City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

January 2019

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
- Finalized FY 19/20 budget proposal to deliver to Council
- Finalized FY 17/18 audit report with presentation to Council
- Council budget work sessions – January 17, 22, and 29
- Prepared FY 19/20 budget state forms
- Prepared 2018 W2s, mailed to employees and filed with governmental authorities
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – January 16, 2019
    - Rolled out new wellness website – January 28, 2019

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Work with Ahlers & Cooney for pre-levy resolution for 2019A debt issuance
- Prepare and file annual continuing debt disclosure
- Begin union negotiations
- Continue to promote wellness program with employees
    - Kuemper Fit Knight Days – February 18 & 19
    - Wellness Coalition Meeting – February 20

Accomplishments of particular note:

- 320 utility bills and statements were emailed in January 2019

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 January.

Firefighters began the annual task of testing fire hose. This is always a big undertaking as all of the Department's fire hose is unloaded from the trucks, stretched out and pressure tested to more than 200 psi.

Four of our newer members, Andy Goetzinger, Jake Hannasch, Tyler Schultes and Michael Strautman are currently participating in Fire Fighter 1 Training. This training is presented by the Iowa Fire Service Training Bureau. It consists of approximately 120 hours of classroom and hands-on experience. At the conclusion of instructional portion of the training, a written test is administered with a minimum passing score of 70% required for certification. In addition, firefighters must also demonstrate proficiency in various hands-on skills learned during training. Our Department requires members to certify to Fire Fighter 1 level within two years of joining the Department.

Chief Schreck, Captain Dan Hannasch and Firefighter Mike Bach attended the Carroll County Firefighters Association meeting held in Templeton on January 21st.

Run Report for January:

Alarm Date	Alarm Location	Incident Type
01/05/2019	1124 Skyline Dr	Kitchen fire
01/07/2019	1018 Mockingbird Dr	False alarm
01/14/2019	1214 S Grant Rd	False alarm
01/17/2018	512 E 18th Apt. J3	Smoke smell no fire
01/23/2019	502 N Court	Alarm malfunction
01/26/2019	17256 Ivy Ave	Vehicle rollover
01/30/2019	1321 Salinger Ave	Alarm malfunction
01/31/2019	521 E 7th St	Carbon monoxide alarm

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officers Steven Pudenz and Blake Fiferlick began the basic academy at the Iowa Law Enforcement Academy on the 3rd. They will finish with the academy on April 19th. Following graduation they will be assigned to field training for 10 weeks before being assigned to a patrol shift.

The City/County Communications Center budget was set on the 21st. The City of Carroll pays 50% of the total Communications Center budget with the other 50% being covered by Carroll County.

Sergeant Tony Amdor attended the quarterly Emergency Management and 911 meetings. These meetings were used to finalize a budget for both committees which will be approved by elected officials from around Carroll County on a date to be set in February.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	January 2019	January 2018	January 2017
Forcible Rape		1	
Forcible Fondling			1
Porno/Obscene Material			1
Aggravated Assault	1	2	
Domestic Violence			
Simple Assault	3	2	4
Domestic Abuse	2	1	2
Burglary/B&E	3		5
Shoplifting	6	3	3
Theft from Vehicle	5	2	2
Theft Vehicle Part	2	1	
Theft of Bike			
Theft from Building	5	5	1
Other Larceny	1		1
Motor Vehicle Theft			1
Arson		1	
Counterfeit/Forgery	3	1	2
Credit/ATM Fraud	1		1
Identify Theft			
Wire Fraud			
Bad Checks			
Stolen Property			
Vandalism			
Vandalism: Business		3	4
Vandalism: Residence	2		2
Vandalism: Vehicle	5	1	4
Vandalism: School			
Vandalism: Other	1		
Weapon Law Violation			
Drug/Narc Violations	2	3	3
Drug Equipment Viol			
Drive Under Influence	3	3	5
OWI 2nd			1
OWI 3rd			
Liquor Law Violation	1		1
Under 21 BAC.02			
Drunkenness	2	6	5
Disorderly Conduct	4		3
Harassment			
All Other Offenses	2	1	4
False Information			1
Trespassing	2	2	1
Runaway			

