



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

**Gerald L. Clausen, City Manager**

**January 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
- Prepared FY 2016 budget books and distributed to Council and City Staff
- Attended BSI Insurance meeting – Des Moines (January 8)
- Attended IMFOA Board Meeting – Des Moines (January 9 – 10)
- Attended the International Institute of Municipal Clerks (IIMC) Region meeting – Decorah (January 22 – 24, 2015)
- 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

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

- Continue to work on delinquent water accounts/water issues
- Continue to explore technology advances: paperless agenda
- Conduct budget work sessions with Council for the FY 2016 budget proposal
- Attend the first meeting of the Library Steering Committee – February 5
- Continue police union negotiations
- Work with PFM to prepare information for an upcoming advanced refunding of the outstanding 2008 capital loan notes
- Attend Securing Iowa's Public Pensions meeting – Des Moines (February 25)
- Continue to promote wellness program with employees
  - Attend Carroll County Wellness Coalition Meetings – planning for the LHI 5K
  - City of Carroll Wellness Committee Meeting

### Accomplishments of particular note:

- 77 utility bills were emailed to customers in January 2015

# 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.

Firefighters Kyle Cmelik, Austin Goetzinger, Scott Quandt, Josh Sporrer and Adam Wuebker began the Firefighter I Certification process in January. This process involves approximately 125 hours of classroom and hands-on training for new firefighters. A 100- question written exam and skills evaluation will be conducted at the conclusion of this intense training process. We thank these new members for giving of their own time to build the knowledge and skill they will need in providing safe and efficient fire protection service to our community. The Firefighter I Certification process is managed by the Iowa Fire Service Training Bureau which is a division of the State of Iowa Department of Public Safety.

The annual process of hose testing began in January. All of the fire hose utilized by the Department is pressure-tested annually to ensure its reliability during firefighting incidents. The Department also conducted a walk-through and emergency pre-plan of the American Home Shield Office located on Hwy. 30 east.

Accomplishments of particular note:

Fire Lieutenant Jeff Warnke and Firefighter Bill Gross attended the Carroll County Firefighters Association meeting held in Templeton on January 19<sup>th</sup>. The radio operations and paging capabilities process was discussed with staff from the Carroll Communications Center.

Run Report for January:

Alarm Date	Alarm Location	Incident Type
01/01/2015	18878 Robin Avenue	Mutual aid given to Glidden FD – house fire
01/07/2015	912 W Highway 30	Vehicle fire
01/07/2015	1750 E Highway 30	Assist police
01/22/2014	217 Griffith Road	Accidental fire sprinkler activation – no fire

# Police Department

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

Routine Activities for the month:

Officer Daniel Lynch resigned his position with Carroll Police Department effective January 2, 2015, to accept a position with the Boone Police Department. Officer Justin Ferrin was hired to take his place and began working on January 12, 2015. Officer Ferrin holds a Bachelor's Degree in Security Management and an Associate's Degree in Criminal Justice. He is scheduled to attend Basic Level II Training Academy at Hawkeye Community College from March 9 – May 8. He has begun his field training program and will continue that training until the academy starts.

Patrol Officer Ethan Kathol completed his field training program and is now assigned to the night watch. He graduated from the Iowa Law Enforcement Academy on December 5, 2014.

Budgets were prepared and submitted for F.Y. 2015 – 2016 for the police department, disaster services, Crime Prevention Special Projects, Police Forfeiture, Carroll County E911 Service Board and the Carroll County Emergency Management Commission.

Union negotiations continued with the police union. Progress was made and what will hopefully be the final negotiating session is scheduled for February 19.

Specifications were drafted and sent to local dealers to replace two police vehicles. Bids were solicited for one full-size all-wheel drive police sedan and one all-wheel drive police utility vehicle. Bids were received on January 21 with the low bid for both coming from Champion Ford of Carroll. Both vehicles were ordered on January 27 and should arrive sometime in April. New lighting, cages and other equipment for the inside of these vehicles is being evaluated at this time and will be ordered in early to mid-February.

Chief Cayler attended meetings of the Carroll County E911 Service Board and the Carroll County Emergency Management Commission on January 29. Chief Cayler serves as the Chair of both groups. The primary focus of these meetings was the F.Y. 15/16 budgets for both groups. Public hearings for both budgets will be held on February 19 beginning at 6 p.m.

