



City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager



November 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
- Began drafting financial policies
- Staff continued to unpack and arrange files in new filing system
- Prepared information for budget requests for financial department
- Finalized and file FY 2019 Annual Financial Report
- Reviewed draft of FY 18/19 Audit report
- Municipal Fire & Police Retirement System of Iowa (MFPRSI) Board Meeting – Nov 14
- Prepared TIF debt certification to file with county auditor
- Attended a budget workshop – November 19 (Harlan)
- Hosted Carroll County Leadership Class at City Hall
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – November 21
 - Healthy Hearing Educational Session for city employees – November 21

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Compile budget requests from all departments
- Review all departmental budget requests with each department & city manager
- Continue to prepare budget proposal for Council
- Begin review of agenda management software
- Continue to promote wellness program with employees
 - Wellness Coalition Meeting – December 19
 - Cyber security training for all employees – December 19

Accomplishments of particular note:

- 346 utility bills and statements were emailed in November 2019.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to six calls for service and held three training sessions in November.

Firefighters trained on chimney fire extinguishment and preparing for winter firefighting operations. Winter cold and subzero temperatures can pose significant challenges while fighting winter fires. Training included personal protection by dressing appropriately for maximum protection against cold. Equipment freeze protection was also covered with instruction on water circulation for the prevention of fire hose, nozzle and water valve freeze-up.

Department members also assisted the Chamber of Commerce with the replacement of defective lights in the downtown Christmas decorations.

Run Report for November:

Alarm Date	Alarm Location	Incident Type
11/07/2019	2014 Kittyhawk Ave	Accidental fire sprinkler activation – no fire
11/08/2019	½ S of Highway 30 on Hawthorne	Round baler fire
11/13/2019	295 th & Olympic Ave	Vehicle roll-over
11/15/2019	1009 E Anthony Ave	Vehicle ran into building
11/23/2019	2241 N West St	Smoke detector malfunction
11/25/2019	230 th & Highway 71	Grass fire in road ditch

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Steven Pudenz and Sergeant Gary Bellinghausen hosted self-defense training on the 1st with Kuemper High School students. This training took place at Kuemper High School and is the second time that we have completed this class. The school and police department are working on making this a regular training through their physical education program.

On November 4th, the police department received a large record management system update. This software is used to track calls for service, reports, citations, and arrests for the police department, communication center and the Carroll County Sheriff.

On the 12th and 13th, Carroll Police Officers completed firearms training and qualification. This training took place at the newly opened Wendl's Weapons indoor range.

On the 19th, Officers received training on a mobile mental health unit that has been established in Western Iowa. This unit was established as a result of State Legislature from the 2018 legislative session.

Captain Ethan Kathol and Officer Pudenz attended CTAC training in Chariton on the 25th. This was a follow up to the emergency response training that took place in early October.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	November 2019	November 2018	November 2017
Forcible Rape	2		
Forcible Fondling		1	
Porn/Obscene Material		1	
Aggravated Assault	1		
Simple Assault	3	7	6
Intimidation			
Domestic Abuse	2	5	
Burglary/B&E		1	3
Shoplifting	10	3	2
Theft from Vehicle	1	1	2
Theft Vehicle Part			
Theft from Building	6	4	4
Theft from Vending	1		
Other Larceny		1	
Motor Vehicle Theft			1
Counterfeit/Forgery		1	1
Credit/ATM Fraud		1	2
Identify Theft		1	
Wire Fraud		1	
Bad Checks	1	1	
Stolen Property	1	1	
Vandalism: Residence	1	1	1
Vandalism: Vehicle	1	1	3
Vandalism: School		1	
Vandalism: Other	1		
Weapon Law Violation			
Drug/Narc Violations	2	4	4
Drug Equipment Viol	1		1
Drive Under Influence	5	1	3
OWI 2 nd		2	
Liquor Law Violation	1	2	1
Under 21 BAC .02			
Drunkenness	3	4	7
Disorderly Conduct	2	1	
Harassment			
All Other Offenses	7	4	2
False Information			1
Trespassing		2	2
Runaway			
Missing Person			2
Animal Bite	1		
Unattended Death	1		

Found Property	1	3	2
Mental Case			2
Unattended Death		1	2
Warrant Outside	3	5	6
Restraining Order			
1050F Traffic Accident			
10-50 PI Personal Injury	1	1	2
10-50 PI MV Pedestrian			
10-50 PI Car & Bike		1	
10-50 PD Prop.	12	7	10
10-50 Car & Deer			
1050 PD: Hit and Run	2	2	3
1050 PD: Police Vehicle			
10-50 PD Under 1500	3	3	7
Assist Other Agency			1
Moving Violations			
Op After Revocation	3	2	2
Operate After Suspen	2	8	9
Miscellaneous Public	1	1	1
Total	82	88	95