Missing Person			
Found Person		1	
Found Animal			
Found Property	1	1	
Firearms Accidents			
Unattended Death			
Animal Bite	1		
Dispose of Animal			
Warrant Outside	6	6	8
Restraining Order		1	
1050F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	24	11	19
10-50 Car & Deer			
1050 PD: Hit and Run	2	4	1
1050 PD: City Vehicle		1	
1050 PD: Police Vehicle			
10-50 PD Under 1500	2	3	5
Assist Other Agency			
Moving Violations			
Op After Revocation	1	2	1
Operate After Suspen	13	14	8
Miscellaneous Public		2	6
Total	**106**	**84**	**106**

01/01/2019 thru 01/31/2019

Citations	
Animal	2
Dark Windows	0
License Violation	25
Other	1
Violation (Parking)	5
Registration	15
Seatbelt	7
Tobacco	0
Traffic	47
Warning Notices	157
Loud Stereo	0
TOTAL	**259**

01/01/2019 thru 01/31/2019

Salvage Vehicle Inspections: 15

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - January 2019

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					
		01/28/2019	$85,000.00		190005	$394.00
	Commercial Building Valuation Total:		**$85,000.00**	**Commercial Building Fee Total:**		**$394.00**
	Electrical					
		NONE				$0.00
				Commercial Electrical Fee Total:		**$0.00**
	Mechanical					
		01/11/2019			180379	$28.63
		01/28/2019			190006	$32.88
				Commercial Mechanical Fee Total:		**$61.51**
	Plumbing					
		01/11/2019			180382	$92.50
				Commercial Plumbing Fee Total:		**$92.50**
	Right of Way					
		NONE			180005	$0.00
				Commercial Right of Way Fee Total:		**$0.00**
	Sign					
		NONE				$0.00
				Commercial Sign Fee Total:		**$0.00**
	Commercial Valuation Total:		**$85,000.00**	**Commercial Fee Total:**		**$548.01**

Residential					
	Building				
		01/11/2019	$0.00	180380	$70.00
		01/28/2019	$45,000.00	190004	$262.00
	Residential Building Valuation Total:		**$45,000.00**	**Residential Building Fee Total:**	**$332.00**
	Electrical				
		01/11/2019		180381	$33.20
		01/17/2019		180385	$107.00
		01/17/2019		180386	$35.88
		01/17/2019		180387	$35.88
		01/28/2019		190002	$65.78
		01/28/2019		190003	$100.00
				Residential Electrical Fee Total:	**$377.74**
	Mechanical				
		01/17/2019		180383	$47.52
		01/29/2019		190007	$28.63
				Residential Mechanical Fee Total:	**$76.15**
	Plumbing				
		01/17/2019		180384	$36.50
		01/28/2019		190001	$72.50
				Residential Plumbing Fee Total:	**$109.00**
	Right of Way				
		NONE			$0.00
				Residential Right of Way Fee Total:	**$0.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$45,000.00**	**Residential Fee Total:**	**$894.89**
	Valuation Grand Total:		**$130,000.00**	**Fee Grand Total:**	**$1,442.90**

Permits - YTD - through January 2019

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$85,000.00		$394.00
	Electrical			$0.00
	Mechanical			$61.51
	Plumbing			$92.50
	Right of Way			$0.00
	Sign			$0.00
	Commercial Valuation Total:	**$85,000.00**	**Commercial Fee Total:**	**$548.01**
Residential				
	Building	$45,000.00		$332.00
	Electrical			$377.74
	Mechanical			$76.15
	Plumbing			$109.00
	Right of Way			$0.00
	Sign			$0.00
	Residential Valuation Total:	**$45,000.00**	**Residential Fee Total:**	**$894.89**
	Valuation Grand Total:	**$130,000.00**	**Fee Grand Total:**	**$1,442.90**

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.
- Applied salt-sand and brine for nine snow/ice events.
- Patched potholes in streets.
- Installed new CBD business location signs.
- Maintained signs and signals.
- Maintained snow equipment.
- Haul out ice from sump pump discharge on streets.
- Division Safety Meeting: Excavation Safety Awareness Program, Iowa One Call; January 17, 2019.

