

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

March 2024

(Issued April 12, 2024)



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

Airport

Reported by David Sims, Airport Manager

Date: March 2024

United Airlines Enplanements/Deplanements	FBO Fuel Flow	Jefferson Bus Lines
From 3/1/2024 – 3/31/2024	20987 Gallons	60 Buses
Enplaned 435 Deplaned 479		

Routine Activities for the month – Administration and Operations:

- Preparation of Board Packet Information, Agenda and Attendance at March 2024 Airport Commission Meeting
- Maintenance staff continues to conduct operational needs of the airport.
- Continued construction of the Commercial Terminal Building.
- Continued construction of the T-Hangar Building.
- Attended Iowa Public Airport Association Meeting and Legislative Reception in Des Moines.

Activities planned for next month and other comments:

- Preparation of Board Packet Information, Agenda and Attendance at the April 2024 Airport Commission Meeting.
- Continued Construction of New Commercial Terminal.
- Continued construction of the T-Hangar Building.
- Attend Iowa Public Airport Association annual conference in Cedar Falls.
- Receive and consider bids for Hangar Taxilane Rehabilitation Project.
- Begin construction of Equipment Storage Building.
- Airport staff to begin spring clean-up of facilities, including repainting airfield markings.

City Clerk

Reported by Diana Black, Deputy City Clerk

Council Activities for the Month of March:

- Preparation of Council Packet information from all City Departments including the review of attachments and documentation
- Compilation of Agendas for two Regular Council Meeting, two Special 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 23 Resolutions and 3 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 13 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 4 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 \$6280.00 in animal license fees and 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:

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 March.

The CoRL and DoRL loans are forgiven after seven years, if the improvements funded with the loan are maintained. The first four CoRL projects approved in 2016 are now beyond the forgiveness period. Staff will determine if the improvements have been maintained; if so, the second mortgages that secure the loan will be released. More of these projects will mature later in the year.

Section 657A.10/Blight Elimination Program:

The City acquired 626 North Delaware Avenue, located just north of Stebens Children's Theater, in February. Staff is evaluating the long-term use of this property. It is possible that the house could be rehabilitated for future sale or could potentially be moved to another City-owned lot. A property on 3rd Street NW has been awarded by the Court, but the former owner has stated an intention to appeal; our attorney is confident that the property will eventually be awarded to the City.

In addition, the City acquired two dilapidated commercial buildings, on 9th Street NE just east of the Casey's convenience store on North Federal Avenue. Staff is seeking demolition bids. The City is also in the final steps of acquiring the abandoned home at 1444 North Federal Avenue, including two adjacent vacant 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 is considering a strategy to attract a commercial developer for this area.

Vacant Building Registration Ordinance:

As of 3/31/24, we have received requests to register seven buildings as vacant, along with the first-year fee of \$250. The owners of 24 properties claim that their properties are not vacant. Staff are in the process of verifying these claims; however, we expect that most (if not all) will be confirmed as vacant. The owners of 12 properties, including 4 vacant downtown buildings, have requested exemptions to the ordinance requirements. The requests for exemptions of the 4 downtown buildings have been reviewed; these buildings do not qualify as exempt and the owner was notified that they must be registered as vacant buildings. The owner has since sent registration forms and the first-year fee for all four buildings (they are reflected in the total of 7 buildings registered as noted above). Staff believes that several of the remaining buildings also

will not qualify as exempt and will be required to register the buildings as vacant. This program is conducted by the Building Inspections Division.

Developments: Residential, commercial, and industrial projects that are recently begun or are underway:

- Interior work is ongoing at the new Federal Avenue Rowhomes, 11 new units at the SE corner of North Federal and 2nd Street NE.
- Construction of the River II apartments is nearly complete. Temporary certificates of occupancy are expected to be issued soon. The developers hope to have units ready for lease sometime in March.
- Interior work at the new Airport Terminal continues.
- Remodeling of the Mason City Police Station also continues.
- Remodeling and an addition to the Mason City Fire Station is underway.
- Good Shepherd, Inc. has begun renovation of 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 commercial).
- 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 4th Street SW in front of Fleet Farm. Construction is expected to begin later this spring. Grading of the site has begun.
- Approvals for Project Prairie, a 46,000 sq. ft. distribution warehouse at the SW corner of 43rd Street SW and South Washington Avenue (just west of the Highway Patrol Division Station), are complete; construction is expected to begin this spring.

DIVISIONAL REPORTS

Development Review Committee: 4 meetings held in March 2024.

DRC Activity	March 2023	2023 YTD as of 3/31/23	March 2024	2024 YTD
Total Development Plans Reviewed	11	19	1	7
Concept plans reviewed/approved as a Minor Site Plan	3	8	4	11
Concept plans to be resubmitted as a Major Site Plan	7	10	2	6
Total Concept Plans	10	18		5
Major Site Plan Reviews Completed	1	1	1	2
Preliminary Plat of Subdivision	0	1	0	0

DRC Activity	March 2023	2023 YTD as of 3/31/23	March 2024	2024 YTD
Final Plat of Subdivision	0	0	0	0
Other Reviews (structure moves, etc.)	0	1	1	1
TOTAL ITEMS REVIEWED	11	21		5
Cases to be reviewed by other review bodies (P&Z, ZBA, or City Council)	3	4	1	1

PLANNING AND ZONING DIVISION

Activity	March 2023	2023 YTD as of 3/31/23	March 2024	2024 YTD
Commercial, Principal Structure	4	6	8	11
Commercial, Accessory Structure	0	0	0	0
Residential, Principal Structure	7	10	7	10
Residential, Accessory Structure	4	5	4	6
Signs	5	11	4	9
Floodplain	1	1	4	4
Sidewalk Service Area Permits	0	0	0	0
Zoning Board of Adjustment Cases				
Appeal	0	0	0	0
Conditional Use Permit	0	0	0	0
Special Exception	2	2	1	1
Variance	0	0	2	3
Planning and Zoning Cases:				
Alley or Street Vacation	0	0	0	0
Change of Zone	0	1	1	1
Miscellaneous	0	0	1	1
Preliminary Plat	0	0	0	0
Site Plan Approval	0	0	0	0
Zoning Ordinance Text Amendment	0	1	0	0
Land Subdivision Activities:				
Boundary Line Adjustments	0	0	0	1
Lot Splits	0	0	0	1
Final Plat (not requiring P&Z review)	0	0	0	0
Historic Preservation Commission				
Historic Demolition Reviews	0	0	1	5

Activity	March 2023	2023 YTD as of 3/31/23	March 2024	2024 YTD
Zoning Violations				0
Reported	3	6	13	30
Unfounded	3	3	1	7
Founded-Resolved without citation	0	4	12	23
Citations	0	0	12	21
Cases initiated by staff	0	3	8	12
Zoning Inspections				
Zoning – Case Request	3	7	13	21
Zoning – Complaint	0	0	5	9
Zoning –Setback	1	3	4	6
Zoning - Final	1	4	3	5
Floodplain - Final	0	0	1	1
Zoning – Landscaping Install	0	0	1	1
Removal Site Inspection	0	0	1	1
Permit Reviews				
Zoning Reviews Completed	39	71	40	72
Floodplain Reviews Completed	39	80	42	85
Historical Reviews Completed	3	3	4	13

Zoning Board of Adjustment: The Board approved two requests for a variance and one special exception.

Planning and Zoning Commission: The Commission met and reviewed a request for a rezoning and the Joint Comprehensive Plan. They recommended both be approved by the City Council.

The Historic Preservation Commission met twice in March. The first meeting was their regular meeting. The second meeting was to review a demolition permit and to discuss the Cerro Gordo County REAP plan.

BUILDING INSPECTIONS DIVISION

Building Inspections Permit Report						
Permits	March 2023		March 2024		2024 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Major Building Permits	28	\$14,076,846.28	28	\$3,624,198.00	49	\$11,192,019.17
Minor Building Permits	9	\$89,533.36	6	\$64,865.38	12	\$128,610.38
Electrical Permits	23		12		57	\$0.00
Plumbing Permits	12		14		36	\$0.00

Building Inspections Permit Report						
Permits	March 2023		March 2024		2024 YTD	
	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>	<i>Number</i>	<i>Valuation</i>
Mechanical Permits	13		14		72	\$0.00
Sign Permits	5	\$94,588.00	5	\$34,060.00	10	\$40,370.00
Demolition Permits	2	\$12,000.00	4	\$4,000.00	7	\$36,200.00
Structure Moving Permits	0	\$0.00	0	\$0.00	0	\$0.00
Total	92	\$14,272,967.64	83	\$3,727,123.38	243	\$ 1,397,199.55
Inspections						
Inspections Completed	March 2023		March 2024		2024 YTD	
	188		155		480	
Permits by Type	March, 2023		March 2024		2024 YTD	
	New Construction	Addition/Remodel	New Construction	Addition/Remodel	New Construction	Addition / Remodel
Residential: 1 and 2 family	0	26	0	21	0	38
Multi-residential	0	0	0	0	0	0
Commercial	2	7	4	7	4	16
Industrial	1	1	0	1	0	1
Institutional	0	0	0	1	0	2
Other (signs, demo, etc.)	0	7	1	8	1	14
Fees Collected	March 2023		March 2024		2024 YTD	
	\$14,900.80		\$18,522.75		\$45,571.24	

CODE ENFORCEMENT DIVISION

Code Enforcement Report	March 2023	2023 YTD as of 3/31/23	March 2024	2024 YTD
Total Requests Initiated (not including snow/ weeds ¹)	84	185	85	261
Staff Initiated	51	101	32	109
Non-Staff Initiated (total):	33	84	53	152
Response to Complaint	9	15	20	52
Anonymous Complaint	14	42	28	85
SeeClickFix	10	27	5	15

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.

