

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

November 2024

(Issued December 13, 2024)



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

Airport

Reported by David Sims, Airport Manager

Date: November 2024

United Airlines Enplanements/Deplanements	FBO Fuel Flow
From 11/1/2024 – 11/30/2024	27294 Gallons
Enplaned 705 / Deplaned 746 (+52% November 2023, +12% year to date) *Highest since July 2022	(+48% from last year)

Routine Activities for the month – Administration and Operations:

- Asbestos abatement completed in old Commercial Terminal
- Old Terminal utilities disconnected in preparation for building demolition
- New Aircraft Rescue Firefighting Vehicle placed in service
- Approved annual marketing contracts
- Approved new 15-year lease with Fixed Base Operator, Charles City Aeronautics d/b/a North Iowa Air Service

Activities planned for next month and other comments:

- Bid opening for Terminal Demolition Project
- Transportation Security Administration will be updating screening equipment in the Terminal Security Checkpoint
- Prepare Fiscal Year 2026 Capital Improvement Budgets

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

With the weather getting colder, building activity slows down. As people move indoors, nuisances affecting outdoor areas also lessen. To some degree, this is fortunate, as Development Services has to recruit a new Electrical Inspector after the previous inspector took a new job with the State of Iowa. Interviews were held November 18; if an offer is accepted, approval of the appointment will come to the Council in December. We hope to be fully staffed by the first of 2025.

In November, the City Council approved a proposal from Horizon Development, Inc., to develop a 45-unit senior housing project at the Northbridge Site, north across US 65 from the Fareway store. This project will include 15 1-bedroom and 30 2-bedroom units, as well as an underground parking garage with 35 spaces. Staff is negotiating the purchase agreement with Horizon.

Also in November, the Council approved the annexation of just over 40 acres at the southeast corner of Iowa Highway 122 and Lark Avenue, which contains the parcel for the new Tractor Supply store. The annexation will become official when it is acknowledged by the Iowa Secretary of State.

Planning and Zoning Division: The Planning and Zoning did not meet in November. The Zoning Board of Adjustment met and approved a variance to allow a six-foot fence in the secondary front yard at 1643 North President Avenue (the ordinance maximum fence height is four feet).

The Historic Preservation Commission met to consider a Certificate of Appropriateness for installation of a communication antenna on the north upper facade of the Brick and Tile Building, 103 East State Street. The Commission found that the placement of the antenna was consistent with the existing antennae on the building, which were placed prior to the Certificate of Appropriateness requirement. The Commission also reviewed the demolition of a garage at 607 North Van Buren Avenue (which was determined not be historic, allowing demolition).

The Planning and Zoning Division completed 24 zoning reviews, 30 floodplain reviews, and five historic reviews.

Code Enforcement Division: The Code Enforcement Division is preparing for snow season, when some property owners fail to remove snow and ice within 48 hours of the snowfall as required by City Code. Snow complaints are forwarded to the City's contracted snow removal contractor. For the most part, there are fewer outdoor nuisances after the first major snowfall, as many are hidden by the snow. This makes spring a busy time for the Code Enforcement officers.

There were 63 code enforcement case requests opened in November, of which 30 were initiated by staff and 33 initiated via complaint. Of these, 21 cases were requests for code enforcement information, 17 were junk, rubbish and refuse complaints, and 10 were for uncollected garbage.

In October, the Code Enforcement staff submitted three vacant houses to the City Attorney to be declared abandoned. If the owners do not bring the houses up to code, we will petition the Court to deed them to the City according to Iowa Code 657A.10. We are awaiting further action by the City Attorney.

Building Inspections Division: 12 major building permits and eight minor building permits were issued in November. Total construction valuation of all permits was \$877,431, leading to \$12,461 in permit fees.

Rental Inspections Program: The Housing Inspector inspected 84 units. A total of 35 Rental Dwelling Certificates were issued. The program collected \$1,365 in Rental Dwelling Certificate fees and fines.

Transit & Safety Division: There were 11,179 rides on the fixed route system, up slightly from 10,838 in November 2023. Total ridership through November is up by over 13,000 riders over the same period in 2023. Training was provided for seven new employees, and 105 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 November 27 to consider a BURLS grant application from Brick and Tile, LLC. The owners of the building at 103 East State Street are requesting a \$100,000 grant to replace the aging fire escapes on the east side of the 8-story building. While this repair will not have a noticeable impact on the real property value of the building, the Grant and Forgivable Loan Committee felt that the historic significance of this building and the need to ensure that it remains safe and accessible justifies the grant.

