



City Manager's Monthly Activity Report Mike Pogge-Weaver, City Manager

December 2016

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
- Prepares financial department budget request
- Prepared Capital Improvement Plan for Council review
- Attended Iowa League of Cities budget workshop – December 1 (Ankeny)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Live Healthy Iowa Kick-Off Luncheon – December 8
 - Carroll County Wellness Coalition Meeting – December 15

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Review departmental budget requests
- Prepare final budget book for Council distribution
- Prepare/distribute/file 2016 W-2s and 1095-C to distribute to employees/IRS
- IMWCA (Worker Comp) site visit – January 5
- Continue to promote wellness program with employees
 - Wellness Meeting with BSI – January 12
 - Wellness Coalition Meeting – January 19

Accomplishments of particular note:

- 230 utility bills and statements were emailed in December 2016.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

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

Training sessions focused on Firefighter Safety involving 16 Firefighter Life Safety Initiatives. The overall goal of these training sessions is to incorporate leadership, management, supervision, accountability and personal responsibility for increased firefighter safety on every call.

Firefighters conducted inspections of all equipment and vehicles in addition to a general cleanup of the Fire Station.

Run Report for December:

Alarm Date	Alarm Location	Incident Type
12/01/2016	1511 US Highway 71 N	Attic fire
12/01/2016	Highway 30 W & Jade	2 Vehicle collision
12/08/2016	7 th St between Clark & Court	Steam mistaken for smoke
12/15/2016	Highway 30 & vine	Vehicle collision
12/15/2016	2115 N West St	Vehicle fire
12/22/2016	1309 N Grant Rd	Clothes dryer fire
12/28/2016	1722 N Adams	Smoke odor investigation

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On December 16, Carroll High students had prepared an appreciation supper for the officers. Due to weather, changes were made and the supper took place at the police department instead of CHS. A special thanks to the students involved with putting this together and for their thoughts of the officers during the holiday season.

The Carroll Middle School held DARE graduation on the 20th. Sergeant Gary Bellinghausen has been working with the 6th grade students since the beginning of the school year and it was capped off with a commencement speech from Mayor Eric Jensen. Congratulations to the 6th grade DARE graduates.

Officers completed their quarterly physical fitness testing on the 21st. Officers are required to participate in the testing and have an incentive for passing the tests.

On the 29th, Sergeant Jeremiah Hoyt held a babysitting safety class with the Iowa State Extension office in Carroll. Students learned about safety precautions and how to respond to an emergency while caring for children of others.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: December 1 THRU December 31, 2016

Offenses	Incidents Reported
Forcible Fondling	1
Simple Assault	1
Burglary/B&E	3
Shoplifting	4
Theft from Vehicle	1
Theft from Building	1
Counterfeit/Larceny	3
Credit/ATM Fraud	3
Bad Checks	1
Vandalism: Residence	1
Vandalism: Vehcile	3
Vandalism: Other	1
Weapon Law Violation	1
Drug/Narc Violations	2
Drive Under Infl	4
Drunkenness	5
Disorderly Conduct	2
All Other Offenses	2
False Information	1
Found Property	5
Firearms Accident	1
Animal Bite	2
Warrant Outside	9
Restraining Order	1
10-50 PI	1
10-50 PD	11
1050PD: Hit and Run	5
1050 PD: City Vehicle	1
1050 PD: Police Vehicle	1
Under 1500	4
Op After Revocation	1
Operate After Suspen	8
Miscellaneous Public	4
Total	94

Citations	
Animal	0
Dark Windows	0
License	14
Other	2
Parking Violation	6
Registration	24
Seatbelt	13
Tobacco	0
Traffic	49
Warning	224
TOTAL	332

Salvage Vehicle
Inspections: 14

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - December 2016

	Permit Type	Date Issued	Valuation	Permit #	Fee
Class					
	Building				
Agricultural		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	
Commercial					
	Building	12/02/2016	\$30,000.00	160361	\$194.50
		Commercial Building Valuation Total:	\$30,000.00	Commercial Building Fee Total:	\$194.50
	Electrical	12/20/2016		160376	\$0.00
		12/29/2016		160379	\$35.88
				Commercial Electrical Fee Total:	\$35.88
	Mechanical	None			\$0.00
				Commercial Mechanical Fee Total:	\$0.00
	Plumbing	None			\$0.00
				Commercial Plumbing Fee Total:	\$0.00
	Right of Way	12/20/2016		160377	\$25.00
		12/20/2016		160378	\$0.00
				Commercial Right of Way Fee Total:	\$25.00
	Sign	12/2/2016		160362	\$15.00
		12/12/2016		160371	\$15.00
		12/12/2016		160372	\$15.00
				Commercial Sign Fee Total:	\$45.00
Commercial Valuation Total:			\$30,000.00	Commercial Fee Total: \$300.38	

