



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

October 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 office document purging
- Organized permanent retention files at new city hall office basement
- Discussions with financial advisor (PFM) on upcoming debt issuance
- City Hall/PD phone/voicemail issues
- Prepared FY 19/20 budget information for staff
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – October 18
 - Wellness Meeting with Benefit Source – October 31 (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
- Work with bonding attorney (Ahlers) and financial advisors (PFM) on debt issuance
- Prepare financial department operating budget for FY 19/20
- Continue to promote wellness program with employees
 - Wellness Coalition Meeting – November 15
 - Wellness Meeting with Benefit Source – November 12 (new city wellness program)

Accomplishments of particular note:

- 316 utility bills and statements were emailed in October 2018.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to nine calls for service and held three training sessions in October.

Firefighters conducted truck and equipment checks and conducted door-to-door Firefighters Dance Ticket Sales in October. The Department also conducted the annual Fire Prevention Poster Contest for local 3rd, 4th and 5th grade students. First place poster selected by the Department's Fire Prevention Committee will be forwarded to the Iowa Firefighters Association for judging at the state level. State winners will be announced in May of 2019.

Tours of Fire Station were conducted for approximately 250 to 300 pre-school and kindergarten students during Fire Prevention Week. The kids took great interest in seeing all of the trucks and equipment used by the Department. Students also learned some important fire safety rules for use in the home, including regular checks of their smoke detectors.

In addition, we had approximately 16 Carroll High and Kuemper sophomore students interested in entering into the field of public safety, sign up for a Career Pathways Program (This program was sponsored by the local Des Moines Area Community College). They visited the Fire Station and received an informative talk by Chief Schreck regarding the firefighter requirements and operations.

Run Report for October:

Alarm Date	Alarm Location	Incident Type
10/01/2018	1024 E 12 th St	False alarm
10/02/2018	825 W 10 th St	Reported smell of smoke – nothing found
10/16/2018	1750 E Highway 30	Vehicle fire
10/17/2018	1829 Industrial Park Rd	Trash fire
10/17/2018	510 N Adams	Natural gas leak
10/19/2018	A-Ave and Highway 30, Ralston	Vehicle collision
10/22/2018	1500 Blk of Highland Dr	False alarm
10/23/2018	1835 N Randall Rd	Alarm malfunction
10/25/2018	20027 Kittyhawk Ave	Vehicle collision

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

The Police Department hosted a self-defense course for women at the Carroll Rec Center on the 2nd. This training was put together as a result of the homicide of two Iowa females over the last few months. Around 50 participants were taught skills to help defend themselves if put in a life and death situation.

On the 3rd, McDonald's hosted the National Coffee with a Cop event at their store. CPD has done these in the past but never participated in a National Event. Look for more of these in the coming months.

Lead the homecoming parade for Carroll High School on the 5th.

Testing was competed on the 5th for new police officers. Testing consisted of a written test and fitness test as well as interviews with the Field Training Officers. The finalist were then taken to the Civil Service Commission on the 29th for certification along with interviews with command staff. The Civil Service Commission has certified a list of 6 applicants. This list is valid for one year and any of those 6 can be hired to fill opening on the department during that time.

Sergeant JJ Schreck attended the Iowa Law Enforcement Academy (ILEA) from the 15th through the 19th for Field Training school. She is now certified as a field training officer (FTO) and will oversee the FTO program.

On the 24th Officer Kenny Bensley was recertified as an Oleoresin Capsicum (OC) instructor. OC or pepper spray is carried by the officers and used to subdue individuals who are combative or violently attacking others.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	October 2018	October 2017	October 2016
Forcible Rape			1
Forcible Fondling			
Incest			
Aggravated Assault			1
Domestic Violence			
Simple Assault	6	1	5
Domestic Abuse	4	4	2
Burglary/B&E	2	1	2
Shoplifting	4	3	4
Theft from Vehicle	5	4	3
Theft Vehicle Part	3		
Theft of Bike	1	1	
Theft from Building	5	2	4
Other Larceny	1		1
Motor Vehicle Theft	4	3	2
Arson			
Counterfeit/Forgery	3	1	1
Credit/ATM Fraud	1	2	1
Identify Theft	1	1	
Bad Checks	1	4	
Stolen Property			1
Vandalism			
Vandalism: Business	1	1	3
Vandalism: Residence		3	7
Vandalism: Vehicle	3	1	17
Vandalism: School	1	1	
Vandalism: Other	1		1
Weapon Law Violation			1
Drug/Narc Violations	2	1	10
Drug Equipment Viol			
Drive Under Influence	1	1	1
OWI 2 nd	2	1	
OWI 3 rd			
Liquor Law Violation			
Under 21 BAC.02			
Drunkenness	5	3	2
Disorderly Conduct	2	2	2
Harassment	2		
All Other Offenses	1	1	2
False Information			
Trespassing	2	3	1
Runaway		1	
Missing Person			

