

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

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July 2024

*(Issued August 30, 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: July 2024**

United Airlines Enplanements/Deplanements	FBO Fuel Flow
From 7/1/2024 – 7/31/2024	30371 Gallons
Enplaned 660 / Deplaned 672 (+13% July 2024, Equal year to date)	(+26% from last year)

## Capital Project Update

- **Grand Opening and First Flight of the new Commercial Terminal!**
- Equipment Storage Building is complete and moved in
- The Taxilane Rehabilitation Project is complete

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

- The Airport Administration office moved to a new location in new terminal
- Facilitated move of all tenants into the new terminal
- Ordered new firefighter turnout gear
- Transitioned all t-hangar tenants into their new respective hangars
- Approved leases for all terminal tenants
- Approved quotes for asbestos removal for existing terminal prior to demolition
- Kinney Pioneer Museum opened a new Exhibit of Flight

## Activities planned for next month and other comments:

- Training staff on new facilities
- Request proposals for new Airport Attorney

# Development Services Department

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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In July, the City was notified that we have been chosen to be an Iowa Thriving Community. This designation will make Mason City more attractive to developers who fund their projects with tax credits. The Thriving Community designation adds points to a tax credit application, making it more likely to be approved. We will be presenting at the HousingIowa Conference in Des Moines in September, when we hope to meet with interested housing developers. This designation should help with our efforts to provide more housing for the workforce.

The City applied for a Community Catalyst Building Remediation Grant from the IEDA, for the property owned by Foxtrot Properties, LLC, at 122/124 North Federal Avenue. The owner of this building wishes to renovate the third floor (the former Elks Club ballroom) for office or studio use. We were notified in July that the State has awarded the grant.

The Development Services Department in June began evaluating four Permitting and Licensing software programs to replace the current program, which does not have a viable mobile application for use in the field. The staff has seen demonstrations of each program and has evaluated which best meets the City's needs. During July, the field was narrowed to three, and then two. There is staff consensus on the final pick, and we will be announcing a decision in August. With an effective mobile application, the inspectors can enter data at the site, rather than having to go back to the office to complete the paperwork. This will allow us to be more responsive and should result in faster turnaround for building permits and other cases.

Planning and Zoning Division: The Planning and Zoning Commission did not meet in July. The Zoning Board of Adjustment met on July 2 and approved a Conditional Use Permit at 219 South Monroe Avenue, to allow the area of accessory structures on a lot in the Z3 District to be 1,672 square feet (1,200 is the maximum allowed without a Conditional Use Permit).

The Historic Preservation Commission did not meet in July. The Commission celebrated the 100<sup>th</sup> Anniversary of the construction of the East Park Bandshell with a resolution recognizing this historic structure was read at the City Council meeting on July 2.

Code Enforcement Division: The Code Enforcement officers reviewed 145 cases in July, compared to 128 cases reviewed in July 2023. The majority of the complaints were due to inoperable vehicles, garbage, and junk, rubbish, and refuse.

With the continued loss of ash and other trees, the Division is seeing more nuisances related to dead, dying and diseased trees. An owner with a nuisance tree is given 30 days to remove the tree, at which point the City has the option to remove the tree and bill the cost to the owner. Since this can be a significant cost, the Division is seeking qualifications from licensed tree contractors to create a

list of contractors to be on call. Bids will be requested from the contractors on this list. The intent is to provide a more cost-effective option to homeowners when a tree must be removed.

The City acquired 830 12<sup>th</sup> Street SE in May. After some consideration, Staff decided to present a plan to the Council to solicit bids to determine if it can be renovated. At the July 2 meeting, the Council approved the bidding process and set a public hearing for August 20. Bids are due August 8. If no qualified bids are received, demolition is the next step. The neighbors have shown concern about this house due to its long history of neglect. Other 657A efforts are ongoing.

Building Inspections Division: 28 major building permits and 44 minor building permits were issued in July. Total construction valuation of all permits was \$4,640,041.14, leading to \$35,540.08 in permit fees.

