City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

April 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
- Prepared and filed FY 17/18 Budget Amendment #1
- Attended IMFOA Conference – April 18 – 20 (Des Moines)
- Prepared information for FY 19 property/liability insurance renewal
- Worked with BSI for health insurance renewal
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – April 26
    - Live Healthy Iowa 5K – postponed to April 21 due to inclement weather

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Continue with office document purging
- Employee meetings for health insurance renewal – May 22
- Work with Rec Center on Perfect Mind software questions
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – May 17

Accomplishments of particular note:

- 302 utility bills and statements were emailed in April 2018.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to five calls for service and held three training sessions in April.

On April 9th, Firefighters toured and pre-planned for emergency response to the Farner-Bocken Company (a division of Core Mark). The tour included a review of the building's fire suppression system and the location of the various employee entrance and exit points. After this tour and pre-plan, firefighters returned to the station for Bloodborne Pathogen annual refresher training.

On April 16th, the Department conducted a walk-through of the new Garden View Assisted Living facility to familiarize ourselves with the building layout.

Run Report for April:

Alarm Date	Alarm Location	Incident Type
04/03/2018	19705 W Hwy 30	Vehicle collision
04/08/2018	S Hwy 71 & 230th	Vehicle collision
04/23/2018	Olympic @ Railroad Crossing	Provide traffic control for minor U P single car derailment
04/30/2018	Hwy 30 & Hawthorne	Vehicle collision
04/30/2018	105 E 6th Street	Small natural gas leak

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Patrick McCarty attended a narcotics detection training at Camp Dodge. The training was hosted by the Midwest Counterdrug Training Center. The training center offers free training to law enforcement and military personnel on narcotic related topics. The training took place from the 2nd through the 5th.

Officer Jeff Nichols graduated from the Iowa Law Enforcement Academy on April 18th. The 15.5 week basic training course is held at Camp Dodge and teaches the officer the basic knowledge needed in law enforcement. Immediately upon graduation he began his 10 week field training program within the department. He is scheduled to be on a patrol shift in late June.

Officer McCarty participated in an employment seminar at Carroll High School on the 18th. This training focused on dealing with individuals who use English as a second language.

Sergeant Jeremiah Hoyt was recertified as a TASER instructor on the 20th. The training, which was held is Sioux City, allows Sgt. Hoyt to administer training to officers on the use, handling, and legality of the TASER.

Officer Kenneth Bensley went to the Governor Traffic Safety Bureaus conference in Des Moines on the 25th and 26th. The conference focuses on traffic trends and highway safety.

Carroll Police partnered with the Carroll County Sheriff's Department in the National Drug Take Back event on the 28th. The DEA event allows for citizens to turn in unwanted, expired, or unneeded prescription and over the counter medication. By removing these items from your home, you are helping fight an opioid overdose crisis. The medication is turned over to the DEA who then destroys it in a controlled method.

Kuemper students at the St. Lawrence Center graduated from DARE on the 27th. This graduation is the culmination of a semester of work with Sergeant Gary Bellinghausen and the Carroll Police Department. Congratulations to the newest DARE graduates.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	March 2018	March 2017	March 2016
Forcible Rape			
Forcible Fondling	1	2	
Porno/Obscene Material			
Robbery		1	
Aggravated Assault	1		
Domestic Violence		2	
Simple Assault	2	2	4
Domestic Abuse	1		
Burglary/B&E		1	2
Shoplifting	3	6	3
Theft from Vehicle	3	5	1
Theft Vehicle Part			
Theft of Bike		1	1
Theft from Building	5	4	3
Other Larceny			1
Motor Vehicle Theft			1
Arson			
Counterfeit/Forgery			1
Credit/ATM Fraud		1	
Identify Theft			1
Bad Checks	1		
Stolen Property			
Vandalism			
Vandalism: Business			
Vandalism: Residence	1		1
Vandalism: Vehicle	4	1	2
Vandalism: School			
Vandalism: Other			
Weapon Law Violation			
Drug/Narc Violations	7	3	5
Drug Equipment Viol			
Drive Under Influence	4	7	6
OWI 2nd			
OWI 3rd			
Liquor Law Violation	2	1	2
Drunkenness	2	2	4
Disorderly Conduct			1
Harassment	1		1
All Other Offenses	2	1	4
False Information	1		
Trespassing	7		1
Runaway			
Missing Person		1	

