



City Manager's Monthly Activity Report Gerald L. Clausen, City Manager

January 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
- Prepared and distributed 2015 1094-C & 1095-C with 2015 W-2s
- Prepared FY 17 budget books
- Civil Service Commission meetings – Jan. 6 & 20 for sergeant and captain promotions
- Public Works Union Contract
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Attended Wellness Coalition Meeting – January 21
 - Coordinated and attended Wellness Seminar – January 7
 - Promoted Live Healthy Iowa 10 Week Challenge

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to explore technology advances: paperless agenda
- Draft financial policies
- FY 2017 Budget discussions with City Council
- Prepare FY 2017 state budget forms
- Continue to promote wellness program with employees
 - Attend Carroll County Wellness Coalition Meeting –February 18
 - Promote Live Healthy Iowa 5K – Swan Lake – April 9

Accomplishments of particular note:

- 168 utility bills were emailed to customers in January 2016

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

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

Chief Schreck and Firefighters Dan Hannasch, Jeff Cullen and Jeff Warnke attended the Carroll County Firefighters Association meeting in Glidden, held on January 18th. Radio re-programing and vehicle emergency lighting were topics of discussion.

The Department began the annual duty of testing fire hose. All of the fire hose utilized by the Department is pressurized to a specific level for a specified time and checked for any defects such as leaks, tears or abrasions. Training in air management for the Department's self-contained breathing apparatus was reviewed. Firefighters then had the opportunity to participate in hands on-training utilizing air management skills in full protective gear.

The Department accepted the resignations of firefighters Jon Schreck and Jon Bruner. Schreck is now a full-time firefighter for the City of Fort Dodge and Bruner has purchased a property outside of the residency requirement area for department members.

Accomplishments of particular note:

Firefighters conducted a tour and pre-plan at the Graphic Edge to familiarize themselves with the building's layout, construction type and hazards within the building.

Run Report for January:

Alarm Date	Alarm Location	Incident Type
01/04/2016	2241 N West	Overheated electric motor
01/08/2016	15574 Highway 71 North	Vehicle roll-over
01/24/2016	506 East 18 th	Stove fire
01/27/2016	206 North Wilson (Jefferson)	Mutual aid given to Jefferson Fire Department

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Tony Amdor began basic training at the Iowa Law Enforcement Academy on January 4th. This training is 14 weeks long and is required training for certification from the State. He will graduate on April 8th then finish his field training at the department.

The police department has been assisting with security details for the presidential candidates when they come to Carroll. Some candidates are protected by private security and others with the Secret Service. Below are the dates that we assisted:

Ted Cruz – January 4th
Bernie Sanders – January 19th
Jeb Bush – January 29th
Hillary Clinton – January 30th

The Civil Service Commission met on January 6th to prepare for upcoming promotional testing.

Sergeant Jeremiah Hoyt completed ALICE training at the DMACC campus on January 6th. This was for DMACC staff to learn basic response from law enforcement and staff responsibilities during active shooter incidents.

The police department began testing for promotions within the department on January 20th. The testing is to fill an opening for the position of Sergeant and to create a list for the position of Captain which will be filled in late fall.

On January 23rd, Captain Mark Heino presented to the Boy Scouts. Captain Heino presented on fingerprint identification as well as crime prevention.

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: January 1 THRU January 31, 2016

Offenses	Incidents Reported
Porno/Obscene Material	1
Simple Assault	2
Domestic Abuse	2
Shoplifting	6
Theft from Vehicle	1
Theft from Building	8
Motor Vehicle Theft	1
Counterfeit/Forgery	6
Bad Checks	3
Vandalism: Business	2
Vandalism: Vehicle	1
Vandalism: Other	1
Drug/Narc Violations	4
Drive Under Infl	2
OWI 2 ND	1
Liquor Law Violation	1
Drunkenness	1
Disorderly Conduct	1
Harassment	2
All Other Offenses	1
False Information	1
Unattended Death	2
Mental Case	2
Warrant Outside	7
Restraining Order	2
10-50 PD	17
1050PD: Hit and Run	1
Under 1500	4
Op After Revocation	3
Operate After Suspen	9
Misc. Public	2
Total	97

Citations	
Animal	0
Dark Windows	2
License	24
Other	4
Parking Violation	10
Registration	35
Seatbelt	7
Tobacco	0
Traffic	50
Warning	248
TOTAL	380

