

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

March 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
- Posted notice of public hearing/conduct public hearing for proposed max levy
- Held public hearing for FY 21 Budget. Filed with state and county auditor
- Finished paperwork for 2020A debt issuance
- Learned more about COVID 19 and new laws/regulations
- Cross trained in utility billing process/payroll
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – March 19 (Cancelled)
 - Cyber Security Training – March 11

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 cross training in utility billing process/payroll
- Attend MFPRSI Board Meeting – April 9 (phone conference call)
- Continue to learn about COVID 19 and new laws/regulations
- Continue to promote wellness program with employees
 - Wellness Coalition Meeting – April 16 (Zoom meeting)

Accomplishments of particular note:

- 363 utility bills and statements were emailed in March 2020.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

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

Training in March included annual fire hose testing of the Department's 1-1/2" fire hose. Department members also participated in a four-hour Traffic Incident Management Class. This class, presented by the Iowa State Patrol, gave instruction on safely performing vehicle crash scene activities for emergency responders. Members of the Carroll Police Department and deputies with the Carroll County Sheriff's Department also participated in the training session.

Run Report for March:

Alarm Date	Alarm Location	Incident Type
03/04/2020	109 E 7 th St	Alarm malfunction
03/13/2020	120 N Court St	House fire
03/13/2020	120 N Court St	Minor re-ignite from previous call
03/13/2020	18233 170 th St	Grass fire
03/18/2020	125 W 5 th St	Manhole explosion
03/25/2020	20595 Delta Ave	Vehicle accident
03/30/2020	22882 230 th St	Grass fire
03/30/2020	20627 Jade Ave	Grass fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Justin Ferrin attended narcotics interdiction training at Midwest Counterdrug Training Center (MCTC) on Camp Dodge in Johnston from the 3rd to the 5th. The training focused on locating narcotics transportation on roadways.

Officers Jeff Nichols and Matt Kennebeck attended Traffic Scene Management training along with the Carroll Fire Department on the 9th. This training was presented to prepare for traffic management at any type of situation ranging from motor vehicle accidents to fire scenes.

Officer Steven Pudenz presented defensive tactics training to high school students at Carroll High on the 11th.

City Hall presented Cyber Security Training through Iowa Communities Assurance Pool (ICAP) on the 11th. Staff from the police department attended to learn how to protect our information technology infrastructure along with personal information of both the employees and those that are held within our network.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

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

Attempted Suicide	1		
Animal Bite	1	1	
Warrant Outside	1	1	5
Restraining Order	1	2	1
10-50F Traffic Accident			
10-50 PI Personal Injury	1		
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	6	14	4
10-50 PD: Hit and Run	2	2	2
10-50 PD: City Vehicle			
10-50 PD Under 1000			
10-50 PD Under 1500	1	2	1
Assist Other Agency			
Moving Violations			
Op After Revocation	3	1	3
Operate After Suspen	4	13	6
Miscellaneous Public	2	6	1
Total	57	92	78

March 1 – 31, 2020

Citations	
Animal	0
Dark Windows	1
License Violation	11
Other	2
Parking Violation	2
Registration	9
Seatbelt	1
Tobacco	0
Traffic	34
Warning Notices	145
Loud Stereo	0
TOTAL	205

Salvage Vehicle Inspections: 13

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - March 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	3/18/2020	\$398,000.00	200062	\$1,190.00
Commercial Building Valuation Total:			\$398,000.00	Commercial Building Fee Total: \$1,190.00	
	Electrical	3/4/2020		200052	\$36.20
		3/9/2020		200055	\$35.88
Commercial Electrical Fee Total:					\$72.08
	Mechanical	3/23/2020		200068	\$78.53
Commercial Mechanical Fee Total:					\$78.53
	Plumbing	3/11/2020		200061	\$30.50
		3/23/2020		200069	\$65.00
Commercial Plumbing Fee Total:					\$95.50
	Right of Way	NONE			\$0.00
Commercial Right of Way Fee Total:					\$0.00
	Sign	3/9/2020		200057	\$5.00
		3/18/2020		200063	\$5.00
Commercial Sign Fee Total:					\$10.00
Commercial Valuation Total:			\$398,000.00	Commercial Fee Total: \$1,446.11	