Rental Inspections Program: The Housing Inspector inspected 127 units. A total of 177 Rental Dwelling Certificates were issued; the majority of these were for units managed by one company that had gotten behind in their 5-year renewals, they submitted over 130 updates at one time.

Transit & Safety Division: There were 12,411 rides on the fixed route system, up from 9,982 in July, 2023. Total ridership through July is up over the same period in 2023. Training was provided for one new employee, and 36 training sessions were conducted.

Corridor Revitalization Loan (CoRL), Downtown Revitalization Loan (DoRL), and Building Renovation/Life Safety (BuRLS) Programs: The Grant and Forgivable Loan Review Committee did not meet in July. The seven-year forgiveness period for the CoRL loan to the Ashley Inn, 3451 South Federal Avenue, ended in July. Upon inspection, it was determined that the owner has maintained the improvements that were funded by the CoRL loan. The mortgage that secured that loan has been released.

Developments: The Development Review Committee met three times in July. Two concept plans were reviewed, with both accepted as minor site plans, including a small addition to the Kraft-Heinz plant and new electronic vehicle charging stations at Mason City Ford-Chrysler on 15<sup>th</sup> Street SW. Two major site plans were approved: an addition to the personal hobby building at 810 12<sup>th</sup> Street NW and an addition to the Stellar Industries plant on 15<sup>th</sup> Street SW.

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

- Construction is on schedule for Chick-fil-A at 3128 4<sup>th</sup> Street SW.
- Walls and roof are complete at the Amazon Fulfillment Center, a 50,000 sq. ft. distribution warehouse at the SW corner of 43<sup>rd</sup> Street SW and South Washington Avenue (just west of the Highway Patrol Division Station). The contractors are very efficient, and work is on schedule.
- Ongoing projects:
  - Federal Avenue Rowhomes, 11 new units at the SE corner of North Federal and 2<sup>nd</sup> Street NE, is awaiting final inspections. Leasing has started; tenants are expected to move in in September.
  - City projects: New Airport Terminal (now open and serving flights!), Mason City Police Station Renovations, and the Mason City Fire Station Addition.

- Good Shepherd, Inc, renovation of the former nursing home at 222 South Pierce Avenue to an assisted living facility.
- Ulta Beauty, in the vacant store adjacent to Old Navy. Recent activity points to an opening soon.
- Seven applications were submitted for a rooftop solar array (all residential).
- Work continues on the Prairie Rock Trail Bike Park, including the shelter building.
- Construction of the Willow Creek Riverwalk is underway.
- The Delaware, LLC, had an informal groundbreaking to meet grant deadlines in June. Construction in earnest is expected soon. Portions of the lot will continue to be used for parking as construction proceeds. The agreement with the developer includes leasing the parking area to the City after construction, so that parking for downtown residents and businesses in that area will be available.

# **Elmwood-St. Joseph Cemetery**

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Reported by Tyler Anderson, Cemetery Manager

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## **Tyler**

- Extremely busy with assisting families with burials, plot situations
- New columbarium – new 72-unit columbarium was delivered in late May. Waiting on concrete pad around columbarium to be completed before we start to sell units and advertise the new unit
- Beginning to sell headstones after final approval during July 2024 meeting
- History Walk – adding more volunteers to assist in research for the upcoming History Walk on September 28<sup>th</sup>

## **Paula**

- Continuing to add information to CIMS, including older obituaries and new additions to the grounds
- Answering several questions about plots, upcoming inurnment burials, and decoration guidelines

## **Grounds:**

- Trimming and mowing constantly, with ideal growing conditions
- Continuing to install new signage throughout cemetery as time and budget allows
- Great work helping with various citizen requests
- New shop building – Central Lock Security completed the security camera and alarm system, and overall building project is complete

# Engineering Department

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

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Several city projects are progressing well through the design, bidding and construction phases. The most notable of those are the Mason City Bike Park and Trails sub projects, Bid Package 1, Bid Package 2 and Bid Package 3. Also, the Taft Avenue Water Main Loop project, and the Pierce Avenue Bridge Railing Replacement project.

