

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

May 2020

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 cross training in utility billing process/payroll
- Attended MFPRSI Board Meeting – May 14 (phone conference call)
- Continued to learn about COVID 19 and new laws/regulations
- Continued to review of city financials during COVID-19 pandemic
- Worked with BSI for health insurance open enrollment
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – May 28 (Zoom Meeting)

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Attend MFPRSI Board Meeting – June 24 & 25 (phone conference call)
- Continue to learn about COVID 19 and new laws/regulations
- Continue to review of city financials during COVID-19 pandemic
- Begin preparations for fiscal year end of June 30
- Continue to promote wellness program with employees
 - Wellness Coalition Meeting – June 18 (Zoom Meeting)

Accomplishments of particular note:

- About 100 utility customers signed up for ACH since the mailing in April

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to seven calls for service in in May.

The Department did not meet or conduct training sessions in May due to COVID 19 concerns.

Run Report for May:

Alarm Date	Alarm Location	Incident Type
05/01/2020	18475 Phoenix Ave	Grass fire
05/04/2020	22373 150 th St	Mutual aid assist – Lidderdale FD
05/08/2020	1108 N Main St	House fire
05/09/2020	818 W 8 th St	Kitchen fire
05/16/2020	17583 Ivy	Grass fire
05/23/2020	24587 Noble Ave	Grass fire
05/23/2020	2 nd & Main St	Vehicle collision

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On May 12th, Officers were required to attend firearms qualifications. This is completed multiple times a year and they are qualified on the Iowa Law Enforcement Academy (ILEA) standards for rifle, shotgun, and handgun.

On the 21st, the department completed quarterly fitness testing. Officers are required to attend and participate. Those who passed received comp time.

Officers were recertified in CPR on the 29th. This training was presented by the Carroll County Ambulance Service and keeps officers up to date as required by ILEA and the National Heart Association.

The Carroll Police Department hosted a retired officer qualification session on 29th. Retired officers have to show an annual qualification in order to carry a weapon in the capacity of a retired police officer.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	May 2020	May 2019	May 2018
Statutory Rape			
Forcible Fondling			
Aggravated Assault	1		
Simple Assault	1	3	7
Intimidation			
Domestic Abuse	2	4	4
Burglary/B&E		2	2
Shoplifting	2	5	6
Theft from Vehicle		2	
Theft of Bike	1		
Theft from Building	1	1	4
Theft from Vending			
Other Larceny		1	
Motor Vehicle Theft		1	
090Z		1	
Counterfeit/Forgery		1	7
Credit/ATM Fraud			1
Identify Theft			
Wire Fraud			
Bad Checks		1	
Vandalism: Business			4
Vandalism: Residence	2	2	
Vandalism: Vehicle			4
Vandalism: Other			2
Vandalism: School			
Weapon Law Violation	1	1	1
Drug/Narc Violations	4	5	3
Drug Equipment Viol			
Drive Under Influence	6	5	
OWI 2 nd		1	
OWI 3 rd			
Liquor Law Violation	2		
Under 21 BAC .02			
Drunkenness		3	2
Disorderly Conduct		2	1
Harassment			2
All Other Offenses	3	2	3
False Information	1		
Missing Person			
Trespassing	1		10
Runaway	1	1	
Found Property	1	5	1

Firearms Accident			1
Unattended Death	1		
Animal Bite	2	1	2
Dispose of Animal		1	
Warrant Outside	1	6	8
Restraining Order			
10-50 PI Personal Injury		1	
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	9	10	12
10-50 PD: Hit and Run	1	3	3
10-50 PD: Police Vehicle		1	
10-50 PD Under 1000			
10-50 PD Under 1500	1	3	2
Assist Other Agency	1		1
Moving Violations		1	
Op After Revocation	6	2	
Operate After Suspen	9	6	8
Miscellaneous Public	4	5	6
Total	65	89	107

May 1 – 31, 2020

Citations	
Animal	3
Dark Windows	0
License Violation	15
Other	1
Parking Violation	0
Registration	2
Seatbelt	3
Tobacco	0
Traffic	22
Warning Notices	214
Loud Stereo	0
TOTAL	260

