



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

February 2019

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
- Work with Ahlers & Cooney for pre-levy resolution for 2019A debt issuance
- Prepare and file annual continuing debt disclosure
- Began union negotiations
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Kuemper Fit Knight Days – February 18 & 19
 - Wellness Coalition Meeting – February 20

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Work with Region 12 on housing grant
- Receive and evaluate Request for Proposals for technical services for housing grant
- File FY 20 Budget proposal with County Auditor and State
- Continue to promote wellness program with employees
 - City employees blood profiles – March 6
 - Wellness Coalition Meeting – March 21
 - Preparations for Live Healthy Iowa 5K – April 13

Accomplishments of particular note:

- 320 utility bills and statements were emailed in February 2019

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to six calls for service and held three training sessions in February.

Firefighters continued the process of pressure testing fire hose. Testing should be finished in March. The Department also received refresher CPR training on February 18th. This training was provided by personnel from the Carroll County Ambulance Service.

On the evening February 15th, the Department responded to one of the more substantial fires we have had over the past several years. The fire involved a 7500 sq. ft. warehouse that was heavily involved in fire upon our arrival. This fire required a substantial amount time, equipment and approximately 40 firefighters to control. We thank our neighboring community fire departments of Arcadia and Glidden for their assistance in controlling this fire.

Run Report for February:

Alarm Date	Alarm Location	Incident Type
02/07/2019	1629 Radiant Rd	Truck fire
02/15/2019	908 W 6 th St	Warehouse fire
02/16/2019	908 W 6 th St	Extinguish hot spots from previous call
02/23/2018	506 E 18 th St	Car fire
02/24/2019	24336 E Highway 30	Vehicle collision
02/26/2019	406 E Anthony	False alarm

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On the 6th, the Carroll K9 team consisting of Officer Justin Ferrin and K9 Eudoris completed ongoing training. The training took place in Chariton Iowa at K9 Tactical.

On the 19th, Chief Brad Burke attended a LEA Committee meeting in Des Moines at the Department of Public Safety Headquarters. This group is tasked with creating a solution to a failing radio system that is used for interoperability between agencies. The radio channel is called LEA standing for Law Enforcement Aid and is maintained by copper phone lines which companies are wanting to change out to fiber optics for a large fee.

The investigation team attended the Carroll County SART (sex abuse response team) quarterly training on the 26th. The teams consists of counselors, medical professionals, law enforcement, and prosecutors. This team works together during a sex abuse investigation to aid the victims and provide a successful prosecution of the offenders.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	February 2019	February 2018	February 2017
Forcible Rape		1	
Forcible Fondling			1
Porno/Obscene Material			1
Aggravated Assault		2	
Domestic Violence			
Simple Assault	2	2	4
Domestic Abuse	1	1	2
Burglary/B&E	1		5
Shoplifting	5	3	3
Theft from Vehicle	3	2	2
Theft Vehicle Part		1	
Theft of Bike			
Theft from Building	7	5	1
Other Larceny	1		1
Motor Vehicle Theft	3		1
Arson		1	
Counterfeit/Forgery		1	2
Credit/ATM Fraud			1
Identify Theft			
Wire Fraud			
Bad Checks			
Stolen Property			
Vandalism			
Vandalism: Business		3	4
Vandalism: Residence	2		2
Vandalism: Vehicle	1	1	4
Vandalism: School			
Vandalism: Other			
Weapon Law Violation			
Drug/Narc Violations	5	3	3
Drug Equipment Viol			
Drive Under Influence	1	3	5
OWI 2 nd			1
OWI 3 rd			
Liquor Law Violation	1		1
Under 21 BAC.02			
Drunkenness	1	6	5
Disorderly Conduct	1		3
Harassment	3		
All Other Offenses	4	1	4
False Information			1
Trespassing	2	2	1
Runaway			

Missing Person			
Found Person		1	
Found Animal			
Found Property		1	
Firearms Accidents			
Unattended Death			
Animal Bite			
Dispose of Animal			
Warrant Outside	3	6	8
Restraining Order	2	1	
1050F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	19	11	19
10-50 Car & Deer			
1050 PD: Hit and Run	1	4	1
1050 PD: City Vehicle		1	
1050 PD: Police Vehicle			
10-50 PD Under 1500	6	3	5
Assist Other Agency			
Moving Violations			
Op After Revocation	3	2	1
Operate After Suspen	11	14	8
Miscellaneous Public	9	2	6
Total	98	84	106

