City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

May 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
- Held employee meetings for health insurance renewal – May 22
- Worked with Rec Center on Perfect Mind software questions
- Worked with various city department for payroll paperwork for the additional employees hired for season/summer positions
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – May 17

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
- Continue working with various city department for payroll paperwork for the additional employees hired for season/summer positions
- Work with Rec Center on Perfect Mind software questions
- Work with other departments for fireworks education promotion
- End of fiscal year is June 30, 2018 – prepare financials
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – June 21

Accomplishments of particular note:

- 305 utility bills and statements were emailed in May 2018.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to one call for service and held three training sessions in May.

The members of the Carroll Fire Department recently completed a two-day training session involving fire development, ventilation, personnel accountability, and hands-on interior fire attack. Training was held at the Carroll Fire Station on Monday and Tuesday evenings (May 14th & 15th) and was presented by Jim Carpenter with Customized Firefighter Training based in Milford, IA.

During the classroom presentation, firefighters were given an in-depth look at how quickly fire can develop with the new construction materials and synthetic fabrics found in furniture, carpeting and decorative materials in homes and businesses today. The importance of firefighter respiratory protection from toxic smoke generated by these burning materials with the use of Self-Contained Breathing Apparatus (SCBA) was also stressed. Containing fire spread by limiting and controlling air movement within a burning structure was also discussed.

The hands-on portion of the training involved the use of a mobile 30’ x 8’ x 10’ live fire burn simulator set up behind the fire station. Firefighters had the opportunity to enter a smoke and heat filled environment to extinguish fire and ventilate smoke. The burn simulator is trailer-mounted and utilizes propane gas controlled by the instructors for the fire and heat effect and hay bales for smoke generation. The environment within the trailer is as real as it gets and is a great teaching tool for our newer members and a great refresher for our more seasoned firefighters.

This type of training session is an on-going effort by the Department to maintain well-trained firefighters to serve our community to the best of our ability.

Funding for this training was provided through the Iowa Department of Public Safety.

Run Report for May:

Alarm Date	Alarm Location	Incident Type
05/15/2018	219 w 11th Street	Trailer mounted grill fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On the 1st, Sergeant JJ Schreck participated in the Carroll High School safety fair. Googles were provided by the Department of Public Safety to imitate being impaired and students were required to do normal activities such as shooting a basketball into the hoop and navigating a maze while simulating intoxication. The intent is to teach the students that their abilities are minimized while impaired on alcohol or narcotics which can be dangerous to their health and that of others.

Sergeant Gary Bellinghausen attended School Behavioral Threat Assessment training on the 1st. This training presents changes to the Iowa Code which will require school districts to create policy and teams to handle threats towards the schools. The class was presented by the Iowa's Area Education Agency.

Officer Ethan Kathol was recertified as a firearms instructor on May 3rd. This training takes place at the Iowa Law Enforcement Academy (ILEA) and allows the officer to instruct on firearms training. The Carroll Police Department qualifies multiple times per year on firearms and completes many hours of training with firearms all while being supervised by a Firearms Instructor.

On May 8 and 9, the Carroll Police Department hosted an Advanced Roadside Impaired Driving Education course. This course is sponsored by the Governor's Traffic Safety Bureau and instructed by impaired driver instructors and Drug Recognition Experts. Sergeants Jeremiah Hoyt and Schreck, and Officer Jason Kirsch attended the training event as well as officers from many surrounding communities.

Officers Tony Amdor and Nathan Christian attended an interview and interrogation training put on by the CTK Group in Waterloo the 15th through the 17th. This advanced interview training gives the officers the skills needed to get more information from victims, suspects, and witnesses in a scientific form. All officers attend this type of training within the first few years of employment with the City of Carroll.

The last two weeks of the month, around 200 elementary students visited the police department and were given tours and equipment demonstrations. The students were from both the Carroll and Kuemper school systems. This yearly activity is enjoyed by the officers and students and allows for many questions the students have to be answered.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	May 2018	May 2017	May 2016
Forcible Rape			1
Forcible Fondling			2
Porno/Obscene Material			
Robbery			
Aggravated Assault			2
Domestic Violence			
Simple Assault	7	6	1
Domestic Abuse	4	2	
Burglary/B&E	2	4	2
Shoplifting	6	3	4
Theft from Vehicle		1	1
Theft Vehicle Part		1	
Theft of Bike			1
Theft from Building	4	3	8
Other Larceny			
Motor Vehicle Theft		1	1
Arson			
Counterfeit/Forgery	7		1
Credit/ATM Fraud	1	2	
Identify Theft			
Bad Checks			
Stolen Property			
Vandalism			
Vandalism: Business			2
Vandalism: Residence	4	4	6
Vandalism: Vehicle	4	3	3
Vandalism: School			
Vandalism: Other	2		
Weapon Law Violation	1		2
Drug/Narc Violations	3	2	2
Drug Equipment Viol			
Drive Under Influence		3	6
OWI 2nd		1	
OWI 3rd		1	
Liquor Law Violation		1	1
Drunkenness	2	7	2
Disorderly Conduct	1	2	4
Harassment	2		
All Other Offenses	3	3	4
False Information			
Trespassing	10	1	1
Runaway			
Missing Person			

