



City Manager's Monthly Activity Report

February 2010

City of *Carroll*

This is a report of the various departments and divisions of the City of Carroll.

Finance Department

As reported by Laura Schaefer, City Clerk/Finance Director

Routine Activities for the month:

- Dealt with water issues/collections
- Council budget work sessions
- Prepared and filed annual continuing debt disclosure to the Municipal Securities Rulemaking Board
- Prepared FY 2011 state budget forms to set public hearing for March 8, 2010
- Installed and trained on Remit Plus cash collections automated software

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Related computer issues at City Hall
- Continue to create utility billing manual
- FEMA briefing for two winter storms
- Gather information/paperwork for FEMA disaster declaration
- Work with Benefit Source Inc re: health insurance concerns/renewal
- West Central Iowa Clerks Association Meeting (December 11, 2010) – Denison
- Submit FY 2011 Budget to State and County Auditor

Monthly Safety Topic:

- Slips, trips and falls in the work place

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Carroll Fire Department responded to four emergency calls and held three training sessions in February.

Accomplishments of particular note:

The Department continued the process of fire hose testing and handling. Each section of hose utilized by the Department is pressure-tested and inspected for any damage that may affect the reliability of the hose in an actual emergency. Firefighters are in the process of preparing a small, single-story home located at 308 West Anthony for a controlled burn. All necessary permits have been filed with the Iowa DNR Air Quality Bureau for this training event. Depending on weather conditions, the training fire will occur sometime during the last two weeks of March.

The Fire Department provided a place for dinner and breaks for the Rockwell City inmates that assisted with storm debris clean-up in our community. In addition, Firefighter Ray Kraus and his wife, Nancy, prepared two hot lunches at the station for the Iowa DOT workers assisting with tree branch pick up. Many thanks to Ray and Nancy for volunteering their time to prepare, serve and cleanup after the meals were served.

Fire Fighter Jeff Helmkamp has passed his Fire Fighter II certification examination conducted by the Iowa Fire Service Bureau. Jeff committed approximately 65 hours of his own time for classroom and hands-on training prior to the final examination.

Run Report for February:

Alarm Date	Alarm Time	Alarm Location	Incident Type
02/14/2010	02:08	217 N Griffith Road	735 Alarm system malfunction
02/14/2010	20:31	1010 Woodland Drive	745 Alarm station pulled – no fire
02/23/2010	13:04	270 th and Highway 71	352 Vehicle collision
02/23/2010	16:07	8 th and Main Street	352 Vehicle collision

Police Department

As reported by Jeff Cayler, Police Chief

Routine Activities for the month:

Chief Cayler had a series of meetings with representatives of Qwest communications to work out final details on the new E911 phone system that was installed during 2009. Some functions of the new system have not worked exactly as planned and these meetings were designed to work out these issues and install necessary equipment to finalize this upgrade.

Chief Cayler attended meetings of the Carroll County E911 Service Board and the Carroll County Emergency Management Commission. He serves as Chair of both groups. The primary focus of these meetings was to review and approve the F.Y. 11 budget but time was also spent discussing the recent snow/ice storms and the recovery efforts.

The Carroll City/County Communications Commission met on February 2, 2010, to review and approve the F.Y. 11 budget, election of officers, and other communications related business. Chief Cayler serves as the Communications Officer for the Commission, while City Manager Clausen and Mayor Pedelty serve as the City representatives to the Commission.

Captain Mark Heino attended a one day seminar on police pursuit policies at the Jefferson Police Department on February 9th.

Computer equipment was upgraded at the Communications Center. New "Comm Suite" software was installed that will enable dispatchers to supplement ambulance and fire pages with text messages and faxes. It will also enable dispatchers to send out mass messages to all law enforcement, fire, and first responders in the county at one time. This software dovetails with our computer aided dispatching system. The cost of this software was paid for by the Carroll County E-911 Service Board. The DCAD software was also upgraded at the same time. This upgrade was also paid for by E-911.

Chief Cayler attended a meeting of the Endangered Persons Advisory Task Force in Des Moines. This group is tasked with developing a model policy, similar to an Amber Alert, to help locate people who are missing under unusual or suspicious circumstances.

Captain Heino hosted a cub scout tour of the police department on February 10th. As part of this tour he also conducted a fingerprint classification training session to help the scouts earn a merit badge.

