

# City Administrator's Monthly Activity Report

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Aaron Burnett, City Administrator

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August 2024

*(Issued September 27, 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:** August 2024

<b>United Airlines Enplanements/Deplanements</b>	<b>FBO Fuel Flow</b>
From 8/1/2024 – 8/31/2024	30503 Gallons
Enplaned 674 / Deplaned 692 (+29% August 2023, +6% year to date)	(+33% from last year)

## Capital Project Update

- Finishing punchlist items on the new Commercial Terminal.
- Accepted the Equipment Storage building as complete.
- Will be accepting the GA Taxilane project as complete.

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

- Assisting tenants with operations from the new terminal.
- Facilitated move of all tenants into the new terminal.
- Interviewed candidates for the Airport Attorney position.
- Closed out items found during the annual Federal Aviation Administration inspection.
- Airport Manager attended 4 States Regional Airport Conference in Kansas City, MO.

## Activities planned for next month and other comments:

- Staff will attend annual live fire training at the Eastern Iowa Airport.
- Receive Iowa Department of Transportation Grants:
  - Air Service Development (\$48,000 for marketing)
  - Commercial Service Vertical Infrastructure (\$121,158 for terminal demolition)
  - Airport Improvement Program (\$382,760 for constructing hangar taxilane).

# Development Services Department

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Reported by Steven Van Steenhuyse, AICP, Development Services Director

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In August I attended the Iowa Downtown Summit, held in Cedar Rapids. Along with Melissa Fabian of Foxtrot Properties, LLC, I did a presentation on how Mason City's Downtown Reinvestment Loan (DoRL) and Building Renovation and Life Safety (BuRLS) loan and grant programs have fueled downtown redevelopment and upper story renovations. Melissa talked about the renovation of her building at 13-15 South Federal Avenue on the plaza, which contains Simply Nourished, Three Bells Books, and four upper-story dwelling units. Her renovation was partly funded with a BuRLS grant to subsidize the cost of the required fire suppression system.

In June, the Development Services Department began evaluating four Permitting and Licensing software programs to replace the current program, which is not very user-friendly and does not have a viable mobile application for use in the field. After several demonstrations and checking of references, the Department has decided to purchase Cloudpermit, a cloud-based permitting, rental inspection, code enforcement, and planning/zoning solution. The DSD staff found that this program has an easy-to-use interface and provides the best combination of price and features. The program includes a mobile version that works with tablets and smartphones. 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. We expect to have the new system fully implemented in the first quarter of 2025.

The entire staff of the Development Services Department will miss Operations and Maintenance Director Bill Stangler, who retired in August. He has been an invaluable part of the development review process and a great partner in the City organization. We wish him the very best.

Planning and Zoning Division: The Planning and Zoning Commission did not meet in August. The Zoning Board of Adjustment met on August 6 and approved two requests for property at 1121 Limestone Drive, to allow a special exception for a lot that is 135 feet wide, and a conditional use permit to allow the total area of accessory structures to equal 1,600 square feet (1,200 is the maximum without the Conditional Use permit). The ZBA also approved a variance to allow a reduction in the area of a window or door opening at the new 43 North Iowa facility at 300 North Washington (the former Globe-Gazette building). Finally, the ZBA denied a variance request from The River Mason City II, LLC, to alter the conditions of a floodplain permit. The River II received a variance from the ZBA and the Iowa DNR in April 2022, prior to construction, that allowed a portion of the building to be built without the required 18-foot buffer between the building and any land below the required building grade. At the northwest corner of the building, the grade between the building and the sidewalk was not constructed in accordance with the approved variance and floodplain permit. The River II submitted a second variance request to allow the grade to remain as constructed. The ZBA denied this application, as the owners were aware of the requirement and

failed to construct the grade as was permitted by the variance. Granting an additional variance would expose the building to greater risk of flood damage.

The Historic Preservation Commission met twice in August. The Commission met on August 1 with the new owner of the Blythe and Melson houses located in Rock Crest/Rock Glen. He is concerned about the condition of the Melson Mausoleum in Elmwood Cemetery and would like to help restore it. He is looking into grants to cover the cost. The Commission also reviewed the status of St. John's Baptist Church, which is proposed to be acquired by the City. On August 14 the Commission met to review a demolition permit for a commercial building at 528 North Monroe Avenue. Although the building has had numerous business uses over the years, it was determined that the building is not historic.