Residential

Building

12/12/2016 \$90,000.00
 12/20/2016 \$5,000.00

160374 \$409.70
 160375 \$47.00

Residential Building Valuation Total: \$95,000.00 **Residential Building Fee Total: \$456.70**

Electrical

12/02/2016
 12/02/2016
 12/09/2016
 12/12/2016

160364 \$47.08
 160365 \$47.08
 160369 \$33.20
 160373 \$35.88

Residential Electrical Fee Total: \$163.24

Mechanical

None

\$0.00

Residential Mechanical Fee Total: \$0.00

Plumbing

None

\$0.00

Residential Plumbing Fee Total: \$0.00

Right of Way

12/02/2016
 12/02/2016
 12/02/2016
 12/02/2016

160363 \$25.00
 160366 \$25.00
 160367 \$25.00
 160368 \$25.00

Residential Right of Way Fee Total: \$100.00

Sign

NONE

\$0.00

Residential Sign Fee Total: \$0.00

Residential Valuation Total: \$95,000.00 **Residential Fee Total: \$719.94**

Valuation Grand Total: \$125,000.00 **Fee Grand Total: \$1,020.32**

Permits - YTD - through December 2016

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	\$0.00		\$0.00
	Agricultural Valuation Total:	\$0.00	Agricultural Fee Total:	\$0.00
Commercial				
	Building	\$7,588,857.00		\$12,453.46
	Electrical			\$1,356.07
	Mechanical			\$475.29
	Plumbing			\$531.50
	Right of Way			\$3,439.98
	Sign			\$270.00
	Commercial Valuation Total:	\$7,588,857.00	Commercial Fee Total:	\$18,526.30
Residential				
	Building	\$8,017,034.00		\$28,389.87
	Electrical			\$4,556.42
	Mechanical			\$1,349.25
	Plumbing			\$1,973.00
	Right of Way			\$3,811.24
	Sign			\$0.00
	Residential Valuation Total:	\$8,017,034.00	Residential Fee Total:	\$40,079.78
Valuation Grand Total:		\$15,605,891.00	Fee Grand Total: \$58,606.08	



Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated nine graves for Cemetery.
- Assisted the Water Division with a water leak on December 5th.
- Maintained signs and signals.
- Patched potholes.
- Plowed snow and sanded for four winter weather events.
- Maintained all snow removal and ice control equipment.
- Maintained signs and signals.
- Division Safety Meeting: “Slips, Trips and Falls Prevention”, December 29, 2016.

Division: Water; Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	30.722 million gallons
Daily Average:	0.991 million gallons
Daily Maximum:	1.268 million gallons
- Completed 42 Iowa One Call locate requests.
- Meter Department
 - 105 service orders.
 - 7 delinquents.
 - 0 rereads.
 - 0 stuck meters.
 - 1 leaking meter.
- Division Safety Meeting: “Slips, Trips & Falls Prevention”, December 20, 2016.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	37.022 million gallons
Daily Average:	1.234 million gallons
Daily Maximum:	1.538 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “December Safety Informer”, December 7, 2016.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Trimmed trees in all alleys.
- Started trimming trees on all ROWs.
- Tom attended the Third Street Public Information Meeting on December 6, 2016.
- Tom attended the Hwy. 30 & Grant Road Public Information meeting on December 13, 2016.
- Jeff Warnke and Tom Weber attended the City of Carroll Safety Committee Meeting on December 16, 2016.

Division: Water; Terry Kluver, Water Superintendent

- Repaired watermain leak in the 900 block of East Street.
- Submitted one (1) set of bacteria samples from Well and Transmission Main project.
- Contractor passed bacteria samples on the first 2,000 feet of Well and Transmission Main project.
- Replaced check valve on 8-inch discharge line to High Service Pump #2.

Division: Sean Kleespies, Wastewater Superintendent

- Brad Vinchattle is working on the programming for the new dissolved oxygen system.
- Sanitary sewer camera inspections in the northwest corner of the City.
- Completed the final mandrel test for Deer Creek Lane sanitary sewer.
- Reviewed camera footage for the Industrial Park Road sanitary sewer.
- Cleaned containment area for jet/vac waste material.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Maintain signs and signals.
- Pothole patch.
- Clean shop and breakroom.
- Trim trees.
- Remove Christmas decorations from Central Business District.

Division: Water; Terry Kluver, Water Superintendent

- Continue working with contractor on bacteria sampling on Transmission Main project.
- Continue working with contractor on flushing new 16" raw water transmission main with compressed air.
- Start installation of 42 new actuator valves on filters at Water Treatment Plant.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Finish the dissolved oxygen system programming.
- Continue sanitary sewer camera inspection.

