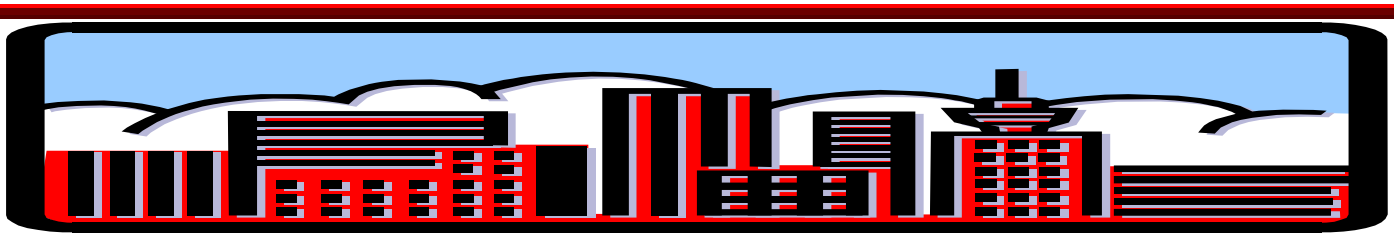


City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

April 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
- Continued cross training in utility billing process/payroll
- Attended MFPRSI Board Meeting – April 9 (phone conference call)
- Continued to learn about COVID 19 and new laws/regulations
- Continued review of city financials during COVID-19 pandemic
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – April 16 (Zoom Meeting)

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Attend MFPRSI Board Meeting – May 14 (phone conference call)
- Continue to learn about COVID 19 and new laws/regulations
- Continue review of city financials during COVID-19 pandemic
- Continue to promote wellness program with employees

Accomplishments of particular note:

- 354 utility bills and statements were emailed in April 2020.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to five calls for service.

The Department did not meet or conduct training sessions in April due to COVID-19 concerns.

Run Report for April:

Alarm Date	Alarm Location	Incident Type
04/01/2020	117 E 3rd St	Vehicle fire
04/21/2020	716 Granada Rd	Grass fire in creek ditch
04/21/2020	220th & Mahogany	Vehicle fire
04/25/2020	Iris Ave between Ivy & Jade	Grass fire
04/29/2020	504 E 18th	Assist police in search for missing child

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

No activity to report due to COVID-19 restrictions.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

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

Unattended Death	1		1
Animal Bite	2	1	
Warrant Outside		3	4
Restraining Order		2	1
10-50F Traffic Accident			
10-50 PI Personal Injury	2		
10-50 PI MV Pedestrian			1
10-50 PI Car & Bike			
10-50 PD Prop.		2	13
10-50 PD: Hit and Run	1	1	1
10-50 PD: City Vehicle			
10-50 PD Under 1000			
10-50 PD Under 1500	1	2	6
Assist Other Agency	1	1	4
Moving Violations			
Op After Revocation		1	2
Operate After Suspen	1	11	6
Miscellaneous Public	4	4	1
Total	**38**	**74**	**89**

March 1 – 31, 2020

Citations	
Animal	0
Dark Windows	0
License Violation	0
Other	0
Parking Violation	0
Registration	0
Seatbelt	0
Tobacco	0
Traffic	0
Warning Notices	25
Loud Stereo	0
TOTAL	**25**

Salvage Vehicle Inspections: 0

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - April 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					
		4/3/2020	$31,840.00		200080	$203.50
		4/7/2020	$0.00		200084	$0.00
		4/9/2020	$2,500,065.00		200087	$4,577.00
		4/9/2020	$1,349,969.00		200088	$2,989.00
		4/21/2020	$53,000.00		200098	$297.00
		Commercial Building Valuation Total:	**$3,934,874.00**		**Commercial Building Fee Total:**	**$8,066.50**
	Electrical					
		NONE				$0.00
					Commercial Electrical Fee Total:	**$0.00**
	Mechanical					
		4/1/2020			200077	$0.00
					Commercial Mechanical Fee Total:	**$0.00**
	Plumbing					
		NONE				$0.00
					Commercial Plumbing Fee Total:	**$0.00**
	Right of Way					
		4/20/2020			200095	$481.50
		4/23/2020			200101	$45.00
					Commercial Right of Way Fee Total:	**$526.50**
	Sign					
		NONE				$0.00
					Commercial Sign Fee Total:	**$0.00**
		Commercial Valuation Total:	**$3,934,874.00**		**Commercial Fee Total:**	**$8,593.00**

