



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



March 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
- Continued work with Region 12 on housing grant
- Received and evaluated Request for Proposals for technical services for housing grant
- Filed FY 20 Budget proposal with County Auditor and State
- Attended the West Central Iowa Clerks Association Meeting – March 20 (Denison)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - City employees blood profiles – March 6
 - Wellness Coalition Meeting – March 21

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Work with Region 12 on housing grant to submit application
- Work with BSI on health insurance renewal
- Attend IMFOA Spring Conference – April 10 – 12 (Des Moines)
- Continue to promote wellness program with employees
 - Live Healthy Iowa 5K – April 13
 - Wellness Coalition Meeting – April 17

Accomplishments of particular note:

- 332 utility bills and statements were emailed in March 2019.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to five calls for service and held three training sessions in March.

Firefighters completed the annual pressure testing of fire hose that is utilized by the Department. Training for the month included truck operations and water supply, in addition to vehicle extrication procedures.

The Fire Department received a Lifepak Automatic Defibrillator (AED) as a result of a grant sponsored by the Carroll County Preparedness Coalition. The AED will be stored and maintained in the Department's rescue apparatus. The AED will be available for any cardiac events that may occur at the station or on emergency scenes.

New protective bunker gear purchased by the Department was placed into service. Our thanks to the generous people and businesses within our community that have faithfully supported our Department with their contributions to our annual Firefighters Dance Fundraiser. These contributions, received over the past seven-plus years, made the purchase of this new bunker gear (over \$60,000.00) possible.

Run Report for March:

Alarm Date	Alarm Location	Incident Type
03/09/2019	908 Quint Ave	Alarm malfunction
03/16/2019	249 Perch	Carbon monoxide alarm
03/23/2019	Hwy 30 & Olympic Ave	Vehicle collision – traffic control
03/28/2019	506 N Grant Rd	Mobile home – fire out on arrival
03/29/2019	915 W Highway 30	Reported natural gas leak – nothing found

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Justin Ferrin and K9 Eudoris completed training at K9 Tactical in Chariton on the 11th and 12th. This ongoing training ensures that the team is ready for any issue and that all their skills are ready for patrol situations.

All officers completed quarterly fitness testing on the 20th. This consists of 1.5 mile run, timed push up and sit ups, sit and reach, max bench press, and max leg press.

On the 25th, the Carroll City Council approved the purchase of new in car and body worn cameras for the department. The cameras are scheduled to be delivered in 4-6 weeks and will be installed then. This system will replace a 10 year old in car camera system along with the body cameras of the officers.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	March 2019	March 2018	March 2017
Forcible Rape		1	
Forcible Fondling		2	1
Porno/Obscene Material			
Aggravated Assault	1		
Domestic Violence			
Simple Assault	2		3
Domestic Abuse	1	5	3
Burglary/B&E	2	1	7
Shoplifting	3	6	8
Theft from Vehicle	1	5	3
Theft Vehicle Part			1
Theft of Bike			1
Theft from Building	6	3	3
Other Larceny			
Motor Vehicle Theft	1		
Arson	1		
Counterfeit/Forgery	5	3	4
Credit/ATM Fraud	4		
Identify Theft		2	
Wire Fraud			
Bad Checks			
Stolen Property			1
Vandalism			
Vandalism: Business	1		1
Vandalism: Residence	1	4	1
Vandalism: Vehicle	1	3	9
Vandalism: School			
Vandalism: Other		1	1
Weapon Law Violation			
Drug/Narc Violations	5	1	8
Drug Equipment Viol			
Drive Under Influence	2	3	8
OWI 2 nd		1	1
OWI 3 rd			
Liquor Law Violation	1	1	
Under 21 BAC.02			
Drunkenness	4	5	
Disorderly Conduct	1		
Harassment	1	1	
All Other Offenses	4	2	6
False Information	1		1
Trespassing		2	
Runaway			

