

City Administrator's Monthly Activity Report

Aaron Burnett, City Administrator

December 2024

(Issued January 17, 2025)



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

Airport

Reported by David Sims, Airport Manager

Date: December 2024

United Airlines Enplanements/Deplanements	FBO Fuel Flow
From 12/1/2024 – 12/31/2024	
Monthly Enplanements 796 / Deplanements 795 / Total 1,591 Annual Enplanements 6569 / Deplanements 7001 / Total 13570 (+71% December 2023, +17% year 2023) Highest Month since September 2021 / Highest Year since 2021	Monthly 25,278 Gallons Sold Annual 295,374 Gallons Sold (+66% December 2023 +24% year 2023)

Routine Activities for the month – Administration and Operations:

- Received bids for Terminal Demolition Project and awarded contract to McDowell and Sons, Inc.
- Coordinated installation of new Transportation Security Administration equipment and processes.
- Prepared Fiscal Year 2026 Capital Improvement Budgets.
- Repairs to Airport Snow Removal Equipment and Fire Station Generator.

Activities planned for next month and other comments:

- Begin Terminal Demolition Project
- Prepare Fiscal Year 2026 Operating Budgets

Development Services Department

Reported by Steven Van Steenhuyse, AICP, Development Services Director

As Council is aware, the City has been purchasing homes in the 500 block of 4th Street NE, due to the cost of repairing the deteriorating retaining wall along the sidewalk on the south side of the street. This area consists of nine lots, one of which is already City owned. As of December 31, all but one of the properties have been purchased. Closing on the final property will occur in January. Staff has been working with the North Iowa Corridor Housing Development Corporation on developing this property. The house at 537 4th Street NE will be kept in its current location; only the front yard will need to be regraded so that the wall can be removed. The house at 549 4th Street NE will be moved to the vacant lot just west of the 537 house. Staff is working on acquiring an abandoned house on North Carolina Avenue, which could be moved to the westernmost vacant lot on 4th Street NE. These three lots are planned to be deeded to the Housing Development Corporation, who will renovate the houses and sell them as workforce housing. This will leave the majority of the property (after the wall is removed and the property is re-graded) for new development. We intend to work with the Housing Development Corporation to market this property for a quality townhome project.

A new Electrical Inspector was hired in December. Nick Wright will be joining our staff at the beginning of January.

The City was notified in late November that the annexation of 40 acres (including adjacent rights-of-way) at IA 122 and Lark Avenue was acknowledged by the Secretary of State. This finalizes the annexation. The new Tractor Supply store at the corner is under construction.

Planning and Zoning Division: The Planning and Zoning Commission did not meet in December. The Commission held five meetings in 2024.

The Zoning Board of Adjustment met to consider a variance for River City Moto, at 406 South Federal Avenue. Back in 2019, the ZBA approved a variance to allow River City Moto to operate a used car lot on a property that has an area of less than 30,000 square feet. A condition of that variance was that only two passenger vehicles (along with any number of motorcycles) could be displayed in front of the store where it faces southbound US 65. Over the years, the owner has started displaying more than two cars. He requested a variance to increase the allowed amount of displayed cars to ten. The ZBA denied the variance because it did not establish a unique hardship as required by law, and because the Iowa DOT objected due to diminished sight lines and proximity of the cars to the traffic lanes. The ZBA held 10 meetings in 2024.

There were no action items on the Historic Preservation Commission's December 5 meeting. The Commission discussed several projects at that meeting, including ongoing efforts to preserve the

historic St. John's Church. The HPC met 16 times in 2024; ten regular meetings and six special meetings to consider demolition of buildings more than 50 years old.

The Planning and Zoning Division completed 33 zoning reviews, 22 floodplain reviews, and five historic reviews in December. For the year, the Division completed 422 zoning reviews (426 in 2023), 683 floodplain reviews (622 in '23) and 56 historic reviews (34 in '23).

Code Enforcement Division: The Code Enforcement Division is ready for snow season, when some property owners fail to remove snow and ice within 48 hours of the snowfall as required by City Code. The one (relatively) minor snowfall in December resulted in a lower-than-average number of snow complaints.