Residential

Building

4/1/2020	$5,500.00	200078	$54.00
4/1/2020	$6,000.00	200079	$59.50
4/3/2020	$25,000.00	200081	$172.00
4/3/2020	$100,000.00	200082	$441.00
4/15/2020	$70,000.00	200091	$347.00
4/17/2020	$3,500.00	200093	$40.75
4/30/2020	$400,000.00	200102	$1,233.00
4/30/2020	$8,000.00	200104	$72.00
4/30/2020	$1,000.00	200105	$22.00
Residential Building Valuation Total:	**$619,000.00**	**Residential Building Fee Total:**	**$2,441.25**

Electrical

4/10/2020		200089	$35.88
4/10/2020		200090	$79.16
4/17/2020		200094	$54.03
		Residential Electrical Fee Total:	**$169.07**

Mechanical

NONE			$0.00
		Residential Mechanical Fee Total:	**$0.00**

Plumbing

4/20/2020		200097	$30.00
		Residential Plumbing Fee Total:	**$30.00**

Right of Way

4/7/2020		200083	$25.00
4/8/2020		200086	$465.00
4/15/2020		200092	$0.00
4/20/2020		200096	$25.00
4/22/2020		200099	$514.60
4/22/2020		200100	$25.00
4/30/2020		200103	$25.00
4/30/2020		200106	$25.00
		Residential Right of Way Fee Total:	**$1,104.60**

Sign

NONE			$0.00
		Residential Sign Fee Total:	**$0.00**

Residential Valuation Total:	**$619,000.00**	**Residential Fee Total:**	**$3,744.92**

Valuation Grand Total:	**$4,553,874.00**	**Fee Grand Total:**	**$12,337.92**

Permits - YTD - through April 2020

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$4,628,038.00		$10,791.79
	Electrical			$1,295.21
	Mechanical			$160.67
	Plumbing			$210.00
	Right of Way			$526.50
	Sign			$15.00
	Commercial Valuation Total:	**$4,628,038.00**	**Commercial Fee Total:**	**$12,999.17**
Residential				
	Building	$929,000.00		$3,840.00
	Electrical			$905.41
	Mechanical			$195.28
	Plumbing			$448.50
	Right of Way			$1,229.60
	Sign			$0.00
	Residential Valuation Total:	**$929,000.00**	**Residential Fee Total:**	**$6,618.79**

Valuation Grand Total:	**$5,557,038.00**	**Fee Grand Total:**	**$19,617.96**

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.
- Excavated one grave for Cemetery.
- Maintained gravel roads.
- Maintained snow equipment.
- Trimmed trees in ROW.
- Straightened street signs.
- Swept Streets.
- Graded alleys.
- Patched potholes.
- Placed 17.0 cu. yds. of concrete.
- Division Safety Meeting: "Traffic Signs", April 22, 2020.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 31.542 million gallons
  Daily Average: 1.051 million gallons
  Daily Maximum: 1.294 million gallons
- Completed 223 Iowa One Call locate requests.
- Meter Department
  - 23 service orders.
  - 0 delinquents.
  - 12 reread.
  - 0 stuck meters.
- Division Safety Meeting: "Working with Silica", April 30, 2020.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 42.369 million gallons
  Daily Average: 1.412 million gallons
  Daily Maximum: 1.644 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: N/A

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Sanded streets on 04-03-2020.
- Shouldered roads.
- Removed concrete from Youth Sports Complex parking lot.
- Inspected bridges.
- Reinforced Middle Raccoon River bank at 3rd Street.
- Hauled sweepings to landfill.
- Cleaned box culverts.
- Removed trees around bridges.
- Removed and replaced signs on 18th Street between Adams Street and High Ridge Road for moving of a house

Division: Water; Terry Kluver, Water Superintendent

- Submitted permit-required samples for Nitrite, Nitrate, and Nitrogen-Ammonia from SEP and distribution system.
- Placed Water Tower on bypass for Water Storage Tower Rehabilitation project.
- Installed one (1) fire hydrant extension.
- Compiled analytical results for the 2020 Consumer Confidence Report.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Rebuilt Effluent sampler pump.
- Testing for the new disinfection system.
- Sprayed the Wastewater Treatment Plant.
- Sludge land-applied by E & F Custom Pumping.