Salvage Vehicle Inspections: 19

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - May 2020

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	5/4/2020	\$85,000.00	200109	\$394.00
		5/11/2020	\$2,297,000.00	200119	\$4,296.00
		5/11/2020	\$5,057,868.00	200120	\$8,148.00
Commercial Building Valuation Total:			\$7,439,868.00	Commercial Building Fee Total:	\$12,838.00
	Electrical	5/4/2020		200111	\$597.47
		5/20/2020		200182	\$40.00
Commercial Electrical Fee Total:					\$637.47
	Mechanical	5/27/2020		200188	\$208.99
Commercial Mechanical Fee Total:					\$208.99
	Plumbing	5/27/2020		200189	\$398.00
Commercial Plumbing Fee Total:					\$398.00
	Right of Way	NONE			
Commercial Right of Way Fee Total:					\$0.00
	Sign	NONE			\$0.00
Commercial Sign Fee Total:					\$0.00
Commercial Valuation Total:			\$7,439,868.00	Commercial Fee Total:	\$14,082.46

Residential					
Building					
	5/4/2020	\$5,000.00		200107	\$53.25
	5/4/2020	\$1,000.00		200108	\$35.00
	5/4/2020	\$18,000.00		200110	\$128.00
	5/13/2020	\$10,000.00		200125	\$78.00
	5/27/2020	\$4,000.00		200185	\$47.00
	5/27/2020	\$0.00		200186	\$42.00
	5/27/2020	\$25,000.00		200190	\$172.00
	5/27/2020	\$55,000.00		200191	\$300.00
Residential Building Valuation Total:		\$118,000.00	Residential Building Fee Total:		\$855.25
Electrical					
	5/4/2020			200112	\$47.13
	5/13/2020			200121	\$35.55
	5/13/2020			200123	\$35.88
	5/13/2020			200124	\$125.13
	5/27/2020			200184	\$35.88
			Residential Electrical Fee Total:		\$279.57
Mechanical					
	5/7/2020			200113	\$34.76
	5/7/2020			200117	\$34.76
	5/13/2020			200126	\$58.01
	5/19/2020			200134	\$28.13
	5/20/2020			200135	\$44.26
			Residential Mechanical Fee Total:		\$199.92
Plumbing					
	5/7/2020			200114	\$48.50
	5/7/2020			200116	\$30.00
	5/13/2020			200127	\$79.00
	5/27/2020			200187	\$41.00
			Residential Plumbing Fee Total:		\$198.50
Right of Way					
	5/7/2020			200115	\$25.00
	5/7/2020			200118	\$632.25
	5/13/2020			200122	\$25.00
	5/13/2020			200128	\$25.00
	5/15/2020			200129	\$25.00
	5/19/2020			200130	\$25.00
	5/19/2020			200131	\$25.00
	5/19/2020			200132	\$25.00
	5/19/2020			200133	\$583.50
	5/20/2020			200136	\$25.00
	5/28/2020			200192	\$825.00
			Residential Right of Way Fee Total:		\$2,240.75
Sign					
	NONE				\$0.00
			Residential Sign Fee Total:		\$0.00
Residential Valuation Total:		\$118,000.00	Residential Fee Total:		\$3,773.99
Valuation Grand Total:		\$7,557,868.00	Fee Grand Total:		\$17,856.45

Permits - YTD - through May 2020

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	\$12,067,906.00		\$23,629.79
	Electrical			\$1,932.68
	Mechanical			\$369.66
	Plumbing			\$608.00
	Right of Way			\$526.50
	Sign			\$15.00
	Commercial Valuation Total:	\$12,067,906.00	Commercial Fee Total:	\$27,081.63
<i>Residential</i>				
	Building	\$1,047,000.00		\$4,695.25
	Electrical			\$1,184.98
	Mechanical			\$395.20
	Plumbing			\$647.00
	Right of Way			\$3,470.35
	Sign			\$0.00
	Residential Valuation Total:	\$1,047,000.00	Residential Fee Total:	\$10,392.78
Valuation Grand Total:		\$13,114,906.00	Fee Grand Total: \$37,474.41	

Public Works

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

Routine Activities for the month:

Division: Streets; Dale Pottebaum, Street Superintendent

- Maintained signs and signals.
- Maintained gravel roads.
- Placed 33.0 cu. yds. of concrete.
- Maintained snow equipment.
- Maintained traffic lights.
- Straightened street signs.
- Painted traffic control markings
- Swept streets.
- Graded alleys.
- Patched potholes.
- Division Safety Meeting: “Heat Illness Prevention”, May 5, 2020.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 35.383 million gallons
 - Daily Average: 1.141 million gallons
 - Daily Maximum: 1.409 million gallons
- Completed 239 Iowa One Call locate requests.
- Meter Department
 - 34 service orders.
 - 0 delinquents.
 - 2 reread.
 - 0 stuck meters.
- Division Safety Meeting: Inspected high-visibility garments and replaced worn or dirty ones so as to preclude their function as high-visibility clothing. May 28, 2020.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 37.874 million gallons
 - Daily Average: 1.222 million gallons
 - Daily Maximum: 1.440 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: N/A

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Placed mosquito larvicide in standing water on 05-01-2020 and 05-04-2020.
- Shouldered roads.
- Reviewed bridges.
- Hauled sweepings to Landfill.
- Removed snow removal and ice control equipment from trucks.
- Cleaned box culverts.
- Removed trees from Peeble Lane storm water inlet.
- Painted parking lines for Airport.

Division: Water; Terry Kluver, Water Superintendent

- Operated Water Division with reduced staff due to Isolation of Essential Service Personnel.
- Continued operating Water Tower on bypass for Water Storage Tower Rehabilitation project.
- Mowed five (5) well sites.
- Prepared documents and specifications for bidding of Water Treatment Chemicals for F.Y 2020-2021.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Ultraviolet disinfection water testing.
- Discharge Monitoring Report - Quality Assurance testing.
- Storm sewer jetting for the Street Division.
- Repaired the air conditioner in the blower building.

Activities planned for next month and other comments:

Division: Streets; Dale Pottebaum, Street Superintendent

- Street repairs and ROW permits.
- Street sweeping.
- Maintain signs and signals.
- Paint traffic control markings.
- Spray mosquitoes, as needed.

Division: Water; Terry Kluver, Water Superintendent

- Operate Water Division with reduced staff due to Isolation of Essential Service Personnel.
- Continue operating Water Tower on bypass for Water Storage Tower Rehabilitation project.
- Work with contractor on 2020 Water Distribution Main Replacement project.
- Work with contractor on 2020 Water Supply Well Replacement project.
- Water Division Personnel will be participating in the Iowa Department of Natural Resources Virtual Rule Update Training on June 4, 2020 from 9:00 am to 11:00 am.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- Sanitary sewer maintenance.
- Routine plant maintenance.
- Start copper Biotic Ligand Model testing.
- Drain #77 hardness testing.
- Stream testing for Total Nitrogen and Total Phosphorus.

CAPITAL PROJECT STATUS SUMMARY – 06-09-2020

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00+	09-24-12	\$143,848.36	95%	11-15-13	Plus Hourly Construction Service
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37		11-15-13	
Street Maintenance Building	2017 On-going	FY16	FY14	\$4,977,500	2019	FEH	\$22,500.00	01-25-16	\$22,500.00		05-01-16	Space Needs/ Prelim. Design Design
						FEH DESIGN	\$349,050.00	12-10-18	\$213,707.58		Fall, 2019	
Downtown Streetscape Phase 10	On-going	FY19	FY19	\$1,300,000	2019	Confluence	\$103,475.00	10-22-18	\$96,622.93		04-19	
Downtown Streetscape Phase 11	On-going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19	\$24,083.95		03-20	
Street Resurfacing 2020	On-going	FY20	FY20	\$1,575,000	2020	JEO Consulting Group	\$210,650.00	0-23-19	\$131,990.00		60 Working Days	
						Ten Point Const. Co., Inc.	\$963,633.17	07-20-20				
Well and Transmission Main	2014	FY16	FY16			JEO Consulting Group, Inc.	\$383,312.50	07-28-14	\$335,899.36			
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$751,752.95	95%		Contract Completion 11-30-15

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$124,852.50	45%	07-01-19	Design
						Utility Service Co., Inc.	\$596,900.00	06-04-19	\$263,767.50		06-30-20	Substantial
Watermain Improvement 2020		FY20	FY20	\$500,000	2020	JEO Consulting Group	\$136,500.00	10-14-19	\$118,2162.49		210 Days	
						King Construction	\$797,071.00	04-27-20				
Water Well 2020		FY20	FY20	\$725,000	2020	JEO Consulting Group	\$125,800.00	10-14-19	\$52,408.61		210 Days	
						Sargent Drilling	\$568,790.00	04-27-20				
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

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Tom Weber, Parks Superintendent

