City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

January 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
- Finalized FY 17 audit report
- FY 19 Departmental budget review meetings
- Compiled Proposed FY 2019 budget books
- IMWCA worker compensation safety visit – January 4
- Prepare 2017 W-2s and 1095C and file with Federal and state governments
- Worked with Region 12 for housing grant
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – January 18

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- IMWCA Regional training – Carroll Fire Station – February 7
- Budget work sessions – February 1 & 5
- Prepare state FY 19 budget forms
- Continue to promote wellness program with employees
    - Wellness Meeting with Benefit Source – February 15
    - Wellness Coalition Meeting – February 15
    - Live Healthy Iowa 5K – April 14

Accomplishments of particular note:

- 293 utility bills and statements were emailed in January 2018.

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 conducted refresher training in vehicle collision response including a hands-on extrication session utilizing a vehicle provided by Quandt Auto Salvage. Our thanks to Quandt for dropping off and picking up the vehicle used during this training session. The process of testing fire hose began on January 22nd. This is a very time consuming, but necessary, process to ensure all fire hose is in good condition.

Vehicle and equipment inspections were also performed in January.

Firefighters did a detailed cleanup of all apparatus and the truck bay area of the building.

Run Report for January:

Alarm Date	Alarm Location	Incident Type
01/01/2018	Highway 30 & Jade Ave	Vehicle fire
01/01/2018	209 N West St	Furnace malfunction – smoke only
01/01/2018	1327 Highland Dr	Vehicle fire
01/05/2018	1045 Amy Ave	False alarm
01/05/2018	406 E Anthony St	Rooftop furnace malfunction – smoke only
01/08/2018	613 W Highway 30	Gasoline spill
01/22/2018	914 E Highway 30 Lot 29	Mobile home fire
01/25/2018	1032 Simon Ave	Good intent call

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Jeff Nichols began training at the Iowa Law Enforcement Academy (ILEA) on the 2nd. The basic training runs for 15.5 weeks and will prepare the officer for daily encounters. He will also complete a field training program of 10 weeks after graduation from ILEA.

DARE began at St. Lawrence schools for the 6th grade on January 8th. This program is 10 weeks long and will teach the kids about resistance to drugs, alcohol, the effects of bullying, and cybercrimes. The program is taught by Sgt. Gary Bellinghausen.

Officer Justin Ferrin and K9 Eudoris presented to the Rotary Club on the 29th. A demonstration was given to the audience on narcotics detection and many questions were answered about Eudoris and the training he completed.

On the 30th, officers completed hazmat operations training at the Carroll Fire Department. This is a required ILEA training and must be completed every 3 years. A second session will take place February 12th for the remaining officers.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	January 2018	January 2017	January 2016
Forcible Rape	1		
Forcible Fondling		1	
Porno/Obscene Material		1	1
Robbery			
Aggravated Assault	2		
Simple Assault	2	4	2
Domestic Abuse	1	2	2
Burglary/B&E		5	
Shoplifting	3	3	6
Theft from Vehicle	2	2	1
Theft Vehicle Part	1		
Theft of Bike			
Theft from Building	5	1	8
Other Larceny		1	
Motor Vehicle Theft		1	1
Arson	1		
Counterfeit/Forgery	1	2	6
Credit/ATM Fraud		1	
Identify Theft			
Bad Checks			3
Stolen Property			
Vandalism			
Vandalism: Business	3	4	2
Vandalism: Residence		2	
Vandalism: Vehicle	1	4	1
Vandalism: School			
Vandalism: Other			1
Weapon Law Violation			
Drug/Narc Violations	3	3	4
Drug Equipment Viol			
Drive Under Influence	3	5	2
OWI 2nd		1	1
OWI 3rd			
Liquor Law Violation		1	1
Drunkenness	6	5	1
Disorderly Conduct		3	1
Harassment			2
All Other Offenses	1	4	1
False Information		1	1
Trespassing	2	1	
Runaway			
Missing Person			
Cruelty to Animal			

Found Person			
Found Animal	1		
Found Property	1		
Firearms Accident			
Unattended Death			2
Suicide			
Mental Case			2
Animal Bite			
Dispose of Animal			
Warrant Outside	6	8	7
Restraining Order	1		2
1050F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	11	19	17
10-50 Car & Deer			
1050 PD: Hit and Run	4	1	1
1050 PD: City Vehicle	1		
1050 PD: Police Vehicle			
10-50 PD Under 1500	3	5	4
Assist Other Agency			
Moving Violations			
Op After Revocation	2	1	3
Operate After Suspen	14	8	9
Miscellaneous Public	2	6	2
Total	**84**	**106**	**97**

