

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

September 2024

(Issued October 11, 2024)



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

Airport

Reported by David Sims, Airport Manager

Date: September 2024

United Airlines Enplanements/Deplanements	FBO Fuel Flow
From 9/1/2024 – 9/30/2024	33102 Gallons
Enplaned 521 / Deplaned 591 (+10% August 2023, +6% year to date)	(+46% from last year)

Routine Activities for the month – Administration and Operations:

- Received 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)
- Received certification as a Backup Weather Observer Site for the National Weather Service
- Approved Michael Moeller of Laird Law Firm as the new Airport Attorney
- Staff attended annual live fire training at the Eastern Iowa Airport in Cedar Rapids
- Relocated final tenants in old commercial terminal
- Setup online auction for furnishings and equipment in the old commercial terminal on GovDeals.com

Activities planned for next month and other comments:

- Auction ends for furnishings and equipment
- Advertise bidding for Terminal Demolition Project
- Begin Asbestos Abatement in Terminal

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

Along with City Administrator Aaron Burnett, Deputy City Administrator Brent Hinson, and Grants Coordinator Rachel VanHauen, I attended the 2024 HousingIowa Conference, held in Des Moines on September 3 - 5. The conference opened with a reception honoring Mason City as one of this year's Iowa Thriving Communities. During the conference, we met with several housing developers. Because of the Thriving Communities designation, Mason City has become very attractive, especially for projects using either Low Income Housing Tax Credits or Iowa Workforce Housing Tax Credits.

After the conference, on September 17 the City Council authorized release of an RFP to develop the City-owned site north of Fareway (referred to as the "Northbridge Site"). Several developers have shown interest in the site; proposals are due October 21. In anticipation of providing proposals and learning more about Mason City, one developer visited City Hall and toured development sites around the City, and another met with staff via Zoom. Several other meetings are already scheduled for early October.

In September the Development Services Department started the implementation process for 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. Cloudpermit has staff dedicated to Mason City to help transition to the new system. We expect to have the new system fully implemented in the first quarter of 2025.

Planning and Zoning Division: The Planning and Zoning Commission met in September to consider an amendment to the Zoning Ordinance. A law passed by the Iowa Legislature last session prohibited cities from requiring certain higher-quality building materials (such as brick, stone, etc.) on residential projects of 12 units or less. This would have affected Mason City's ability to ensure that small-scale residential projects in Downtown use building materials that are in character with Downtown. The new law provides an exemption for development within a "special purpose" zoning district. The P&Z recommended approval of an amendment designating the Z5 Central Business District as a "special purpose" district. This amendment will come to the City Council in October.

The Zoning Board of Adjustment met on September 3 and approved two requests for property at 1303 10th Street SE, to allow a variance to combine parcels resulting in a lot that is 306 feet deep (the maximum is 150 feet), and a conditional use permit to allow the total area of accessory structures to equal 2,400 square feet (1,200 is the maximum without the Conditional Use permit). Both requests were approved.

The Historic Preservation Commission did not meet in September. The Planning and Zoning Division completed 37 zoning reviews, 60 floodplain reviews, and three historic reviews.

Code Enforcement Division: The Code Enforcement officers reviewed 186 cases in September, compared to 123 cases reviewed in September 2023. The majority of the complaints were related to uncollected garbage and junk, rubbish, and refuse left on lawns and yards, and requests for code enforcement information.

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 and working with the Finance Director to explore funding options. 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 251 8th Street SE via Iowa Code 657A in September. While a final decision is forthcoming, it appears the condition of the house will require its demolition. This 66' x 130' lot may be a good candidate for a moved-in existing house, should one become available.

Building Inspections Division: 35 major building permits and 35 minor building permits were issued in August. Total construction valuation of all permits was \$13,422,151, leading to \$58,501 in permit fees.

Rental Inspections Program: The Housing Inspector inspected 131 units. A total of 33 Rental Dwelling Certificates were issued.

