



# **City Manager's Monthly Activity Report**

**Gerald L. Clausen, City Manager**

**June 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 working with Civil Service Commission and Moulder & Associates for PD Chief search
- Worked with Mid IA insurance on liability and property insurance renewal
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Attend Wellness Coalition Meeting – June 18

### 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 resolution for FY 2015 transfers
- Prepare paperwork for FY 2015 annual financial audit
- Continue to promote wellness program with employees
  - Attend Carroll County Wellness Coalition Meetings – July 23

### Accomplishments of particular note:

- 107 utility bills were emailed to customers in June 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 June.

Firefighters participated in truck operations, pumping and water supply drills. Dry fire hydrants located at Swan Lake and at the Schumacher Gravel Pit, located on 250<sup>th</sup> Street in the southern portion of our fire protection district, were pumped to insure that they are operational for emergency use.

The Department continued training in safe driving skills in addition to truck operations and maintenance. Members also did a review of the street mapping system, paying particular attention to, and locating addresses on, some of the lesser-known streets within our community.

Accomplishments of particular note:

Tower 8 water supply hose was deployed, inspected and repacked.

Run Report for June:

Alarm Date	Alarm Location	Incident Type
06/05/2015	726 N Carroll St	False alarm
06/08/2015	506 E 18 <sup>th</sup> St – Apt. I-5	Stove fire
06/10/2015	126 S Carroll St	Electrical problem
06/16/2015	500 E Valley Dr	Smoke smell
06/23/2015	Highway 30 @Olympic	Vehicle collision
06/25/2015	2014 Kittyhawk Ave	False alarm
06/29/2015	130 Peeble Lane	Stove fire

# Police Department

## As reported by Brad Burke, Police Chief

### Routine Activities for the month:

Officer Klever attended radar instructor school at the Iowa Law Enforcement Academy from June 1 – 4. This allows him to train officers on the use of Doppler radar and LIDAR for speed enforcement. The department recently won a LIDAR unit during the Law Enforcement Coordinating Committee conference in May from Electronic Engineering. Officer Klever is testing the unit and will put it into service next month. Officer Konkler is also a radar instructor but due to his upcoming retirement Officer Klever will take over the responsibilities of training new officers.

Chief Jeff Cayler retired on June 8. He worked for the Carroll Police Department for 34 years. Chief Cayler was the chief for 31 years and previously held the title of officer and sergeant.

All officers participated in rifle qualifications on June 15. The qualifications are conducted annually and are used to train and certify officers in the use of patrol rifles.

Sgt. Burke attended rifle instructor recertification at the Iowa Law Enforcement Academy on June 18. This training is required every three years to allow for the officer to instruct in the use of patrol rifles as well as certify the officers at the State mandated level.

Officer March attended a human trafficking seminar put on by Kuemper on June 25. The training gave her the opportunity to learn about new trends in human trafficking and trained in spotting signs of human trafficking.

### Activities planned for next month:

In July the department will begin the application process to hire two patrol officers. This will be replacement of Chief Jeff Cayler who retired in June and the replacement of Officer Rudolph who has been on an extended military leave. The hiring and training of the new officers should allow an easy transition with the upcoming retirement of Officer Konkler.

Body cameras and Taser purchases will be discussed with plans of making purchases in August.

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: June 1 THRU June 30, 2015

Offenses	Incidents Reported
Forcible Fondling	1
Robbery	1
Aggravated Assault	1
Simple Assault	7
Domestic Abuse	2
Burglary/B&E	4
Shoplifting	2
Theft from Vehicle	2
Theft from Building	4
Credit/ATM Fraud	1
Vandalism: Business	2
Vandalism: Residence	3
Vandalism: Vehicle	1
Drug/Narc Violations	7
Drive Under Infl	1
OWI 2 <sup>nd</sup>	1
OWI 3 <sup>rd</sup>	1
Liquor Law Violation	2
Drunkenness	2
Disorderly Conduct	1
All Other Offenses	2
Trespassing	3
Found Property	2
Animal Bite	2
Dispose of Animal	1
Warrant Outside	6
Restraining Order	1
10-50 PD	16
1050 PD: Hit and Run	1
Under 1500	2
Op After Revocation	1
Operate After Suspen	9
Miscellaneous Public	4
<b>Total</b>	<b>96</b>

Citations	
Animal	1
Dark Windows	2
License	16
Other	1
Parking Violation	12
Registration	14
Seatbelt	4
Tobacco	0
Traffic	52
Warning	241
<b>TOTAL</b>	<b>331</b>