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, 2015

Offenses	Incidents Reported
Simple Assault	1
Domestic Abuse	3
Burglary/B&E	1
Shoplifting	2
Theft from Vehicle	1
Theft from Building	3
Motor Vehicle Theft	2
Counterfeit/Forgery	1
Stolen Property	1
Drug/Narc Violations	3
Drub Equipment Violations	2
Drive Under Influence	2
OWI 2 <sup>nd</sup>	1
Liquor Law Violation	1
Drunkenness	6
Disorderly Conduct	1
All Other Offenses	4
Trespassing	1
Runaway	2
Mental Case	1
Warrant Outside	2
10-50PD	9
1050 PD: Hit and Run	4
Under 1500	4
Assist Other Agency	1
Op After Revocation	2
Operate After Suspen	1
Miscellaneous Public	6
<b>Total</b>	<b>68</b>

Citations	
Dark Windows	3
License	6
Other	1
Parking Violation	49
Registration	12
Seatbelt	10
Tobacco	0
Traffic	40
Warning	183
<b>TOTAL</b>	<b>304</b>

Salvage Vehicle  
Inspections: 18

# Building Department

**As reported by Perry Johnson, Building Official**

***Agricultural***

Building	NONE	\$0.00		\$0.00
<b>Agricultural Building Valuation Total:</b>		<b>\$0.00</b>	<b>Agricultural Building Fee Total:</b>	<b>\$0.00</b>

**Agricultural Valuation  
Total:**

**\$0.00**

**Agricultural Fee Total:**

**\$0.00**

***Commercial***

Building	01/12/2015	\$5,000,000.00		\$1441.00
<b>Commercial Building Valuation Total:</b>		<b>\$5,000,000.00</b>	<b>Commercial Building Fee Total:</b>	<b>\$1441.00</b>

Electrical

	01/12/2015		150009	\$60.68
	01/12/2015		150010	\$164.90
	01/14/2015		150013	\$74.28
	01/30/2015		150021	\$88.16
			<b>Commercial Electrical Fee Total:</b>	<b>\$388.02</b>

Mechanical

	01/12/2015		150008	\$39.51
			<b>Commercial Mechanical Fee Total:</b>	<b>\$39.51</b>

Plumbing

	01/12/2015		150005	\$85.50
			<b>Commercial Plumbing Fee Total:</b>	<b>\$85.00</b>

Right of Way

	NONE			\$0.00
			<b>Commercial ROW Fee Total:</b>	<b>\$0.00</b>

Sign

	01/06/2015		150003	\$300.00
	01/14/2015		150011	\$60.00
			<b>Commercial Sign Fee Total:</b>	<b>\$360.00</b>

**Commercial Valuation Total: \$5,000,000.00**

**Commercial Fee Total:**

**\$2,314.03**

**Residential**

Building

01/02/2015	\$0.00	150001	\$35.00
01/02/2015	\$0.00	150002	\$35.00
01/12/2015	\$0.00	150007	\$35.00
01/30/2015	\$0.00	150024	\$0.00

**Residential Building Valuation Total: \$0.00      Residential Building Fee Total: \$105.00**

Electrical

01/14/2015		150012	\$122.93
01/14/2015		150014	\$146.33
01/14/2015		150015	\$128.13
01/14/2015		150016	\$62.00
01/30/2015		150020	\$35.88

**Residential Electrical Fee Total: \$495.27**

Mechanical

01/12/2015		150006	\$28.63
01/30/2015		150022	\$53.76

**Residential Mechanical Fee Total: \$82.39**

Plumbing

01/20/2014		150017	\$34.00
01/30/2015		150023	\$58.50

**Residential Plumbing Fee Total: \$92.50**

Right of Way

01/20/2015		150018	\$25.00
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**Residential Right of Way Fee Total: \$25.00**