A summary of case investigations and a summary of citations and warnings issued for the month follows on page 5.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: February 1, 2010 THRU February 28, 2010

Offenses	Incidents Reported
Forcible Rape	1
Forcible Fondling	1
Aggravated Assault	3
Burglary/B&E	5
Theft from Vehicle	3
Theft from Building	6
Other Larceny	1
Motor Vehicle Theft	2
Credit/ATM Fraud	1
Vandalism: Residence	1
Vandalism: Vehicle	2
Weapon Law Violation	1
Drug/Narc Violations	7
Drug Equipment Viol	6
Drive Under Infl	4
Liquor Law Violation	2
Drunkenness	3
Disorderly Conduct	1
Harassment	1
False Information	1
Runaway	2
Warrant Outside	10
Restraining Order	2
10-50 PI	2
10-50 PD	26
1050PD: Hit and Run	4
Under 1000	10
Assist Other Agency	1
Op After Revocation	1
Operate After Suspen	7
Misc. Public	2
Total	119

Citations	
Animal	0
Open Container	0
Tobacco	0
Dark Windows	0
License	11
Loud Stereo	0
Parking Citation	3
Parking Violation	37
Registration	12
Seatbelt	8
Traffic Violation	34
Other	0
Warning	180
TOTAL	285

Salvage Vehicle
Inspections: 28

Building Department

As reported by Perry Johnson, Building Official

Agricultural

Building	NONE	\$0.00		\$0.00
	Agricultural Building Valuation			
	Total:	\$0.00	Agricultural Building Fee Total:	\$0.00

Agricultural Valuation Total:	\$0.00	Agricultural Fee Total:	\$0.00
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Commercial

Building	NONE	\$0.00		\$0.00
	Commercial Building Valuation			
	Total:	\$0.00	Commercial Building Fee Total:	\$0.00

Electrical	02/01/2010		100017	\$35.88
			Commercial Electrical Fee Total:	\$35.88

Mechanical	02/01/2010		100010	\$28.63
			Commercial Mechanical Fee Total:	\$28.63

Plumbing	NONE			\$0.00
			Commercial Plumbing Fee Total:	\$0.00

Right of Way	NONE			\$0.00
			Commercial ROW Fee Total:	\$0.00

Sign	02/01/2010		100005	\$15.00
			Commercial Sign Fee Total:	\$15.00

Commercial Valuation Total:	\$0.00	Commercial Fee Total:	\$79.51
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Residential

Building

NONE			
Residential Building			
Valuation Total:	\$0.00	Residential Building Fee Total:	\$0.00

Electrical

02/01/2010	100006	\$35.88
02/01/2010	100007	\$35.88
02/01/2010	100008	\$35.88
02/01/2010	100009	\$35.88
02/01/2010	100011	\$35.88
02/01/2010	100012	\$35.88
02/01/2010	100013	\$35.88
02/01/2010	100014	\$35.88
02/01/2010	100015	\$35.88
02/01/2010	100016	\$35.88
02/01/2010	100018	\$35.88
02/01/2010	100019	\$35.88
02/01/2010	100020	\$35.88
02/01/2010	100021	\$35.88
02/01/2010	100022	\$35.88
02/01/2010	100023	\$35.88
02/01/2010	100024	\$22.00
02/01/2010	100025	\$35.88
02/01/2010	100026	\$35.88
02/01/2010	100027	\$35.88
02/09/2010	100029	\$35.88
02/09/2010	100031	\$35.88
	Residential Electrical Fee Total:	\$775.48

Mechanical

NONE		\$0.00
	Residential Mechanical Fee Total:	\$0.00

Plumbing

02/17/2010	100032	\$30.50
	Residential Plumbing Fee Total:	\$30.50

Right of Way

02/09/2010	100030	\$15.00
	Residential Right of Way Fee Total:	\$15.00

Residential			
Valuation Total:	\$0.00	Residential Fee Total:	\$820.98

Valuation Grand			
Total:	\$0.00	Fee Grand Total:	\$900.49

Permits - YTD - through February 2010

Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$0.00		\$0.00
Agricultural Valuation Total:		\$0.00	Agricultural Fee Total:	\$0.00
<i>Commercial</i>				
	Building	\$0.00		\$0.00
	Electrical			\$57.88
	Mechanical			\$147.59
	Plumbing			\$0.00
	Right of Way			\$0.00
	Sign			\$0.00
Commercial Valuation Total:		\$0.00	Commercial Fee Total:	\$220.47
<i>Residential</i>				
	Building	\$0.00		\$0.00
	Electrical			\$811.36
	Mechanical			\$0.00
	Plumbing			\$30.50
	Right of Way			\$30.00
	Sign			\$0.00
Residential Valuation Total:		\$0.00	Residential Fee Total:	\$871.86
Valuation Grand Total:		\$0.00	Fee Grand Total:	\$1,092.33

Public Works

As reported by Randy Krauel, Public Works Director/City Engineer

Routine Activities for the month:

Division: Streets

- Excavated six graves for Cemetery.
- Received 200 tons of road salt.
- Removed snow and ice from CBD and streets following two snow storms.
- Repaired one storm sewer inlet on U.S. 30 and West Street.
- Pothole patched on various streets.