Cruelty to Animal		1	
Found Person			
Found Animal			
Found Property	1	2	1
Firearms Accidents			
Unattended Death			
Animal Bite	1		
Dispose of Animal			
Warrant Outside	1	5	8
Restraining Order	2	1	
1050F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	14	4	14
10-50 Car & Deer			
1050 PD: Hit and Run	2	2	3
1050 PD: City Vehicle			
1050 PD: Police Vehicle			
10-50 PD Under 1500	2	1	1
Assist Other Agency			1
Moving Violations			
Op After Revocation	1	3	3
Operate After Suspen	13	6	11
Miscellaneous Public	6	1	2
Total	92	78	115

03/01/2019 thru 03/31/2019

Citations	
Animal	0
Dark Windows	1
License Violation	31
Other	0
Violation (Parking)	15
Registration	13
Seatbelt	22
Tobacco	3
Traffic	52
Warning Notices	208
Loud Stereo	0
TOTAL	345

03/01/2019 thru 03/31/2019

Salvage Vehicle Inspections: 14

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - March 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	03/22/2019	\$8,420,030.00	190036	\$12,787.00
	Commercial Building Valuation Total:		\$8,420,030.00	Commercial Building Fee Total: \$12,787.00	
	Electrical	03/13/2019		190022	\$35.88
		03/22/2019		190034	\$37.28
	Commercial Electrical Fee Total:				\$73.16
	Mechanical	03/13/2019		190024	\$34.76
		03/22/2019		190031	\$32.88
		03/22/2019		190033	\$60.28
		03/28/2019		190041	\$34.76
		03/29/2019		190048	\$34.76
	Commercial Mechanical Fee Total:				\$197.44
	Plumbing	03/13/2019		190023	\$34.00
		03/13/2019		190025	\$41.00
		03/19/2019		190030	\$37.50
		03/29/2019		190049	\$68.50
	Commercial Plumbing Fee Total:				\$181.00
	Right of Way	03/04/2019		190019	\$0.00
		03/08/2019		190020	\$0.00
		03/28/2019		190044	\$25.00
	Commercial Right of Way Fee Total:				\$25.00
	Sign	03/19/2019		190028	\$30.00
		03/19/2019		190029	\$15.00
		03/25/2019		190038	\$45.00
	Commercial Sign Fee Total:				\$90.00
Commercial Valuation Total:			\$8,420,030.00	Commercial Fee Total: \$13,353.60	

Residential					
Building					
	03/19/2019	\$25,000.00		190027	\$172.00
	03/22/2019	\$40,000.00		190032	\$239.50
	03/22/2019	\$150,000.00		190035	\$608.00
	03/28/2019	\$50,000.00		190040	\$287.63
	03/28/2019	\$100,000.00		190042	\$445.00
Residential Building Valuation Total:		\$365,000.00	Residential Building Fee Total:		\$1,752.13
Electrical					
	03/08/2019			190021	\$35.88
	03/22/2019			190037	\$35.88
	03/28/2019			190043	\$35.88
	03/28/2019			190045	\$35.88
	03/28/2019			190046	\$35.88
				Residential Electrical Fee Total:	\$179.40
Mechanical					
	03/15/2019			190026	\$34.76
				Residential Mechanical Fee Total:	\$34.76
Plumbing					
	NONE				\$0.00
				Residential Plumbing Fee Total:	\$0.00
Right of Way					
	03/28/2019			190039	\$25.00
	03/29/2019			190047	\$25.00
				Residential Right of Way Fee Total:	\$50.00
Sign					
	NONE				\$0.00
				Residential Sign Fee Total:	\$0.00
Residential Valuation Total:		\$365,000.00	Residential Fee Total:		\$2,016.29
Valuation Grand Total:		\$8,785,030.00	Fee Grand Total:		\$15,369.89