Transit & Safety Division: There were 11,361 rides on the fixed route system, up slightly from 11,279 in September 2023. Total ridership through September is up over the same period in 2023. Training was provided for four new employees, and 73 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 met September 20 to consider two requests. A request from YK Construction for a CoRL loan of \$30,000 for improvements to 1625 North Federal Avenue was recommended for approval, to turn the former Maria's Kitchen restaurant space to a laundromat. This request was expected to be considered by the Council on October 1, but the applicants decided to withdraw their request. A second CoRL loan request for \$30,000 by Midwest AcuTec, 3609 South Federal Avenue, was recommended for approval. This project includes the expansion of the existing office building and construction of an additional warehouse.

Developments: The Development Review Committee met four times in September. Six concept plans were reviewed, with three accepted as minor site plans and three which will require a major site plan. One major site plan was reviewed for a new commercial building on South Taft Avenue, south of Skyline Drive.

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

- Chick-fil-A at 3128 4th Street SW: Opening date announced for October 3.
- Interior work is nearly complete at the Amazon Fulfillment Center, a 50,000 sq. ft. distribution warehouse at the SW corner of 43rd Street SW and South Washington Avenue (just west of the Highway Patrol Division Station). 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 2nd Street NE. 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. Opening is expected in November.
- Habitat for Humanity has received permits to build six new homes on 26th Street SW, on the old Madison School site. They intend to construct 13 homes in this area over the next few years.
- Two permits were issued for a rooftop solar array (both residential).
- Work continues on the Prairie Rock Trail Bike Park, including the shelter building. A groundbreaking for the Evans Preserve Trail is planned for late October.
- 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.

Elmwood-St. Joseph Cemetery

Reported by Tyler Anderson, Cemetery Manager

Tyler

- Extremely busy with assisting families with burials, plot situations
- 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 wrap-up – 32 attendees at 1pm, 48 attendees at 2:30pm, 60 attendees at 4pm; \$3,350 in donations, \$1,160 in ticket sales; \$1,800 in expenses; net income of \$2,710
- Storm Sewer Project – McKiness has been on-site working on Storm Sewer updates near the new shop building
- Scattering Day – postponed scattering day from October 5th to a later date next Spring; we have many conversations and shared a lot of information with the public, but people weren't ready to scatter yet

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 starting to slow down, with dry temperatures
- Excited to share we have replaced all of the cemetery section signage in the cemetery, under budget, almost two years ahead of schedule
- Great work helping with various citizen requests
- Assisted Tyler with Cemetery History Walk
- Beginning to transition equipment from Summer to Winter use
- Spraying grounds with chemical to minimize weeds

Engineering Department

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

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 Package 3. Also, the Taft Avenue Water Main Loop project, Elmwood Cemetery Storm Sewer Improvements, the Downtown Pedestrian Ramp Compliance Program, Mason City Water Works Plant Upgrades project and the 43rd Street Lift Station and Force Main.

Bid Package 3 – Contractor: Henkel Construction Co.

Henkel continued working on the shelter portion of the project. Meanwhile, the existing hut housing Well A3 was demolished, the concrete foundation and footing work was completed and the new shelter erected. Packard Electric was also on site to set the new meter cabinet and bring the new power supply into the building from the new transformer installed by Alliant Energy.

Taft Avenue Water Main Loop – Consultant: SEH

The Taft Avenue Water Main Loop project was let on September 5, 2024. The award of contract to Summers' Enterprises, Inc. from Masonville, Iowa, was approved by the City Council at the September 17th meeting. The contract, bonds, and insurance certificate are anticipated for approval on the October 15, 2024, meeting agenda. The city, along with the consultant submitted utility crossing permits with the Union Pacific Railroad.

Elmwood Cemetery Storm Sewer Improvements – City Engineering

The City Council approved an award of contract for the Elmwood Cemetery Storm Sewer Improvements project at the September 3, 2024, meeting to Bob McKiness Excavating & Grading, Inc. (McKiness) in the amount of \$25,565.00. The contract, bonds, and insurance certificate were approved at the September 17th meeting, followed with a preconstruction meeting, and the contractor beginning work immediately afterward.