Activities planned for next month and other comments:

Division: Streets; Dale Pottebaum, Street Superintendent

- Street repairs and ROW permits.
- Street sweeping.
- Maintain signs and signals.
- Remove snow equipment from trucks.
- Maintain snow equipment.
- Paint traffic control markings.

Division: Water; Terry Kluver, Water Superintendent

- Operate Water Division with reduced staff due to Isolation of Essential Service Personnel.
- Continue operating Water Tower on bypass for Water Storage Tower Rehabilitation project.
- Work with contractor on 2020 Water Distribution Main Replacement project.
- Work with contractor on 2020 Water Supply Well Replacement project.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Discharge Monitoring Report-Quality Assurance testing.
- Sanitary sewer maintenance.
- Routine plant maintenance.
- Replace brushes on the final clarifiers.

CAPITAL PROJECT STATUS SUMMARY – 05-12-2020

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	$42,747.50 $295,200.77		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 $213,707.58		05-01-16 Fall, 2019	Space Needs/ Prelim. Design Design
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
Watermain Replacement		FY16	FY16	$500,000	2019	JEO Consulting Group, Inc. King Construction	$19,800.00 $326,196.00	02-11-19 06-24-19	$19,511.25 $307,370.50	 100%	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

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
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 $947,077.23	 95%	 03-01-20	
Water Storage Tower		FY20	FY19	$575,000	2019	JEO Consulting Group, Inc. Utility Service Co., Inc.	$29,400.00 $596,900.00	02-11-19 06-04-19	$107,272.75 $263,767.50	 45%	07-01-19 06-30-20 07-31-20	Design Substantial Final
Watermain Improvement 2020		FY20	FY20	$500,000	2020	JEO Consulting Group King Construction	$136,500.00 $797,071.00	10-14-19 04-27-20	$115,546.49		 210 Days	
Water Well 2020		FY20	FY20	$725,000	2020	JEO Consulting Group Sargent Drilling	$125,800.00 $568,790.00	10-14-19 04-27-20	$48,808.61		 210 Days	
Street Resurfacing 2019	On-going	FY19	FY19	$700,000	2019	JEO Consulting Group, Inc. Ten Point Construction Co., Inc.	$88,100.00 + Hourly $936,994.54	10-08-18	$86,610.00 $1,055,300.28		2019	Design Const. Service
Downtown Streetscape Phase 10	On-going	FY19	FY19	$1,300,000	2019	Confluence	$103,475.00	10-22-18	$90,966.68		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 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

- Clean slow-pitch area
- Applied pre-emergent to flower beds in Central Business District
- Applied pre-emergent to all city grass areas
- Leveled and seeded all tree removal areas
- Seeded thin areas in all parks
- Pickup trash in all parks daily
- Mow parks weekly
- Mow soccer complex weekly
- Cleaned out drainage ditches in Rolling Hills Park
- Hauled 21 loads of corn stalks/husks from Little League fences
- Mow Central Business District weekly
- Weeded beds in Central Business District
- Clean up a tree that fell in NE Park

Golf: Scott Haakenson, Golf Superintendent

- Course cleanup
- Serviced mowers
- Serviced tractor
- Mowed greens seven times
- Rolled greens three times
- Mowed tees six times
- Mowed fairways five times
- Mowed rough as needed
- Sprayed greens one time
- Cut down one dead pine tree by 17 green
- Trimmed and cleaned up beds at clubhouse
- Cut volunteer trees in retention area between 1,10,2
- Fixed various irrigation problems
- Cut cups three times

Cemetery: Jake Bruggeman, Cemetery Sexton

- Completed the duties of seven full burials.
- Sold a total of five grave spaces.
    - Turned in all money received for sales.
- Picked up several loads of sticks and debris.
- Mulched leaves that fell over the winter.
- Seeded graves.
- Filled in ruts and leveled fresh graves.
- Emptied garbage cans as needed.

