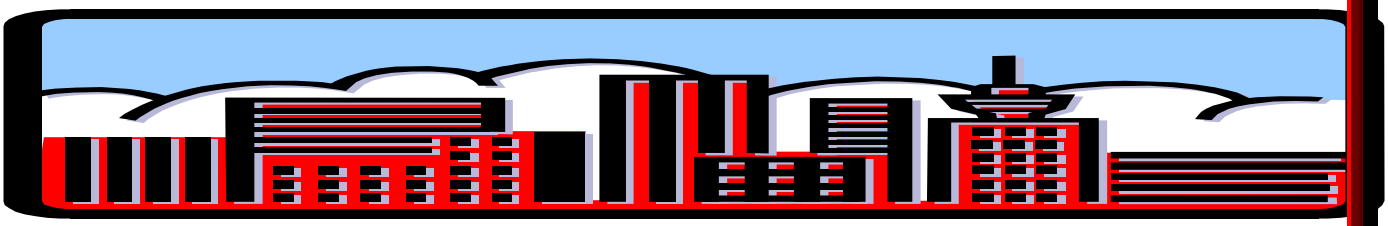

City Manager's Monthly Activity Report

Gerald L. Clausen, City Manager

February 2016

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
- FY 2017 Budget discussions with City Council
- Prepared FY 2017 state budget forms
- Take bids for the $910,000 Capital Loan Notes, Series 2016A
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Attended Wellness Coalition Meeting – February 18
    - Promoted Live Healthy Iowa 10 Week Challenge & 5K Walk/Run

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to explore technology advances: paperless agenda
- Draft financial policies
- Research potential building donation to city
- Continue the debt issuance process for the $910,000 Capital Loan Notes, Series 2016A
- Attend West Central IA Clerks Association Meeting – March 16 (Denison)
- Continue to promote wellness program with employees
    - Training new employees on wellness program
    - Attend Carroll County Wellness Coalition Meeting –February 18
    - Promote Live Healthy Iowa 5K – Swan Lake – April 9

Accomplishments of particular note:

- 174 utility bills were emailed to customers in February 2016

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to seven calls for service and held three training sessions in February.

The Department continued the annual duty of testing fire hose. All of the fire hose utilized by the Department is pressurized to a specific pressure for a specified time and checked for any defects such as leaks, tears or abrasions. Firefighters also received annual refresher training for exposure control and protection from Bloodborne Pathogens.

Firefighters conducted a tour and pre-plan at the Rueter Red Power remodeled facility at the former GE building to familiarize themselves with the building layout, construction type, sprinkler system and hazards within the building.

Accomplishments of particular note:

The Department accepted applications by Eric Hahn and Justin Yetmar. They will begin their duties as firefighters, subject to City Council approval.

Run Report for February**:**

Alarm Date	Alarm Location	Incident Type
02/03/2016	31/2 East on Highway 30	Vehicle collision
02/07/2016	20069 Olympic Ave	Kitchen fire
02/21/2016	1200 Block of N Grant	Vehicle collision
02/23/2016	804 N Main	False alarm
02/26/2016	1620 N Adams	Good intent call – smoke smell
02/28/2016	502 N Court	Dumpster fire
02/28/2016	2241 N West	Good intent call – smoke smell

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Gary Bellinghausen was promoted to Sergeant on February 13th. He is now assigned to investigations.

The Carroll Police Department hosted Advance Roadside Impaired Driving Education (ARIDE) on February 16 and 17. The Governors Traffic Safety Bureau presented the class to area law enforcement on signs of impaired driving and techniques for discovering drivers impaired on alcohol and drugs. Officers Ethan Kathol and Kenny Bensley from the Carroll PD participated in the class.

Officer Jason Kirsch assisted the Iowa Law Enforcement Academy with firearms training for the 266th basic academy class on February 16 at Camp Dodge.

Sergeant Bellinghausen participated in the Chamber of Commerce's Career Pathways at the Carroll Middle School on February 16th.

Officer Tony Konkler retired from the police department on February 29th. He worked for the City for 28 years and served in law enforcement for 42 years total.