Cruelty to Animal			
Found Person			
Found Animal			
Found Property	1	3	2
Firearms Accident	1		
Unattended Death			
Suicide			
Mental Case			1
Animal Bite	2	1	2
Dispose of Animal			
Warrant Outside	8	13	8
Restraining Order		1	3
1050F Traffic Accident			
10-50 PI Personal Injury		1	1
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	12	10	16
10-50 Car & Deer			
1050 PD: Hit and Run	3	1	1
1050 PD: City Vehicle			
1050 PD: Police Vehicle			
10-50 PD Under 1500	2	4	5
Assist Other Agency	1		
Moving Violations			
Op After Revocation		4	1
Operate After Suspen	8	7	11
Miscellaneous Public	6	3	3
Total	**107**	**99**	**111**

05/01/2018 thru 05/31/2018

Citations	
Animal	0
Dark Windows	0
License Violation	18
Other	5
Violation (Parking)	14
Registration	19
Seatbelt	42
Tobacco	0
Traffic	79
Warning Notices	218
Loud Stereo	0
TOTAL	**395**

05/01/2018 thru 05/31/2018

Salvage Vehicle Inspections: 17

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - May 2018

Class	Permit Type	Date Issued	Valuation		Permit #	Fee
Agricultural						
	Building					
		NONE				$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					
		05/24/2018	$25,000.00		180140	$172.00
	Commercial Building Valuation Total:		**$25,000.00**	**Commercial Building Fee Total:**		**$172.00**
	Electrical					
		NONE				$0.00
				Commercial Electrical Fee Total:		**$0.00**
	Mechanical					
		NONE				$0.00
				Commercial Mechanical Fee Total:		**$0.00**
	Plumbing					
		05/15/2018			180118	$55.00
				Commercial Plumbing Fee Total:		**$55.00**
	Right of Way					
		05/08/2018			180100	$25.00
				Commercial Right of Way Fee Total:		**$25.00**
	Sign					
		05/08/2018			180101	$15.00
				Commercial Sign Fee Total:		**$15.00**
	Commercial Valuation Total:		**$25,000.00**	**Commercial Fee Total:**		**$267.00**

Residential					
	Building				
		05/08/2018	$3,200.00	180098	$40.75
		05/08/2018	$4,500.00	180099	$47.00
		05/08/2018	$12,000.00	180102	$84.50
		05/08/2018	$186,000.00	180110	$694.00
		05/15/2018	$125,000.00	180114	$503.50
		05/15/2018	$300,002.00	180116	$194.50
		05/22/2018	$280,000.00	180128	$922.00
		05/22/2018	$750,000.00	180129	$2,015.00
		05/22/2018	$144,299.00	180131	$596.00
		05/22/2018	$144,300.00	180133	$596.00
		05/22/2018	$100,000.00	180135	$483.00
		05/22/2018	$15,000.00	180137	$110.00
	Residential Building Valuation Total:		**$2,064,301.00**	**Residential Building Fee Total:**	**$6,286.25**
	Electrical				
		05/08/2018		180103	$100.00
		05/08/2018		180104	$35.88
		05/17/2018		180126	$35.88
				Residential Electrical Fee Total:	**$171.76**
	Mechanical				
		05/08/2018		180105	$60.26
		05/08/2018		180108	$58.01
		05/15/2018		180115	$48.51
		05/17/2018		180121	$62.76
		05/17/2018		180123	$39.51
		05/17/2018		180125	$62.76
				Residential Mechanical Fee Total:	**$331.81**
	Plumbing				
		05/08/2018		180106	$69.00
		05/08/2018		180107	$72.00
		05/15/2018		180112	$80.00
		05/15/2018		180117	$55.00
		05/17/2018		180120	$93.00
		05/17/2018		180122	$34.00
		05/17/2018		180124	$86.00
				Residential Plumbing Fee Total:	**$489.00**
	Right of Way				
		05/08/2018		180109	$25.00
		05/08/2018		180111	$25.00
		05/15/2018		180119	$465.00
		05/17/2018		180127	$25.00
		05/22/2018		180130	$25.00
		05/22/2018		180132	$25.00
		05/22/2018		180134	$25.00
		05/22/2018		180136	$25.00
		05/22/2018		180138	$25.00
		05/22/2018		180139	$955.00
				Residential Right of Way Fee Total:	**$1,620.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$2,064,301.00**	**Residential Fee Total:**	**$8,898.82**
	Valuation Grand Total:		**$2,089,301.00**	**Fee Grand Total:**	**$9,165.82**