Downtown Pedestrian Ramp Compliance Program – City Engineering

The City Council approved an award of contract for the Downtown Pedestrian Ramp Compliance Program at the September 3, 2024, meeting to Larry Elwood Concrete in the amount of \$75,412.00. The contract, bonds, and insurance certificate were approved at the September 17th meeting, followed with a preconstruction meeting, and the contractor beginning work immediately afterward.

Mason City Water Works Plant Upgrades – Consultant: SEH

The City Council approved an Agreement for Professional Services with SEH on September 17, 2024. The agreement with SEH provides for professional services necessary to assist the city in identifying the complete scope of work and performing preliminary engineering related to the replacement and upgrading of existing equipment in the water treatment plant located at 339 13th Street NE. Several on-site meetings have taken place to review existing conditions and operational functionality of the plant, collect photos and measurements, etc. for use in determining staging, phasing, and assistance with preliminary planning. An additional site visit was held on September 30th with a water/wastewater contractor to assist with determining the level of effort associated with treatment equipment replacement.

43rd Street Lift Station and Force Main – Consultant: SEH

The Consultant continued working on the plans and has nearly completed the civil related design. The design required additional coordination on limits with the New Energy Freedom Project Manager. The Consultant also continued their work on the design plans and specifications for the Lift Station.

Finance Department

Reported by Brent Hinson, Finance Director

Utility Billing

- Working toward accepting credit cards in person at the Utility Counter in the coming months
- Mailed 9,854 utility bills and 343 disconnection notices, completed 359 utility service orders

Finance

- Attended Housing Iowa Conference in Des Moines and coordinated numerous subsequent meetings with different housing developers and our team.
- Attended Rural Economic Development Summit at NIACC. Great program and thanks to First Citizens for organizing.
- Attended ICMA Annual Conference in Pittsburgh, PA. Sessions attended included a micro-certification session on attaching performance measures to strategic plans.
- Attended 3 Development Review Committee meetings.
- Completed AFR (send to Council 10/1) and Street Finance Report (approved by Council 9/3 and submitted).
- Bidding of CD Investments- 2 CDs were renewed at First Citizens: 1) \$5M for 91 days at 5.05%; and 2) \$3M for 182 days at 5.00%. With the Fed's subsequent rate cut, this is probably the last time we will see 5% or more for a while on these investments.
- Coordination with Southbridge Mall operations
- Printed 746 payroll checks/stubs, 545 payable checks
- Reconcile credit card bank deposits for Aquatic Center, Golf Course, Campground, Arena, Police Department, Cemetery, & Inspections
- Scanned 1273 invoices for payment processing
- In-depth work on our annual ACRF audit
- Applications submitted for David and Phyllis Murphy Foundation, Stratford Foundation Grants
- 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
- Create water fire hydrant flush lists x 19
- Edit traffic sign inventory
- Edit sanitation day division line

IT

- Numerous new computer builds
- Work with RSM on 15th Street Lift Station
- Electronics Recycling
- Renew Malware subscription

Fire Department

Reported by Erik Bullinger, Fire Chief

EMS OPERATIONS

Firefighter McGillivray obtained his paramedic certification

FIRE OPERATIONS

Fire crews were on scene of a large natural gas leak due to an underground gas line strike by a construction crew. Due to the size of the gas line and the complexity of the repair, fire crews remained on scene for over 36 hours providing fire protection and air monitoring.

Commercial fire at a storage facility was extinguished by fire crews limiting the damage to a single storage unit.

Commercial fire at a large retail store was extinguished by fire crews confining the fire to a single heating unit, preventing damage to the rest of the building.

FIRE PREVENTION BUREAU

Scheduling activities for fire prevention week.

Building inspections and fire investigations

Two members attended the IAAI conference in Johnston, IA

HAZMAT

No Hazmat calls this month.

Hazmat leadership assisted in planning the annual State Hazmat Symposium to be held in Ottumwa on October 18th.

TRAINING

Firefighting

Review of large vehicle tire fires after a death of a firefighter in California. This led a site visit to Heidelberg Materials where MCFD could see the plant, heavy equipment and the large tires. Staff now knows plant safety operations and how to work together with company staff in the event of an emergency.