Division: Water

- Water production:
 - Monthly Total: 31.490 million gallons
 - Daily Average: 1.125 million gallons
 - Daily Maximum: 1.684 million gallons
- Completed 30 Iowa One Call locate requests.
- Meter Department
 - 45 service orders.
 - 20 stuck meters.
 - 12 delinquents.
 - 5 rereads.
 - 30 meters tested.

Division: Wastewater

- Wastewater treatment:
 - Monthly Total: 41.071 million gallons
 - Daily Average: 1.467 million gallons
 - Daily Maximum: 1.824 million gallons
- Performed Laboratory Analysis.
- Completed DNR Monthly Operating Report.
- Cleaned sanitary sewer collection system pursuant to schedule.
- Cleaned storm sewers.
- Performed preventative maintenance on equipment.
- Division Safety Meeting: Lock Out/Tag Out, February 25, 2010.

Special Activities/Accomplishments of particular note:

Division: Streets

- Assisted Water Division with three watermain breaks.
- Received a new salt-sand spreader.
- Sent Street Sweeper to Trans Iowa Equipment Co., Des Moines, for refurbishing.
- Cut and disposed of hanging branches from storm-damaged trees on streets.

Division: Water

- Continued to update valve card file.
- Continued to update fire hydrant card file.
- Collected lead and copper samples in the distribution system to monitor the effectiveness of corrosion control program.
- Repaired equipment that was damaged to one well during the January ice storm.
- Repaired watermain break on E. 18th Street.
- Assisted with watermain shutdown for a major private leak on a fire line.
- Repaired watermain break in front of 806 Troy Drive.
- Repaired two watermain breaks at the intersection of U.S. 30 and N. Court Street.
- Repaired one fire hydrant on Oakwood Drive that was damaged during snow removal.
- Conducted plant tour for DMACC students.
- Rebuilt chlorinator at WTP.

Division: Wastewater

- Cleaned sanitary sewer collection system pursuant to schedule.
- Finished monthly maintenance schedule.
- Preventative maintenance on equipment.
- Ice Storm clean up and documentation.

Activities planned for next month and other comments:

Division: Streets

- Continue with picking up storm-damaged branches.
- Continue pothole patching.

Division: Water

- Prepare equipment needed for spring flushing of entire distribution system.
- Remove, clean and reinstall strainers in both water filters at WTP.
- Rebuild process pump at WTP.
- Rebuild air release valve on filter at WTP.
- Install rebuilt UPSs in three well houses to prevent electrical surges.
- Operate all valves at HSPS.

Division: Wastewater

- Perform Laboratory analysis.
- Complete DNR Monthly Operating Report.
- Clean collection system pursuant to schedule.
- Clean storm sewers.
- Perform preventative maintenance on equipment.
- Work on database for Collection System.
- Monitor West Central Coop re-package project.
- Receive televising equipment and training.

CAPITAL PROJECT STATUS SUMMARY – 03-19-10

Project	Action Plan	CIP F.Y. 2010	Budget 2010	ANTICIPATED		CONTRACT DATA						Notes
				Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	
Parallel Taxiway Design Project			X	\$62,850		JFSCO Engineering	\$62,850	February 2009	\$53,748.35	85%		Engineering plans submitted to FAA for review and approval
Fire Dept. Pumper Truck		X	X	\$330,000		Toyne Inc.	\$334,214.19	07-15-09			April/May 2010	On schedule
Playground Equipment		X	X	\$50,000								Will go to bid spring 2010. \$25,000 from F.Y. 08-09 budget and \$25,000 from F.Y. 09-10 budget
Streetscape 4	X	X	X	\$460,500	11-01-09	Confluence	\$65,404.00	10-13-08	\$62,802.39		11-01-09	
						Warnke Construction, Inc.	\$537,256.85	04-27-09	\$407,921.53	88%	11-01-09	
Streetscape 5						Confluence	52,250.00	11-23-09	\$2,904.50			
Street Rehab. '09		X	X	\$386,500	11-13-09	JEO Consulting Group, Inc.	\$78,500.00	10-13-08	\$81,674.75		11-15-09	
						Carley Construction, LLC	\$384,991.20	03-23-09	\$357,080.59	93%	11-15-09	
Street Rehab. '10		X	X	\$70,000	11-01-10	JEO Consulting Group, Inc.	\$75,390.00	08-10-09	\$60,890.00			
						Ten Point Construction Co.	\$651,880.05					
Street Sweeper Purchase		X	X	\$30,000	06-30-09							CIP proposed \$150,000 replacement; F.Y. 10 Budget included \$30,000 recondition
U.S. 30 & Griffith Rd. Signalization	X	X		\$125,000		Snyder & Associates, Inc.	\$7,500.00	05-04-09	\$7,500.00	100%	06-15-09	TSIF Application. Estimated project cost = \$525,000

