



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

November 2018

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
- Worked with bonding attorney (Ahlers) and financial advisors (PFM) on debt issuance
- Prepared financial department operating budget for FY 19/20
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – November 15
 - Wellness Meeting with Benefit Source – November 12 (new city wellness program)

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Prepare FY 17/18 audit MD&A and final FY 17/18 audit report
- Compile and review FY 19/20 budget proposal
- Attend IA League of Cities Budget Workshop – December 6 (Johnston)
- Continue to promote wellness program with employees
 - Wellness Coalition Meeting – December 20
 - Wellness Meeting with Benefit Source – December 13 (new city wellness program)

Accomplishments of particular note:

- 318 utility bills and statements were emailed in November 2018

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 November.

Firefighters assisted the Chamber of Commerce with the inspection and replacement of burned out and missing lights from the downtown Christmas decorations. The De

partment has assisted with this project for many years to help make the Christmas season enjoyable for our residents and guests shopping at our local downtown businesses.

Firefighters inspected and tested all emergency equipment and apparatus used by the Department. A building smoke ventilation class with hands-on activities was also conducted.

Run Report for November:

Alarm Date	Alarm Location	Incident Type
11/05/2018	1211 E 18 th St	Steam mistaken for smoke
11/08/2018	1746 N Carroll St	Discarded furniture fire in front yard
11/09/2018	28457 E Highway 30	Vehicle accident
11/11/2018	1151 Vine	Reported smoke smell – investigation only
11/19/2018	117 E 3 rd St	Smoke from chimney mistaken for building fire
11/20/2018	227 N Carroll St	Clothes dryer fire
11/27/2018	2 nd Street in Dedham	Building fire – Mutual aid given to Dedham FD
11/28/2018	5 th & Clark	Vehicle collision

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On November 7th all officers completed firearms qualifications. Officers qualified on rifle, handgun, and low light qualifications. State law mandates that officers qualify 1 time per year. CPD goes above and beyond to ensure that our officers have the best knowledge and skills to carry firearms and qualify four times annually with many hours spent on training and practice.

Officer Patrick McCarty attended a sexual assault training in Jefferson on the 7th. This training was hosted by the Jefferson PD and was put on to give officers training on initial response to sexual assault cases.

Captain Ethan Kathol and Officer Roy Janssen were certified in vehicle theft inspection on the 14th. This training allows the officers to complete inspections for the Iowa Department of Transportation on salvage vehicles. The inspections are intended to reduce fraud and locate stolen vehicles and parts through the process.

Officers were assigned to Walmart for their Thanksgiving sales event. Annually, Walmart requests officers to ensure that no issues arise and to handle any that may occur due to the high volume of customers at that time. There were no issues this year.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	November 2018	November 2017	November 2016
Forcible Rape			
Forcible Fondling	1		
Porno/Obscene Material	1		
Aggravated Assault			1
Domestic Violence			
Simple Assault	7	6	3
Domestic Abuse	5		
Burglary/B&E	1	3	5
Shoplifting	3	2	7
Theft from Vehicle	1	2	2
Theft Vehicle Part			
Theft of Bike			
Theft from Building	4	4	2
Other Larceny	1		1
Motor Vehicle Theft		1	2
Counterfeit/Forgery	1	1	1
Credit/ATM Fraud	1	2	
Identify Theft	1		
Wire Fraud	1		
Bad Checks	1		
Stolen Property	1		
Vandalism			1
Vandalism: Business			1
Vandalism: Residence	1	1	8
Vandalism: Vehicle	1	3	11
Vandalism: School	1		
Vandalism: Other			
Weapon Law Violation			
Drug/Narc Violations	4	4	5
Drug Equipment Viol		1	
Drive Under Influence	1	3	7
OWI 2 nd	2		1
OWI 3 rd			
Liquor Law Violation	2	1	
Under 21 BAC.02			
Drunkenness	4	7	2
Disorderly Conduct	1		2
Harassment			
All Other Offenses	4	2	5
False Information		1	
Trespassing	2	2	
Runaway			1
Missing Person		2	