Cruelty to Animal			
Found Person			
Found Animal			
Found Property	1	8	2
Firearms Accident			
Unattended Death	1	1	
Suicide			1
Mental Case			
Animal Bite			1
Dispose of Animal			
Warrant Outside	4	7	8
Restraining Order	1		4
1050F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian	1		1
10-50 PI Car & Bike			
10-50 PD Prop.	13	15	10
10-50 Car & Deer			
1050 PD: Hit and Run	1	1	
1050 PD: City Vehicle		1	
1050 PD: Police Vehicle			
10-50 PD Under 1500	6	3	
Assist Other Agency	4		
Moving Violations			
Op After Revocation	2		
Operate After Suspen	6	8	11
Miscellaneous Public	1	4	5
Total	**89**	**89**	**88**

04/01/2018 thru 04/30/2018

Citations	
Animal	0
Dark Windows	0
License Violation	17
Other	8
Violation (Parking)	7
Registration	9
Seatbelt	31
Tobacco	0
Traffic	85
Warning Notices	269
Loud Stereo	0
TOTAL	**426**

04/01/2018 thru 04/30/2018

Salvage Vehicle Inspections: 8

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - April 2018

Class	Permit Type	Date Issued	Valuation		Permit #	Fee
Agricultural						
	Building					
			$113,800.00		180069	$0.00
	Agricultural Building Valuation Total:		**$113,800.00**	**Agricultural Building Fee Total:**		**$0.00**
	Agricultural Valuation Total:		**$113,800.00**	**Agricultural Fee Total:**		**$0.00**
Commercial						
	Building					
		04/06/2018	$400,000.00		180053	$1,191.00
		04/06/2018	$110,000.00		180056	$466.00
		04/16/2018	$200,000.00		180068	$691.00
	Commercial Building Valuation Total:		**$710,000.00**	**Commercial Building Fee Total:**		**$2,348.00**
	Electrical					
		04/10/2018			180061	$48.25
		04/17/2018			180075	$124.73
		04/27/2018			180088	$50.13
				Commercial Electrical Fee Total:		**$223.11**
	Mechanical					
		04/23/2018			180086	$156.85
				Commercial Mechanical Fee Total:		**$156.85**
	Plumbing					
		04/06/2018			180059	$413.50
		04/23/2018			180087	$57.00
				Commercial Plumbing Fee Total:		**$470.50**
	Right of Way					
		04/16/2018			180066	$495.50
		04/16/2018			180067	$25.00
				Commercial Right of Way Fee Total:		**$520.50**
	Sign					
		04/06/2018			180052	$15.00
		04/06/2018			180060	$60.00
		04/16/2018			180071	$5.00
		04/18/2018			180080	$15.00
				Commercial Sign Fee Total:		**$95.00**
	Commercial Valuation Total:		**$710,000.00**	**Commercial Fee Total:**		**$3,813.96**

Residential					
	Building				
		04/06/2018	$24,620.00	180055	$172.00
		04/18/2018	$525,000.00	180078	$1,537.00
		04/18/2018	$525,000.00	180079	$1,537.00
		04/27/2018	$236,000.00	180089	$820.00
		04/27/2018	$227,400.00	180092	$802.00
	Residential Building Valuation Total:		**$1,538,020.00**	**Residential Building Fee Total:**	**$4,868.00**
	Electrical				
		04/06/2018		180054	$35.88
		04/06/2018		180058	$35.88
		04/16/2018		180062	$35.88
		04/16/2018		180065	$35.88
		04/17/2018		180073	$125.13
		04/18/2018		180076	$96.26
		04/18/2018		180077	$126.00
		04/23/2018		180085	$74.00
		04/27/2018		180095	$100.00
				Residential Electrical Fee Total:	**$664.91**
	Mechanical				
		04/17/2018		180074	$72.88
		04/23/2018		180083	$67.51
		04/27/2018		180093	$37.51
		04/27/2018		180094	$28.13
				Residential Mechanical Fee Total:	**$206.03**
	Plumbing				
		04/17/2018		180072	$75.50
				Residential Plumbing Fee Total:	**$75.50**
	Right of Way				
		04/06/2018		180057	$25.00
		04/10/2018		180062	$25.00
		04/10/2018		480063	$25.00
		04/16/2018		180070	$25.00
		04/23/2018		180081	$25.00
		04/23/2018		180082	$25.00
		04/23/2018		180084	$25.00
		04/27/2018		180090	$25.00
		04/27/2018		180091	$25.00
		04/27/2018		180096	$25.00
		04/27/2018		180097	$25.00
				Residential Right of Way Fee Total:	**$275.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$1,538,020.00**	**Residential Fee Total:**	**$6,089.44**
	Valuation Grand Total:		**$2,361,820.00**	**Fee Grand Total:**	**$9,903.40**

