



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

**June 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 – June 24 & 25 (phone conference call)
- Continued to learn about COVID 19 and new laws/regulations
- Continued to review of city financials during COVID-19 pandemic
- Held annual health insurance open enrollment and employee meeting
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Wellness Coalition Meeting – June 18 (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
- Continue to learn about COVID 19 and new laws/regulations
- Continue to review city financials during COVID-19 pandemic
- Prepare year end reporting for fiscal year 2019/2020
- Attend Iowa Municipal Professional Academy (virtual training)
- Continue to promote wellness program with employees
  - Wellness Coalition Meeting – July 16 (Zoom Meeting)

Accomplishments of particular note:

- 480 utility bills were emailed June 2020

# Fire Department

**As reported by Greg Schreck, Fire Chief**

Routine Activities for the month:

The Department responded to five calls for service and held two training sessions in June.

Department members focused on basic truck and equipment operations in June. During these training sessions, we maintained a separation of odd and even numbered firefighters in an effort to limit the potential spread of COVID-19 within the Department.

The new Engine 9 was placed into service June 1<sup>st</sup>. Engine 9 has worked very well on it's initial runs and is a welcome addition to our emergency response vehicle fleet.

Run Report for June:

Alarm Date	Alarm Location	Incident Type
06/06/2020	1911 Kittyhawk Ave	Landfill fire
06/07/2020	1911 Kittyhawk Ave	Landfill fire
06/16/2020	604 E 18 <sup>th</sup> Apt E-7	Apartment fire
06/21/2020	127 N Maple St	Oven fire
06/22/2020	105 E 6 <sup>th</sup>	Smoke smell – no fire

# Police Department

## **As reported by Brad Burke, Police Chief**

Routine Activities for the month:

Officer Jason Kirsch was recertified as an instructor in Standardized Field Sobriety Testing through the Iowa Law Enforcement Academy (ILEA). Officer Kirsch is trained as an instructor to assist with training of our officers in field sobriety testing of impaired drivers.

On June 12, we completed new hire testing. This test consists of a fitness test, written test, and oral interviews. Upon completion of this testing two candidates continued on to the Civil Service Commission for interviews. On June 22, the commission meet and interviewed the two candidates. After the Civil Service Commission interviews, the two candidates were certified for hiring by the police department. They are Nicholas Johnson and Walter Pacheco Belen.

On June 25, Officers completed quarterly fitness testing. The testing is mandatory to attend and officers are tasked with running a timed mile and a half, timed push up and sit ups, sit and reach, max bench press, and max leg press. Those who meet the minimum standards are given comp time up to 8 hours in total.

Captain Ethan Kathol was recertified as a firearms and rifle instructor through ILEA. He is responsible for training and qualifications of all officers on CPD with firearms. He also is the department armorer and repairs and maintains all CPD firearms which are Glock 17 9mm handguns, Rock River .223 rifles, and Remington 870 12-gauge shotguns.

# Offense Summary

## CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	June 2020	June 2019	June 2018
Statutory Rape	1	1	
Forcible Fondling	1	2	
Aggravated Assault			2
Simple Assault	2	2	4
Intimidation			
Domestic Abuse	3	1	2
Burglary/B&E	2	4	5
Shoplifting	4	4	2
Theft from Vehicle	3	5	3
Theft Vehicle Part		1	
Theft from Building	10	5	1
Theft from Vending			
Other Larceny		1	2
Motor Vehicle Theft	2		3
090Z			
Counterfeit/Forgery	1		2
Credit/ATM Fraud	2		1
Identify Theft	1		
Wire Fraud			
Bad Checks		1	
Vandalism: Business	1		
Vandalism: Residence	1	2	3
Vandalism: Vehicle	1	1	5
Vandalism: Other		2	1
Vandalism: School			
Weapon Law Violation	1	1	
Drug/Narc Violations	1	3	6
Drug Equipment Viol			2
Drive Under Influence		2	
OWI 2 <sup>nd</sup>	2	1	
OWI 3 <sup>rd</sup>			
Liquor Law Violation			
Under 21 BAC .02	1		
Drunkenness		5	3
Disorderly Conduct	1	2	6
Harassment			
All Other Offenses	2	3	3
False Information		1	
Missing Person			
Trespassing	1	1	8
Runaway		1	
Found Property	1	2	6

