



City Manager's Monthly Activity Report

Gerald L. Clausen, City Manager

May 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
- Continued working with Civil Service Commission and Moulder & Associates for PD Chief search
- Worked with Debbie Dean, BSI representative, on the City's health insurance renewal
 - Employee meeting – May 20
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Attend Wellness Coalition Meeting – May 21
 - Held blood profile clinic for employees – May 19
 - Youth Triathlon – May 23
- Prepared and filed FY 2014/2015 budget amendment #2
- Attend Library Steering Committee meeting – May 14

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
- Work with Mid IA insurance on liability and property insurance renewal
- Continue to work with Moulder & Associates on the PD Chief search
- Continue to promote wellness program with employees
 - Attend Carroll County Wellness Coalition Meetings
 - Schedule wellness program for employees through St. Anthony Regional Hospital – cholesterol seminar (June 2)

Accomplishments of particular note:

- 94 utility bills were emailed to customers in May 2015

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to seven calls for service and held four training sessions in May.

Firefighters participated in an eight-hour vehicle extrication class held Saturday May 2nd. The class involved new rescue procedures in utilizing the Jaws of Life for vehicle collisions. Special thanks to Quandt Auto Salvage for providing vehicles for the hands-on training conducted as part of the class.

The Department continued training in truck operations and maintenance. All trucks are inspected and tested for proper operations on a regular basis to ensure their reliability when needed for emergency operations.

Accomplishments of particular note:

Self-Contained Breathing Apparatus (SCBA) search and rescue operations were also conducted.

Run Report for May:

Alarm Date	Alarm Location	Incident Type
05/02/2015	2014 Kittyhawk Ave	Sprinkler system problem
05/04/2015	17715 Ivy Ave	Carbon monoxide detector activation
05/05/2015	126 W 6 th St	False alarm
05/08/2015	Veterans Park	Trash can fire
05/14/2015	620 W 3 rd St	Grain bin fire
05/14/2015	620 W 3 rd St	Return – grain bin fire
05/29/2015	238 Hillcrest Dr	Smoke smell

Police Department

As reported by Jeff Cayler, Police Chief

Routine Activities for the month:

Officer Justin Ferrin graduated from the Intermediate Training Academy at Hawkeye Community College in Waterloo on May 8. This was a nine-week training program, as opposed to the normal fourteen week basic training academy. Officers who possess an Associate's or Bachelor's Degree qualify to attend this intermediate academy. Officer Ferrin also completed his field training program at the end of May. Much of this was completed prior to his attendance at basic training, with the remainder being completed following graduation.

All officers participated in pistol and shotgun qualifications on May 11. These qualifications are generally conducted at least twice each year, with an additional nighttime qualification for pistols. Rifle qualifications will take place in June. Chief Cayler also provide firearm instruction for a basic class at the Iowa Law Enforcement Academy. Chief Cayler has been a certified instructor for many years.

Sgt. Burke and Chief Cayler attended the Law Enforcement Coordinating Committee annual training conference in Coralville from May 19 – 22. This conference is sponsored by the United States Attorneys from the Northern and Southern Districts of Iowa and the Iowa Police Chiefs Association.

The police department provided facility tours for five (5) groups of school-age children. The children were shown the various rooms in the police department, as well as getting a close-up look at a police car and the various items that an officer carries on their equipment belt.

The last round of retailer tobacco compliance checks was completed. Each year, the Carroll Police Department partners with the Iowa Alcoholic Beverage Division (which oversees tobacco sales in Iowa) to test each of the local retailers for compliance with Iowa's tobacco sales laws. Only one retailer was found to be out of compliance this fiscal year.

CPD provided traffic control and escort for the Recreation Center's youth triathlon on May 23rd.

The police department maintains a Facebook page which has proved to be very helpful and well-received. It has been used on a number of occasions to identify suspects from photos that officers needed to identify for investigations. It has also been used to notify the public about traffic problems or other items of community and/or law enforcement concern.