**Bid Package 1 – Contractor: Rock Solid Trail Contracting, LLC**

The contractor is currently working on the Evans Preserve Trails. The Riverhawk Trail is nearly complete, with the exception of the south trail connector to 4th Street SE, which will be completed upon approval of a change order being prepared for council's consideration on August 20th. The completion of the Evans Preserve and Riverhawk Trails is expected for late August or September of 2024.

**Bid Package 2 – Contractor: Rock Solid Trail Contracting, LLC**

The design for site grading is in progress. A meeting is being scheduled with Rock Solid, ISG and the City to review project tie-ins site grading, and the proposed changes in the general area of Well 3. The review meeting is expected to take place during the week of August 12th. The estimated start for site filling and rough grading is later this fall and the project completion date is June 2025.

**Bid Package 3 – Contractor: Henkel Construction Co.**

The building foundations, precast panel installation and masonry block walls were completed. The installation of the wood structural members and trusses is expected to begin soon. To date, ISG has reviewed shop drawing material for over 110 submittals. A site visit by the architect to review the stone wall sample and wall clear coat sample mock-ups was conducted in early August. The building progress is going well and is expected to really take shape in the coming weeks as the wood framing begins. Another site visit will be scheduled to review the building construction and schedule as the wood framing progresses. Work continued on the concrete flatwork, site grading and top soil spreading, and light pole installation for the parking lot.

**Taft Avenue Water Main Loop – Consultant: SEH**

The Taft Avenue Water Main Loop is currently in the bidding phase with a project letting date of September 5th and a Public Hearing and Award of Contract on September 17, 2024.

**Pierce Avenue Bridge Railing Replacement Project**

The Engineered Plans for a railing replacement project on the Pierce Avenue Bridge over Willow Creek were completed and released for bidding. The project bids are due by 11:00 a.m. on August 15, 2024, at which time the bids will be opened and read aloud. The City Council approved August 20, 2024, as the date for the Public Hearing and award of contract.

**Electronic Records Scanning Project**

The City Engineering Department participated in multiple meetings with the city's consultant OPG3 to finalize the structure and formatting for the department's documents in preparation of scanning and importing them into the system. There are two additional meetings planned before the department is set to begin transitioning.



# Finance Department

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Reported by Brent Hinson, Finance Director

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## Utility Billing

- Working toward accepting credit cards in person at the Utility Counter in the coming months
- Mailed 9,877 utility bills and 298 disconnection notices, completed 260 utility service orders

## Finance

- Bond rating meetings with Moody's & associated bond compliance work. The City maintained its Aa3 bond rating, and the bond sale went well.
- Extensive work on and completion of FY24 year-end transfers for Council review
- Bidding of CD Investments- 2 investments were bid this month: 1) \$4M for 91 days went to First Citizens at 5.45%; and 2) \$2M for 189 days went to First Citizens at 5.46%
- Coordinated a meeting for the City's infill lot examination effort
- Organized and attended a City Hall Building Committee meeting
- Attended Iowa Thriving Communities meeting on behalf of the City. We will be recognized at the Housing Iowa Conference on September 3-5, which I plan to attend.
- Continued work with Electronic Recordkeeping
- Coordination with Southbridge Mall operations
- Printed 840 payroll checks/stubs, 604 payable checks
- Reconcile credit card bank deposits for Aquatic Center, Golf Course, Campground, Arena, Police Department, Cemetery, & Inspections
- Scanned 994 invoices for payment processing
- In-depth work on our annual ACRF audit
- First Citizens Foundation grant received for the police department
- Cerro Gordo Community Foundation grant received for the Elmwood St. Joseph cemetery
- Quarterly Reports: EPA- DERA, Destination Iowa, HOME Grant, EPA – Brownfields, Office for Victims of Crime Specialist, Byrne Justice Assistance Grant (JAG), Justice and Mental Health Collaboration Partnership, AFG, 941, SUTA, MFPRSI