Firearms Accident			
Unattended Death		1	1
Animal Bite	2	1	
Dispose of Animal			
Warrant Outside	2	6	2
Restraining Order		1	
10-50 PI Personal Injury	1	1	2
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	9	22	7
10-50 PD: Hit and Run	2	2	1
10-50 PD: Police Vehicle			
10-50 PD Under 1000			
10-50 PD Under 1500	1	1	2
Assist Other Agency			
Moving Violations			
Op After Revocation		4	3
Operate After Suspen	8	13	5
Miscellaneous Public	4	11	3
<b>Total</b>	<b>75</b>	<b>117</b>	<b>96</b>

**June 1 – 30, 2020**

<b>Citations</b>	
Animal	0
Dark Windows	1
License Violation	19
Other	3
Parking Violation	0
Registration	2
Seatbelt	2
Tobacco	0
Traffic	31
Warning Notices	159
Loud Stereo	0
<b>TOTAL</b>	<b>217</b>

Salvage Vehicle Inspections: 19

# Building Department

As reported by Perry Johnson, Building Official

## Permits - By Class - By Type - June 2020

Class	Permit Type	Date Issued	Valuation		Permit #	Fee
<b><i>Agricultural</i></b>						
	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>
<b><i>Commercial</i></b>						
	Building					
		6/16/2020	\$40,000.00		200215	\$0.00
		6/19/2020	\$300,000.00		200222	\$941.00
		6/19/2020	\$5,000.00		200223	\$47.00
		6/25/2020	\$3,970,000.00		200232	\$6,604.50
	<b>Commercial Building Valuation Total:</b>		<b>\$4,315,000.00</b>	<b>Commercial Building Fee Total:</b>		<b>\$7,592.50</b>
	Electrical					
		6/3/2020			200199	\$159.34
						<b>Commercial Electrical Fee Total: \$159.34</b>
	Mechanical					
		6/3/2020			200197	\$129.83
						<b>Commercial Mechanical Fee Total: \$129.83</b>
	Plumbing					
		6/3/2020			200198	\$111.00
						<b>Commercial Plumbing Fee Total: \$111.00</b>
	Right of Way					
		6/12/2020			200208	\$25.00
		6/12/2020			200212	\$0.00
						<b>Commercial Right of Way Fee Total: \$25.00</b>
	Sign					
		6/12/2020			200209	\$5.00
						<b>Commercial Sign Fee Total: \$5.00</b>
	<b>Commercial Valuation Total:</b>		<b>\$4,315,000.00</b>	<b>Commercial Fee Total:</b>		<b>\$8,022.67</b>

<b>Residential</b>					
Building					
	6/3/2020	\$70,000.00		200193	\$347.00
	6/3/2020	\$140,000.00		200194	\$543.00
	6/3/2020	\$6,000.00		200195	\$54.00
	6/3/2020	\$20,000.00		200196	\$141.00
	6/4/2020	\$100,000.00		200204	\$441.00
	6/12/2020	\$25,000.00		200205	\$172.00
	6/12/2020	\$25,000.00		200206	\$172.00
	6/12/2020	\$40,000.00		200210	\$244.00
	6/12/2020	\$25,000.00		200211	\$172.00
	6/12/2020	\$2,000.00		200213	\$28.25
	6/16/2020	\$3,500.00		200218	\$34.50
	6/24/2020	\$50,000.00		200224	\$284.50
	6/24/2020	\$300,000.00		200231	\$941.00
<b>Residential Building Valuation Total:</b>		<b>\$806,500.00</b>	<b>Residential Building Fee Total:</b>		<b>\$3,574.25</b>
Electrical					
	6/3/2020			200201	\$57.08
	6/12/2020			200207	\$35.88
	6/12/2020			200214	\$40.00
	6/16/2020			200216	\$43.40
	6/16/2020			200217	\$35.88
	6/19/2020			200220	\$50.13
	6/24/2020			200225	\$49.33
	6/24/2020			200230	\$35.88
			<b>Residential Electrical Fee Total:</b>		<b>\$347.58</b>
Mechanical					
	NONE				\$0.00
			<b>Residential Mechanical Fee Total:</b>		<b>\$0.00</b>
Plumbing					
	6/24/2020			200226	\$27.00
			<b>Residential Plumbing Fee Total:</b>		<b>\$27.00</b>
Right of Way					
	6/3/2020			200200	\$25.00
	6/3/2020			200202	\$45.00
	6/16/2020			200219	\$25.00
	6/19/2020			200221	\$25.00
	6/24/2020			200227	\$25.00
	6/24/2020			200228	\$25.00
	6/24/2020			200229	\$25.00
	6/26/2020			200234	\$25.00
			<b>Residential Right of Way Fee Total:</b>		<b>\$220.00</b>
Sign					
	NONE				\$0.00
			<b>Residential Sign Fee Total:</b>		<b>\$0.00</b>
<b>Residential Valuation Total:</b>		<b>\$806,500.00</b>	<b>Residential Fee Total:</b>		<b>\$4,168.83</b>
<b>Valuation Grand Total:</b>		<b>\$5,121,500.00</b>	<b>Fee Grand Total:</b>		<b>\$12,191.50</b>