Permits - YTD - through April 2018

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$113,800.00		$0.00
	Agricultural Valuation Total:	**$113,800.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$831,600.00		$3,120.00
	Electrical			$1,227.75
	Mechanical			$156.85
	Plumbing			$645.00
	Right of Way			$570.50
	Sign			$140.00
	Commercial Valuation Total:	**$831,600.00**	**Commercial Fee Total:**	**$5,860.10**
Residential				
	Building	$2,917,520.00		$9,778.63
	Electrical			$995.98
	Mechanical			$290.17
	Plumbing			$214.00
	Right of Way			$375.00
	Sign			
	Residential Valuation Total:	**$2,917,520.00**	**Residential Fee Total:**	**$11,653.78**
	Valuation Grand Total:	**$3,862,920.00**	**Fee Grand Total:**	**$17,513.88**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated five graves for Cemetery.
- Plowed snow and sanded for several snow and ice events.
- Removed all snow fence.
- Patched potholes.
- Bladed all alleys.
- Swept streets.
- Installed new street name signs.
- Placed 22.5 cubic yards of concrete for street repairs and ROW permits.
- Maintained signs and signals.
- Bladed gravel roads
- Division Safety Meeting: "Eye Protection", April 17.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 33.889 million gallons
  Daily Average: 1.130 million gallons
  Daily Maximum: 1.974 million gallons
- Completed 170 Iowa One Call locate requests.
- Meter Department
  - 69 service orders.
  - 8 delinquents.
  - 2 rereads.
  - 1 stuck meters.
- Division Safety Meeting: Employees attended the "Confined Space Hazards", April 18.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 53.348 million gallons
  Daily Average: 1.778 million gallons
  Daily Maximum: 2.450 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Trench Safety", April 24, 2018.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Hauled and leveled dirt fill for new sign at Airport.
- Installed detour signs for US 30 and Grant Road project.
- Excavated and plugged abandoned tile on US 30 and Grant Road project.
- Assisted the Wastewater Division with two sanitary sewer excavations on East Street on April 26.

Division: Water; Terry Kluver, Water Superintendent

- Seeded five (5) excavation sites from this past winter watermain breaks.
- Submitted permit-required samples for Nitrate, Synthetic Chemicals (SOC) and Volatile Chemicals (VOC).
- Started flushing 500 fire hydrants.
- Train new employee on water meter installation.

Division: Sean Kleespies, Wastewater Superintendent

- CCTV inspection of sanitary sewer.
- Repair sanitary sewer at N. East Street and 9th Street.
- Started proficiency testing for lab certification.
- Completed sludge lagoon hauling for Spring.
- Cleaned storm sewers for the Street Division.
- Repaired primary sludge pump #3.
- Cleaned and jetted primary clarifier #1
- Replaced cleaning brushes on final clarifiers.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Remove snow equipment from trucks.
- ROW permits and street repairs.
- Place sod at 3rd Street and Maple Street.
- Maintain signs and signals.
- Sweep downtown
- Blade alleys and gravel roads.

Division: Water; Terry Kluver, Water Superintendent

- Work with contractor on a Computerized Leak Detection Survey of all fire hydrants and valves.
- Compile analytical results for the 2017 Consumer Confidence Report.
- Continue flushing 500 fire hydrants.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Start Jet/Vac sanitary sewers.
- Spray the Plant grounds for weeds.
- Start sanitary sewer repairs.

CAPITAL PROJECT STATUS SUMMARY – 05-15-18

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									
Sidewalk Transition Plan	2018	FY18		$57,414	2018	FEH Design	$5,680.00				09-14-18	
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 $237,265.51 $240,415.7	100%	08-15-13 115 Working Days	TSIP Application Design
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	$140,146.45 $772,208.02	 95%	 40 Working Days	Design Construction 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
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	$48,400.00		12-29-17	
Downtown Streetscape Phase 9	2016 On-going	FY18	FY18	$985,500	2018	Confluence	$85,500.00	10-23-17	$83,779.75		05-18	
Street Resurfacing 2018	2017 On-going	FY18	FY18	$700,000	2018	JEO Consulting Group, Inc.	$84,100.00	02-13-18	$51,500.00		11-15-18	
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	$1,000,000	2020	Veenstra & Kimm, Inc.	$73,500					
Wastewater Treatment Plant Sludge Handling			FY19	$330,0000		Veenstra & Kimm, Inc.	$18,800					

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Clean up all park areas
- Put plumbing back together in restrooms
- Clean up all perennial beds downtown
- Equipment ready for season
- Soccer fields ready – mark out fields, paint lines
- Ballfields groomed
- Power wash all restroom and shelters
- Pre-emergent in perennials beds downtown
- Pick up trash in all park areas and downtown
- Trim shrubs and trees
- Sand and scrub and repair some picnic tables