- Mow parks weekly
- Removed a dead ash tree from slow pitch
- Mow Central Business District weekly
- Put up volleyball and tennis nets
- Sprayed weeds
- Helped cemetery mow and weed eat
- Cut voluntary trees from beds in Central Business District
- Helped Andy at the pool
- Rebuilt pitcher's mound on field 8
- Maintain ballfields

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 11 times
- Mowed fairways 11 times
- Mowed collars 11 times
- Mowed greens 17 times
- Rolled greens 5 times
- Verticut greens 2 times
- Mowed rough daily
- Sprayed greens and tees as needed
- Irrigated greens, tees, and fairways as needed
- Cut cups 7 times
- Weed ate as needed
- Serviced equipment as needed

Cemetery: Jake Bruggeman, Cemetery Sexton

- Performed the duties of 5 burials.
 - 2 being on Saturday, 1 being a cremation.
- Dug all 5 grave spaces.
- Sold 6 grave spaces.
 - Turned in all monies to city hall when received.
- Met with several individuals about grave locations and questions about grave purchases.
- Mowed daily.
- Trimmed around headstones and throughout the grounds daily.
- Backfilled settling graves.
- Seeded graves.
- Spot sprayed weeds.
- Restocked dirt bunker.
- Picked up sticks from strong winds.

- Cleaned leaves out from along the stone wall.
- Emptied trash cans as needed.
- Cleaned decks, sharpened blades, and greased all mowers.
- Cleaned both pickups, bathroom, office and shop.

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: Tom Weber, Parks Superintendent

- Planted 14 new trees in various parks
- Painted handrails at museum
- Planted flowers in Central Business District
- Power washed all bathrooms in parks

Golf: Scott Haakenson, Golf Superintendent

- Spread preemergent on tees, fairways, and some rough
- Turned on water to bathrooms, cleaned them and opened them
- Cut up and hauled away a big section of tree that fell on 4 red tee

Cemetery: Jake Bruggeman, Cemetery Sexton

- Mulched flower beds and the north and east entrances of the cemetery.

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
- Finishing budget items
- Electrical update at Museum
- Baseball lights
- Front/back light poles at Rec
- Rec closing activities
- Pool cleaning and refilling at Rec Center
- Roof drain piping at Rec Center
- New water main service and meter at Rec
- New electrical service at Museum

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Mow
- Maintain ball fields
- Maintain bathrooms
- Water plants
- Mow tall grass areas
- Weed eat at parks and curbs

Golf: Scott Haakenson, Golf Superintendent

- Mow, mow, mow

Cemetery: Jake Bruggeman, Cemetery Sexton

- Continue mowing, trimming, and taking care of funerals.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Aquatic Center

Safety Topic:

- Covid-19 awareness

**CITY OF CARROLL
MONTHLY ACTIVITY REPORT**



Department/Division Carroll Public Library

Month May Year 2020

Person preparing report Rachel Van Erdewyk

Routine activities for the month/statistics:

Program Attendance:

Tech Help Fridays (canceled)	0
Children's Library Programs (canceled)	0
Children's Programs Outreach (canceled)	0
Diane's Read Aloud—Facebook Live	2,103
Crafty Library Ladies (canceled)	0
Book Clubs (teleconferencing)	2
Curbside Pickup	379

Monthly Statistics:

Total Print Circulation	3,418
BRIDGES Circulation	1,378
Consumer Reports	0
Public Computer Use	14
Wi-Fi Use	36
Website Visits	4,180
Gale Databases	36
Global Road Warrior	0
Learning Express	2
Freegal	1,365
Transparent Language	2
Chilton Auto Manual	4
eMagazine Circulation	77
Daily Times Herald Archives Views	11,721
Lynda.com	8
RBDigital eAudiobooks	21
Brainfuse	0