There were 87 code enforcement case requests opened in December, of which 34 were initiated by staff and 53 initiated via complaint. Of these, 25 cases were requests for code enforcement information, 17 were junk, rubbish and refuse complaints, and 32 were for uncollected garbage.

In total, the Code Enforcement Division worked on 1,361 cases, not including snow and weed complaints (which are handled by a contractor). This exceeds the 1,042 cases reviewed in 2023. In 2024, 633 cases were staff-initiated and 728 were initiated by complaints. In addition, the City received 1,290 snow and weed complaints for the year, compared to 1,074 last year.

There are several Iowa Code 657A.10 cases in process. One will go to court in early January. One of the houses on the list was an abandoned house at 539 4th Street NE. This house was in the group of 4th Street houses mentioned above.

Building Inspections Division: Nine major building permits and eight minor building permits were issued in December. Total construction valuation of all permits was \$345,980, leading to \$4,972 in permit fees. For all of 2024, the Building Inspections Division issued 275 major building permits and 268 minor permits. The total valuation of building projects was \$71,008,582, up from \$66,694,507 in 2023. The division collected \$331,303 in permit fees (up from \$273,551 in 2023).

Rental Inspections Program: The Housing Inspector inspected 53 units. A total of 41 Rental Dwelling Certificates were issued. The program collected \$3,880 in Rental Dwelling Certificate fees and fines. For the year, 1,218 inspections were conducted (972 in 2023) and 701 rental dwelling certificates were issued (432 in 2023). The program collected \$50,935 in fees (\$34,925 in 2023).

Transit & Safety Division: There were 11,695 rides on the fixed route system, up slightly from 10,845 in December 2023. Total ridership for 2024 was 144,931, compared to 131,033 in 2023. Training was provided in December for two new employees, and 101 training sessions were conducted. In total, the Safety Division on-boarded 80 new employees and conducted 2,411 training sessions.

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 December. The City Council approved a BuRLS grant application from Brick and Tile, LLC for \$100,000 to replace the aging fire escapes on the east side of the 8-story building.

Three DoRL, one CoRL and three BuRLS grants were approved by the City Council in 2024.

Developments: The Development Review Committee met three times in December. The DRC reviewed 67 development plans in 2024 (down from 85 in 2023).

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

- The Amazon Fulfillment Center, a 50,000 sq. ft. distribution warehouse at the SW corner of 43rd Street SW and South Washington Avenue is complete and has begun operations.
- 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; Prairie Rock Trail Bike Park, including the shelter building.
- 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 (one residential, one commercial).
- A groundbreaking for the Evans Preserve Trail was held in October.
- Construction of the Willow Creek Riverwalk is expected to be completed in the spring.
- 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.
- Tractor Supply, 4985 4th Street SW, is now in the City and is nearing completion. The owners are working for opening in early March.

Elmwood-St. Joseph Cemetery

Reported by Tyler Anderson, Cemetery Manager

December 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 – incredible turnout (over 150 volunteers in freezing rain), and incredible support (over 1,300 wreaths donated)

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, Home Grant Downtown West Revitalization Program, Mason City Water Works Plant Upgrades and the 43rd Street Lift Station and Force Main Project.

IA 122 Mercy Corridor – Consultant: WHKS

The Iowa DOT (DOT) will advertise the project and manage the period of public bidding. Due to an influx of projects, the DOT has delayed the project letting date. The project is currently rescheduled for an Iowa DOT February 2025 letting. The project construction plan will span two construction seasons, 2025-26.

The Mason City Engineering Department worked with District 2 Engineering staff to draft a final version of the Preconstruction Agreement. The agreement was approved by the City Council during their meeting on December 17th.

Prairie Land Trail Connector – Consultant: WHKS

The Prairie Land Trail Connector project received one bid for the letting on December 10th. A public hearing on the plans and specifications was held during the December 17th meeting of the City Council. The City Council also approved the award and form of contract and bonds with Heartland Asphalt following the public hearing during the same meeting.

