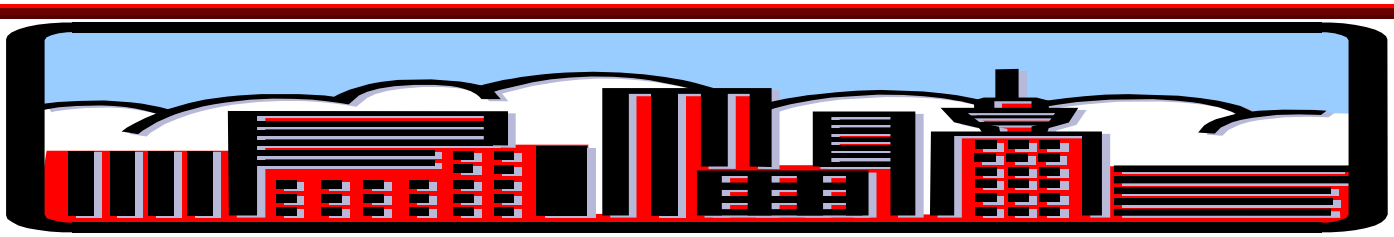


City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

January 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
- Prepared budget binders for Council
- Council budget work sessions
- Cleaning services bid process
- Prepared information for upcoming debt issuance – credit call/official statement
- Municipal Fire & Police Retirement System Board Meeting – January 9 (DSM)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – January 16

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Post notice of public hearing/conduct public hearing for proposed max levy
- Prepare FY 21 state budget forms
- Municipal Fire & Police Retirement System Board Meeting – February 26-27 (DSM)
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – February 20
    - Cyber security training for all employees – March 26

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 January.

The Officers of the Department conducted interviews with four applicants to fill three vacant positions on the Department. These positions were created with the resignations of Dick Henrich, Mike Bach and Jose Rodriguez.

Training in January included a tour and pre-plan of St. Anthony Regional Hospital and Nursing Home. Tours like this assist firefighters by refreshing in their minds as to the building layout and response procedures in the event of an emergency at this location. On January 20th, our department hosted the Carroll County Firefighters Association meeting. Meeting attendees reviewed the capabilities of the aerial drone recently received and placed in service by Carroll County emergency responders. Fire Lieutenant B.J. Schreck and Training Officer Brad Warnke are certified drone pilots. There are also pilots from the Police and Sheriff's Departments and two civilian pilots.

Run Report for January:

Alarm Date	Alarm Location	Incident Type
01/06/2020	502 S Maple	Sprinkler head activation – no fire
01/06/2020	214 N Clark Apt 3	Carbon monoxide detector malfunction
01/15/2020	1010 Woodland Dr	Alarm malfunction
01/19/2020	17965 Carroll St (Maple River)	Carbon monoxide detector malfunction
01/29/2019	Grant & Highway 30	Two vehicle collision
01/31/2019	100 S Crawford	Small fire in bathroom

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

DARE began on January 7th for 6th grade students at Kuemper Middle School. It is scheduled to run until April 21st with a graduation to occur later that week.

On the 19th, K9 Eudoris III and Officer Ferrin attended a presentation at Fairview Elementary. The K9 team was present for a demonstration to the 2nd grade class that had recently read a book titled Officer Buckle and Gloria which is about a K9 team that presents to schools on safety.

The newest police car, unit 14, was outfitted this month and put on patrol on the 30th. This new vehicle is a Ford Police Interceptor Utility Hybrid and is marked similar to our other units.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	January 2020	January 2019	January 2018
Forcible Rape			1
Forcible Fondling			
Aggravated Assault		1	2
Simple Assault	3	3	2
Intimidation			
Domestic Abuse	5	2	1
Burglary/B&E		3	
Shoplifting	7	6	3
Theft from Vehicle	1	5	2
Theft Vehicle Part		2	1
Theft from Building	3	5	5
Theft from Vending			
Other Larceny		1	
Arson			1
Counterfeit/Forgery		3	1
Credit/ATM Fraud	2	1	
Identify Theft			
Wire Fraud			
Bad Checks	1		
Vandalism: Business			3
Vandalism: Other		1	
Vandalism: Vehicle	1	5	1
Vandalism: Residence		2	
Vandalism: School	1		
Weapon Law Violation			
Drug/Narc Violations		2	3
Drug Equipment Viol			
Drive Under Influence	6	3	3
OWI 2nd	2		
Liquor Law Violation	1	1	
Under 21 BAC .02			
Drunkenness		2	6
Disorderly Conduct		4	
Harassment	2		
All Other Offenses	5	2	1
False Information			
Trespassing		2	2
Missing Person			
Found Person			1
Found Property	1	1	1
Unattended Death			
Suicide			