02/01/2019 thru 02/28/2019

Citations	
Animal	0
Dark Windows	1
License Violation	14
Other	3
Violation (Parking)	73
Registration	17
Seatbelt	9
Tobacco	1
Traffic	27
Warning Notices	119
Loud Stereo	0
TOTAL	264

02/01/2019 thru 02/28/2019

Salvage Vehicle Inspections: 10



Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - February 2019

Class	Permit Type	Date Issued	Valuation	Permit #	Fee
<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	02/28/2019	\$0.00	190018	\$0.00
Commercial Building Valuation Total:			\$0.00	Commercial Building Fee Total:	\$0.00
	Electrical	02/15/2019		190016	\$35.24
				Commercial Electrical Fee Total:	\$35.24
	Mechanical	02/08/2019		190009	\$0.00
		02/08/2019		190012	\$0.00
				Commercial Mechanical Fee Total:	\$0.00
	Plumbing	02/08/2019		190010	\$0.00
		02/11/2019		190011	\$0.00
				Commercial Plumbing Fee Total:	\$0.00
	Right of Way	NONE		180005	\$0.00
				Commercial Right of Way Fee Total:	\$0.00
	Sign	02/05/2019		190008	\$120.00
		02/12/2019		190014	\$15.00
				Commercial Sign Fee Total:	\$135.00
Commercial Valuation Total:			\$0.00	Commercial Fee Total:	\$170.24

<i>Residential</i>					
Building					
	02/08/2019	\$1,300.00		190013	\$28.25
Residential Building Valuation Total:		\$1,300.00	Residential Building Fee Total:		\$28.25
Electrical					
	02/15/2019			190015	\$35.88
	02/28/2019			190017	\$93.46
			Residential Electrical Fee Total:		\$129.34
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:		\$1,300.00	Residential Fee Total:		\$157.59
Valuation Grand Total:		\$1,300.00	Fee Grand Total:		\$327.83

Permits - YTD - through February 2019

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	\$85,000.00		\$394.00
	Electrical			\$35.24
	Mechanical			\$61.51
	Plumbing			\$92.50
	Right of Way			\$0.00
	Sign			\$135.00
	Commercial Valuation Total:	\$85,000.00	Commercial Fee Total:	\$718.25
<i>Residential</i>				
	Building	\$46,300.00		\$360.25
	Electrical			\$507.08
	Mechanical			\$76.15
	Plumbing			\$109.00
	Right of Way			\$0.00
	Sign			\$0.00
	Residential Valuation Total:	\$46,300.00	Residential Fee Total:	\$1,052.48
Valuation Grand Total:		\$131,300.00	Fee Grand Total:	\$1,770.73

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 in streets.
- Snow removal and ice control for several snow events.
- Maintained signs and signals.
- Division Safety Meeting: Slips, Trips and Falls; February 5, 2019.

Division: Water: Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 28.343 million gallons
 - Daily Average: 1.012 million gallons
 - Daily Maximum: 1.195 million gallons
- Completed 8 Iowa One Call locate requests.
- Meter Department
 - 114 service orders.
 - 14 delinquents.
 - 1 reread.
 - 0 stuck meters.
- Division Safety Meeting: Work Zone Safety Workshop; February 1, 2019.

Division: Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 34.805 million gallons
 - Daily Average: 1.243 million gallons
 - Daily Maximum: 1.436 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “Slips, Trips and Falls”, February 27, 2019.

Special Activities/Accomplishments of particular note:

Division: Streets: Tom Weber, Street Superintendent

- All employees attended a traffic signal class in Carroll on February 13, 2019.
- Core drilled streets for 2019 Street project.

Division: Water: Terry Kluver, Water Superintendent

- Submitted permit-required samples for Nitrite from SEP and distribution system.
- Assisted the Street Division with snow removal on February 23, 24, 25, 26, 29 and March 4.
- Updated utility maps with completed projects.
- Installed maintenance kit in two (2) vacuum regulators at the Water Treatment Plant.