The Project includes all labor, materials, and equipment necessary for clearing and grubbing, excavating or embankment to proper grade, compaction of subbase, and paving the new trail and miscellaneous work such as pavement markings, signage, removals, traffic control, and other incidental items to complete the work as shown in the plans.

Taft Avenue Water Main Loop – Consultant: SEH

With an anticipated start date of April 2025, the City and SEH developed an Agreement for Professional Service that addresses project observation and administration services during the construction phase of the project. The agreement was approved by the City Council during their meeting on December 17th.

Home Grant Downtown West Revitalization Program – City Engineering

The contract and bonds for the Home Grant Downtown West Revitalization Program were approved by the City Council during their meeting on December 3rd. The contract is with Heartland Asphalt, Inc., of Mason City. The work is expected to begin in the spring of 2025 and the project completion date is August 15, 2025.

The scope of work includes new construction of, or the replacement of pedestrian ramps meeting ADA compliance, the removal and reconstruction of alley approaches, removal and reconstruction of curb and gutter, full depth pavement patching, pavement scarification and Hot Mix Asphalt resurfacing, adjustment of manhole castings, adjustment of water valves road boxes and all other incidentals to complete the work as shown in the plans.

Mason City Water Works Plant Upgrades – Consultant: SEH

SEH and city staff continued working with Veolia, the supplier of the major EDR components of the water treatment up-grade equipment. Veolia submitted their updated proposal on December 16th based on the most recent scope of work. The proposal has been reviewed and the costs incorporated into the project estimate. An engineer's opinion of cost was completed and is under review as project plan development continues.

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

SEH submitted draft plans for city review as they continued working on the final details of the mechanical and electrical components of the project. The city will begin working on property acquisition for the lift station structure and equipment.

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

Prepared and submitted a Department Strategic Plan.

Prepared and submitted the CIP Budget for FY 2026-2030.

Attended the service awards luncheon sponsored by the city and presented several service awards of recognition to several employees within the Engineering Department and Water Supply Division.

Assisted in the preparation of a work plan for the EPA, for the Taft Avenue Water Main Loop project.

Prepared several drafts of a franchise agreement, working with the city's attorney and an attorney with the SOO Energy HVDC Link Project Co, LLC. A Public Hearing date was set by the City Council for the final draft of the agreement during their meeting on December 17, 2024.

Continued working with the Developer, Engineer and Contractor with the LG Properties project. Utility installation is being delayed by IDNR plan review and issuance of permits.

Met with WHKS regarding the configuration and access options for the proposed Legacy Apartments development.

Participated in a lunch webinar sponsored by the Iowa Concrete Paving Association regarding concrete paving for Local Agencies.

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 9,733 utility bills and 370 disconnection notices, completed 394 utility service orders

Finance

- Attended 3 Development Review Committee meetings.
- Committee work and coordination on 500-600 Block 4th NE redevelopment.
- Attended meeting with and prepared information for consultant on automated collection process for Sanitation.
- Bidding of CD Investments- 2 CDs were bid and awarded, both to First Citizens: 1) \$5M for 91 days at 4.60%; and 2) \$2M for 182 days at 4.55%.
- Worked with Abdo to submit FY24 audit. Audit was submitted on time and with no auditor comments.
- Worked with insurance agent on 2025 renewal for general insurance. We were up this year less than the previous couple of years.
- Coordination with Southbridge Mall operations
- Printed 1065 payroll checks/stubs, 500 payable checks
- Reconcile credit card bank deposits for Aquatic Center, Golf Course, Campground, Arena, Police Department, Cemetery, & Inspections
- Scanned 1142 invoices for payment processing
- Wrap up of the annual ACRF audit
- HOME rehab Block Grant work-final contracts
- Brownfields meetings
- EPA Watermain Loop Grant work
- Equitable Sharing Trainings
- Monthly Reports: Byrne Justice Assistance Grant (JAG); Brownfields

GIS

- Create new green areas map for metal detecting permits.
- Change backup tapes daily and monitor elevators while IT coordinator is out of office.
- Add bike & trail signs to Traffic Sign Editor.

IT

- Download and program council meeting to government channel.
- Have Central Lock look at security system.
- Get quote for new GIS server.