Animal Bite		1	
Warrant Outside	3	6	6
Restraining Order	1		1
1050F Traffic Accident			
10-50 PI Personal Injury	2		
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	10	24	11
10-50 Car & Deer			
1050 PD: Hit and Run	2	2	4
1050 PD: City Vehicle			1
10-50 PD Under 1500	1	2	3
Assist Other Agency			
Moving Violations			
Op After Revocation	2	1	2
Operate After Suspen	6	13	14
Miscellaneous Public	4		2
Total	**72**	**106**	**84**

January 1 – 31, 2020

Citations	
Animal	0
Dark Windows	1
License Violation	18
Other	1
Parking Violation	90
Registration	11
Seatbelt	1
Tobacco	0
Traffic	64
Warning Notices	281
Loud Stereo	0
TOTAL	**467**

Salvage Vehicle Inspections: 9

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - January 2020

Class	Permit Type	Date Issued	Valuation		Permit #	Fee
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					
		1/2/2020	$54,488.00		190358	$300.15
		1/14/2020	$148,000.00		200012	$563.50
		1/30/2020	$0.00		200016	$35.00
	Commercial Building Valuation Total:		**$202,488.00**	**Commercial Building Fee Total:**		**$898.65**
	Electrical					
		1/3/2020			200004	$102.97
		1/14/2020			200005	$119.41
		1/14/2020			200006	$116.23
		1/14/2020			200010	$35.88
		1/30/2020			200019	$74.13
				Commercial Electrical Fee Total:		**$448.62**
	Mechanical					
		1/14/2020			200013	$35.26
		1/30/2020			200017	$46.88
				Commercial Mechanical Fee Total:		**$82.14**
	Plumbing					
		1/14/2020			200011	$114.50
				Commercial Plumbing Fee Total:		**$114.50**
	Right of Way					
		NONE				$0.00
				Commercial Right of Way Fee Total:		**$0.00**
	Sign					
		NONE				$0.00
				Commercial Sign Fee Total:		**$0.00**
	Commercial Valuation Total:		**$202,488.00**	**Commercial Fee Total:**		**$1,543.91**

Residential					
	Building				
		NONE	$0.00		$0.00
	Residential Building Valuation Total:		**$0.00**	**Residential Building Fee Total:**	**$0.00**
	Electrical				
		1/3/2020		200003	$35.88
		1/22/2020		200014	$33.20
				Residential Electrical Fee Total:	**$69.08**
	Mechanical				
		1/2/2020		200002	$28.63
		1/14/2020		200007	$28.63
		1/14/2020		200008	$28.63
		1/22/2020		200015	$31.38
				Residential Mechanical Fee Total:	**$117.27**
	Plumbing				
		NONE			$0.00
				Residential Plumbing Fee Total:	**$0.00**
	Right of Way				
		1/14/2020		200009	$25.00
		1/30/2020		200018	$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:**	**$236.35**
	Valuation Grand Total:		**$202,488.00**	**Fee Grand Total:**	**$1,780.26**

Permits - YTD - through January 2020

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$202,488.00		$898.65
	Electrical			$448.62
	Mechanical			$82.14
	Plumbing			$114.50
	Right of Way			$0.00
	Sign			$0.00
	Commercial Valuation Total:	**$202,488.00**	**Commercial Fee Total:**	**$1,543.91**
Residential				
	Building	$0.00		$0.00
	Electrical			$69.08
	Mechanical			$117.27
	Plumbing			$0.00
	Right of Way			$50.00
	Sign			$0.00
	Residential Valuation Total:	**$0.00**	**Residential Fee Total:**	**$236.35**
	Valuation Grand Total:	**$202,488.00**	**Fee Grand Total:**	**$1,780.26**