Division: Water: Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 33.022 million gallons
  Daily Average: 0.968 million gallons
  Daily Maximum: 1.262 million gallons
- Completed 43 Iowa One Call locate requests.
- Meter Department
  - 197 service orders.
  - 36 delinquents.
  - 0 rereads.
  - 0 stuck meters.
  - 1 high water bill.
- Division Safety Meeting: Excavation Safety Awareness Program, Iowa One Call; January 17, 2019.

Division: Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 50.438 million gallons
  Daily Average: 1.627 million gallons
  Daily Maximum: 2.227 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: Excavation Safety Awareness Program, Iowa One Call; January 17, 2019.

Special Activities/Accomplishments of particular note:

Division: Streets: Tom Weber, Street Superintendent

- Removed all Christmas decorations from CBD.
- Assisted the Water Division with a watermain break on January 14, 2019.

Division: Water: Terry Kluver, Water Superintendent

- Repaired watermain break on Eighth Street between Hwy. 30 and Salinger Avenue.
- Removed two (2) large bushes at High Service Pump Station.
- Flushed fire hydrants in all of the subdivisions north of 18th Street and east of Grant Road.
- Repaired leak on 16" pipe to the aerator at the Water Treatment Plant.

Division: Sean Kleespies: Wastewater Superintendent

- Carroll Controls repaired the digester boiler.
- Boiler inspection completed.
- Replaced level transducer for the fine screen.
- Repaired water line break in the preliminary building.
- Continued CCTV of the sanitary sewer.

Activities planned for next month and other comments:

Division: Streets: Tom Weber, Street Superintendent

- Core drill streets for 2019 Street project.
- Snow removal and ice control.
- Trim trees.
- Patch potholes in streets.
- Maintain signs and signals.

Division: Water: Terry Kluver, Water Superintendent

- Obtain permit-required samples for Nitrite from SEP and distribution system.
- Flow test fire hydrant at Court Street and 5th Street for Library project.
- Jared Hays and Mike Killeen to attend a Work Zone Safety Workshop in Ames on February 1, 2019.
- Update utilities maps with completed project.
- Train Mike Killeen on plant operations.

Division: Sean Kleespies: Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Repaired bearing on Raw Sewage Pump #1.
- Effluent water toxicity test.
- Continue CCTV of the sanitary sewer.
- Jerry Dentlinger and Travis Boell Grade 2 Wastewater testing.

CAPITAL PROJECT STATUS SUMMARY – 02-12-19

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Library/City Hall Project	2017	FY 18	FY18	$4,511,000	2019	OPN Architects Badding Constr. Co.	$604,666.00 $4,555,187.00	12-18-17 10-15-18	$510,769.79 $853,895.70	84% 18.75%		
Trails	2015 On-going	FY 17	FY16									
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		FY 17	FY16	$385,000	2018							
Street Maintenance Building	2016 On-going	FY 16	FY14	$4,308,500	2019	FEH FEH DESIGN	$22,500.00 $349,050,99	01-25-16 12-10-18	$22,500.00		05-01-16 Fall, 2019	Space Needs/ Prelim. Design 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	$143,848.36 $563,827.37	 95%	11-15-13 11-15-13	Plus Hourly Construction Services
Street Resurfacing 2019	On-going	FY 19	FY 19	$700,000	2019	JEO Consulting Group, Inc.	$88,100.00 + Hourly	10-08-18	$59,960.00		2019	Design Const. Service
US 30 – Grant Road Intersection	2016 On-going	FY 14	FY14	$1,466,150	2017	Snyder & Associates, Inc. Snyder & Associates, Inc. Dixon Const. Co.	$4,900.00 $412,525.00 $1,449,835.78	07-22-13 04-14-14 04-02-18	$4,900.00 $434,241.04 $1,428,630.45	100%	08-15-13 118 Working Days	TSIP Application Design & Construction

