



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

April 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 – April 9 (phone conference call)
- Continued to learn about COVID 19 and new laws/regulations
- Continued review of city financials during COVID-19 pandemic
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – April 16 (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 – May 14 (phone conference call)
- Continue to learn about COVID 19 and new laws/regulations
- Continue review of city financials during COVID-19 pandemic
- Continue to promote wellness program with employees

Accomplishments of particular note:

- 354 utility bills and statements were emailed in April 2020.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to five calls for service.

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

Run Report for April:

Alarm Date	Alarm Location	Incident Type
04/01/2020	117 E 3 rd St	Vehicle fire
04/21/2020	716 Granada Rd	Grass fire in creek ditch
04/21/2020	220 th & Mahogany	Vehicle fire
04/25/2020	Iris Ave between Ivy & Jade	Grass fire
04/29/2020	504 E 18 th	Assist police in search for missing child

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

No activity to report due to COVID-19 restrictions.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

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

Unattended Death	1		1
Animal Bite	2	1	
Warrant Outside		3	4
Restraining Order		2	1
10-50F Traffic Accident			
10-50 PI Personal Injury	2		
10-50 PI MV Pedestrian			1
10-50 PI Car & Bike			
10-50 PD Prop.		2	13
10-50 PD: Hit and Run	1	1	1
10-50 PD: City Vehicle			
10-50 PD Under 1000			
10-50 PD Under 1500	1	2	6
Assist Other Agency	1	1	4
Moving Violations			
Op After Revocation		1	2
Operate After Suspen	1	11	6
Miscellaneous Public	4	4	1
Total	38	74	89

March 1 – 31, 2020

Citations	
Animal	0
Dark Windows	0
License Violation	0
Other	0
Parking Violation	0
Registration	0
Seatbelt	0
Tobacco	0
Traffic	0
Warning Notices	25
Loud Stereo	0
TOTAL	25

Salvage Vehicle Inspections: 0

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - April 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				
		4/3/2020	\$31,840.00	200080	\$203.50
		4/7/2020	\$0.00	200084	\$0.00
		4/9/2020	\$2,500,065.00	200087	\$4,577.00
		4/9/2020	\$1,349,969.00	200088	\$2,989.00
		4/21/2020	\$53,000.00	200098	\$297.00
		Commercial Building Valuation Total:	\$3,934,874.00	Commercial Building Fee Total:	\$8,066.50
	Electrical				
		NONE			\$0.00
				Commercial Electrical Fee Total:	\$0.00
	Mechanical				
		4/1/2020		200077	\$0.00
				Commercial Mechanical Fee Total:	\$0.00
	Plumbing				
		NONE			\$0.00
				Commercial Plumbing Fee Total:	\$0.00
	Right of Way				
		4/20/2020		200095	\$481.50
		4/23/2020		200101	\$45.00
				Commercial Right of Way Fee Total:	\$526.50
	Sign				
		NONE			\$0.00
				Commercial Sign Fee Total:	\$0.00
Commercial Valuation Total:			\$3,934,874.00	Commercial Fee Total: \$8,593.00	

Residential

Building

4/1/2020	\$5,500.00	200078	\$54.00
4/1/2020	\$6,000.00	200079	\$59.50
4/3/2020	\$25,000.00	200081	\$172.00
4/3/2020	\$100,000.00	200082	\$441.00
4/15/2020	\$70,000.00	200091	\$347.00
4/17/2020	\$3,500.00	200093	\$40.75
4/30/2020	\$400,000.00	200102	\$1,233.00
4/30/2020	\$8,000.00	200104	\$72.00
4/30/2020	\$1,000.00	200105	\$22.00

**Residential Building
Valuation Total:**

\$619,000.00

**Residential Building Fee
Total:**

\$2,441.25

Electrical

4/10/2020		200089	\$35.88
4/10/2020		200090	\$79.16
4/17/2020		200094	\$54.03

**Residential Electrical
Fee Total:**

\$169.07

Mechanical

NONE

\$0.00

**Residential Mechanical
Fee Total:**

\$0.00

Plumbing

4/20/2020

200097 \$30.00

**Residential Plumbing
Fee Total:**

\$30.00

Right of Way

4/7/2020		200083	\$25.00
4/8/2020		200086	\$465.00
4/15/2020		200092	\$0.00
4/20/2020		200096	\$25.00
4/22/2020		200099	\$514.60
4/22/2020		200100	\$25.00
4/30/2020		200103	\$25.00
4/30/2020		200106	\$25.00