Cruelty to Animal			
Found Person			1
Found Animal			
Found Property	1	4	2
Mental Case			
Unattended Death	1		1
Suicide			
Home Accident			
Animal Bite	1	1	1
Dispose of Animal			
Warrant Outside	10	4	6
Restraining Order			
1050F Traffic Accident		1	
10-50 PI Personal Injury	1	1	
10-50 PI MV Pedestrian			2
10-50 PI Car & Bike			1
10-50 PD Prop.	14	16	13
10-50 Car & Deer			
1050 PD: Hit and Run	2	2	2
1050 PD: City Vehicle			
1050 PD: Police Vehicle			
10-50 PD Under 1500	1	1	4
Assist Other Agency	1	1	1
Moving Violations			
Op After Revocation	1	5	1
Operate After Suspen	10	8	4
Miscellaneous Public	1		2
Total	108	90	116

10/01/2018 thru 10/31/2018

Citations	
Animal	0
Dark Windows	1
License Violation	17
Other	2
Violation (Parking)	7
Registration	15
Seatbelt	10
Tobacco	1
Traffic	66
Warning Notices	244
Loud Stereo	0
TOTAL	363

10/01/2018 thru 09/31/2018

Salvage Vehicle
Inspections: 18

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - October 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	10/12/2018	\$3,313,600.00	180330	\$0.00
		10/12/2018	\$1,212,500.00	180331	\$0.00
	Commercial Building Valuation Total:		\$4,526,100.00	Commercial Building Fee Total: \$0.00	
	Electrical	10/12/2018		180329	\$57.28
		10/26/2018		180344	\$36.44
				Commercial Electrical Fee Total: \$93.72	
	Mechanical	10/02/2018		180320	\$42.26
		10/02/2018		180322	\$44.26
		10/23/2018		180334	\$62.15
		10/23/2018		180335	\$58.36
				Commercial Mechanical Fee Total: \$207.03	
	Plumbing	10/02/2018		180321	\$48.50
		10/02/2018		180323	\$68.50
		10/12/2018		180325	\$30.50
		10/12/2018		180327	\$27.00
		10/23/2018		180333	\$58.00
				Commercial Plumbing Fee Total: \$232.50	
	Right of Way	10/02/2018		180319	\$25.00
				Commercial Right of Way Fee Total: \$25.00	
	Sign	10/02/2018		180303	\$75.00
		10/11/2018		180324	\$30.00
		10/30/2018		180346	\$45.00
		10/30/2018		180347	\$30.00
				Commercial Sign Fee Total: \$180.00	
	Commercial Valuation Total:		\$4,526,100.00	Commercial Fee Total: \$738.25	

<i>Residential</i>					
Building					
	10/23/2018	\$0.00		180332	\$35.00
Residential Building Valuation Total:		\$0.00	Residential Building Fee Total:	\$35.00	
Electrical					
	10/12/2018			180328	\$35.88
	10/23/2018			180336	\$87.00
	10/23/2018			180339	\$35.88
	10/26/2018			180343	\$33.25
	10/26/2018			180345	\$50.48
				Residential Electrical Fee Total:	\$242.49
Mechanical					
	10/23/2018			180337	\$28.13
	10/23/2018			180338	\$34.76
				Residential Mechanical Fee Total:	\$62.89
Plumbing					
	NONE				\$0.00
				Residential Plumbing Fee Total:	\$0.00
Right of Way					
	10/12/2018			180326	\$25.00
	10/23/2018			180340	\$25.00
	10/26/2018			180341	\$25.00
	10/26/2018			180342	\$1,545.00
				Residential Right of Way Fee Total:	\$1,620.00
Sign					
	NONE				\$0.00
				Residential Sign Fee Total:	\$0.00
Residential Valuation Total:		\$0.00	Residential Fee Total:	\$1,960.38	
Valuation Grand Total:		\$4,526,100.00	Fee Grand Total:	\$2,698.63	