Company training on ladder drills, pumping and drafting, 1410 drills and driving of front run and reserve apparatus.

EMS

Human trafficking and Capnography classes for continuing education.

Battalions continue to review EMS calls to see what they could improve on.

COMMUNITY EVENTS

Fire prevention week is fast approaching, October 6-12, with site visits planned to schools, adult groups and businesses.

RENOVATIONS UPDATE:

- Training room complete and fire crews are now using the basement as sleeping quarters.
- Main floor office area demolition is underway.
- Masonry work continues with new dorm exterior walls complete.



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	19	31
Engineering	16		16
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	63		63
Police	47		47
Recreation	7		7
Youth Task Force	2		2
Grand Total	239	34	273
Plus 129 Seasonal employees			

Staffing

Currently we have 10 recruitments underway and 1 additional being worked on, with a total of 20 vacancies that are in various stages of the recruitment process. Hired 1 full-time, 1 part-time, and 3 seasonal employees during September. We experienced 1 full-time resignation, 3 retirements, and 35 seasonal terminations during the month. We have 1 more retirement occurring during the next two months.

Hiring Activity:	- Police Officer-9 openings (Police): Continuing recruitment, conditional offer on 4 candidates, and processing background checks on 1 applicant from the July and Sept recruitment. Next testing date is scheduled for 11/20/24.
	- Library Clerk - 1 opening (Library): Recruitment continuing.
	- Heavy Equip Operator Water Reclamation - 1 opening (O&M): Created external Civil Service list, interviews scheduled for October.
	- Utility Worker Water Utilities - 1 opening (O&M): Created external Civil Service list, conducted interviews, and candidate selected subject to approval by council in October.

- Firefighter/Paramedic - 2 opening (Fire): 1 conditional job offer made subject to approval by council in November.
- Public Works Director - 1 opening (O&M): Recruitment continues with interviews scheduled for October.
- Programming Assoc - 1 opening (Museum): Interviews conducted and offer made. Candidate to start in October.
- Asst Water Supply Supt - 1 opening (Engr): Conducted internal recruitment, interview scheduled for October.
- Electrical Inspector - 1 opening (Dev Services): Changes to minimum qualifications being updated in the City Code in October, then will begin recruitment.
- Transit Driver - 2 driver openings (Dev Services): Hired 1 candidate and continuing recruitment.
- 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 started work in September, providing much needed additional resources. The workforce celebrated our annual employee fall festival enhancing employee morale.
- Additional work is underway to complete the remaining conversion of secondary Human Resources files to electronic records. Implementation of a new HRIS electronic database system is on a temporary pause. Annual benefit enrollments will begin in October. Advance planning for upcoming labor negotiations are underway.

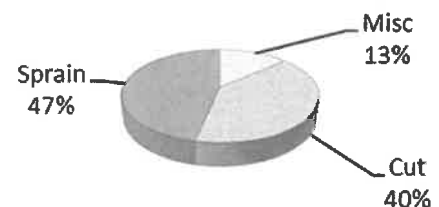
SAFETY STATISTICS

The City has experienced 15 injuries requiring medical attention in 2024 compared to 21 injuries during the same period the prior year. Our workers' compensation experience rating continues to show strong improvement over the past several years.

Sep Medical Cases



YTD Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

No report from the Museum this month.

Operations & Maintenance/Parks Department

Reported by Brent Hinson, Interim Operations & Maintenance Manager

Utility Division:

4 Main Breaks
1 Service repair
Replaced 2 Valves
Replaced/Moved 1 Hydrant
Utilities Disconnects for Demo House
Hydrant Flushing
17 yards of Concrete poured
Hauled Rock In/Spoils Out

Water Reclamation Division:

- Stephany Teisinger passed her grade four waste water test
- Kyle Locky passed his grade one waste water test
- Started hauling biosolids
- Cleaned our UV system
- Held our precon for the 2024-25sewer repairs
- 30% plan completion review with WHKS for the plant upgrade
- Helped WHKS with some sewer dye testing

Sanitation Division:

- 1) We had a lot of large item stops in September: 78 of them.
- 2) It looks like some of the ½ sticker people figured out that doesn't work, as I have had very few calls on that this month.