Fire Department

Reported by Erik Bullinger, Fire Chief

EMS OPERATIONS

Received new equipment that now provides high-definition video laryngoscopy, including auto-recording.

FIRE OPERATIONS

New recruit firefighter entrance exams conducted. Civil Service list of qualified candidates created.

HAZMAT

Performed annual Level A hazmat suit testing.

TRAINING

Firefighting

Hands-on trench rescue training provided by Professional Rescue Innovations

Two vehicles donated for airbag, strut and extrication training

Live burn trailer in Rockwell, 8 MCFD staff attended

New recruit academy training completed

EMS

Completed AHA renewals for providers and instructors

COMMUNITY INVOLVEMENT

Two new MCPD officers' orientation for fire department operations

Two MCFD staff read books during "Home For The Holidays Event"

MCFD participated in NIACC Discover Day presenting to approximately 800 8th grade students

RENOVATIONS UPDATE:

Men's restroom finished

Women's locker room now under demolition

MEP near completion in most of the building

Drywall installed in office areas

OTHER

Challenge coin presentation to 4 MCFD staff from Iowa Donor Network

COMMITTEES

Truck Committee meeting - members continued the process of building new truck specifications.

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	10	19	29
Engineering	17		17
Finance	10		10
Fire	46	1	47
Human Resources	3		3
Library	14	3	17
Mall	1	7	8
Museum	6	1	7
Operations & Maint	66		66
Police	46		46
Recreation	7		7
Youth Task Force	2		2
Grand Total	239	35	274

Plus 122 Seasonal employees

Staffing

Currently we have 9 recruitments underway, with a total of 20 vacancies that were in various stages of the recruitment process. Hired 3 seasonal employees during December. We experienced 1 full-time resignation during the month. We have 1 more retirement occurring in January.

Hiring Activity:	- Police Officer-10 openings (Police): Continuing recruitment, 1 hired subject to council approval in January. Next testing date is scheduled for 1/18/25.
	- Heavy Equip Operator Water Reclamation - 1 opening (O&M): Recruitment beginning in January.
	- Swing Worker - 1 openings (O&M): Posted internally in late December.
	- Firefighter/Paramedic - 2 opening (Fire): Created a new civil service hiring list, interviews scheduled for January.
	- Accounting & Reporting Analyst - 1 opening (Finance): Created an internal civil service hiring list, conducted interview, and made offer to internal candidate subject to Council approval in January.

- Programming Assoc part-time - 1 opening (Museum): Job reopened, will begin a new recruitment in late January.
- Electrical Inspector - 1 opening (Dev Services): Candidate was approved and will start work on 1/2/25.
- Admin Asst-Housing/Safety - 1 opening (Dev Services): Internal recruitment underway.
- Transit Driver - 2 driver opening (Dev Services): Continuing recruitment.

Labor Relations/Legal

No significant labor issues to report. Next contract negotiations will begin with the Teamsters in January.

Major Projects

- Going forward a large focus of our department will be on staffing, with Police Officer recruitments at the top. To improve overall efficiency and enhance future police recruitments we are implementing a plan to install a additional recruitment software module and utilize a different marketing firm. Work is underway to implement both in February.

- We are mid-stage on the implementation process of a new HR software in conjunction with changes to the timekeeping system. In January the HR/Records Specialist will begin taking a lead role in the implementation of the City Hall electronic data records transition project as part of normal duties. Continued preparations for upcoming Teamster labor negotiations continue.

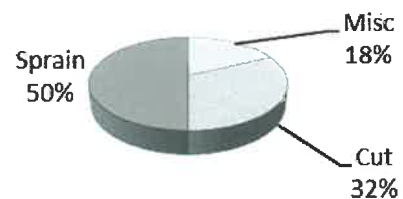
SAFETY STATISTICS

The City has experienced 22 injuries requiring medical attention in 2024 compared to 25 injuries during the same period the prior year. Our workers compensation experience rating continues to show strong improvement over the past several years.