Code Enforcement Report	March 2023	2023 YTD as of 3/31/23	March 2024	2024 YTD
Case Requests Disposition				
Founded Case Requests	84	185	85	261
Citations Issued	0	1	1	1
Cases to Court	0	2	0	2
Unfounded Case Requests	0	0	0	0
Cases by Type:				
Dead, Diseased or Dying Tree(s)	1	3	7	10
Dangerous Building	2	14	0	5
Abandoned Vehicle	1	1	0	3
Tree/Shrub Maintenance	0	1	1	4
Garbage	26	45	26	72
Inoperable Vehicle	12	13	2	2
Junk, Rubbish or Refuse	12	23	22	69
Other	19	22	6	16
Writ of Removal	2	4	1	3
Information Request	19	69	20	77
Snow Removal/Weeds & Tall Grass	26	380	0	65

Rental Inspection Report	March 2023	2023 YTD as of 3/31/23	March 2024	2024 YTD
Inspection Requests				
Initial Inspections	33	89	72	294
Reinspections	27	74	24	59
Inspection Requests	18	33	6	13
Total Inspections	78	196	102	366
Inspection Results				
Inspections Cancelled by Landlord	0	0	0	0
Inspections Cancelled by Inspector	0	0	0	0
Failed Inspections	8	28	2	9
Passed Inspections	52	129	92	336
No Shows	1	3	0	0
Unfounded	4	5	1	2
Unavailable/Denied Entry	0	0	0	1
Pending Inspections (not reported in 2022)		5	3	10
Units White Tagged	13	26	4	7
Rental Dwelling Certificates Issued	32	87	80	194
Total Fees Collected	\$1,780.00	\$ 6,590.00	\$ 5,260.00	\$ 18,860.00

TRANSIT OPERATIONS AND SAFETY DIVISION

Task	March 2023	2023 YTD as of 3/31/23	March 2024	2024 YTD
Transit				
Fixed Route	11,753	33,078	12,051	35,999
Paratransit*	4,005	11,207	3,500	10,350
Safety Training				
New Employees Trained	8	15	3	10
Completed Training Sessions	439	1,021	157	439

* Estimates from Region 2

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>
March	1	25%	3	75%	4
FY to Date	35	36%	61	64%	96

Burials this month were below 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>
March	2	0	2
FY to Date	40	13	53

Lot sales were below projection and niche sales were below projection. Fiscal year to date, lot sales are above projected and niche sales are above projected.

Administration – Working on unique family situations, daily operations, updating burial database and software

Operations –Burials, preparing signage for Spring installation, Spring equipment preparation

Board of Trustees – History Walk preparations, scattering garden preparation, working with Tyler on Wreaths Across America Program

Engineering Department

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

Engineering Division:

○ Engineering	
• DRC Site Reviews	9
• Storm Water Management Plan review & approval	0
• Sanitary/Storm Sewer Service permit & inspection	
▪ Repair/Replace	5
▪ New Installation	1
▪ Disconnect	0
▪ Storm Sewer	1
▪ Septic	0
▪ Sump Pump	0
• Water – Industrial/Commercial	
▪ New	0
▪ Repair	1
▪ Disconnect	0
• Water – Residential	
▪ New	0
▪ Repair	4
▪ Disconnect	0
• Sidewalk Permit & Inspection	
▪ Sidewalk Violation Notice	0
▪ Sidewalk New	0
▪ Sidewalk Repair/Replace	0
▪ Approach New	0
▪ Approach Repair/Replace	0
▪ Curb & Gutter	0
▪ Curb Cut	0
• Pedestrian Ramp survey & design	10
• Driveway Approach permit & inspection	0
• Iowa One-Call Utility locates	1,197
• Emergency Call-out	2
• Emergency Call-out after hours	0
• Permit review & approval	
▪ IDOT Highway ROW for utilities accommodation	1
▪ DOT perform work within state highway ROW	5
▪ Application for new utility construction in City ROW	4
▪ Moving/Oversized load	1
▪ Review contractor Traffic Control Plan	2

• Permit Review & Approval - City	
▪ Commercial Building	1
▪ Residential Building	0
▪ Demolition	3
▪ Remodel or Addition	8
▪ Moving	0
• Permit Fees collected	\$0.00
• Lot Inspection Fees	\$0.00
• Sanitary Sewer records drawn and scanned (GIS)	0
• Field Book updates (GIS)	20

2023 Street Rehabilitation Program:

The project is awaiting a spring review for vegetative growth.

2024 Pavement Marking Program:

Two bids were received for the March 26th project letting; the low bid was submitted by Weikert Contracting Inc. of Cedar Falls, Iowa. The bids and award of contract will be considered by the City Council at the April 2nd meeting.

2024 Street Panel & Curb Replacement Program

Engineering Staff completed plans and specifications for the project. A Public Hearing on the project was set for April 16th at the March 19th meeting of the City Council. The project is currently being bid with a scheduled letting date of April 9th.

12th Street NE Bridge over Ideal Creek:

The project is awaiting a spring review for vegetative growth. The completion of an IDOT Audit is also required prior to final acceptance of the project and approval of final payment.

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.

WHKS project engineers provided estimates and cost comparisons for each of the city utility repair alternatives, the alternatives are currently under review by the Engineering Department.

WHKS project engineers continued working with private utility owners with facilities in the project area in regard to a shared utility trench. The trench would serve as a uniform location within which all providers would be required to install their underground utility. Engineering Staff reviewed a revised set of draft sanitary sewer plans and provided comments and recommendations to WHKS Engineers. After a review of the project staging, the IDOT confirmed that the project staging will be reversed from that that was originally planned, the revised staging involves the westbound lanes be reconstructed as a first step. The revision is being made for convenience in the constructability of the joint utility trench in which the private utility owners will relocate. By relocating all utilities as the initial step in stage one, the project

corridor essentially becomes open to the contractors without delays typically caused by conflicts. The reversal in staging results in the majority of the water and sanitary sewer main construction being moved to the second year of the project. WHKS Engineers are currently working with Chosen Valley (CVT) Testing to obtain several pavement cores at various locations along the corridor. The cores will give the depth and composition of the existing pavement. The data will be used to determine whether or not the material can be reused as base material or to estimate the tonnage of material that will be removed from the site. CVT is expected to cut cores in early April.

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.

A project coordination meeting was held at the offices of the IDOT on March 26th. Engineering and SEH Staff were in attendance. Topics that were discussed included project schedule, staging and detour, right-of-way acquisition and encroachments, signal layout, plan updates and railroad permitting. The anticipated start date is anticipated for August 2024. The final plan turn-in date is scheduled for May 6, 2024.

Engineering Staff and the IDOT Railroad/Highway Project Manager continued coordination efforts regarding the railroad permitting process. There are three individual railroads within the project corridor so multiple permits will be needed prior to project letting. Engineering Staff is currently working with all three railroads on the utility permitting, including new utility crossings, maintenance, and encroachments. Each new or replaced utility in railroad right-of-way requires a separate permit. The IDOT will be securing a right of entry permit and maintenance consent letter for the highway paving work. The IDOT submitted their final railroad permitting sets of plans to the City on March 18th. The plans will be submitted along with the permit applications for new storm intakes, pipes, and a traffic signal interconnect conduit within railroad right-of-way.

The Union Pacific Railroad (UPRR) Engineer requested additional information concerning the replacement of a sanitary manhole within their right-of-way. Engineering Staff provided additional information and are currently waiting for a response. Engineering Staff worked with the Finance Department and the First Insurance Agency to obtain a Certificate of Coverage that names the Canadian Pacific Railway (CPRR) as insured. The certificate is required to begin the permitting process through the CPRR's third party agency, Barlett & West. Three permits will be needed with the CPRR, the permits address new storm sewer intakes, the rerouting of a 16" water main and for traffic signal interconnects that will be placed between the new traffic signal at 8th Street and the 15th Street intersection.

Snyder & Associates (Snyder), IDOT's engineering firm, continued working to finalize the traffic signal improvements portion of this project. Draft plans from Snyder were submitted for

the Engineering Department's review. Review comments were returned during the final week of March. The comments are currently under review by Synder and the IDOT.

The Engineering Department designed and compiled 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 plans were submitted to the IDOT on March 21st.

Short Elliott Hendrickson, Inc. (SEH) is the engineer preparing the plans and specifications for the new street lighting system component of the project. The new street lighting system will include streetlight bases, poles and fixtures, control cabinets, meters and interconnecting conduit and wire. SEH and Snyder engineers continued their collaboration on the transition of the lighting component to the traffic signal design throughout the month of March. SEH provided their final plans to the Engineering Department and these plans have been approved and forwarded to the IDOT design team for final review and incorporation into their final bidding set of plans.