Permits - YTD - through March 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	\$8,505,030.00		\$13,181.00
	Electrical			\$108.40
	Mechanical			\$258.95
	Plumbing			\$273.50
	Right of Way			\$25.00
	Sign			\$225.00
	Commercial Valuation Total:	\$8,505,030.00	Commercial Fee Total:	\$14,071.85
<i>Residential</i>				
	Building	\$411,300.00		\$2,112.38
	Electrical			\$686.48
	Mechanical			\$110.91
	Plumbing			\$109.00
	Right of Way			\$50.00
	Sign			\$0.00
	Residential Valuation Total:	\$411,300.00	Residential Fee Total:	\$3,068.77
Valuation Grand Total:		\$8,916,330.00	Fee Grand Total: \$17,140.62	

Public Works

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

Routine Activities for the month:

Division: Streets: Tom Weber, Street Superintendent

- Excavated six graves for Cemetery.
- Cleaned sidewalks on Hwy. 30.
- Sanded for one ice event.
- Maintained signs and signals.
- Bladed gravel roads.
- Hauled rock to gravel roads.
- Patched potholes in streets
- Placed nine yards of concrete for storm sewer repair – ROW Permit.
- Division Safety Meeting: Hard Hat Dos and Don'ts, March 27, 2019.

Division: Water: Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 37.399 million gallons
 - Daily Average: 1.206 million gallons
 - Daily Maximum: 1.508 million gallons
- Completed 61 Iowa One Call locate requests.
- Meter Department
 - 141 service orders.
 - 8 delinquents.
 - 0 reread.
 - 0 stuck meters.
- Division Safety Meeting: Reviewed the principles and conveyed the importance of using proper methods for safe and efficient temporary traffic control at work sites, March 21, 2019.

Division: Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 59.356 million gallons
 - Daily Average: 1.915 million gallons
 - Daily Maximum: 4.666 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Electrical Safety", March 14, 2019.

Special Activities/Accomplishments of particular note:

Division: Streets: Tom Weber, Street Superintendent

- Flood emergency protective measures on March 12th and 13th.
- Cleaned out frozen storm sewer inlets on Saturday, March 9th.

Division: Water: Terry Kluver, Water Superintendent

- Terry Kluver and Devin Pudenz attended the Work Zone Safety Workshop in Storm Lake on March 18, 2019
- Mike Killeen and Garold Sorensen attended the Work Zone Safety Workshop in Ames on March 6, 2019.
- Attended review meeting with JEO Consulting Group, Inc. for Water Distribution Main Replacement project.

Division: Sean Kleespies: Wastewater Superintendent

- Replaced three manhole rings and covers in Rolling Hills Park.
- Rain event on the 13th handled very well by WWTP Staff
- Cleaned grease from the Raw Wet Well.
- Repaired manhole at Well #12 and Clark Street.
- Started dewatering Sludge Lagoon.
- One sanitary sewer backup reported.
- Repaired water pump on the Jet/Vac truck.

Activities planned for next month and other comments:

Division: Water: Terry Kluver, Water Superintendent

- Seed seven (7) excavation sites at this past winter's watermain breaks and hydrant replacement sites.
- Start flushing 500 fire hydrants.
- Work with contractor on Street Resurfacing – 2019 project.

Division: Sean Kleespies: Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- DMRQA Proficiency Test for Lab Certification.
- Continue CCTV of the sanitary sewer.
- Start routine maintenance on the sanitary sewer system.
- Start the UV Disinfection project.