Salvage Vehicle  
Inspections: 25

# Building Department

**As reported by Perry Johnson, Building Official**

<i><b>Agricultural</b></i>				
Building	NONE	\$0.00		\$0.00
	<b>Agricultural Building Valuation Total:</b>	<b>\$0.00</b>	<b>Agricultural Building Fee Total:</b>	<b>\$0.00</b>
<b>Agricultural Valuation Total:</b>		<b>\$0.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
<i><b>Commercial</b></i>				
Building	NONE	0.00		0.00
	<b>Commercial Building Valuation Total:</b>	<b>\$0.00</b>	<b>Commercial Building Fee Total:</b>	<b>\$0.00</b>
Electrical	06/11/2015		150143	\$134.86
	06/11/2015		150147	\$38.85
	06/18/2015		150159	\$0.00
			<b>Commercial Electrical Fee Total:</b>	<b>\$173.71</b>
Mechanical	06/11/2015		150152	\$26.75
			<b>Commercial Mechanical Fee Total:</b>	<b>\$26.75</b>
Plumbing	06/11/2015		150151	\$62.00
			<b>Commercial Plumbing Fee Total:</b>	<b>\$62.00</b>
Right of Way	06/30/2015		150161	\$25.00
			<b>Commercial ROW Fee Total:</b>	<b>\$25.00</b>
Sign	06/18/2015		150156	\$15.00
	06/30/2015		150164	\$30.00
	06/30/2015		150169	\$20.00
			<b>Commercial Sign Fee Total:</b>	<b>\$65.00</b>
<b>Commercial Valuation Total:</b>		<b>\$0.00</b>	<b>Commercial Fee Total:</b>	<b>\$352.46</b>

**Residential**

Building

06/11/2015	\$15,000.00	150149	\$110.00
06/18/2015	10,000.00	150158	\$78.50
06/30/2015	\$0.00	150165	\$90.75
06/30/2015	\$0.00	150166	\$35.00

**Residential Building Valuation Total: \$25,000.00 Residential Building Fee Total: \$314.25**

Electrical

06/11/2015		150145	\$35.88
06/11/2015		150148	\$57.28
06/18/2015		150154	\$33.20
06/18/2015		150155	\$40.00
06/30/2015		150167	\$47.08

**Residential Electrical Fee Total: \$213.44**

Mechanical

06/11/2015		150146	\$28.13
06/11/2015		150150	\$28.13
06/30/2015		150163	\$28.13

**Residential Mechanical Fee Total: \$84.39**

Plumbing

06/01/2015		150141	\$37.50
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**Residential Plumbing Fee Total: \$37.50**

Right of Way

06/01/2015		150140	\$945.00
06/02/2015		150142	\$1,170.00
06/11/2015		150144	\$25.00
06/18/2015		150153	\$25.00
06/18/2015		150157	\$25.00
06/30/2015		150162	\$25.00
06/30/2015		150168	\$25.00
06/30/2015		150170	\$25.00

**Residential Right of Way Fee Total: \$2,265.00**

Sign

NONE			\$0.00
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**Residential Sign Fee Total: \$0.00**

**Residential Valuation**

**Total: \$25,000.00 Residential Fee Total: \$2,914.58**

**Valuation Grand Total: \$25,000.00 Fee Grand Total: \$3,267.04**

## Permits - YTD – through June 2015

Class	Permit Type	Valuation		Fee
<i><b>Agricultural</b></i>				
	Building	\$0.00		\$0.00
<b>Agricultural Valuation Total:</b>		<b>\$0.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
<i><b>Commercial</b></i>				
	Building			\$15,340.50
	Electrical	\$11,176,730.00		\$1,311.33
	Mechanical			\$314.45
	Plumbing			\$434.50
	Right of Way			\$220.00
	Sign			\$1,790.00
<b>Commercial Valuation Total:</b>		<b>\$11,176,730.00</b>	<b>Commercial Fee Total:</b>	<b>\$19,410.78</b>
<i><b>Residential</b></i>				
	Building			\$5,809.50
	Electrical	\$1,228,494.90		\$1,606.90
	Mechanical			\$286.18
	Plumbing			\$462.00
	Right of Way			\$2,640.00
	Sign			\$0.00
<b>Residential Valuation Total:</b>		<b>\$1,228,494.90</b>	<b>Residential Fee Total:</b>	<b>\$10,804.58</b>
<b>Valuation Grand Total:</b>		<b>\$12,405,224.90</b>	<b>Fee Grand Total:</b>	<b>\$30,215.36</b>