A summary of case investigations and a summary of citations and warnings issued for the month follows on page 5.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: February 1 THRU February 29, 2016

Offenses	Incidents Reported
Porno/Obscene Material	1
Aggravated Assault	1
Domestic Violence	1
Simple Assault	3
Domestic Abuse	5
Burglary/B&E	3
Shoplifting	7
Theft from Vehicle	1
Theft from Building	2
Counterfeit/Forgery	1
Bad Checks	1
Vandalism: Residence	2
Vandalism: Vehicle	2
Drug/Narc Violations	8
Drive Under Infl	1
OWI 2ND	1
Liquor Law Violation	2
Disorderly Conduct	1
Harassment	2
All Other Offenses	3
False Information	2
Trespassing	1
Dispose of Animal	1
Warrant Outside	12
Restraining Order	4
10-50 PI	1
10-50 PD	11
1050PD: Hit and Run	4
Under 1500	3
Assist Other Agency	1
Op After Revocation	1
Operate After Suspen	11
Misc. Public	5
Total	**105**

Citations	
Animal	0
Dark Windows	4
License	22
Other	2
Parking Violation	27
Registration	31
Seatbelt	5
Tobacco	0
Traffic	36
Warning	203
TOTAL	**330**

Salvage Vehicle Inspections: 15

Building Department

As reported by Perry Johnson, Building Official

Agricultural				
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**
Commercial				
Building				
	NONE	$0.00		$0.00
	Commercial Building Valuation Total:	**$0.00**	**Commercial Building Fee Total:**	**$0.00**
Electrical				
	02/22/2016		160023	$38.98
	02/22/2016		160024	$48.40
	02/22/2016		160025	$37.96
	02/22/2016		160026	$44.76
	02/22/2016		160027	$40.68
	02/24/2016		160029	$46.80
			Commercial Electrical Fee Total:	**$257.58**
Mechanical				
	NONE			$0.00
			Commercial Mechanical Fee Total:	**$0.00**
Plumbing				
	NONE			$0.00
			Commercial Plumbing Fee Total:	**$0.00**
Right of Way				
	NONE			$0.00
			Commercial ROW Fee Total:	**$0.00**
Sign				
	02/24/2016		160028	$15.00
			Commercial Sign Fee Total:	**$15.00**
	Commercial Valuation Total:	**$0.00**	**Commercial Fee Total:**	**$272.58**

Residential

Building				
	NONE	$0.00		$0.00
	Residential Building Valuation Total:	**$0.00**	**Residential Building Fee Total:**	**$0.00**
Electrical				
	02/08/2016		160019	$35.88
	02/22/2016		160022	$37.96
			Residential Electrical Fee Total:	**$73.84**
Mechanical				
	NONE			$0.00
			Residential Mechanical Fee Total:	**$0.00**
Plumbing				
	NONE			$0.00
			Residential Plumbing Fee Total:	**$0.00**
Right of Way				
	02/15/2016		160020	$25.00
	02/15/2016		160021	$25.00
			Residential Right of Way Fee Total:	**$50.00**
Sign				
	NONE			$0.00
			Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:	**$0.00**	**Residential Fee Total:**	**$123.84**
	Valuation Grand Total:	**$0.00**	**Fee Grand Total:**	**$396.42**

Permits - YTD – through February 2016

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$0.00		$0.00
	Electrical			$461.81
	Mechanical			$52.65
	Plumbing			$0.00
	Right of Way			$0.00
	Sign			$15.00
	Commercial Valuation Total:	**$0.00**	**Commercial Fee Total:**	**$544.46**
Residential				
	Building	$418,217.00		$1,278.00
	Electrical			$283.76
	Mechanical			$0.00
	Plumbing			$40.00
	Right of Way			$100.00
	Sign			$0.00
	Residential Valuation Total:	**$418,217.00**	**Residential Fee Total:**	**$1,701.76**