CAPITAL PROJECT STATUS SUMMARY – 01-10-17

PROJECT				ANTICIPATED		CONTRACT DATA						
Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Cemetery Maintenance Garage	2015 New	FY17										
Trails	2015 On-going	FY17	FY16									
Merchants Park	2015 On-going		FY16									
Rec Center Locker Rooms	2015 On-going	FY17										
Streambed Stabilization		FY17	FY16	\$385,000	2018							
Third Street Storm Sewer Improvements - 2016		FY17	FY16	\$1,400,000	2017	JEO Consulting Group, Inc.	\$152,425.00 \$11,000.00	11-09-15 08-08-16	\$154,807.50		03-31-16	Design Const. Staking (Hourly)
						King Construction	\$1,368,237.55	06-13-16	\$1,370,155.41	95%		Group A - West
						Rognes Corp.	\$850,833.90	06-13-16	\$540,438.62	60%		Group B - East
Street Resurfacing 2013	2015 On-going		FY16			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	
Street Resurfacing 2015	2015 On-going	FY16	FY16			JEO Consulting Group, Inc.	\$122,730.00 +	11-10-14	\$132,856.50		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61	06-16-15	\$1,180,803.75	95%	11-13-15	

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 Maintenance Building	2015 On-going	FY17	FY16	\$3,050,000	2018	FEH Design	\$22,500.00	01-25-16	\$2,250.00		05-01-16	Space Needs/ Prelim. Design
US 30 – Grant Road Intersection	2015 On-going	FY17	FY14	\$1,466,150	2017	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00	100%	08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$199,600.00	04-14-14	\$91,706.05			Design
Downtown Streetscape Phase 8	2015 On-going	FY17	FY15	\$998,500	2017	Confluence	\$89,040.00	11-10-14	\$85,686.41		05-15	Design Completion
High Ridge Road Resurfacing - 2016	2015 On-going	FY17	FY16	\$1,150,000	2017	JEO Consulting Group, Inc.	\$99,356.00 \$94,260.00	09-14-15	\$192,893.90		2016	Design Construction Services
						OMG Midwest, Inc.	1,149,123.40	04-11-16	\$1,145,968.45	95%	75 Days	
Court Street Resurfacing	2015 On-going	FY17		\$150,000	2017	OMG Midwest, Inc.	\$121,328.84	04-25-16	\$110,699.14	91%	11-15-16	
Corridor Entry Features	2015 New	FY17		\$440,000	2018							
Third Street Improvements	2015 On-going	FY17		\$1,250,000	2018	JEO Consulting Group, Inc.	\$71,193.00 \$80,078.00	09-26-16	\$67,143.00			Design Construction Services

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Well and Transmission Main	2014	FY16	FY16			JEO Consulting Group, Inc.	\$324,000.00	07-28-14	\$325,810.61			Contract Completion 11-30-15
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$743,099.63	95%		
Water Supply Wells – Group B	2014	FY16	FY16			Sargent Drilling	\$1,227,543.02	03-23-14	\$1,253,324.94	100%	07-15-16	
Watermain Replacement		FY17	FY16	\$500,000	2018							
Leachate Forcemain & Gravity Sewer						King Construction	\$661,257.50 Total \$335,962.50 City	07-18-16			08-31-16	CCSWMC Contract

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Clean up all park grounds
- Put up ice rink – 110'x96'
- Flood ice rink
- Spray ice rink (16 times)
- Clean equipment and store for winter season
- Trim shrubs downtown
- Move snow and ice from sidewalks
- Winter equipment and serviced and tested
- Trim trees
- Haul some tables to Graham Shelter House
- Close and winterize Southside Shelter House
- Remove fence at Stadium
- Equipment maintenance
- Pick up trash in downtown area (four times)

Golf: Scott Haakenson, Golf Superintendent

- Cleaned rough mowers and took to shelter house for winter
- Took heads off reel mowers to get ready to work on
- Worked on budget
- Winterized greens sprayer

Cemetery: John Snyder, Cemetery Sexton

- Cleaned Rec Center parking lots of snow two times
- Plowed cemetery streets two times
- Took care of nine interments/cremation burials and seven full burials and one baby burial
- Edited and redrew new cemetery lot and grave map
- Picked up sticks and garbage daily
- Repaired cemetery plow truck plow electrical units
- Sold graves when needed
- Helped numerous families with information on and location of graves and other information
- Total inventory on burials for 2016 are:
 - Total burials – 85 (Saturday burials – 18 (8 cremations and 10 full burials))
 - Cremations – 20
 - Full burials – 65

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

Member Usage	Daily Admission	Total Usage	Daily Average
9577	909	10486	350

Leisure Services: Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Hanlin
- Update digital sign at Rec Center
- Lifeguarded 11:00-1:30 shift

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

- Ice rink ready for skating

Golf: Scott Haakenson, Golf Superintendent

- Put on winter topdressing on greens
- Had new winder put in shop office
- Brought in tee signs

