

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



December 2019

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
- Prepared information for budget requests for financial department
- Compiled budget requests from all departments
- Reviewed all departmental budget requests with each department & city manager
- Continued to prepare budget proposal for Council
- Began review of agenda management software
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – December 17

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Prepare budget binder for Council
- Council budget work sessions
- Municipal Fire & Police Retirement System Board Meeting – January 9 (DSM)
- Continue to promote wellness program with employees
 - Wellness Coalition Meeting – January 16
 - Cyber security training for all employees – January 30

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 December.

The Department regretfully accepted the resignation of longtime volunteer firefighter Dick Henrich. Dick was a model volunteer firefighter that put service and dedication to the Department as an extremely high priority in his life. Dick vary rarely missed a training drill, meeting or emergency call during his 42 years of service as a member of the Department. Firefighter Mike Bach also resigned in December as a 24-year member. We thank Dick and Mike for their service to the Department and community.

The Carroll Rotary Club treated Department members to an appreciation dinner held at the station December 2nd. As part of the gathering, Firefighters gave Rotary Members informational tours of the station and a firsthand look at the various vehicles, tools and equipment used by the department.

The Department toured the Smithfield Foods Plant on December 9th. The purpose of the tour was to familiarize firefighters with the plant layout and review emergency response procedures for any emergency that may occur at the plant.

Run Report for December:

Alarm Date	Alarm Location	Incident Type
12/01/2019	818 W 8 th	Smoke smell from oven – no fire
12/11/2019	249 Perch	Reported odor of natural gas
12/13/2019	Hwy 30 & Quail Ave	Vehicle roll-over
12/25/2019	1006 Woodland Dr	Reported odor of natural gas
12/29/2019	½ S of Hwy 30 on Delta Ave	Vehicle roll-over
12/30/2019	115 N Clark	Reported smoke smell – nothing found

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On the 10th, the Carroll Middle School 6th grade graduated from DARE. There were approximately 140 students who completed the program which ran from the beginning of school until December. DARE will be taught at the Kuemper Middle School starting in January.

On the 11th, Officer Justin Ferrin and K9 Eudoris III were recertified through Canine Tactical. The K9 team gets certified yearly through Canine Tactical and an outside K9 trainer.

Officer Patrick McCarty attended Crisis Negotiation school from the 16th to the 20th. This training took place at Camp Dodge through Midwest Counterdrug Training Center (MCTC). Officer McCarty is now a level 1 certified negotiator which can be used for suicidal subjects, barricaded subjects, and hostage situations.

Officers participated in the quarterly fitness testing on the 18th. Attendance is mandatory in the testing and officers who present a passing score are awarded comp time.

Officer Matt Kennebeck completed field training on the 28th. He is now assigned to afternoon shift patrol and is working on his own as he continues to progress in his position as a police officer.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	December 2019	December 2018	December 2017
Forcible Rape			
Forcible Fondling		1	
Porn/Obscene Material			
Aggravated Assault		1	
Simple Assault	4	5	6
Intimidation			
Domestic Abuse	2	3	1
Burglary/B&E	2	1	1
Shoplifting	4	12	1
Theft from Vehicle		2	2
Theft of Bike			1
Theft from Building	7	4	8
Theft from Vending			
Other Larceny		1	
Motor Vehicle Theft		1	1
Counterfeit/Forgery		1	2
Credit/ATM Fraud	1	1	1
Identify Theft			
Wire Fraud		1	
Bad Checks	1		1
Stolen Property			
Vandalism: Business		1	1
Vandalism: Vehicle	2	1	
Vandalism: Residence			2
Vandalism: Other			
Weapon Law Violation			
Drug/Narc Violations	5	2	5
Drug Equipment Viol			
Drive Under Influence		1	1
OWI 2 nd	1		1
Liquor Law Violation	1		
Under 21 BAC .02			
Drunkenness	1		1
Disorderly Conduct		1	
Harassment	1	2	2
All Other Offenses	3	2	3
False Information			
Trespassing	4	1	1
Runaway			
Missing Person			
Found Property	3	2	1
Unattended Death	3	1	1