Developments: The Development Review Committee met twice in November. Residential, commercial, and industrial projects that are recently begun or are underway include:

- 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 project is expected to be open in December.
- 43 North Iowa is remodeling the old Globe Gazette Building at 300 North Washington Avenue into a residential center and program headquarters.
- 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.
- Habitat for Humanity has started building 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 rooftop solar arrays (both residential).
- Work continues on the Prairie Rock Trail Bike Park, including the shelter building. A groundbreaking for the Evans Preserve Trail was held in October.
- Construction of the Willow Creek Riverwalk is making great progress.

- The foundation has been poured for the Delaware Apartments at the NW corner of 1st Street NW and North Delaware Avenue. This project includes covered parking under the building, as well as parking spaces outside the building. The parking will be leased to the City, who will then provide parking spaces to the public.
- The long-vacant storefront at 1625 North Federal Avenue, which last contained Maria's Kitchen restaurant, has received a permit to convert it into a dwelling unit.
- Briarstone West Offices has begun construction of a 3-unit office/commercial building at 2615 Skyview Lane. A total of four office/commercial buildings are anticipated at this site.

Elmwood-St. Joseph Cemetery

Reported by Tyler Anderson, Cemetery Manager

November 2024 Staff Update – Elmwood – St. Joseph Cemetery

Tyler

- Extremely busy with assisting families with burials, plot situations
- New columbarium project complete, with new concrete pad
- Winter Flower and Wreath Program – 140 orders
- Storm Sewer Project – 100% complete
- Wreaths Across America – program scheduled for 11am on Saturday, December 14th, 2024; 608 wreaths donated and to be placed at gravesite of veterans

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:

- 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
- New columbarium – concrete pad complete, working on placing sculpture
- Beginning to transition equipment from Summer to Winter use
- Spraying grounds with chemical and fertilizer to minimize weeds

Engineering Department

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

The following is an update on some of the most notable Mason City projects at this given time. They include the IA 122 Mercy Corridor, Prairie Land Trail Connector, Taft Avenue Water Main Loop, Downtown Pedestrian Ramp Compliance Program, Mason City Water Works Plant Upgrades and the 43rd Street Lift Station and Force Main Project.

IA 122 Mercy Corridor – Consultant: WHKS

The final plans were submitted to the Iowa DOT (DOT) following the DOT's review and question period. The DOT will advertise for bids and the project will be released for public bidding. The project is scheduled for an Iowa DOT January 2025 letting. The project construction plan will span two construction seasons, 2025-26.

The Mason City Engineering Department also worked with District 2 Engineering staff to draft a final version of the Preconstruction Agreement. The agreement will come before the City Council for approval in December.

Prairie Land Trail Connector – Consultant: WHKS

WHKS completed the design and preparation of plans and specifications for the Prairie Land Trail Connector project. The project was advertised and made available for bidding on November 20th. A public hearing on the plans and specifications was set for December 17, 2024, by the City Council at their regular meeting held on November 19th. A project award and contract approval are anticipated on December 17 following the project letting on Tuesday, December 10, 2024.

Downtown Pedestrian Ramp Compliance Program – City Engineering

The first phase of the planned five-year program went very well. In total, thirteen of the more difficult ramps for meeting compliance were completed through Phase 1. The City Council accepted the work and approved final payment to Larry Elwood Concrete at their November 19, 2024, meeting.

Mason City Water Works Plant Upgrades – Consultant: SEH

SEH continued working with their Mechanical and Structural Engineers to formulate a scope of work. This also included working with Veolia, the supplier of the major EDR components of the water treatment up-grade equipment. We are awaiting Veolia's estimate timing and scheduling for delivery of equipment which will then be incorporated into draft contract documents as the project is being developed. I anticipate a final engineer's opinion of cost to be completed soon, which will also provide direction, moving the project forward.

This project is being reviewed and considered as a Construction Manager At-Risk (CMAR) project. I am considering using this method of procurement and contracting for this project in part, due to the complexity of the coordination necessary to complete the upgrades without interruption to the normal operation of the treatment plant.

