



# **City Manager's Monthly Activity Report**

**Gerald L. Clausen, City Manager**

**February 2015**

**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
- FY 2016 Budget discussions held
- Attended Library Steering Committee meetings – February 5 & 26
- Continued police union negotiations
- Worked with PFM to prepare information for an upcoming advanced refunding of the outstanding 2008 capital loan notes
- Worked with St. Anthony Hospital to evaluate computer work space for employees at City Hall
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Continued efforts to promote the 2015 Live Health Iowa 10 Week Challenge
  - Began planning for LHI 5K – April 11 at Swan Lake

### Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to explore technology advances: paperless agenda
- File FY 2016 budget
- Complete advanced refunding process of the outstanding 2008 capital loan notes
- Attend West Central IA Clerks Association Meeting – March 12 (Denison)
- Continue to promote wellness program with employees
  - Attend Carroll County Wellness Coalition Meetings – planning for the LHI 5K
  - Schedule wellness programs for employees through St. Anthony Hospital

### Accomplishments of particular note:

- 79 utility bills were emailed to customers in February 2015

# Fire Department

## As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to three calls for service and held three training sessions in February.

Firefighters were given OSHA-required annual refresher training in Bloodborne Pathogens. Police Chief Jeff Cayler presented this training. Hose testing continued in February and good progress is being made in this annual process. Firefighters Kyle Cmelik, Austin Goetzinger, Scott Quandt, Josh Sporrer and Adam Wuebker have substantially completed the classroom and hands-on training required for Firefighter I certification. The final test for certification will be administered by the Fire Service Training Bureau at the Carroll Fire Station on March 24<sup>th</sup>.

Accomplishments of particular note:

Firefighters Jon Bruner, Jeremy Demers, Jon Schreck and Andrew Smaldone attended a three-day Fire School in Ames February 27<sup>th</sup> – March 1<sup>st</sup>. These members took a variety of classes and reported back to the Department on what they had learned. Bruner and Smaldone also tested for certification as Firefighter II. Both should receive test results in the next couple of weeks.

Run Report for January:

Alarm Date	Alarm Location	Incident Type
02/14/2015	514 N Court	Overheated clothes dryer
02/17/2015	170 <sup>th</sup> & Mahogany	Single vehicle roll-over
02/22/2015	1024 Quint Ave	House fire

# Police Department

## **As reported by Jeff Cayler, Police Chief**

Routine Activities for the month:

Union negotiations continued with the police union. An agreement was reached on a package deal between the City and the Union. It is anticipated that a signed agreement will come from the Union in early to mid-March, and consideration by the City Council at the March 23, 2015 meeting.

Chief Cayler attended budget hearings for the Carroll County E911 Service Board and the Carroll County Emergency Management Commission on February 19. Chief Cayler serves as the Chair of both groups. Both budgets were approved and have been submitted to the County and the State.

All Carroll police officers attended a familiarization tour of the Farner-Bocken facility on February 6. Due to the size of this facility and number of employees we wanted to make sure that officers had a basic idea of the layout of the facility. Similar tours have been conducted at Pella Windows.

Captain Heino participated in a Career Pathways panel at Kuemper High School on February 10. The Chamber of Commerce sponsors this event each year allowing students to interact with people working in different vocational areas.

Chief Cayler and Captain Heino held a presentation on consumer scams at the Carroll Library on February 11. Approximately 30 people attended this one hour and fifteen minute presentation.

Chief Cayler and Captain Heino met with Mayor Schweers and Chamber of Commerce representatives on February 18 to begin planning for the annual Band Day Parade.

Chief Cayler gave a 1 ½ hour presentation to the drivers' education class at Carroll High School on February 25. The instructors for this class have Chief Cayler and/or Captain Heino speak to every class.