The Alliant Energy electric and gas relocation and rebuild projects continued along the South Federal Avenue corridor. Michels is removing or relocating existing utility poles to make room for highway improvements and Q3 Contracting is installing the new underground gas infrastructure.

During the month of March, contaminated soil was encountered by Alliant's contractor at the intersection of 8th Street. The IDOT was informed, and the contaminated soil was removed from the work zone. The IDOT will add provision to the overall plans to account for known and suspected contaminated soil sites throughout the corridor.

Mason City Bike Park Building (Bid Package #3)

The project is part of the Destination Iowa projects package and consists of a Bike Park shelter building with restrooms, paved parking area and lighting. The Bike Park is addressed 1500 Elm Drive and will be located north of the Dog Park, access will be by Elm Drive north of 12th Street NE. A new wellhouse structure for the nearby Well A-3 is being incorporated into the project. The new wellhouse was designed to complement the adjacent Bike Park amenities. Plans and specifications for the project were developed by engineers and architects from ISG.

Two bids were received for the February 13th project letting; the low bid was received from Henkel Construction of Mason City, Iowa. The bid and award of contract were approved by the City Council at the February 20th meeting. The contract and bonds are scheduled to be on the agenda for the April 2nd meeting of the City Council. Bid Package #3 is scheduled to be completed in 2025.

Willow Creek Riverwalk

The project consists of constructing a landscaped trail, decorative features, lighting and several underground utility replacements and adjustments. The project location is in the Southbridge Mall parking lot north of Willow Creek. The lowering of a 12" water main and the adjustment of

portions of a 30" storm sewer are included in the project. One bid was received for the March 26th project letting; the single bid was submitted by Henkel Construction Company of Mason City, Iowa. The bid and award of contract will be considered by the City Council at the April 2nd meeting.

Taft Avenue Water Main Loop

The water distribution system will be expanded and looped in the southwest part of Mason City. This project will provide water infrastructure to the recently annexed area along South Taft Avenue/Nettle Avenue and 43rd Street SW. This project will begin at the South Taft Avenue city limits, near the Eagle Ridge Apartments, south to 43rd Street SW, then east to the existing watermain near Golden Grain. A professional service agreement with SEH was approved at the February 6th meeting of the City Council.

SEH completed a project corridor topographical survey, including all private utilities. A draft alignment plan was prepared and reviewed with the city, prior to determining the final alignment. SEH began the detailed design work based on comments from the review meeting. They also began working on the specifications for the project and are currently compiling a list of items that will require review for comparison between SUDAS and the Mason City specifications.

Following the final alignment work, SEH submitted the Floodplain permit application. The City and SEH also discussed the project with the Cerro Gordo County Engineer since a major section of the water main will be installed within the County's right-of-way. The County's approval involves the submission of their Utility Permit.

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

The project is awaiting a spring review for vegetative growth. The City's Engineer, WHKS is also actively working with the IDOT on the project audit which is required prior to final acceptance of the project and approval of final payment.

The project is being partially funded with \$800,000 from STBG Funds.

High Line Trail Project (Phase 2):

The High Line Trail (Destination Iowa) is a 10' wide Hot Mix Asphalt (HMA) trail extending between 19th Street SE and 13th Street NE. The new trail was constructed on the former Union Pacific Railroad right-of-way as well as some "on street" segments. The project is nearly complete with the remaining work consisting of HMA paving between 1st Street SE and 3rd Street NE, the Willow Creek lookout platform paving, backfill and seeding. The remaining work will be completed in the spring.

High Line Trail Project (Phase 1):

The 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 project involved the clearing of vegetation, and coring and grading the existing trail alignment followed by subgrade preparation and placement and compaction of modified subbase material.

The project also involved 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 were also 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 were incorporated into the trail plans designed by the Engineering Department.

The project is nearly complete and will remain open until vegetation has been established. 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. The inspection report and recommendations are currently under review. A maintenance project will be formulated and expected to be completed later this year.

Other Tasks Performed through the Engineering Department:

- Engineering Staff completed the survey of the downtown intersections within the boundaries of Delaware Avenue and Washington Avenue between 2nd Street South and 4th Street North. Pedestrian ramps have also been surveyed west of Washington Avenue to Adams Avenue. The data is currently being used in the design for reconstruction of the pedestrian ramps meeting ADA compliance.
- Engineering Staff continued surveying streets and sidewalks for the Downtown West Reinvestment District Improvements project. The project is located west of the downtown area extending to Monroe Avenue and between 6th Street NW and 3rd Street SW. Improvements include street and curb patching, sidewalk and pedestrian ramp construction, alley approach reconstruction, street lighting and tree planting.
- Engineering Staff compiled a list of approximately 30 concrete sewer manhole boxouts that require rehabilitation. A replacement project is currently under design for the replacement of the boxouts.
- The Engineering Department received a report of damaged drainage tiles south of 19th Street SW that are within the Drainage District 17 network. Engineering Staff met with the property owner and their contractor; several exploratory excavations were performed until the damaged tile sections were exposed. Engineering Staff recorded GPS points of the exposed tile and created a GIS layer to document these locations for future use.
- Engineering Staff attended a preconstruction meeting hosted by the IDOT for the replacement of the eastbound Highway 122 bridge located just west of Indianhead Drive. The IDOT bridge contractor is Dixon Construction Company. A detour will be in place to direct eastbound Highway 122 traffic to Lark Avenue, B35/19th Street SW and to South Eisenhower Avenue. The detour signage is expected to be set on April 8th and construction is expected to last 6 months.
- Engineering Staff reviewed and approved plans submitted by Shive-Hattery for a street and utility extension project that will be done in conjunction with a proposed development on South Washington Avenue. Engineering Staff is currently working with Shive-Hattery on IDNR water and sanitary permitting and will provide inspection

services during construction will GPS the locations of the new underground infrastructure.

Traffic Division:

- Traffic Control
 - Sign work orders 6
 - Traffic Sign Orders 2
 - Streetlights
 - New Installation 0
 - Repair Request 1
 - Fixture Replacements 0
 - Traffic Signals
 - Respond to signal issue reports 7
 - Perform traffic signal repairs 4
 - Iowa One-Call locate reviews 1,150
 - Locate City-owned electrical utilities 14
 - Emergency Call-out 0

Other Tasks Performed by the Traffic Division:

- Replaced Filters in Traffic Signal Cabinets.
- Replaced crosswalk beacons in front of St Joseph's Catholic Church.
- Participated in a required Traffic Control Technician 2 Course.
- Responded to 15th Street SE and South Monroe Avenue intersection on flash.
- Responded to 2nd Street NW and North Washington Avenue.
- Continued working on School Beacon project with Traffic Control Corporation.
- Continued working on the Mobility Program with Traffic Control Corporation.
- Street Signs
- Utility Locates

Water Supply Division:

- Water Production

	<u>March</u>	<u>FY 2024</u>
• Total (gal)	95,995,000	1,030,425,000
• Daily Average (gal)	3,096,000	3,747,000
• Daily Maximum (gal)	3,577,000	5,210,000*
• Daily Minimum (gal)	2,373,000	2,373,000**

*Indicates Yearly High
**Indicates Yearly Low
- Water Plant Maintenance and Repair
 - Investigated brass particles collected on the screen from Well #8.
 - Disassembled the #4 EDR stack Line 2 second stage and replaced an electrode, several spacers, and membranes.
 - Disassembled the #4 EDR stack Line 6 second stage and replaced an electrode, several spacers, and membranes.
 - Replaced a leaking hose on #2 EDR Line 8.
 - Repaired a leaking valve on the Hypochlorite Generator.

- Repaired a leak in the sample line to the analyzers in the Pumping Plant.
 - CIP #4 and #2 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 1,199
 - Prepare and send service repair letters 9
 - Monthly bacteria samples 30
 - Collect project bacteria samples 0
 - Check water quality at residents and businesses 3
 - Correlate water main breaks and investigate for leaks 8
 - Hydrant flow testing 1
 - Hydrant Flushing 0
 - Water Main shut down for repairs 0
 - 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 12
 - Water Service Permit/Inspection
 - Repair/Replace 12
 - New Installation 0
 - Disconnections 0
- Meter Department

	<u>March</u>	<u>FY 2024</u>
• Meters Installed	10	136
▪ Industrial	1	5
▪ Commercial	3	43
▪ Residential	6	88
• Meters Repaired	0	0
• Contractor and Garden Meters Recovered	0	9
• Contractor and Garden Meters Installed	0	3
• Meters Read	11,866	106,794
• Water shut offs for non-payment	0	0
• Water service re-connects	0	0

Meters Installed March 2024			Meters Ordered March 2024		
5/8"	6		Transferred	5/8"	36
3/4"	0			3/4"	0
1"	0			1"	0
1 1/2"	0			1 1/2"	0
2"	3			2"	0
3"	0			3"	0
4"	1			4"	0
	Total	10		Total	36
Meter Inventory April 1, 2024			Orders Received		
5/8"	36			5/8"	0
3/4"	10			3/4"	0
1"	7			1"	0
1 1/2"	5			1 1/2"	4
2"	30			2"	4
3"	4			3"	0
4"	3			4"	0
	Total	95		Total	8