01/01/2018 thru 01/31/2018

Citations	
Animal	
Tobacco	1
Dark Windows	
License Violation	20
Other	2
Violation (Parking)	78
Registration	19
Seatbelt	20
Traffic	50
Warning Notices	291
Loud Stereo	
TOTAL	**481**

01/01/2018 thru 01/31/2018

Salvage Vehicle Inspections: 2

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - January 2018

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					
		01/09/2018	$31,600.00		180003	$203.50
	Commercial Building Valuation Total:		**$31,600.00**	**Commercial Building Fee Total:**		**$203.50**
	Electrical					
		NONE				$0.00
				Commercial Electrical Fee Total:		**$0.00**
	Mechanical					
		NONE				$0.00
				Commercial Mechanical Fee Total:		**$0.00**
	Plumbing					
		01/09/2018			180004	$30.50
		01/24/2018			180008	$34.00
				Commercial Plumbing Fee Total:		**$64.50**
	Right of Way					
		01/09/2018			180005	$0.00
				Commercial Right of Way Fee Total:		**$0.00**
	Sign					
		01/04/2018			180001	$30.00
		01/16/2018			180006	$15.00
				Commercial Sign Fee Total:		**$45.00**
	Commercial Valuation Total:		**$31,600.00**	**Commercial Fee Total:**		**$313.00**

Residential						
	Building					
		01/19/2018	$0.00		180007	$35.00
	Residential Building Valuation Total:		**$0.00**	**Residential Building Fee Total:**		**$35.00**
	Electrical					
		01/09/2018			180002	$111.00
				Residential Electrical Fee Total:		**$111.00**
	Mechanical					
		NONE				$0.00
				Residential Mechanical Fee Total:		**$0.00**
	Plumbing					
		NONE				$0.00
				Residential Plumbing Fee Total:		**$0.00**
	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:		**$0.00**	**Residential Fee Total:**		**$146.00**
	Valuation Grand Total:		**$31,600.00**	**Fee Grand Total:**		**$459.00**

Permits - YTD - through January 2018

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$31,600.00		$203.50
	Electrical			$0.00
	Mechanical			$0.00
	Plumbing			$64.50
	Right of Way			$0.00
	Sign			$45.00
	Commercial Valuation Total:	**$31,600.00**	**Commercial Fee Total:**	**$313.00**
Residential				
	Building	$0.00		$35.00
	Electrical			$111.00
	Mechanical			$0.00
	Plumbing			$0.00
	Right of Way			$0.00
	Sign			
	Residential Valuation Total:	**$0.00**	**Residential Fee Total:**	**$146.00**
	Valuation Grand Total:	**$31,600.00**	**Fee Grand Total:**	**$459.00**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated three graves for Cemetery.
- Maintained signs and signals.
- Plowed and sanded for five snow events.
- Trimmed trees in all alleys.
- Removed trees in road ditches and drainage ditches.
- Pothole patched.
- Bladed gravel roads.
- Division Safety Meeting: Iowa One Call Meeting on January 16th.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 34.611 million gallons
  Daily Average: 1.116 million gallons
  Daily Maximum: 1.397 million gallons
- Completed 30 Iowa One Call locate requests.
- Meter Department
  - 33 service orders.
  - 9 delinquents.
  - 3 rereads.
  - 5 stuck meters.
  - 3 high water bills.
- Division Safety Meeting: Iowa One Call Excavation Safety Workshop, January 16, 2018.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 36.712 million gallons
  Daily Average: 1.184 million gallons
  Daily Maximum: 1.605 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Electrical Safety", January 3rd.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Installed new flooring on the concrete trailer.
- Removed Christmas lights and banners in CBD on January 9th.
- Assisted the Water Division with a watermain break on Main Street on January 15th.
- Installed several new street name signs.

Division: Water; Terry Kluver, Water Superintendent

- Repaired watermain break at Main Street and 5th Street on January 15.
- Updated utilities maps with completed projects.
- Installed new Chlorinator at Water Treatment Plant.

Division: Sean Kleespies, Wastewater Superintendent

- CCTV inspection of sanitary sewer.
- Replaced breakroom flooring.
- Plowed snow at the WWTP.
- Jet/Vac for the City of Glidden.
- Replaced manhole cover on Bella Vista Drive and 4th Street.
- Hup Electric aligned Blower #4.
- Replaced drive coupling on Blower #4.
- Worked on Wastewater training manuals.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Finish removing trees from drainage ditches.
- Install street name signs.
- Plow and sand, as needed.
- Maintain signs and signals.
- Pothole patch.
- Blade gravel roads.