## GIS

- Attend IGIC summer business meeting
- Participate in Cloudpoint Geospatial webinars
- Share bike data with CG County
- Compile water, sanitary & sewer data and export to SEH

## IT

- KnowBe4 Baseline test
- Clone hard drive for Rec PC
- Deal with Crowdstrike fallout
- Conference room camera install
- Configure new camera for 1<sup>st</sup> floor conference room

# **Fire Department**

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Reported by Erik Bullinger, Fire Chief

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## **EMS OPERATIONS**

Firefighters Feldpausch, Laurin, and Curran passed the Iowa State Paramedic Certification. 80% of fire department staff are now paramedics.

## **FIRE OPERATIONS**

Crews provided fire protection for Mason City fireworks display and Mason City High School.

## **FIRE PREVENTION BUREAU**

Continued education with businesses during inspections.

Inspection of public fireworks display at Mason City High School to confirm a code compliant and safe event related to setbacks and setup of display.

Two structure fire investigations by Fire Prevention Bureau in July.

International Code Council re-certifications of Fire Inspector I & II completed.

Preplans of Hoover & Harding elementary schools completed by operations staff.

## **HAZMAT**

No hazmat responses for July.

Hazmat team members delivered joint training with Mercy One Emergency Department staff on patient decontamination and in hospital decontamination tactics.

## **TRAINING**

### **Firefighting**

Acquired structure – house training focused on various topics - VEIS, ladders, hose line use with varied pressures, forcible entry, and search & rescue.

Pumping operations with new recruit firefighters.

Water rescue- boats and jet ski operations, rescue of victim.

Iowa Underwater Search & Rescue Team- equipment familiarization.

Rope rescue training by FF J Rush who attended week-long specialty class.

### **EMS**

Completion of 4-part series of Mass Casualty Incident training: Representatives from Mercy One (admin, ER & helicopter staff) CGCSO, & MCPD participate in June & July trainings.

Assisted with new hire training for 1 MCPD officer.

### **COMMUNITY EVENTS**

Explorers Post 2300 visited Mercy One and learned about the flight crews' duties both in the hospital and when responding to a scene flight. They also learned about helicopter operations and the practical concerns of flying and landing a helicopter on the roads and fields of North Iowa. The campers from the St. Florian Miracle Burn Camp stopped for lunch at the fire department on their way to Okoboji, IA. Miracle Burn Camp is a one-of-a-kind camp where kids of all ages, that have survived a burn injury, are invited to a free week-long camp at the YMCA's Camp Foster. Each year Mason City's IAFF Local 41 union provides lunch and a welcome break from the road. Both the Miracle Burn Camp and the lunch provided by MCFD firefighters is made possible from many generous donations.

### **RENOVATIONS UPDATE:**

- Lower level: Training room near completion; walls painted & waiting for carpet installation. Galvanized plumbing found to be leaking in multiple areas (degradation due to age/original to building)
- Main Floor: Men's showers/restroom demolition underway
- Masonry work (concrete block) for dormitory started. Some weather delays with this.

### **OTHER:**

3 firefighters passed their 2nd Class Firefighter tests after 6 months on the department.

## 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	47	1	48
Human Resources	2		2
Library	14	2	16
Mall	1	7	8
Museum	6	2	8
Operations & Maint	65		65
Police	47		47
Recreation	7		7
Youth Task Force	2		2
Grand Total	242	36	278

**Plus 161 Seasonal employees**

### Staffing

Currently we have 7 recruitments underway and 1 additional being worked on, with a total of 15 vacancies that are in various stages of the recruitment process. Hired 2 full-time and 1 seasonal employee during July. We experienced 1 regular employee and 1 seasonal termination during the month, and 2 retirements. We have 5 more retirements occurring from July to September.