November 1 – 30, 2019

Citations	
Animal	0
Dark Windows	1
License Violation	8
Other	2
Parking Violation	27
Registration	12
Seatbelt	1
Tobacco	0
Traffic	77
Warning Notices	233
Loud Stereo	0
TOTAL	361

Salvage Vehicle Inspections: 9



Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - November 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	11/15/2019	\$24,990.00	190340		\$172.00	
Commercial Building Valuation Total:			\$24,990.00	Commercial Building Fee Total:		\$172.00	
	Electrical	11/8/2019		190333		\$62.88	
					Commercial Electrical Fee Total:		\$62.88
	Mechanical	11/6/2019		190327		\$44.26	
		11/20/2019		190344		\$24.75	
					Commercial Mechanical Fee Total:		\$69.01
	Plumbing	11/6/2019		190326		\$58.50	
		11/14/2019		190338		\$69.00	
					Commercial Plumbing Fee Total:		\$127.50
	Right of Way	11/6/2019		190331		\$25.00	
					Commercial Right of Way Fee Total:		\$25.00
	Sign	NONE				\$0.00	
					Commercial Sign Fee Total:		\$0.00
Commercial Valuation Total:			\$24,990.00	Commercial Fee Total:		\$456.39	

Residential					
Building					
	11/6/2019	\$20,000.00		190330	\$147.00
	11/13/2019	\$350,000.00		190334	\$1,066.00
	11/14/2019	\$140,000.00		190337	\$543.50
	11/22/2019	\$120,000.00		190345	\$193.50
	11/22/2019	\$3,500.00		190346	\$34.50
Residential Building Valuation Total:		\$633,500.00	Residential Building Fee Total:		\$1,984.50
Electrical					
	11/6/2019			190323	\$24.80
	11/6/2019			190328	\$35.88
	11/18/2019			190341	\$35.88
	11/18/2019			190342	\$35.88
	11/20/2019			190343	\$35.88
	11/26/2019			190349	\$47.08
			Residential Electrical Fee Total:		\$215.40
Mechanical					
	11/6/2019			190325	\$28.13
	11/13/2019			190336	\$53.26
	11/25/2019			190347	\$28.63
			Residential Mechanical Fee Total:		\$110.02
Plumbing					
	11/6/2019			190324	\$37.50
	11/6/2019			190329	\$41.00
	11/13/2019			190335	\$61.50
	11/15/2019			190339	\$36.50
	11/26/2019			190348	\$51.50
			Residential Plumbing Fee Total:		\$228.00
Right of Way					
	11/6/2019			190332	\$25.00
			Residential Right of Way Fee Total:		\$25.00
Sign					
	NONE				\$0.00
			Residential Sign Fee Total:		\$0.00
Residential Valuation Total:		\$633,500.00	Residential Fee Total:		\$2,562.92
Valuation Grand Total:		\$658,490.00	Fee Grand Total:		\$3,019.31

Permits - YTD - through November 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	\$25,854,890.00		\$42,962.74
	Electrical			\$1,359.14
	Mechanical			\$1,183.04
	Plumbing			\$917.50
	Right of Way			\$495.00
	Sign			\$440.00
	Commercial Valuation Total:	\$25,854,890.00	Commercial Fee Total:	\$47,357.42
<i>Residential</i>				
	Building	\$3,817,120.00		\$14,769.63
	Electrical			\$2,390.13
	Mechanical			\$758.56
	Plumbing			\$1,094.00
	Right of Way			\$725.00
	Sign			\$0.00
	Residential Valuation Total:	\$3,817,120.00	Residential Fee Total:	\$19,737.32
Valuation Grand Total:		\$29,672,010.00	Fee Grand Total:	\$67,094.74

Public Works

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

Routine Activities for the month:

Division: Streets; Dale Pottebaum, Street Superintendent

- Excavated three graves for Cemetery.
- Maintained signs and signals.
- Maintained gravel roads.
- Maintained snow equipment.
- Swept streets.
- Graded alleys.
- Patched potholes.
- Hauled street sweepings to Landfill.
- Division Safety Meeting: “Defensive Driving”, November 21, 2019.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 29.798 million gallons
 - Daily Average: 0.993 million gallons
 - Daily Maximum: 1.182 million gallons
- Completed 75 Iowa One Call locate requests.
- Meter Department
 - 31 service orders.
 - 10 delinquents.
 - 1 reread.
 - 0 stuck meters.
 - 7 high water bills.
- Division Safety Meeting: Healthy Hearing Educational Seminar with Dr. Sondra Rierson, Adaptive Audiology Solutions; November 21, 2019.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 44.504 million gallons
 - Daily Average: 1.483 million gallons
 - Daily Maximum: 1.699 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “Winter Driving”; November 14, 2019.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Snow removal and ice control.
- Removed snow from CBD.
- Crack sealing.
- Assisted Water Division with water leaks repairs.
- Trimmed trees in Street ROW.

