



City Manager's Monthly Activity Report

Gerald L. Clausen, City Manager

December 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 to research and prepare 2015 1094-C & 1095-C
- Prepared FY 17 budget requests
- Attended Iowa League of Cities Budget workshop – December 1 (Harlan)
- Attended Municipal Leadership Academy, Part 1 – December 3 (Atlantic)
- Attended West Central IA Clerks Association Meeting – December 10 (Denison)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Attended Wellness Coalition Meeting – December 17

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
- Prepare and distribute 2015 1094-C & 1095-C
- Prepare and distribute 2015 W-2s
- FY 2017 budget book preparation – distribute Jan. 25
- Civil Service Commission meetings – Jan. 6 & 20 for sergeant and captain promotions
- Union negotiations – Jan. 21
- Continue to promote wellness program with employees
 - Employer sponsored wellness seminar – January 7
 - Attend Carroll County Wellness Coalition Meeting – January 21
 - Promote Live Healthy Iowa 10 Week Challenge

Accomplishments of particular note:

- 165 utility bills were emailed to customers in December 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 three training sessions in December.

The Department held a joint meeting with the Carroll Rotary Club on December 7th. A meal for both groups was provided by Rotary Club member Arron Juergens. After the meal, Rotary members were given the opportunity to take a look at the apparatus and equipment utilized by the Department.

Election of 2016 officers was done in December. Greg Schreck was elected Chief and will begin his 29th year in this position. Bob Shields was elected Assistant Chief, Dan Hannasch and Mark Werner will serve as Captains, Jeff Cullen and Josh Hamilton will serve as Lieutenants and B.J. Schreck will serve as the Training Officer.

Accomplishments of particular note:

Department members joined together for a complete cleanup of all vehicles and the fire station during drill on December 21st; everything looks great as we begin 2016.

Run Report for December:

Alarm Date	Alarm Location	Incident Type
12/02/2015	150 th & Highway 71	Two vehicle collision
12/02/2015	610 E 18 th Street	Natural gas odor
12/04/2015	615 W 4 th Street	Garage fire
12/14/2015	1526 Le Clark Road	Electrical short
12/16/2015	510 E 18 th Street	False alarm
12/23/2015	1110 North Carroll Street	Assist Police
12/24/2015	½ S of 180 th Street on Highway 71	Two vehicle collision

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On December 10th, Officers Jake Smith, Sandy March, and Jason Kirsch attended a life flight class at DMACC. Life flight pilots gave instruction for officers to help with the landing and securing locations for the helicopters when coming to assist.

On December 14th, Officer Tony Amdor attended the Iowa Law Enforcement Academy pre-academy fitness testing. This is a required test to gain entry into the academy. Officer Amdor passed the test and will begin basic training in the 266th Basic Academy on January 4, 2016.

On December 16th, the police department completed quarterly physical fitness assessments.

December 17th and 18th, the police department completed Taser training. This mandatory training gave the officers the knowledge of the Electronic Control Devices and allowed the officers to have the Taser deployed on them. Officers began to carry the Taser's after the training.

The Carroll Middle School held DARE graduation on December 22nd. Mayor Adam Schweers addressed the students before they received their certificates of completion. Officer Gary Bellinghausen had 124 students graduate the program on this date. DARE will resume after the winter break at Kuemper Schools.

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: December 1 THRU December 31, 2015

Offenses	Incidents Reported
Forcible Rape	2
Simple Assault	1
Domestic Abuse	4
Shoplifting	6
Theft from Building	6
Motor Vehicle Theft	1
Counterfeit/Forgery	1
Bad Checks	1
Vandalism: Residence	1
Vandalism: Vehicle	1
Weapon Law Violation	1
Drug/Narc Violations	4
Drive Under Infl	2
Liquor Law Violation	1
Drunkenness	2
Disorderly Conduct	1
Harassment	1
All Other Offenses	6
False Information	1
Trespassing	1
Found Property	1
Unattended Death	1
Warrant Outside	9
10-50 PI	1
10-50 PD	27
Under 1500	4
Op After Revocation	1
Operate After Suspen	4
Misc. Public	4
Total	96

Citations	
Animal	1
Dark Windows	2
License	14
Other	1
Parking Violation	26
Registration	14
Seatbelt	4
Tobacco	0
Traffic	67
Warning	213
TOTAL	342

Salvage Vehicle
Inspections: 13

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

NONE

\$0.00

\$0.00

Commercial Building Valuation Total:

\$0.00

Commercial Building Fee Total:

\$0.00

Electrical

12/16/2015

150382

\$78.26

12/16/2015

150385

\$119.69

12/18/2015

150388

\$35.88

Commercial Electrical Fee Total:

\$233.83

Mechanical

12/16/2015

150380

\$47.01

12/16/2015

150384

\$43.26

Commercial Mechanical Fee Total:

\$110.78

Plumbing

NONE

\$0.00

Commercial Plumbing Fee Total:

\$0.00

Right of Way

NONE

\$0.00

Commercial ROW Fee Total:

\$0.00

Sign

NONE

\$5.00

Commercial Sign Fee Total:

\$5.00

Commercial Valuation Total:

\$0.00

Commercial Fee Total:

\$344.61

Residential

Building

	NONE	\$0.00		\$0.00
Residential Building Valuation Total:		\$0.00	Residential Building Fee Total:	\$0.00

Electrical

	12/16/2015		150383	\$179.52
	12/18/2015		150386	\$36.60
	12/18/2015		150387	\$47.08
	12/18/2015		150389	\$35.88
			Residential Electrical Fee Total:	\$299.08

Mechanical

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

Plumbing

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

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:		\$0.00	Residential Fee Total:	\$299.08

Valuation Grand Total:		\$0.00	Fee Grand Total:	\$643.69
-------------------------------	--	---------------	-------------------------	-----------------

Permits - YTD – through December 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			\$30,025.50
	Electrical	\$18,355,817.00		\$3,061.19
	Mechanical			\$1,273.33
	Plumbing			\$1,106.00
	Right of Way			\$395.00
	Sign			\$2,265.00
Commercial Valuation Total:		\$18,335,817.00	Commercial Fee Total:	\$38,126.02
<i>Residential</i>				
	Building			\$17,414.27
	Electrical	\$4,290,744.90		\$4,079.43
	Mechanical			\$983.43
	Plumbing			\$1,319.00
	Right of Way			\$6,705.00
	Sign			\$0.00
Residential Valuation Total:		\$4,290,744.90	Residential Fee Total:	\$30,501.13
Valuation Grand Total:		\$22,626,561.90	Fee Grand Total:	\$68,627.15

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.
- Placed 16 cubic yards of concrete for street repairs and ROW Permits.
- Maintained signs and signals.
- Swept streets, as weather permitted.
- Patched potholes.
- Maintained snow equipment, as needed.
- Plowed and sanded for several snow and ice events.
- Installed several new street name signs.
- Division Safety Meeting: Yearly Safety Refresher Training at Fire Station; December 7th and 8th, 2015.

Division: Water; Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	30.919 million gallons
Daily Average:	.997 million gallons
Daily Maximum:	1.402 million gallons
- Completed 81 Iowa One Call locate requests.
- Meter Department
 - 44 service orders.
 - 19 delinquents.
 - 2 reread.
 - 2 stuck meters.
 - 3 high water bills
- Division Safety Meeting: Jim Moody, representing Safety Solutions, conducted a safety refresher training program on OSHA-required topics, December 7th and 8th, 2015.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	105.061 million gallons
Daily Average:	3.389 million gallons
Daily Maximum:	7.000 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “OSHA Training”, December 8th, 2015.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Assisted the Water Department with two watermain repairs.
- Assisted the Wastewater Department with pumping after large rain event.

Division: Water; Terry Kluver, Water Superintendent

- Repaired watermain leak in the 500 block of Granada Road.
- Repaired watermain leak in the 400 block of Carroll Street.
- Submitted four (4) sets of bacteria samples from new 16" watermain transmission line.

Division: Sean Kleespies, Wastewater Superintendent

- Continued training for Jerry Dentlinger, Matt Riedell, Paul Kersey and Travis Boell in the Lab.
- Storm water pump #1 repair completed by Electric Pump.
- Storm water pump #3 and raw sewage pump #1 sent to Electric Pump for repair.
- Grit wash motor cleaned and repaired by Electric Motor Service.
- Jet/vac High Ridge Road and Granada Road for Knobbe Plumbing HVAC.
- Televised Granada Road for Knobbe Plumbing HVAC.
- Jet/vac Farmer Bocken truck wash storage pit.
- Received new recorder for camera trailer.
- Wastewater training manuals received for Matt Riedell, Paul Kersey and Travis Boell certification.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Plow snow and sand, as needed.
- Paint barricades.
- Pothole patch.
- Remove Christmas lights, as weather permits.
- Continue putting up new street name signs.
- Train Tyler Schultes on duties as new Street Department employee.