Division: Water; Terry Kluver, Water Superintendent

- Complete budget items for F.Y. 2017 – 2018.
- Obtain permit-required samples for Combined Radium and Gross Alpha.
- Obtain Lead and Copper samples weekly for Wastewater Study.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Continue CCTV inspections of the sanitary sewer.
- Work on Wastewater training manuals for grade testing.
- Travis Boell, Paul Kersey and Sean Kleespies will attend a Work Zone Safety Workshop in Storm Lake on March 20th.

CAPITAL PROJECT STATUS SUMMARY – 02-14-18

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									
Rec Center Locker Rooms	2015 On-going	FY 17										
Streambed Stabilization		FY 17	FY16	$385,000	2018							
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 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
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 $199,600.00 $1,449,835.78	07-22-13 04-14-14 04-02-18	$4,900.00 $221,600.00	100%	08-15-13 115 Working Days	TSIP Application Design
Downtown Streetscape Phase 8	2016 On-going	FY 15	FY15	$998,500	2017	Confluence Confluence Badding Construction Company	$101,940.00 $25,196.000 $1,294,844.41	11-10-14 06-12-17 06-12-17	$146,321.91 $1,231,457.11	 95%	05-15-17 11-15-17 11-15-17	Design Const. Services

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Corridor Entry Features	2016 On-going	FY 17	FY17	$440,000	2018	Confluence	$19,550.00	01-23-17	$18,861.96			
Third Street HMA Resurfacing	2016 On-going	FY 17	FY17	$1,036,000	2018	JEO Consulting Group, Inc. Tri-State Paving	$71,193.00 $80,078.00 $788,870.73	09-26-16 Late Start Date 08-14-17	$136,535.45 $752,499.13	95%	40 Working Days	Design Construction Services
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							
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
Water System Hydraulic Model						JEO Consulting Group, Inc.	$49,600.00	08-14-17	$39,050.00		12-29-17	
Downtown Streetscape Phase 9	2016 On-going	FY18	FY18	$985,500	2018	Confluence	$85,500.00	10-23-17	$28,953.85		05-18	
Street Resurfacing 2018	2017 On-going	FY18	FY18	$700,000	2018	JEO Consulting Group, Inc.	$84,100.00	02-13-18			11-15-18	

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Clean park areas
- Pick up trash, branches
- Dump trash cans
- Equipment maintenance
- Trim trees

Golf: Scott Haakenson, Golf Superintendent

- Worked on reel mowers: clean, tear down, new bearings and seals, grind reels and bed knives.
- Sand and paint ball washers

Cemetery: John Snyder, Cemetery Sexton

- Took care of four burials, three full burial and one cremation. One of the full burials was on a Saturday
- Picked up all garbage, tree branches, and windblown decorations daily
- Moved snow when and where needed at the cemetery. Also both sides of Clark Street sidewalks, 1st Street sidewalk and Rec Center parking lots, east and west sides.
- Took care of all cemetery book work including but not limited to burial records, grave sales, collecting money due to the city for private cremation services, and grave sales.
- Worked on snow plow hydraulics

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

Rec Center Numbers per sales information report:

Daily Admission	886 (645 regular admission, 217 reduced rate, 24 free infant/child)
Membership Swipes	10,961
Total Usage	12,733

- Busy month of sales and membership usage at the Carroll Recreation Center
- Fitness: continued teaching 9 am water fitness 3x a week, and added teaching 6 am water fitness 3x a week as we search for new instructor
- Lifeguarding: Tuesday's noon shift and during high school rental of pool for PE
- Started doing some of Pam's tasks (maternity): purchase birthday party supplies and senior day items, EFTs with insufficient funds, verifying EFT payments of upcoming amounts and recently sold, membership cancel/changes, monthly billing and payments, corporate membership payments, office assistance
- Weight and cardio room equipment quotes and purchasing plan
- Weekly meetings with software on auto pays and improved reporting/statistics
- Updated WSI and WSIT Certification online with the American Red Cross
- Wrote grant application for $1,000 from ICAP to use towards Aquatics Examiner Service with the American Red Cross to assist in pool risk management.
- Met with parent on youth usage of weight/cardio room
- CPR certification

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Taught 18+ hours of fitness classes
- Fitness schedules
- Lifeguard schedules
- CRO hours
- Lifeguarded lunch shifts and evenings for bad weather
- Attended 5 hours of Carroll County Leadership Institute

Recreation Center: Mike Mertes, Program Specialist

- Monitor Production Slideshow update
- Updating website & social media
- Update digital sign at Rec Center