Suicide	1		
Animal Bite	1	1	
Warrant Outside	3	4	4
Restraining Order	3		
1050F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	18	16	28
10-50 Car & Deer			1
1050 PD: Hit and Run	2	1	2
1050 PD: Police Vehicle			
10-50 PD Under 1500	4	3	2
Assist Other Agency			1
Moving Violations			1
Op After Revocation		5	1
Operate After Suspen	1	13	8
Miscellaneous Public		5	1
Total	78	96	93

December 1 – 31, 2019

Citations	
Animal	0
Dark Windows	0
License Violation	7
Other	10
Parking Violation	9
Registration	12
Seatbelt	13
Tobacco	0
Traffic	84
Warning Notices	230
Loud Stereo	0
TOTAL	365

Salvage Vehicle Inspections: 11

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - December 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	12/11/2019	\$50,000.00		190352	\$284.50
	Commercial Building Valuation Total:		\$50,000.00	Commercial Building Fee Total:		\$284.50
	Electrical	12/4/2019			190350	\$63.64
		12/19/2019			190356	\$47.08
	Commercial Electrical Fee Total:					\$110.72
	Mechanical	NONE				\$0.00
	Commercial Mechanical Fee Total:					\$0.00
	Plumbing	NONE				\$0.00
	Commercial Plumbing Fee Total:					\$0.00
	Right of Way	12/11/2019			190353	\$25.00
	Commercial Right of Way Fee Total:					\$25.00
	Sign	NONE				\$0.00
	Commercial Sign Fee Total:					\$0.00
Commercial Valuation Total:			\$50,000.00	Commercial Fee Total:		\$420.22

<i>Residential</i>					
Building					
	12/30/2019	\$1,000.00		190357	\$22.00
Residential Building Valuation Total:		\$1,000.00	Residential Building Fee Total:		\$22.00
Electrical					
	12/4/2019			190351	\$35.88
	12/11/2019			190354	\$113.00
	12/11/2019			190355	\$47.08
			Residential Electrical Fee Total:		\$195.96
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:		\$1,000.00	Residential Fee Total:		\$217.96
Valuation Grand Total:		\$51,000.00	Fee Grand Total:		\$638.18

Permits - YTD - through December 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	\$25,904,890.00		\$43,247.24
	Electrical			\$1,469.86
	Mechanical			\$1,183.04
	Plumbing			\$917.50
	Right of Way			\$520.00
	Sign			\$440.00
	Commercial Valuation Total:	\$25,904,890.00	Commercial Fee Total:	\$47,777.64
<i>Residential</i>				
	Building	\$3,818,120.00		\$14,791.63
	Electrical			\$2,586.09
	Mechanical			\$758.56
	Plumbing			\$1,094.00
	Right of Way			\$725.00
	Sign			\$0.00
	Residential Valuation Total:	\$3,818,120.00	Residential Fee Total:	\$19,955.28
Valuation Grand Total:		\$29,723,010.00	Fee Grand Total: \$67,732.92	

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.
- Maintained snow equipment.
- Swept streets.
- Graded alleys.
- Patched potholes.
- Hauled street sweepings to Landfill.
- Division Safety Meeting: “Seat Belts”, December 18, 2019.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 31.862 million gallons
 - Daily Average: 1.028 million gallons
 - Daily Maximum: 1.810 million gallons
- Completed 58 Iowa One Call locate requests.
- Meter Department
 - 64 service orders.
 - 23 delinquents.
 - 0 reread.
 - 0 stuck meters.
- Division Safety Meeting: Training on 150-lb chlorine tank repair using an emergency repair kit; December 31, 2019.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 46.775 million gallons
 - Daily Average: 1.509 million gallons
 - Daily Maximum: 1.822 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “Slips, Trips and Falls”; December 11, 2019.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Fixed storm sewer on Grant Road on December 3, 2019.
- Snow removal and ice control on December 1, 15, and 29, 2019.
- Assisted Water Division with water leak on December 12, 2019.
- Assisted Water Division with fire hydrant replacement on December 12, 2019.
- Poured 5.5 cu yds of concrete for WTP.
- Assisted Wastewater Division with sewer repair on December 16, 2019.
- Trimmed trees in ROW.
- Started repairs of the Clark Street storm sewer.

