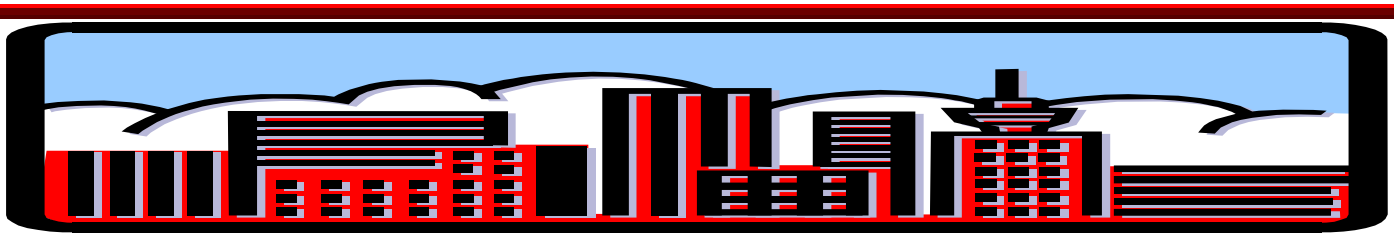


City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

February 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
- Posted notice of public hearing/conduct public hearing for proposed max levy
- Prepared FY 21 state budget forms
- Municipal Fire & Police Retirement System Board Meeting – February 26-27 (DSM)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – February 20
    - Kuemper FitKnight Days – February 24 & 25 (Wellness Coalition presents healthy lifestyles information)

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Hold public hearing for FY 21 Budget. File with state and county auditor
- Finish paperwork for 2020A debt issuance
- West Central IA Clerks Association Meeting – March 18 (Denison)
- TIF Abatement Lunch & Learn – March 26 (Region 12)
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – March 19
    - Cyber security training for all employees – March 11

Accomplishments of particular note:

- 351 utility bills and statements were emailed in February 2020.

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.

Training in February included a hands-on firefighter rescue simulation. In this drill, firefighters in full protective gear (including air packs) navigated an obstacle course to locate an unresponsive firefighter. The facemask on the air pack was covered so firefighters had to carry out the search with very limited visibility and navigate primarily by feel. The Department also conducted a tour and pre-plan of the Carroll County Courthouse and the new Public Library.

Run Report for February:

Alarm Date	Alarm Location	Incident Type
02/04/2020	510 W 8th	Carbon monoxide alarm
02/07/2020	Hwy 30 & Jade	Reported car collision – nothing found
02/11/2020	2241 N West	False alarm
02/12/2020	217 N Griffith Rd	False alarm
02/24/2020	Olympic Ave & 270th	Vehicle in ditch – medical situation
02/24/2020	101 State St (Scranton)	Mutual aid given
02/27/2020	511 W 9th	Natural gas leak

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Chief Brad Burke met with staff of the Carroll Cycle Center and the Carroll County Sheriff's Department to finalize a route for an upcoming event on August 1, 2020, that the Carroll Cycle Center will be holding. This event is a world record attempt of the largest women's motorcycle group ride. The event will also be a fundraiser for breast cancer research. The route will begin in Carroll and wind through the County near Lidderdale before returning to Carroll. More information will become available as the planning process continues.

Officer Patrick McCarty completed phase II of Crisis Negotiation on the 10th through the 14th. The training took place at Midwest Counterdrug Training Center (MCTC) on Camp Dodge in Johnston. The second phase training further enhances his ability to work with subjects during crisis events.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

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

Suicide			
Animal Bite	1		
Warrant Outside	10	3	6
Restraining Order		2	1
10-50F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	12	19	11
10-50 PD: Hit and Run	2	1	4
10-50 PD: City Vehicle			1
10-50 PD Under 1000	1		
10-50 PD Under 1500	2	6	3
Assist Other Agency			
Moving Violations			
Op After Revocation	7	3	2
Operate After Suspen	5	11	14
Miscellaneous Public	5	9	2
Total	**72**	**98**	**84**