Code Enforcement Division: The Code Enforcement officers reviewed 156 cases in August, compared to 120 cases reviewed in August 2023. The majority of the complaints were related to uncollected garbage and junk, rubbish, and refuse left on lawns and yards.

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 reviewing options to reduce this cost. In addition, the Grant Administrator has submitted a grant to help cover these costs, we are awaiting a decision on the grant.

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 were due August 8. The City did not receive any bids. The house is slated to be demolished.

Building Inspections Division: 46 major building permits and 49 minor building permits were issued in August. Total construction valuation of all permits was \$4,399,570, leading to \$35,214 in permit fees.

Rental Inspections Program: The Housing Inspector inspected 88 units. A total of 50 Rental Dwelling Certificates were issued.

Transit & Safety Division: There were 12,534 rides on the fixed route system, up from 11,598 in August, 2023. Total ridership through August is up over the same period in 2023. Training was provided for four new employees, and 60 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 August. We have received three new applications and a committee meeting is anticipated in September.

Developments: The Development Review Committee met four times in August. Five concept plans were reviewed, with four accepted as minor site plans and one which will require a major site plan

(potential Dollar General at 12<sup>th</sup> Street NW and North Pierce Avenue; this will also require a rezoning to Z4 and a plat of subdivision) Two major site plans were reviewed: for a new warehouse on the north parcel of Southport for Overhead Door, and new storage units on 9<sup>th</sup> Street SW, just west of the Woodharbor plant.

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

- Construction appears to be complete at Chick-fil-A at 3128 4<sup>th</sup> Street SW. Rumored opening was for Labor Day weekend, but as of this writing it still has not opened. Opening is expected soon.
- Interior work is ongoing 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.
- 43 North Iowa is remodeling the old Globe Gazette Building at 300 North Washington Avenue into a residential center and program headquarters.
- Ongoing projects:
  - Federal Avenue Rowhomes, 11 new units at the SE corner of North Federal and 2<sup>nd</sup> Street NE, is are essentially complete. Leasing has started; tenants are expected to move in in September.
  - City projects: 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.
- Habitat for Humanity has received permits to build six new homes on 26<sup>th</sup> Street SW, on the old Madison School site. They intend to construct 13 homes in this area over the next few years.
- Ten permits were issued for a rooftop solar array (9 residential, one commercial).
- 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; anticipated concrete install of September 2024
- Beginning to sell headstones after final approval during July 2024 meeting; learning the design program, and have had quite a bit of interest so far
- History Walk – adding more volunteers to assist in research for the upcoming History Walk on September 28<sup>th</sup>; walk will be at 1pm, 2:30pm, and 4pm, all the same route, featuring stories of veterans, their families, and life after their time in service

## **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
- Cemetery Signage – completed placing new signage in each cemetery section in August, about two years ahead of scheduled completion

# 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 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, the Pierce Avenue Bridge Railing Replacement project, Elmwood Cemetery Storm Sewer Improvements and the Downtown Pedestrian Ramp Compliance Program.

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

Two Change Orders for additional work and design were approved in August. The first was for a trail extension of the River Hawk Trail, relocating the trailhead near the high school parking lot entrance. The second involved design changes at two water crossings. The original design utilizing boardwalks will be substituted by two 48” culverts with wall stone sides. Work continued on the trails in the Evans Preserve location. The completion of the Evans Preserve and Riverhawk Trails is expected for late September or October of 2024.

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

A meeting was held on August 22, 2024, with Rock Solid, ISG, CEI, North Iowa Power Trails and the City in attendance to review the design progress to date and for the opportunity to offer comments, input, etc. related to the bike park project. CEI laid out their plan which provides for three levels of experience to accommodate the young of age and beginner riders through those seeking to experience a thrill ride in the maize of pump tracks. As design continues, site preparation work was also discussed, including importing fill materials prior to the winter season, which gives the material at least one cycle of freeze/thaw before the final grading operation is performed in the spring. The freeze/thaw cycle allows the material to expand and contract acting in a way to settle and self-compact.