Division: Water; Terry Kluver, Water Superintendent

- Continue working with contractor on bacteria sampling new 16" watermain transmission line.
- Compile field data for water modeling system pressure.
- Contractor starting removal and replacement of filter media for two (2) existing filters at Water Treatment Plant.
- Devin Pudenz and Pat Pudenz to attend a Water Operator Workshop in Oakland on January 19, 2016.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Continue cleaning sewer lines until weather gets too cold.
- Sludge lagoon cleaning by E & F Pumping.
- Training for Matt Riedell, Paul Kersey and Travis Boell.
- Sewer line maintenance training for Matt Riedell, Paul Kersey and Travis Boell.

CAPITAL PROJECT STATUS SUMMARY – 01-12-16

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	\$35,090.00		2016	
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00 +	09-24-12	\$43,848.36	95%	11-15-13	Plus Hourly Construction Services
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37		11-15-13	
Street Resurfacing 2015	2015 On-going	FY16	FY16			JEO Consulting Group, Inc.	\$116,300.00 +	11-10-14	\$129,056.50		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61		\$1,095,474.23		11-13-15	
Street Maintenance Building	2015 On-going	FY17	FY16	\$3,050,000	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
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	\$96,020.50		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	\$306,811.43		11-20-15	
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$743,099.63		11-30-15	
Water Supply Wells – Group B	2014	FY16	FY16			Sargent Drilling	\$1,227,543.02	03-23-14	\$677,376.85		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	\$10,737.75		04-01-16	
						Grundman-Hicks, L.L.C.	\$530,200.00	11-23-15			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

- Clean up park areas
- Trim trees
- Repair equipment
- Maintenance on equipment
- Move snow and ice from sidewalks
- Rebuild field groomer

Golf: Dan Smith, Golf Superintendent

- Finished topdressing greens for winter
- Power washed 14 trash baskets
- Sharpened reels and bed knives on 3 collar heads and 6 greens mower heads
- Power washed Vicon spreader and stored
- Winterized greens sprayer

Cemetery: John Snyder, Cemetery Sexton

- Year-end books
- Tended to 10 interments 3 of which were on Saturday - 1 on Christmas Eve, 1 on New Year's Eve - 3 were cremation and 7 full burials
- Moved snow when and where needed at cemetery and all streets in cemetery and moved snow in all City alleys one time and Rec Center parking lot two times
- Sold graves when needed
- Picked up sticks and garbage daily
- Hauled leaves away from monuments and off curbs when could
- Removed tree branches for grave access
- Backfilled sunken graves due to moisture until dry dirt bunker was empty
- Did all cemetery records, collected fees due for grave sales and did monthly funeral home billing
- Used portable generator and sump pump to empty water from grave in Block 3 to be able to bury vault
- Repaired one marble monument knocked over by vault truck while accessing grave (no damage, just reset)

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

	Member Usage	Daily Admission	Total Usage	Daily Ave
Dec.	8,752	826	9578	319

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: Dan Smith, Golf Superintendent

- Early ordered some fungicides to receive discount
- Prepared schedule of applications for greens, tees, aprons and fairways
- Prepared budget for 16/17

Cemetery: John Snyder, Cemetery Sexton

- Ordered Alturamats for use on soft ground and new graves for grave diffing and filling access, keeps turf damage to a minimum

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Jingle Bell Run – highest number of toys donated with extra marketing.
- Kids Night Out – a success with just under 100 kids in attendance, using the pool, gym and activities room. This event was offered through a partnership with New Opportunities, aimed to give parents a night out or to finish holiday shopping.
- Recreation Staff demo-ed 3 software for replacement of our membership and registration software Class, which is discontinuing service in late 2016. The staff will be in the process of choosing new software in the next month or two. We viewed “RecTrac”, “RecDesk” and “Perfect Mind”.
- Interviewed and hired a few new employees. A “Cool Kids” employee, as 1 other employee is in high school basketball and not as available to work. A CRO afternoon staff and he will also teach a new water fitness class “HydroStride”. Hired 2 new lifeguards.
- Met with radio station to plan marketing plans and agreements for 2016.
- Attended Iowa Parks & Recreation Aquatics Committee meeting in Urbandale January 11. Discussions on lifeguard shortages and staff training.
- Wished Golf Superintendent Dan Smith a “farewell” in retirement.
- Met with director about next year’s budget and budgeting process.
- Attended Carroll Wellness Coalition Meeting

- Met DMACC staff to discuss possible partnerships with early outs, after school program, and other opportunities for the future.
- Met with St Anthony's to continue planning "Live Healthy" program partnership in January.
- Met with Nutritionist from Hy-Vee to look at partnership ideas for programming at the Rec and summer programs for kids and families.
- Met with moms group about "Parent Tot" program options
- Offered WSI Class over winter break, teaching 3 students how to improve in teaching swim lessons. 1 of the 3 will work for Carroll.
- LG class was cancelled due to no interest or enrollment over the holidays.