- Trimmed trees.
- Blew leaves out from the stone wall and mulched them.
- Began mowing and trimming for the season on April 20th.
- Put snowplow away for the summer.
- Serviced mowers and sharpened blades.
- Cleaned out flower beds.

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

- Completed daily financial reports.
- Communication of building closures and program updates.
- Performed general maintenance on exercise equipment and replaced broken parts.

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

- Closed playgrounds
- Leveled and seeded Little League areas affected by the lighting project
- Installed LED lighting in Graham Park, Northwest, Mitchen and Northeast Parks

Golf: Scott Haakenson, Golf Superintendent

- Filled the irrigation system
- Opened course April 6

Cemetery: Jake Bruggeman, Cemetery Sexton

- Helped Parks Dept. pour concrete at the little league fields.
- Hired one guy for summer help.

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

- Power washed the pool area
- Updated broken pool radio
- Finished rebuilding and staining the sauna
- Grouted the hot tub
- Painted the pool area walls
- Generated content for Facebook to keep families active while at home.

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
- Finishing budget items
- Electrical update at Museum
- Baseball lights
- Front/back light poles at Rec
- Rec closing activities
- Pool cleaning and refilling at Rec Center
- Roof drain piping at Rec Center
- New water main service and meter at Rec
- New electrical service at Museum

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Mow weekly
- Pick up trash daily
- Wash out restrooms in parks
- Paint shelters and bathrooms
- Plant flowers in Central Business District
- Install countertop and sinks in Merchants Park

Golf: Scott Haakenson, Golf Superintendent

- Put down preemergent application on tees and fairways
- Routine mowing and maintenance

Cemetery: Jake Bruggeman, Cemetery Sexton

- Continue preparing for the Memorial Day holiday.

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

- Open the Rec Center at 50% capacity.
- Meet and develop a plan for baseball/softball/tee-ball season alterations.
- Meet and develop a plan for the aquatic center.
- Continue to monitor the ongoing COVID-19 situation and communicate updates to members.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Aquatic Center

Safety Topic:

- Hearing protection
- Mower safety
- Safe lifting practices
- Covid-19

CITY OF CARROLL
MONTHLY ACTIVITY REPORT

Department/Division Carroll Public Library

Month April Year 2020

Person preparing report Rachel Van Erdewyk

Routine activities for the month/statistics:

Program Attendance:

Tech Help Fridays (canceled)	0
Children's Library Programs (canceled)	0
Children's Programs Outreach (canceled)	0
Diane's Read Aloud—Facebook Live	4,008
Crafty Library Ladies (canceled)	0
Book Clubs (teleconferencing)	7
Curbside Pickup	208
Total Program Attendance	**4,223**
Monthly Door Count	**0**

Monthly Statistics:

Total Print Circulation	2,280
BRIDGES Circulation	1,104
Consumer Reports	126
Public Computer Use	112
Wi-Fi Use	114
Website Visits	3,220
Gale Databases	120
Global Road Warrior	0
Learning Express	82
Freegal	876
Transparent Language	2
Chilton Auto Manual	0
eMagazine Circulation	65
Daily Times Herald Archives Views	7,747
Lynda.com	17
RBDigital eAudiobooks	10
Brainfuse	53
Total Resources Utilized	**16,793**