Salvage Vehicle
Inspections: 10

Building Department

As reported by Perry Johnson, Building Official

<i>Agricultural</i>				
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
<i>Commercial</i>				
Building	01/18/2016	\$0.00	160012	\$0.00
Commercial Building Valuation Total:		\$0.00	Commercial Building Fee Total:	\$0.00
Electrical	01/11/2016		160006	\$63.64
	01/11/2016		160007	\$68.13
	01/13/2016		160009	\$36.58
	01/18/2016		160011	\$35.88
			Commercial Electrical Fee Total:	\$204.23
Mechanical	01/25/2016		160016	\$52.65
			Commercial Mechanical Fee Total:	\$52.65
Plumbing	NONE			\$0.00
			Commercial Plumbing Fee Total:	\$0.00
Right of Way	NONE			\$0.00
			Commercial ROW Fee Total:	\$0.00
Sign	01/22/2016			\$15.00
			Commercial Sign Fee Total:	\$15.00
Commercial Valuation Total:		\$0.00	Commercial Fee Total:	\$271.88

Residential

Building

	01/18/2016	\$418,217.00	160010	\$1,278.00
Residential Building Valuation Total:		\$418,217.00	Residential Building Fee Total:	\$1,278.00

Electrical

	01/11/2016		160002	\$35.88
	01/11/2016		160003	\$33.20
	01/13/2016		160008	\$33.20
	01/22/2016		160013	\$35.88
	01/29/2016		160017	\$35.88
	01/29/2016		160018	\$35.88
			Residential Electrical Fee Total:	\$209.92

Mechanical

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

Plumbing

	01/11/2016		160004	\$40.00
			Residential Plumbing Fee Total:	\$40.00

Right of Way

	01/11/2016		160005	\$25.00
	01/22/2016		160014	\$25.00
			Residential Right of Way Fee Total:	\$50.00

Sign

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

Residential Valuation

Total:	\$418,217.00	Residential Fee Total:	\$1,577.92
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Valuation Grand Total:	\$418,217.00	Fee Grand Total:	\$1,849.80
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Permits - YTD – through January 2016

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		\$204.23
	Mechanical		\$52.65
	Plumbing		\$0.00
	Right of Way		\$0.00
	Sign		\$15.00
Commercial Valuation Total:		\$0.00	Commercial Fee Total: \$271.88
<i>Residential</i>			
	Building	\$418,217.00	\$1,278.00
	Electrical		\$209.92
	Mechanical		\$0.00
	Plumbing		\$40.00
	Right of Way		\$50.00
	Sign		\$0.00
Residential Valuation Total:		\$418,217.00	Residential Fee Total: \$1,577.92
Valuation Grand Total:		\$418,217.00	Fee Grand Total: \$1,849.80

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated eight graves for Cemetery.
- Maintained signs and signals.
- Patched potholes.
- Maintained snow equipment.
- Installed several new street name signs.
- Pre-treated streets for several snow events.
- Cut and hauled away 35 loads of ice from sump pumps.
- Plowed and sanded for several snow events.
- Repaired a broken storm sewer on Carroll Street north of Hwy. 30
- Placed 10 cubic yards of concrete for street repair for broken storm sewer.
- Trimmed trees.
- Division Safety Meeting: Dealing with Sustained Cold at Work on January 19th, 2016.

Division: Water; Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	30.046 million gallons
Daily Average:	0.969 million gallons
Daily Maximum:	1.252 million gallons
- Completed 20 Iowa One Call locate requests.
- Meter Department
 - 62 service orders.
 - 20 delinquents.
 - 0 reread.
 - 13 stuck meters.
- Division Safety Meeting: "Slips, Trips and Falls Prevention", January 27, 2016.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	69.104 million gallons
Daily Average:	2.229 million gallons
Daily Maximum:	2.757 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Slips, Trips and Falls" on January 27, 2016.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Bob Bauer & Jeff Warnke attended Traffic Signal Maintenance School in Spencer on January 12, 2016.
- Removed all Christmas lights in CBD on January 14th.
- Installed new wedge tanks in Unit #26 to allow salt brine application while plowing snow.

Division: Water; Terry Kluver, Water Superintendent

- Repaired watermain break in the 700 block of Granada Road.
- Submitted two (2) sets of bacteria samples from Transmission Main project.
- Devin Pudenz and Pat Pudenz attended a Water Operator Workshop in Oakland on January 19, 2016.
- Operated Water Treatment Plant with one (1) filter during Filter Rehabilitation project.
- Filter Rehabilitation contractor removed media from Filter #2.

Division: Sean Kleespies, Wastewater Superintendent

- Continued training for Jerry Dentlinger, Matt Riedell, Paul Kersey and Travis Boell in the Lab.
- Installed raw sewage pump #3 motor.
- Electric Motor Service replaced bearing on storm water pump #3.
- Andy Snyder repaired the blower start in the aeration building.
- E & F Custom Pumping hauled sludge from the lagoon.
- Televised storm sewer on Hwy. 30 and Carroll Street.
- Training for Sean Kleespies, Jerry Dentlinger, Travis Boell, Matt Riedell and Paul Kersey on the new recorder for sewer inspection.
- Matt Riedell, Paul Kersey and Travis Boell attended training in Perry for collection system cleaning.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Plow and sand as needed.
- Paint barricades.
- Trim trees.
- Pothole patch.
- Maintain signs and signals.