Trash talk: American's throw out 4.9 pounds of trash per person every day.
The U.S. Produces 12% of the planet's trash but is only home to 4% of the world's population.

Street Division:

One of the new trucks was completed at the body builder and delivered to us. It has been placed into service. We have two other trucks at the body builder now.

Worked on getting the shoulders graded before winter.

We did a tree planting on Sept 11th with help from kids from the high school

Put out road closed signs for the Brew to Brew Bike ride and Ethnic luncheon

Continued working on ash tree removal, our 20-year-old hi-ranger had to go into the shop for repairs.

City electrician has been working at the mall

Parks Division:

Painted the Monroe Basketball courts and we also did the courts at Georgia Hanford

Set out items for Brew to Brew Bike Ride, Chamber Cup, Ethnic luncheon this month

Painted the parking lot spaces by the 457 Cannonball Train

Removed graffiti at Prairie Playground

Used new blower to pick up leaves around the 457 Cannonball Train

Police Department

Reported by Jeff Brinkley, Police Chief

September Highlights

- Patrol
 - Officer Mark Tiedemann was promoted to Sergeant and assigned to 3rd Detail on September 30.
 - Third Detail patrol officers responded to a welfare check on a male armed with a rifle at a park. They were able to establish communication, safely deploy a react team, and worked to de-escalate the situation. Their teamwork resulted in a successful surrender of the weapon and the male being transported to Mercy for psychological assessment.
- Support Services
 - Animal Control issued ten citations for animal offenses and we took 53 animals to shelter. We also had 7 bite cases.
 - The Crime Victim Specialist continues to be an important role at MCPD. This month, the CVS was able to assist and support a domestic assault victim in completing an application for Crime Victim Compensation and for victim notifications. This process took nearly ten days to complete while the CVS built a relationship with the victim.
- Administration
 - We met this month with our community Mental Health Stakeholders to share 2023 call for service data and to review a case study for a local client. We came up with ideas about how to better serve those in our community with behavioral health issues and how we can look ahead to better serve them in the future.

Public Library

Reported by Mary Markwalter, Library Director

The library hosted many programs in September for children and adults. Lego Club was especially popular again this month as were book club meetings.

We conducted interviews for the part-time clerk position. We hired someone and they did not come to the first day of work, the person did not call to explain herself. Tiffany Hammond left a message for her and did not receive a return call. We continue the search.

The Cerro Gordo Library Association met on September 25 and decided to request a 5% increase in funding from the County Supervisors for FY2026. The Association discussed a new formula for distributing county library service funds to the individual libraries in Cerro Gordo more equitably. The new formula will be discussed and possibly confirmed at the next Cerro Gordo Library Association meeting.

Recreation Department/Highland Park Golf Course/Mason City Arena

Reported by Brian Pauly, Recreation Superintendent

September kicks off our fall programs. Our before and after school programs continue to see weekly growth at all locations (Roosevelt, Hardening, and Hoover Elementary Schools). I received several comments that our before and after school program is very beneficial to families because we are one of the only programs in town which is based solely on an hourly fee structure.

I could not be more impressed with the youth sports program! It's been an incredible experience for children throughout North Iowa, both on and off the field. The coaches are not only knowledgeable and skilled but also incredibly supportive, teaching the kids the value of teamwork, discipline, and perseverance.

I want to take time to explain the importance of our youth sports program. Our program fosters a positive environment where each child feels encouraged and included, regardless of skill level. I've seen tremendous growth in our youth's confidence, athletic abilities, and social skills. It's amazing how much fun they have while also learning important life lessons. I highly recommend this program to any parent looking to get their child involved in sports. It's a great way to stay active, make friends, and build character.

The Mason City Family Aquatic Center started to see improvements by our Parks Department. Dennis Westendorf and his crew started to make improvements by refining our delivery area for supplies and chemicals, fixing broken sidewalk sections, and repainting doors.