Other Tasks Performed through the Water Supply Division:

- Responded to power failures at the treatment plant caused by tree removal for the new bike park project.
- Repaired a motor control breaker on Hoover Booster Pump #4.
- Sent out a motor on Hoover Booster Pump #3 for rebuild.
- Cleaned the air relief valve at Well A-1.
- Assisted the IT Department with equipment attachment at the Federal Water Tower.
- Submitted IDNR Reports.
- Performed snow removal at the Water Plant, Wells, Towers, and Booster Station Sites
- 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
CPKC	Canadian Pacific Kansas City Railroad
UPRR	Union Pacific Railroad

Finance Department

Reported by Brent Hinson, Finance Director

Finance

Finance		
	March	Fiscal Year- to-Date
Prepare payable checks	487	5389
Prepare receivable invoices	38	422
Prepare payroll checks	708	6211
Certify invoices to County	17	229
Send letters to State Offset Collections	0	8
Record State Offset collections	\$ -	\$ 4,617.32
Ambulance accounts sent to collections	0	352
Record ambulance receivable	103	991
Scanned invoices for myView point processing	927	9274

- 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 golf/arena direct deposits
- Record cemetery direct deposits
- Record Police Department direct deposits
- Completed monthly IPERS report

Utility Collection

Utility Collections		
	March	Fiscal Year- to-Date
Record ACH activities	25	216
Prepare utility adjustments	53	639
Finals & charge offs	159	1971
Issue utility bills	9820	156688
Answer phone calls	1088	10070
Respond to voicemail	161	1556

Complete utility service orders	209	2087
Complete landlord tasks	54	586
Issue shutoff notices	308	3341
Process customer paid utility bills	4270	40183
Process customer deposits	403	3753
Replace meters	15	107

Information Systems Coordinator

- Continue installing call recorder on remainder of PD PCs.
- Get with Kirby B to install phone software on PD PCs.
- RSM IIS meeting for GIS.
- Set up new employee for Housing.
- Fix scanner permissions for Matt C at the PD.
- Get with John J about his email issue.
- Help Erik B with authenticator.
- Install new VPN software on PC.
- Replace hard drive for Diana B.
- Trace out unmarked network ports in Engineering.
- Check back door lock of City Hall.
- Check Michelle K's fingerprint reader.
- Download and program council meeting to government channel.
- Fix phone programming for Lynn S.
- Look for new tablet for Erik B.
- Make new keycard for new City Hall employee.
- Push out new VPN client to users.
- Set permission on folder in shared drive for HR.
- Set up new user for Transit.
- Get with Joey W about the fiber inside the FD.
- Get with RCC to troubleshoot the fiber line to the FD.
- Make arrangements for George B to recycle old battery.
- Pay invoices.
- Replace battery module for City Hall server room.
- Check printer settings for new transit employee.
- Get video software installed for new Transit Supervisor.
- Help Craig W with email on his phone.
- Order new Acer tablet for Erik B.
- Readjust backup jobs for City Hall and GIS.
- Rebuild tablet for Erik B.
- Re-install Zuercher on Erik B's new tablet.
- Add permissions to fire folder for Erik B.
- Change laptop order for cemetery.
- Finish VPN configure for finance auditor.
- Get Tricia S a new keyboard and mouse.
- Reboot PD phone server over weekend.
- Set door unlock for meeting.
- Try to swap backup servers again.

- Look at scanning folders for Nick K.
- Order extra backup tapes for GIS.
- Set up remote access for auditors.
- Test elevator unlock before meeting.
- Update cellular information in database for PD mobiles.
- Configure new laptop for Erik B.
- Meeting with auditor to complete remote connection.
- Reset elevator schedule.
- Add new laptop to Wi-Fi.
- Finish new laptop for Erik B.
- Get refreshed quote for new tablet for Paul V.
- Get with RCC about moving one FD phone to City Hall.
- Pay invoices.
- Add AED to Wi-Fi for PD.
- Get new tapes added to GIS.
- Look into suspicious email for Aaron B.
- Make new keyfob for George B.
- Rebuild PC for Diana B.
- Set up new cemetery laptops.
- Set up two new users for Rec.
- Add new laptops to Wi-Fi.
- Configure second laptop for Cemetery.
- Get Diana B signed into PC.
- Get new laptop to Erik B.
- Get with Brent H to reset his password again.
- Reset backup settings on GIS server.
- Help Diana B with shared calendars.
- Look at Diana B's digital signature.
- Reconfigure printer connection for Ray Q's printer.
- Download and program council meeting to government channel.
- Help Tom C with Granicus account.
- Help Tricia S and Kristi T with printer drivers.
- Help Yeni K with her network drives on her tablet.
- Look at PC for Kirby B.
- Pay invoices.
- Alert users to Firewall maintenance.
- Check with PD regarding Brent H's PC.
- Find map for Mike M at the PD.
- Follow up with RSM about changing out the firewall.
- Help Diana B with her audio recording.
- Look at microphone on Krystal G's laptop.
- Order tablet for Paul V.
- Take a look at connection for O and M.
- Have RSM reconfigure firewall at O and M.
- Help Bill S with email on his new phone.
- Work with RCC about moving Fire Marshal phone to City Hall.

- Check Highland battery and turn on notifications again.
- Look through insurance security recommendations.
- Send IP information to Yeni K for new copier.
- Set folder permissions for Danielle C at the PD.
- Set up new tablet for Water Rec.
- Upgrade PC for Joey W to Windows 11.
- Add new tablet to Wi-Fi.
- Get SIM card updated for Water Rec tablet.
- Get with Laura M about GIS software for Water Rec tablet.
- Meet with RSM regarding firewall update.
- Set up new users for Water Rec.
- Update Captain's list for FD.
- Check task schedule for Laura M on GIS server.
- Get with Joey W to check patch at FD.
- Program council meeting on channel and web.
- Reboot phone system at Highland.
- Take a look at Jamie's S's PC.
- Take extra switch to FD.
- Call company about PD network.
- Get new SIM card working in new Water Rec tablet.
- Install Adobe Pro on Diana B's PC.
- Pay invoices.
- Program new copier for printing at FD.
- Rebuild Jamie S's hard drive.
- Remove record option from PD phones per Kirby B.
- Send out email regarding new VPN connections.
- Set up scanning function on new FD copier.

GIS Administrator

- Create road closure maps x 2.
- Update the public Earth Day interactive map for the coming month.

Cemetery

- Look up # of veterans at Elmwood Cemetery.
- Update military status of interments.

County

- Work on addressing discrepancies.
- Send files over relating to S Washington Ave.

Development Services

- Run bi-weekly parcel data script, export as CSV file, adjust and email.
 - Transfer data to G: drive.
- Create a layer for potential properties to buy from private landowners.
- Apply privileges to contour group layer.
- Delete users from SQL x 2.

Engineering/Water Treatment/Customer Service

- Create popups for utilities on online maps.
- Add cadastral annotation to engineering viewer.
- Update TBC licenses x 2.
- Upload MC imagery to Portal for use as a basemap.
- Reset Portal passwords x 3.
- Create Portal login x 1.
- Update customer service hyperlinks.
- Continue to work on the lead service line inventory.
- Add editing tracking to service line layer.
- Edit customer service smart editing form.
- Edit available layers on Engineering viewer.
- Give user privileges for parks utilities.
- Train on editing in ArcPro.
- Create drainage tile layer and enable editor tracking.
- Add domain to service line layer.
- Update service repair editing list.

Finance

- Update Abandoned Fiber lines layer.
- Create interactive infill lot map.
- Reset Portal password x 1.
- Create a map of housing location assistance homes within the West Reinvestment District.
- Delete users from SQL x 3.

Operations / Utilities/ Water Reclamation / Parks

- Link sanitary sewer videos, reports and prof to IIS and tie into web maps.
- Add field to work order layer and republish online layer.
- Create a filter for the water fire hydrant flush list on online maps and add search option to tables.
- Add county drainage tiles & ditches to online maps.
- Bookmark new site to tablet.
- Create Portal login x 1.

Police

- Create weekly call data maps x 4.
- Update AGOL crime and camera map x 4.
- Update and print MC City Index maps.

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.
- Clean up ArcGIS Server Manager.
- Participate in wellness committee meeting.
- Delete unused layers from database x 44.
- Upload 2023 MC imagery to Portal to be used as a basemap.
- Delete users from SQL x 2.