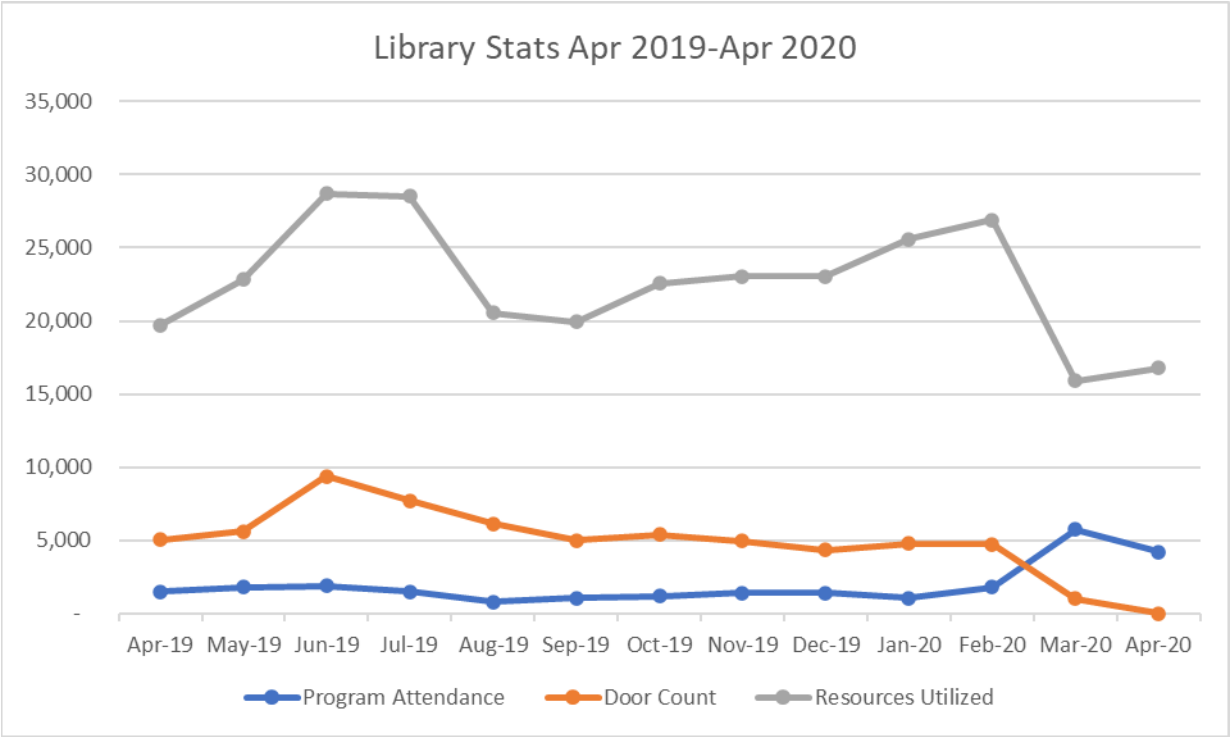
Special activities/accomplishments:

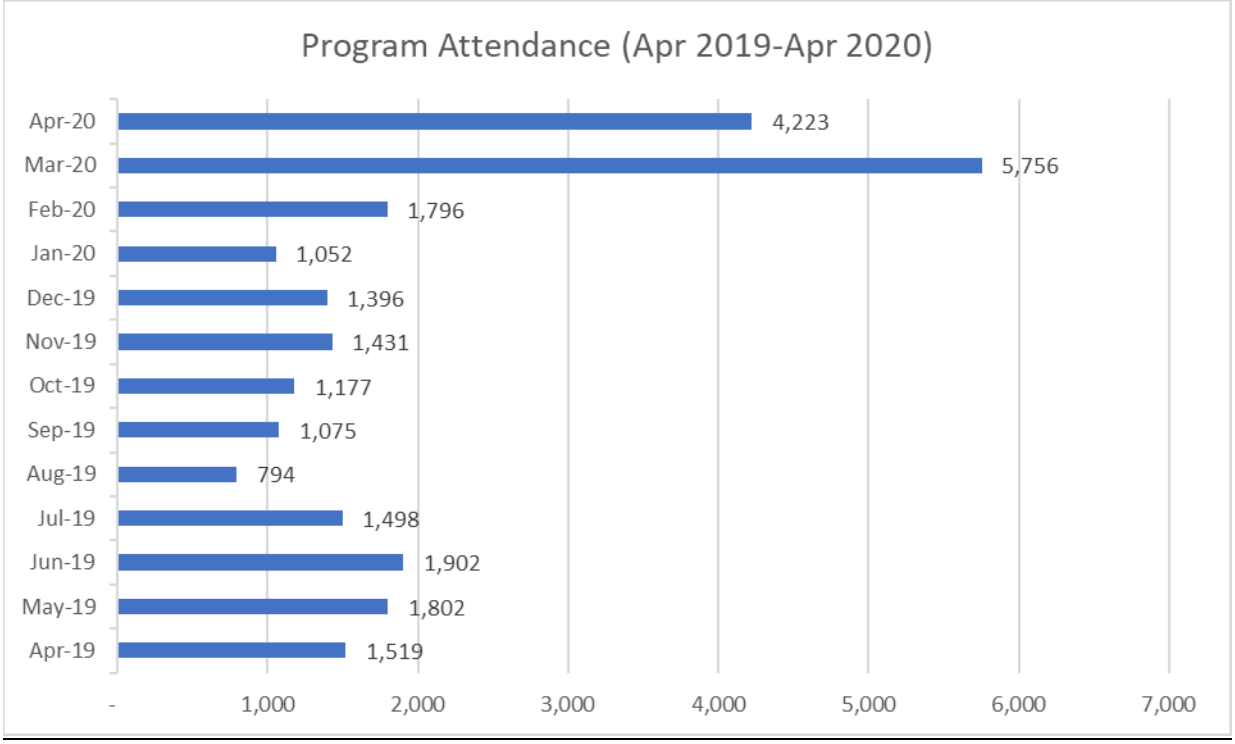
1) **Children's Programs:** Due to COVID-19 not allowing the library to open to the public, Miss Diane continued a daily Facebook live video of reading stories to children.