Taft Avenue Water Main Loop – Consultant: SEH

The Taft Avenue Water Main Loop project was let through the city in September. The award of contract to Summers' Enterprises, Inc. from Masonville, Iowa was approved by the City Council in September and the approval of contract, bonds, and insurance certificate in October. In anticipation of starting construction in the spring, the City and SEH developed an Agreement for Professional Service that addresses project observation and administration services.

City Staff also met with the Environment Protection Agency (EPA) through virtual medium for introductions of staffing working on the project and to discuss the progress the city has made on the project. Following the meeting, approximately twenty-five project related documents were uploaded to the EPA through a portal for their review of compliance with the terms of the grant agreement.

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

SEH completed a survey needed to prepare a Property Acquisition Plat. The Consultant also continued working on final plans for the Lift Station.

Other Notable Items by the City Engineer during the Month of November Include:

Participation in the Mason City SS4 Action Plan Kick Off Meeting with the Federal Highway Administration.

Participated in a meeting with Neptune representatives and Finance Department Staff for discussions on Technology Upgrade Option related to water meter data collection.

Attended planning meetings with Shelley Oltmans and other city staff for the East Park Project.

Met with developer and city staff to review and discuss a concept layout for the Tahoe Development located south of the 19th Street SE extension and Stone Pillar Developments.

Participated in a Concrete Overlay Seminar/Webinar with the CP Tech Center.

Attended an Open House event for the new SEH offices located in the Wells Fargo Building, 10 North Washington Avenue.

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; waiting for new equipment
- Mailed 9,793 utility bills and 316 disconnection notices, completed 299 utility service orders

Finance

- Attended 3 Development Review Committee meetings.
- Various coordination and work on strategic planning process.
- Meeting with Federal Highway Administration on SS4A grant for 122 West.
- Attended Brownfields Assessment open house.
- Submitted TIF annual report to State and TIF certification to County following City Council approval.
- Prepared FY25 Budget Amendment #1 and sent to Council for consideration of hearing on December 17.
- Meeting with Ferguson and Engineering on Neptune metering technology changes.
- Bidding of CD Investments- 3 CDs were bid and awarded, all to First Citizens: 1) \$5M for 89 days at 4.71%; 2) \$4M for 180 days at 4.57%, and 3) \$2M for 363 days at 4.31%.
- Also coordinated 3 CD renewals for MacNider Art Museum.
- Coordination with Southbridge Mall operations
- Printed 1065 payroll checks/stubs, 561 payable checks
- Reconcile credit card bank deposits for Aquatic Center, Golf Course, Campground, Arena, Police Department, Cemetery, & Inspections
- Scanned 1199 invoices for payment processing
- Wrap up of the annual ACRF audit
- HOME rehab Block Grant work
- SS4A Workplan
- Thriving Communities Grant Meetings
- EPA Watermain Loop Grant work
- Wellness Committee-Donation Drive
- Monthly Reports: Byrne Justice Assistance Grant (JAG); Brownfields

GIS

- Assisted with completing the lead line mailing list.
- Export and share bicycle trail shapefiles with NIACOG.
- Participated in IGIC lunch and learn.

IT

- KnowBe4 meeting.
- Double check bus door programming for holiday.
- Finish installation of camera software for museum.

Fire Department

Reported by Erik Bullinger, Fire Chief

EMS OPERATIONS

2 personnel testing for NREMT Paramedic Certification

Two grants were received for the replacement of video laryngoscope systems totaling \$16,000. These will go on each ambulance.

Focused coordination with Mercy One staff to improve overall Stroke and Sepsis care guidelines that will positively affect the community.

FIRE OPERATIONS

Aerial apparatus specification committee meeting regularly to create specifications of new ladder truck.

Purchased a new drone equipped with advanced mapping and thermal imaging with funding through a grant from Ag Processing Inc.

Firefighter Ryan Merrill started new recruit academy.

FIRE PREVENTION BUREAU

\$5000 grant received from the DIAL (Former State of Iowa's Fire Marshals Office) for fire investigation equipment- funded from firework permit fees at state level.

Completion and final inspections of the Project Prairie Warehouse.

HAZMAT

Attended a tabletop exercise at Oneok Inc. in Clear Lake to review propane emergency response to their facility. Attended jointly with Cerro Gordo County Emergency Management, Clear Lake Fire Dept., LEPC Chair, and Oneok facility staff.