Division: Water; Terry Kluver, Water Superintendent

- Placed Water Tower back online after water sample results were received.
- Repaired 8" watermain break at 125 Southgate Road on December 12th.
- Replaced fire hydrant and valve at N. West Street and 1st Street.
- Completed computerized Leak Detection Survey with contractor of all fire hydrants and valves.
- Installed four (4) fire hydrant extensions.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Repaired sanitary sewer main on Main Street at 9th Street.
- Continued work on the Disinfection Improvements project.
- E & F Custom Pumping cleaned out the sludge lagoon.
- Repaired Sludge Transfer Pump #2.
- Received a new trailer-mounted trash pump.

Activities planned for next month and other comments:

Division: Streets; Dale Pottebaum, Street Superintendent

- Street repairs and ROW permits.
- Maintain signs and signals.
- Snow removal and ice control, as needed.
- Trimming trees in Street ROW
- Repair the Clark Street storm sewer.

Division: Water; Terry Kluver, Water Superintendent

- Update utility maps with completed projects.
- Install maintenance kit in two (2) vacuum regulators at the Water Treatment Plant.
- Work with property owners on repairing two (2) service line leaks found during Leak Detection Survey.
- Repair watermain leak at Bass Street and Marcella Heights Drive found during Leak Detection Survey.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Pipe work completed on the Disinfection Improvements project.
- Lab inspection by the Iowa Hygienic Lab.
- Manhole riser and lid replacement on 1700 block of Adams Street.

CAPITAL PROJECT STATUS SUMMARY – 01-15-20

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	\$39,850.00		08-01-19	
						Healy Excavating	\$320,116.00	10-28-19			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	\$174,443.25		Fall, 2019	
US 30 – Grant Road Intersection	2017 On-going	FY12	FY12	\$2,604,530	2018	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00		08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$421,525.00	04-14-14	\$450,112.02			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$1,455,565.45	97%	118 Working Days	
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
Watermain Replacement		FY16	FY16	\$500,000	2019	JEO Consulting Group, Inc.	\$19,800.00	02-11-19	\$19,000.00		2019	
						King Construction	\$321,746.00	06-24-19	\$300,631.40	55%	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
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	\$1,000,000	2020	Veenstra & Kimm, Inc.	\$73,500		\$74,596.25			
						Woodruff Const., LLC	\$967,530.00	03-25-19	\$559,150.74	3%	03-01-20	
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$107,272.75		07-01-19
						Utility Service Co., Inc.	Utility Service Co., Inc.	\$543,700.00	06-04-19	\$178,030.00		120, 150 days
Watermain Improvement 2020		FY20	FY20	\$500,000	2020	JEO Consulting Group	\$136,500.00	10-14-19	\$26,475.00			
Water Well 2020		FY20	FY20	\$725,000	2020	JEO Consulting Group	\$125,800.00	10-14-19	\$10,050.00			
Downtown Streetscape Phase 10	On-going	FY19	FY19	\$1,300,000	2019	Confluence	\$97,915.00	10-22-18	\$87,917.15		04-19	
Downtown Streetscape Phase 11	On-going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19	\$21,519.95		03-20	
Street Resurfacing 2019	On-going	FY19	FY19	\$700,000	2019	JEO Consulting Group, Inc.	JEO Consulting Group, Inc.	\$88,100.00 + Hourly	10-08-18	\$86,610.00		2019
						Ten Point Construction Co., Inc.	Ten Point Construction Co., Inc.	\$928,994.54		\$1,055,300.28	95%	
Street Resurfacing 2020	On-going	FY20	FY20	\$1,575,000	2020	JEO Consulting Group	\$210,650.00	0-23-19	\$64,110.00			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Tom Weber, Parks Superintendent

- Assist Jake with grave openings
- Trim bushes at Chamber Office
- Trim trees
- Check park garbage cans
- Maintain ice skating rink
- Cleared snow and ice from sidewalks as needed

Golf: Scott Haakenson, Golf Superintendent

- Routine activities for the month/statistics:
- Power washed trash cans
- Winterized sprayers
- Took cutting heads off of mowers
- Took mowers off of gang mower and washed
- Blew out pump house
- Cleaned fairway mowers
- Cleaned tee mower
- Cleaned greens mowers
- Took apart ball washers
- Sent in ball washers to be refurbished

Cemetery: Jake Bruggeman, Cemetery Sexton

- Dug 6 graves
- Performed the duties of 6 funerals. All full burials. One aged 0-5. No Saturday funerals.
- Sold 1 plot and turned in all paperwork to city hall.
- Worked with the parks department for the remaining time of the month.