Permits - YTD - through May 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	$856,600.00		$3,292.00
	Electrical			$1,227.75
	Mechanical			$156.85
	Plumbing			$700.00
	Right of Way			$595.50
	Sign			$155.00
	Commercial Valuation Total:	**$856,600.00**	**Commercial Fee Total:**	**$6,127.10**
Residential				
	Building	$4,981,821.00		$16,064.88
	Electrical			$1,167.74
	Mechanical			$621.98
	Plumbing			$703.00
	Right of Way			$1,995.00
	Sign			
	Residential Valuation Total:	**$4,981,821.00**	**Residential Fee Total:**	**$20,552.60**
	Valuation Grand Total:	**$5,952,221.00**	**Fee Grand Total:**	**$26,679.70**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated four graves for Cemetery.
- Placed 148.5 cubic yards of concrete for street repairs and ROW permits.
- Swept streets.
- Maintained signs and signals.
- Began painting traffic markings.
- Maintained Central Business District lights.
- Division Safety Meeting: "Hard Hat Safety", May 21, 2018.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 44.218 million gallons
  Daily Average: 1.4262 million gallons
  Daily Maximum: 1.9187 million gallons
- Completed 233 Iowa One Call locate requests.
- Meter Department
  - 131 service orders.
  - 2 delinquents.
  - 2 rereads.
  - 2 stuck meters.
- Division Safety Meeting: N/A

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 56.550 million gallons
  Daily Average: 1.824 million gallons
  Daily Maximum: 2.695 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Electrical Safety", May 21, 2018.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Kevin Hoffman, Kurt Mosman, and Tyler Schultes attended sweeper training in Des Moines on May 22.
- Hauled dirt and seeded bank at Well #17.
- Poured bike parking pad at aquatic center.
- Poured sidewalk at Cemetery Building.

Division: Water; Terry Kluver, Water Superintendent

- Seeded five (5) excavation sites from past winter watermain breaks.
- Submitted permit-required samples for Nitrate, Synthetic Chemicals (SOC) and Volatile Chemicals (VOC).
- Seeded High Service Pump Station and by Well #11 after completion of the Transmission Main installation.
- Completed flushing 500 fire hydrants.

Division: Sean Kleespies, Wastewater Superintendent

- Sent in camera for repairs.
- Assisted Street Division with concrete work.
- Repaired sanitary sewer on East Street between 9th Street and 10th Street.
- Repaired a/c unit in the blower building.
- Cleaned storm sewers for Street Division.
- Performed routine maintenance on sanitary sewer system by Jet/Vac.
- Completed annual laboratory testing for DMRQA.
- Mowed WWTP grounds and lift stations.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Street repairs and ROW permits.
- Maintain signs and signals.
- Maintain CBD lights.
- Sweep streets.
- Paint traffic markings.
- Blade gravel roads.

Division: Water; Terry Kluver, Water Superintendent

- Complete 2018 Consumer Confidence Report and distribute, by mail and electronically, to consumers.
- Submit permit-required samples for Trihalomethanes (TTHM) and Haloacetic Acids (HHA5) at two locations.
- Work with contractor on a Computerized Leak Detection Survey of all fire hydrants and valves.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Start Jet/Vac sanitary sewers.
- Repair the fine screen.
- Sanitary sewer repairs.