Division: Sean Kleespies: Wastewater Superintendent

- Paul Kersey set up a preventative maintenance program.
- Travis Boell passed the Wastewater Grade 2 test.
- Replaced batteries for the Wastewater Plant generator.
- Replaced battery for the 12th Street Lift Station generator.
- Installed Pump #2 at 12th Street Lift Station following repairs.
- Repaired bearings on Raw Sludge Pump #1.
- Passed Wastewater Toxicity Test.

Activities planned for next month and other comments:

Division: Streets: Tom Weber, Street Superintendent

- Snow removal and ice control
- Maintain snow and ice removal equipment.
- Maintain signs and signals.

Division: Water: Terry Kluver, Water Superintendent

- Terry Kluver and Devin Pudenz will attend a Work Zone Safety Workshop in Storm Lake on March 18.
- Complete 2-hour load bank test on three (3) generators.
- Begin locating stop boxes and watermain valves for the 2019 Watermain Replacement project.
- Install new chlorine lines from tanks to injector at Water Treatment Plant.

Division: Sean Kleespies: Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Preventative Maintenance on equipment.
- DMRQA Proficiency Test for Lab Certification.
- Continue CCTV of the sanitary sewer.
- Start routine maintenance on the sanitary sewer system.
- Begin testing for Copper Compliance.
- Receive bids for Disinfection Improvements.
- Repaired bearing on Raw Sewage Pump #1.

CAPITAL PROJECT STATUS SUMMARY – 03-12-19

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Library/City Hall Project	2017	FY 18	FY18	\$4,511,000	2019	OPN Architects	\$604,666.00	12-18-17	\$510,769.79	84%		
						Badding Constr. Co.	\$4,555,187.00	10-15-18	\$853,895.70	18.75%		
Trails	2015 On-going	FY 17	FY16									
Sidewalk Transition Plan	2018	FY18		\$57,414	2018	FEH Design	\$5,680.00		\$5,680.00		09-14-18	
						Badding Constr. Co.	\$65,765.00		\$43,402.76		10-14-18	
Streambed Stabilization		FY 17	FY16	\$385,000	2018	JEO Consulting Group, Inc.	\$39,850.00	02-25-19			08-01-19	
Street Maintenance Building	2016 On-going	FY 16	FY14	\$4,308,500	2019	FEH	\$22,500.00	01-25-16	\$22,500.00		05-01-16	Space Needs/ Prelim. Design
						FEH DESIGN	\$349,050.99	12-10-18			Fall, 2019	Design
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00 +	09-24-12	\$143,848.36		11-15-13	Plus Hourly Construction Services
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37	95%	11-15-13	
Street Resurfacing 2019	On-going	FY 19	FY 19	\$700,000	2019	JEO Consulting Group, Inc.	\$88,100.00 + Hourly	10-08-18	\$85,300.00		2019	Design Const. Service
US 30 – Grant Road Intersection	2016 On-going	FY 14	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.	\$412,525.00	04-14-14	\$436,367.04			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$1,428,630.45		118 Working Days	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Downtown Streetscape Phase 9	2017 On-going	FY18	FY18	\$1,340,500	2018	Confluence	\$109,101.00	10-23-17	\$103,973.46		05-18	
						Badding Constr. Co.	\$1,707,342.05	05-29-18	\$1,636,383.01	18%	11-16-18	
Downtown Streetscape Phase 10	On-going	FY 19	FY 19	\$1,300,000	2019	Confluence	\$97,915.00	10-22-18	\$4,268.88		04-19	
Downtown Streetscape Phase 11	On-going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19	\$14,040.00		03-20	
Well and Transmission Main	2014	FY 16	FY16			JEO Consulting Group, Inc.	\$383,312.50	07-28-14	\$327,680.61			
Transmission Main – Group A	2014	FY 16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$751,752.95	95%		Contract Completion 11-30-15
Watermain Replacement		FY 16	FY16	\$500,000	2018	JEO Consulting Group, Inc.	\$19,800.00	02-11-19			2019	
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	\$29,400.00	02-11-19			07-01-19	Design
Leachate Forcemain & Gravity Sewer						King Construction	\$661,257.50 Total \$370,434.53 City	07-18-16	CCSWMC \$325,605.01		08-31-16	CCSWMC Contract
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	\$1,000,000	2020	Veenstra & Kimm, Inc.	\$73,500		\$59,896.25			
Wastewater Treatment Plant Sludge Handling			FY19	\$330,000		Veenstra & Kimm, Inc.	\$18,800		\$18,800.00			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Golf: Scott Haakenson, Golf Superintendent