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 THRU February 28, 2015

Offenses	Incidents Reported
Simple Assault	2
Domestic Abuse	2
Burglary/B&E	3
Shoplifting	2
Theft from Vehicle	1
Counterfeit/Forgery	1
Credit/ATM Fraud	2
Vandalism: Residence	1
Drug/Narc Violations	2
Drug Equipment Violations	1
OWI 2 <sup>nd</sup>	1
Disorderly Conduct	3
All Other Offenses	2
Missing Person	1
Warrant Outside	3
Restraining Order	1
10-50PI	1
10-50PD	9
1050 PD: Hit and Run	3
Op After Revocation	1
Operate After Suspen	4
Miscellaneous Public	3
<b>Total</b>	<b>49</b>

Citations	
Dark Windows	3
License	9
Other	0
Parking Violation	43
Registration	15
Seatbelt	6
Tobacco	0
Traffic	59
Warning	248
<b>TOTAL</b>	<b>383</b>

Salvage Vehicle  
Inspections: 13



**Residential**

Building

	02/06/2015	\$160,734.90	150028	\$593.50
<b>Residential Building Valuation Total:</b>		<b>\$160,734.90</b>	<b>Residential Building Fee Total:</b>	<b>\$593.50</b>

Electrical

	NONE			\$0.00
			<b>Residential Electrical Fee Total:</b>	<b>\$0.00</b>

Mechanical

	02/04/2015		150025	\$37.51
			<b>Residential Mechanical Fee Total:</b>	<b>\$37.51</b>

Plumbing

	02/04/2015		150027	\$68.00
	02/16/2015		150034	\$45.00
	02/18/2015		150039	\$34.00
			<b>Residential Plumbing Fee Total:</b>	<b>\$147.00</b>

Right of Way

	02/17/2015		150037	\$25.00
			<b>Residential Right of Way Fee Total:</b>	<b>\$25.00</b>

Sign

	NONE			\$0.00
			<b>Residential Sign Fee Total:</b>	<b>\$0.00</b>

**Residential Valuation**

<b>Total:</b>		<b>\$160,734.90</b>	<b>Residential Fee Total:</b>	<b>\$803.01</b>
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<b>Valuation Grand Total:</b>		<b>\$487,734.90</b>	<b>Fee Grand Total:</b>	<b>\$2,095.27</b>
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## Permits - YTD – through January 2015

Class	Permit Type	Valuation		Fee
<i><b>Agricultural</b></i>				
	Building	\$0.00		\$0.00
<b>Agricultural Valuation Total:</b>		<b>\$0.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
<i><b>Commercial</b></i>				
	Building			\$2,599.00
	Electrical	\$5,327,000.00		\$388.02
	Mechanical			\$73.77
	Plumbing			\$85.50
	Right of Way			\$25.00
	Sign			\$435.00
<b>Commercial Valuation Total:</b>		<b>\$5,327,000.00</b>	<b>Commercial Fee Total:</b>	<b>\$3,606.29</b>
<i><b>Residential</b></i>				
	Building			\$698.50
	Electrical	\$160,734.90		\$495.27
	Mechanical			\$119.90
	Plumbing			\$239.50
	Right of Way			\$50.00
	Sign			\$0.00
<b>Residential Valuation Total:</b>		<b>\$160,734.90</b>	<b>Residential Fee Total:</b>	<b>\$1,603.17</b>
<b>Valuation Grand Total:</b>		<b>\$5,487,734.90</b>	<b>Fee Grand Total:</b>	<b>\$5,209.46</b>



# Public Works

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

Routine Activities for the month:

**Division:** Streets; Tom Weber, Street Superintendent

- Excavated six graves for Cemetery.
- Patched potholes.
- Placed salt brine on streets before one snow/ice event.
- Plowed snow and sanded for three snow events.
- Hauled snow from CBD for two snow events.
- Assisted Water Division with a watermain break on February 5<sup>th</sup>.
- Assisted Wastewater Treatment Plant with camera on sewer main February 16<sup>th</sup>.
- Division Safety Meeting: February 24, 2015, Staff attended the “Iowa One Call Excavation Safety Awareness Program” in Carroll.

**Division:** Water; Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	24.465 million gallons
Daily Average:	0.909 million gallons
Daily Maximum:	1.120 million gallons
- Completed 17 Iowa One Call locate requests.
- Meter Department
  - 61 service orders.
  - 6 delinquents.
  - 4 rereads.
  - 1 leaky meter.
- Division Safety Meeting: February 24, 2015, Staff attended the “Iowa One Call Excavation Safety Awareness Program” in Carroll.