Held Hazardous Materials Operations level class.

TRAINING

Firefighting

Acquired structure used for fire training-search & rescue, hose deployment & hydraulic ventilation.

EMS

Three staff attended IEMSA Conference taking various classes for continuing education. AHA disciplines of BLS, ACLS & PALS instructed staff and renewed instructors' credentials.

OTHER EVENTS

Two Honor Guard members participated in a special event at IEMSA's Honoring Our Own ceremony.

Met with Girl Scout Troop 401 (4th & 5th graders) to assist with assembling first aid kits and teaching basic emergency skills, to help them earn their First Aid badge.

RENOVATIONS UPDATE:

Near completion of men's locker room

Demo of women's locker room expected to begin soon

Conference room windows installed

Utilities installation continues throughout most of the building

Human Resources Department

Reported by Perry Buffington, Human Resources Director

<u>Department</u>	<u>Full-time</u>	<u>Part-time</u>	<u>Grand Total</u>
Airport	5	2	7
Cemetery	3	1	4
City Administration	3	1	4
Development Services	11	20	31
Engineering	17		17
Finance	11		11
Fire	46	1	47
Human Resources	3		3
Library	14	3	17
Mall	1	7	8
Museum	6	2	8
Operations & Maint	64		64
Police	46		46
Recreation	7		7
Youth Task Force	2		2
Grand Total	239	37	276
Plus 129 Seasonal employees			

Staffing

Currently we have 11 recruitments underway, with a total of 19 vacancies that were in various stages of the recruitment process. Hired 5 full-time and 1 part-time employees during November. We experienced 2 retirements, 1 full-time resignation, and 2 seasonal terminations during the month. We have 1 more retirement occurring in January.

Hiring Activity:	- Police Officer-10 openings (Police): Continuing recruitment, conditional offer on 1 candidate. Next testing date is scheduled for 1/18/25.
	- Heavy Equip Operator Water Reclamation - 1 opening (O&M): Job filled internally in November.
	- Street Maint Worker - 2 openings (O&M): One opening filled internally subject to Council approval in December.
	- Firefighter/Paramedic - 2 opening (Fire): One new hire in November. Creating a new civil service hiring list with testing scheduled for 12/7/24.

- Public Works Director - 1 opening (O&M): Interviews conducted in October, and job offer made subject to approval by Council in November.
- Programming Assoc part-time - 1 opening (Museum): Job filled in November.
- Electrical Inspector - 1 opening (Dev Services): Interviews conducted and offer made subject to approval by Council in December.
- Water Distribution Worker - 1 opening (Engr): Job filled internally.
- Admin Asst - 1 opening (O&M): Recruitment conducted, with interviews scheduled for December.
- Transit Driver - 1 driver opening (Dev Services): Continuing recruitment.
- Admin Asst - 1 opening (O&M): Recruitment conducted, with interviews scheduled for December.

Labor Relations/Legal

No significant labor issues to report. Next contract negotiations will occur late 2024/early 2025 with the Teamsters.

Major Projects

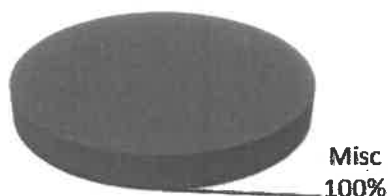
- Due to a large number of retirements this fall our primary focus remains on the large number of recruitments and staffing needs, with key priorities on the Public Works Dir, Police Officer and Electrical Inspector vacancies. During November we also completed our annual benefit enrollment.

- To enhance future police recruitments, we are finalizing plans to utilize alternative marketing strategies and tools. Integration of our new HR/Records Specialist position into the department has been successful and offers improved productivity and customer service levels. Advance planning for upcoming labor negotiations continue.

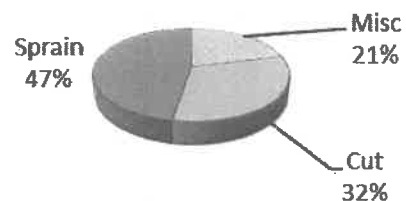
SAFETY STATISTICS

The City has experienced 19 injuries requiring medical attention in 2024 compared to 23 injuries during the same period the prior year. Our workers' compensation experience rating continues to show strong improvement over the past several years.