Sign

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

**Residential Valuation**

**Total: \$0.00      Residential Fee Total: \$800.16**

**Valuation Grand Total: \$5,000,000.00      Fee Grand Total: \$3,114.19**

## 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			\$1,441.00
	Electrical	\$5,000,000.00		\$388.02
	Mechanical			\$39.51
	Plumbing			\$85.50
	Right of Way			\$0.00
	Sign			\$360.00
<b>Commercial Valuation Total:</b>		<b>\$5,000,000.00</b>	<b>Commercial Fee Total:</b>	<b>\$2,314.03</b>
<i><b>Residential</b></i>				
	Building			\$105.00
	Electrical	\$0.00		\$495.27
	Mechanical			\$82.39
	Plumbing			\$92.50
	Right of Way			\$25.00
	Sign			\$0.00
<b>Residential Valuation Total:</b>		<b>\$0.00</b>	<b>Residential Fee Total:</b>	<b>\$800.16</b>
<b>Valuation Grand Total:</b>		<b>\$5,000,000.00</b>	<b>Fee Grand Total:</b>	<b>\$3,114.19</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 two snow/ice event.
- Plowed snow and sanded for two snow events.
- Hauled snow from CBD for two snow events.
- Swept streets and CBD as weather permitted.
- Assisted Water Division with a watermain break on January 11<sup>th</sup>.
- Bladed alleys.
- Division Safety Meeting: Lockout/Tagout; Electrical Flash Safety; Chemical Spill Training on January 13, 2015.

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

- Water production:

Monthly Total:	29.797 million gallons
Daily Average:	0.961 million gallons
Daily Maximum:	1.217 million gallons
- Completed 15 Iowa One Call locate requests.
- Meter Department
  - 36 service orders.
  - 28 delinquents.
  - 1 reread.
  - 7 stuck meters.
  - 1 high water bill.
- Division Safety Meeting: On January 6, 2015, we reviewed AWWA Safety Video of Arc Flash Safety for Employees.

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

- Wastewater treatment:

Monthly Total:	34.957 million gallons
Daily Average:	1.128 million gallons
Daily Maximum:	1.227 million gallons
- Performed laboratory analysis.
- Cleaned sanitary sewer collection system pursuant to schedule.
- Cleaned storm sewers.
- Completed DNR Monthly Operating Report.
- Division Safety Meeting: "Risk Management Action Plan" on January 8<sup>th</sup>, 2015.

Special Activities/Accomplishments of particular note:

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

- Bob Bauer & Jeff Warnke attended Traffic Signal school in Spencer on January 27<sup>th</sup>.
- Cut down ten trees for Transmission Main project.
- Started trimming trees on all City streets.
- Took down all Christmas lights.
- Core drilled streets for Street Resurfacing project.

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

- Repaired watermain leak on 8<sup>th</sup> Street behind Ace Hardware.
- Updated utility maps with completed projects.
- Completed and filed end-of-year documents.
- Installed new check valve on discharge line to Well #12.
- Placed High Service Pump #2 on line after rebuilt pump was installed.

**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.

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 eight (8) inch Auma Actuator on Filter #2, Cell #8, Effluent Line.
- Install new Radio Read Water Meters to top ten (10) consumers.
- Replace check valve on eight (8) inch discharge line to High Service Pump #2.

**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.
- Complete Sludge Application Report for DNR & EPA.

**CAPITAL PROJECT STATUS SUMMARY – 02-10-15**

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	\$164,233.66		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	\$35,360.00			Design
Downtown Streetscape Phase 7		2013	2013	\$60,000	2013	Confluence	\$57,250.00	09-09-13	\$74,122.23		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	\$49,700.00		04-15	Plus Hourly Construction Services Design Completion
Downtown Streetscape Phase 8						Confluence	\$65,000.00	11-10-14	\$14,238.75		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
- Dump trash cans
- Move snow and ice from lots and sidewalks
- Sand and paint picnic tables
- Trim trees

### **Golf:** Dan Smith, Golf Superintendent

- Power washed and put new bearings and seals in 3 Jacobsen greens mower heads
- Sharpened reels and bed knives on 3 Jacobsen greens mower heads
- Power washed and put in new bearings and seals in 3 John Deere greens mower heads
- Sharpened reels and bed knives on 3 John Deere greens mower heads
- Power washed and put in new bearings and seals in 3 John Deere fairway mower heads
- Sharpened reels and bed knives on 3 John Deere fairway mower heads
- Sanded and painted 36 red tee markers
- Moved snow at shop and park shop

### **Cemetery:** John Snyder, Cemetery Sexton

- Took care of 9 funerals three of which were on Saturdays
- Sold graves to three families
- Moved snow for funerals
- Picked up garbage and sticks daily
- Worked on snow plow
- Backfilled three sunken graves
- Trimmed some low branches in Block 10