Grant Administrator:

- Monthly Reimbursements
 - Office for Victims of Crime Specialist
 - Byrne Justice Assistance Grant (JAG)
 - Justice and Mental Health Collaboration Partnership
- Meetings:
 - EPA- DERA
 - Destination Iowa
 - HOME Grant
 - EPA – Brownfields
 - Mental Health Advisory Committee
 - Make it Ok
- North Central Iowa Narcotics Task Force
 - Monthly bookkeeping, deposits, AP
- Wellness Committee
 - March Madness, Easter Eggs
- HOME Rehabilitation Block Grant Pilot Program work
 - Applications received, planning meetings, Lupton Center Meeting, projects started
- Federal Service Desk work on Airport UEI issues completed
- David and Phyllis Murphy Foundation Grants Received-Cemetery, Youth Task Force, Parks & Recreation, Task Force
- AFG 2019 Grant Closeout
- Applications started for Cerro Gordo Community Foundation and Bertha Stebens grant

Deputy CA Duties

- Hosted North Iowa Managers' Association meeting in Mason City when Aaron was out of the office. We had lunch and toured the new airport terminal.
- Attended Iowa League of Cities "Local Leaders' Day" at the Capitol. We had good programming and discussion with legislators.
- Attended first formal meeting of the Winnebago Watershed Management Coalition. I am now the Secretary/Treasurer for the organization.
- Organized and attended the first infill lot inventory committee meeting as per the Council's adopted policy agenda. We identified numerous items to look into and plan to meet again in April to discuss further.
- Attended CG County REAP committee meeting.
- Organized and attended City Hall building maintenance committee meeting.
- Attended Iowa Municipal Management Institute conference in Iowa City.

Finance Director Duties

- Further work with RSM to discuss network updates to ensure good reliability and strong security moving forward. We plan to bring a phased implementation plan to Council in the near future.
- Continued work on health insurance arrangement with NIACOG. We have run into some administrative obstacles at the state level and are working through those with legal counsel.
- Work on timekeeping software upgrades with UKG in light of the phase-out of Novatime.
- Finalized and mailed "Citizen's Guide to the Budget" to property owners.
- Meeting with Ahlers on recouping delinquent payments on police and fire training agreements.
- Prepared February financials and distributed to departments and Council.
- Update of CIP spending through 2/29/24.
- Update of Health Insurance spending through 2/29/24.
- Update of RCR project expenditures & funds on hand through 2/29/24.
- Update of LOSST and Hotel/Motel revenues and expenditures through 2/29/24.
- Update of ARPA revenues and expenditures through 2/29/24.
- Update of Police Pending Forfeitures through 2/29/24.
- Update of Police & Fire overtime analysis through 2/29/24.
- Bidding of CD Investments- 3 investments were bid this month, all of which were awarded to First Citizens: 1) \$5M for 91 days at 5.31%; 2) \$3M for 182 days at 5.29%; and 3) \$2M for 364 days at 5.07%.

April Initiatives:**Finance Department**

- Work on financial month end reports
- Bank Reconciliation
- Complete City Payables
- Process City Payroll
- Utility Electronic Service Order training/implementation

Information Systems Coordinator

- Start working on Guest Wi-Fi Network and security for wireless ring.
- Update wireless ring equipment.
- Move switches to new rack and clean up cabling for the PD.

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.

Deputy CA/Finance Director

- Presentations at 3 Municipal Leadership Academy sessions in April.
- Finalizing NIACOG transition onto the City health plan.
- Finalization of CIP books & budget process.
- 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	MARCH 2024	YTD
Calls for Service (911 Emergency & Non-Emergency)		
Fire	71	193
EMS	418	1251
Total Calls for Service (Fire & EMS)		
Calls for Service by County		
Cerro Gordo County - 400	Worth County - 15	Floyd County - 1
Personnel Training Hours		
Fire	1478.14	3733.68
EMS	92	858
Total Training Hours		4591.68
Fire Bureau Inspections/Site Visits		
New Construction/Remodel	192	592
Existing Building Inspections	8	22
Plan Reviews	25	58
Fire Investigations	4	6
Liquor/State License Inspections	23	53
Community Involvement		
Public Tours of the Fire Station (Number)	-	7
Public Fire Safety Appearances/Trainings (Number)	-	6
EMS/Fire Students - Ride-Along	0	4
Preceptor Training Hours	0.0	36.50
National Fire Statistics -YTD 3/28/24	Line of Duty Deaths	Civilian Fire Deaths
	15	661
Fire Property Loss Report – Mason City		
Estimated Property Value	\$275,460	\$21,321,860
Estimated Property Loss	\$128,100	\$197,510
Total Saved	\$147,360	\$21,124,350
Overtime Hours		

Fire	104.50	222.25
EMS	145.75	903.25

Significant Events

03/04/24 – 224 2nd St NW – Building Fire
03/07/24 – 18 ½ 13th St NE – RV/Garage Fire
03/09/24 – 323 29th St SW – Garage Fire
03/13/24 – 1003 12th St NW – 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	12	20	32
Engineering	17		17
Finance	11		11
Fire	48	1	49
Human Resources	2		2
Library	14	3	17
Museum	6	2	8
Operations & Maint	67		67
Police	47		47
Recreation	6		6
Youth Task Force	2		2
Grand Total	243	30	273

Plus 101 Seasonal employees

Staffing

Activity

Hiring Activity:

- Police Officer-9 openings (Police):
Beginning to process background checks on applicants from the 3/23/24 recruitment. Next testing date is scheduled for 5/15/24.

- Fire Captain - 2 openings (Fire):
Established an internal Civil Service Promotional List following an internal recruitment and testing. An assessment center was conducted of all candidates and offers were made to 2 candidates subject to council approval in April.

- Recreation Programmer-Aquatics/Adult Sports - 1 opening (Rec): New hire starting in April.

	- Storekeeper - 1 opening (O&M): Creating an internal civil service list pending an upcoming retirement.
	- Police Sergeant - 1 opening (Police): Will create an internal Civil Service Promotional List in April due to a retirement.
	- Transit Driver - Relief driver openings (Dev Services): Continuing recruitment.
Positions Filled:	- Hire 2 regular full-time employee and 3 seasonal employees.
Turnover:	- 1 employee retired.
Employee Orientations/exit interviews:	- Conducted 5 new hire orientation sessions.
Seasonal Staffing:	- Completing seasonal hiring for the upcoming summer.
Recruitment Strategy:	- Finalized upcoming police recruitment marketing plans with external marketing firm.
Career Fair:	- Participated in 2 college career fairs for Police Officer recruitment.
Civil Service Commission:	- 1 civil service meeting during the month.

Labor Relations/Legal	Activity
Grievance Activity:	- Fire: No open grievances. - Teamsters: No open grievances. Labor Mgmt Committee continues to meet. - AFSCME: No open grievances.
Policy Development:	Revised the Personnel Policy Manual and presented for Council approval.
General HR support:	- Provided extensive HR consultation to multiple departments on multiple disciplinary, employee issues, investigation, and potential litigation.

Employee Involvement	Activity
Retirement Recognition:	Assisted with Recreation Dept. retirement event.
Wellness Program:	- Attended Wellness Committee planning meeting and an informational meeting between our Wellness Committee and Wellmark.

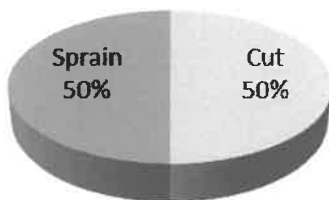
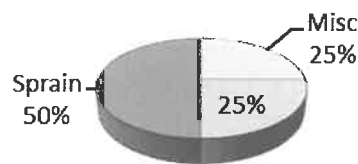
Benefits**Activity**

Employee benefit support:	- Ongoing support on employees benefit issues
Voya Deferred Comp Program:	- Coordinated employee presentations and individual meetings with Voya, our 457 provider.
Benefits:	- Participated in additional discussions on NIACOG 28E insurance proposal and possible health plan modifications.

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 3 meetings working on new timekeeping system.
NeoGov Applicant Software:	- Participated in webinar on NeoGOV software.
City Hall Building Maint Committee:	- Attended building maintenance advisory committee meeting.

Safety Statistics	Month	2024 YTD	2023 YTD
# of Work Comp Cases	2	4	5
# of OSHA Injuries	2	4	5
# of Days Missed	0	2	3
# of Employees Off	0	0	0

Mar Medical Cases**YTD Medical Cases**

MacNider Art Museum

Reported by Edie Blanchard, Museum Director

General Activities:

Daily / Weekly / Monthly tasks:

One of the main focuses of the month was writing the grant for the Iowa Arts Council for Cultural Leadership Partners. This grant lasts for 3 years and gives the Museum, if granted, \$15,000 towards operational expenses. The questions and process have changed now that the IAC has been moved under the Iowa Department of Economic Development. The Museum should hear back within the next few months if they are again able to be granted a Cultural Leadership Grant.

The Museum also worked on the MacNider Arts Festival Art Market. The Art Market is comprised of about 24 artists who are juried into selection by a committee. Artists must create original work and have art that is the caliber expected of the arts festival. Artists pay a nominal judging fee, and then submit digital slides of their work. The committee views the works and then each votes separately on the works they believe best represent the Art Market. The Museum often must recruit artists who have not yet attended the Arts Festival because many are intimidated by the process of filing for a tax id number, etc. This provides area artists with support and education as they market their works.

The Mason City Board of Realtors has changed their classes and meetings to rent the MacNider's Salsbury Room. This will provide both needed revenue for the Museum and a consistent location for the group to meet. Feedback has been very positive to their organization by its members regarding the change. This is just one of the many rentals that the MacNider hosts. In an average month there will be bridal showers, graduations, family reunions, and corporate meetings. This not only brings in revenue but also exposes a new audience to the Museum with the groups that use the facility.