February 1 – 29, 2020

Citations	
Animal	0
Dark Windows	3
License Violation	22
Other	13
Parking Violation	1
Registration	18
Seatbelt	3
Tobacco	4
Traffic	90
Warning Notices	371
Loud Stereo	0
TOTAL	**525**

Salvage Vehicle Inspections: 6

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - February 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					
		2/7/2020	$10,000.00		200028	$78.25
		2/11/2020	$0.00		200037	$35.00
		2/11/2020	$0.00		200038	$35.00
		2/24/2020	$30,000.00		200042	$194.50
		2/25/2020	$52,676.00		200046	$293.89
	Commercial Building Valuation Total:		**$92,676.00**	**Commercial Building Fee Total:**		**$636.64**
	Electrical					
		2/7/2020			200029	$611.11
		2/7/2020			200030	$35.88
		2/7/2020			200032	$35.88
		2/10/2020			200036	$49.76
		2/25/2020			200044	$35.88
				Commercial Electrical Fee Total:		**$768.51**
	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 Right of Way Fee Total:		**$0.00**
	Sign					
		2/27/2020			200049	$5.00
				Commercial Sign Fee Total:		**$5.00**
	Commercial Valuation Total:		**$92,676.00**	**Commercial Fee Total:**		**$1,410.15**

Residential					
	Building				
		2/21/2020	$200,000.00	200039	$691.00
		2/24/2020	$20,000.00	200040	$140.75
		2/25/2020	$20,000.00	200045	$140.75
	Residential Building Valuation Total:		**$240,000.00**	**Residential Building Fee Total:**	**$972.50**
	Electrical				
		2/7/2020		200020	$53.60
		2/7/2020		200021	$53.60
		2/7/2020		200022	$53.60
		2/7/2020		200023	$46.80
		2/24/2020		200041	$35.88
		2/27/2020		200047	$61.88
		2/27/2020		200048	$87.88
				Residential Electrical Fee Total:	**$393.24**
	Mechanical				
		2/7/2020		200031	$35.75
				Residential Mechanical Fee Total:	**$35.75**
	Plumbing				
		2/7/2020		200024	$73.00
		2/7/2020		200025	$73.00
		2/7/2020		200026	$73.00
		2/7/2020		200027	$73.00
		2/7/2020		200033	$48.00
				Residential Plumbing Fee Total:	**$340.00**
	Right of Way				
		2/7/2020		200034	$25.00
		2/24/2020		200043	$25.00
				Residential Right of Way Fee Total:	**$50.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$240,000.00**	**Residential Fee Total:**	**$1,791.49**
	Valuation Grand Total:		**$332,676.00**	**Fee Grand Total:**	**$3,201.64**

Permits - YTD - through February 2020

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$295,164.00		$1,535.29
	Electrical			$1,217.13
	Mechanical			$82.14
	Plumbing			$114.50
	Right of Way			$0.00
	Sign			$5.00
	Commercial Valuation Total:	**$295,164.00**	**Commercial Fee Total:**	**$2,954.06**
Residential				
	Building	$240,000.00		$972.50
	Electrical			$462.32
	Mechanical			$153.02
	Plumbing			$340.00
	Right of Way			$100.00
	Sign			$0.00
	Residential Valuation Total:	**$240,000.00**	**Residential Fee Total:**	**$2,027.84**
	Valuation Grand Total:	**$535,164.00**	**Fee Grand Total:**	**$4,981.90**

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.
- Placed 2 cu. yds. of concrete.
- Division Safety Meeting: "Right and Left Turns", February 11, 2020.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 28.982 million gallons
  Daily Average: 0.999 million gallons
  Daily Maximum: 1.162 million gallons
- Completed 32 Iowa One Call locate requests.
- Meter Department
  - 39 service orders.
  - 14 delinquents.
  - 1 reread.
  - 0 stuck meters.
- Division Safety Meeting: Conveyed critical reminders about over-exertion and heart attacks during shoveling snow during and after winter storms; February 27, 2020.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 39.040 million gallons
  Daily Average: 1.347 million gallons
  Daily Maximum: 1.633 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: Lock Out/Tag Out Procedures; February 12, 2020.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Snow removal and ice control for four snow events.
- Removed snow from CBD.
- Trimmed trees in ROW.
- Started repairs on the Clark Street storm sewer.
- Dale Pottebaum attended LTAP Streets and Roads Conference Meeting in Ames on February 27, 2020.