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.
- Graded alleys.
- Patched potholes.
- Hauled street sweepings to Landfill.
- Division Safety Meeting: "The Intersection Problem", January 9, 2019.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 29.831 million gallons
  Daily Average: 0.962 million gallons
  Daily Maximum: 1.155 million gallons
- Completed 32 Iowa One Call locate requests.
- Meter Department
  - 37 service orders.
  - 19 delinquents.
  - 1 reread.
  - 0 stuck meters.
- Division Safety Meeting: Iowa One Call Excavation Safety Awareness Program; January 14, 2020.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 38.956 million gallons
  Daily Average: 1.257 million gallons
  Daily Maximum: 1.672 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: Iowa One Call Excavation Safety Awareness Program; January 14, 2020.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Snow removal and ice control for multiple events.
- Removed snow from CBD.
- Assisted Water Division with water leak on January 22, 2019.
- Trimmed trees in ROW.
- Started repairs of the Clark Street storm sewer.
- Dale Pottebaum, Jeff Warnke and Kurt Mosman attended a traffic control class held by General Traffic Control on January 7th and 8th.
- Most employees attended the Iowa One Call Workshop on January 14, 2019.
- Removed Christmas lights from CBD.

Division: Water; Terry Kluver, Water Superintendent

- Repaired watermain break on Bass Street between Pike Avenue and Marcella Heights Drive.
- Installed three (3) fire hydrant main valve seats after Leak Detection Survey.
- Repaired watermain break at Lois Avenue and Lynn Street.
- Assisted the Street Division with snow removal on multiple snow events.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Received new 4" diesel trailer pump.
- Continued work on the Disinfection Improvements project.
- Repaired Blower #4 Motor.
- Replaced manhole on N. Adams Street
- Passed Lab Certification Inspection.
- Passed annual WET test.
- Sanitary sewer backup on Woodland Drive.

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.
- Trimming trees in Street ROW
- Repair the Clark Street storm sewer.

Division: Water; Terry Kluver, Water Superintendent

- Jared Hays will be taking his exam for Grade 2 Distribution System certification.
- Terry Kluver will be attending the Carroll DMACC Career Discovery Day to highlight the Water Operator career path.
- Obtain permit-required samples for Nitrite from SEP and distribution system.
- Complete and file end-of-year documents.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Install Blower #4 motor.
- Repair seals on Digester #1 mixer.
- Hook up sampler in the UV building.
- Start up the new UV system.
- Complete Copper Compliance Test for the BLM.

CAPITAL PROJECT STATUS SUMMARY – 02-12-2020

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 Badding Constr. Co.	$5,680.00 $65,765.00		$5,680.00 $43,402.76		09-14-18 10-14-18	
Streambed Stabilization		FY17	FY14	$385,000	2018	JEO Consulting Group, Inc. Healy Excavating	$39,850.00 $320,116.00	02-25-19 10-28-19	$40,190.00		08-01-19 05-31-20	
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc. Godbersen-Smith Construction Co.	$60,800.00+ $555,808.75	09-24-12	$143,848.36 $563,827.37	95%	11-15-13 11-15-13	Plus Hourly Construction Service
Street Maintenance Building	2017 On-going	FY16	FY14	$4,977,500	2019	FEH FEH DESIGN	$22,500.00 $349,050.00	01-25-16 12-10-18	$22,500.00 $201,954.25		05-01-16 Fall, 2019	Space Needs/ Prelim. Design Design
US 30 – Grant Road Intersection	2017 On-going	FY12	FY12	$2,604,530	2018	Snyder & Associates, Inc. Snyder & Associates, Inc. Dixon Const. Co.	$4,900.00 $421,525.00 $1,449,835.78	07-22-13 04-14-14 04-02-18	$4,900.00 $453,152.02 $1,455,565.45	97%	08-15-13 118 Working Days	TSIP Application Design & Construction
Well and Transmission Main Transmission Main – Group A	2014 2014	FY16 FY16	FY16 FY16			JEO Consulting Group, Inc. Drake Construction, L.C.	$383,312.50 $790,134.07	07-28-14 03-23-14	$335,899.36 $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. King Construction	$19,800.00 $321,746.00	02-11-19 06-24-19	$19,000.00 $300,631.40	 55%	2019 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. Woodruff Const., LLC	$73,500 $995,539.60	 03-25-19	$74,596.25 $858,440.64	 3%	 03-01-20	
Water Storage Tower		FY20	FY19	$575,000	2019	JEO Consulting Group, Inc. Utility Service Co., Inc.	$29,400.00 $591,900.00	02-11-19 06-04-19	$107,272.75 $178,030.00		07-01-19 120, 150 days	Design
Watermain Improvement 2020		FY20	FY20	$500,000	2020	JEO Consulting Group	$136,500.00	10-14-19	$52,540.00			
Water Well 2020		FY20	FY20	$725,000	2020	JEO Consulting Group	$125,800.00	10-14-19	$18,480.00			
Downtown Streetscape Phase 10	On-going	FY19	FY19	$1,300,000	2019	Confluence	$103,475.00	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	$21,519.95		03-20	
Street Resurfacing 2019	On-going	FY19	FY19	$700,000	2019	JEO Consulting Group, Inc. Ten Point Construction Co., Inc.	$88,100.00 + Hourly $928,994.54	10-08-18	$86,610.00 $1,055,300.28	 95%	2019	Design Const. Service
Street Resurfacing 2020	On-going	FY20	FY20	$1,575,000	2020	JEO Consulting Group	$210,650.00	0-23-19	$121,360.00			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Tom Weber, Parks Superintendent