Permits - YTD - through October 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	\$7,480,700.00		\$9,770.50
	Electrical			\$1,670.65
	Mechanical			\$395.38
	Plumbing			\$1,074.00
	Right of Way			\$740.50
	Sign			\$435.00
	Commercial Valuation Total:	\$7,480,700.00	Commercial Fee Total:	\$14,086.03
<i>Residential</i>				
	Building	\$6,343,741.37		\$21,305.67
	Electrical			\$3,063.09
	Mechanical			\$1,149.08
	Plumbing			\$1,535.00
	Right of Way			\$4,165.00
	Sign			
	Residential Valuation Total:	\$6,343,741.37	Residential Fee Total:	\$31,217.84
Valuation Grand Total: \$13,938,241.37 Fee Grand Total: \$45,303.87				

Public Works

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

Routine Activities for the month:

Division: Streets: Tom Weber, Street Superintendent

- Excavated two graves for Cemetery.
- Placed 122.75 cubic yards of concrete for street repairs and ROW permits.
- Hauled sweepings to landfill.
- Maintained signs and signals.
- Swept leaves.
- Painted lines in CBD after Streetscape sections were completed.
- Division Safety Meeting: Working with Concrete Safety; October 1, 2018.

Division: Water: Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 30.636 million gallons
 - Daily Average: .988 million gallons
 - Daily Maximum: 1.271 million gallons
- Completed 199 Iowa One Call locate requests.
- Meter Department
 - 152 service orders.
 - 4 delinquents.
 - 2 rereads.
 - 0 stuck meters.
- Division Safety Meeting: Annual Hearing Tests; October 22, 2018.

Division: Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 84.109 million gallons
 - Daily Average: 2.713 million gallons
 - Daily Maximum: 5.690 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Lockout/Tagout; October 26, 2018.

Special Activities/Accomplishments of particular note:

Division: Streets: Tom Weber, Street Superintendent

- Assisted with moving of City Hall shelving & files.
- Assisted Water Division with installation of a new fire hydrant, October 11, 2018.
- Assisted Water Division with installation of a new fire hydrant, October 25, 2018.

Division: Water: Terry Kluver, Water Superintendent

- Installed replacement fire hydrant and valve at Carroll Street and 8th Street.
- Installed replacement fire hydrant and valve at Bluff Street and Carroll Street.
- Chemically treated Well #17.
- Devin Pudenz passed the Grade 2 Water Treatment and Grade 2 Water Distribution exam.

Division: Sean Kleespies: Wastewater Superintendent

- Repaired Final Clarifier #2 gear box.
- Routine maintenance on Jet/Vac.
- Repaired Primary Sludge pumps #2 and #3.
- Travis Boell worked on the heating units for the preliminary building.
- No sanitary sewer back-ups for the month.
- Routine maintenance on sanitary sewer system by Jet/Vac.
- Matt Riedell repaired the heating unit in the garage.
- Installed LED lighting in all buildings.

Activities planned for next month and other comments:

Division: Streets: Tom Weber, Street Superintendent

- Put up snow fence.
- Plow and sand, as needed.
- Street repairs; ROW permits.
- Sweep leaves.
- Haul sweepings to landfill.
- Haul rock to shoulders.
- Take delivery of new medium duty truck and snow plow.
- Put up Christmas lights downtown.

Division: Water: Terry Kluver, Water Superintendent

- Prepare F.Y. 18 – 19 Budget requests.
- Install three (3) fire hydrant extensions.
- Start working on winter checklist for 490 fire hydrants.

Division: Sean Kleespies: Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Jet/Vac sanitary sewers.
- CCTV sanitary sewers that will be in next year's Streetscape project.
- Sludge lagoon hauling by E & F Custom Pumping.
- Drain Digester #2 to inspect the gas dome.

CAPITAL PROJECT STATUS SUMMARY – 10-12-18

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				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 Design	\$22,500.00	01-25-16	\$22,500.00		05-01-16	Space Needs/ Prelim. 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	
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	\$351,402.82			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$979,551.05		118 Working Days	
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	
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	\$96,718.35	18%	05-18	
						Badding Constr. Co.	\$1,707,342.05	05-29-18	\$701,579.90		11-16-18	
Well and Transmission Main	2014	FY 16	FY16			JEO Consulting Group, Inc.	\$324,000.00	07-28-14	\$327,680.61			Contract Completion 11-30-15
Transmission Main – Group A	2014	FY 16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$751,752.95	95%		
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		\$2,703.44			
Wastewater Treatment Plant Sludge Handling			FY19	\$330,000		Veenstra & Kimm, Inc.	\$18,800		\$10,624.25			
Street Resurfacing 2019	On-going	FY 19	FY 19	\$700,000	2019	JEO Consulting Group, Inc.	\$88,100.00 + Hourly	10-08-18			2019	Design Const. Service

