \* 1.6% increase in people served from 2022
- Hosted 3 North Iowa Bulls games
- Hosted 1 Mason City Toros games
- Hosted 4 High School Club Games
- Hosted 2 Tournament (28 Teams)
- 7 Open Skates
- Skate with Santa
- Continue to support Youth Hockey Association activities

Multipurpose Arena Special Activities/Accomplishment:

- Worked on fixing minor issues
- Continue to work with Rock House Productions on adding concerts for the summer 2024 – A finalist list was presented back to Rock House (offer will be made after 1/1/2024)
- Continue talks with two different promoters for the 2024 concert series
- Met with the Mason City Youth Hockey Board and ICON Marketing
- Assisted in preconstruction meeting with SECTOR - 4 meetings
- Made contact with 3 different youth events for the summer
- Met with possible host for a farm expo at the arena (summer 2024)

Multipurpose Arena Work to Be Completed in Coming Month:

- Continue to support MCYH and their tenants with their events and activities.
- Work to finalize dates for the summer concerts
- Continue working to find a youth booking for the summer

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## Activities for the Month of December 2023:

- On-going restocked Volunteer supplies for various events
- Assisted Rec Department, Museum, and Parks find volunteers for different projects.
- On-going: Worked 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.
- Talked with Master Gardeners Classes to present Beautification Program.
- Sent out emails to all volunteers about volunteer events, and updates on upcoming events.
- Sent emails to volunteers, to all annual hour totals for 2023.
- Finalized report for grant and letter of request for Beautification program.
- 21 new volunteers' applications accepted in 2023.
- Contacted city departments regarding volunteer opportunities and new volunteer interest.
- Set up community talks for 2024 on volunteering and opportunities in Mason City.
- Welcomed all new volunteers to Volunteer Mason City, in person or through email.

## Routine Activities:

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

## Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects	138.15
Recreation	Volleyball	871.0
Beautification	Garden Maintenance/Cleanup	25.0
457	Maintenance	22.0
Library	Misc. Jobs	815.0
Parks	Misc. Jobs/Street cleanup	3.75
Yield Students	Sled Project	100.0
<b>Total Hours</b>		<b>1,974.9</b>

# Youth Task Force

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Reported by Youth Task Force Director

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## YOUTH TASK FORCE GRANTS / PROGRAMS

### Grant/Budget Updates:

Waiting to hear back from the Hansen Foundation, Murphy Foundation, First Citizens Bank Foundation, & Cerro Gordo County on funding requests

Waiting to hear if we are eligible for United Way grant.

### One on One Mentoring

- Planned and attended Weekly peer meetings w/two groups at JAMS

- Planned and attended Weekly peer meetings at FCMS

Group projects for December included fleece tie blankets which were donated to Crisis Intervention Services. Team building activity was Gingerbread houses.

- Sent email out for community based matches for local December events and offered a group event on 12/16, no one responded.

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

-Sent out Winter newsletter and handouts on 12/28 to community based mentors and GHV program.

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

-Completed training at West Hancock in December.

- 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
- 12/4-Childcare Works Administrator meeting at the Chamber
- 12/12-Staff meeting

### **Heather-**

- CHIP meeting
- NIAPA meeting

### **Marti-**

- Monthly P4C Meeting
- Ongoing: DHS 1st quarter Report, IHHS and DHS Claims, Salary/Wage, purchase orders and expense tracking for grant

### **Jess-**

- 12/6 Dept Head meeting
- 12/14 IMP webinar
- 12/21- IHHS Grantee Monthly Update Call