The Museum hosted spring break art camp, which was a huge success. The Museum has switched to only doing a few days instead of a full week's class based on feedback from parents. This allows families to still travel but support the Museum and have something educational for their children during the break.

Museum staff as always kept the Museum clean and functional. They paid bills, cleaned, organized the gift shop, placed new items in the shop, met with artists, hung exhibitions as well as prepared for classes. The Museum staff often work far ahead, and March is no exception. One of the focuses of the month was preparation of the class brochure for summer classes. It takes careful planning for this – weighing the needs for the community with the available resources to provide classes the community needs.

Events:

- (3/2) Birthday Party Rental: 18 Adults & 13 children
- (3/19) Birthday Party Studio: 4 adults & 4 Children
- (3/20) MC Board of Realtors: 44 adults
- (3/26) School Art Receptions: 72 adults & 37 children
- (3/26) Studio B-day Party: 6 adults & Children
- (3/27) NIACC Trio: 6 adults
- (Tuesdays) Lifelong Learning: between 7-13 adults per class

Classes:

- (3/2) St. Patrick's Day Gnomes: 6 adults & 6 Children
- Handbuilding AM: 8 adults
- Learning to Throw: 10 adults
- Spring Break Mini Camp: 20 children
- (3/16) Encaustic/ Bees wax Art: 6 adults
- (3/21) Kids' Club: 19 kids
- (3/26) Art Bugs: Bunnies, chicks & Eggs: 7 adults & 6 children
- (3/28) Process Art: 8 children

Gallery Attendance	732
Event Attendance	259
Classes	134
Playground	90
Outreach	50
Tour Attendance	15
Total	1280

11 city Memberships
14 Business Memberships
201 Members

Partnerships:

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

Kinney-Lindstrom Gallery

Kim Bromley: Monet's Garden

January 26* – March 20, 2024 Kim Bromley, Red and White Flowers by the Pond, Oil on Canvas, 2021, 50 x 38"

Kim Bromley, Monet's Garden is now open to the public in the Charles H. MacNider Art Museum's Kinney-Lindstrom Gallery. The exhibition will be on display through Wednesday, March 20, 2024, and is sponsored by the David & Phyllis Murphy Charitable Foundation and Hanson Family Foundation.

For the past fifteen years artist Kim Bromley has been painting his pond. Bromley is a visual arts professor at North Dakota State University in Fargo and lives just across the border in Minnesota. He lives on twenty acres with an eight-acre pond in the middle of the property. Each summer Bromley sets up a studio by the pond and spends his summers plein air painting. In 2019, North Dakota State University sponsored an opportunity for Bromley to travel to France. He was able to study Impressionist artist Claude Monet's paintings and to visit his gardens in Giverny.

Bromley expresses "This was an inspirational experience! After letting this adventure simmer for two years, the scenes I encountered there are now coming to life in my paintings. The motifs that inspired hundreds of Monet's most mature works are seen in my paintings. My unique paintings are also filled with color and light as seen in the dynamic compositions. These paintings are my interpretation of the gardens Monet so lovingly created."

The Charles H. MacNider Art Museum is free to visit and open to the public. Experience Kim Bromley's colorful landscapes in person on Tuesdays and Thursdays from 9 a.m. – 8 p.m. and on Wednesdays, Fridays and Saturdays from 9 a.m. – 5 p.m. The Museum is closed on Sundays and Mondays.

For more information about Kim Bromley and his artwork please visit www.kimblebromley.com



Center Space Gallery

Spark the Art! 40th Annual School Art Show

February 9 – April 13, 2024

Wilmarie Burgos Quiles, Untitled, Chalk Pastel, 6th Grade – Forest City Middle School

Spark The Art! is the theme of the 40th annual Youth Art Month Exhibition at the Charles H. MacNider Art Museum, Mason City. The display opens on Friday, February 9, 2024, in the Museum's Center Space Gallery. This year the spotlight shines on students in grades 5-8, celebrating their spontaneity and creativeness.

Student artists whose artwork has been selected for the exhibition will be honored at a reception and recognition ceremony at the Museum on Saturday, March 23 at 11:00 a.m. Certificates will be passed out at 11:30 a.m. The reception will be hosted by Alpha Delta Kappa, an honorary sorority for women in education. The event is free and open to all.

This year's exhibition features artwork from middle-grade students at Belmond Klemme Junior High School, Forest City Middle School, Hampton-Dumont CAL Community Schools, Home School Group, John Adams Middle School, Lincoln Intermediate, and West Hancock Middle School.

The purpose of Youth Art Month is to emphasize the value of art education for all students and to encourage support for quality school art programs. Demonstrated outcomes of art education are the development of critical thinking skills, self-esteem, appreciation of the work of others, self-expression and cooperative working skills. Art teachers from Central Rivers Area Education Agency, Clear Lake Regional Office schools were invited to enter artwork from their students. Fifty-seven artworks from seven schools were selected for this year's show. The exhibition is on display through Saturday, April 13. The Charles H. MacNider Art Museum is free and open to the public.

Image: Wilmarie Burgos Quiles, *Untitled*, Chalk Pastel, 6th Grade – Forest City Middle School



Operations & Maintenance/Parks Department

Reported by Bill Stangler, Operations & Maintenance Manager

Utility Division:

Safety checks

Replaced 2 Water Valves

Installed 1 new fire hydrant.

Disconnected Utilities on one structure for Neighborhood Services

Panel replacement at 6th and Kentucky

Repaired 3 separate Road Boxes

Helped Street w snow and Ice control for 2 days.

Dug Valve to replace, found it just need maintenance, conducted maintenance and Road Box reset.

Prepped 2 separate buildings for Demo.

Hauled Spoils out.

Hauled and stockpiled 200 tons of rock.

Turned 70 valves.

Painted Hydrants

Internal Services:

Service and repair 17 Street Department vehicles

Service and repair 7 Police Department vehicles

Service and repair 5 Fire trucks and ambulances

Service and repair Code Enforcement vehicles

Service and repair 3 Water Reclamation vehicles

Service and repair 3 Sanitation vehicles

Service and repair Park vehicles

Service and repair 1 Water Supply vehicle

Service and repair 5 Water Utility vehicles

Service and repair Engineering vehicles

Electrical:

Traffic

Street Maintenance

Hanging Lights

Downtown lights

Water Reclamation

Worked on school crosswalk beacons

Wastewater Division:

- Wastewater treatment:

Monthly Total:	120.443	million gallons
Daily Average:	3.885	million gallons per day
Daily Maximum:	6.536	million gallons per day
Sludge processed	1.86	million gallons
Biosolids Hauled	980,000	gallons

Collection System:

- Lift station inspection/maintenance M/W/F and as needed
- Sewer calls 2
- Cut three boxouts on Winnebago for repair
- Replaced manhole ring and cover on MH # 6-98

Laboratory/Pretreatment Activities:

- Performed laboratory analysis on nine Industries
- Collected industrial samples
- Submitted BOD Surcharges
- Submitted Waste Hauler Totals
- Completed DNR Monthly Operating Report
- Performed laboratory analysis on plant samples
- Issued 1 Violations to an industry
- Performed quarterly proficiency testing
- Attended IAWEA Biosolids Conference

Activities planned for next month at the Water Reclamation Plant:

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

Treatment Plant Activities:

- Monthly inspections
- Installed UV system for season
- Bauer Built installed new tire on Haul wagon
- WHKS was on site to go over equipment list for upcoming project
- Hauled biosolids due to great weather
- Attended collection system conference (Paul)
- Attended biosolids conference (Paul & Stephany)
- Attendee meeting with SEH engineers to go over proposed 43rd street lift station
- March 15th turned UV system on for the season
- Changed oil in large electric blower

- Repaired east thickener tracking system
- TV camera demo
- ASC repaired thickener PanelView
- Replaced #2 thickener feed motor
- Replaced bearings on odor control fan PS #1
- Hauled 980,000 gallons biosolids to farm ground

Sanitation Division:

	<u>Current Month</u>	<u>Year-To-Date</u>
Refuse collected	401.80 tons	1,304.48 tons
Recycling collected	72,700 pounds	253,360 pounds
Yard waste collected	0 tons	0 tons
Large item number of stops	39	114
Materials collected:		
Large furniture	28	70
Small furniture	30	60
Tubs & toilets	2	10
Appliances & TVs	3	32
Electronics	2	2
Request for service calls	268	785

Street Division:

Trees Removed: 65
Tree questions or issues: 18
Stumps Ground: 24
Street Sign Repaired/Replaced: 4
Picked up Trash discarded on streets, tires, carboard and appliances
Hauled Mulch
Filled Potholes
Picked up dead deer along City Rights-of-Way
Replaced storm sewer tops
Plowed and sanded streets as needed
Picked up branches from high winds
Street Sweeping
Prepared Equipment for plowing/sanding
Safety Training
Tree crew knocked down an additional 40 trees for bike trail at Murphy Park

Park Division:

Tend to Deer
Monthly Safety Inspections
Sharpened chains
Cut trees

Picked up piles of trash along Highline Trail

Cleaned the leaves out of Monroe Basketball Courts

Trimmed bushes and cleaned up trash at Public Parking lot 14th and N. Federal

Cleaned up trash around Prairie Playground

Replaced the tobacco free signs at Monroe Park

Removed tennis nets and post from East Park and installed ground sleeves for pickleball courts