Cemetery: John Snyder, Cemetery Sexton

- Corrected errors on cemetery lot and grave map and submitted to Carey for reprinting the corrected plot layout of cemetery

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Covered just over 30 hours for other staff sick/weather/no one available, 1 water fitness 2 power kids program, 2 guard shifts plus a couple other “partial shifts”, 1 CRO

- 2 Live Healthy program meetings with St Anthony for January partnered program to plan program improvements.
- Weekly meetings with director and other supervisors.
- Attended monthly IPRA Aquatics meeting to learn about Model Aquatic Health Code changes going to legislation. Focus on lifeguard requirement changes for staffing policy.
- Continued work with software. 4 weekly meetings with Perfect Mind management team virtually.
- Attended 5 hour Chamber Leadership program on December 16.
- Worked with IT to set up training stations for Software, and had staff come in to “Train” on test computers and become familiar with the system and final testing.
- Attended City Safety Meeting, will be scheduling City CPR courses.
- Interviewed for CRO staff.
- Created meeting for Cool Kids staff to discuss changes to summer camp programs.

Leisure Services: Mike Mertes, Recreation Program Specialist

- Jingle Bell Run
- Breakfast with Santa
- 1st – 6th Basketball Programming
- Spring / Summer program planning
- Soccer Registration Setup

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
- Pool remodel plans at Rec Center
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Storm sirens
- Installed new equipment in weight room
- Baseball stadium shed power
- Golf house removal
- Christmas lights install and fix
- Next year’s budget items
- Fire Alarm bid at Rec Center
- Pool lights at Rec Center

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Regular winter schedule

Golf: Scott Haakenson, Golf Superintendent

- Clean and sharpen reels
- Attend IGCSA Turf Conference

Cemetery: John Snyder, Cemetery Sexton

- Do year end books
- Standard winter schedule
- Started designing work area for new shop

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Lifeguard Course with new 2017 program
- Schedule choices for CPR certification for City Staff
- Go Live on January 10 with new software Perfect Mind

Leisure Services: Mike Mertes, Recreation Program Specialist

- 1st – 6th Basketball Programs
- Soccer Registration

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Budget items

Safety Topic:

- Housekeeping supplies



Annual Planning Session

Carroll City Council Annual Planning Session 2016-2017 Priority Items Work Plan Update as of December 31, 2016

December Actions

- Develop Library/City Hall concept/implementation/financing plan
 - December 12, 2016 – OPN presented concept plan to the Council
- Continue street improvements
- Grant Rd/Hwy 30 improvements
 - Staff continues to meet and work with consultants to prepare plans for 2017 construction.
 - December 6, 2016 – Public Open House on 3rd Street paving project
 - December 13, 2016 – Public Open House on Grant Rd/Hwy 30 project
- Trails Expansion
 - Staff continues to meet and work with consultants to prepare plans for 2017 construction.
 - December 6, 2016 – Public Open House on two trail projects
- Review Graham Park Athletic District/ISU Plan when developed
 - December 27, 2016 – ISU presented plan to the Council
 - FY 2018 budget includes \$75,000 for future design work
- Continue Corridor of Commerce streetscapes on planning bases
 - Staff continues to meet and work with consultant to prepare plans for Phase VIII for 2017 construction
- FY 2018 Budget
 - Staff working on FY 2018 Budget Proposals

Upcoming Actions (Tentative Dates)

- City Entryway Signs
 - January 9, 2017 – Hold City Council Workshop
- Competitive Bidding Laws for Iowa
 - January 23, 2017 – Hold City Council Workshop
- FY 2018 Budget
 - January 23, 2017 – FY 2018 budget book presented to City Council
 - January 26 and 30 – FY 2018 budget workshops
 - February 7 and 9 – FY 2018 budget workshops (if needed)
- Develop Library/City Hall concept/implementation/financing plan
 - February 13, 2017 – Rescheduled meeting with OPN
- Debt Issuance and Debt Management meeting with PFM
 - February 27, 2017 – Hold City Council Workshop

- Develop Sidewalk repair program
 - March/April – Hold City Council Workshop
- Start Rec Center Improvement Projects
- Develop plan/strategy for Rec Center for long-term viability
- Trails Expansion
 - March 27, 2017 – Hold City Council Workshop
- Implement Housing Study
- Rental Housing Inspection Program
 - April 2017 – Hold City Council Workshop
- Water Distribution/Street Conditions
 - July 2017 – Hold City Council Workshop

Other items on the Horizon (Ongoing/no set timeline at this time)

- Waste Water Treatment Plant Improvements
- Street Maintenance Building – Develop Financing Plan
- Council Adoption of Financial Policies
- Learn more about and provide information on the Community Endowment Fund