CAPITAL PROJECT STATUS SUMMARY – 04-10-19

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Library/City Hall Project	2017	FY 18	FY18	\$4,511,000	2019	OPN Architects	\$604,666.00	12-18-17	\$510,769.79	84%		
						Badding Constr. Co.	\$4,555,187.00	10-15-18	\$853,895.70	18.75%		
Trails	2015 On-going	FY 17	FY16									
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		FY 17	FY16	\$385,000	2018	JEO Consulting Group, Inc.	\$39,850.00	02-25-19			08-01-19	
Street Maintenance Building	2016 On-going	FY 16	FY14	\$4,308,500	2019	FEH	\$22,500.00	01-25-16	\$22,500.00		05-01-16	Space Needs/ Prelim. Design
						FEH DESIGN	\$349,050.99	12-10-18			Fall, 2019	Design
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 Resurfacing 2019	On-going	FY 19	FY 19	\$700,000	2019	JEO Consulting Group, Inc.	\$88,100.00 + Hourly	10-08-18	\$86,610.00		2019	Design Const. Service
US 30 – Grant Road Intersection	2016 On-going	FY 14	FY14	\$1,466,150	2017	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00	100%	08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$421,525.00	04-14-14	\$437,371.04			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$1,428,630.45		118 Working Days	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Downtown Streetscape Phase 9	2017 On-going	FY18	FY18	\$1,340,500	2018	Confluence	\$109,101.00	10-23-17	\$103,973.46		05-18	
						Badding Constr. Co.	\$1,707,342.05	05-29-18	\$1,636,383.01	18%	11-16-18	
Downtown Streetscape Phase 10	On-going	FY 19	FY 19	\$1,300,000	2019	Confluence	\$97,915.00	10-22-18	\$4,268.88		04-19	
Downtown Streetscape Phase 11	On-going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19	\$14,040.00		03-20	
Well and Transmission Main	2014	FY 16	FY16			JEO Consulting Group, Inc.	\$383,312.50	07-28-14	\$327,680.61			
Transmission Main – Group A	2014	FY 16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$751,752.95	95%		Contract Completion 11-30-15
Watermain Replacement		FY 16	FY16	\$500,000	2018	JEO Consulting Group, Inc.	\$19,800.00	02-11-19	\$2,765.00		2019	
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$4,475.00		07-01-19	Design
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		\$61,320.16			
Wastewater Treatment Plant Sludge Handling			FY19	\$330,000		Veenstra & Kimm, Inc.	\$18,800		\$18,800.00			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Golf: Scott Haakenson, Golf Superintendent

- Painted ball markers
- Painted trash cans
- Cleaned up mowers
- Hung heads on mowers, checked height and cut
- Moved snow at clubhouse and shop
- Serviced mowers that needed it

Cemetery: Jake Bruggeman, Cemetery Sexton

- Performed the duties of 6 full burials. All during the week, none after hours or weekends.
- Sold 2 plots to Jim Hoffman Block 5 Lot 13 Spaces 2, 3.
- Sold 1 plot to Duane and Barbara Thielen Block 2 Lot 62 Space 5.
 - Collected all money from plot sales and turned into City Hall.
- Picked up multiple loads of sticks, brush, and trash that had accumulated from the winter weather.
- Started to level off sunken graves from last fall and winter as soon as the dirt was unfrozen and usable.
- Filled ruts along the roads from excessive snow melt and rains that occurred.
- Started fixing ruts left from trucks and the backhoe from winter grave openings and closings.
- Noted several old stones that had fallen over throughout the course of the winter and will be in contact with Boyce to get them fixed.
- Hired two men for summer help this year. Jon Grossman, who is returning from previous years. He will be working 3-4 days per week. Also, Mark Weber for his first season and he would like to work 5 days per week.
- Moved snow one day in the cemetery, sidewalks around cemetery grounds, and the rec center parking lots.

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Lifeguard Schedule
- Lifeguard Meeting
- CRO Schedule
- State Water Testing

Recreation Center: Joel Cortum, Recreation Center Director

- Exercise equipment maintenance
- Spring soccer preparation
 - Put together team bags and coach folders
 - T-shirt orders
 - Set up goals, nets, and flags at soccer fields
 - Ordering of concession goods
- Romp & Read program
- Lifeguard certification courses

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: Scott Haakenson, Golf Superintendent

- Ordered fertilizer w/ pre-emergent
- Had cleanup day

Cemetery: Jake Bruggeman, Cemetery Sexton

- I definitely learned a lot in my first month, but I've still got a long-ways to go!