**Division:** Wastewater; Bob South, USW Utility Group

- Wastewater treatment:

Monthly Total:	29.972 million gallons
Daily Average:	1.070 million gallons
Daily Maximum:	1.204 million gallons
- Performed laboratory analysis.
- Cleaned sanitary sewer collection system pursuant to schedule.
- Cleaned storm sewers.
- Completed DNR Monthly Operating Report.
- Division Safety Meeting: “Removing Snow the Healthy Way,” February 19<sup>th</sup>, 2015.

Special Activities/Accomplishments of particular note:

**Division:** Streets; Tom Weber, Street Superintendent

- Attended Iowa One Call Meeting on February 24<sup>th</sup>.
- Trimmed trees for street clearance.

**Division:** Water; Terry Kluver, Water Superintendent

- Repaired watermain leak in the East 800 block of 8<sup>th</sup> Street.
- Installed new eight (8) inch Auma Auctuator on Filter #2, Cell #8, Effluent Line.
- Installed new Radio Read Water Meters to top ten (10) customers.
- Replaces check valve on eight (8) inch discharge line to High Service Pump #2.
- Mark Thompson attended the Iowa Rural Water Association Annual Conference in Des Moines on February 25<sup>th</sup> and 26<sup>th</sup>.

**Division:** Wastewater; Bob South, USW Utility Group

- Cleaned sanitary sewer collection system pursuant to schedule.
- Finished monthly maintenance schedule.
- Performed preventative maintenance on equipment.
- Completed Monthly Operation Report.
- Jet/Vac storm sewers.
- Passed Toxicity Test for Plant Effluent.

Activities planned for next month and other comments:

**Division:** Streets; Tom Weber, Street Superintendent

- Plow snow as needed.
- Trim trees on streets.
- Pothole patch streets.
- Sweep as weather permits.

**Division:** Water; Terry Kluver, Water Superintendent

- Install new Radio Read Water Meters to Commercial Users.
- Jared Hays and Terry Kluver will attend the Work Zone Safety Workshop in Ames on March 30<sup>th</sup>.
- Continue operating water valves in the distribution system.
- Inspect Filter #2, Cells 5-8, for media loss and condition of tank.
- Work with Cahoy Well Company on Test Well Program for the purpose of identifying the probable pathway of nitrate in the well field expansion area.

**Division:** Wastewater; Bob South, USW Utility Group

- Laboratory Analysis
- DNR Monthly Operating Report.
- Jet/Vac collection system pursuant to schedule
- Perform preventative maintenance on equipment.
- Work on safety audit items.
- Interview applicants for Superintendent.