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: May 1 THRU May 31, 2015

Offenses	Incidents Reported
Simple Assault	4
Domestic Abuse	2
Shoplifting	2
Theft from Vehicle	1
Theft from Building	5
Other Larceny	1
Vandalism: Residence	1
Vandalism: Vehicle	1
Drug/Narc Violations	4
Drug Equipment Violation	1
Drive Under Infl	4
Liquor Law Violation	2
Disorderly Conduct	2
All Other Offenses	1
Missing Person	1
Found Property	2
Animal Bite	2
Warrant Outside	2
10-50PI	1
10-50 PD	10
1050 PD: Hit and Run	1
Under 1500	4
Op After Revocation	1
Operate After Suspen	1
Miscellaneous Public	4
Total	60

Citations	
Animal	2
Dark Windows	0
License	7
Other	2
Parking Violation	29
Registration	12
Seatbelt	5
Tobacco	0
Traffic	40
Warning	220
TOTAL	317

Salvage Vehicle
Inspections: 19

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

Commercial

Building

05/13/2015

\$58,000.00

150126

\$310.00

05/13/2015

\$100,000.00

150127

\$441.00

05/22/2015

\$1,590,000.00

150139

\$3,320.00

Commercial Building Valuation Total:

\$1,748,000.00

Commercial Building Fee Total:

\$4,071.00

Electrical

05/06/2015

150118

\$50.13

05/13/2015

150128

\$64.73

Commercial Electrical Fee Total:

\$114.86

Mechanical

05/14/2015

150132

\$44.26

05/14/2015

150133

\$28.13

Commercial Mechanical Fee Total:

\$72.39

Plumbing

05/14/2015

150131

\$43.00

05/22/2015

150135

\$37.50

Commercial Plumbing Fee Total:

\$80.50

Right of Way

05/06/2015

150120

\$45.00

05/08/2015

150121

\$25.00

05/22/2015

150137

\$25.00

Commercial ROW Fee Total:

\$95.00

Sign

05/13/2015

150125

\$30.00

05/13/2015

150129

\$975.00

05/22/2015

150136

\$45.00

Commercial Sign Fee Total:

\$1,050.00

Commercial Valuation Total:

\$1,748,000.00

Commercial Fee Total:

\$5,483.75

Residential

Building

05/06/2015	\$55,000.00	150119	\$300.00
05/06/2015	\$0.00	150122	\$35.00
05/06/2015	\$25,000.00	150124	\$172.00
05/22/2015	\$120,000.00	150138	\$490.00
Residential Building Valuation Total:	\$200,000.00	Residential Building Fee Total:	\$997.00

Electrical

05/13/2015		150130	\$35.88
05/14/2015		150100	\$35.88
		Residential Electrical Fee Total:	\$71.76

Mechanical

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

Plumbing

05/06/2015		150123	\$72.00
		Residential Plumbing Fee Total:	\$72.00

Right of Way

NONE			\$0.00
		Residential Right of Way Fee Total:	\$0.00

Sign

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

Residential Valuation

Total:	\$200,000.00	Residential Fee Total:	\$1,140.76
---------------	---------------------	-------------------------------	-------------------

Valuation Grand Total:	\$1,948,000.00	Fee Grand Total:	\$6,624.51
-------------------------------	-----------------------	-------------------------	-------------------

Permits - YTD – through May 2015

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			\$15,340.50
	Electrical	\$11,176,730.00		\$1,137.62
	Mechanical			\$287.70
	Plumbing			\$372.50
	Right of Way			\$195.00
	Sign			\$1,725.00
Commercial Valuation Total:		\$11,176,730.00	Commercial Fee Total:	\$19,058.32
<i>Residential</i>				
	Building			\$5,495.25
	Electrical	\$1,203,494.90		\$1,393.46
	Mechanical			\$201.79
	Plumbing			\$424.50
	Right of Way			\$375.00
	Sign			\$0.00
Residential Valuation Total:		\$1,203,1494.90	Residential Fee Total:	\$7,890.00
Valuation Grand Total:		\$12,380,224.90	Fee Grand Total:	\$26,948.32

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated five graves for Cemetery.
- Patched potholes.
- Assisted the Water Division with watermain leak repair on May 4th.
- Assisted the Water Division with two watermain excavations on May 21st.
- Placed 37 yards of concrete for street repairs and ROWs.
- Swept streets.
- Maintained all traffic lights and signs.
- Reviewed Wayne sweeper.
- Divisional Safety Meeting: “Keeping Work Zones Safe During Nigh Time Repairs” on May 26th.