Dec Medical Cases



YTD Medical Cases



MacNider Art Museum

Reported by Edie Blanchard, Museum Director

- The Museum held its annual Holiday Open House which drew a huge crowd the Museum. There were many weather related cancelations that day but the Museum pressed on and had solid attendance of 319, partially due to families who were unable to go out of town.
- The Mayor read Twas the Night Before Christmas at Holiday Open House. In addition, the Clarinet Society played, children visited with Santa, and many families did activities related to the holidays.
- The Museum had a great turn out at MacNider: Off the Clock. This event is always a great event with music by jazz pianist Sam Crosser who plays many great Christmas Carols for the public to sing.
- The newly hired Programing Associate resigned due to personal reasons. The Museum will use contract employees, other staff, and volunteers to fill in for classes until the Museum restarts its search in the spring.
- The Museum held several adult and youth classes.
- The Museum hosted rentals and used the Salsbury room for a variety of events.
- Very little weather related up-keep was necessary with most temperatures warmer than normal.
- 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 Spring Schedule was printed into a flyer and was distributed in the city water bill.
- .Classes were Santa's helpers and winter break fun day.
- Outreach and tours were: Lifelong Learning, Church Retreat Rental, Relators rental, Bridal Shower,.
- Total Museum attendance was 1124

Operations & Maintenance/Parks Department

Reported by Jim Collins, Public Works Director

Utility Division:

5 main breaks
Salt and sand with Street
Turned 70 plus valves
Hauled rock
Sump Pump Reroute project

Water Reclamation Division:

- Took care of all general plant operations
- Tracy Young transferred to the Street Department
- Sold old 15th Street generator
- Removed #4 pump in pump station #1 for repair
- All plant employees attended Employee recognition luncheon
- Repaired large check valve in P.S. #1
- Investigated sump issue at old YWCA and found an alternative to the problem
- Did start-up on new generator for 15th Street Lift station
- A lot of vacation was taken by employees due to the holiday and end of the year

Sanitation Division:

The Sanitation Department had a pretty good 2024, garbage recycling and yard waste weights were all close to last year. We will do the Christmas tree pickup on January 8, 2025. For next year's tree collection, we may do garbage first then trees during the regular collection day. I will discuss this with Jim and my crew to see if we can make it work out.

Trash talk!!!

Plastic waste. There could be 150 million tons of plastic waste in the world's oceans, which is the same weight as 25 million elephants. Now that is a lot of junk in the trunk.

Street & Parks Division:

Ash tree removal
Ice and snow control
Hung holiday lights

Police Department

Reported by Jeff Brinkley, Police Chief

Highlights

- Patrol
 - Mental health can be a challenge for some during the holiday season. Officers responded to a suicidal male with a firearm on Christmas Eve and were able to intervene in time and get him to MercyOne. They also covered a firearms suicide on the east side of Mason City that occurred on December 21.
 - Officers used thermal imagers mounted on patrol cars to locate a suspect in a harassment case on December 10.
 - On December 18, a patrol officer stopped a vehicle for a traffic violation. Afterward, he backtracked to the location where he first saw the vehicle and discovered an attempted burglary. The suspects have also been active in our region in other burglary cases.
- Criminal Investigations
 - Notable case work for December included filing charges for 1st degree harassment, a no-contact order violation for an ongoing stalking issue, two counts of 3rd degree sex abuse, and a death investigation.
 - MCPD's long-term evidence room contents have been moved to their new location as part of our remodeling project. We've been able to update most items with new barcoding from our RMS that will make tracking and audits easier and more efficient.
- Support Services
 - MCPD issued 2,135 parking tickets in 2024, without ever implementing Alternate Side Parking. In 2024, the courthouse collected \$11,820 in overdue parking tickets
 - We took 622 cats and dogs to the Stray Animal Shelter in 2024. This is up 9% over numbers from 2023.

Public Library

Reported by Mary Markwalter, Library Director

December was a busy month at the library with book clubs for all ages, movie nights, craft events, cookbook book club and live music during Christmas week. It was fun!