Residential					
Building					
	3/18/2020	\$20,000.00		200064	\$140.75
	3/18/2020	\$50,000.00		200065	\$285.50
Residential Building Valuation Total:		\$70,000.00	Residential Building Fee Total:		\$426.25
Electrical					
	3/3/2020			200050	\$35.88
	3/4/2020			200051	\$56.08
	3/4/2020			200053	\$60.54
	3/5/2020			200054	\$49.76
	3/9/2020			200056	\$35.88
	3/18/2020			200067	\$35.88
			Residential Electrical Fee Total:		\$274.02
Mechanical					
	3/9/2020			200059	\$42.26
			Residential Mechanical Fee Total:		\$42.26
Plumbing					
	3/9/2020			200058	\$41.00
	3/9/2020			200060	\$37.50
			Residential Plumbing Fee Total:		\$78.50
Right of Way					
	3/18/2020			200066	\$25.00
			Residential Right of Way Fee Total:		\$25.00
Sign					
	NONE				\$0.00
			Residential Sign Fee Total:		\$0.00
Residential Valuation Total:		\$70,000.00	Residential Fee Total:		\$846.03
Valuation Grand Total:		\$468,000.00	Fee Grand Total:		\$2,292.14

Permits - YTD - through March 2020

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	\$693,164.00	\$2,725.29
	Electrical		\$1,295.21
	Mechanical		\$160.67
	Plumbing		\$210.00
	Right of Way		\$0.00
	Sign		\$15.00
	Commercial Valuation Total:	\$693,164.00	Commercial Fee Total: \$4,406.17
<i>Residential</i>			
	Building	\$310,000.00	\$1,398.75
	Electrical		\$736.34
	Mechanical		\$195.28
	Plumbing		\$418.50
	Right of Way		\$125.00
	Sign		\$0.00
	Residential Valuation Total:	\$310,000.00	Residential Fee Total: \$2,873.87
Valuation Grand Total:		\$1,003,164.00	Fee Grand Total: \$7,280.04

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.
- Placed 8.5 cu. yds. of concrete.
- Division Safety Meeting: Construction Work Zone, March 19, 2020.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 30.985 million gallons
 - Daily Average: 1.000 million gallons
 - Daily Maximum: 1.185 million gallons
- Completed 103 Iowa One Call locate requests.
- Meter Department
 - 23 service orders.
 - 1 delinquents.
 - 0 reread.
 - 0 stuck meters.
- Division Safety Meeting: Devin Pudenz and Garold Sorensen attended the Work Zone Safety Workshop in Ames on March 9, 2020. On March 10, 2020, the attendees presented the workshop principals and the importance of using proper methods for safe and efficient temporary traffic control devices at worksites.
- Conveyed critical reminders about over-exertion and heart attacks during shoveling snow during and after winter storms; February 27, 2020.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 51.373 million gallons
 - Daily Average: 1.657 million gallons
 - Daily Maximum: 2.935 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: COVID-19 Safety Guidelines”, March 25, 2020.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Phil Bock and Dale Pottebaum attended Work Zone Safety Workshop in Ames on March 9, 2020.
- Assisted Library with move.
- Snow removal and ice control for March 20th event.
- Removed snow from CBD.
- Repaired Clark Street storm sewer.
- Cleaned box culverts.
- Assisted Police Department with traffic control for lunch program.
- Removed abandoned storm sewer inlet on 4th Street.
- Removed trees around bridges.

Division: Water; Terry Kluver, Water Superintendent

- Placed Well #16 on line following installation of rebuilt pump bowl and new column pipe.
- Seeded five (5) excavation sites from watermain breaks this past Winter.
- Completed inventory of 4,385 service lines under the Proposed Revisions to the Lead and Copper Rule to reflect the materials present in the entire service line from the main to the building inlet.
- Worked with JEO on 2020 Water Distribution Main and Water Supply Well Replacement design plans.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Rebuilt Grit pump.
- Testing for the new disinfection system.
- Spring cleaning.
- Replaced Pump #1 starter at Hwy. 71 Lift Station.
- Disinfection system training.