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

There was a lot of activity during the month of August. Henkel continued working on the shelter, while Larry Elwood Concrete worked on the paving of the curb and gutter section for the roadway into the park and in the parking lot area. Following the completion of the PCC curb and gutter paving, Heartland Asphalt will infill the main driving and parking areas with full-depth Hot Mix Asphalt.

The city held a coordination meeting on August 15, 2024, with Henkel, Alliant and Packard Electric to discuss and plan for the tie over of electrical power from overhead to the new buried infrastructure. The main objective of the meeting was to assure that materials and supplies necessary for the reconstruction of the shelter for Well A3 were either on site or attainable within the desired time before moving forward to take the well out of service and demolish the existing shelter. That work has since proceeded.

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

The Taft Avenue Water Main Loop project was let on September 5, 2024. Three (3) bids were submitted, with the low bid being approximately twenty-six percent (26%) below the Engineer’s Opinion of Cost. The bids will be presented to the City Council at the September 17<sup>th</sup> meeting along with a recommendation to award a contract to Summers’ Enterprises, Inc. from Masonville, Iowa.

**Pierce Avenue Bridge Railing Replacement Project – Boulder Contracting, LLC**

A project letting was held on Thursday, August 15, 2024. The project generated a lot of interest, with six (6) bids submitted for opening. The bidding results were presented to the City Council at the August 20<sup>th</sup> meeting and action was taken by the council to award the project to Boulder Contracting, LLC in the amount \$116,255.00. A recommendation to approve the project contract and bonds is scheduled to be on the City Council’s Agenda for the September 3<sup>rd</sup> meeting.

**Elmwood Cemetery Storm Sewer Improvements**

The City’s Engineering Department prepared plans and specifications for the Elmwood Cemetery Storm Sewer Improvements project and released the project for bidding following approval by the City Council setting a public hearing at their meeting on August 6, 2024. The project was let on Tuesday, August 27<sup>th</sup> with the city receiving five (5) bids. The low bidder was Bob McKiness Excavating & Grading, Inc. (McKiness) in the amount of \$25,565.00. A recommendation to award a contract to McKiness is scheduled to be on the City Council’s Agenda for the September 3, 2024, meeting.

**Downtown Pedestrian Ramp Compliance Program**

The City’s Engineering Department prepared plans and specifications for the Downtown Pedestrian Ramp Compliance Program and released the project for bidding following approval by the City Council setting a public hearing at their meeting on August 6, 2024. The project was let on Tuesday, August 27<sup>th</sup> with the city receiving three (3) bids. The low bidder was Larry Elwood Concrete in the amount of \$75,412.00. A recommendation to award a contract to Larry Elwood Concrete is scheduled to be on the City Council’s Agenda for the September 3, 2024, meeting.



# 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 9,905 utility bills and 401 disconnection notices, completed 374 utility service orders

## Finance

- Coordinated a meeting for the City's infill lot examination effort.
- Significant preparation for Interim Public Works Director role, including one-on-one meetings with key staff members.
- Renewed ICMA Credentialed Manager status.
- Attended board/staff meeting with County on library funding.
- Completed AFR (waiting on Abdo to finalize & send to Council) and Street Finance Report (approved by Council 9/3 and submitted).
- Bidding of CD Investments- 2 investments were bid this month: 1) \$3M for 90 days went to IPAIT at 5.12%; and 2) \$2M for 181 days went to NSB at 5.07%.
- Coordination with Southbridge Mall operations
- Printed 824 payroll checks/stubs, 703 payable checks
- Reconcile credit card bank deposits for Aquatic Center, Golf Course, Campground, Arena, Police Department, Cemetery, & Inspections
- Scanned 1361 invoices for payment processing
- In-depth work on our annual ACRF audit
- Applications submitted for David and Phyllis Murphy Foundation, Stratford Foundation Grants
- Certified 49 Accounts Receivable invoices to Cerro Gordo County for respective parcels
- Wellness Committee-Smoke Show and Fall Festival Prep
- Monthly Reports: EPA- DERA, EPA – Brownfields, Office for Victims of Crime Specialist, Byrne Justice Assistance Grant (JAG), Justice and Mental Health Collaboration Partnership, AFG

## GIS

- Create road closure maps x 5.
- Export ash tree inventory.
- Participate in IGIC lunch and learn.
- Create water main break dashboard for monitoring breaks over the years.