Hiring Activity:	- Police Officer-8 openings (Police): One certified officer new hire started in July. Continuing recruitment, conditional offer on 2 candidates, and processing background checks on 2 applicants from the 7/10/24 recruitment. Next testing date is scheduled for 9/14/24.
	- Police Sergeant - 1 opening (Police): Civil Service list already established and assessment center completed. Chief will be making promotional decision in August.
	- Library Clerk - 1 opening (Library): Recruitment underway.
	- Library Asst I - 1 opening (Library): Recruitment and interviews conducted. Position filled.

- Street Maint Worker - 1 opening (O&M): Filled by internal transfer subject to Council approval in August.
- Water Reclamation Opr - 1 opening (O&M): Interview in July, filled with internal transfer subject to Council approval in August.
- HR/Records Specialist - 1 opening (HR): New position, created Civil Service hiring list. Interviews scheduled for August.
- Deputy Fire Chief-EMS - 1 opening (Fire): Created civil service list. Interviews scheduled for early August.
- Firefighter/Paramedic - 1 opening (Fire): Will schedule interviews in August from existing civil service list.
- Admin Asst - 1 opening (O&M): Vacancy due to upcoming retirement this fall. Recruitment will begin in the near future.
- Public Works Director - 1 opening (O&M): Vacancy due to upcoming retirement at end of summer. Recruitment underway.

### **Labor Relations/Legal**

No significant labor issues to report. Next contract negotiations will occur late in 2024 with the Teamsters.

### **Major Projects**

- Primary focus has been on a significant number of recruitments and staffing needs during the month. Additional staff beginning in September will be beneficial during anticipating heavy staffing needs for the remainder of the year.
- Implementation of a new HRIS electronic database system will be implemented by early fall 2024 in conjunction with the implementation of a new timekeeping system by the same vendor through the Finance Dept at year-end. Weekly project planning meetings continue with initial database setup nearing completion, final implementation by October.

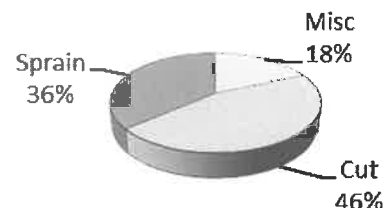
### **SAFETY STATISTICS**

The City has experienced 11 injuries requiring medical attention in 2024 compared to 16 injuries during the same period the prior year. Our workers compensation experience rating has shown strong improvement over the past several years.

**July Medical Cases**



**YTD Medical Cases**



# MacNider Art Museum

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Reported by Edie Blanchard, Museum Director

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## **General Activities:**

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

- The Museum was busy due to tourist season with additional Museum visitors.
- The Museum was again not fully staff due to staffing issues and so it again used a contract employee to conduct classes.
- Museum staff began fundraising for the Museum's annual fundraiser Artoberfest.
- The staff began working on the annual report.
- Staff submitted the yearly report for Iowa Arts Council.
- The Museum was busy with many youth and adult classes.
- The Museum held its Kids Club at the North Iowa Fair as a partnership venture.
- The Museum kept the yard in good conation and did outside repairs to the building.
- Museum performed outreach at several locations it partners with: IOOF Care Center, Manly Care Center, Good Sheppard Care Center, and Salvation Army Adult Daycare.
- The Museum worked on details related to its offsite storage facility.
- The Museum held a class for those with Dementia in conjunction with its exhibition "Portraits of Dementia:
- The Museum has set the date for its annual fundraiser as Friday, October 11<sup>th</sup>.