- Continued cleaning and grinding reels and bedknives

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Lifeguard Schedule
- Lifeguard Meeting (2-10)
- CRO Schedule
- State Water Testing

Recreation Center: Grant Magill, Recreation Program Specialist

Recreation Center: Joel Cortum, Recreation Center Director

- Monitor 24-hour usage
- Report membership number numbers
- Snow/ice removal

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 meeting on grass seed varieties and fertilizer products
- Getting quotes for fertilizer with pre-emergent

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Romp & Read
- Carroll Elementary Swim Lessons (all month)
- IWSC Meeting (2-4 & 2-25)
- Youth TRI meeting

Recreation Center: Grant Magill, Recreation Program Specialist

- Spring Soccer Registration
- CO-ED Volleyball

Recreation Center: Joel Cortum, Recreation Center Director

- Implemented 24-hour access
- Received council approval for dividing gym curtain installation
- Added new lane lines for swimming pool

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
- Locker locks at Rec Center
- Budget items
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Next year's budget items
- Night cleaning 24/7 operations.
- A/C and heating repairs at city buildings
- Golf Course Club House siding
- 24 hour at Rec Center Cameras and Locks
- City construction sites
- Rec and Cemetery snow removal
- AHU #6 fan system at Rec Center
- Library heating control check
- Received small auto scrubber and swing machine

Activities planned for next month and other comments:

Golf: Scott Haakenson, Golf Superintendent

- Sand and paint ball washers, tee markers, trash cans
- Service mowers clean-up for start of season

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Lifeguard Class
- Rec Improvements Meeting
- IPRA Conference

Recreation Center: Grant Magill, Recreation Program Specialist

- Soccer Prep
- Soccer Scheduling
- Soccer Coaches Meeting
- Summer Program Planning
 - T-ball
 - Baseball
 - Softball

Recreation Center: Joel Cortum, Recreation Center Director

- Spring soccer coaches meeting
- Attend Iowa Soccer Symposium
- Attend Iowa Parks and Recreation Association Spring Conference
- Proceed with preparation for gym curtain installation

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Golf lights and awning

Safety Topic:

- Working on electrical circuits





Director's Report February 2019

As reported by Rachel Van Erdewyk, Library Director

Program Attendance:

Tech Help Friday	15
Children's Library Programs	184
Children's Program Outreach	489
Diane's Read Aloud	127
Crafty Library Ladies	48
Book Club Groups	4
Poetry Group	5
Fundamentals of Photography	20
Valentines for Seniors	403

Monthly Statistics:

Total Print Circulation:	7,752
BRIDGES Circulation:	787
Consumer Reports:	184
Public Computer Use:	425
Wi-Fi Use:	169
Website Visits	2,559
Gale Databases:	13
Global Road Warrior Page Views:	1
Learning Express Resources:	74
Freegal Music Downloads:	794
Transparent Language:	53
Chilton Auto Manual	9
ABC Mouse Sessions:	0
Zinio Digital Magazine Circulation:	62
Daily Times Herald Page Views:	5,787
Lynda.com	12
RBDigital	25

Total Program Attendance 1,295
Monthly Door Count 5,209

Total Resources Utilized 18,706

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Pet Readers, Romp and Read, and outreach events with book visits to the various daycares and preschools in the area.
- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, Book Clubs and the Poetry Group. Jacob Fiscus, photographer, brought back his program by demand to discuss how the camera works, types of cameras, basic photography scenarios, and the importance of printing. This program was well attended by 20 participants. 403 Valentines were delivered to seniors in the community living at assisted living facilities, nursing homes, and through the Meals on Wheels program. Patrons were encouraged to come into the library to make Valentines or make them at home. This is our second year hosting this program and we once again had a great turnout from the community supporting this project.
- 3) 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 or on Facebook.
 - Library Book Sale: Thursday, February 21 from 2-7 pm and Friday, February 22 from 9 am-7 pm
 - Human Trafficking in Western Iowa: Wednesday, March 27 from 3-4 pm

Library Statistics from February 2018-February 2019