## IT

- Download and program council meeting to government channel.
- Followup with CrowdStrike fallout.
- Look at second floor conference room camera.
- Renew Office 365 subscription.
- Look through videos for parking lot issue.

# **Fire Department**

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Reported by Erik Bullinger, Fire Chief

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## **EMS OPERATIONS**

Deputy Chief of EMS Carl Ginapp retired after 28 years of service.

Lieutenant Mitch Smith assumed Deputy Chief of EMS role.

Ryan Gilmore, Bridger Thomsen, and Ethan Koski newest department paramedics.

## **FIRE OPERATIONS**

Commercial fire at the former Globe Gazette building as a result of salvage activities. Fire was extinguished without damage to the structure.

## **FIRE PREVENTION BUREAU**

Federal Row Homes final inspection and “Certificate of Occupancy” issued.

3 fire investigations by Fire Prevention Bureau.

Increase seen in the number of photovoltaic panel system (solar panels) plan reviews on homes.

Continued work with the Downtown West Improvement District Grant program related to single family homes that are converted into multi-family homes, addressing the International Fire Codes.

Fire extinguisher training for Head Start- approximately 66 employees.

## **HAZMAT**

CF Industries conducted an anhydrous drill where 6 fire department staff members attended, training alongside Garner Fire & EMS, and Ventura Fire Department.

## **TRAINING**

### **Firefighting**

Battalion activities- 1410 drills, preplans, acquired structure training-hose management, vertical ventilation, wall breaches, search and rescue, engine & aerial ops with pumping of water, driving documentation.

Rope rescue for 3rd battalion from FF Jordan Rush.

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

Mason City swimming pool used to train in victim rescue techniques, Mustang Suit familiarity, and more.

3<sup>rd</sup> Annual MCFD Ladder challenge: Beginning Memorial Day, each battalion sets 24’ and 35’ ladders until the total equals the height of The World Trade Center. Challenge must be completed by 9/11. Never Forget.

## **EMS**

EMS Training topics this month include human trafficking, pharmacology, trauma, and behavioral emergencies.

**COMMUNITY EVENTS**

Boot Block by Local 41 Members over the Labor Day weekend collected over \$14,000 for the Muscular Dystrophy Association (MDA)

**RENOVATIONS UPDATE:**

- Weather is cooperating, and exterior work is going up fast!
- Preparations are being made for major demolition in a large portion of the main floor in

**OTHER:**

Retirement ceremony held for Deputy Chief Ginapp on August 30<sup>th</sup>.

# 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	18	30
Engineering	17		17
Finance	11		11
Fire	46	1	47
Human Resources	3		3
Library	14	2	16
Mall	1	7	8
Museum	6	1	7
Operations & Maint	64		64
Police	47		47
Recreation	7		7
Youth Task Force	2		2
Grand Total	241	33	274

**Plus 160 Seasonal employees**

## Staffing

Currently we have 9 recruitments underway and 1 additional being worked on, with a total of 19 vacancies that are in various stages of the recruitment process. Hired 1 full-time and 5 seasonal employees during August. We experienced 3 part-time employee and 6 seasonal terminations during the month, and 1 retirement. We have 4 more retirements occurring during September.

Hiring Activity:	- Police Officer-8 openings (Police): Continuing recruitment, conditional offer on 1 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): Chief to make promotional decision in near future.
	- Library Clerk - 1 opening (Library): Recruitment continuing.
	- Street Maint Worker - 1 opening (O&M): Filled with internal transfer.