Division: Water; Terry Kluver, Water Superintendent

- Jared Hays passed Grade 2 Distribution certification.
- Terry Kluver attended the Carroll DMACC Career Discovery Day to highlight the Water Operator career path.
- Submitted permit-required samples for Nitrite from SEP and distribution system.
- Submitted Unregulated Contaminant Monitoring Rule (UCMR4) samples from SEP, Raw and Distribution System.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Installed blower motor #4.
- Finished the sampler plumbing in the disinfection building.
- Carroll Controls repaired the backflow preventors.
- Replaced the bladder on the 24-inch sanitary sewer plug.

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
- Continue repairs on the Clark Street storm sewer.

Division: Water; Terry Kluver, Water Superintendent

- Start flushing 500 fire hydrants.
- Terry Kluver to attend Iowa Section AWWA Region 4 workshop in Atlantic on March 25, 2020.
- Seed four (4) excavation sites from this past winter's watermain breaks.
- Devin Pudenz and Garold Sorensen will attend a Work Zone Workshop in Ames on March 9, 2020.
- Complete Budget items for F.Y. 2019-2020.
- Place Well #16 on-line after installation of new column pipe and rebuilt pump bowl assembly.
- Review meeting with JEO Consulting Group, Inc. for 2020 Water Distribution Main Replacements and Water Supply Well Replacement.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Start-up of the Disinfection Improvements.
- Start testing E. coli in the Plant effluent.
- Repair sanitary main near 12th Street and Main Street.
- Install a sampler switch at Smithfield Foods.
- Training on the Disinfection Improvements.

CAPITAL PROJECT STATUS SUMMARY – 03-13-2020

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	$40,360.00 $44,844.45		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 $210,371.00		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 $453,680.02 $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	 93%	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 $996,923.40	 03-25-19	$74,596.25 $905,722.78	 96%	 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 $263,767.50	 45%	07-01-19 120, 150 days	Design
Watermain Improvement 2020		FY20	FY20	$500,000	2020	JEO Consulting Group	$136,500.00	10-14-19	$77,985.00			
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	$24,083.95		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	$131,990.00			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Tom Weber, Parks Superintendent

- Cleaned and organized shop
- Painted wall in shop
- Painted picnic tables
- Painted garbage cans
- Snow removal
- Picked up branches and sticks in Graham Park
- Bladed parking lots at parks
- Repair Graham Park signs and painted
- Dump trash cans at parks twice a week

Golf: Scott Haakenson, Golf Superintendent

- Cleaned and ground reels and bedknives on John Deere 7700 fairway mower
- Cleaned and rebuilt reels on John Deere 8700 fairway mower
- Ground reels and bedknives on John Deere 8700
- Cleaned, sanded, and painted yellow tee markers

Cemetery: Jake Bruggeman, Cemetery Sexton

- Dug seven graves
- Performed the duties of seven burials this month, two of which were on Saturdays
- Turned in all paperwork, money, and receipts into City Hall
- Sold four grave spaces and assisted others with plot information
- Fixed the doors on the chapel as they were catching on the cement that had heaved from the winter temperatures
- Emptied trash cans
- Backfilled sunken graves
- Worked with the parks for the remaining time for the month

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

- 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

- Tom Weber and Mike Heithoff attended a fertilizer and seeding class
- Cleaned up and painted bathroom at cemetery
- Ordered products for ball fields
- Hauled benches to Rec Center for State Swim Meet

Golf: Scott Haakenson, Golf Superintendent

- Jeremy and I attended chemical meeting in Sioux City

Cemetery: Jake Bruggeman, Cemetery Sexton

- Remodeled the bathroom in the cemetery. Painted the walls, installed a new heater, put in a new paper towel dispenser, patched drywall, painted the floor and cleaned up the sink and toilet.