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.
- 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.
- Compile analytical results for the 2020 Consumer Confidence Report.
- Chemically treat Well #17 and #18.
- Operate Water Tower on bypass for Water Storage Tower Rehabilitation.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Repair Sampler pump mechanical seal.
- Sanitary sewer maintenance.
- Sludge lagoon hauling by E & F Pumping.

CAPITAL PROJECT STATUS SUMMARY – 04-21-2020

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	\$41,405.00		08-01-19	
						Healy Excavating	\$320,116.00	10-28-19	\$144,906.63		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	\$211,993.50		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	\$321,746.00	06-24-19	\$300,631.40	93%	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	\$905,722.78	96%	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
								07-31-20			Final	
Watermain Improvement 2020		FY20	FY20	\$500,000	2020	JEO Consulting Group	\$136,500.00	10-14-19	\$110,300.00			
Water Well 2020		FY20	FY20	\$725,000	2020	JEO Consulting Group	\$125,800.00	10-14-19	\$45,355.00			
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.	\$928,994.54		\$1,055,300.28	95%		
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

- Removed two trees north of shop
- Put up tennis nets
- Put away ice rink
- Bladed parking lots
- Painted tennis benches at Graham Park
- Mulched leaves
- Blow out tennis courts of leaves and debris
- Hauled away old poles at little league complex
- Marked out soccer fields
- Inspected all playground equipment
- Dumped garbage at parks daily
- Removed snow blower and put on mower decks
- Put fence top on at Merchants Park
- Put out and put away bleachers at soccer fields

Golf: Scott Haakenson, Golf Superintendent

- Cleaned, sanded, and painted white tee markers
- Prepared, primed, painted 32 trash cans
- Drag brushed greens once
- Brush mowed greens twice
- Mowed greens once
- Mowed tees once
- Mowed fairways once
- Mowed collars once
- Hung mowers on gang mower and adjusted
- Serviced tee mower, hung heads on and adjusted
- Prepared flag poles
- Course cleanup

Cemetery: Jake Bruggeman, Cemetery Sexton

- Performed the duties of eight funerals.
 - one being a cremation
 - two being on Saturdays
- Dug eight graves.
- Turned in all paperwork and money from funerals and plot sales.
- Sold a total of five grave spaces throughout the month and assisted with others seeking plot information.
- Blew leaves out from behind stone wall.
- Mulched leaves that fell throughout the winter.

- Backfilled graves that had settled.
- Went through small engine equipment (trimmers, chainsaws, tiller, etc.)
- Picked up several truckloads of sticks.
- Picked up trash that had blown off of grave monuments.
- Cleaned out drains plugged from leaves and other debris.
- Cleaned up both trucks and golf cart.
- Emptied trash cans as needed.

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

- Helped remove items from temporary library
- Changed out light fixtures to LED at Southside and Rolling Hills parks
- Put two loads of red ball on ball fields

Golf: Scott Haakenson, Golf Superintendent

- Had retention areas burned
- Became a class A superintendent with the GCSAA

Cemetery: Jake Bruggeman, Cemetery Sexton

- Fertilized the grounds.