- Water Reclamation Opr - 1 opening (O&M): Filled with internal transfer.
- Heavy Equip Operator Water Reclamation - 1 opening (O&M): No internal applicants, need to create an external Civil Service list in September.
- Utility Worker Water Utilities - 1 opening (O&M): No internal applicants, need to create an external Civil Service list in September.
- HR/Records Specialist - 1 opening (HR): Position filled with external hire.
- Deputy Fire Chief-EMS - 1 opening (Fire): Filled with internal promotion.
- Firefighter/Paramedic - 1 opening (Fire): Interviews conducted, job offers to be made in September.
- Public Works Director - 1 opening (O&M): Recruitment underway.
- Programming Assoc - 1 opening (Museum): Recruitment conducted, interviews scheduled for September.
- Asst Water Supply Supt - 1 opening (Engr): Begin recruitment in September.
- Admin Asst - 1 opening (O&M): Recruitment will begin in the near future following Public Works Dir hire.

**Labor Relations/Legal**

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

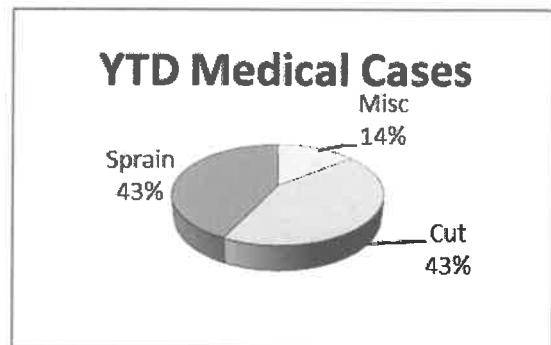
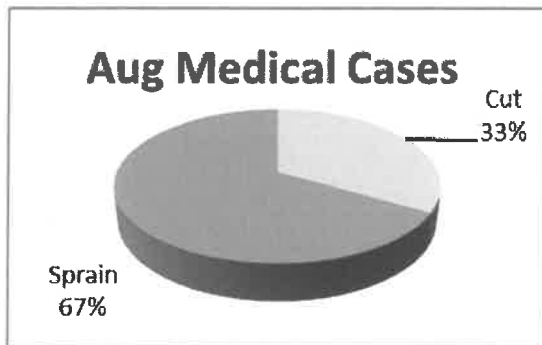
**Major Projects**

- Primary focus continues to be on a significant number of recruitments and staffing needs during the month, with key priorities on Public Works Dir and Police Officers. Additional HR staff beginning in September will be beneficial during anticipating heavy staffing needs for the remainder of the year. We are experiencing a 10-year high number of applicants for our entry level Operations and Maintenance list with over 120 applicants, but like the rest of the North Iowa area struggle to identify experienced applicants for highly specialized and skilled positions.

- Phase 1 of setup for implementation of a new HRIS electronic database system has been completed and anticipate moving into testing phase of implementation in September and completion by November. Preparations are underway for annual benefit enrollments, fall employee activities, and final completion of electronic records transition for HR dept. Advance planning for upcoming labor negotiations are underway.

**SAFETY STATISTICS**

The City has experienced 14 injuries requiring medical attention in 2024 compared to 19 injuries during the same period the prior year. Our workers compensation experience rating has shown strong improvement over the past several years.



# 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 planned for the retirement for one of its staff, including schedule adjustments and advertising for the position.
- Museum staff began collecting items for donation to Artoberfest.
- The Museum was busy with many youth and adult classes.
- The Museum held several adult and youth classes.
- Museum hosted several rentals. The Museum is booked nearly every weekend until October at this point.
- The Museum kept the yard in good conation and started to prepare for winter.
- 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 published its fall and early winter class schedule.
- The Museum published its quarterly newsletter.