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Romp & Read
- Finished Carroll Elementary Swim Lessons
- IPRA Spring Conference
- Lifeguard Class

Recreation Center: Grant Magill, Recreation Program Specialist

- Adult Co-Ed Volleyball
- Soccer program
- Soccer coaches meeting
- Soccer concession stand prep
- Baseball/Softball/T-Ball Registration
- Hiring referees
- Hiring concession stand workers

Recreation Center: Joel Cortum, Recreation Center Director

- Attended Iowa Soccer Symposium
- Attended Iowa Parks and Recreation Association Spring Conference

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
- Golf Course Club House siding
- 24 hour at Rec Center Cameras and Locks
- City construction sites

Activities planned for next month and other comments:

Golf: Scott Haakenson, Golf Superintendent

- Open golf course to play
- Turn on bathrooms and clean
- Service and turn on irrigation system

Cemetery: Jake Bruggeman, Cemetery Sexton

- Start to seed graves from the past fall/winter.
- Service all mowers and equipment for the upcoming growing season.
- Start my part-time help and get them reacquainted with equipment and procedures taking place here at the cemetery.

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Lifeguard Class
- Mermaid Party
- Babysitting Class
- Story Time
- Romp & Read

Recreation Center: Grant Magill, Recreation Program Specialist

- Soccer season starts
- Soccer concession
- Adult Volleyball finishes up
- Meeting with Breda for 7th & 8th Grade Baseball

Recreation Center: Joel Cortum, Recreation Center Director

- Start of spring soccer season
- Mermaid Pool Party
- Baseball/softball/tee-ball registration
- Summer swim team registration
- Babysitting class registration
- Gym curtain install

Safety Topic:

- Safely using equipment





Director's Report March 2019

As reported by Rachel Van Erdewyk, Library Director

Program Attendance:

Tech Help Friday	22
Children's Library Programs	221
Children's Program Outreach	565
Diane's Read Aloud	181
Crafty Library Ladies	58
Book Club Groups	13
Poetry Group	7
Fairview Field Trips	40
Dr. Whoot Visits to Kuemper	128
Carroll: 150 Years of Rebirth & Renewal	24
Human Trafficking in Western Iowa	36

Monthly Statistics:

Total Print Circulation:	9,879
BRIDGES Circulation:	836
Consumer Reports:	512
Public Computer Use:	473
Wi-Fi Use:	191
Website Visits	3,145
Gale Databases:	8
Global Road Warrior Page Views:	4
Learning Express Resources:	86
Freegal Music Downloads:	693
Transparent Language:	50
Chilton Auto Manual	3
ABC Mouse Sessions:	0
Zinio Digital Magazine Circulation:	67
Daily Times Herald Page Views:	6,400
Lynda.com	40
RBDigital	18

Total Program Attendance 1,295

Monthly Door Count 4,834

Total Resources Utilized 22,405

Special activities/accomplishments of particular note:

- 1) **Children’s Programs:** Children’s programming continued this month with the regular monthly schedule of Rookie Readers, Diane’s Read-Aloud, Pet Readers, Romp and Read, and outreach events with book visits to the various daycares and preschools in the area. Diane took Dr. Whoot to visit preschoolers at Kuemper and Fairview preschoolers came to the library for a field trip.
- 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. The library hosted the Carroll County Historical Society and Historic Preservation Commission to present on the 150 years of Carroll history, honoring the celebration Carroll’s sesquicentennial. This was well attended with 24 patrons. The library also hosted Sister Shirley Fineran from Briar Cliff University to present information on human trafficking. This was well attended by 36 patrons.
- 3) 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.
 - Earth Day Celebration: Saturday, April 20 from 10-11:30 a.m. @ Des Moines Area Community College
 - Summer Reading Signup: Begins on Tuesday, May 28

Library Statistics from March 2018-March 2019