CAPITAL PROJECT STATUS SUMMARY – 06-14-18

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									
Sidewalk Transition Plan	2018	FY18		$57,414	2018	FEH Design Badding Constr. Co.	$5,680.00 $54,500.00		$5,680.00		09-14-18 10-14-18	
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 $262,616.12 $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	$141,793.45 $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	2014	FY 16	FY16			JEO Consulting Group, Inc.	$324,000.00	07-28-14	$327,680.61			
Transmission Main – Group A	2014	FY 16	FY16			Drake Construction, L.C.	$790,134.07	03-23-14	$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	$87,789.05		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 all parks – rake sticks, leaves and debris
- Clean all restrooms and shelters – sweep and power wash
- Mow all park areas
- Trim all park areas
- Re-seed some areas
- Put pre-emergent down in 150 perennial beds
- Put pre-emergent down on turf areas
- Plant new shrubs on Main Street Islands and downtown
- Cut all water sprouts off trees downtown
- Prepare flower pots for planting – old soil out – new soil in
- Plant all flowers in pots (41)
- Plant flower beds in Graham Park and at the museum
- Batting cages put up at Stadium and little league fields
- Do all the infield work on ballfields
- Summer crew hired

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 12 times
- Mowed fairways 13 times
- Mowed collars 13 times
- Mowed greens 24 times
- Verticut greens 2 times
- Rolled greens 1 time
- Sprayed greens as needed
- Mowed rough as needed
- Serviced equipment as needed
- Weed ate as needed
- Watered greens, tees, fairways as needed
- Cleaned bathrooms as needed

Cemetery: John Snyder, Cemetery Sexton

- Got cemetery ready for Memorial Day
- Tended to eight funerals, three of those were cremation burials, five were full burials and three were done on Saturdays
- Watered all new trees and flower gardens three times
- Mulched new perennial gardens around chapel building
- Helped numerous people locate graves
- Sold graves and completed all cemetery paperwork and records
- Mowed and trimmed drainage ditches on south end of cemetery
- Backfilled and seeded graves that had settled along with areas that had turf damage due to heavy equipment driving on it

- Hired our last part time employee, Maynard Hull
- Edged all curbs on Grant Road, Clark Street and 1st Street, along with the sidewalks on 1st St. Clark St. and Memorial Circle
- Cleaned up numerous large tree branches that were down due to wind damage
- Serviced all equipment as needed
- Weeded around all monuments, walls, buildings, trees, and fences
- Did some repairs on the boulder wall as time allowed
- Planted 500 + flowers in prepared flower beds

Special Activities/Accomplishments of particular note:

Parks: Scott Parcher, Parks Superintendent

- New sewer line put in at Southside open shelter

Golf: Scott Haakenson, Golf Superintendent

- Poured concrete pad for memorial bench on #16
- Mulched area around trees on #5 in preparation for memorial bench
- Placed to memorial benches
- Held the Hawkeye 10 boys conference golf meet

Cemetery: John Snyder, Cemetery Sexton

- Prepared cemetery for Memorial Day

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Spot spray weeds in all areas
- Maintain all ballfields
- Trim trees
- Remove trees as needed

Golf: Scott Haakenson, Golf Superintendent

- 8” cup golf tournament

Cemetery: John Snyder, Cemetery Sexton

- Regular summer schedule, with some ash tree removal

Director's Report
May 2018

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	40
Children's Library Programs	319
Children's Program Outreach	156
Diane's Read Aloud	59
Summer Reading Commercials	1,167
Book Clubs	10
Crafty Library Ladies	76
Poetry Group	3
Teen Advisory Group	5
ESP—Officer Shelby McCreedy	9
Downstairs at Downton	15
Test Proctor	1
Total Program Attendance	**1,860**
Monthly Door Count	**6,422**

Total Print Circulation:	8,369
BRIDGES Circulation:	722
Consumer Reports:	431
Public Computer Use:	472
Wi-Fi Use:	204
Website Visits	2,889
Gale Databases:	60
Global Road Warrior Page Views:	68
Learning Express Resources:	4
Freegal Music Downloads:	266
Transparent Language:	3
Chilton Auto Manual	4
ABC Mouse Sessions:	126
Zinio Digital Magazine Circulation:	23
Daily Times Herald Page Views:	3,821
Total Resources Utilized	**17,462**

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. Diane began her Summer Reading Commercials in May to promote the performers coming to visit the library this summer by visiting Kuemper, Carroll, and Ar-We-Va schools. Dr. Whoot also paid a special visit to the Kuemper preschool and optional kindergarten classes to share his favorite books and answer questions about owls.

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. The library finished out the Everybody on the Same Page program with State Patrol Officer Shelby McCreedy where she discussed when bullying becomes a criminal act. The library also hosted Kathy Wilson to reveal the realities of domestic service at Highclere Castle, the real Downton Abbey, during the early 20th century.

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.
   - Will Stuck—Summer Reading Performer: Tuesday, June 19
   - Loretta Ellsworth author—Stars Over Clear Lake: Thursday, June 21
   - Chad Elliot—Summer Reading Performer: Tuesday, June 26