Valuation Grand Total:	**$418,217.00**	**Fee Grand Total:**	**$2,246.22**

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.
- Plowed and sanded for several snow events.
- Patched potholes.
- Maintained signs and signals.
- Installed several new street name signs.
- Completed painting and repairing all barricades.
- Trimmed trees.
- Bladed gravel roads.
- Hauled approximately 180 tons of rock to gravel roads.
- Maintained snow equipment.
- Division Safety Meeting: Trench Safety on February 9th, 2016. All employees attended Iowa One Call Workshop on February 23rd, 2016.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 28.554 million gallons
  Daily Average: 0.985 million gallons
  Daily Maximum: 1.207 million gallons
- Completed 20 Iowa One Call locate requests.
- Meter Department
  - 129 service orders.
  - 2 delinquents.
  - 2 reread.
  - 2 stuck meters.
- Division Safety Meeting: All employees attended Iowa One Call Workshop on February 23rd, 2016.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 71.281 million gallons
  Daily Average: 2.458 million gallons
  Daily Maximum: 4.033 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: All employees attended Iowa One Call Workshop on February 23rd, 2016.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Tom Weber, Bob Bauer and Kevin Hoffman went to Adel to look at a new side-tilt sander box for future truck.

Division: Water; Terry Kluver, Water Superintendent

- Placed Filter #2 on line after completing Filter Rehabilitation.
- Repaired service line at W. Anthony Street and Westridge Drive.
- Operated Water Treatment Plant with one (1) filter during Filter Rehabilitation project.

Division: Sean Kleespies, Wastewater Superintendent

- Continued training for Jerry Dentlinger, Matt Riedell, Paul Kersey and Travis Boell in the Lab.
- Televised storm sewer on Hwy. 30 and Carroll Street.
- Televised storm sewer on 3rd Street for Third Street Storm Sewer project.
- Televised storm sewer at Street Maintenance Garage.
- Started Jet/Vac sanitary sewer lines in watershed #1
- Continued preventative maintenance on the Wastewater Plant equipment.
- Brad Vinchattle finished programming for the Wastewater Plant SCADA system.
- Passed the Iowa Hygienic Lab Wastewater Effluent Toxicity test.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Blade alleys.
- Plow snow, as needed.
- Put up new street name signs.
- Pothole patch.
- Street repair on Whitney Street, weather permitting.

Division: Water; Terry Kluver, Water Superintendent

- Filter Rehabilitation contractor sand blasting, epoxy coating and installing filter media in Filter 1.
- Continue working with contractor on bacteria sampling on Transmission Main project.
- Operate Water Treatment Plant with one (1) filter during Filter Rehabilitation project.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Continued training for Matt Riedell, Paul Kersey and Travis Boell.
- Jet/Vac and televising of the sanitary sewer system.
- Wastewater Plant spring cleaning.
- DMRQA proficiency testing to keep lab certification.

CAPITAL PROJECT STATUS SUMMARY – 03-15-16

PROJECT				ANTICIPATED		CONTRACT DATA						
Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Cemetery Maintenance Garage	2015 New	FY17										
Trails	2015 On-going	FY17	FY16									
Merchants Park	2015 On-going		FY16									
Rec Center Locker Rooms	2015 On-going	FY17										
Streambed Stabilization		FY17	FY16	$385,000	2018							
Third Street Storm Sewer Improvements - 2016		FY17	FY16	$1,400,000	2017	JEO Consulting Group, Inc.	$152,425.00	11-09-15	$61,617.50		03-31-16	Design
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc. Godbersen-Smith Construction Co.	$60,800.00 + $555,808.75	09-24-12	$43,848.36 $563,827.37	 95%	11-15-13 11-15-13	Plus Hourly Construction Services
Street Resurfacing 2015	2015 On-going	FY16	FY16			JEO Consulting Group, Inc. Ten Point Constr. Co., Inc.	$122,730.00 + $1,132,455.61	11-10-14 06-16-15	$129,056.50 $1,095,474.23	 95%	04-15 11-13-15	Plus Hourly Construction Services Design Completion
Street Maintenance Building	2015 On-going	FY17	FY16	$3,050,000	2018	FEH Design	$22,500.00	01-25-16			05-01-16	Space Needs/ Prelim. Design