Division: Water; Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	31.058 million gallons
Daily Average:	1.002 million gallons
Daily Maximum:	1.332 million gallons
- Completed 131 Iowa One Call locate requests.
- Meter Department
 - 84 service orders.
 - 20 delinquents.
 - 6 rereads.
 - 0 stuck meters.
- Division Safety Meeting: Reviewed AWWA Safety Video of Watermain Repairs that covered PPE, Shoring and Shielding, Disinfection, Traffic Control and Public Relations on May 28, 2015.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	56.759 million gallons
Daily Average:	1.830 million gallons
Daily Maximum:	2.624 million gallons
- Performed laboratory analysis.
- Cleaned sanitary sewer collection system pursuant to schedule.
- Cleaned storm sewers.
- Completed DNR Monthly Operating Report.
- Division Safety Meeting: “Keeping Workers Safe During Nighttime Repairs” on May 22nd.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Placed larvacide in wet areas for mosquito control.
- Tom Weber and Jeff Warnke assisted with tornado damage clean-up in Lake City on May 11th.
- Received 500 tons of sand for next winter sanding.
Assisted Parks Department replacing light bulbs at ball fields

Division: Water; Terry Kluver, Water Superintendent

- Submitted permit-required sample for Nitrate.
- Tested two (2) backflow devices at Water Treatment Plant and four (4) on hydrant meters.
- Chemically treated Well #15.
- Chemically treated Well #14.
- Installed Swing Arm to lower fire hydrant at Elm Street and East Anthony due to construction of sidewalk approach.

Division: Sean Kleespies, Wastewater Superintendent

- Repaired the Jet/Vac.
- Finished monthly maintenance schedule.
- Repaired primary sludge pump #2 seals.
- Completed Monthly Operation Report.
- Jet/vac storm sewers.
- Replaced batteries in the PLCs and battery back-ups.
- Placed Final #2 clarifier on line to accommodate increased flow.
- Replaced the alarm PLC with a Micro Logics.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Street repairs and ROW permits.
- Street sweeping.
- Pothole patching.
- Maintain signs and signals.
- Street sweeper demo.
- Excavate possible broken tile at Hwy. 30 and Putnam Ave.

Division: Water; Terry Kluver, Water Superintendent

- Install new eight (8) inch Auma Actuator on Filter #1, Cell #4, effluent line.
- Compile analytical results for the 2015 Consumer Confidence Report.
- Prepare documents and specifications for bidding of Water Treatment Chemicals for the 2015-2016 Fiscal Year.
- Prepare documents and specifications for bidding of removal of existing paint containing lead and priming of Fire Hydrants.
- Repair Fire Hydrant at Troy Drive and Corey Drive after vehicle damage.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis
- DNR Monthly Operating Report.
- Jet/Vac collection system pursuant to schedule
- Perform preventative maintenance on equipment.
- Maintenance and clean-up of WWTP and grounds.

CAPITAL PROJECT STATUS SUMMARY – 06-16-15

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	\$121,639.00	100%	03-31-13	Plus Add Item
Test Well Program						JEO Consulting Group, Inc.	\$324,000.00	07-28-14	\$223,120.33		11-20-15	
Transmission Main – Group A						Cahoy Pump Service	\$33,820.00 +	11-24-14	\$45,204.55			\$12,440.00 Alternate 1
Water Supply Wells – Group B						Drake Construction, L.C.	\$752,719.00	03-23-14	\$302,805.98		11-30-15	
Grant Road Watermain Abandonment		2013	2013	\$5,000	2013	Sargent Drilling	\$1,194,699.74	03-23-14			11-30-15	
						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	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
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			
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%	
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.	\$199,600.00	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	\$722,067.77		95%	
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	

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 2015						JEO Consulting Group, Inc.	\$116,300.00 +	11-10-14	\$114,400.00		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61	06-16-15		11-13-15		
Downtown Streetscape Phase 8						Confluence	\$65,000.00	11-10-14	\$22,797.75		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 park areas seven days a week
- Soccer fields maintained
- Baseball fields groomed and prepared for games
- Softball fields groomed and prepared for games
- Flower pots planted
- New trees planted in nursery
- Spray weeds
- Mow all park areas
- Trim all park areas
- Clean up weeds and trash in perennial beds
- Haul clay to basketball court
- Flower beds ready for planting

Golf: Dan Smith, Golf Superintendent

- Mowed greens 15 times
- Rolled greens four times
- Mowed tees 13 times
- Mowed fairways 13 times
- Mowed collars 10 times
- Mowed roughs four times
- Treated pond for algae twice
- Sprayed greens for fungus once
- Took delivery of new topdressor

Cemetery: John Snyder, Cemetery Sexton

- Planted five flower gardens
- Tilled three flower gardens
- Mowed cemetery five times
- Weed trimmed entire cemetery two times and outside wall one time
- Did all office work timesheets, burial records, grave sales and transfers
- Met with four families for purchase of graves
- Edged all inside streets, 1st street curbs and walks two times, Veterans Circle sidewalks and edges and curbs on Grant Road
- Mulched flower beds with grass clippings
- Helped locate grave sites for monument companies four times
- Trimmed trees in Block 9 of low hanging branches and Blocks A, B & 10