Cruelty to Animal			
Found Person			
Found Animal			
Found Property	3	2	5
Mental Case		2	
Unattended Death	1	2	
Suicide			
Home Accident			
Animal Bite			
Dispose of Animal			2
Warrant Outside	5	6	6
Restraining Order			1
1050F Traffic Accident			
10-50 PI Personal Injury	1	2	1
10-50 PI MV Pedestrian			1
10-50 PI Car & Bike	1		
10-50 PD Prop.	7	10	13
10-50 Car & Deer			
1050 PD: Hit and Run	2	3	5
1050 PD: City Vehicle			
1050 PD: Police Vehicle			
10-50 PD Under 1500	3	7	3
Assist Other Agency		1	
Moving Violations			
Op After Revocation	2	2	2
Operate After Suspen	8	9	6
Miscellaneous Public	1	1	
Total	88	95	113

11/01/2018 thru 11/30/2018

Citations	
Animal	0
Dark Windows	0
License Violation	22
Other	4
Violation (Parking)	7
Registration	13
Seatbelt	11
Tobacco	2
Traffic	47
Warning Notices	230
Loud Stereo	0
TOTAL	336

11/01/2018 thru 11/30/2018

Salvage Vehicle
Inspections: 12

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - November 2018

Class	Permit Type	Date Issued	Valuation	Permit #	Fee
<i>Agricultural</i>					
	Building	NONE			\$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	11/08/2018	\$0.00	180353	\$35.00
		11/20/2018	\$50,000.00	180365	\$284.50
		11/20/2018	\$110,000.00	180366	\$510.50
Commercial Building Valuation Total:			\$160,000.00	Commercial Building Fee Total: \$830.00	
	Electrical	11/08/2018		180348	\$82.41
		11/08/2018		180350	\$0.00
		11/08/2018		180355	\$0.00
		11/08/2018		180356	\$0.00
		11/15/2018		180363	\$35.88
		11/27/2018		180370	\$176.11
Commercial Electrical Fee Total:					\$294.40
	Mechanical	11/08/2018		180354	\$51.27
Commercial Mechanical Fee Total:					\$51.27
	Plumbing	11/15/2018		180359	\$122.00
Commercial Plumbing Fee Total:					\$122.00
	Right of Way	NONE			\$0.00
Commercial Right of Way Fee Total:					\$0.00
	Sign	11/08/2018		180357	\$15.00
		11/26/2018		180367	\$15.00
Commercial Sign Fee Total:					\$30.00
Commercial Valuation Total:			\$160,000.00	Commercial Fee Total: \$1,327.67	

Residential					
Building					
	11/15/2018	\$2,600.00		180360	\$34.50
	11/15/2018	\$1,000.00		180361	\$22.00
	11/26/2018	\$12,480.00		180368	\$97.00
Residential Building Valuation Total:		\$16,080.00	Residential Building Fee Total:		\$153.50
Electrical					
	11/08/2018			180349	\$47.08
	11/08/2018			180351	\$74.11
	11/15/2018			180364	\$50.13
	11/27/2018			180369	\$50.13
	11/30/2018			180371	\$36.44
			Residential Electrical Fee Total:		\$257.89
Mechanical					
	11/15/2018			180362	\$53.26
	11/30/2018			180372	\$28.63
			Residential Mechanical Fee Total:		\$81.89
Plumbing					
	11/08/2018			180352	\$30.50
			Residential Plumbing Fee Total:		\$30.50
Right of Way					
	11/15/2018			180358	\$25.00
			Residential Right of Way Fee Total:		\$25.00
Sign					
	NONE				\$0.00
			Residential Sign Fee Total:		\$0.00
Residential Valuation Total:		\$16,080.00	Residential Fee Total:		\$548.78
Valuation Grand Total:		\$176,080.00	Fee Grand Total:		\$1,876.45

Permits - YTD - through November 2018

Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$113,800.00		\$0.00
	Agricultural Valuation Total:	\$113,800.00	Agricultural Fee Total:	\$0.00
<i>Commercial</i>				
	Building	\$7,640,700.00		\$10,600.50
	Electrical			\$1,965.05
	Mechanical			\$446.65
	Plumbing			\$1,196.00
	Right of Way			\$740.50
	Sign			\$465.00
	Commercial Valuation Total:	\$7,640,700.00	Commercial Fee Total:	\$15,413.70
<i>Residential</i>				
	Building	\$6,359,821.37		\$21,459.17
	Electrical			\$3,320.98
	Mechanical			\$1,230.97
	Plumbing			\$1,565.50
	Right of Way			\$4,190.00
	Sign			
	Residential Valuation Total:	\$6,359,821.37	Residential Fee Total:	\$31,766.62
Valuation Grand Total:		\$14,114,321.37	Fee Grand Total:	\$47,180.32