Nov Medical Cases



YTD Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

- The Museum prepared for its upcoming community event: Holiday Open House. This was done by planning activities for families, scheduling Santa and Mrs. Claus, scheduling the Mayor, scheduling the Clarinet Society, calling and scheduling volunteering, and asking for donations of cookies.
- The Museum also planned its MacNider: Off the Clock! For Dec 13th. Volunteers were called and the Musician, Sam Crosser, was scheduled.
- Staff created a wardrobe for Buddy the Elf for his marketing campaign.
- The Museum will continue to make changes to the schedule until a new Programing Associate can be found.
- The Museum hosted rentals and used the Salsbury room for a variety of events.
- 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 created its spring class flyer.
- The Museum hosted its fall puppet show.
- Classes were Oil pastels, Hand Building with Clay, Art Bugs, Master Artists, and Kids Club.
- Outreach and tours were: Lifelong Learning, Church Retreat Rental, Relators rental, Bridal Shower, Parks & Rec Halloween.
- Total Museum attendance was 1129

Operations & Maintenance/Parks Department

Reported by Jim Collins, Public Works Director

Utility Division:

Hauled Spoils Out
Hauled Rock in
Turned Valves
Worked on PD Gun Range
Jetted Storm Sewer
Painted Fire Hydrants

Water Reclamation Division:

- *O & M leadership meeting
- *Returned rented semi
- *Removed old unrepairable generator from 15th St. lift station
- *Toured several wastewater plants in the area to look at equipment that may be installed in the new project
- *Cleaned up hauling equipment and put away for the year
- *Performed routine maintenance on pumps in pump station two
- *Jason Howe started as our new collection system person
- *Sold old generator from 15th Street Lift Station
- *Unloaded and installed new generator at 15th Street Lift Station
- *Plant Laboratory chemistry audit was done by the Iowa DNR
- *Performed several industrial pretreatment inspections at Metalcraft, Smithfield, Church & Dwight, MN Rubber, & REG
- *Had a zoom meeting with Culver Hahn Electric regarding computer for our plant generator

Sanitation Division:

Yard waste ended on Friday, December 6.
Large item pick-ups are still going well.

Street & Parks Division:

Hung lights in Central Park
Continued Ash Tree removal
Catch basin crews finished up the year with a project on 2nd and Washington
Hung wreaths downtown
Graded alleys

Police Department

Reported by Jeff Brinkley, Police Chief

Highlights

- Patrol
 - Officers serving an arrest warrant on 2nd Detail stumbled into a DMT lab in November. The lab was located in a shed where the wanted person was hiding out. Officers found the lab items to be suspicious and called in the North Central Iowa Narcotics Task Force. DMT is short for dimethyltryptamine and is a psychoactive substance. This is the first lab of its type in the area. It was dismantled by drug task force personnel.
- Criminal Investigations
 - CID continues to work a variety of case work. For November, we charged a felony stalking case and a sexual assault case.
 - New case work included three sexual assault investigations, two dependent adult abuse cases, an ATM jackpotting case, two fraud investigations, and one arson case.
- Administration
 - We wrapped up Phase 3 of the MCPD Remodeling Project and are beginning work on the final phase. Completion of the new long-term storage area and locker room facilities have been well-received by our personnel. We have a facility that we can be proud of and believe it will help us retain current staff and recruit new officers.

Public Library

Reported by Mary Markwalter, Library Director

Library Director spoke at several meetings:

- *About the library at a Medical Alliance meeting.

- *Noon Lion's Club about Sculptures on Parade.

- *Noon Rotary about Sculptures on Parade.

Working on the FY2026 capital budget.

The library hosted many very nice events in November, Story Times, Lego Club, Creating Writing, Teen and Tween craft nights.

The library received grants from the Murphy Foundation and the Stratford Foundation to provide reading programs and electronic play tables in the youth department.

Recreation Department/Highland Park Golf Course/Mason City Arena

Reported by Brian Pauly, Recreation Superintendent

Highland Golf Course saw a record number of days open for the season! The course had at least one round of golf played over 258 days, which is 70.5% of the year. An average year sees the course open 59.8% of the year. Being open this long could see staff burnout, but the leadership of Nick and Eli kept the staff spirits high all season long. The team faced an abnormally wet spring and drought during the fall, even with these weather conditions the course was in extraordinary condition. I received the most compliments this summer about the great shape the course is in. The crew is gearing up for Highlands 100th birthday this coming summer.