## Permits - YTD - through June 2020

Class	Permit Type	Valuation		Fee
<b><i>Agricultural</i></b>				
	Building	\$0.00		\$0.00
	<b>Agricultural Valuation Total:</b>	<b>\$0.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
<b><i>Commercial</i></b>				
	Building	\$16,382,906.00		\$31,222.29
	Electrical			\$2,092.02
	Mechanical			\$499.49
	Plumbing			\$719.00
	Right of Way			\$551.50
	Sign			\$20.00
	<b>Commercial Valuation Total:</b>	<b>\$16,382,906.00</b>	<b>Commercial Fee Total:</b>	<b>\$35,104.30</b>
<b><i>Residential</i></b>				
	Building	\$1,853,500.00		\$8,269.50
	Electrical			\$1,532.56
	Mechanical			\$395.20
	Plumbing			\$674.00
	Right of Way			\$3,690.35
	Sign			\$0.00
	<b>Residential Valuation Total:</b>	<b>\$1,853,500.00</b>	<b>Residential Fee Total:</b>	<b>\$14,561.61</b>
<b>Valuation Grand Total:</b>		<b>\$18,236,406.00</b>	<b>Fee Grand Total:</b>	<b>\$49,665.91</b>

# 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 74.75 cu. yds. of concrete.
- Repaired CBD lights.
- Painted traffic control markings.
- Mowed ditches
- Swept streets.
- Graded alleys.
- Patched potholes.
- Division Safety Meeting: “Concrete Safety, June 18, 2020.

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

- Water production:
  - Monthly Total: 47.096 million gallons
  - Daily Average: 1.570 million gallons
  - Daily Maximum: 2.041 million gallons
- Completed 260 Iowa One Call locate requests.
- Meter Department
  - 38 service orders.
  - 20 delinquents.
  - 1 reread.
  - 0 stuck meters.
- Division Safety Meeting: N/A

**Division:** Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  - Monthly Total: 34.204 million gallons
  - Daily Average: 1.140 million gallons
  - Daily Maximum: 1.317 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “Heat Stress”, June 17, 2020; June 24, 2020.

Special Activities/Accomplishments of particular note:

**Division:** Streets; Dale Pottebaum, Street Superintendent

- Repaired turn lane traffic light at Hwy. 71 & 30 on June 21, 2020.
- Provided Road Closed Signs for U.P.R.R.
- Received Salt for summer fill.

**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.
- Submitted twelve (12) samples of the thirty (30) permit-required Lead and Copper samples from home service lines due June 1, 2020 through September 30, 2020.

**Division:** Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Ultraviolet disinfection water testing.
- Repaired methane gas valve on the boiler.
- Replaced algae brushes on Final Clarifier #2.
- Carroll Controls repaired the blower motor for the boiler.
- Woodruff repaired the exhaust louver in the Disinfection Building.
- Woodruff rewired the a/c unit for the Disinfection Building.
- Began hardness testing on Drainage Ditch #77.

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

- Fill tower and submit samples for bacteria, zinc and volatile organic contaminants (VOCs).
- Place tower back on line after water samples results are received.
- Work with contractor on 2020 Water Distribution Main Replacement project.
- Work with contractor on 2020 Water Supply Well Replacement project.
- Obtain permit-required samples for Total Trihalomethanes (TTHM) and Haloacetic Acids (HHA5) at two locations.
- Obtain remaining permit-required samples for Lead and Copper.

**Division:** Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- Sanitary sewer maintenance.
- Routine plant maintenance.
- Stream testing for Total Nitrogen and Total Phosphorus.
- Complete Lab Proficiency testing.
- Dewater Sludge Lagoon.
- Repair water line on the Grit Removal System.
- Receive proposals on CCTV for sanitary sewer inspections.