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

- Planning and preparation for December events. Communicated w/ stakeholders leading up to event and coordinated the pick up and drop off of supplies.
- Recreation Center staffing, maintenance, and programming. Staff meetings and monthly lifeguard meetings. Communicating regularly with members.

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

- Opened skating rink
- Installed eight new sinks in parks restrooms
- Mulched 71/30 intersection

Golf: Scott Haakenson, Golf Superintendent

- Attended winter IGCSA meeting

Cemetery: Jake Bruggeman, Cemetery Sexton

- Moved snow at the rec center and cemetery 1 morning.

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

- Record turnout for our Jingle Bell Run
- Breakfast w/ Santa
- Sold out Kids' Night Out w/ over 200 kids
- Member Appreciation Day
- Jessi received her Red Cross WSIT certification after attending a course in St. Joseph, Missouri

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
- City construction site
- Finishing budget items
- Warranty roof leaks at Rec Center
- AHU belts and air filters serviced at Rec Center
- Electrical update at Museum
- Baseball lights pre-bid
- '20-'21 budget
- Replaced washer at Rec Center

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Install soccer goals at Maple Park
- Intall two new sinks at Rolling Hills Park
- Trim trees
- Add playground mulch to parks playground areas
- Remove snow and ice as needed

Golf: Scott Haakenson, Golf Superintendent

- Attend Iowa Turfgrass Conference
- Grind mowers
- Sand and paint tee markers

Cemetery: Jake Bruggeman, Cemetery Sexton

- Attend to any funerals or families needing to meet at the cemetery.
- Move snow as needed.
- Work with the parks department.

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

- Mermaid Party
- Swim lessons
- Basketball Basics
- New hip hop step class
- New recumbent bikes in weight room

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Roof drain piping repair

Safety Topic:

- Ladder inspections and safety
- Iowa One Call



**CITY OF CARROLL
MONTHLY ACTIVITY REPORT**

Department/Division Carroll Public Library

Month December Year 2019

Person preparing report Rachel Van Erdewyk



Routine activities for the month/statistics:

Program Attendance:

Tech Help Fridays	23
Children’s Library Programs	216
Children’s Programs Outreach	920
Diane’s Read Aloud	142
Crafty Library Ladies	77
Poetry Group	9
Book Clubs	9

Monthly Statistics:

Total Print Circulation	8,513
BRIDGES Circulation	869
Consumer Reports	lost data
Public Computer Use	552
Wi-Fi Use	140
Website Visits	3,080
Gale Databases	210
Global Road Warrior	0
Learning Express	1
Freegal	709
Transparent Language	2
Chilton Auto Manual	0
eMagazine Circulation	57
Daily Times Herald Archives Views	8,853
Lynda.com	37
RBDigital eAudiobooks	10
Brainfuse	9