Highland staff are working diligently to keep the course watered during the mid-August and September dry conditions. We have fixed 4 major irrigation leaks so far this year, but Eli McGallion had to get creative to fix these areas due to parts being discontinued. The leaks are fixed now but these areas must be manually turned on and off. There are approximately 22 manual valves now on the course. If you add the 88 quick couplers with the 22 manual turn-ons, that equals 110 areas of the course that need to be manually turned on and off.

The course is also dealing with 9 spots that currently do not have working irrigation controls which failed prior to McGallion starting in April 2023. These spots are all located in the fairway; we don't have the means to correct these areas. My largest concerns are the 3 major wet spots we have on the course. It is getting harder and harder for McGallion to find time to address these areas due to Gate Valves not being installed. McGallion must turn the water off to the whole course to fix any of these items and the turn-off for the course is in the middle of the road on 19th Street.

The watering issues are compounded by reduction in staffing due to our part time work force returning to school. McGallion spends 95% of his time dealing with water and fixing irrigation

issues. This is an issue as McGallion should be working on weed control/prevention. With that being said, McGallion and Nick Largent continue to provide a high-quality municipal golf course.

Ethan McHenry, with his crew, worked hard at the end of August and the first week of September to lay ice on the arena floor. This is the first year that no teams complained about the quality of ice at the beginning of the season. The North Iowa Bulls have played one home game while the Mason City Toros played three games. The arena stayed busy with Mason City Youth Hockey tryouts and figure skating practices throughout the month. In addition, the month of September saw four public skates.

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator

Activities for the Month of September 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. The Beautification Program is coming to an end with fall approaching. The flowers beds are being cleaned off getting ready for next year. The Volunteer Program has had five new volunteers join this month bringing the new volunteers to 21 in the last 5 months. Thank you for joining in our different City projects. A grand total of 193 volunteers volunteered 1243.75 hours in the month of September.

- Volunteer supplies for Earth Day Cleanup, coordination, ongoing throughout the fall.
- Worked with vendors for Beautification program, communicated payment and garden information. Bills are still being submitted to be paid to vendors.
- Continued to supply Earth Day Groups with bags, and gloves for cleanup areas on going.
- Tree planning was completed with High School students.
- Worked with several new volunteers on projects currently active and upcoming projects.
- 457 Cannonball Park was very active with 16 volunteers giving back 165 hours this month.
- Worked on setting up meetings for student volunteer times.
- Cemetery had the History Walk this month - thanks to all their volunteers.
- Worked with several gardeners on cleanup efforts of Beautification program.
- Took progression pictures of flower gardens for reports.
- Continued to work on end of year reports for Beatification and other grants.
- Two groups this month worked in the Big Blue Park area to cleanup and improve the park.

Youth Task Force

Reported by Youth Task Force Director

Grant/Budget Updates:

- All reports and claims for August were approved.
- IHHS grantee webinar took place on 9/19.
- Grant tracking/expense reporting

One on One Mentoring

- Monthly check in with community-based mentors.
 - Peer mentoring planning and contacts with counselors, referrals, and recruitment training at Newman, Forest City, John Adams, and MC Alternative HS.
 - Updated program materials for mentor recruitment and mentee orientation
 - 9/8 Trinity Lutheran Ministry Fair, recruitment and YLI sharing (16)
 - 9/17 mentee orientation
 - 9/30 Mentor Training
 - 9/30 YLI sharing (21)

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.
 - Before/after school program, in-home childcare provider, and center staff bonus program implementation and coordination
 - On going wage supplement program administration and weekly check-ins
 - State funding projections
 - 9/3/24 Impact team meeting
 - 9/18 WEP meeting
 - 9/24 Employer Engagement Breakfast

Executive Board Meeting- Meeting took place 9/19.

Other:

9/4 Webinar NMRC: The Power & Importance of Peer Mentoring

9/5 Partners for Children meeting

9/11 DFC Youth Suicide Prevention Webinar

9/12 Office Safety Check and Phishing Training Completion

9/20 Webinar NMRC: Peer Mentoring & Considerations for Your Program