- Backfilled, tamped, seeded and fertilized all graves needing attention
- Set up for Ferrell Memorial in Mt. Olivet with grass and chairs
- Cleaned weeds out of Protestant baby land and cleaned boulder serenity bench
- Cleaned and prepared Veterans Circle for Memorial Day celebration and Observance Day
- Tended to 10 interments of these three were cremation burials and six were done on Saturdays
- Pruned shrubs in Block 3, 2, 8, north Veterans Monument and Mt. Olivet
- Mowed and bagged clippings before Memorial Day in Veterans Circle and all three hand mowing areas
- Discussed turning large annual flower garden into a perennial flower and plant garden with Jack. A cost and time saving option for the north east corner flower garden
- Removed one small damaged Ash tree in Block 8
- Discussed what we are to do with tree branches in lieu of paying for landfill. Possibly a request from DNR for our own pile
- Serviced all three mowers one time

Leisure Services: Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- 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:

Golf: Dan Smith, Golf Superintendent

- Applied fertilizer and crabgrass control to fairways, tees and aprons
- Took delivery of new rough mower

Cemetery: John Snyder, Cemetery Sexton

- Planted flower gardens
- Prepared cemetery for Memorial Day visitors

Leisure Services: Mike Mertes, Recreation Program Specialist

- Spring Soccer Games
- Baseball / Softball Program planning
- T-ball Program planning
- Summer Activity planning
- Soccer Concession Stand

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
- Heating and boiler checks throughout city
- Pool and weight room remodel at Rec Center
- Theater curtains and lights
- Updates in Activities room
- Mixing valves at the Rec Center
- A/C start ups
- Golf course
- City Hall HVAC controls upgrade and boiler control
- Rec bathroom partitions
- Aquatic Center opening
- Dance recitals

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Finish plant in flowers
- Plant shrubs downtown
- Water flowers
- Prepare ground basketball courts

Golf: Dan Smith, Golf Superintendent

- Spray weeds around retention areas
- Spray for disease on greens, tees and aprons
- Spray for insects on greens, tees and aprons

Cemetery: John Snyder, Cemetery Sexton

- Clean up Memorial Day decorations

Leisure Services: Mike Mertes, Recreation Program Specialist

- Baseball / Softball starts
- T-ball starts
- Summer / Fall Program planning
- Have A Ball Program

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Graham Park power

Safety Topic:

- Cleaning Chemicals





Director's Report May 2015

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

iPad Club	4	Total Print Circulation:	11,120
Crafty Library Ladies	80	WILBOR Circulation:	453
Poetry Group	10	Public Computer Use:	796
Rookie Story Time	178	Wi-Fi Use:	216
Children's Program Outreach	595	EbscoHost Sessions:	2929
Brown Bag Book Club	2	Tumblebooks Downloads:	14
Tuesday Night Book Club	5	Global Road Warrior Page Views:	216
		Learning Express Downloads:	222
		Freegal Music Downloads:	200
		Freegal Movie Downloads:	2
		ABC Mouse Sessions:	9
		Zinio Digital Magazine downloads:	11
		GVRL eBook downloads:	5

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Diane continued to provide Rookie story times in May as well as summer reading program commercials to elementary classes in the library. Outreach programs continue to area daycares. Brandie and Diane attended the Kid's First Conference in Des Moines on May 4-6th and plan to implement the 1000 books before Kindergarten program beginning in fall 2015 as well as promote resources to parents available through the Iowa Reading Resource Center. Final preparation was completed for the Every Hero Has a Story summer reading program with staff training, collection of prizes, and decorations up before kickoff registration day on May 26th.

- 2) **Adult & Teen Programs:** Adult programs continued this month with iPad club, crafty library ladies, the poetry group and book clubs. Library staff obtained permission to host a Mini Comic-Con at the Rec Center coinciding with CarrollFest this summer on August 8th. Local teens are assisting in the planning process.
- 3) **Advocacy:** Library trustees continued participation in the BCDM steering committee meetings on May 14th to look at possible renovation of the library space. Brandie spoke at the SALT Talk (Seniors and Law Enforcement) at Regency Park on May 11th about internet safety. The Friends of the Library met on May 14th to plan the summer membership drive and fall fundraisers.

Activities planned for next month/other comments:

Summer hours began May 23rd:

Monday – Thursday 9:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 6:00 p.m.

Saturday 9:00 a.m. to 2:00 p.m.

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.