Division: Water; Terry Kluver, Water Superintendent

- Continue working with contractor on bacteria sampling on Transmission Main project.
- Filter Rehabilitation contractor sand blasting, epoxy coating and installing filter media.
- Complete and file end-of-year documents.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Continued training for Matt Riedell, Paul Kersey and Travis Boell.

CAPITAL PROJECT STATUS SUMMARY – 02-11-16

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	11-09-15	\$55,352.75		03-31-16	Design
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	\$129,056.50		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61	06-16-15	\$1,095,474.23	95%	11-13-15	
Street Maintenance Building	2015 On-going	FY17	FY16	\$3,050,000	2018	FEH Design	\$22,500.00	01-25-16			05-01-16	Space Needs/ Prelim. Design

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
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	\$76,376.55			Design
Downtown Streetscape Phase 8	2015 On-going	FY17	FY15	\$998,500	2017	Confluence	\$89,040.00	11-10-14	\$30,485.00		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	\$99,356.00		2016	Design Construction Services
Court Street Resurfacing	2015 On-going	FY17		\$150,000	2017							
Corridor Entry Features	2015 New	FY17		\$440,000	2018							
Third Street Improvements	2015 On-going	FY17		\$1,250,000	2018							

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	\$308,311.43		11-20-15	
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$743,099.63	99%	11-30-15	
Water Supply Wells – Group B	2014	FY16	FY16			Sargent Drilling	\$1,227,543.02	03-23-14	\$843,745.60	72%	11-30-15	
Van Meter Addition U.S. 71 Watermain			FY16			King Construction	\$35,456.50	10-13-14	\$33,683.68	95%	11-14-14	
Water Treatment Plant Filter Rehabilitation - 2016						JEO Consulting Group, Inc.	\$20,315.00	08-24-15	\$12,186.00		04-01-16	
						Grundman-Hicks, L.L.C.	\$530,200.00	11-23-15	\$76,000.00		04-01-16	
Watermain Replacement		FY17	FY16	\$500,000	2018							

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 and parking lots
- Build benches for tennis courts
- Sand and paint trash cans
- Order trees for nursery
- Trim trees downtown and in parks
- Equipment maintenance

Golf: Scott Haakenson, Golf Superintendent

- Power washed and put new bearing and seals in 10 John Deere fairway mower heads
- Power washed and put new bearing and seals in 3 Jacobsen tee mower heads
- Moved snow at shop

Cemetery: John Snyder, Cemetery Sexton

- Tended to nine interments – two cremation burials and two full burials – three were on Saturdays
- Moved snow when and where needed
- Went over 2016-2017 budget with Jack
- Reviewed new building prints and specs with Jack and architect and engineer
- Picked up branches, sticks and garbage daily
- Trimmed trees where and when needed
- Attended financial planning seminar
- Completed all cemetery paper work, grave sales, funeral home billing, monthly burial records, year-end records, time sheets, etc.

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

	Member Usage	Daily Admission	Total Usage	Daily Ave
Jan.	10,636	1042	11,678	389

Leisure Services: Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Wess
- Update digital sign at Rec Center

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:

Golf: Scott Haakenson, Golf Superintendent

- Attended Iowa Turf Conference
- Recertified as pesticide applicator

Cemetery: John Snyder, Cemetery Sexton

- Worked on plow truck repairs

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Soccer Registration Discount Day January 13! Registered approximately 600 kids!
- Began Swim lessons January 12 for Parent Child, Preschool, and Levels 1-6.
- Started Parent-Tot Times – Mondays, Tuesdays, & Fridays with each day having a different location. Mondays is a partnership with the Library and Diane comes and does a story at 10! Tuesdays are in the gym and Fridays in the pool. We have had an estimated 16 family memberships with this programming.
- HydroStride- added a new deep water running class on MWF nights
- Saturday Classes- Christina Tait offered to teach a few classes on Saturday mornings including cycling, yoga and a basic fitness class for beginners.
- Live Healthy new program had 17 registrants. This program was a 4 week partnership between the Rec Center and the St Anthony's hospital.
- Attended Iowa Parks & Recreation Aquatics Committee meeting in Grinnell January 8. Discussed manager workshop, code, and wage/fees.
- Hired new CRO staff and lifeguard.
- Met with resident about powerlifting, and viewed his home facility.
- Pool Committee meeting to discuss pool capital improvements.
- Met with Concessions Manager at Aquatic Center Glen, to prepare for 2016 summer.
- Met with staff at Stones to discuss brochure and other opportunities to work together.