November kicks off open gym programs for adults. We offer basketball, volleyball, and pickleball. Youth sports continued their league season in volleyball and dodgeball. Last year, the department wanted to expand our reach with children ages 4 and under. Dylan started Toddler Time and over the year we have seen numbers grow in the program. They do story time, games, and snacks. Parents and Toddlers both have smiles on their faces when they leave! The department also runs tumbling and preschool sports for that age group which happen in November.

The Before and After School program saw a huge increase in participation. This is the most kids served since the COVID pandemic. I have stated this before, but it is worth stating again. I have been told by several parents that our Before and After School is affordable and flexibility is crucial to our families.

The department is starting to review the process for our registration program. We currently use Active Network. We are requesting demos for 9 different systems. I believe we can have more efficient registration software while adding marketing and sports league scheduling at a cheaper price.

Linda has started Throwback Thursday and Flashback Friday on social media. This has been a HUGE success. We have seen our followers increase and the number of likes and shares have been remarkable. The post on November 8 had a 9,121 reach, 273 comments, 25 shares, and 36,673 views!

The Mason City Arena has been very busy over the past month with hockey. The arena hosted 4 North Iowa Bulls games, 5 Mason City Toros games, 12 Mason City High School Hockey Club games, and 12 other different level hockey games. Mason City Youth Hockey also hosted a 12-team tournament with 3 states represented. Ethan McHenry continued the in-house improvement plan to fix minor concerns throughout the arena.

Volunteer Program

Reported by Mary Litterer, Volunteer Program Coordinator

Activities for the Month of November 2024:

The Mason City Volunteer Program is involved in numerous projects. Earth Day can continue by adopting an area to pick up over the winter, when out for a walk or walking your dog - take a bag along and pick up trash. The Beautification Program has come to an end, all flower beds are cleaned and ready for next year, and an organizational meeting will be in the spring for adopting beds. The 457 Cannonball was decorated for Christmas this month. The Volunteer Program has had four new volunteers join again this month bringing the new volunteers to 28 in the last 7 months. We thank you for joining in our different City projects. There were a total of 160 hours the month of November.

- Worked again this month 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.
- Worked with several new volunteers on project currently active and upcoming projects.
- Worked on setting up meetings for student volunteer times.
- Worked on Volunteer Appreciation: sending initiations, reserved venue, awards, and food ordered.
- Finished progression pictures of flower gardens for reports.
- Continued to work on end of year reports for Beatification and other grants.

Youth Task Force

Reported by Youth Task Force Director

Grant/Budget Updates:

- All reports and claims for September were approved.
- IHHS Tracking form was submitted 10/14
- IHHS grantee training took place 10/24-10/25 in Ankeny.
- IHHS was submitted 10/31
- Grant tracking/expense reporting

One on One Mentoring

- Monthly check in with community-based mentors.
 - Peer mentoring started at Lincoln Intermediate on 11/12.
 - 2 Community based mentors completed orientation, one completed training on 11/13.
 - 11/5 Mentor Training with 6 Mason City High School students
 - 11/14 Meeting w/FC counselor on mentee adds/drops/moves and planning
 - 11/14 Phone Call w/Cathy, Emails back and forth for peer mentoring recruitment and retention
 - 11/15 Meeting w/JAMS counselors on mentee referrals and planning
- *Peer mentoring students are working on making tie blankets for their community service project.

Child Care Works

- Weekly meeting with the Chamber, 11/26 Impact Meeting
- Provided ongoing support for the Child Care Works impact group and wage supplement program.
 - On going wage supplement program administration and weekly check-ins
 - State funding projections

Executive Board Meeting- Meeting took place on 11/24. Kevin Pals will be retiring on 12/31/24 as the YTF Chair. Janna Wutke was appointed to become the YTF Chair, with Shauna Krush becoming Vice Chair. Motion was made and approved by the majority.

Other:

11/5 Met with Dr. Jesse Bolinger with Refugee & Immigrant Voices in Action on Micronesian community needs

11/7 P4C Grooming Training

11/18 CMWS: The Power of Mentoring in Your Community Webinar

Weekly check-ins for CCW and ongoing wage supplement program support

Weekly peer mentoring sessions and activity planning

Facebook posts

Ongoing: POs, grant reporting, time tracking