**CAPITAL PROJECT STATUS SUMMARY – 07-15-2020**

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
						FEH DESIGN	\$349,050.00	12-10-18	\$256,289.58		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	\$132,475.00		60 Working Days	
						Ten Point Const. Co., Inc.	\$969,625.17	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

- Clean and disinfect bathrooms daily
- Empty garbage daily at parks
- Mowed weekly
- Weed eat all parks and other city owned property
- Trim bushes in Central Business District
- Watered trees
- Watered plants and flowers
- Sprayed weeds
- Repair bathrooms as needed
- Trim trees

**Golf:** Scott Haakenson, Golf Superintendent

- Mowed tees 13 times
- Mowed fairways 13 times
- Mowed collars 12 times
- Mowed greens 25 times
- Rolled greens 4 times
- Verticut greens 2 times
- Mowed rough daily
- Cut cups 8 times
- Trimmed as needed
- Sprayed greens and tees as needed
- Irrigated greens, tees, fairways as needed
- Serviced mowers as needed

**Cemetery:** Jake Bruggeman, Cemetery Sexton

- Completed the duties of four funerals. One cremation burial and three traditional burials. One burial was after normal working hours.
- Dug four graves
- Sold 11 grave spaces and turned in all revenue from sales to city hall
- Hired an additional guy for part time help
- Trimmed around monuments daily
- Mowed daily
- Picked up sticks and branches from strong winds
- Seeded new graves
- Trimmed low hanging branches on trees
- Trimmed bushes
- Emptied trash cans as needed
- Pulled weeds and tended to flower beds

- Performed maintenance on mowers: sharpened blades, cleaned decks, greased, and changed oil when needed
- Cleaned office, shop, and bathrooms
- Watered newly seeded graves from lack of rain
- Filled ruts along roadways

Special Activities/Accomplishments of particular note:

**Parks:** Tom Weber, Parks Superintendent

- Power washed and opened all bathrooms
- Groom fields and chalk for ball games
- Mowed all tall grass areas

**Golf:** Scott Haakenson, Golf Superintendent

- Took out old broken bench pad on 13 white tee and repositioned it, formed it and poured new concrete for new bench

**Cemetery:** Jake Bruggeman, Cemetery Sexton

- Picked up decorations the 2<sup>nd</sup> Monday after Memorial Day
- Sprayed weeds along fences surrounding the cemetery
- Leveled off settling graves

Activities planned for next month and other comments:

**Parks:** Tom Weber, Parks Superintendent

- Mow
- Maintain ball fields
- Maintain bathrooms
- Water plants and trees
- Paint shelter houses and bathrooms
- Trim trees

**Golf:** Scott Haakenson, Golf Superintendent

- Spread grub control plus fertilizer on tees and fairways

**Cemetery:** Jake Bruggeman, Cemetery Sexton

- Continue mowing and trimming
- Take care of funerals and plot sales

**Safety Topic:**

- Covid-19 awareness
- Tree cutting



**CITY OF CARROLL  
MONTHLY ACTIVITY REPORT**



Department/Division Carroll Public Library

Month June 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	7,862
Crafty Library Ladies (canceled)	0
SRP 2020 Show—Brent Allan	605
SRP 2020 Show—Jason Kollum	308
Curbside Pickup	216

**Monthly Statistics:**

Total Print Circulation	7,292
BRIDGES Circulation	1,312
Consumer Reports	96
Public Computer Use	56
Wi-Fi Use	61
Website Visits	4,753
Gale Databases	0
Global Road Warrior	0
Learning Express	29
Freegal	1,006
Transparent Language	2
Chilton Auto Manual	2
eMagazine Circulation	77
Daily Times Herald Archives Views	9,620
Lynda.com	0
RBDigital eAudiobooks	16
Brainfuse	1

<b>Total Program Attendance</b>	<b>8,991</b>
<b>Monthly Door Count</b>	<b>1,795</b>

**Total Resources Utilized** **24,323**

**Special activities/accomplishments:**

- 1) **Children's Programs:** Even though the library opened to the public on Wednesday, June 3, 2020, Miss Diane continued her daily Facebook live video of reading stories to children. June kicked off the library's Summer Reading Program of 2020: Imagine Your Story. Patrons can register and watch the shows all online this summer! Performer Brent Allan engaged kids from their home with some magic and comedy and performer Jason Kollum entertained kids with juggling and stunts. Jason even showed kids on how to use household items to make juggling props and the basics of juggling!
  
- 2) **Summer Reading Program 2020:** This year looks a little different for summer reading, which can be done all online from the safety of home. Check out the link to see how to register and participate: <http://www.carroll-library.org/summer-reading-program-2020>

**3) Chat with Librarians via Text:** The library has implemented a new feature called Gabbie, which allows two-way texting between the library staff and patrons. Text the library at 712-221-8461 to easily renew your books, check the status of your account, or ask a reference question!

### Library Statistics from June 2019-June 2020