# Public Works

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

Routine Activities for the month:

**Division:** Streets; Tom Weber, Street Superintendent

- Excavated two graves for Cemetery.
- Placed 89.75 cubic yards of concrete for street repairs.
- Maintained signs and signals.
- Patched potholes.
- Swept streets.
- Reviewed Elgin Sweeper.
- Cut weeds around dead-end barricades
- Bladed alleys after heavy rain events.
- Bladed gravel roads.
- Painted traffic markings on streets.
- Division Safety Meeting: Hearing Protection, June 24, 2015.

**Division:** Water; Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	32.502 million gallons
Daily Average:	1.083 million gallons
Daily Maximum:	1.561 million gallons
- Completed 147 Iowa One Call locate requests.
- Meter Department
  - 99 service orders.
  - 15 delinquents.
  - 4 rereads.
  - 1 stuck meter.
- Division Safety Meeting: "Hazard Communication Standard", June 18, 2015.

**Division:** Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	83.428 million gallons
Daily Average:	2.781 million gallons
Daily Maximum:	5.760 million gallons
- Performed laboratory analysis.
- Cleaned sanitary sewer collection system pursuant to schedule.
- Cleaned storm sewers.
- Completed DNR Monthly Operating Report.
- Division Safety Meeting: "Confined Space Entry", June 19, 2015.

Special Activities/Accomplishments of particular note:

**Division:** Streets; Tom Weber, Street Superintendent

- Sprayed for mosquitoes on June 17 and June 25.
- Kurt Mosman attended traffic paint school on June 3.
- Marked and painted new parking stalls on East Street between Bluff Street and 1<sup>st</sup> Street.

**Division:** Water; Terry Kluver, Water Superintendent

- Installed new eight (8) inch Auma Actuator on Filter #1, Cell #4, effluent line.
- Contractor completed cleaning and inspection of Water Tower and Reservoir.
- Completed 2015 Consumer Confidence Report and distributed, by mail and electronically, to consumers.

**Division:** Sean Kleespies, Wastewater Superintendent

- Replaced hose on jet/vac.
- Finished monthly maintenance schedule.
- Replaced belts on the surface aeration units in the Vertical Loop Reactors.
- Completed Monthly Operation Report.
- Jet/vac storm sewers.
- Finished replacing batteries in the PLCs and battery backups.
- Maintained the Plant property.
- Treated detention basin stored water following rainfall.
- Reviewed Plant alarm system.
- Cleaned, inspected and repaired raw sewage pumps following submergence by waterline break.

Activities planned for next month and other comments:

**Division:** Streets; Tom Weber, Street Superintendent

- Street repairs and ROW permits.
- Spray mosquitoes as needed.
- Sweep streets and CBD.
- Continue painting traffic markings.

**Division:** Water; Terry Kluver, Water Superintendent

- Obtain permit-required samples for Total Trihalomethanes (TTHM) and Haloacetic Acids (HHA5) at two (2) locations.
- Work with contractor on the start of the Water Well and Transmission Main Improvement Projects.
- Replace watermain valve at 10<sup>th</sup> Street & Adams Street.
- Work with contractor on watermain removal and lowering on the Street Resurfacing - 2015 Project.

**Division:** Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis
- DNR Monthly Operating Report.
- Interview for vacant positions.
- Perform preventative maintenance on equipment
- Work on safety audit items.
- Maintain Plant property.
- Train Jerry Dentlinger in the lab.