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 Badding Constr. Co.	$109,101.00 $1,707,342.05	10-23-17 05-29-18	$103,973.46 $1,627,683.04	 18%	05-18 11-16-18	
Downtown Streetscape Phase 10	On-going	FY 19	FY 19	$1,300,000	2019	Confluence	$97,915.00	10-22-18	$37,566.70		04-19	
Downtown Streetscape Phase 11	On-going	FY20		$1,700,000	2020	Confluence	$118,775.00	03-19	$7,020.00		03-20	
Well and Transmission Main Transmission Main – Group A	2014 2014	FY 16 FY 16	FY16 FY16			JEO Consulting Group, Inc. Drake Construction, L.C.	$324,000.00 $790,134.07	07-28-14 03-23-14	$327,680.61 $751,752.95	 95%		 Contract Completion 11-30-15
Watermain Replacement		FY 16	FY16	$500,000	2018	JEO Consulting Group, Inc.	$19,800.00	02-11-19			2019	
Water Storage Tower		FY20	FY19	$575,000	2019	JEO Consulting Group, Inc.	$29,400.00	02-11-19			07-01-19	Design
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		$16,936.61			
Wastewater Treatment Plant Sludge Handling			FY19	$330,0000		Veenstra & Kimm, Inc.	$18,800		$18,800.00			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Golf: Scott Haakenson, Golf Superintendent

- Clean and grind reels and bedknives
- Grind rotary mower blades

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

- CRO & Lifeguard Schedule
- LG Meeting (January 13)

Recreation Center: Joel Cortum, Program Specialist/Recreation Center Director

- Weight room equipment maintenance
- Fliers to schools for soccer registration
- Sent out sponsorship letters to local businesses

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

- Attended Iowa Turfgrass Conference

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

- Lifeguard recert class (January 12 & 13)
- Story Time / Romp & Read (January 9,10 & 28)
- 1 home high school Carroll High swim meet / 2 CAST meets

Recreation Center: Joel Cortum, Program Specialist/Recreation Center Director

- New Pickleball nets
- Basketball Basics
- Updated forms and policies for memberships and swimming pool

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 Club House siding
- 24 hour at Rec Center Cameras and Locks
- Cemetery door lock
- City construction sites
- Railings west entry at Rec Center
- Rec and Cemetery snow removal
- AHU #1 and 6 heating system at Rec Center
- Men's shower mixing valve at Rec Center
- Library heating controls
- Ordered small auto scrubber and swing machine

Activities planned for next month and other comments:

Golf: Scott Haakenson, Golf Superintendent

- Continue to work on reels
- Sand and paint ballwashers, tee markers, trash cans

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

- Romp and Read (February 25)
- Carroll PE Class swim lessons for 2nd/4th/6th grade- all month
- 1 CAST meet

Recreation Center: Joel Cortum, Program Specialist/Recreation Center Director

- 24- hour access
- Attended the Iowa Soccer Symposium

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- City building construction

Safety Topic:

- Swim Bands
- Snow removal and cold weather

Director's Report
January 2019

As reported by Rachel Van Erdewyk, Library Director

Program Attendance:

Tech Help Friday	17
Children's Library Programs	175
Children's Program Outreach	392
Diane's Read Aloud	92
Crafty Library Ladies	60
Book Club Groups	11
Poetry Group	3
Human Trafficking Program	34

Monthly Statistics:

Total Print Circulation:	7,863
BRIDGES Circulation:	940
Consumer Reports:	454
Public Computer Use:	415
Wi-Fi Use:	157
Website Visits	2,986
Gale Databases:	16
Global Road Warrior Page Views:	1
Learning Express Resources:	76
Freegal Music Downloads:	940
Transparent Language:	9
Chilton Auto Manual	3
ABC Mouse Sessions:	0
Zinio Digital Magazine Circulation:	63
Daily Times Herald Page Views:	4,554
Lynda.com	60
RBDigital	12