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

- Installed soccer nets at Maple Park.
- Waxed Activities Room floor.
- Drained pool and soda blasted the pool deck.
- Deep cleaned weight room; wiped down every piece of equipment, moved equipment and mopped floors, cleaned mirrors and ceiling fans.
- Deep cleaned fitness room; scrubbed floors, cleaned mirrors, wiped down spin bikes.
- Deep cleaned locker rooms; used virucide cleaner, scrubbed floors and shower walls, washed shower curtains.
- 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
- Soda Blast pool decks at Rec
- Front/back light poles at Rec
- Rec closing activities
- Pool draining at Rec Center
- Refinish sauna at Rec Center
- Replacement of PD water heater
- Hang and wire TVs at PD and Library
- Finished and mounted lights at Golf Course
- New ball rack Rec Gym

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Mow
- Garbage routes
- Plant flowers in parks and Central Business District
- Seed areas from Ash tree removal
- Seed areas at little league from lighting project
- Pour trail sections back that were removed from little league lighting project

Golf: Scott Haakenson, Golf Superintendent

- Open golf course
- Fill irrigation system
- Spread preemergent

Cemetery: Jake Bruggeman, Cemetery Sexton

- Continue to pick up sticks.
- Clean out flower beds.
- Begin mowing and trimming.
- Level and seed new graves and around new headstones.

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

- Power wash the pool area
- Update broken pool radio
- Finish rebuilding and staining sauna
- Paint the pool area walls
- Grout hot tub
- Continue to monitor the ongoing COVID-19 situation and communicate updates to members.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Roof drain pipe replacement at Rec

Safety Topic:

- Cyber security
- Covid-19
- Trips and falls



**CITY OF CARROLL
MONTHLY ACTIVITY REPORT**



Department/Division Carroll Public Library

Month March Year 2020

Person preparing report Rachel Van Erdewyk

Routine activities for the month/statistics:

Program Attendance:

Tech Help Fridays	3
Children's Library Programs	91
Children's Programs Outreach	323
Diane's Read Aloud	37
Crafty Library Ladies	23
Book Clubs	10
Read Aloud—Facebook Live	4,878
Carroll Critter Hunt—Facebook Stats	334
Curbside Pickup	57

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	5,756
Monthly Door Count	1,023

Total Resources Utilized **15,928**

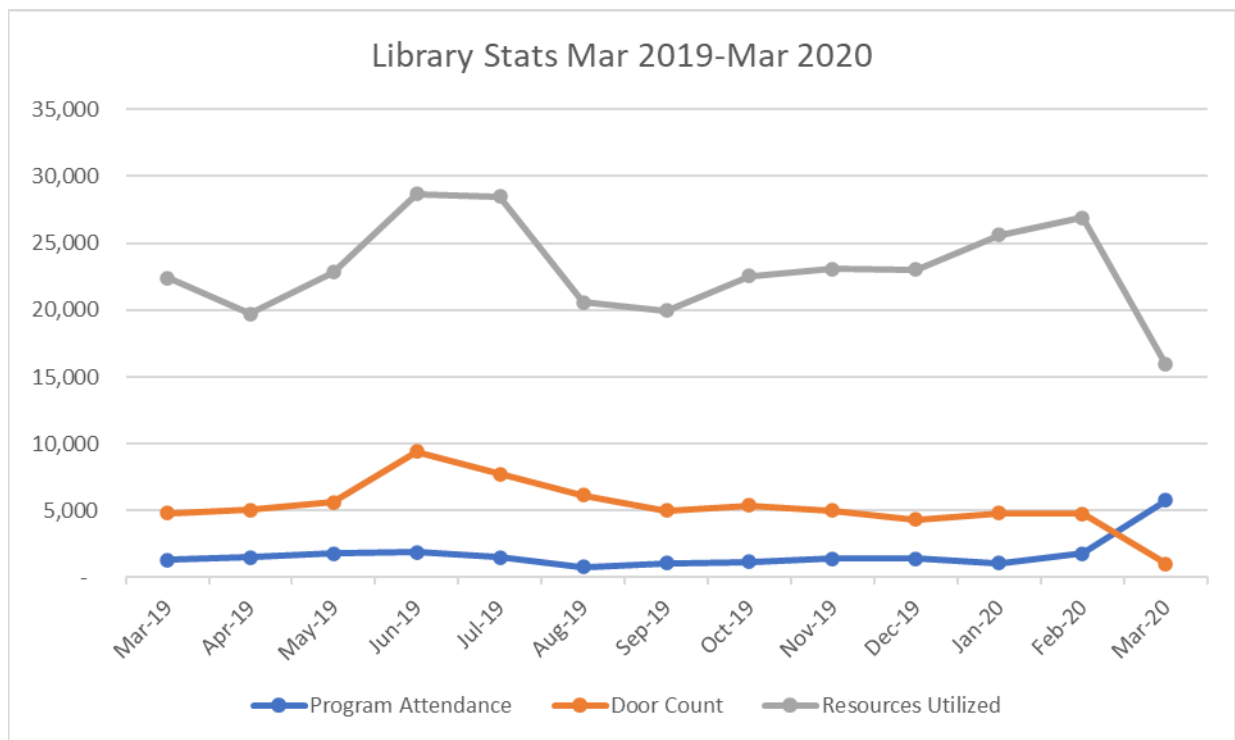
Special activities/accomplishments:

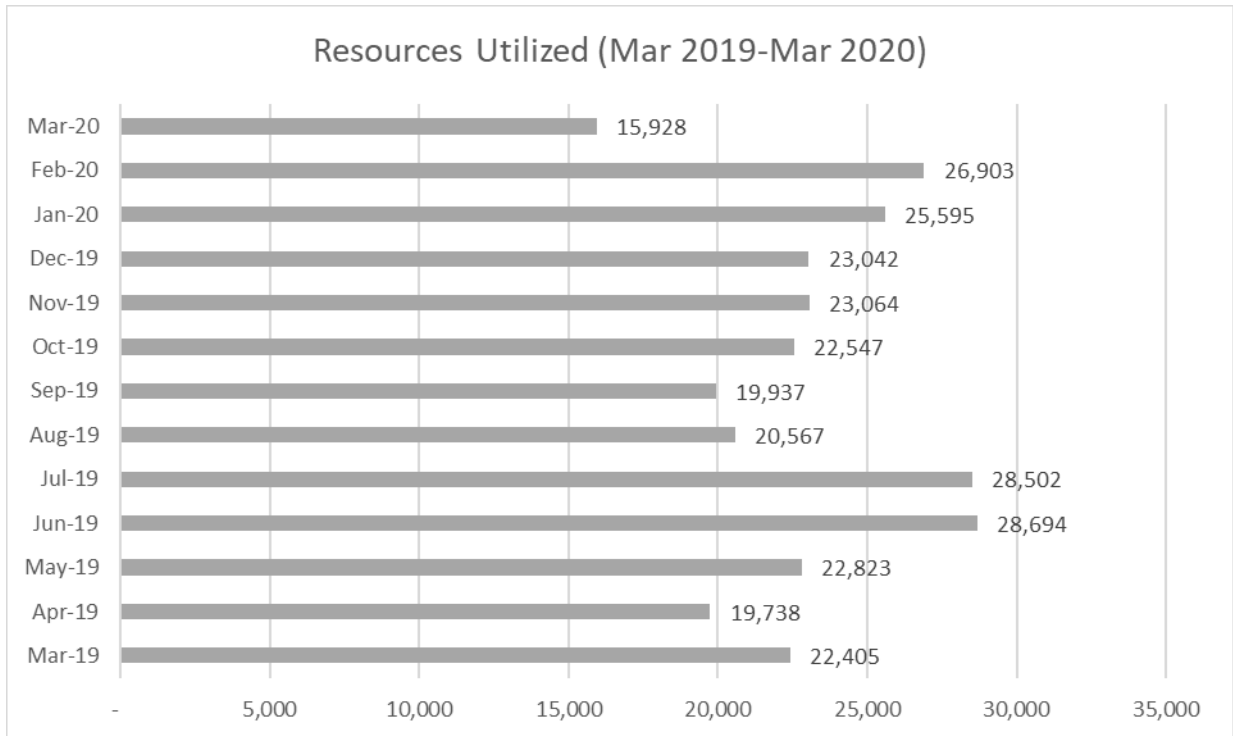
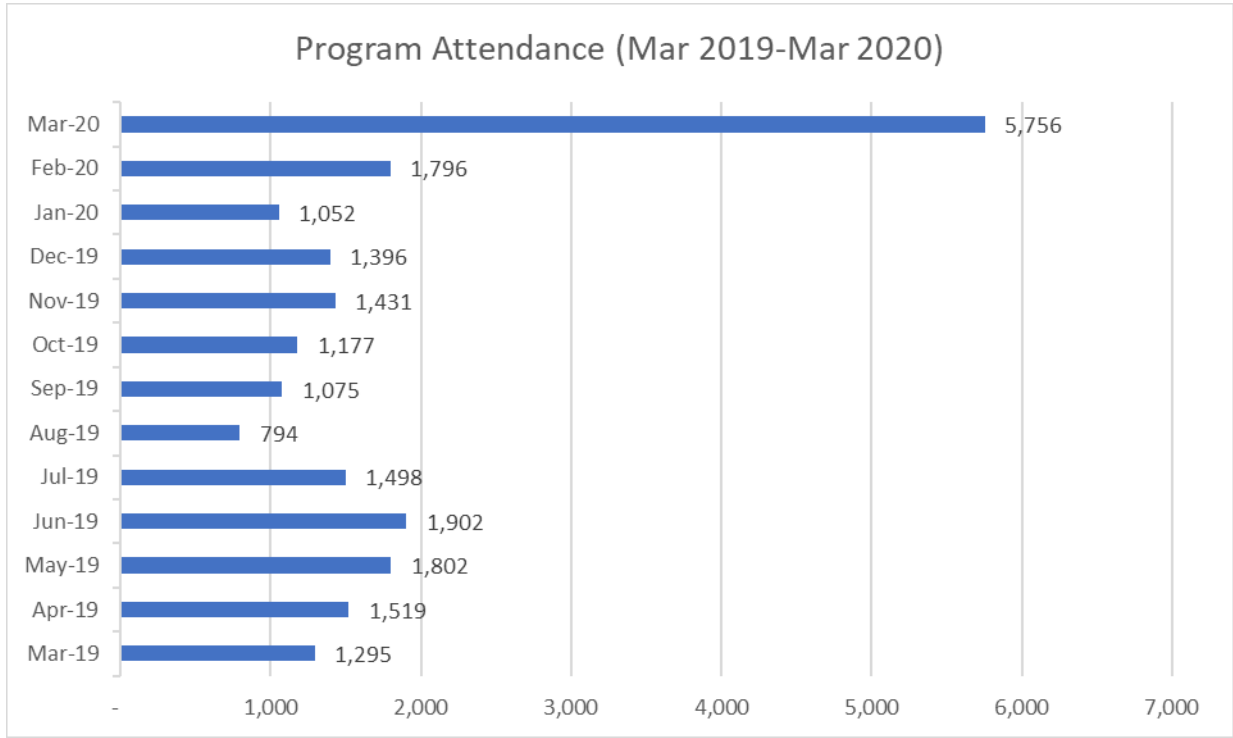
- 1) **Children's Programs:** Children's programming began this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Romp and Read at the Carroll Rec Center, and outreach events with book visits to the Breda daycare, and various daycares. Children's programming also included Dr. Whoot doing a program for Kuemper Preschool. Due to COVID-19 not allowing the library to open to the public, Miss Diane began a daily Facebook live video of reading stories to children.

- 2) **Carroll Critter Hunt:** During this time of COVID-19 the library created a fun activity for family and children to be on the lookout for Miss Diane's critters in the library windows. Once they spot the critter, they can tell us who they saw in the window through the library's social media platforms.

- 3) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, and Book Clubs. One of the Book Clubs was hosted on a conference call due to not being able to open the library to the public because of COVID-19.
- 4) Due to COVID-19 the library began offering curbside pickup to patrons on Tuesdays and Thursdays from 2:00-6:00 p.m. For more information checkout: <https://www.cityofcarroll.com/covid19>

Library Statistics from March 2019 - March 2020





Door Count (Mar 2019-Mar 2020)