Leisure Services: Mike Mertes, Recreation Program Specialist

- 1st & 2nd Basketball Clinic
- 3rd & 4th Basketball Registration
- Spring Soccer Registration Day
- High School Indoor Soccer League
- Adult Coed Volleyball
- Business Sponsorship processing

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 and weight room remodel at Rec Center
- Theater rentals
- Aquatic Center drain and winterizing
- Repairs of heating systems
- Downtown light pole lights
- Floor drains at Rec Center
- Heating systems
- Downtown Christmas Lights
- '16/17 budget
- LED lights throughout the City
- Theater curtains at Rec Center
- Weight room remodel expansion project

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Finish tennis benches
- Continue painting projects
- Start flower seeds

Golf: Scott Haakenson, Golf Superintendent

- Continue mower repair and sharpening
- Sand and paint ball markers, ball washers and trash baskets
- Order chemicals and fertilizers

Cemetery: John Snyder, Cemetery Sexton

- Regular schedule

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Brochure planning for March release
- Spring Lifeguard, WSI, Swim Coach, and LGI classes

Leisure Services: Mike Mertes, Recreation Program Specialist

- 3rd & 4th Basketball Clinic
- High School Indoor Soccer League
- Soccer equipment ordering
- Soccer scheduling
- Adult Coed Volleyball
- Baseball / Softball and T-ball Registration

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Finishing budget items

Safety Topic:

- Snow removal safety – guidelines on line seminar
- Lifeguard Inservice- Backboarding and CPR review, Rules to enforce
- Electrical power



Director's Report January 2016

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Stress Relief Coloring	9	Total Print Circulation:	7,831
Early Literacy Day	194	BRIDGES Circulation:	641
Tech Help Friday	23	Public Computer Use:	683
Children's Library Programs	260	Wi-Fi Use:	232
Children's Program Outreach	394	EbscoHost Downloads:	125
Crafty Library Ladies	63	Tumblebooks Downloads:	21
Poetry Group	11	Global Road Warrior Page Views:	3
Brown Bag Book Club	4	Learning Express Resources:	282
Tuesday Night Book Club	3	Freegal Music Downloads:	189
Adult Literacy Tutoring	6	GVRL eBook Downloads:	2
		ABC Mouse Sessions:	52
		Zinio Digital Magazine Circulation:	85
		Daily Times Herald Page Views:	9,610
		Consumer Reports Page Views:	363
Monthly Door Count	4,786		

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Diane continued Rookie Storytime, Ivan the Reading Dog, and the read aloud program in the library this month. She also continued outreach storytime to area daycares including a new partnership program with the Carroll Rec Center. Each Monday, Diane visits the Kool Kids room at CRC for an outreach program called 'Romp & Read' where toddlers are encouraged to explore activity stations including stories read by Diane. The Early Literacy Day held on January 23rd was a success with 38 children registered for the 1,000 Books before Kindergarten program with more being registered each day. There was a great turnout of 194 parents and children attending the Chad Elliott concert and Dr. Whoot debut. Staff worked in January to find a venue for the summer reading programs and concluded that Adams Elementary will be the site of the 2016 Ready, Set, Read program lineup. A schedule of performances will be available in the library summer guide releasing in late April.

- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of book clubs, Tech Help Fridays, Crafty Ladies, Stress Relief Coloring, and the poetry group. Winter weather caused the cancellation of several adult programs this month.

- 3) **Collection Development Work:** Staff continue to weed and organize collections in preparation for the space planning visit by Kim Bolan & Associates that will occur in mid-March. Children's series titles are being reviewed and replaced as necessary and McNaughton duplicate titles are being returned.

- 4) **Special Projects**
 - a) **Libraries Transform Awareness Campaign:** The new ALA awareness campaign has begun with community posters and articles in the newspaper that will help library staff and supporters advocate for library service. This year, ALA dedicated the National Library Week theme as "Libraries Transform". Library staff will continue to promote this campaign throughout the year.
 - b) **Baby changing tables** were installed in the police department public bathrooms at the end of the hall for library patrons to utilize. This project was made possible by a private donation to the Friends of the Library. The lack of changing tables in the building received many tallies on the No to Yes log last year, a patron feedback mechanism that has worked well to identify requests from the public.
 - c) **Everybody on the Same Page:** Staff worked together with other county librarians to prepare the press kit for the county-wide reading project, 'Everybody on the Same Page'. This program is an all-county read of the book selection, *Orphan Train* by Christina Baker Kline and *A Family Apart* by Joan Lowry Nixon. The goal is to get as many people as possible reading the same book and attending programs and discussions around the theme. This project will run from March 1st through May 1st.

- 5) **Upcoming Events:** View upcoming events on the library's Google calendar at www.carroll-library.org by clicking on the Calendar of Events link on the home page.