# Operations & Maintenance/Parks Department

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Reported by Bill Stangler, Operations & Maintenance Manager

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## Utility Division:

Replaced 6 valves, replaced 1 fire hydrant, poured 42 yards of concrete, panel replacement at 25<sup>th</sup> and S Jefferson, main repair concrete patch 6<sup>th</sup> and N Penn, exploratory dig (locating previously unknown stub main) at 6<sup>th</sup> and North Penn, hauled Spoils out and hauled rock in

## Wastewater Division:

- Russ Rosenbaum retired from the water reclamation facility after 32 yrs of service
- Had training for newly purchased video camera for sewer inspections
- Met with Stellar Industries regarding expansion
- WHKS and DNR did a walk-through regarding upgrades to the treatment plant
- Adam Young passed his grade one wastewater test
- Performed DMRQA test for lab certification
- Renewed six industrial permits

## Sanitation Division:

The new truck is all set up and working good now

We are still getting some earth day people picking stuff late because of all the rains earlier.

Trash Talk: If plastic takes 500 to 1000 years to decompose and was invented in the 1920's. Does that mean all plastic that has been buried in landfills is still there?

## Street Division:

Tree removals are still a top priority

With all the rain had numerous calls for storm sewers that needed cleaned

Set up for Friday night live

Continued grading alleys and sweeping streets

Rebuilt storm sewers

Mowed ditches

Installed two more statues downtown

We been having issues with Metronet placing their boxes in the travel portion of the alley. This prevents us from grading alley and it damages their boxes. They are aware of the issue.

## Parks Division:

Work is completed on the Pickleball Courts

Equipment from CIP for trail maintenance has arrived and is being put into service

Repaired broken boards on train at Parkers Woods

Last handrail was completed for Cannonball Gardens

Staff has been working on cleaning up numerous branches and trees from the storms

Two benches have been installed: one on script road and the other on the Highline Trail

# Police Department

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Reported by Jeff Brinkley, Police Chief

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## July Highlights

### Highlights

- Patrol
  - We served a search warrant this month on a suspect in an identity theft investigation. The suspect has been using a stolen identity in a fraud case that spans three states.
  - We handled 130 fireworks calls this year. We were able to locate the offender in 12% of calls. We issued 21 warnings and cited two violators.
- Investigations
  - Filed charges in several cases for 2<sup>nd</sup> and 3<sup>rd</sup> degree sexual abuse; one case also resulted in the service of a search warrant for child pornography.
  - Charges filed in a 1<sup>st</sup> degree arson case, completed two dependent adult abuse cases with DHHS, and made an arrest for theft 2<sup>nd</sup> and adult exploitation on a suspect from Central Iowa.
- Support Services
  - This month, we handled 164 animal cases, including strays and bite cases. Eight charges were filed for ordinance violations related to animals.

The Crime Victim Specialist followed-up on 61 cases in July, including 7 crime victim assistance applications and four cases of follow-up with the County Attorney's Office.



## Public Library

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Reported by Mary Markwalter, Library Director

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The library received a grant for \$600.00 from the Iowa Department of Human Services to purchase cabinet locks and outlet covers for families who want them. The cabinets and outlet covers are available in the Youth Services Department.

The library offered many special programs in July:

- Live Music in the Commons
- Craft Days
- Creative Writing Class
- Story Times
- Cookbook Book Club
- AND We have great books too!

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

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Reported by Brian Pauly, Recreation Superintendent

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July is Parks and Recreation Month, and Mayor Schickel proclaimed July 2024 as Parks and Recreation Month in Mason City. I would like to highlight everything that the city receives with their property taxes for the Recreation and Golf Departments. An average home in Mason City with \$149,285 assessed value pays \$129.60 towards Parks and Recreation. For \$129.60 a year, residents have access to these Park and Recreation Facilities: 56 programs and events held by the Recreation Department, 1 Disc Golf Course, 1 Public Golf Course, Mason City Family Aquatic Center which is the largest outdoor swimming pool in the State of Iowa, 15 open air park shelters, 37 parks which span over 806 acres of land, 28 playgrounds, 57 miles of trail, a skate park, 11 softball and baseball fields, 7 full basketball courts, 7 half basketball courts, an outside roller/ice rink, 4 tennis courts, the largest outdoor pickleball complex in the State of Iowa which includes 12 pickleball courts, the home of the 1912 Cannonball Steam Engine, our historic Bandshell which is the oldest in the State of Iowa (100 years old this year), Mason City Area Veterans Monument, a dog park, and the Arthur J. Gerk Arboretum which is 39 acres hosting 70 different species of trees.