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
US 30 – Grant Road Intersection	2015 On-going	FY17	FY14	$1,466,150	2017	Snyder & Associates, Inc. Snyder & Associates, Inc.	$4,900.00 $199,600.00	07-22-13 04-14-14	$4,900.00 $76,376.55	100%	08-15-13	TSIP Application Design
Downtown Streetscape Phase 8	2015 On-going	FY17	FY15	$998,500	2017	Confluence	$89,040.00	11-10-14	$30,485.00		05-15	Design Completion
High Ridge Road Resurfacing - 2016	2015 On-going	FY17	FY16	$1,150,000	2017	JEO Consulting Group, Inc.	$99,356.00 $94,260.00	09-14-15	$99,356.00		2016	Design Construction Services
Court Street Resurfacing	2015 On-going	FY17		$150,000	2017							
Corridor Entry Features	2015 New	FY17		$440,000	2018							
Third Street Improvements	2015 On-going	FY17		$1,250,000	2018							

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Well and Transmission Main	2014	FY16	FY16			JEO Consulting Group, Inc.	$324,000.00	07-28-14	$315,404.43		11-20-15	
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	$790,134.07	03-23-14	$743,099.63	99%	11-30-15	
Water Supply Wells – Group B	2014	FY16	FY16			Sargent Drilling	$1,227,543.02	03-23-14	$973,053.98	72%	11-30-15	
Van Meter Addition U.S. 71 Watermain			FY16			King Construction	$35,456.50	10-13-14	$33,683.68	95%	11-14-14	
Water Treatment Plant Filter Rehabilitation - 2016						JEO Consulting Group, Inc.	$20,315.00	08-24-15	$16,185.00		04-01-16	
						Grundman-Hicks, L.L.C.	$530,200.00	11-23-15	$229,525.70		04-01-16	
Watermain Replacement		FY17	FY16	$500,000	2018							

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Move snow and ice from sidewalks
- Clean park areas
- Paint trash barrels
- Benches for tennis courts
- Trim trees
- Order flowers
- Order trees
- Pick up litter downtown

Golf: Scott Haakenson, Golf Superintendent

- Sanded and painted 22 yellow tee markers
- Sanded and painted 36 white tee markers
- Sanded and painted 36 red tee markers
- Sharpened reels and bed knives on seven Toro fairway gang mowers
- Painted 23 trash cans
- Moved snow at shop

Cemetery: John Snyder, Cemetery Sexton

- Moved snow when and where needed
- Took care of four interments, all four were on Saturdays
- Three full burials and one cremation with vault
- Picked up three loads of branches downed from high winds
- Emptied garbage cans two times
- Completed all cemetery records for the month
- Took care of all grave sales and quit claim deeds
- All weekly bookwork and timesheets
- Filled sunken graves as needed when I could obtain any dry black dirt

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

	Member Usage	Daily Admission	Total Usage	Daily Ave
Feb.	9079	924	10,003	345

Leisure Services: Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Wess

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: Scott Parcher, Parks Superintendent

- Prep work for spring
- Fix winter damage

Cemetery: John Snyder, Cemetery Sexton

- Snow removal at Rec Center and Water Department

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Soccer Registration ended – 827 total children
- New Deep Water Aerobics noon Monday class added to fill "lunch hour class" void on Mondays. We now have a group fitness class M-F at noon.
- Staff investigated more into new software. Have discussed more at length getting a program that include the entire department, golf included. Viewed Perfect Mind again, Active Net/Class (current software's updated program).
- Attended Council meeting for discussion of Recreation Center updates and improvements.
- City/Schools meeting February 10 at 1:30.
- Indoor Pool Update Steering Committee meeting February 17 to complete final discussion of pool ideas and design recommendation.
- Met with NOVA about current fitness equipment and lifespan, as well as improvements to our maintenance. Assisted in inventory list.
- IPRA Board of Directors Meeting February 11 – discussion included program Trusted Coaches, that would be an asset to Carrol Parks & Recreation
- Attended Iowa Parks & Recreation Aquatics Committee meeting in Ames February 12 – lots of discussion on lifeguard shortage state-wide.