**Residential Right of
Way Fee Total:**

\$1,104.60

Sign

NONE

\$0.00

**Residential Sign Fee
Total:**

\$0.00

**Residential
Valuation Total: \$619,000.00**

**Residential Fee
Total: \$3,744.92**

**Valuation Grand
Total: \$4,553,874.00**

**Fee Grand
Total: \$12,337.92**

Permits - YTD - through April 2020

Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$0.00		\$0.00
	Agricultural		Agricultural	
	Valuation Total:	\$0.00	Fee Total:	\$0.00
<i>Commercial</i>				
	Building	\$4,628,038.00		\$10,791.79
	Electrical			\$1,295.21
	Mechanical			\$160.67
	Plumbing			\$210.00
	Right of Way			\$526.50
	Sign			\$15.00
	Commercial		Commercial	
	Valuation Total:	\$4,628,038.00	Fee Total:	\$12,999.17
<i>Residential</i>				
	Building	\$929,000.00		\$3,840.00
	Electrical			\$905.41
	Mechanical			\$195.28
	Plumbing			\$448.50
	Right of Way			\$1,229.60
	Sign			\$0.00
	Residential		Residential	
	Valuation Total:	\$929,000.00	Fee Total:	\$6,618.79

Valuation Grand Total:	\$5,557,038.00	Fee Grand Total:	\$19,617.96
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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.
- Excavated one grave for Cemetery.
- Maintained gravel roads.
- Maintained snow equipment.
- Trimmed trees in ROW.
- Straightened street signs.
- Swept Streets.
- Graded alleys.
- Patched potholes.
- Placed 17.0 cu. yds. of concrete.
- Division Safety Meeting: “Traffic Signs”, April 22, 2020.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 31.542 million gallons
 - Daily Average: 1.051 million gallons
 - Daily Maximum: 1.294 million gallons
- Completed 223 Iowa One Call locate requests.
- Meter Department
 - 23 service orders.
 - 0 delinquents.
 - 12 reread.
 - 0 stuck meters.
- Division Safety Meeting: “Working with Silica”, April 30, 2020.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 42.369 million gallons
 - Daily Average: 1.412 million gallons
 - Daily Maximum: 1.644 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

- Sanded streets on 04-03-2020.
- Shouldered roads.
- Removed concrete from Youth Sports Complex parking lot.
- Inspected bridges.
- Reinforced Middle Raccoon River bank at 3rd Street.
- Hauled sweepings to landfill.
- Cleaned box culverts.
- Removed trees around bridges.
- Removed and replaced signs on 18th Street between Adams Street and High Ridge Road for moving of a house

Division: Water; Terry Kluver, Water Superintendent

- Submitted permit-required samples for Nitrite, Nitrate, and Nitrogen-Ammonia from SEP and distribution system.
- Placed Water Tower on bypass for Water Storage Tower Rehabilitation project.
- Installed one (1) fire hydrant extension.
- Compiled analytical results for the 2020 Consumer Confidence Report.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Rebuilt Effluent sampler pump.
- Testing for the new disinfection system.
- Sprayed the Wastewater Treatment Plant.
- Sludge land-applied by E & F Custom Pumping.

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.
- Remove snow equipment from trucks.
- Maintain snow equipment.
- Paint traffic control markings.

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.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Discharge Monitoring Report-Quality Assurance testing.
- Sanitary sewer maintenance.
- Routine plant maintenance.
- Replace brushes on the final clarifiers.

CAPITAL PROJECT STATUS SUMMARY – 05-12-2020

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
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		FY17	FY14	\$385,000	2018	JEO Consulting Group, Inc.	\$39,850.00	02-25-19	\$42,747.50		08-01-19	
						Healy Excavating	\$320,116.00	10-28-19	\$295,200.77		05-31-20	
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 Service
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37	95%	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	
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
Watermain Replacement		FY16	FY16	\$500,000	2019	JEO Consulting Group, Inc.	\$19,800.00	02-11-19	\$19,511.25		2019	
						King Construction	\$326,196.00	06-24-19	\$307,370.50	100%	09-30-19	
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

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	\$1,000,000	2020	Veenstra & Kimm, Inc.	\$73,500		\$74,596.25			
						Woodruff Const., LLC	\$996,923.40	03-25-19	\$947,077.23	95%	03-01-20	
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$107,272.75		07-01-19	Design
						Utility Service Co., Inc.	\$596,900.00	06-04-19	\$263,767.50	45%	06-30-20	Substantial
Watermain Improvement 2020		FY20	FY20	\$500,000	2020	JEO Consulting Group	\$136,500.00	10-14-19	\$115,546.49			
						King Construction	\$797,071.00	04-27-20			210 Days	
Water Well 2020		FY20	FY20	\$725,000	2020	JEO Consulting Group	\$125,800.00	10-14-19	\$48,808.61			
						Sargent Drilling	\$568,790.00	04-27-20			210 Days	
Street Resurfacing 2019	On-going	FY19	FY19	\$700,000	2019	JEO Consulting Group, Inc.	\$88,100.00 + Hourly	10-08-18	\$86,610.00		2019	Design Const. Service
						Ten Point Construction Co., Inc.	\$936,994.54		\$1,055,300.28			
Downtown Streetscape Phase 10	On-going	FY19	FY19	\$1,300,000	2019	Confluence	\$103,475.00	10-22-18	\$90,966.68		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			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Tom Weber, Parks Superintendent