Recreation Center: Pam Hanlin, Secretary

- Maternity leave

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

- Move snow from sidewalks and paths and ice rink

Golf: Scott Haakenson, Golf Superintendent

- Attended Iowa Turf Conference

Cemetery: John Snyder, Cemetery Sexton

- Snow plow repair

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Instructed 24 hour Water Safety Instructor course with 9 students
- CAST hosted 1 youth swim meet ending by 1:00 pm on Saturday, January 20
- Instructed an LGI/LGIT instructor review class for the state of Iowa with 17 students and had to bring in another instructor due almost doubling maximum for this course. Revenue was over $1,200 for this offering.
- Partners with Library to host 2 Storytimes at the REC and a "Romp and Read" cooperative program at the REC brining in over 100 people to the REC those days.

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- WSI (Water Safety Instructor) certified after 24 hours of classes
- Interviewed summer staff

Recreation Center: Mike Mertes, Program Specialist

- 1st – 6th Basketball
  - 85 kids registered
- Spring Soccer Registration opened
- Adult Coed Volleyball
- Business Sponsorship letters sent out
- Spring Soccer / League Registration Dates Flyer Sent to school

Recreation Center: Pam Hanlin, Secretary

- Maternity leave

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
- Heating system at city buildings
- Softener repair at Rec Center
- Web Server for Rec
- New auto scrubber at Rec Center
- Golf Course carpet quotes
- Quotes on door locks and cameras at Rec Center
- Outside lights at Fire Station
- Water line quotes at Rec Center

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Hire new employee to replace Mark Adams
- Move snow and ice from sidewalks and trails

Golf: Scott Haakenson, Golf Superintendent

- Continue working on mowers
- Paint ball washers
- Paint trash cans

Cemetery: John Snyder, Cemetery Sexton

- Start looking for part time help for the summer
- Snow removal when needed

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- CPR and First Aid classes to the public
- March Babysitting Clinic, instructing this 8 hours class for "tweens"
- Lifeguard Instructor course, instructing this 21 hour course

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Mermaid Party, February 10, 2018
- Lifeguard classes February 4 & 11
- Lifeguard in-service training February 14

Recreation Center: Mike Mertes, Program Specialist

- Adult Coed Volleyball
- Spring Soccer registration
- Business Sponsor entries

Recreation Center: Pam Hanlin, Secretary

- Maternity leave

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- AHU #4 Specs

Safety Topic:

- CPR class
- Snow blowers

Director's Report
January 2018

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	37
Children's Library Programs	174
Children's Program Outreach	365
Diane's Read Aloud	39
Romp & Read	40
Book Clubs	14
Crafty Library Ladies	60
Poetry Group	11
Teen Advisory Group	5
Homeschool Presentation	4
Homeschool STEM activities	9
Total Program Attendance	**758**
Monthly Door Count	**5,677**

Total Print Circulation:	7,700
BRIDGES Circulation:	832
Consumer Reports:	250
Public Computer Use:	699
Wi-Fi Use:	223
Website Visits	3,853
Gale Databases:	54
Global Road Warrior Page Views:	390
Learning Express Resources:	52
Freegal Music Downloads:	377
Transparent Language:	9
Chilton Auto Manual	22
ABC Mouse Sessions:	102
Zinio Digital Magazine Circulation:	68
Daily Times Herald Page Views:	4,663
Total Resources Utilized	**19,294**

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, and outreach with book visits. Due to weather, some programs were canceled and no participants attending. Romp and Read is a program we are bringing back in conjunction with the Rec Center. Diane reads a few stories and then McKenzie Kiger, Recreation Superintendent, leads the kids through a physical activity. This program has been well received with many story time kids and parents attending.

2) **Adult & Teen Programs**: Adult and Teen programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Library Ladies, Book Club, Teen Advisory Group (TAG), and the Poetry Group. In addition to these programs, we held a presentation for homeschool parents to show them online resources and the library STEM materials to help them expand their curriculum. We welcomed the homeschool families to utilize our STEM materials whenever they are visiting the library and they have been utilizing the STEM materials during their visit to the library.

3) **Online Databases**: Recently we updated our Freegal streaming from 3 hours a day to 5 hours a day at no additional cost. We also recently added a new database, Transparent Language. Transparent Language is an online language-learning system that utilizes courses to build ones listening, speaking, reading and writing skills in a foreign language. Staff are being trained on the database and social media promotions for the database will follow. You can check out Transparent Language with your library card by signing up for an account: https://library.transparent.com/carroll/game/ng/#/login

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.