Total Program Attendance	**784**
Monthly Door Count	**4,292**

Total Resources Utilized	**18,549**

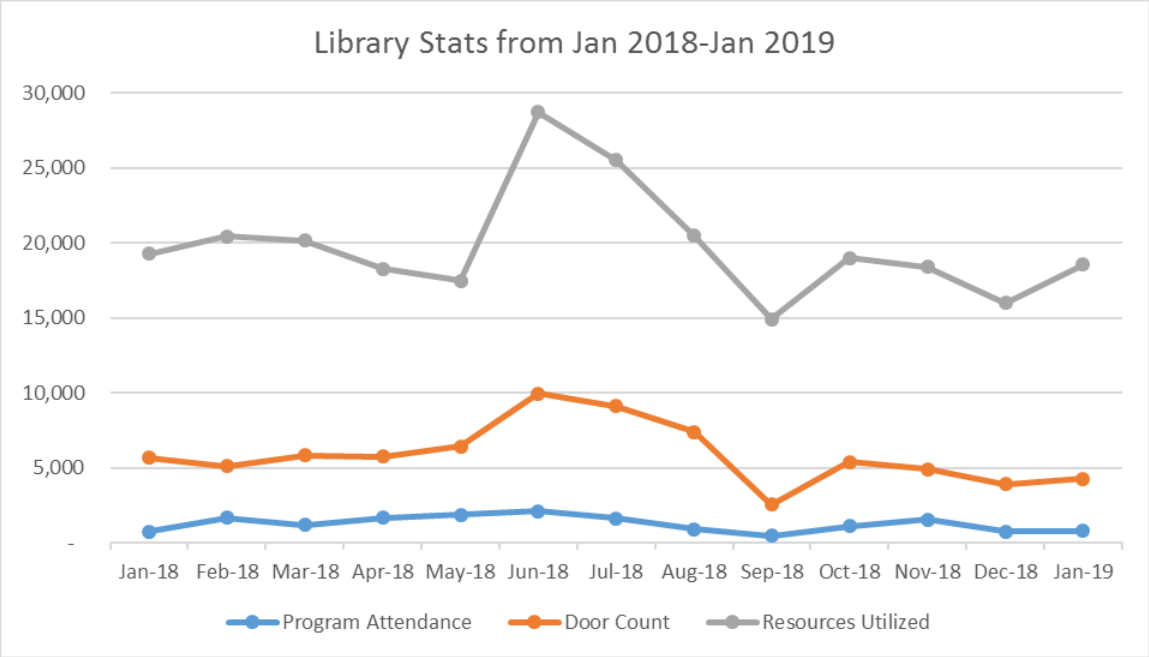
Special activities/accomplishments of particular note:

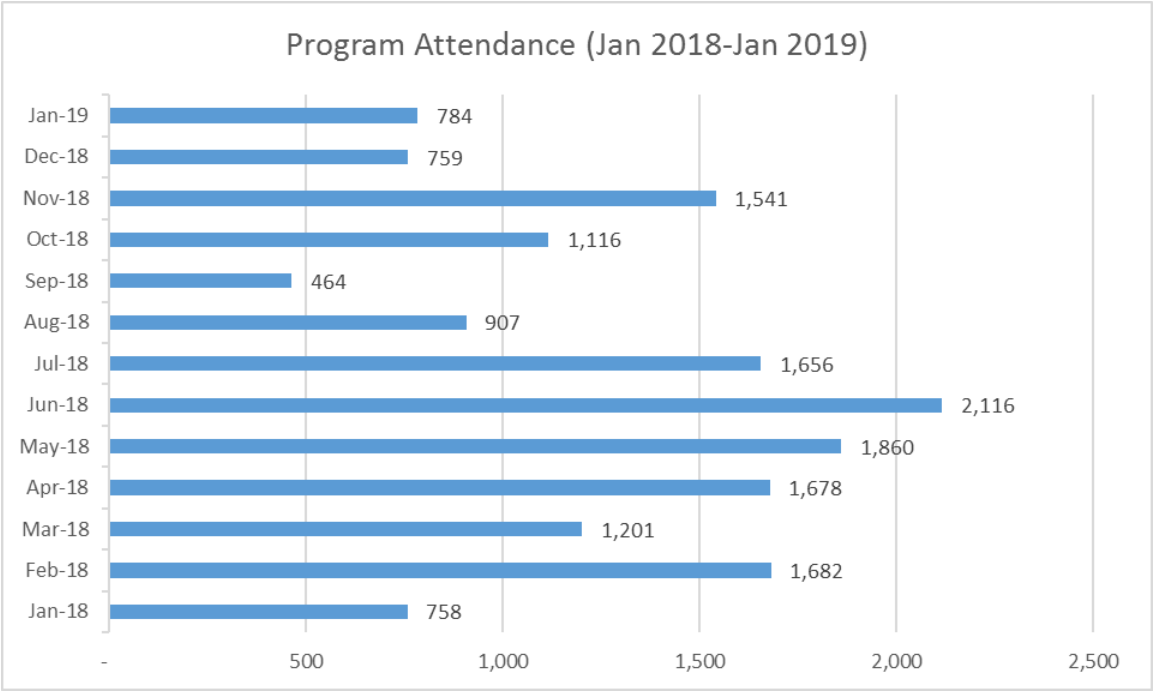
1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Pet Readers, and outreach events with book visits to the various daycares in the area.