**CAPITAL PROJECT STATUS SUMMARY – 03-10-15**

PROJECT				ANTICIPATED		CONTRACT DATA						
Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Develop a Revised Plan for the Library with a Specific Budget	2012	2013		\$20,000								
Sanitary Sewer System Evaluation Survey		2013	2012	\$450,000	2013							
Water Supply Expansion		2013		\$750,000		Veenstra & Kimm, Inc.	\$4,900.00	06-29-06	\$2,187.00	100%	08-31-06	
Water Well Study				\$900,000		JEO Consulting Group, Inc.	\$19,500.00	04-23-12	\$9,930.00	100%	08-22-12	
Water Test Well Program						JEO Consulting Group, Inc.	\$7,500.00	08-27-12	\$7,590.00	100%	03-27-13	
Well and Transmission Main						Layne	\$20,440.00	01-14-13	\$110,719.00	100%	03-31-13	Plus Add Item
Test Well Program						JEO Consulting Group, Inc.	\$324,000.00	07-28-14	\$174,092.74		11-20-15	
						Cahoy Pump Service	\$33,820.00 +	11-24-14				\$12,440.00 Alternate 1
Grant Road Watermain Abandonment		2013	2013	\$5,000	2013	JEO Consulting Group, Inc.	\$14,500.00	09-24-12	\$23,365.00		02-25-13	
						Scheck's Plumbing & Heating	\$53,615.00		\$49,743.15		08-01-13	
R.R. Watermain Crossings		2013	2013	\$35,000	2013	JEO Consulting Group, Inc.	\$23,500.00	09-24-12	\$34,420.00		02-25-13	
						Synergy Contracting, Inc.	\$102,775.20		\$94,206.18		11-15-13	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Street Resurfacing 2013		2013	2013	\$75,000	2013	JEO Consulting Group, Inc.	\$60,800.00 +	09-24-12	\$43,848.36		11-15-13	Plus Hourly Construction Services
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37	95%	11-15-13	
US 30 – Grant Road Intersection	2014					Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00		08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$82,900.00	04-14-14	\$36,680.00			Design
Downtown Streetscape Phase 7		2013	2013	\$60,000	2013	Confluence	\$57,250.00	09-09-13	\$74,696.23		04-14	Design Completion
						Badding Construction Company	\$772,058.03	04-28-14	\$711,395.05	95%	11-21-14	
Street Resurfacing 2014						JEO Consulting Group, Inc.	\$136,750.00 +	09-09-13	\$140,805.00		03-10-14	Plus Hourly Construction Services Design Completion
						Ten Point Construction Co., Inc.	\$1,116,681.53	04-14-14	\$940,360.65		11-15-14	
Van Meter Addition U.S. 71 Watermain						King Construction	\$35,456.50	10-13-14	\$33,683.68	95%	11-14-14	
Street Resurfacing 2015						JEO Consulting Group, Inc.	\$116,300.00 +	11-10-14	\$62,000.00		04-15	Plus Hourly Construction Services Design Completion
Downtown Streetscape Phase 8						Confluence	\$65,000.00	11-10-14	\$16,038.75		05-15	Design Completion
Trails Plan	2014			\$25,000	06-14	Shive Hattery	\$20,000.00	10-12	\$12,000.00	85%	07-01-14	Plan Adopted
Recreation Center	2014											

# Parks and Recreation

**As reported by Jack Wardell, Parks and Recreation Director**

Routine Activities for the month:

**Parks:** Scott Parcher, Parks Superintendent

- Clean all park areas
- Trim trees
- Sand and paint picnic tables
- Move snow and ice from sidewalks and parking lots
- Work on game schedule for spring games

**Golf:** Dan Smith, Golf Superintendent

- Power washed and put new bearings and seals in 2 John Deere fairway mower heads
- Sharpened reels and bed knives on 2 John Deere fairway mower heads
- Power washed and put in new bearings and seals in 3 Jacobsen tee mower heads
- Sharpened reels and bed knives on 3 Jacobsen tee mower heads
- Sharpened reels and bed knives on 4 Toro fairway gang mowers
- Sanded and painted 36 white tee markers
- Sanded and painted 22 yellow tee markers
- Sanded and painted 12 ball washers
- Moved snow at shop and park shop

**Cemetery:** John Snyder, Cemetery Sexton

- Tended to eight funerals
- Setup front burner for six funerals
- Interviewed one part time summer applicant
- Moved snow when and where needed
- Picked up garbage and sticks daily
- Two funerals on Saturdays
- Two cremation burials
- All grave sales and cemetery business
- All burials records updated
- Monthly funeral home billing paperwork submitted
- Activity report, time sheets, office work, etc. done

**Leisure Services:** Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- Tuesday & Thursday Lifeguarding
- Updating website & social media with help of Pam Wess

**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
- Vacuum Pool
- Night cleaning crew at Rec Center
- Power scrub gym and pool at Rec Center
- Bills

Special Activities/Accomplishments of particular note:

**Parks:** Scott Parcher, Parks Superintendent

- Attend Shade Tree short course in Ames

**Golf:** Dan Smith, Golf Superintendent

- Ordered fertilizers and chemicals for spring
- Ordered and took delivery on new real ballast box for Ford tractor to make it more stable doing loader work

**Cemetery:** John Snyder, Cemetery Sexton

- Removed and replaced three sections of wrought iron fencing for Santa Claus (Joe Vanderheiden) funeral