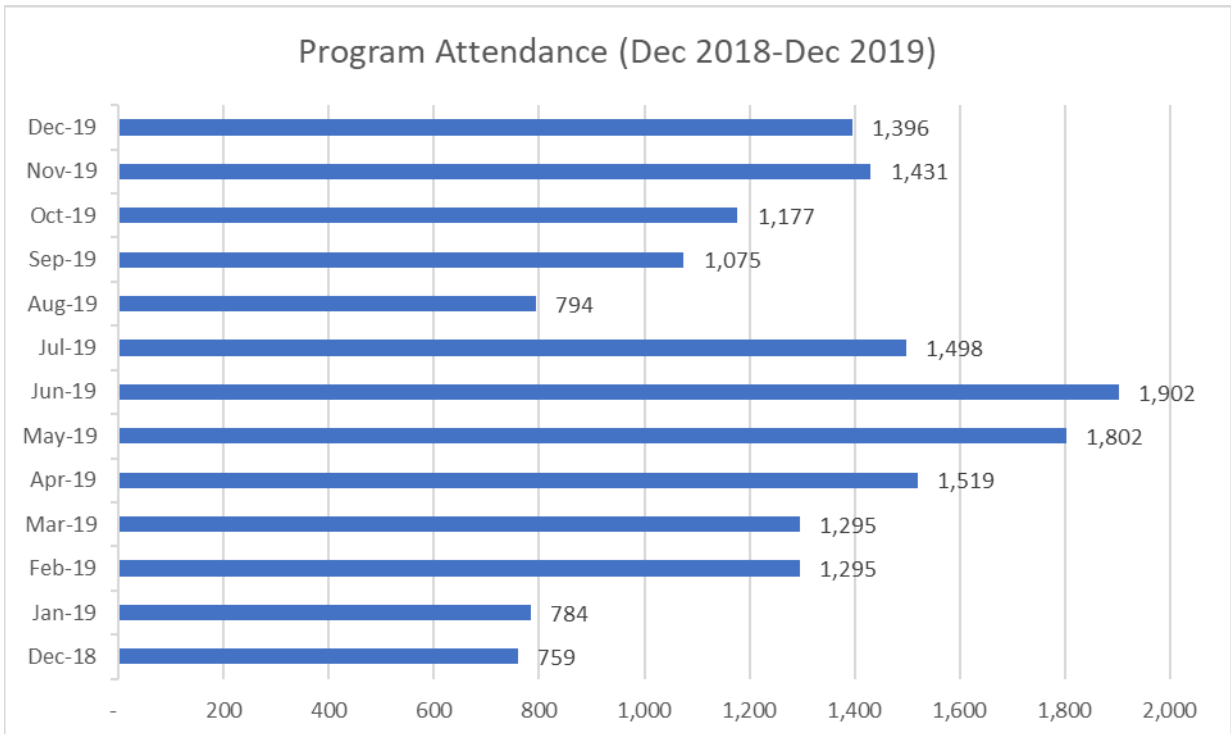
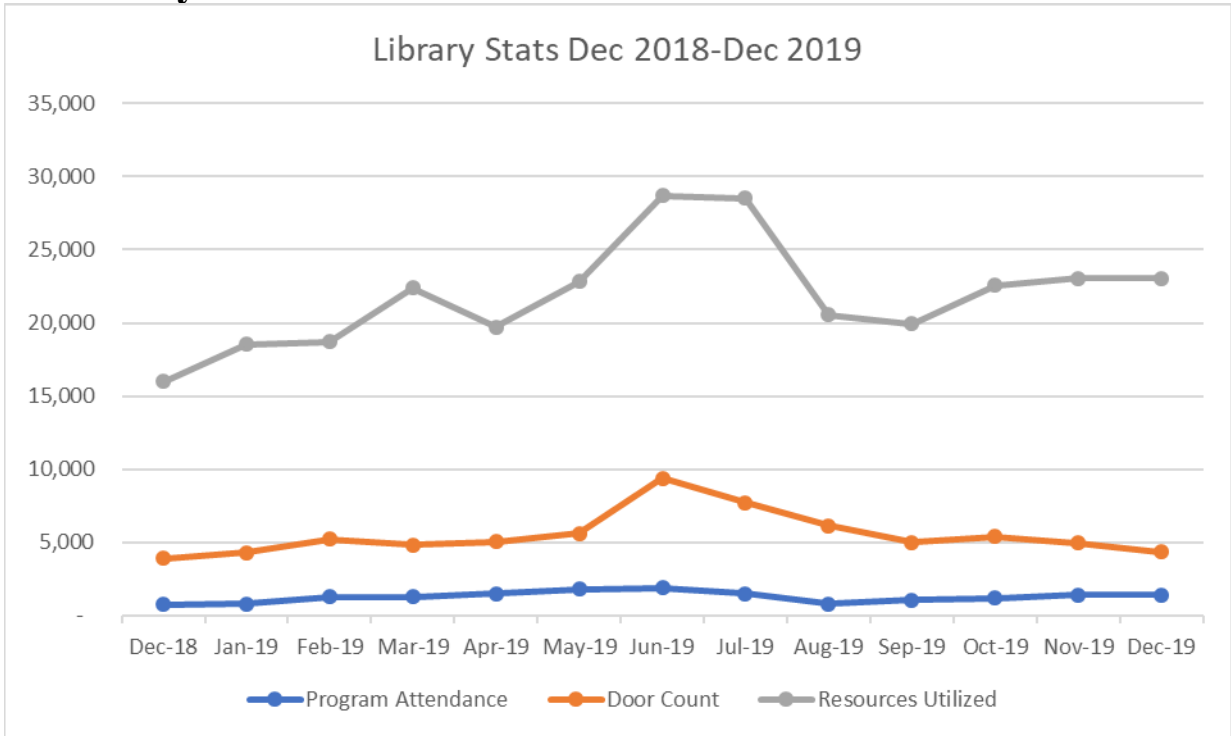
Total Program Attendance	1,396
Monthly Door Count	4,347