Leisure Services: Mike Mertes, Recreation Program Specialist

- Jingle Bell Run
- 1st – 6th Basketball Programming
- Spring / Summer program planning
- Software Demos

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
- Roof drains at Rec Center
- Floor drains at Rec Center
- Heating systems
- Downtown Christmas Lights
- '16/17 budget
- LED lights throughout the City
- Motor wiring at Waste Water
- Theater curtains at Rec Center
- Weight room remodel expansion project

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Move snow and ice as needed
- Trim trees
- Paint barrels

Golf: Dan Smith, Golf Superintendent

- Continue mower repair and sharpening
- Continue painting trash baskets, tee markers and ball washers
- Attend Iowa Turfgrass Conference
- Recertify as pesticide applicator

Cemetery: John Snyder, Cemetery Sexton

- Regular winter schedule
- Review budget items with Jack
- Move snow when and where needed

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Live Healthy Program – Wednesdays in January, partnership with St Anthony's Hospital
- Swim Lessons scheduled for winter

Leisure Services: Mike Mertes, Recreation Program Specialist

- 1st – 6th Basketball Programs
- Soccer Registration

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- LED Light changes

Safety Topic:

- Recreation Staff- discussion of “access control” at Rec through software
- Pool and spa chemicals



Director's Report December 2015

PUBLIC LIBRARY
INFORM • INSPIRE • IMAGINE

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Stress Relief Coloring	13	Total Print Circulation:	7,388
Duffy Hudson Christmas Carol	20	BRIDGES Circulation:	511
iPad Club/Tech Help Friday	58	Public Computer Use:	725
Children's Library Programs	169	Wi-Fi Use:	247
Children's Program Outreach	351	EbscoHost Downloads:	190
Crafty Library Ladies	69	Tumblebooks Downloads:	27
Poetry Group	9	Global Road Warrior Page Views:	315
Brown Bag Book Club	5	Learning Express Resources:	213
Tuesday Night Book Club	3	Freegal Music Downloads:	186
Adult Literacy Tutoring	4	GVRL eBook Downloads:	4
Kuemper Preschool Literacy Day	240	ABC Mouse Sessions:	35
		Zinio Digital Magazine Circulation:	26
		Daily Times Herald Page Views:	2,092
		Consumer Reports Page Views:	375
Monthly Door Count	5,272		

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Diane continued Rookie Storytime and read aloud programs in the library this month. She also continued outreach storytime to area daycares. Diane and Brandie visited the Kuemper preschool classrooms on December 18th for Literacy Day and registered 25 children for new library cards. The 2nd Annual Reading Tree project ended the week of December 14th with donations of over 200 books that were delivered to 160 children the week before Christmas. There were several individual donors that contributed funds at the end of the program to ensure all of the tags were filled. Staff worked on promotion of the 1,000 Books Before Kindergarten program and upcoming Mascot Debut on Saturday, January 23, 2016.

- 2) **Adult & Teen Programs:** Adult programs continued this month with a special event featuring Duffy Hudson performing A Christmas Carol at the library on December 3rd. The iPad Club and Tech Help Friday programs continue to be popular options for patrons requesting help with their devices.

- 3) **Collection Development Work:** December is a great month for library staff to work on special projects. The collection development team has been busy weeding through McNaughton leased titles to send back as that subscription will not be renewed at the end of the fiscal year. We also replaced reference collections that quickly become out of date including the World Book encyclopedia, travel books, and tech help titles.

- 4) **Program Planning:** Staff worked in December on planning programs through summer 2016. Special events will include new book clubs and technology classes, Teen Tech Week programming, National Library Week programming, Everybody on the Same Page (a One Book program in partnership with all county libraries), and the summer reading program that will kick off in late May. 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.

- 5) **FY17 Budget:** Staff and trustees prepared the FY17 budget request that was submitted to the city council for approval.

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.