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

- Wrapped up our Basketball Basics program.
- Start of adult volleyball.
- Registration deadline for spring soccer and swim lessons. Formation of teams, recruiting volunteer coaches, and scheduling field preparation and maintenance.
- Hosted the 2020 GISL State Swim Meet on February 29. Had 500 swimmers and their families from all over the state attend.

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
- Electrical update at Museum
- Baseball lights
- Swim meet at Rec Center
- Soda Blast pool decks at Rec
- Front/back light poles at Rec
- Washer and Dryer replaced at Rec

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Remove two trees north of shop
- Clean up parks
- Snow and ice removal as needed
- Dump trash cans at parks twice a week
- Level dirt in North East Park
- Cut trees in North East Park
- Get soccer fields ready

Golf: Scott Haakenson, Golf Superintendent

- Finish grinding reels
- Service and clean mowers
- Have cleanup day
- Open golf course
- Finish painting tee markers

Cemetery: Jake Bruggeman, Cemetery Sexton

- Begin to clean up the grounds as the weather continues to get nicer
- Hire on 2 summer employees

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

- IPRA Spring Conference
- Start of spring soccer season.
- Open registration for Red Cross babysitting course.
- Open registration for baseball/softball/t-ball

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Roof drain pipe replacement at Rec

Safety Topic:

- Dog attacks
- Heavy lifting

CITY OF CARROLL
MONTHLY ACTIVITY REPORT

Department/Division Carroll Public Library

Month February Year 2020

Person preparing report Rachel Van Erdewyk

Routine activities for the month/statistics:

Program Attendance:

Tech Help Fridays	23
Children's Library Programs	230
Children's Programs Outreach	1,238
Diane's Read Aloud	221
Crafty Library Ladies	67
Poetry Group	7
Book Clubs	10
Total Program Attendance	**1,796**
Monthly Door Count	**4,748**

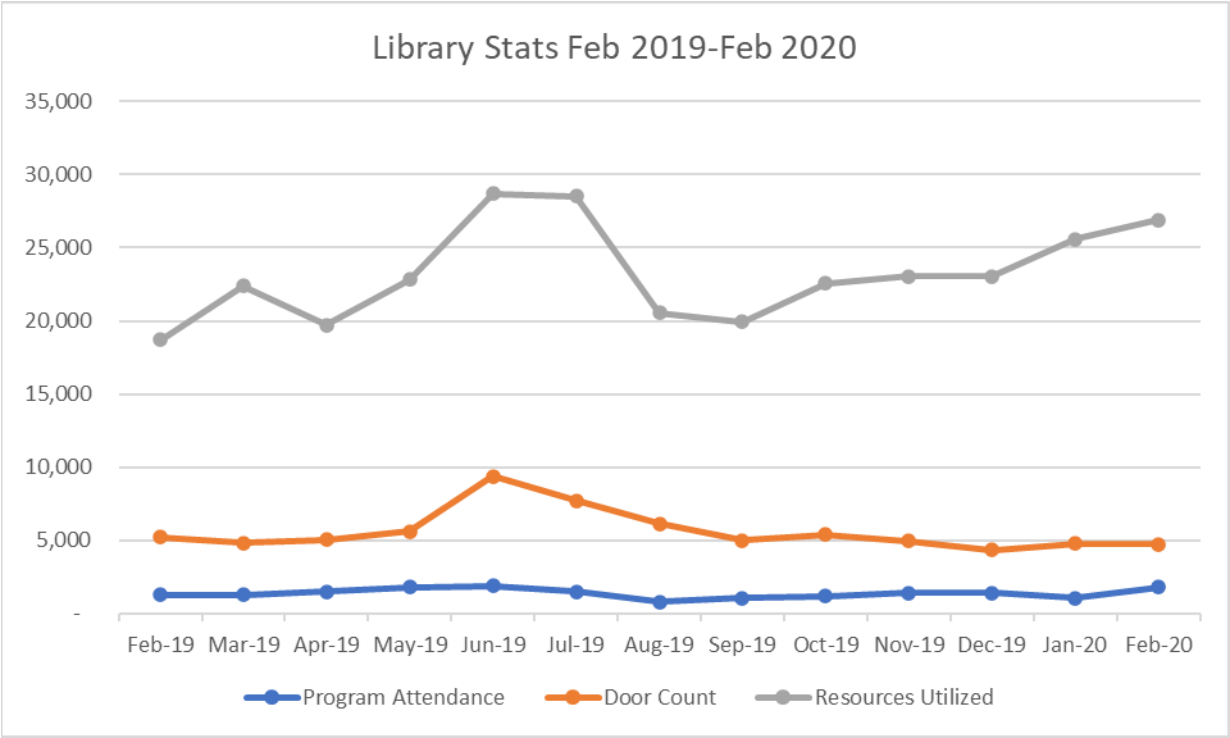
Monthly Statistics:

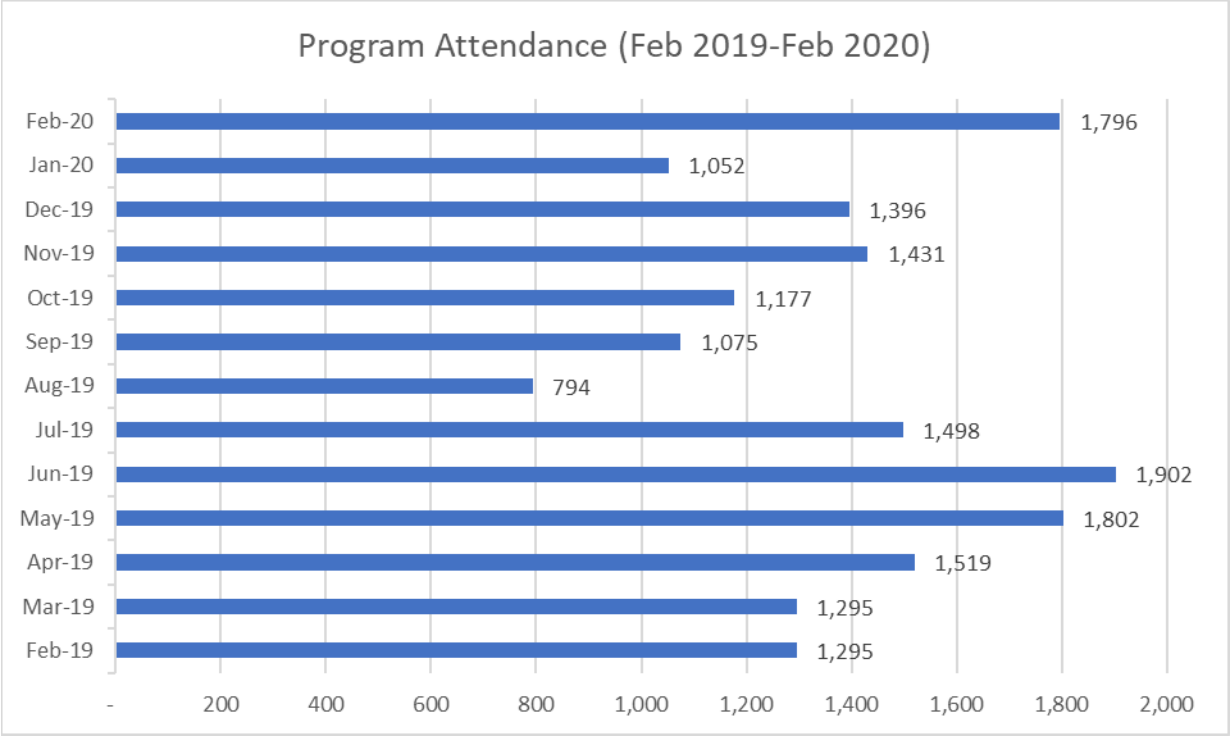
Total Print Circulation	8,210
BRIDGES Circulation	882
Consumer Reports	231
Public Computer Use	513
Wi-Fi Use	202
Website Visits	3,354
Gale Databases	69
Global Road Warrior	0
Learning Express	231
Freegal	546
Transparent Language	2
Chilton Auto Manual	0
eMagazine Circulation	67
Daily Times Herald Archives Views	12,445
Lynda.com	126
RBDigital eAudiobooks	1
Brainfuse	24
Total Resources Utilized	**26,903**