Total Resources Utilized 23,042

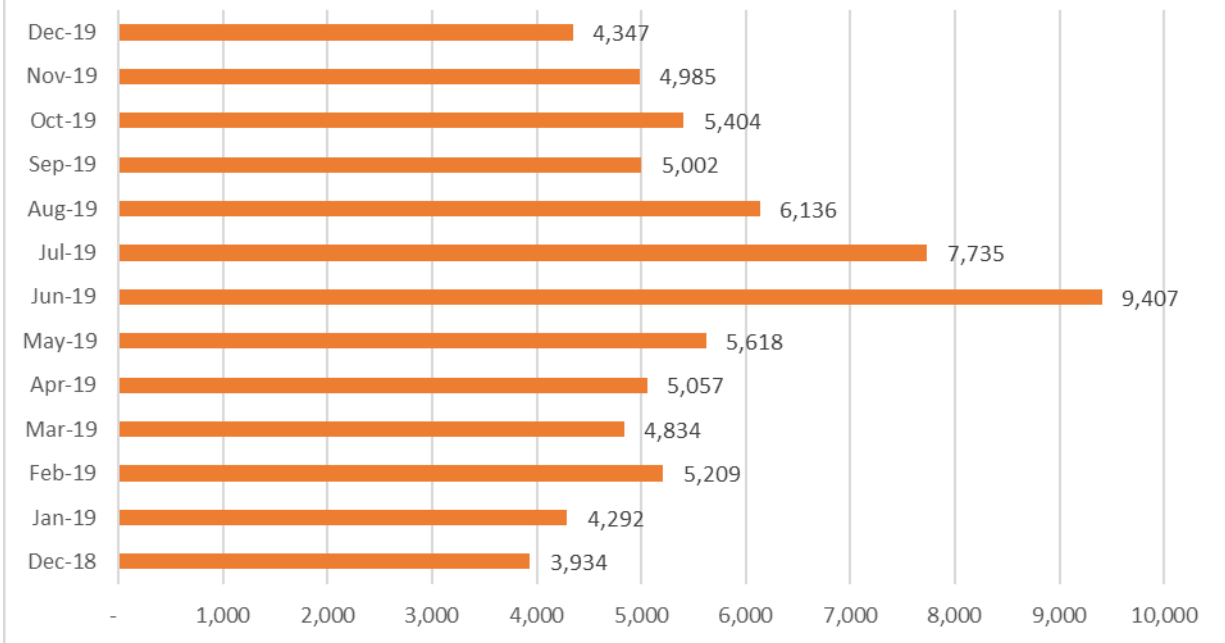
Special activities/accomplishments:

- 1) **Children’s Programs:** Children’s programming continued this month with the regular monthly schedule of Rookie Readers, Diane’s Read-Aloud, Pet Readers, and outreach events with book visits to the Breda daycare. Diane also attended Kuemper’s Preschool Round Up to talk to parents about the importance of reading to their children.
- 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.
- 3) Library patrons saved **\$110,140.89** this last month by checking out library materials from the Carroll Public Library!
- 4) 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 Statistics from December 2018-December 2019



Door Count (Dec 2018-Dec 2019)



Resources Utilized (Dec 2018-Dec 2019)