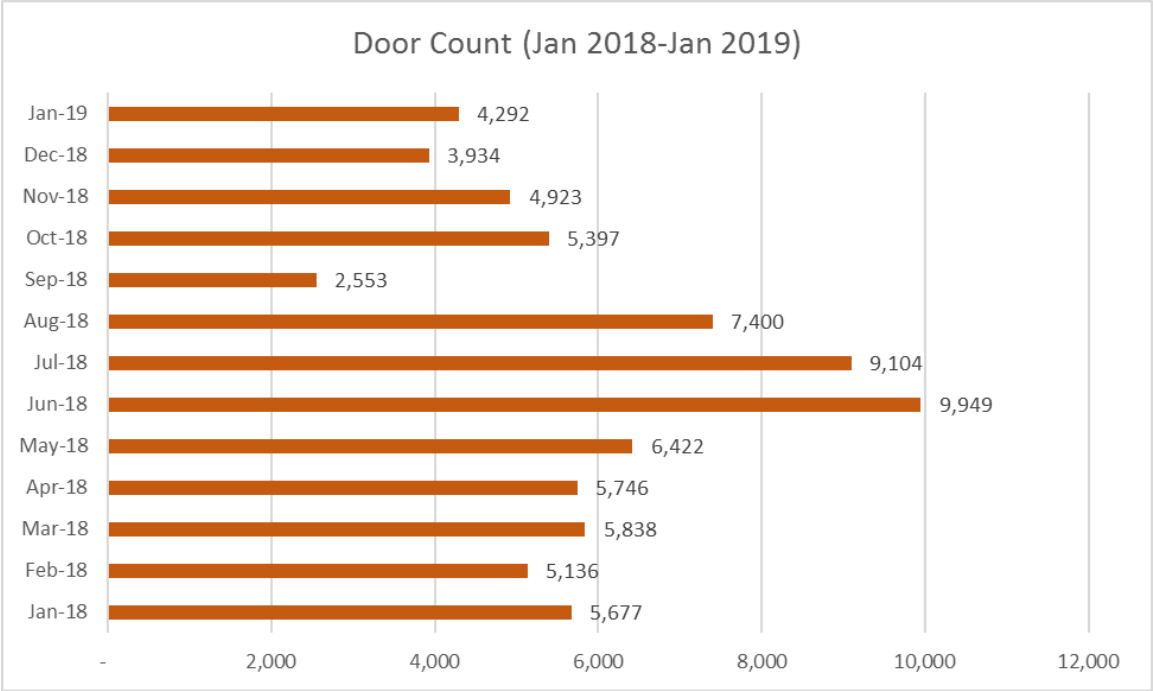
2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, Book Clubs and the Poetry Group. Kevin Schwendinger, a grassroots activist, came to the library and spoke about the historical perspective and today's forms of human trafficking. He discussed how to recognize and respond to potential trafficked persons and hotspots for human trafficking in the Midwest and throughout the U.S. This event was well attended by 34 people. The library will be having an additional program to continue the discussion on human trafficking on Wednesday, March 27 from 3-4 pm.