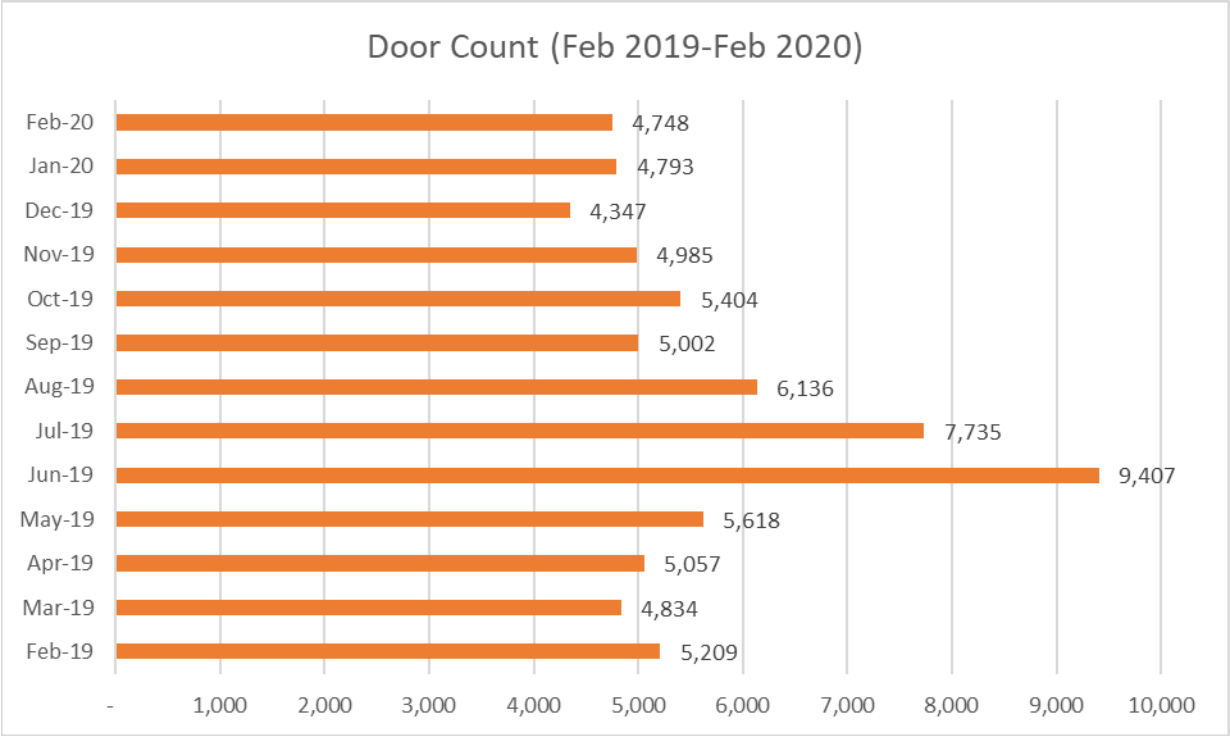
Special activities/accomplishments:

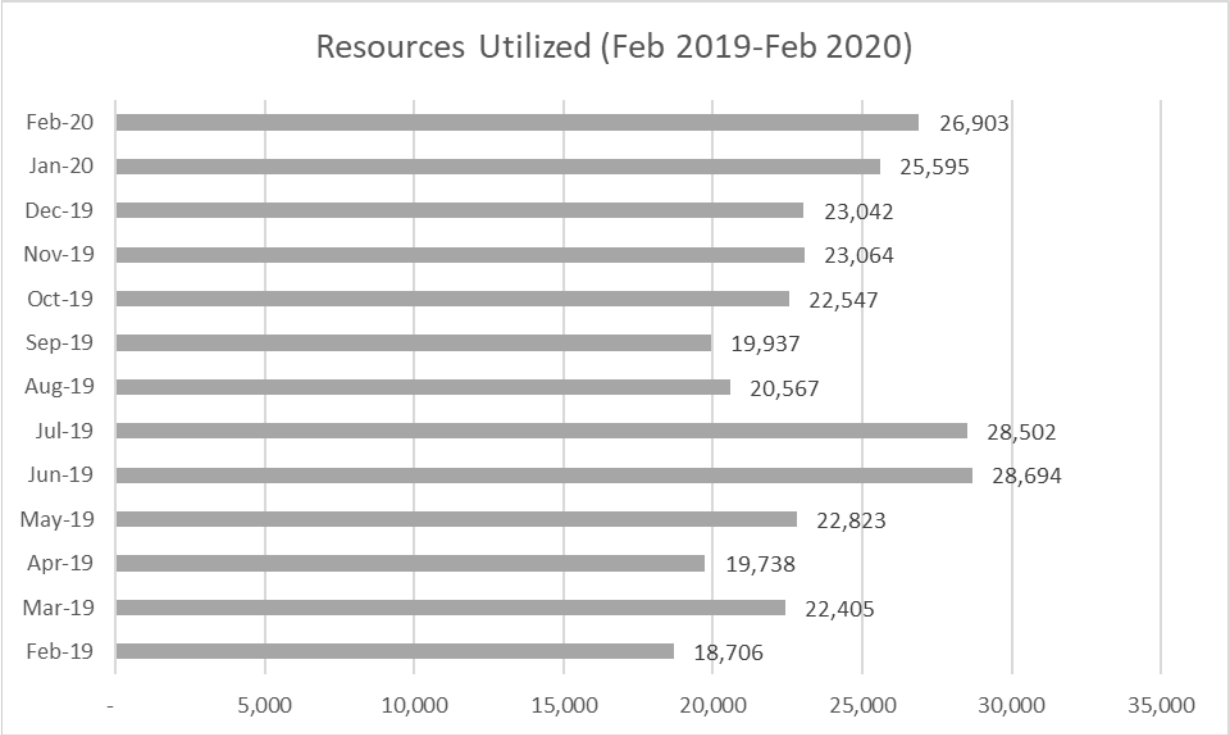
1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Romp and Read at the Carroll Rec Center, and outreach events with book visits to the Breda daycare, and various daycares. Children's programming also included attending the Fairview Literacy Day and Kuemper Preschool Roundup to educate parents on the importance of reading.
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) Fun Fact: 29 people signed up for library cards in the month of February. That is one patron every day last month!
4) 2020 Census information is available on the library's website at http://www.carroll-library.org/2020-census-in-carroll
5) 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 February 2019 - February 2020






Door Count (Feb 2019-Feb 2020)
Feb-20
Jan-20
Dec-19
Nov-19
Oct-19
Sep-19
Aug-19
Jul-19
Jun-19
May-19
Apr-19
Mar-19
Feb-19
4,748
4,793
4,347
4,985
5,404
5,002
6,136
7,735
9,407
5,618
5,057
4,834
5,209
-
1,000
2,000
3,000
4,000
5,000
6,000
7,000
8,000
9,000
10,000


Resources Utilized (Feb 2019-Feb 2020)
Feb-20
Jan-20
Dec-19
Nov-19
Oct-19
Sep-19
Aug-19
Jul-19
Jun-19
May-19
Apr-19
Mar-19
Feb-19
26,903
25,595
23,042
23,064
22,547
19,937
20,567
28,502
28,694
22,823
19,738
22,405
18,706
-
5,000
10,000
15,000
20,000
25,000
30,000
35,000