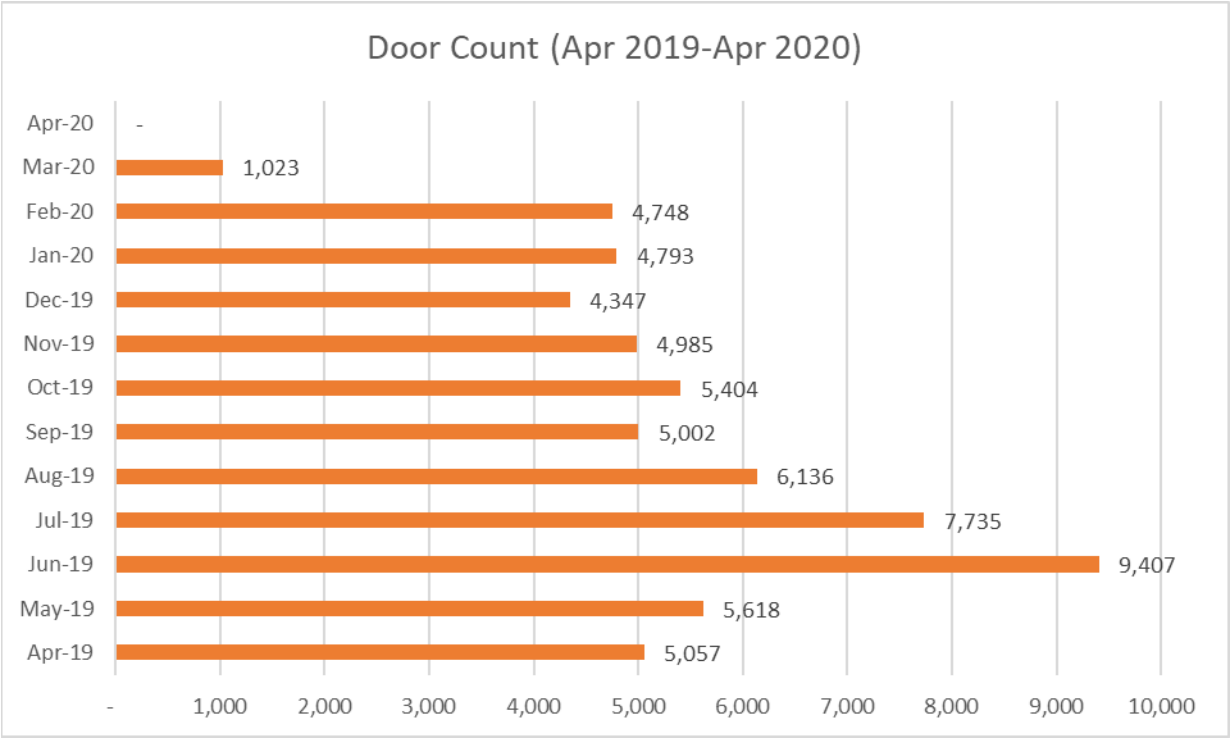
2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of the Book Clubs. Book Clubs were hosted on a conference call due to not being able to open the library to the public during this pandemic.