# Operations & Maintenance/Parks Department

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Reported by Brent Hinson, Interim Operations & Maintenance Manager

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## Utility Division:

Replaced 5 Valves at end of service life  
Install a new fire hydrant on a newly located stub main  
Replaced 3 other fire hydrants that had reached end of service life  
Poured 20 yard of Concrete  
Spent 2 days doing leak detection  
Sent 4 days using vac truck on various projects  
Hauled Rock or Spoils for 3 days  
Swing man spent 10 days in Sanitation

## Water Reclamation Division:

- Conducted four pretreatment samplings
- Renewed Smithfield pretreatment permit
- William Stangler retired after 50 years of service to the city
- Trojan UV company installed some new equipment to monitor our UV system remotely
- Bid opening 2024-25 sewer repairs, McKiness Excavating low bidder, under engineer's estimate
- Repaired sagging scum trough on south finale clarifier

## Sanitation Division:

- Large item pickups are still going strong 73 last month
- Yard waste is getting heavy now - lots of bags
- We seem to be having more half stickered bags than normal
- Trash talk! Americans receive almost 4.5 million tons of junk mail per year – about 44% is never opened

## Street Division:

Tree removals are still a top priority. We focused on removing Ash trees along Pierce, Carolina, Federal and Kentucky Avenues this month

City Electrician has been making repairs at Southbridge Mall

Two of our new trucks are at the body builder and one should be ready to put into service within a couple of weeks

Cleaned up a brush and fence post along the trails

Shouldering on outskirts of town

## Parks Division:



Conducted playground safety inspections – no major issues found

Closed up the aquatic center for the season

Most of the seasonal help for O&M went back to school

Lights at the skate park were shot out, this is an ongoing issue; it appears the lights belong to Alliant Energy and they are looking into making repairs

Staff replaced a garage door at the park maintenance shed

Cleaned up brush from High School trail

Sprayed the weeds again in the small kids area of Prairie Playground; the company that sprayed asked us not to dig out the thistles until after they were sprayed

# Police Department

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Reported by Jeff Brinkley, Police Chief

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## August Highlights

### Highlights

- Patrol
  - In mid-August, officers responded to a residence for a disorderly juvenile. Prior to arrival, the juvenile had armed himself with a rifle. Officers were able to convince the juvenile to put down the rifle and surrender to officers. We are continuing to investigate how he came to possess the firearm and made a referral to juvenile court services.
  - Two officers used creative enticements to catch a cell phone theft suspect after they took the phone from a customer at a local store. The suspect was taken into custody for possession of stolen property.
- Investigations
  - We are moving things into the new evidence space that was part of our remodeling project. This has allowed us to incinerate over 93 pounds of prescription medication and dispose of 37 old property items and 13 firearms.
  - Criminal charges were filed in three sexual abuse cases and an arson investigation. Our routine work included one death investigation, a follow-up on a commercial burglary, and background investigations on police officer applicants.
- Support Services
  - Animal Control had several high statistical categories for the year this month. The big case was the placement of 29 cats with the Animal Rescue League (ARL). MCPD received calls about a homeless person living in a van and storage unit with numerous cats. Following the execution of a search warrant with the assistance of ARL, 28 cats were recovered from the minivan and 1 was recovered from the storage unit. Charges were filed and are pending in court for animal neglect and vaccination violations.

## Public Library

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Reported by Mary Markwalter, Library Director

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The library hosted live music weekly on Fridays during August.

We hired and trained one full time library asst. I

We have been interviewing for the part time library clerk position. We have held several interviews. We have someone we want to hire and are awaiting the background check on this person.

We hosted programming for adults-  
Cookbook Book Club  
Creative Writing  
Book Clubs

The meeting rooms were used heavily during August and there are many reservations for September and October.

We had over 1200 registrants for Summer Reading this year with a 60% completion rate. A 25% completion rate is considered excellent.

We have been planning the Fall programming, including the Fall Reading Challenge for all ages.

We leased new photocopiers.

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

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Reported by Brian Pauly, Recreation Superintendent

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August wrapped up a several programs and the aquatic center. Fun N Sun (FNS) was able to expand enrollment numbers this year with the addition of our department's new vehicles and we still saw a large waitlist. The childcare program serves around 50 youth ages 5 to 12. Each week the day camp goes on a major field trip like Living History Farms, Como Zoo, Lost Island Waterpark, and Ninja U. FNS does a great job getting the youth into our parks with summer visits to Dustin Colby Park, Frederick Hanford Park, Georgia Hanford Park, Kiwanis Park, and Park Woods to name a few. Also, we can't forget the kids' favorite part of the summer which are the trips to the Mason City Family Aquatic Center.