Removed benches from the Plaza and took them to be sandblasted and powder coated

Picked up and installed bench at Golf Course

Prepared equipment for snow removal

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	1395	1296	1391	0	0	0	0	0	0	0	0	0	4082
Alarm - Business	39	53	45	0	0	0	0	0	0	0	0	0	137
Animal	27	29	27	0	0	0	0	0	0	0	0	0	83
Burglary	7	12	5	0	0	0	0	0	0	0	0	0	24
Collision - Prop Damage	69	40	62	0	0	0	0	0	0	0	0	0	171
Collision - Pers Injury	2	6	8	0	0	0	0	0	0	0	0	0	16
Collision - Hit and Run	14	16	16	0	0	0	0	0	0	0	0	0	46
Disorderly	103	110	133	0	0	0	0	0	0	0	0	0	346
Domestic - Physical	9	6	9	0	0	0	0	0	0	0	0	0	24
Domestic - Verbal	14	15	16	0	0	0	0	0	0	0	0	0	45
Fireworks	5	0	0	0	0	0	0	0	0	0	0	0	5
Harassment	48	54	47	0	0	0	0	0	0	0	0	0	149
Medical	123	95	116	0	0	0	0	0	0	0	0	0	334
Motorist Assist	53	17	25	0	0	0	0	0	0	0	0	0	95
Parking	80	18	21	0	0	0	0	0	0	0	0	0	119
Stray Animal	42	49	52	0	0	0	0	0	0	0	0	0	143
Suspicion	157	141	155	0	0	0	0	0	0	0	0	0	453
Theft	49	48	44	0	0	0	0	0	0	0	0	0	141
Welfare Check	111	96	98	0	0	0	0	0	0	0	0	0	305

Miscellaneous	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Arrests	102	93	129	0	0	0	0	0	0	0	0	0	324
New Investigations	352	373	395	0	0	0	0	0	0	0	0	0	1120
Traffic Citations	151	190	196	0	0	0	0	0	0	0	0	0	537
Written Warnings	156	222	163	0	0	0	0	0	0	0	0	0	541
Crash Reports	74	52	74	0	0	0	0	0	0	0	0	0	200
Parking Tickets	652	167	150	0	0	0	0	0	0	0	0	0	969
Traffic Stops	235	355	301	0	0	0	0	0	0	0	0	0	891
Extra Patrol Checks	1031	846	552	0	0	0	0	0	0	0	0	0	2429
Business Checks	24	16	24	0	0	0	0	0	0	0	0	0	64

Offender Checks	17	29	31	0	0	0	0	0	0	0	0	0	77
Open Records Requests	520	496	570	0	0	0	0	0	0	0	0	0	1586
Dogs to Shelter	24	15	17	0	0	0	0	0	0	0	0	0	56
Cats to Shelter	16	30	16	0	0	0	0	0	0	0	0	0	62

Patrol work of note for March includes the following:

- Officers pulled over a stolen vehicle and had information that the occupants may be armed. No weapons were located, and the vehicle was returned to the owner.
- Officers recovered a moped stolen from Floyd County following a traffic stop and the rider was charged with possession of stolen property.
- A night shift officer assisted the Cerro Gordo County Sheriff's Office with a traffic stop where the occupants fled on foot. The officer deployed the vehicle-mounted FLIR device to assist with the investigation. All of the fleeing persons were located.

Criminal Investigations

Much of the casework for CID is focused on sexual assault investigations. This month we charged two such cases. In the first case, a charge of sexual abuse in the second degree was filed on a repeat offender for a juvenile victim. In the other case, we charged an adult male with sexual abuse in the third degree and two counts of simple assault that were all related.

We filed several asset forfeiture referrals with the County Attorney for cases that have been adjudicated. We also are working to release evidence from old cases that can be returned or put on notice for public auction.

Support Services

The Crime Victim Specialist continues to assist crime victims who come from all kinds of circumstances. The CVS has continued to replenish the human needs box at MCPD that is available 24 hours a day in the front vestibule. It is regularly used and refilled to try to support those in the community with all kinds of needs.

We appreciated not having to work Alternate Side Parking on a regular basis this winter. We only towed three vehicles in March for overtime parking.

We continued to answer numerous animal calls over the winter months. In March, we had 13 bite cases and filed 12 offenses for animal violations. We took 17 dogs and 16 cats to the Stray Animal Shelter.

Administration

We completed applicant testing and are putting four applicants on our Civil Service hiring list for Police Officer. We currently have four officers in field training. Two who will be finishing soon and two that are preparing to depart for basic academy training at the Iowa Law Enforcement Academy. Our next testing date for police officer applicants is in May.

We are nearing substantial completion of Phases 1 and 2 of the MCPD remodeling project. Work has started to shift to the MCPD basement and the start of Phase 3 demolition. We are also working with city IT on some cable routing at MCPD while the building is under construction.

We have received an allotment of patrol vehicles from Ford that we were not expecting due to delays in production. We will soon be putting these cars into service in our patrol fleet.

MCPD hosted a Field Training Officer class in March that was presented by Field Training Associates. Numerous MCPD personnel were in attendance as we worked to increase our FTO numbers. The idea was to help spread the training needs across a bigger number of personnel at MCPD to help avoid burnout as we continue to hire new officers.

Finally, we wished a long and happy retirement to Sergeant Greg Scott following his 33 years of service to MCPD and our community. Greg is a wealth of police operational knowledge at MCPD and is well-known by local historians. We look forward to seeing Greg in the community as he now gets to fully enjoy his hobbies and retirement pursuits!

Public Library

Reported by Mary Markwalter, Library Director

This past month we held spring break activities and Cookbook Book Club and Together Thursdays.

We hosted an author talk with Joe Levalley.

Planning out summer reading programs for all ages.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	YTD	LYTD
Adult Fiction	1368	1251	1066	1043	1164	834	9114	948	1071	17859	8754
Adult Non Fiction	460	417	334	397	451	297	16212	418	501	877	3171
Large Print	766	841	740	647	769	629	8855	738	704	14689	5576
Adult Books Total	2594	2509	2140	2087	2384	1760	35097	2104	2276	52951	17501
Young Adult	481	398	306	313	333	254	341	341	387	3154	3552
Juvenile Fiction	1986	1503	1359	1797	1437	1223	1452	1164	1530	13451	12210
Juvenile Non-Fiction	344	211	191	239	251	212	256	282	303	2289	2168
Middle School	412	324	155	213	317	176	303	260	375	2535	2130
Children's Books Total	2742	2038	175	2249	2338	1611	2352	2047	2208	17760	20060
In House	451	483	287	452	438	179	401	353	354	3398	0
TOTAL BOOKS	5817	4945	4151	9437	4722	3625	37449	4504	4838	79488	37561
Audio/CD/Playaway	230	144	200	212	208	138	519	180	159	1990	1423
Video Games	83	75	49	57	63	51	73	66	71	588	320
Periodicals	178	106	108	103	114	76	46	62	76	869	979
Software	0	0	0	0	0	0	0	0	0	0	0
Other (puppets)	7	4	4	9	10	5	10	2	7	58	76
All other physical items	90	79	53	66	395	56	648	310	313	2010	2798
DVD	881	808	530	602	704	229	747	610	635	5746	7994
Tumblebooks	23	27	2	2	0	7	5	25	0	91	74
Creativebug (users)	19	16	20	18	28	30	16	19	58	224	140
World Book Online	160	56	920	61	0	87	340	0	37	1661	2677
Chilton's Online	50	73	22	45	42	55	39	27	19	372	195
Gale	67	0	0	0	0	0	0	0	0	67	27
Transparent Languages	521	575	495	551	420	57	40	454	424	3537	3922
Brainfuse	2	1	3	10	10	10	29	10	9	84	268
Bridges	2373	2461	2202	2511	2364	2565	2641	2431	2533	22081	16898
Newsbank	75	30	342	15	124	107	135	42	44	914	771
Hoopla!	1149	1191	1173	1205	1184	1239	1374	1241	1445	11201	7485
Total Electronic Usage	2064	1968	2974	1897	8903	1582	4619	4249	4387	32643	32383
Total-Other	5818	5567	6070	5201	13779	4656	5267	610	10217	57185	45973