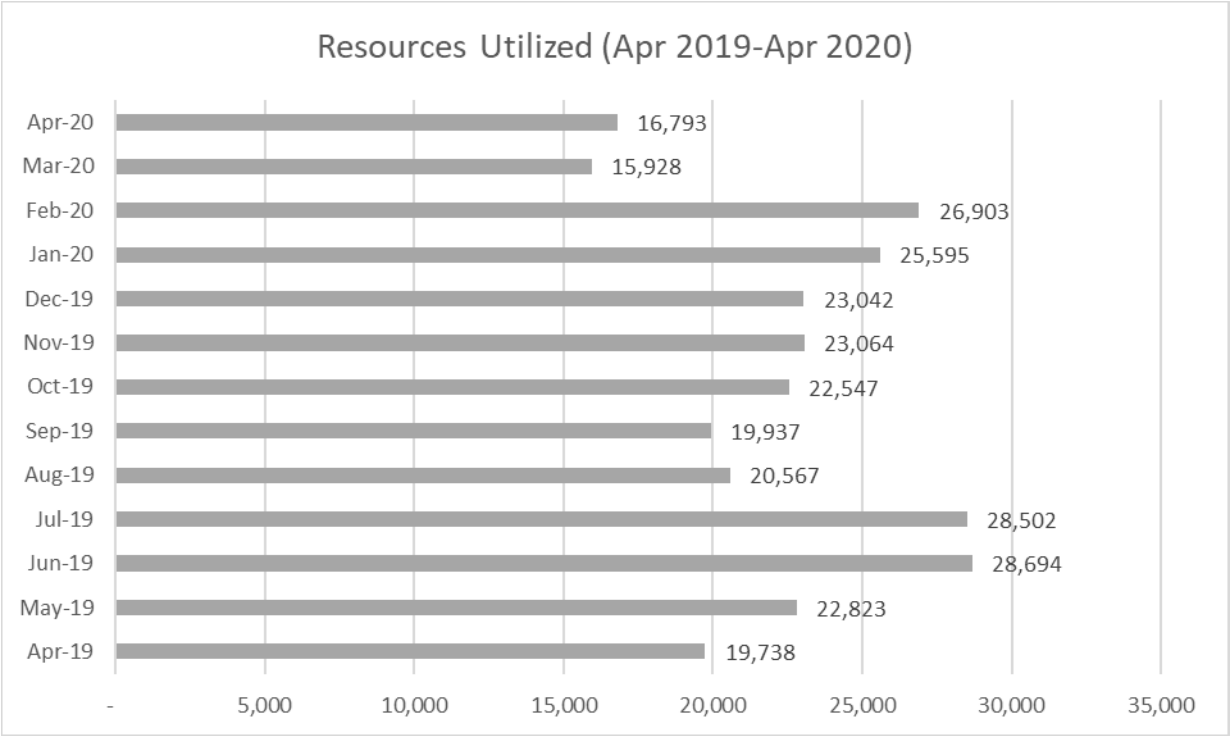
3) Due to COVID-19 the library began offering curbside pickup to patrons on Tuesdays and Thursdays from 2:00-6:00 p.m. and has been very popular. For more information checkout: https://www.cityofcarroll.com/covid19

Library Statistics from April 2019 - April 2020






Door Count (Apr 2019-Apr 2020)
Apr-20
Mar-20
Feb-20
Jan-20
Dec-19
Nov-19
Oct-19
Sep-19
Aug-19
Jul-19
Jun-19
May-19
Apr-19
-
1,023
4,748
4,793
4,347
4,985
5,404
5,002
6,136
7,735
9,407
5,618
5,057
-
1,000
2,000
3,000
4,000
5,000
6,000
7,000
8,000
9,000
10,000


Resources Utilized (Apr 2019-Apr 2020)
Apr-20
Mar-20
Feb-20
Jan-20
Dec-19
Nov-19
Oct-19
Sep-19
Aug-19
Jul-19
Jun-19
May-19
Apr-19
16,793
15,928
26,903
25,595
23,042
23,064
22,547
19,937
20,567
28,502
28,694
22,823
19,738
-
5,000
10,000
15,000
20,000
25,000
30,000
35,000