Over the past year, several projects have been completed including the East Park Kayak Launch, several shelter houses received new roofs, a new energy efficient pool heater, pickleball expansion project at East Park, a new shelter along with refurbished basketball courts at Monroe Park, prairie land restoration and much need trail maintenance equipment. These projects show the constant progression of recreational opportunities in Mason City. By the of 2025, the Destination Iowa Projects should be coming to completion. This will put Mason City on the map for outdoor recreation with the Prairie Rock Trails Bike Park which is a 4-acre mountain biking park with a modern shelter house including bathrooms and concessions. In addition, there will be several single-track pump tracks, a connector trail to the Prairie Land Trail which will link biking from Thorton to Clear Lake or Mason City and allow extreme bike enthusiasts to continue all the way to Lime Creek Nature Conservation Area. This equates to over 100 continuous miles of trail in Cerro Gordo County.

The portion of property tax dollars that the Recreation Department receives is \$33.43. Last year, the Recreation Department provided service for 364,407 patrons through our daily participation rates. The department serviced our citizens in Before and After School Programs, the Fun N Sun program, 48 different youth sport leagues covering 8 sports, 6 different adult sports leagues covering 3 sports, hosting 14 different youth camps, attendance at the Mason City Family Aquatic Center, and 4 major community wide events our department hosts. We can only accomplish all of this with our 150 community partners and local support through property tax.

One of the gems of North Iowa is Highland Park Golf Course. Last year, 10,520 total rounds of golf were played. Over the past couple of years, Highland has been operating in the black while continuing to make improvements at the course such as 13 forward tee boxes, landscaping around the clubhouse, a new cart storage shed which doubles our rental golf cart fleet and smoother greens to name a few.

Needless to say, the Parks and Recreation Department give the citizens, future residents, and future businesses a place to be proud of!

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## **Activities for the Month of July 2024:**

The Mason City Volunteer Program is involved in numerous projects, Earth Day cleanup will continue throughout the summer. If you would like to adopt an area, please give us a call. The Beautification Program is blossoming, please go out and enjoy the gardens around town as they are just beautiful, and this program can always use extra help. The Volunteer Program had five new volunteers join again this month bringing the new volunteers to 15 in the last 3 months, expressing interest in different City projects. A grand total of 40 volunteers volunteered 449 hours in the month of July.

- Volunteer supplies for Earth Day Clean up, coordination, ongoing throughout the summer.
- Worked with vendors for Beautification program, communicated payment and garden information. Bills have been submitted to be paid to vendors.
- Continued to supply Earth Day Groups with bags, and gloves for cleanup areas on-going.
- Set date for River Float cleanup in August.
- Worked with several new volunteers on projects currently active and upcoming projects.
- 457 Cannonball Park has been very active.
- Worked on setting up meetings for student volunteer times.
- Swimming Pool flowerpots are enhancing the pool.
- Worked with several Gardeners on issues that have arisen this month, gardens are looking great.
- Took progression pictures of flower gardens for reports.

# Youth Task Force

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Reported by Youth Task Force Director

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## **Grant/Budget Updates:**

- IHHS Mentoring FY24 report was submitted along with the Year End tracking form. All reports and claims for FY24 were approved.
- IHHS grantee webinar took place on 7/18/24.

## **One on One Mentoring**

- Monthly check in with community-based mentors.
- Planning for FY25 school year.
- Completed “How to Become A Better Mentor” training series

## **Child Care Works**

- The Child Care Works team held a Legislative Coffee on July 23rd and their monthly planning meeting on July 15th.
- Provided ongoing support for the Child Care Works impact group and wage supplement program.

**Executive Board Meeting-** No July meeting. Will reconvene in September.