Division: Water; Terry Kluver, Water Superintendent

- Repaired 6” watermain break at 1919 Gerrard Avenue.
- Continue operating water tower on bypass for Water Storage Tower Rehabilitation.
- Worked with contractor on watermain lowering at Rolling Hills South Condominium Addition.
- Prepared F.Y. 20-21 Budget requests.
- Completed Winter checklist on 490 fire hydrants.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Repair Sludge Transfer Pump #1.
- Footings were poured for the Disinfection Improvements Building.
- Vinchattle Enterprises completed the Blower Room CPU upgrade.
- Repaired the bent scrapper bar on Final Clarifier #1.
- Paul Kersey passed Wastewater Grade 3 Exam.

Activities planned for next month and other comments:

Division: Streets; Dale Pottebaum, Street Superintendent

- Street repairs and ROW permits.
- Maintain signs and signals.
- Haul street sweepings.
- Snow removal.
- Cutting trees in Street ROW.

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 sample results are received.
- Replace fire hydrant and valve at N. West Street and 1st Street.
- Work with contractor on a Computerized Leak Detection Survey of all fire hydrants and valves.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- E & F Custom Pumping will clean out the sludge lagoon.
- Repair of the sanitary sewer on Main Street between 8th Street and 9th Street.
- Continue progress on the Disinfection Improvements project.

CAPITAL PROJECT STATUS SUMMARY – 12-10-19

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
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	\$39,850.00		08-01-19	
						Healy Excavating	\$320,116.00	10-28-19			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	\$93,989.75		Fall, 2019	
US 30 – Grant Road Intersection	2017 On-going	FY12	FY12	\$2,604,530	2018	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00		08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$421,525.00	04-14-14	\$450,112.02			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$1,455,565.45	97%	118 Working Days	
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
Watermain Replacement		FY16	FY16	\$500,000	2019	JEO Consulting Group, Inc.	\$19,800.00	02-11-19	\$19,000.00		2019	
						King Construction	\$321,746.00	06-24-19	\$300,631.40	55%	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
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	\$1,000,000	2020	Veenstra & Kimm, Inc.	\$73,500		\$74,596.25			
						Woodruff Const., LLC	\$967,530.00	03-25-19	\$319,896.95	3%	03-01-20	
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$105,037.50		07-01-19	Design
						Utility Service Co., Inc.	\$543,700.00	06-04-19	\$178,030.00		120, 150 days	
Watermain Improvement 2020		FY20	FY20	\$500,000	2020	JEO Consulting Group	\$136,500.00	10-14-19	\$17,460.00			
Water Well 2020		FY20	FY20	\$725,000	2020	JEO Consulting Group	\$125,800.00	10-14-19	\$6,975.00			
Downtown Streetscape Phase 10	On-going	FY19	FY19	\$1,300,000	2019	Confluence	\$97,915.00	10-22-18	\$87,917.15		04-19	
Downtown Streetscape Phase 11	On-going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19	\$16,528.15		03-20	
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%		
Street Resurfacing 2020	On-going	FY20	FY20	\$1,575,000	2020	JEO Consulting Group	\$210,650.00	0-23-19	\$64,110.00			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Tom Weber, Parks Superintendent

- Check parks daily
- Watered new trees
- Blew out irrigation systems
- Mulched new trees
- Put away picnic tables
- Put tennis and volleyball nets away
- Removed snow from sidewalks
- Put down ice melt on sidewalks
- Clean up mowers and put in storage
- Put on snow blowers

Golf: Scott Haakenson, Golf Superintendent

- Mulched leaves
- Brought in tee markers, trash cans, flag poles
- Blew out irrigation
- Blew out well pipe
- Blew out bathroom lines
- Fertilized tees, fairways, and greens
- Sprayed snow mold application on greens and surrounds
- Top-dressed greens for the winter