**CAPITAL PROJECT STATUS SUMMARY – 07-15-15**

PROJECT				ANTICIPATED		CONTRACT DATA						
Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Develop a Revised Plan for the Library with a Specific Budget	2012	2013		\$20,000								
Sanitary Sewer System Evaluation Survey		2013	2012	\$450,000	2013							
Water Supply Expansion		2013		\$750,000		Veenstra & Kimm, Inc.	\$4,900.00	06-29-06	\$2,187.00	100%	08-31-06	
Water Well Study				\$900,000		JEO Consulting Group, Inc.	\$19,500.00	04-23-12	\$9,930.00	100%	08-22-12	
Water Test Well Program						JEO Consulting Group, Inc.	\$7,500.00	08-27-12	\$7,590.00	100%	03-27-13	
Well and Transmission Main						Layne	\$20,440.00	01-14-13	\$121,639.00	100%	03-31-13	Plus Add Item
Test Well Program						JEO Consulting Group, Inc.	\$324,000.00	07-28-14	\$231,320.08		11-20-15	
Transmission Main – Group A						Cahoy Pump Service	\$33,820.00 +	11-24-14	\$45,204.55			\$12,440.00 Alternate 1
Water Supply Wells – Group B						Drake Construction, L.C.	\$752,719.00	03-23-14	\$356,903.71		11-30-15	
Grant Road Watermain Abandonment		2013	2013	\$5,000	2013	Sargent Drilling	\$1,194,699.74	03-23-14			11-30-15	
						JEO Consulting Group, Inc.	\$14,500.00	09-24-12	\$23,365.00		02-25-13	
						Scheck's Plumbing & Heating	\$53,615.00		\$49,743.15		08-01-13	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
R.R. Watermain Crossings		2013	2013	\$35,000	2013	JEO Consulting Group, Inc.	\$23,500.00	09-24-12	\$34,420.00		02-25-13	
						Synergy Contracting, Inc.	\$102,775.20		\$94,206.18			
Street Resurfacing 2013		2013	2013	\$75,000	2013	JEO Consulting Group, Inc.	\$60,800.00 +	09-24-12	\$43,848.36		11-15-13	Plus Hourly Construction Services
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37		95%	
US 30 – Grant Road Intersection	2014					Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00		08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$199,600.00	04-14-14	\$36,680.00		Design	
Downtown Streetscape Phase 7		2013	2013	\$60,000	2013	Confluence	\$57,250.00	09-09-13	\$74,696.23		04-14	Design Completion
						Badding Construction Company	\$772,058.03	04-28-14	\$728,828.88		95%	
Street Resurfacing 2014						JEO Consulting Group, Inc.	\$136,750.00 +	09-09-13	\$140,805.00		03-10-14	Plus Hourly Construction Services Design Completion
						Ten Point Construction Co., Inc.	\$1,116,681.53	04-14-14	\$940,360.65		11-15-14	
Van Meter Addition U.S. 71 Watermain						King Construction	\$35,456.50	10-13-14	\$33,683.68	95%	11-14-14	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Street Resurfacing 2015						JEO Consulting Group, Inc.	\$116,300.00 +	11-10-14	\$118,930.00		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61	06-16-15	\$18,685.23		11-13-15	
Downtown Streetscape Phase 8						Confluence	\$65,000.00	11-10-14	\$26,444.50		05-15	Design Completion
Trails Plan	2014			\$25,000	06-14	Shive Hattery	\$20,000.00	10-12	\$12,000.00	85%	07-01-14	Plan Adopted
Recreation Center	2014											

# Parks and Recreation

**As reported by Jack Wardell, Parks and Recreation Director**

Routine Activities for the month:

**Parks:** Scott Parcher, Parks Superintendent

- Clean all park areas
- Till and plant flower beds
- Mix soil and plant flower pots
- Spread infield material on Little League fields
- Mow all park areas
- Maintain all softball/baseball fields
- Plant nursery trees
- Trim shrubs downtown
- Spray weeds
- Trim trees
- Prepare for weekend tournaments
- Bid specs for mowers ready

**Golf:** Dan Smith, Golf Superintendent

- Mowed greens 18 times
- Rolled greens 11 times
- Mowed tees 13 times
- Mowed fairways 15 times
- Mowed collars 13 times
- Mowed roughs five times
- Mowed mounds and roadsides four times
- Changed cups 12 times
- Sprayed tees for grub control
- Sprayed greens for fungus twice
- Sprayed tees and aprons for fungus twice

**Cemetery:** John Snyder, Cemetery Sexton

- Had three internments, two were full burials, one was cremation
- Mowed cemetery and surrounding areas five times
- Trimmed around all monuments, buildings and fences two times
- Sprayed for weeds around entire cemetery perimeter
- Trimmed trees of all low hanging branches, cut sucker growth around base of all ornamental trees
- Finished planting perennial gardens
- Watered flower gardens three times