Project	Action Plan	CIP F.Y. 2010	Budget 2010	ANTICIPATED		CONTRACT DATA						Notes
				Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	
Clark Street Improvements		X	X	\$1,051,700		JEO Consulting Group, Inc. Tri-State Paving	\$83,000.00 \$808,257.90		\$75,149.50			Late Start Date: 06-21-09 Working Days: 80 Bid Letting: 10-20-09
Sanitary Sewer System Evaluation Survey	X	X	X	\$150,000								
Water Supply Improvements	X	X	X	\$750,000		Veenstra & Kimm, Inc.	\$4,900.00	06-29-06	\$2,187.00		08-31-06	
Well No. 17	X	X				Veenstra & Kimm, Inc. Sargent Drilling	\$27,400.00 \$452,450.00	02-26-07 12-11-07	\$27,400.00 \$452,450.00		04-10-07 01-23-09	
Salt Storage Building				\$150,000	10-01-09	JEO Consulting Group, Inc. R.H. Grabau Construction, Inc.	\$4,800.00 \$67,325.00		\$4,800.00 \$67,325.00		06-30-08 07-21-09	F.Y. 08-09 Budget
Oak Park Subdivision Plat No. 2						Bishop Engineering J & K Contracting, LLC			\$13,889.57 \$159,265.93			
Kittyhawk Ave. Ext. Westfield 2 nd Add.						Bolton & Menk, Inc. Cedar Valley Corp.	\$24,950.00 \$577,693.35	12-18-07 06-30-08	\$23,723.53 \$533,333.64		06-30-08 10-03-08	

Project	Action Plan	CIP F.Y. 2010	Budget 2010	ANTICIPATED		CONTRACT DATA						Notes
				Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	
Forest Street – Stadium Storm Sewer						JEO Consulting Group, Inc.	\$7,700.00	05-12-08	\$8,305.00		08-06-08	
						King Construction	\$59,410.70		\$56,210.10	100%	03-26-09	
Griffith Road Sewer & Water						JEO Consulting Group, Inc.			\$9,056.25			
						General Excavating, Inc.	\$84,916.00	10-14-08	\$82,970.00	100%	11-04-08	
Aquatic Center						Burbach Aquatics, Inc.	\$445,687.96		\$442,832.12			
						Christiansen Construction	\$3,685,839.10	06-04-08	\$3,676,328.03	100%	07-02-09	
Develop Plan for Library Project	X											
Tennis Courts	X											
Rec Center Improvements	X											
New Cemetery Building	X											
Action Plan – City of Carroll Action Plan that was adopted on 09-08-08 and 10-12-09 by the City Council												
CIP F.Y. 2010 - City of Carroll Capital Improvement Program F.Y. 2010 as part of the 2009/2010 Fiscal Year Budget approved on 02-23-09 by the City Council												
2010 Budget – 2009/2010 Fiscal Year Budget approved on 02-23-09 by the City Council												

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Remove snow and ice from sidewalks
- Put trash barrels in parks
- Clean up brush from December and January storms
- Equipment maintenance
- Working with JEO on tennis court design

Golf: Dan Smith, Golf Superintendent

- Repaired and power washed ten fairway mower heads
- Sharpened reels and bedknives on ten fairway mower heads
- Ordered reel mower and groomer parts
- Changed oil and serviced one greens mower, collar mower, and two fairway mowers
- Moved snow at the shop
- Met with Cook Tree Service about climbing and trimming trees on the golf course. Debris removal was also discussed.