Cemetery: Jake Bruggeman, Cemetery Sexton

- Performed the duties of 7 burials.
 - 1 was a cremation
 - 4 were Saturday burials
- Performed the duties of one disinterment
- Sold a total of 9 grave spaces
 - 11-4-19 Kyle and Piper Atkinson Mt. Olivet Lot 45 Spaces 1,2,3, and 4
 - 11-8-19 Robert Vonnahme Mt. Olivet Block A Lot 27 Space 1 and Mt. Olivet Block A Lot 26 Space 5
 - 11-12-19 Lisa Goins Block 10 Lot 227 Space 3
 - 11-27-19 Matt and Claudia Loneman Block 10 Lot 244 Spaces 3 and 4
- Mulched leaves as they came down off the trees.
- Moved snow 2 mornings.
- Cleaned up mowers for winter storage.
- Put the snowplow on the pickup and snowblower on the mower for the winter.
- Trimmed trees.
- Emptied trash cans as needed.

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

- Planned and prepared for our upcoming December events. Opened registrations, ordered t-shirts and began collecting unwrapped toys to donate to New Opportunities as part of the Jingle Bell Run.
- Recreation Center staffing, maintenance, and programming. Weekly staff meetings and monthly lifeguard meetings. Communicating regularly with members.

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

- Installed Carroll sign at NW and 30th St in Golf Course
- Fixed sidewalk panels at Little League Complex
- Put up skating rink

Golf: Scott Haakenson, Golf Superintendent

- Jeremy helped put up ice rink
- Completed budget for 2020-21
- Closed course for the winter
- Completed water use report

Cemetery: Jake Bruggeman, Cemetery Sexton

- Replaced the starter on the dodge pickup.
- Cleaned the office, break room and shop.
- Cleaned up the dodge pickup inside and out.
- Began working with the parks department on the 15th

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

- Hosted the parent/child Turkey Shoot
- Swim lessons
- Hosted two CAST swim meets
- Organized a veteran's appreciation day
- Installed additional sanitizer spray bottles throughout weight room
- Installed new flooring in our lifeguard room

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 awning power
- City construction site
- Storm sirens
- Finishing budget items
- Aquatic Center bid on heater
- Warranty roof leaks at Rec Center
- Soda blasting of shower areas at Rec Center
- AHU #1 belt guards replaced and motors serviced at Rec Center
- Quotes for updating electrical at Museum
- Baseball lights walk through
- Replaced incoming power conduit at Cemetery Maintenance building

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Finish clean up equipment and put in storage
- Remove snow and ice as needed
- Put in new sinks in park restrooms

Golf: Scott Haakenson, Golf Superintendent

- Begin shop work
- Trim trees, cut down dead trees
- Clean equipment

Cemetery: Jake Bruggeman, Cemetery Sexton

- Assist the Parks Department
- Move snow as needed

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

- Jingle Bell Run
- Breakfast w/ Santa
- Kids' Night Out
- Member Appreciation Day

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Rec Center Roof

Safety Topic:

- Cold weather





Director's Report November 2019

As reported by Rachel Van Erdewyk, Library Director

Tech Help Fridays	25	Total Print Circulation:	8,279
Children's Library Programs	489	BRIDGES Circulation:	732
Children's Programs Outreach	670	Consumer Reports:	125
Diane's Read Aloud	146	Public Computer Use:	561
Crafty Library Ladies	83	Wi-Fi Use:	185
Book Clubs	11	Website Visits	3,221
Poetry Group	7	Gale Databases:	186
		Global Road Warrior:	2
		Learning Express Resources:	34
		Freegal Music Downloads:	607
		Transparent Language:	2
		Chilton Auto Manual	1
		eMagazine Circulation:	88
		Daily Times Herald Page Views:	8,975
		Lynda.com	19
		RBDigital	21
		NEW! Brainfuse	26
Total Program Attendance	1,431		
Monthly Door Count	4,985	Total Resources Utilized	23,064

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 Breda daycare. Diane also hosted a variety of field trips for preschoolers from Kuemper and Carroll schools to talk about how to properly care for books and checkout books.

- 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.

- 3) **New Online Resource:** The library recently added a new online resource to their collection. Brainfuse is a digital resource for career services, test preparations, and tutoring help for grades K-College. Students can chat with a real life tutor every day from 2:00 PM – 11:00 PM CST, schedule study sessions in a private virtual study room, get writing assistance, create flashcards, tests, and games, and get help for language learners. An Adult Learning Center is available for those going back to school, switching jobs, or just wanting to brush up on an academic skill. This is a great education resource for everyone.

- 4) 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.

Library Statistics from November 2018-November 2019