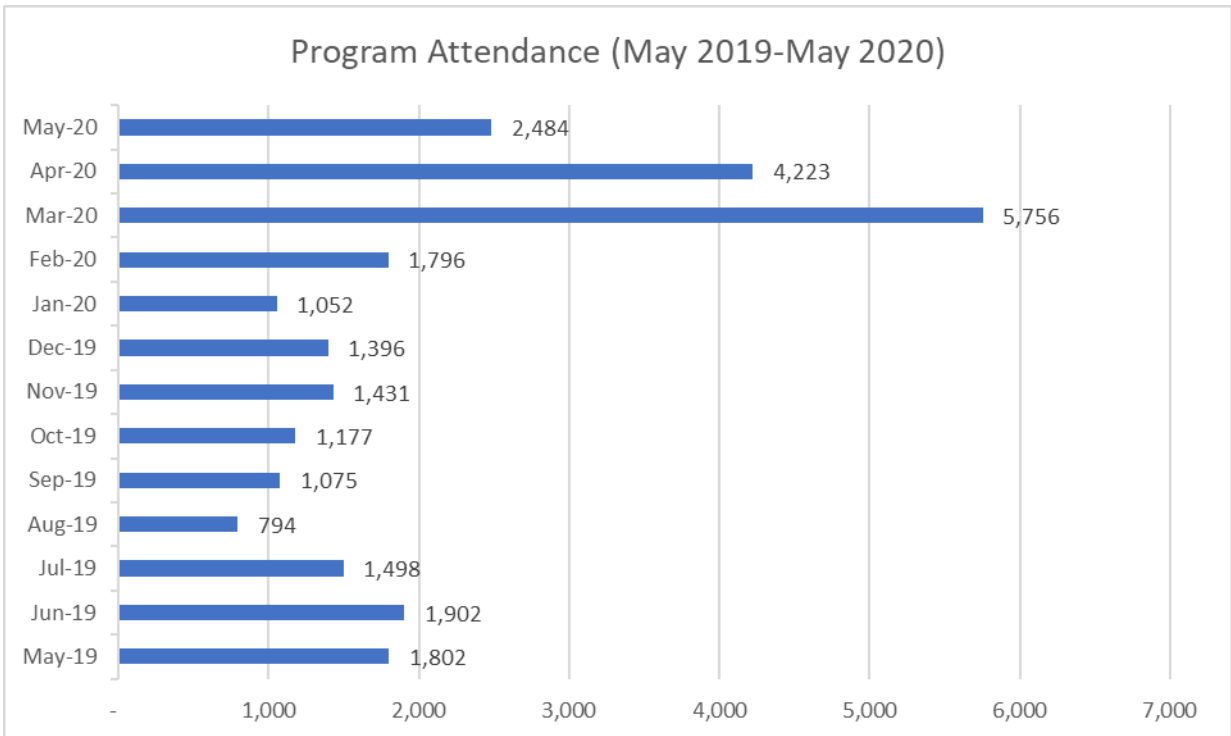
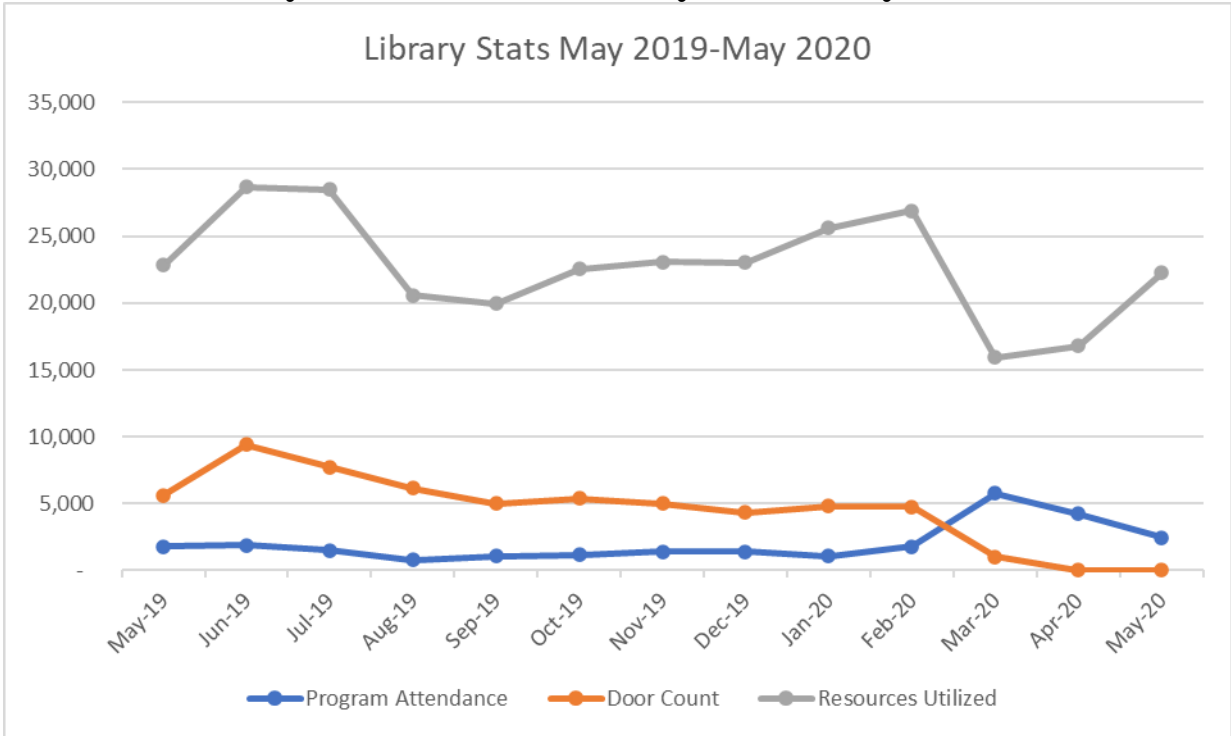
Total Program Attendance	2,484
Monthly Door Count	0