- Replaced two sinks in Rolling Hills Park
- Trimmed trees in parks
- Trimmed trees at City Hall
- Dump trash cans in parks twice week
- Serviced airiator
- Painted flatbeds on two pickups
- Painted picnic tables
- Organized shop

Golf: Scott Haakenson, Golf Superintendent

- Sanded and painted red tee markers
- Cleaned and ground reels and bedknives on toro gang mower
- Cleaned and ground reels and bedknives on G-Plex collar mower
- Moved snow in front of shop a few times

Cemetery: Jake Bruggeman, Cemetery Sexton

- Dug 6 graves
- Performed the duties of six funerals, one Saturday funeral
- Turned in all paperwork and receipts to city hall
- Assisted three individuals with burial plot information
- Emptied trash cans as needed
- Worked with the parks department for the remaining time of the month

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

- Mailed sponsorship request letters
- Recreation Center staffing, maintenance, and programming. 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

- Painted and installed permanent soccer goas in Maple Park
- Spread two semi loads of play ground mulch in all parks

Golf: Scott Haakenson, Golf Superintendent

- Jeremy and I attended the Iowa Turf Conference

Cemetery: Jake Bruggeman, Cemetery Sexton

- Pushed snow at the rec center and cemetery six times

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

- Mermaid Party
- Swim lessons
- Basketball Basics
- New hip hop step class
- Installation of three new recumbent bikes in the weight room
- Completion of digital program guide for spring/summer activities

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
- City construction site
- Finishing budget items
- Roof drain leaks at Rec Center
- Electrical update at Museum
- Baseball lights bid
- '20-'21 budget
- Golf carpet cleaned
- Tables ordered for Rec Center

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Paint bathroom at cemetery by old shop
- Cut trees in NE Park
- Cut trees in Maple Park
- Paint picnic tables
- Snow removal as needed
- Install steps to storage area

Golf: Scott Haakenson, Golf Superintendent

- Keep grinding reels
- Sand and paint yellow and white tee markers
- Paint trash cans

Cemetery: Jake Bruggeman, Cemetery Sexton

- Perform the duties of any funerals needed and assist any individuals needing plots
- Move snow as needed
- Continue to help the parks department on a daily basis

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

- Start of adult volleyball
- Registration deadlines for spring soccer and the next session of swim lessons
- State swim meet

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Water meter replacement at Rec

Safety Topic:

- Iowa One Call Meeting
- Heavy Equipment

CITY OF CARROLL
MONTHLY ACTIVITY REPORT

Department/Division Carroll Public Library

Month **January** Year **2020**

Person preparing report Rachel Van Erdewyk

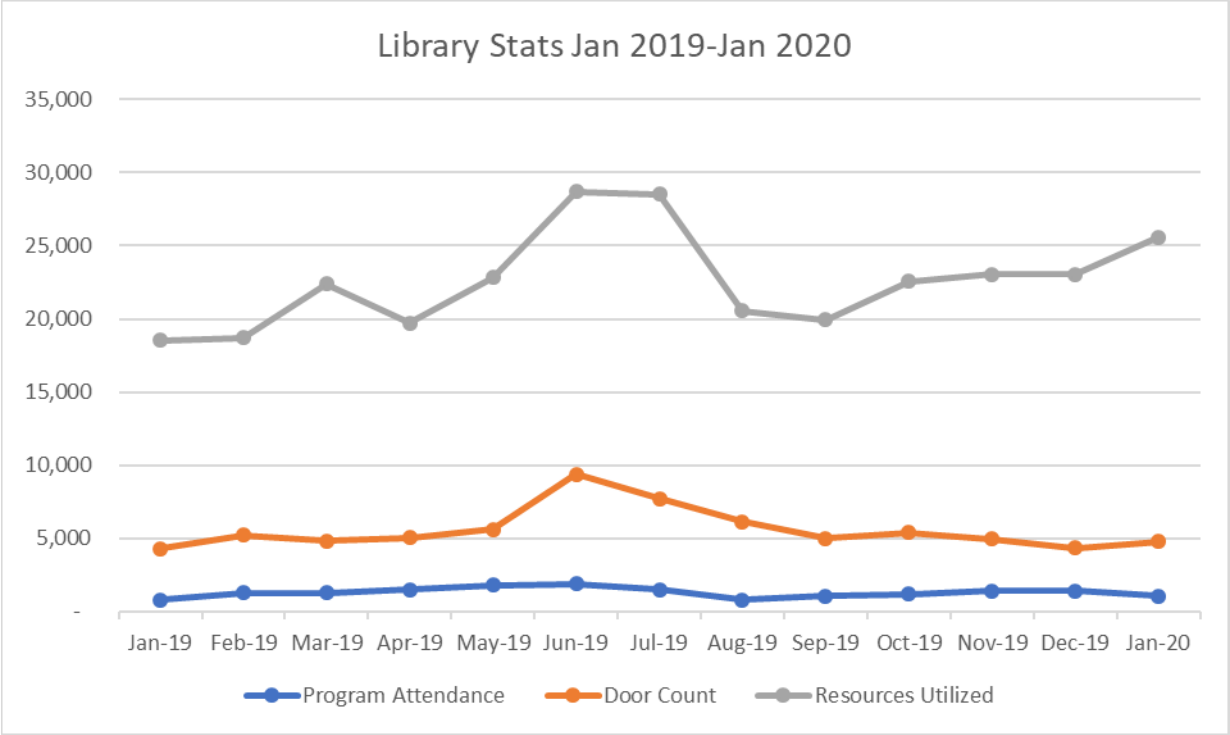
Routine activities for the month/statistics:

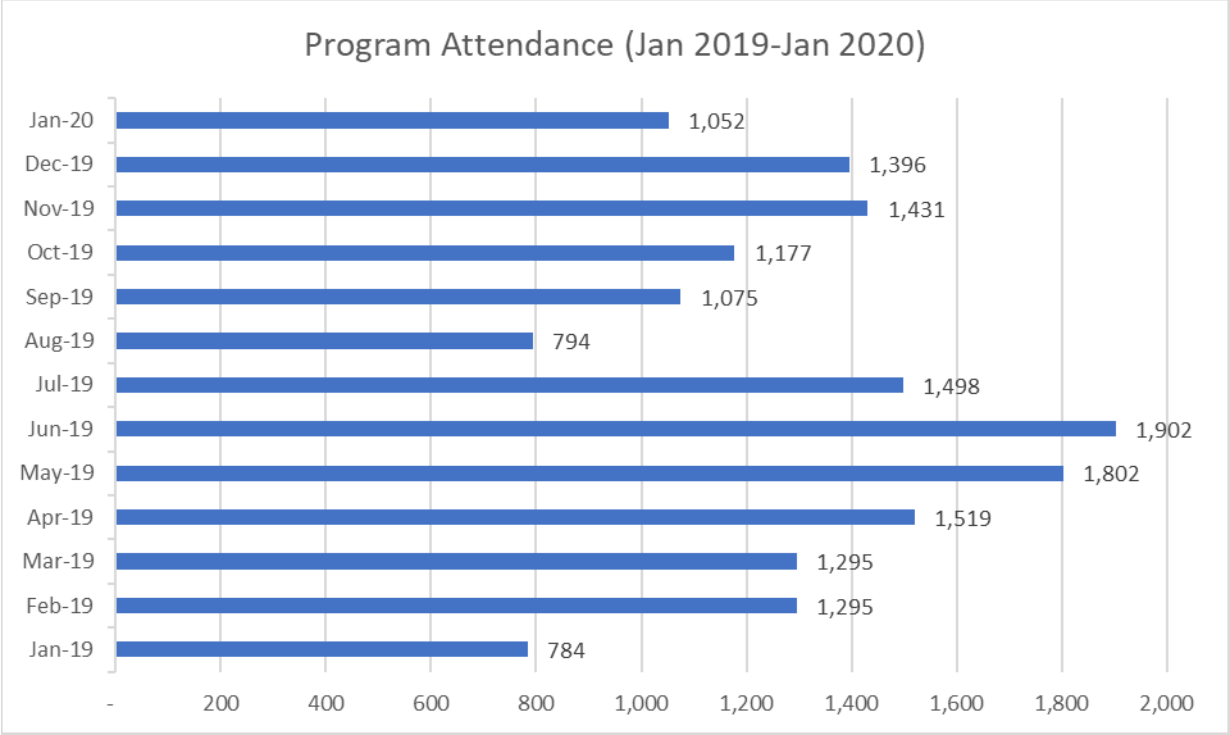
Program Attendance:		**Monthly Statistics:**	
Tech Help Fridays	20	Total Print Circulation	8,523
Children's Library Programs	259	BRIDGES Circulation	955
Children's Programs Outreach	541	Consumer Reports	119
Diane's Read Aloud	147	Public Computer Use	536
Crafty Library Ladies	68	Wi-Fi Use	177
Poetry Group	6	Website Visits	3,613
Book Clubs	11	Gale Databases	98
		Global Road Warrior	6
		Learning Express	43
		Freegal	847
		Transparent Language	2
		Chilton Auto Manual	12
		eMagazine Circulation	67
		Daily Times Herald Archives Views	10,414
		Lynda.com	170
		RBDigital eAudiobooks	13
		Brainfuse	0
Total Program Attendance	**1,052**		
Monthly Door Count	**4,793**	**Total Resources Utilized**	**25,595**