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 5 times
- Mowed fairways 5 times
- Mowed collars 5 times
- Mowed greens 6 times
- Rolled greens 2 times
- Mowed rough as needed
- Mulched leaves
- Serviced equipment as needed
- Sprayed greens as needed
- Cut cups 5 times

Cemetery: John Snyder, Cemetery Sexton

- Took care of three funerals with two of them being cremation burials. One of the cremations was a private service, so all monies due to the city for work performed were collected at that time. All three services were performed during regular working hours
- Mulched leaves and mowed daily
- Backfilled numerous graves
- Fall grass seeded
- Pulled all annual flower gardens
- Cut back all perineal gardens
- Trimmed lower branches on some trees
- Did all records and related cemetery paperwork as needed
- Sold graves when needed
- Assisted anybody asking for help locating graves
- Picked up sticks daily
- Emptied garbage cans daily
- Edged all outside curbs and all sidewalks in and outside of cemetery

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

- LG Schedule
- CRO Schedule
- LG Meeting (10-14)
- Tuesday AM Office Meeting

Recreation Center: Joel Cortum, Program Specialist

- Took down soccer goals, flags
- Sent out end of season surveys
- Organized/washed fall sports equipment

Special Activities/Accomplishments of particular note:

Golf: Scott Haakenson, Golf Superintendent

- Spread fall fertilizer on tees and fairways
- Sprayed fall herbicide on tees fairways and roughs
- Brought in cleaned and put away fountain out of 7 pond
- Strung rope in wet areas after rain event

Cemetery: John Snyder, Cemetery Sexton

- Worked with American Legion on getting electricity run to Veterans Circle, and putting up a new flag pole. Hopefully this will be completed by winter.

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

- ServeSafe 10-11
- Carroll PE Meeting- Discuss Feb. Swim lessons 10-24
- Swim Lessons – Sundays 4:30-6:45
- Romp & Read Meeting 10-8

Recreation Center: Joel Cortum, Program Specialist

- Mobile Museum
- Fall Tailgate

Activities planned for next month and other comments:

Golf: Scott Haakenson, Golf Superintendent

- Spread fertilizer on greens
- Blow out irrigation
- Spray snow mold app on greens
- Top-dress greens

Cemetery: John Snyder, Cemetery Sexton

- Regular fall schedule

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

- Iowa West Swim Conference Meeting 11-5
- Certified Pool Operator Class 11-6,7 (Cedar Rapids)
- Lifeguard Instructor Course 11-9,17,18 (Des Moines)
- Iowa Parks and Rec Leadership Institute 11-13,14 (Webster City)

Recreation Center: Joel Cortum, Program Specialist

- Turkey Shoot
- Jingle Bell Run
- Iowa Parks and Rec Leadership Institute 11-13,14 (Webster City)



Director's Report October 2018

As reported by Rachel Van Erdewyk, Library Director

Program Attendance:

Tech Help Friday	20
Children's Library Programs	196
Children's Program Outreach	552
Diane's Read Aloud	231
Crafty Library Ladies	74
Our Neighbors, the Amish	43

Monthly Statistics:

Total Print Circulation:	9,120
BRIDGES Circulation:	923
Consumer Reports:	307
Public Computer Use:	578
Wi-Fi Use:	198
Website Visits	3,220
Gale Databases:	11
Global Road Warrior Page Views:	6
Learning Express Resources:	0
Freegal Music Downloads:	480
Transparent Language:	54
Chilton Auto Manual	0
ABC Mouse Sessions:	0
Zinio Digital Magazine Circulation:	48
Daily Times Herald Page Views:	4,069
Lynda.com	0

Total Program Attendance 1,116

Monthly Door Count 5,397

Total Resources Utilized 19,014

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.

- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, and the Crafty Library Ladies. The library had its first adult program in the temporary location with Our Neighbors, the Amish. Don and Diane Kramer discussed in depth the practices and beliefs of the Amish. Various Amish dishes and desserts were provided as well with this program. This program was well attended with 43 participants.

- 3) **Temporary Library Location Open:** The temporary library location was able to open on Monday, October 1 as advertised. Since opening we have received many phone calls from people asking where we are located and people have been finding us with the signage posted on Hwy 30 directing them to temporary location. Hopefully people will continue to find us and come visit!

- 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.
 - Hugo Kringle Christmas Songs and Stories (children's program):
Friday, December 28 from 5-6 pm