Leisure Services: Mike Mertes, Recreation Program Specialist

- 3rd & 4th Basketball Clinic
- High School Indoor Soccer League
- Spring Soccer Registration
- Business Sponsorship program
- Baseball /Softball registration

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
- Worked on locker locks at Rec Center
- Budget items
- Pool remodel plans at Rec Center
- Theater rentals
- Repairs of heating systems
- Downtown light pole lights
- Floor drains at Rec Center
- Heating systems
- Finishing budget items
- LED lights rebates throughout the City
- Theater curtains at Rec Center
- Weight room remodel expansion project
- Generator cord ends for City Hall
- Golf Club house opening list

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Clean park areas
- Put plumbing fixtures back together

Golf: Scott Haakenson, Golf Superintendent

- Service mowers
- Order chemicals and fertilizers
- Paint ball washers
- Get ready to open when weather permits
- Clean up on course (sticks and garbage)
- Hire an Assistant Superintendent

Cemetery: John Snyder, Cemetery Sexton

- Spring clean-up and part-time help hiring

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Software Review and Selection
- Lifeguard weekend class
- RFP and design of new weight/cardio room updates
- CRO meeting
- CPR/First Aid classes for staff

Leisure Services: Mike Mertes, Recreation Program Specialist

- High School Indoor Soccer League
- Soccer Prep
- Soccer scheduling
- Summer / Fall Program planning
- T-ball and Baseball / Softball Registration

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Finishing budget items

Safety Topic:

- Construction Equipment
- Lifeguard Inservice- Rules, Prevention February 17

Director's Report
February 2016

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Stress Relief Coloring	7
Fairview Literacy Day	260
Kuemper Kindergarten Roundup	224
Tech Help Friday	42
Children's Library Programs	325
Children's Program Outreach	347
Crafty Library Ladies	52
Poetry Group	11
Brown Bag Book Club	7
Tuesday Night Book Club	4
Adult Literacy Tutoring	8
Tiny Concert – The Young Funk	57
Artist Trading Cards with Kelsey	10
Monthly Door Count	**5,175**

Total Print Circulation:	8,478
BRIDGES Circulation:	558
Consumer Reports Page Views:	235
Public Computer Use:	817
Wi-Fi Use:	224
EbscoHost Downloads:	205
Tumblebooks Downloads:	70
Global Road Warrior Page Views:	1
Learning Express Resources:	153
Freegal Music Downloads:	146
GVRL eBook Downloads:	1
ABC Mouse Sessions:	65
Zinio Digital Magazine Circulation:	31
Daily Times Herald Page Views:	3,374

Special activities/accomplishments of particular note:

1) **Children's Programs:** Diane continued Rookie Storytime, Ivan the Reading Dog, and the read aloud program in the library this month. She also continued outreach storytime to area daycares including the Romp & Read program at the Carroll Rec Center which will go through April. There were two outreach events this month for the Fairview Literacy Day to preschools and the Kuemper Kindergarten Roundup. Diane took stories and a display to promote the 1,000 Books before Kindergarten program as well as library programs and events for children. Preparations continue for the 2016 summer reading program.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of book clubs, Tech Help Fridays, Crafty Ladies, Stress Relief Coloring, and the poetry group. Three new programs began this month with 57 attending our tiny concert with The Young Funk on Saturday, February 27th and 10 attending the Artist Trading Cards program on February 9th. The new book club, Read 'em & Eat began on February 25th with special guest Darcy Maulsby who led a workshop on making freezer jam and talking about her new book "The Food History of Iowa", due out in paperback in June 2016.

3) **Special Projects**
   a) **Everybody on the Same Page:** Staff worked with other Carroll County librarians this month to prepare programs, the press kit, and promotional material for the Carroll County reading initiative Everybody on the Same Page. Copies of book sets were ordered and cataloged for both the adult and young reader versions of the program and outreach began with visits to area service clubs to promote the project. Flyers and table tents were placed in area businesses and the project was promoted on social media, and other media outlets for the project start on March 1st.
   b) **CarrollCon:** Staff worked with the Carroll Arts Council to secure funding for the 2nd Annual CarrollCon event which will be held at Carrollfest on August 6th from 10:00 to 3:00 p.m. at the bandshell in Graham Park. Staff are working to find an intern that can help with the project this summer and are encouraging volunteers to contact the library if they are interested in helping this year.
   c) **STEM Scale Up Grant:** Staff applied for the Governor's STEM Advisory Council 2016 Scale Up award this month. The program, Making STEM Connections, is provided by the Science Center of Iowa to schools and libraries. This grant is an award for training and material rather than money to provide teacher resources and tools to inspire the maker mentality in youth ages 5-12 through interactive experiences and tinkering.

4) **Upcoming Events:** 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.