Total Resources Utilized **22,262**

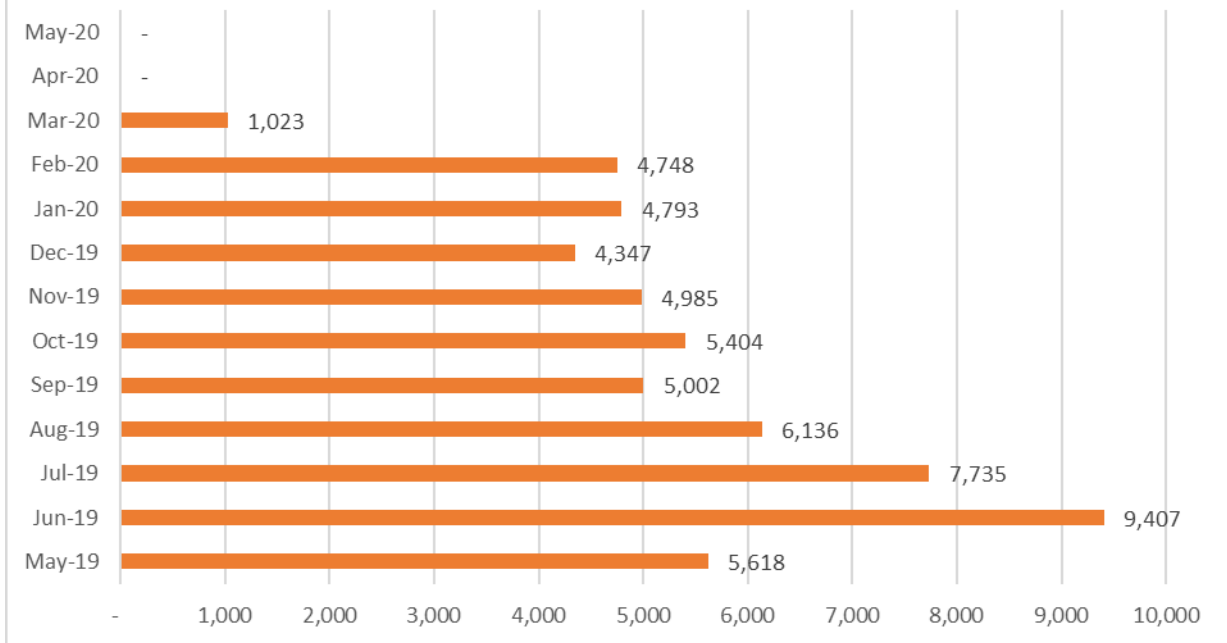
Special activities/accomplishments:

- 1) **Children's Programs:** Due to COVID-19 not allowing the library to open to the public, Miss Diane continued a daily Facebook live video of reading stories to children.
- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of the Book Clubs. Book Clubs were hosted on a conference call due to not being able to open the library to the public during this pandemic.
- 3) Due to COVID-19 the library began offering curbside pickup to patrons on Tuesdays and Thursdays from 2:00-6:00 p.m. and Wednesdays 10:00-2:00 p.m. and has been very popular. Patrons were also allowed to schedule a time for computer usage on the days of curbside pickup.

Library Statistics from May 2019-May 2020



Door Count (May 2019-May 2020)



Resources Utilized (May 2019-May 2020)