- Backfilled sunken graves where and when needed, planted grass where and when applicable
- Pruned all shrubs two times
- Serviced mowers one time
- Handled all grave sales and location requests
- Reset two monuments in older Mount Olivet area
- Worked with Jack on mower specs
- Reviewed and brought to City Council a request for an above ground crypt for Paul DeShaw
- Reviewed all installation requirements and regulations needed for DeShaw crypt, discussed such with monument company and scheduled installation
- Time sheets, burial records, updated quit claims, gave Karen all funeral home monthly billing records, office work, etc.
- Located and dug all graves needed for both full and cremation burials
- Attended one Council meeting to be available for questions on DeShaw crypt approval
- Clean shop, bathroom and equipment building four times
- Filled fuel cans five times
- Picked up all sticks and emptied trash cans daily

**Leisure Services:** Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Wess

**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

- Sprayed thistles around retention areas
- Sprayed round up around shrub groups and rock piles

**Cemetery:** John Snyder, Cemetery Sexton

- De Shaw crypt spec review and approval by City Council

**Leisure Services:** Mike Mertes, Recreation Program Specialist

- Baseball / Softball Games
- T-ball Games
- Have A Ball Program

**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
- A/C's running and cleaning
- Golf course
- City Hall HVAC upgrades and fixed
- Rec bathroom partitions
- Aquatic Center daily operations
- Band shell power, outlets, and paint
- Repaired auto pool vacuum
- Hot water heater at City Hall
- Shut down of heating systems
- Little league lighting
- Rolling hills tennis lighting

Activities planned for next month and other comments:

**Parks:** Scott Parcher, Parks Superintendent

- Rewire Graham Park restroom
- Fix areas torn up by construction in Graham Park

**Golf:** Dan Smith, Golf Superintendent

- Spread fertilizer and grub control on fairways
- Trim weeds around pond on home #7
- Bring ball washers in and scrub

**Cemetery:** John Snyder, Cemetery Sexton

- Regular schedule with removal of two trees if time and equipment availability allows

**Leisure Services:** Mike Mertes, Recreation Program Specialist

- Baseball / Softball Games
- T-ball Games
- Coed Softball Games
- Fall Sports Planning
- 

**Building Maintenance:** Andy Snyder, Building Maintenance Specialist

- Graham Park power rewire

**Safety Topic:**

- Powered equipment





**PUBLIC LIBRARY**  
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## Director's Report May 2015

### As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

iPad Club	4	Total Print Circulation:	11,120
Crafty Library Ladies	80	WILBOR Circulation:	453
Poetry Group	10	Public Computer Use:	796
Rookie Story Time	178	Wi-Fi Use:	216
Children's Program Outreach	595	EbscoHost Sessions:	2929
Brown Bag Book Club	2	Tumblebooks Downloads:	14
Tuesday Night Book Club	5	Global Road Warrior Page Views:	216
		Learning Express Downloads:	222
		Freegal Music Downloads:	200
		Freegal Movie Downloads:	2
		ABC Mouse Sessions:	9
		Zinio Digital Magazine downloads:	11
		GVRL eBook downloads:	5

### Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Diane continued to provide Rookie story times in May as well as summer reading program commercials to elementary classes in the library. Outreach programs continue to area daycares. Brandie and Diane attended the Kid's First Conference in Des Moines on May 4-6<sup>th</sup> and plan to implement the 1000 books before Kindergarten program beginning in fall 2015 as well as promote resources to parents available through the Iowa Reading Resource Center. Final preparation was completed for the Every Hero Has a Story summer reading program with staff training, collection of prizes, and decorations up before kickoff registration day on May 26<sup>th</sup>.

- 2) **Adult & Teen Programs:** Adult programs continued this month with iPad club, crafty library ladies, the poetry group and book clubs. Library staff obtained permission to host a Mini Comic-Con at the Rec Center coinciding with CarrollFest this summer on August 8<sup>th</sup>. Local teens are assisting in the planning process.
  
- 3) **Advocacy:** Library trustees continued participation in the BCDM steering committee meetings on May 14<sup>th</sup> to look at possible renovation of the library space. Brandie spoke at the SALT Talk (Seniors and Law Enforcement) at Regency Park on May 11<sup>th</sup> about internet safety. The Friends of the Library met on May 14<sup>th</sup> to plan the summer membership drive and fall fundraisers.

### **Activities planned for next month/other comments:**

#### **Summer hours began May 23rd:**

Monday – Thursday 9:00 a.m. to 7:00 p.m.

Friday 9:00 a.m. to 6:00 p.m.

Saturday 9:00 a.m. to 2:00 p.m.

View upcoming events on the library's Google calendar at [www.carroll-library.org](http://www.carroll-library.org) by clicking on the Calendar of Events link on the home page.