Recreation Department/Highland Park Golf Course/Mason City Arena

Reported by Brian Pauly, Recreation Superintendent

One of the biggest issues throughout Iowa and especially in North Central Iowa is childcare space. Mason City Recreation Before and After School Care has continued to grow this year and we closed out this year with the highest numbers pre and post COVID. We are up 28% since last year, up 53% since 2021 and even up 13% since 2019. I have stated this before in previous reports, but it is worth stating again. I have been told by several parents that our Before and After School Program is affordable and flexibility is crucial to our families.

The Recreation Department finished up our late fall programming – Youth Volleyball, Youth Dodgeball, Adult Volleyball, and Adult Pickleball.

One of our longest-term volunteers, Tracy Wynn, was recognized as the Shining Star Volunteer Award at the City Volunteer Luncheon in December. Ms. Wynn has volunteered for 9 years coaching 25 youth teams and 256 youth in our community. She has been an integral part of our community, investing countless hours inspiring, teaching, and guiding our young athletes both on and off the field. Their commitment goes beyond wins and losses; it's about instilling values, building character, and fostering a love for the game of soccer and softball.

We held one of the staff's favorite events, Lunch with Santa in December. Nick and staff decorated the clubhouse and served food for the kids of our community while Santa went around and had one on one conversations with the kids and took pictures with the families!

I met with Christian Hermanson, the newly elected Iowa State Representative, about the importance of Parks and Recreation in our community while giving him a breakdown of funding source for both departments. Also, I informed him of the great opportunities the City of Mason City was awarded with multiple state grant funded projects such as Mason City Arena, Principal Pavilion, Willow Creek Walk Park, the numerous bike trail additions on the Prairie Rock plan, and the Prairie Rock Bike Park. It was great to have one on one time with Representative Hermanson before he started in Des Moines.

The Mason City Arena has been very busy over the past month with hockey. The arena hosted 5 North Iowa Bulls games, 1 Mason City Toros game, 6 Mason City High School Hockey Club games, and 9 other different level hockey games. Mason City Youth Hockey also hosted a 16-team tournament with 4 states represented. In addition, the arena hosted Skate with Santa. 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 December 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 bag along and pick up trash. 457 Cannonball was decorated for Christmas. The Volunteer Program has had two new volunteers join again this month bringing the new volunteers to 30 in the last 8 months, thank you for joining in our different City projects. Ther were a total of 422.0 hours the month of December.

- 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.
- Volunteer Appreciation was held on December 5th was well attended.
- Finished progression pictures of flower gardens for reports, totaled hours and volunteers that participated in the Beautification project.
- Continue to work on end of year reports for Beatification and other grants.
- There were numerous activities that volunteers helped with for the Holiday Season.
- Cemetery placed wreaths of graves of Veterans with the help of approximately 150 volunteers.
- Museum had Holiday activities throughout the month.

Youth Task Force

Reported by Youth Task Force Director

Grant/Budget Updates:

- All reports and claims for November were submitted.
- Grant tracking/expense reporting
- 12/3-Sent letter for Cerro Gordo County funding

One on One Mentoring

- Monthly check in with community based mentors.
 - 12/5-Parent and agency mentoring information to Turning Leaf Counseling
 - 12/6-Dropped off Newman holiday activities
 - 12/9-Check in with new mentoring placements
 - 12/19-Check in with 2 new mentors waiting for matches
 - 12/20-Set up meeting about collaborating with the Girl Scouts
 - 12/29-Sent out Winter Mentor Memo

Peer Mentoring:

- Weekly meetings and check-ins, blankets donated to House of Hope/Northern Lights and CIS
- Mentor Recruitment/Mentee application

Child Care Works

- Weekly meeting with the Chamber
- 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 12/19. Kevin Pals retired on 12/31/24 as the YTF Chair. Janna Wutke is the new YTF Chair, with Shauna Krush becoming Vice Chair.

Other:

12/4 CMWS Part 1: Cultivating Wellness and Resilience: The Power of Hope

12/5-P4C meeting

12/11 CMWS Part 2: Mentoring LGBTQ+ Youth: Personal Actions

12/18 CMWS Part 3: Inclusive and Affirming Programming for LGBTQ+ Youth: Policies and Practices that Make a Difference

12/19-Collaborative Webinar Series- Conversations with youth

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