Grand Total Circ.	11635	10512	10221	9850	18501	8281	42716	14842	15055	141613	83624
Item Records Added	364	567	441	657	460	451	325	435	333	4033	3631
Patrons Registered	95	91	71	68	63	47	79	89	91	694	626
Renewals	646	716	512	710	642	496	577	598	717	5614	5666
Holds Filled	341	329	318	388	269	301	315	246	307	2814	2404
Holds Placed	504	468	566	546	401	374	410	370	424	4063	3396
Photocopies	3150	2859	3013	2961	3826	4028	2804	3693	3794	30128	22760
Meeting Room Guests	723	380	959	931	867	979	723	979	884	7425	7443
Meeting Room Used	208	110	146	151	161	149	44	152	166	1287	1080
SILO request unfilled	4	4	8	7	9	4	48	11	20	115	96
SILO request filled	32	32	1	0	0	0	4	0	2	71	13
SILO MCPL Request Filled	5	5	5	6	8	8	4	4	6	51	80
SILO MCPL Request Unfilled	0	0	31	47	0	10	11	4	6	109	84
Attendance	12000	10000	11000	11300	10300	8500	10000	14400	14000	101500	77000
Children's Programs	15	0	12	12	11	8	9	9	12	88	49
Childrens Program Attendance	1601	0	538	793	386	517	444	36	1225	5540	3203
Young Adult Programs	10	2	5	4	3	5	2	2	6	39	25
YA Program Attendance	283	11	6	65	50	119	34	4	114	686	577
Adult Programs	18	11	13	13	9	14	9	10	9	106	79
Adult Program attendance	551	123	134	93	67	180	48	154	67	1417	921
In Library Use	600	619	858	1637	763	753	818	681	746	7475	7037
Faxes Received	11	4	14	3	0	0	21	0	0	53	110
Faxes Sent	42	130	1310	51	128	144	172	177	84	2238	513
Scan	200	159	159	254	128	435	97	72	196	1700	0
Handouts	5400	2000	2908	4000	1765	3296	5000	2723	4265	31357	34500
Genealogy Referrals	0	1	3	2	1	2	2	2	2	15	12
Archive Referrals	25	21	20	21	77	65	64	114	143	550	71
Photo Prints	13	14	8	12	10	12	23	5	12	109	144
OCLC Borrowed from MCPL	0	0	0	0	0	0	0	0	0	0	0
OCLC Borrowed by MCPL	0	0	0	0	0	0	0	0	0	0	0
Reference Questions	3500	2853	2447	2000	1893	1866	3500	2931	4432	25422	25500
Internet Users	700	402	443	481	410	391	412	497	450	4186	3375
WI-FI Sessions	1659	1773	1790	1772	1667	1482	1579	1927	2022	15671	11863
Microfilm Users	8	3	6	6	11	15	17	34	8	108	30
MyLibro App	3725	3801	4007	6437	1055	7558	5391	3352	3482	38808	0
Website Visits	3089	3022	3316	2881	2621	2560	3151	2857	3142	26639	21425
TOTAL PUBLIC SERVICES	39562	30535	84647	38230	28061	25350	32868	36568	41167	356988	225732
GRAND TOTAL SERVICE UNITS	51197	41047	94868	48080	46562	33631	78388	62442	56222	512437	366863
VOLUNTEER HOURS	40	25	21	21	21	25	14	14	21	202	359

Recreation Department/Highland Park Golf Course/Mason City Arena

Reported by Brian Pauly, Recreation Superintendent

Recreation Monthly Activities:

- Before and After School Care
- Youth Basketball
- Tiny Tot Basketball
- Spring Break Camp
- Process Time Cards
- Order Supplies
- Update the City's website
- Audited 9 first aid kits

Daily Participation Rates:

Daily Participation Rates in 2024 thru March:	70,540
Daily Participation Rates in 2023 thru March:	69,865

Recreation Special Activities/Accomplishments:

- Recruited Youth Sports Sponsors
- Start Preparations for Youth Soccer
- Marketing for Spring and Summer Programs
- Fire Extinguisher equipment checked
- *Held first aid training for seasonal employees*
- *Assisted in Bandfest planning*
- *Signed up for Pokeman Go National Park Monthly Park Play*
- Trained 65 youth soccer coaches
- Held a planning meeting for on boarding new and rehire seasonal employee with Human Resources
- Met with Marion Olson the Camp Grounds Manager
- Attend IPRA State Conference in Des Moines
- Renew the beer license for Frederick Hanford Park

Recreation Work to Be Completed in Coming Month:

- Run Adult Volleyball
- Run Before and Afterschool Care
- Find sponsors Youth Summer Sports
- Run Youth Spring Soccer
- Prepare for Facilities for Spring Sports

- Host a First Aid and CPR Classes for staff

Highland Park Golf Course Monthly Activities:

- Clean up the course and rake and blow off sticks and debris and pick up
- Reassess the fertilizer program
- Met with all the different sales reps
- Cleared brush from winter activities

Highland Park Golf Course Special Activities/Accomplishment:

- Blew and picked up debris on practice greens and around clubhouse parking lot
- Self-inspected all locations for the Safety Department
- Installed a new host system at the maintenance shop
- Booked events for the summer
- Started the Mason City High School, Newman Catholic High School and NIACC seasons

Highland Park Golf Course Work to Do in Coming Month:

- Continue to clean up course and maintain conditions for play
- Calibrate fertilizer spreader
- Pre-emergent fertilizer on all fairways and tees
- Fertilize greens and banks
- Removal of dead trees
- Trim low branches
- Mow greens as needed, cups, traps
- When ready, mow fairways and tees
- Get sprayers ready
- Open the full kitchen by the end of April

Multipurpose Arena Monthly Activities:

Daily Participation Rates in 2024 thru March: 34,449

Daily Participation Rates in 2023 thru March: 41,022

- 5 Bulls Games
- 3 Toro Games
 - 1 Playoff Toro Game

Multipurpose Arena Activities/Accomplishments:

- North Iowa Figure Skating Spring Show
- Battle of the Badges

Multipurpose Arena Work to Do in Coming Month:

- Support Youth Hockey, North Iowa Figure Skaters, and North Iowa Bulls
- Continue pre-event meetings with a July MMA event
- Continue pre-event meetings with a family events /high school graduation parties
- Continue our summer concert series
- Provided information to documentation and information to the arena's insurance carrier

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator

Activities for the Month of March 2024:

- On-going restocked Volunteer supplies for various events
- Assisted Departments, 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.
- Sent out personal Thank you cards to all Beautification volunteers.
- Sent out to volunteers about updates on upcoming meetings and volunteer opportunities.
- Updated volunteer brochures, for upcoming SALT Forum.
- Worked on updating flower garden budget to reflect actual active plots.
- Worked on price list with vendors for Beautification program, in progress.
- Accepted 5 new volunteer applications for various volunteer projects.
- Worked with student volunteer groups on a project in progress.
- Set dates for organizational gardening meeting, will be in May.

Routine Activities:

1. Tacked Volunteer Hours
2. Updated Database of Volunteers that are Active.
3. Updated Pictures in Volunteer Brochures for upcoming events and presentations.
4. Updated Volunteer Information for 2023 upcoming programs through email.

Projects/Programs---Completed or Ongoing:

Site	Assignment	Hours
Museum	Misc. Projects	42.0
Recreation	Volleyball/soccer	1380.5
Beautification	Garden Maintenance/Cleanup	101.75
Earth Day	Miscellaneous	4.75
457	Maintenance	46.0
Cemetery	Miscellaneous	20.0
Total Hours		1595.0

Youth Task Force

Reported by Youth Task Force Director

YOUTH TASK FORCE GRANTS / PROGRAMS

Grant/Budget Updates:

- Our United Way presentation will take place on 4/9.
- The re-application for the Iowa HHS mentoring grant we submitted on 3/25.
- We received \$6,000 from the Murphy Foundation.
- Waiting to hear on the Cerro Gordo County funding request. We are discussing applying for the CG Community Foundation funding. It's due 4/15. We will be in touch with Rachel at the City.

One on One Mentoring

- Easter crafts were dropped off at Newman on 3/21. Other crafts were available for Forest City and JAMS
- Planned and attended weekly peer meetings w/two groups at JAMS (with exception of Spring Break week).
- Developed Mentor Memo and Mentor training Brief. These items, as well as activity handouts, were shared with community based mentors, parents and Peer and Outreach Coordinators.
- 3/27 A school based match was made at Jefferson Elementary School.
- 3/29 Received a list of items needed to upload for the HHS-IT FY24 site visit. The visit will take place on 4/30.

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

Child Care Works

Currently Tugs, Newman Childcare, Little Angels, Sunbeam, and the three area Charlie Brown centers have been approved to take part in this program. Redeemer is still in the application process. Since January 1st, over \$64,000 have been disbursed to local childcare workers through this program.

North Iowa Teen Mental Health First Aid (tMHFA) Project

-Final report sent to Jill at P4C on 3/6. No other trainings will take place in FY24.

Executive Board Meeting

-3/18- Exec minutes, agenda and attachments sent. Meeting was cancelled: lack of quorum.

STAFF / OTHER

All Staff:

- 3/18- CCW meeting with Colleen
- 3/25 – CCW meeting with Colleen followed by IMPACT meeting with Gramercy
- Closing Ceremony Zoom Call for IMPACT Team (3/26)

Marti-

- Ongoing: IHHS Claims, Salary/Wage, purchase orders and expense tracking for grant Collaborative Mentoring Webinars
 - Part 1) Diversity, Equity, and Inclusion Frameworks for TA Providers
 - Part 2) Opportunities and Challenges of Advocacy from Lived Experience
 - Behavioral Health Service System Legislation Town Hall

Jess-

CCW- 3/1 weekly meeting; 3/5 Monthly CCW IMPACT Meeting; 3/15- CCW Meeting

- 3/7-P4C Meeting with CGPH
- 3/19- Iowa MENTOR webinar
- 3/21- IHHS Grantee Monthly Update Call
- 3/21-Your Life Iowa training