- Clean slow-pitch area
- Applied pre-emergent to flower beds in Central Business District
- Applied pre-emergent to all city grass areas
- Leveled and seeded all tree removal areas
- Seeded thin areas in all parks
- Pickup trash in all parks daily
- Mow parks weekly
- Mow soccer complex weekly
- Cleaned out drainage ditches in Rolling Hills Park
- Hauled 21 loads of corn stalks/husks from Little League fences
- Mow Central Business District weekly
- Weeded beds in Central Business District
- Clean up a tree that fell in NE Park

Golf: Scott Haakenson, Golf Superintendent

- Course cleanup
- Serviced mowers
- Serviced tractor
- Mowed greens seven times
- Rolled greens three times
- Mowed tees six times
- Mowed fairways five times
- Mowed rough as needed
- Sprayed greens one time
- Cut down one dead pine tree by 17 green
- Trimmed and cleaned up beds at clubhouse
- Cut volunteer trees in retention area between 1,10,2
- Fixed various irrigation problems
- Cut cups three times

Cemetery: Jake Bruggeman, Cemetery Sexton

- Completed the duties of seven full burials.
- Sold a total of five grave spaces.
 - Turned in all money received for sales.
- Picked up several loads of sticks and debris.
- Mulched leaves that fell over the winter.
- Seeded graves.
- Filled in ruts and leveled fresh graves.
- Emptied garbage cans as needed.

- Trimmed trees.
- Blew leaves out from the stone wall and mulched them.
- Began mowing and trimming for the season on April 20th.
- Put snowplow away for the summer.
- Serviced mowers and sharpened blades.
- Cleaned out flower beds.

Recreation Center/Aquatic Center: Joel Cortum, Recreation Center Director

- Completed daily financial reports.
- Communication of building closures and program updates.
- Performed general maintenance on exercise equipment and replaced broken parts.

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

- Closed playgrounds
- Leveled and seeded Little League areas affected by the lighting project
- Installed LED lighting in Graham Park, Northwest, Mitchen and Northeast Parks

Golf: Scott Haakenson, Golf Superintendent

- Filled the irrigation system
- Opened course April 6

Cemetery: Jake Bruggeman, Cemetery Sexton

- Helped Parks Dept. pour concrete at the little league fields.
- Hired one guy for summer help.

Recreation Center/Aquatic Center: Joel Cortum, Recreation Center Director

- Power washed the pool area
- Updated broken pool radio
- Finished rebuilding and staining the sauna
- Grouted the hot tub
- Painted the pool area walls
- Generated content for Facebook to keep families active while at home.

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 weekly
- Pick up trash daily
- Wash out restrooms in parks
- Paint shelters and bathrooms
- Plant flowers in Central Business District
- Install countertop and sinks in Merchants Park

Golf: Scott Haakenson, Golf Superintendent

- Put down preemergent application on tees and fairways
- Routine mowing and maintenance

Cemetery: Jake Bruggeman, Cemetery Sexton

- Continue preparing for the Memorial Day holiday.

Recreation Center/Aquatic Center: Joel Cortum, Recreation Center Director

- Open the Rec Center at 50% capacity.
- Meet and develop a plan for baseball/softball/tee-ball season alterations.
- Meet and develop a plan for the aquatic center.
- Continue to monitor the ongoing COVID-19 situation and communicate updates to members.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Aquatic Center

Safety Topic:

- Hearing protection
- Mower safety
- Safe lifting practices
- Covid-19



**CITY OF CARROLL
MONTHLY ACTIVITY REPORT**



Department/Division Carroll Public Library

Month April 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	4,008
Crafty Library Ladies (canceled)	0
Book Clubs (teleconferencing)	7
Curbside Pickup	208

Monthly Statistics:

Total Print Circulation	2,280
BRIDGES Circulation	1,104
Consumer Reports	126
Public Computer Use	112
Wi-Fi Use	114
Website Visits	3,220
Gale Databases	120
Global Road Warrior	0
Learning Express	82
Freegal	876
Transparent Language	2
Chilton Auto Manual	0
eMagazine Circulation	65
Daily Times Herald Archives Views	7,747
Lynda.com	17
RBDigital eAudiobooks	10
Brainfuse	53

Total Program Attendance	4,223
Monthly Door Count	0

Total Resources Utilized **16,793**

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 has been very popular. For more information checkout: <https://www.cityofcarroll.com/covid19>

Library Statistics from April 2019 - April 2020