**Leisure Services:** Mike Mertes, Recreation Program Specialist

- 3<sup>rd</sup> & 4<sup>th</sup> Basketball Clinic
- 5<sup>th</sup> & 6<sup>th</sup> Basketball Clinic
- High School Indoor Soccer League
- Spring Soccer Registration
- Business Sponsorship program launch

**Building Maintenance:** Andy Snyder, Building Maintenance Specialist

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Sinks and drains at Rec Center and City Hall
- Downtown lights
- Working on specs, bids, quotes
- Worked on locker locks at Rec Center
- Budget items
- Aquatic center relocking
- Heating and boiler checks throughout city
- New treadmill equipment at Rec Center
- Pool and weight room ideas at Rec Center
- 2015 budget
- Golf Course A/C unit replacement
- Theater curtains and lights

- Tables, chairs, and updates in Activities room
- Mixing valves at the Rec Center
- Shower curtains at Rec Center

Activities planned for next month and other comments:

**Parks:** Scott Parcher, Parks Superintendent

- Build new soccer goals
- Mark out soccer fields
- Tennis courts ready for play
- Baseball/softball fields ready for play

**Golf:** Dan Smith, Golf Superintendent

- Write specifications for bid for green and tee top dresser
- Write specifications for 72" out front rough mower
- Finish mower repair and sharpening

**Cemetery:** John Snyder, Cemetery Sexton

- Hire part time help
- Start spring clean up
- Trim trees where needed
- Repair damaged turf where needed

**Leisure Services:** Mike Mertes, Recreation Program Specialist

- High School Indoor Soccer League
- Soccer Prep
- Soccer scheduling
- Summer / Fall Program planning
- T-ball and Baseball / Softball Registration Nights

**Building Maintenance:** Andy Snyder, Building Maintenance Specialist

- Graham Shelter house lighting and outlets

**Safety Topic:**

- Pool chemicals





# Director's Report February 2015

## As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Program Attendance:		Monthly Statistics:	
iPad Club	9	Total Print Circulation:	9040
Computer Classes	7	WILBOR Circulation:	778
Crafty Library Ladies	64	Public Computer Use:	795
Poetry Group	7	Wi-Fi Use:	205
Friends of Library Coffee	25	EbscoHost Sessions:	1143
Rookie Story Time	168	Tumblebooks Downloads:	2
Children's Program Outreach	655	Global Road Warrior Page Views:	708
Brown Bag Book Club	6	Learning Express Page Views:	250
Tuesday Night Book Club (cancelled)		Freegal Music Downloads:	206
		Freegal Movie Downloads:	0
		ABC Mouse Sessions:	22
		Daily Times Herald Online:	2115

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Rookie story time and outreach story time programming continues to reach children in the Carroll area. Special outreach events this month included the Fairview Preschool Literacy Day held on February 13<sup>th</sup> for both morning and afternoon preschool classes. The library had a story time booth at this event and registered parents and kids for library cards. Diane and Brandie facilitated the Family Storyteller Program on February 17<sup>th</sup> and 24<sup>th</sup> at Carroll County Extension. This program will help parents and kids learn about early literacy outcomes and the benefit of story time at home. Family Storyteller will continue on Tuesday nights for 6 weeks through March. A library tour was conducted for Jay Mashing's Boy Scout troupe on February 4<sup>th</sup>.

- 2) **Adult Programs:** iPad Club and computer classes were held in the library this month including classes on Windows 8 and Excel. The Brown Bag Book Club met in February but the Tuesday Night Book Club was cancelled due to snow. The Friends of the Library monthly coffee on February 11<sup>th</sup> featured Police Chief Cayler and Captain Heino who presented on phone and internet scams with 25 in attendance.
  
- 3) **Advocacy:** CPL hosted the Carroll County librarian's group on February 9<sup>th</sup> to discuss summer reading plans and ways to collaborate on county-wide projects. On February 27<sup>th</sup>, Brandie visited Kayla Venner and Abby Glass' classrooms at Kuemper middle school about library resources available online. All of these student library card accounts were created or updated for students to utilize library databases.

Activities planned for next month/other comments:

View upcoming events on the library's Google calendar at [www.carroll-library.org](http://www.carroll-library.org) by clicking on the Calendar of Events link on the home page.