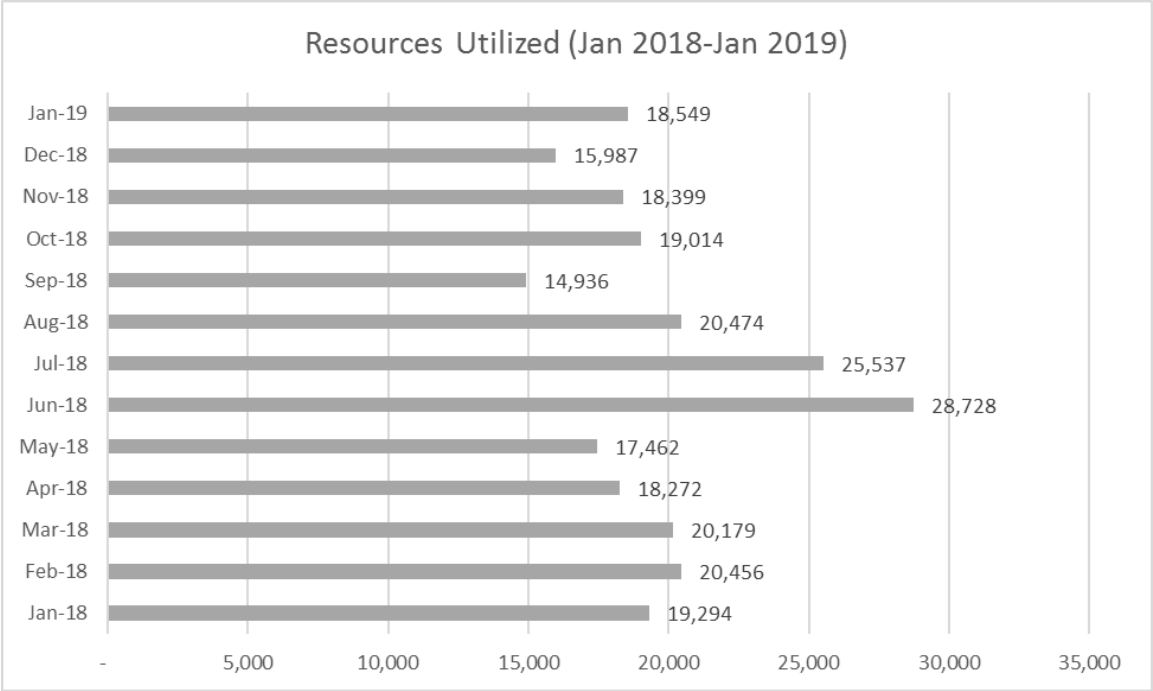
3) View upcoming events on the library's Google calendar at www.carroll-library.org by clicking on the Calendar of Events link on the home page or on Facebook.
   - Library Book Sale: Thursday, February 21 from 2-7 pm and Friday, February 22 from 9 am-7 pm
   - Flu Shot Fun: Saturday, March 2 from 10-11 am
   - Carroll: 150 Years of Rebirth and Renewal: Tuesday, March 12 from 6-7 pm
   - Human Trafficking in Western Iowa: Wednesday, March 27 from 3-4 pm

Library Statistics from January 2018-January 2019




Program Attendance (Jan 2018-Jan 2019)
Jan-19
784
Dec-18
759
Nov-18
1,541
Oct-18
1,116
Sep-18
464
Aug-18
907
Jul-18
1,656
Jun-18
2,116
May-18
1,860
Apr-18
1,678
Mar-18
1,201
Feb-18
1,682
Jan-18
758
-
500
1,000
1,500
2,000
2,500


Door Count (Jan 2018-Jan 2019)
Jan-19
4,292
Dec-18
3,934
Nov-18
4,923
Oct-18
5,397
Sep-18
2,553
Aug-18
7,400
Jul-18
9,104
Jun-18
9,949
May-18
6,422
Apr-18
5,746
Mar-18
5,838
Feb-18
5,136
Jan-18
5,677
-
2,000
4,000
6,000
8,000
10,000
12,000


Resources Utilized (Jan 2018-Jan 2019)
Jan-19
18,549
Dec-18
15,987
Nov-18
18,399
Oct-18
19,014
Sep-18
14,936
Aug-18
20,474
Jul-18
25,537
Jun-18
28,728
May-18
17,462
Apr-18
18,272
Mar-18
20,179
Feb-18
20,456
Jan-18
19,294
-
5,000
10,000
15,000
20,000
25,000
30,000
35,000