Public Works

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

Routine Activities for the month:

Division: Streets: Tom Weber, Street Superintendent

- Excavated nine graves for Cemetery.
- Swept leaves.
- Hauled street sweepings pile to landfill.
- Sanded for two ice and snow events.
- Placed 50 cubic yards of concrete for street repairs and ROW permits.
- Maintained signs and signals.
- Installed snow fence in various locations.
- Fixed broken field tile at Golf Course.
- Division Safety Meeting: Danger at any Depth; November 9, 2018.

Division: Water: Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	30.191 million gallons
Daily Average:	1.006 million gallons
Daily Maximum:	1.678 million gallons
- Completed 90 Iowa One Call locate requests.
- Meter Department
 - 83 service orders.
 - 1 delinquent.
 - 2 rereads.
 - 0 stuck meters.
- Division Safety Meeting: N/A

Division: Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	48.049 million gallons
Daily Average:	1.602 million gallons
Daily Maximum:	1.936 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Trench Safety"; November 14, 2018.

Special Activities/Accomplishments of particular note:

Division: Streets: Tom Weber, Street Superintendent

- Put up Christmas lights in CBD on November 1, 2018.
- Repaired a traffic signal damaged in a car accident at Carroll Street and Hwy. 30 on November 9, 2018.
- Took delivery of a new snow plow truck on November 27, 2018.
- Assisted the Water Division with a watermain leak on Southgate Road on November 30, 2018.

Division: Water: Terry Kluver, Water Superintendent

- Repaired watermain break on Southgate Road between Prairie View Drive and Westridge Drive.
- Repaired service line to the farm hydrant at 112 E. 5th Street after contractor damaged it.
- Completed winter check list on 490 fire hydrants.
- Completed flushing 78 fire hydrants.
- Prepared F.Y. 19-20 Budget requests.

Division: Sean Kleespies: Wastewater Superintendent

- DNR plant inspection.
- Repaired sanitary sewer on Clark Street between 7th Street and 8th Street.
- E & F Custom Pump field-applied lagoon sludge.
- Routine maintenance on sanitary sewer system by Jet/Vac.
- Continued CCTV the sanitary sewer.
- Replaced pump start float at Highway 71 lift station.

Activities planned for next month and other comments:

Division: Streets: Tom Weber, Street Superintendent

- Plow and sand, snow and ice, as needed.
- Maintain snow removal equipment.
- Maintain traffic signals and signs.
- Paint and repair barricades.
- Trim trees.

Division: Water: Terry Kluver, Water Superintendent

- Update utilities maps with completed projects.
- Remove two (2) large bushes at High Service Pump Station.
- Install main valve kit on fire hydrant in front of Street Maintenance Building.
- Perform preventative maintenance on equipment.
- Pat Pudenz will be taking his exam for Grade 2 Water Treatment license.

Division: Sean Kleespies: Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Winterize the Jet/Vac truck.
- Repair gas valve on the boiler.
- Repair primary sludge pump #1.
- Repair level transducer on the fine screen.

CAPITAL PROJECT STATUS SUMMARY – 12-11-18

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
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							
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 Services
						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	\$37,420.00		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.	\$412,500.00	04-14-14	\$422,446.02			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
Third Street HMA Resurfacing	2016 On-going	FY 17	FY17	\$1,036,000	2018	JEO Consulting Group, Inc.	\$71,193.00 \$80,078.00	09-26-16	\$143,765.45			Design Construction Services
						Tri-State Paving	\$788,870.73	Late Start Date 08-14-17	\$772,208.02	95%	40 Working Days	
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	\$1,534,839.55	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	\$10,240.70		04-19	
Downtown Streetscape Phase 11	On-going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19			03-20	
Well and Transmission Main	2014	FY 16	FY16			JEO Consulting Group, Inc.	\$324,000.00	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							
Leachate Forcemain & Gravity Sewer						King Construction	\$661,257.50 Total \$335,962.50 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		\$9,008.44			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Golf: Scott Haakenson, Golf Superintendent