The Mason City Family Aquatic Center saw a strong start with attendance, but our summer did see a fewer lower patron counts in July and August due to colder and wet weather. We served 39,935 patrons this summer. We did see very strong enrollment numbers in our summer daytime and evening swim lessons along with a record number of private pool parties.

The month of August saw an increase of 36% increase in nights stayed at MacNider Campgrounds. In addition, we did complete the bathhouse renovations with new shower basin along with adding the new security pad to make it safer for night use. This added security helps with patron's mindset of using the facility at night along with greatly reducing vandalism.

Highland continues to have a busy summer. This year they hosted 12 high school meets/events, 2 NIACC meets, hosted 12 private outings, 7 major golfing events, 5 city ran tournaments, and 8 major club house rentals. There are 6 more major activities for the remaining season. One reason Highland Golf Course is doing so well is the direction and leadership of Nick Largent. Largent has made it his focus over the last few years to make sure Highland is open to the public even if they are not golfers. One example is the bridge card players at clubhouse on Tuesday afternoons.

The Mason City Arena was a very busy over the past month with several events. August kicked off with North Iowa Fights MMA which saw 14 fights. Next, we brought in Megan Danelle and Matthew West. Danielle placed second in American Idol season 21 and West nailed his performance with singing the current number one Christian song on the charts, *Don't Stop Praying*. Two days after that concert, we help to host National Night Out, which saw an amazing turnout. The next week featured Arena Comedy Night with Greg Warren and Tim Convy performing. Warren and Convy have specials on Amazon Prime, YouTube, Bob and Tom Radio Show, and Sirius/XM Laugh USA. Warren did have set which will be feature in his new special on Amazon Prime later this year which highlighted his time as a collegiate wrestler and how he lost at "Northern Iowa." Last of major things we did to end the season was bring in five national 1990's acts. Young MC, All 4 One, Rob Base, Treach of Naughty by Nature, and Vanilla Ice put on an epic show people are still talking about. It was a true tribute to the Hip Hop 90's music scene.

Over the past couple of months, Linda Hunt has been working on digitizing all old papers files. She has completed 3 of 7 full filing cabinets. This is a daunting task but a very important task on getting our department in the 21st century. In addition, Hunt has saved substantial money for the department by printing all bimonthly utility fliers. This is just one example on how the staff in my department go above and beyond every month.

# Volunteer Program

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Reported by Mary Litterer, Volunteer Program Coordinator

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## Activities for the Month of August 2024:

The Mason City Volunteer Program is involved in numerous projects, Earth Day cleanup will continue throughout the summer\fall, you can still adopt an area, please give us a call. River Cleanup was completed this month with 590 lbs of trash collected, 7 tires, 2 TVs, and 1 appliance. Great job volunteers! The Beautification Program is blossoming - please go out and enjoy the gardens around town as they are just beautiful. With fall approaching, the flowers will be coming to an end. The Volunteer Program had one new volunteer join again this month, bringing the new volunteers to 16 in the last 4 months, expressing interest in different City projects. A grand total of 82 volunteers volunteered 662.75 hours in the month of August.

- Volunteer supplies for Earth Day\River Cleanup, coordination, ongoing throughout the fall.
- 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.
- Dates set for tree planning with students.
- Worked with several new volunteers on project currently active and upcoming projects.
- 457 Cannonball Park was very active again this month.
- Worked on setting up meetings for student volunteer times.
- Swimming Pool flowerpots were removed from 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.
- Working on end of year reports for Beatification and other grants.

# 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.
- Grant tracking/expense reporting

### One on One Mentoring

- Monthly check in with community-based mentors.
- Peer mentoring start-up outreach/planning with middle schools and high school counselors. Program Snapshot for Mentor Recruitment at schools
- Webinar Training with National Mentoring Resource Center: Reflections on Research 1:1

### Child Care Works

- Weekly meeting with the Chamber, 8/13 Impact Meeting
- Retention bonus planning implantation/administration
- Provided ongoing support for the Child Care Works impact group and wage supplement program.

Executive Board Meeting- No August meeting. Will reconvene in September.

### Other

- 8/1 P4C Meeting
- 8/6 National Night Out