Cemetery: John Snyder, Cemetery Sexton

- Tended to six burials, two on Saturday
- Moved snow on cemetery roads daily
- Cleaned Rec Center parking when needed
- Operated lift truck in parks and cemetery when it was available
- Pulled and chipped tree branches where accessible
- Moved snow, ice and branches for all funerals
- Worked with Parks Department with cleanup at Graham Park, Minchen Park, Southside Park and others
- Did FEMA paperwork daily
- Worked with Jack on possible baseball tournament
- All cemetery office work, grave sales, time sheets, invoices, etc.
- Communicated with seasonal employees about start date and work expected

Recreation Center: Marci Hinners, Recreation Center Director

Swimming lessons:

Level 3 - 10 participants

Pre school level 3 - 6 participants

WSI class

February Usage: Members	10,837
Daily Admission	640
Punch card	<u>660</u>
Total:	12,137

Leisure Services: Mike Mertes, Recreation Program Specialist

- Planning for a boy's youth baseball tournament in June
- 5th & 6th Grade Basketball Program games (52 boys / 6 teams) (60 girls / 7 teams)
- Valentines Tea Party (26 participants)
- 1st & 2nd Grade Basketball Basics (24 1st graders / 16 2nd graders)
- Sponsorship returns
- Soccer Planning / Preparation
- Baseball / Softball Registration
- T-ball Registration

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Changed light bulbs on city property
- Back washed filters for pools and spa at Rec Center
- General housekeeping
- Time sheets for staff
- Ordered supplies
- Cleaned pool and spa chlorinators at Rec Center
- Vacuumed Pool
- Night cleaning crew at Rec Center
- Power scrub gym and pool at Rec Center

Special Activities/Accomplishments of particular note:

Parks: Scott Parcher, Parks Superintendent

- Organize new shop
- Several meetings on storm damage
- Lease of the Youth Sports Complex concession stand
- Revised lease for the ICCAC baseball tournament

Golf: Dan Smith, Golf Superintendent

- Did preliminary tree assessment and tree count from ice storm damage
- Ordered golf course accessories
- Met with FEMA representative
- New clubhouse lease agreement with CCM Golf

Cemetery: John Snyder, Cemetery Sexton

- Storm cleanup
- Hired new employee to fill open seasonal position

Recreation Center: Marci Hinners, Recreation Center Director

- Attended City/School meeting – Jack, Marci and Mike
- Exhibitor at the Pella “Invest in yourself” wellness fair – Jack & Marci
- Participated in the Chamber of Commerce Career Pathways – Jack & Marci
- Working with the State on replacing the water slide in pool
- Planning for summer activities
- Jack attended the Carroll County Leadership class at St. Anthony Hospital
- Budget workshops

Leisure Services: Mike Mertes, Recreation Program Specialist

- Entered returns from 2010 Sponsorship
- Supervise 5th & 6th Grade Basketball games
- Registration forms dropped off at schools

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Worked on spinning bikes
- Helped with storm cleanup.
- Worked in theater on different projects.
- Worked on chlorinators at Rec Center
- Pool lights ballast at Rec Center
- Worked on sauna door and seats at Rec Center.
- South pool doors at Rec Center.
- City Hall roof leaks
- Got quotes for 3 meter, pool vac, and spa filter at Rec Center
- Worked on quotes for doing tile work in pool and shower areas at Rec Center
- Worked on spa air pump at Rec Center
- Worked on spa water pump and filter at Rec Center

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Trim, chip and rake debris from storm
- Start getting parks and ball field areas ready to open
- Bid opening for playground equipment in North East park
- Working in grants for Carroll Tennis Court complex
- Finalize design of the Carroll Tennis Court complex

Golf: Dan Smith, Golf Superintendent

- Finish power washing and repairing greens mowers reels and groomer attachments
- Finish sharpening reels and bedknives on greens mower reels
- Continue servicing all traction units
- Begin sanding and painting course accessories
- Finish training on new software program

Cemetery: John Snyder, Cemetery Sexton

- Storm cleanup of branches and all else required
- Schedule seasonal help
- Design and submit to Scott future plans on flower beds
- Request contractor assistance of tree repair and removal
- Review rates for the cemetery

Recreation Center: Marci Hinnners, Recreation Center Director

- Get Summer/Fall program book ready for print
- Soccer concessions
- Water Safety Instructor class
- Parks, Recreation and Cultural board meeting

Leisure Services: Mike Mertes, Recreation Program Specialist

- Soccer Program
- Summer / Fall program book

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Storm cleanup.

Safety Topic:

- Power equipment around pool (water)