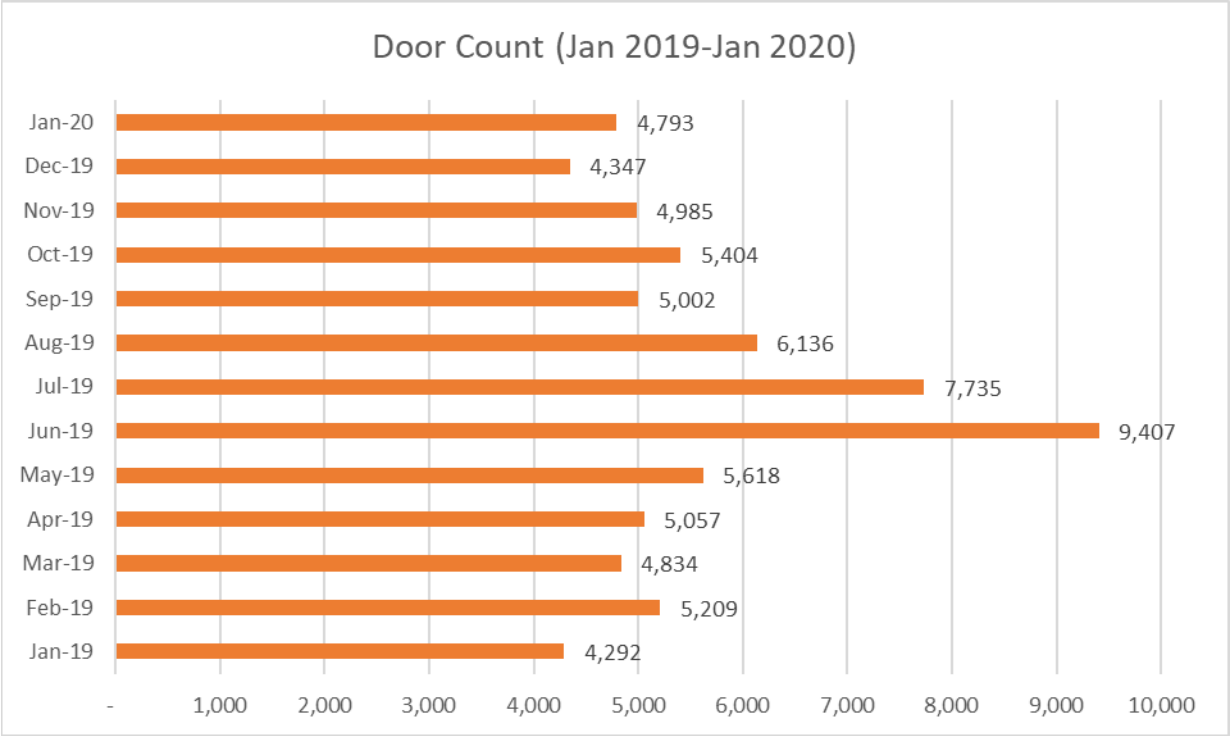
Special activities/accomplishments:

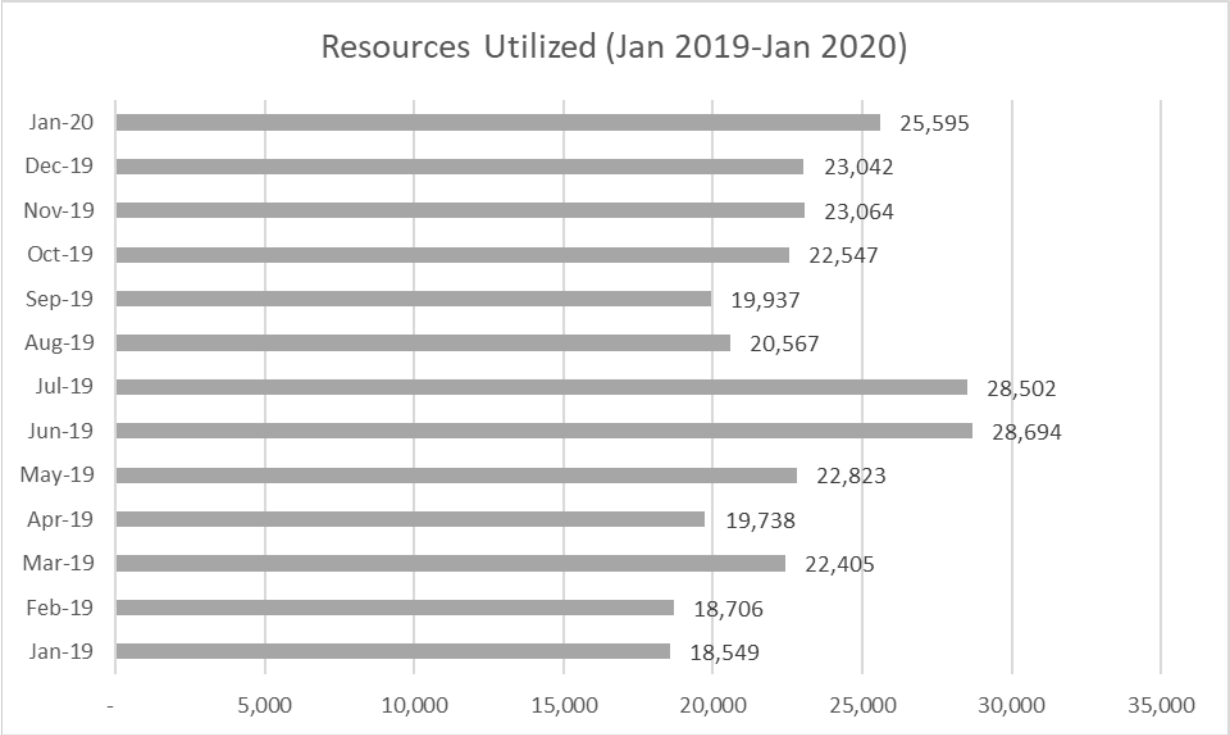
1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Pet Readers, Romp and Read at the Carroll Rec Center, and outreach events with book visits to the Breda daycare.
2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, Book Clubs and the Poetry Group.
3) Need tax information and forms? Check out our link at the Carroll Public Library's Website for all your tax needs: http://www.carroll-library.org/tax-resources-available-at-carroll-public-library-
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 January 2019-January 2020






Door Count (Jan 2019-Jan 2020)
Jan-20
Dec-19
Nov-19
Oct-19
Sep-19
Aug-19
Jul-19
Jun-19
May-19
Apr-19
Mar-19
Feb-19
Jan-19
4,793
4,347
4,985
5,404
5,002
6,136
7,735
9,407
5,618
5,057
4,834
5,209
4,292
-
1,000
2,000
3,000
4,000
5,000
6,000
7,000
8,000
9,000
10,000


Resources Utilized (Jan 2019-Jan 2020)
Jan-20
Dec-19
Nov-19
Oct-19
Sep-19
Aug-19
Jul-19
Jun-19
May-19
Apr-19
Mar-19
Feb-19
Jan-19
25,595
23,042
23,064
22,547
19,937
20,567
28,502
28,694
22,823
19,738
22,405
18,706
18,549
-
5,000
10,000
15,000
20,000
25,000
30,000
35,000