- Mulched leaves
- Brought in tee markers, flag poles, trash cans, ball washers off of course
- Planted 5 trees
- Started taking heads off of mowers
- Cleaned ball washers and trash cans

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

- Lifeguard and Control Room schedules
- Lifeguard meeting: November 11 and November 21
- Fitness Schedule
- Fitness Punch Card updates
- State Water Test
- Radio Ads

Recreation Center: Joel Cortum, Program Specialist

- Registration for Basketball
- Renew Active Membership Program
- Attended Lifeguard Meeting, City Council Meeting

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

- Fertilized greens
- Shut down irrigation and blew out
- Winterized bathrooms and blew out lines to
- Sprayed greens and surrounds with snow mold application
- Topdressed greens for winter

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

- Lifeguard Instructor Course: November 9,17,18
- CPO: November 6 & 7
- Swim Tests for new swim band rule effective January 1, 2019.
- 1 CAST swim meet
- IPRA Nov 13 & 14

Recreation Center: Joel Cortum, Program Specialist

- Jingle Bell Run
- Turkey Shoot
- IPRA Nov 13 & 14

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
- Storm siren courthouse
- Next year's budget items
- Night cleaning shift
- A/C and heating repairs at city buildings
- Golf Course Club House siding
- 24 hour at Rec Center Cameras and Locks
- Cemetery door lock
- City construction sites
- West entry at Rec Center
- Water heater at Parks Maintenance Building

Activities planned for next month and other comments:

Golf: Scott Haakenson, Golf Superintendent

- Start sharpening reels
- Attend winter IGCSA meeting

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

- Red Cross Onsite Observation and Evaluation
- IPRA Aquatic Meeting
- Kids Night Out
- Continued Swim Tests
- 1 CAST swim meet / 2 high school swim meets

Recreation Center: Joel Cortum, Program Specialist

- Breakfast with Santa
- Kids Night Out

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- City building construction

Safety Topic:

- Construction sites
- Blackboarding





Director's Report November 2018

As reported by Rachel Van Erdewyk, Library Director

Program Attendance:

Tech Help Friday	25
Children's Library Programs	164
Children's Program Outreach	449
Diane's Read Aloud	211
Crafty Library Ladies	45
Preschool Field Trips	258
Title 1 Night	104
Poetry Group	7
CMS Book Talks	278

Monthly Statistics:

Total Print Circulation:	7,658
BRIDGES Circulation:	855
Consumer Reports:	340
Public Computer Use:	515
Wi-Fi Use:	195
Website Visits	2,915
Gale Databases:	26
Global Road Warrior Page Views:	7
Learning Express Resources:	57
Freegal Music Downloads:	644
Transparent Language:	56
Chilton Auto Manual	7
ABC Mouse Sessions:	2
Zinio Digital Magazine Circulation:	84
Daily Times Herald Page Views:	5,024
Lynda.com	14

Total Program Attendance 1,541

Monthly Door Count 4,923

Total Resources Utilized 18,399

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, and outreach events with book visits to the various daycares in the area. Diane hosted some preschools at the library for a field trip where she did a library tour and taught kids how to care for library books. Diane and Dr. Whoot also went to Fairview's Title 1 Night, a night dedicated to teach parents on how to help kids become better readers. Each of these activities was well received with a total of 362 children being reached.

- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, and the Poetry Group. Each year the Crafty Library Ladies donate a variety of their handmade projects to various causes. This year a total of 299 baby caps and blankets, shawls for hospice, chemo hats, scarves, headbands, vests and mittens have been donated to Wool Aid, St. Anthony Regional Hospital, and Family Resource Center. The Carroll Middle School 7th and 8th grade English teachers have been working in collaboration with the public library to bring students in 7th and 8th grade books of a higher level content to the CMS library for checkout. The public library also showed 278 7th and 8th grade students how they can access eBooks and eAudiobooks online from the public library as well.
- 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.
- Hugo Kringle Christmas Songs and Stories (children's program):
Friday, December 28 from 5-6 pm