### **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

- Attended 81<sup>st</sup> Turfgrass Conference

**Golf:** Dan Smith, Golf Superintendent

- Attended Iowa Turfgrass Conference
- Recertified as pesticide applicator

**Cemetery:** John Snyder, Cemetery Sexton

- Finalized 2014 books
- Inventoried Ash Trees from weakest to strongest for removal reasons

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

- 1<sup>st</sup> & 2<sup>nd</sup> Basketball Clinic
- 3<sup>rd</sup> & 4<sup>th</sup> Basketball Registration
- 5<sup>th</sup> & 6<sup>th</sup> Basketball Registration
- 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
- City Hall generator
- 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
- Christmas Lights downtown
- Golf Course A/C unit replacement
- Theater curtains and lights
- Tables and chairs in Activities room

Activities planned for next month and other comments:

**Parks:** Scott Parcher, Parks Superintendent

- Trim trees
- Sand and paint tables
- 2015 maintenance schedule

**Golf:** Dan Smith, Golf Superintendent

- Continue mower repair and sharpening
- Continue painting tee markers and ball washers
- Order chemicals and fertilizers

**Cemetery:** John Snyder, Cemetery Sexton

- Regular schedule
- Look at park time help possibilities

**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
- Soccer equipment ordering
- Soccer scheduling
- Summer / Fall Program planning

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

- Finishing budget items

**Safety Topic:**

- Proper lifting
- Cleaning chemicals





## Director's Report January 2015

### As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Program Attendance:		Monthly Statistics:	
iPad Club	6	Total Print Circulation:	8858
Computer Classes	15	WILBOR Circulation:	531
Crafty Library Ladies	65	Public Computer Use:	910
Poetry Group	6	Wi-Fi Use:	196
Friends of Library Coffee	2	EbscoHost Sessions:	2102
Rookie Story Time	155	Tumblebooks Downloads:	35
Children's Program Outreach	332	Global Road Warrior Page Views:	39
Brown Bag Book Club	5	Learning Express Page Views:	218
Tuesday Night Book Club	6	Freegal Music Downloads:	246
Friends Canvas Painting Fundraiser	35	Freegal Movie Downloads:	2
		ABC Mouse Sessions:	18
		Daily Times Herald Online:	2307

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Rookie story time and outreach story time programming continues to reach many children in the Carroll area. Diane included the Breda daycare in her outreach stops this month and will continue to visit once per month. This month the summer reading schedule was set for the 2015 'Every Hero Has a Story' Summer Reading Program. There will be 7 children's events this year including:

SRP Registration Kickoff – Superheroes from Waterloo – May 26<sup>th</sup>  
 Pockets Full of Fun Puppet Show – Lisa Laird – June 2<sup>nd</sup>  
 Animal Heroes I– ARC and Sheriff's K-9 Ike – June 9<sup>th</sup>  
 Juggling Program – Jason Kollum – June 16<sup>th</sup>  
 The Dulcimer Guy – Mike Anderson – June 23<sup>rd</sup>  
 Animal Heroes II – SOAR and Ivan the Therapy Dog – June 30<sup>th</sup>  
 IPTV Reading Road Trip 2015 – Dan Wardell – Date to be determined

- 2) **Adult Programs:** A new iPad Club began this month and will meet monthly on the first Tuesdays for patrons to learn new features and library apps. Computer classes held in the library this month included Basic Computer Skills I & II, Basic Email and My SSA, facilitated by the Carroll Social Security office. The Brown Bag Book Club and Tuesday Night Book Club met in January as well as the Crafty Ladies and Poetry Enthusiasts each week. The Friends of the Library sponsored a Ladies Night Out canvas painting event with Laura Comito from Artworks Studio on January 10<sup>th</sup> with 35 in attendance. Plans are being made for National Library Week events as well as teen and adult programming for Summer Reading including a Mini-ComicCon at the library in late July or early August.
  
- 3) **Winter Projects:** Staff are currently weeding the audio cassette collection (books on tape) to make room for the movie and special audio collections on the west wall of the library. The remaining reference titles were moved closer to the oversize collection and CD audiobooks shifted down to free up space. Signs continue to be updated throughout the library.
  
- 4) **New Digital Collections:** Staff are busy integrating URL links and marc records into the catalog as well as preparing promotional material for Zinio digital magazines and the Gale Digital Reference Library which will be available for public use in late February. Trustees will get a demonstration of the new databases at their February meeting.

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.