Golf: Scott Haakenson, Golf Superintendent

- Serviced mowers and got read for season
- Picked up sticks and cleaned beds around club house
- Mowed greens four times
- Rolled greens two times
- Mowed tees three times
- Mowed collars three times
- Mowed fairways four times
- Cut cups four times

Cemetery: John Snyder, Cemetery Sexton

- We had seven burials, five of which were full burials, and two were cremation burials. Two of the full burials were done on Saturdays, and one of the cremations was on a Saturday. One of the cremations was done privately, and all monies due to the City of Carroll were collected at that time.
- Hired 2 part time employees for the summer, still looking for 1 more.
- Mulched leaves along boulder wall, cyclone fence, inside and outside of each.
- Backfilled, tamped, and seeded numerous graves that were either new this winter or had settled and needed attention.
- Got mowers out of storage building and put frost burners into storage.
- Plowed snow several times when and where needed.
- Worked with the Historical Society on the restoration of the Chapel Building in the cemetery. Removed the propane tank enclosure, repaired some of the old lights, dirt work around building, added a section of gutter with downspout to south east corner of building and removed old hanger brackets.
- Did all paperwork related to the cemetery including burial records, funeral home billings, grave sales including money due to the city.
- Helped numerous people with finding grave locations.

- Did all standard maintenance and repairs as needed on cemetery buildings and equipment.
- Planted 10 trees in newly established nursery area on south end of cemetery for future use and planted 2 replacement trees in Block 8 that were destroyed by storm damage

Special Activities/Accomplishments of particular note:

Parks: Scott Parcher, Parks Superintendent

- Three hazard trees taken down at Northwest Park

Golf: Scott Haakenson, Golf Superintendent

- Opened bathrooms
- Put fountain in #7 pond
- Turned on irrigation system
- Rearranged oil storage and put into fire cabinet
- Cut down three dead Pine Trees

Cemetery: John Snyder, Cemetery Sexton

- Planted trees in new nursery for future use

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Prepare pots and flower beds for planting
- Repair sewer line at Southside Park open shelter
- Seed areas downtown
- Replace some shrubs downtown and on Main Street
- Plant trees in nursery

Golf: Scott Haakenson, Golf Superintendent

- Routine mowing
- Spread preemergent and fertilizer on tees and fairways
- Keep cutting down dead Pine Trees when have time

Cemetery: John Snyder, Cemetery Sexton

- Continue with regular spring schedule

Director's Report
April 2018

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	38
Children's Library Programs	141
Children's Program Outreach	584
Diane's Read Aloud	163
Romp & Read	95
Book Clubs	15
Crafty Library Ladies	48
Poetry Group	16
Teen Advisory Group	3
Earth Day	130
Carroll Middle School—Scavenger Hunt	283
Kuemper—Mystery Reader	80
Chamber Coffee	50
Everybody on the Same Page Programs	32
Total Program Attendance	**1,678**
Monthly Door Count	**5,746**

Total Print Circulation:	7,643
BRIDGES Circulation:	716
Consumer Reports:	700
Public Computer Use:	500
Wi-Fi Use:	199
Website Visits	3,104
Gale Databases:	105
Global Road Warrior Page Views:	81
Learning Express Resources:	1
Freegal Music Downloads:	487
Transparent Language:	3
Chilton Auto Manual	4
ABC Mouse Sessions:	163
Zinio Digital Magazine Circulation:	23
Daily Times Herald Page Views:	4,543
Total Resources Utilized	**18,272**

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, Romp & Read, Pet Readers and outreach with book visits. In the month of April we celebrated Earth Day by continuing our partnership with DMACC to host the Carroll Animal Rescue League and Ivan, the therapy dog. Participants learned about service dogs, got to see Dr. Whoot, and learn about programs the library has to offer such as, 2018 Summer Reading Program, Pet Readers, and 1,000 Books Before Kindergarten. Due to the rainy weather, we only had 130 attend the program. Diane also hosted special storytimes to promote the Everybody on the Same Page (ESP) program theme Choose Kind with the book *We're All Wonders* by R.J. Palacio. Other ESP programs this month included book club discussions, Family Crisis Center discussing bullying, and showings of the movie *Wonder*.

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. During National Library Week, Rachel went out to the Carroll Middle School Media Center to talk about programs the library offers and had the students participate in a library scavenger hunt. During the scavenger hunt, students had to locate a variety of different resources in the library by utilizing the card catalog and their research skills. Rachel was also invited to read to first graders at Kuemper as their Mystery Reader and promote the enjoyment of reading. In honor of National Library Week, the Friends of the Library helped the library host a Chamber Coffee with 50 participants attending.

3) **Upcoming Events**: We have our Summer Reading events posted on Facebook, so check them out! 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.