City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

June 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
- Worked with Rec Center on Perfect Mind software questions
- Worked with office document purging
- Worked with various city department for payroll paperwork for the additional employees hired for season/summer positions
- Set up accounting software for new water excise tax
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – June 21

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
- End of fiscal year is June 30, 2018 – prepare financials/transfers
- Iowa Municipal Professionals Academy – July 25 – 27 (Ames)
- Road Use Tax Report Training – July 27 (Ames)
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – July 19
    - Kids Health & Safety Fair – August 11

Accomplishments of particular note:

- 304 utility bills and statements were emailed in June 2018

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 June.

Firefighters conducted a basic truck operation review. Individual firefighters were required to show competency in fire pump and water flow operations of the various trucks utilized by the Department. Firefighters were also required to located and explain the operation of the various tools in the truck compartments. Firefighters rotated between trucks and were evaluated by a Department officer as they completed their assigned task.

Run Report for June:

Alarm Date	Alarm Location	Incident Type
06/04/2018	613 W Highway 30	Gasoline spill
06/05/2018	Highway 30 & Market St	Vehicle collision
06/06/2018	1100 Block of High Ridge	Lightning strike (transformer)
06/09/2018	1751 E Highway 30	False alarm
06/12/2018	526 E 18th Street	False alarm
06/16/2018	632 E 2nd Street	Assist police
06/17/2018	140th & Highway 71	Vehicle collision

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Alex Klever completed radar instructor recertification at the Iowa Law Enforcement Academy (ILEA) on the 11th. Officer Klever is the radar instructor for the department and trains and certifies new officers on the use of the radar equipment.

Sergeant JJ Schreck attended the Iowa Acts of Interest conference in Altoona on the 21st. This conference is put on by the Iowa County Attorney's Association and gives updates to the law changes which take effect on July 1.

On the 18th, all officers participated in the quarterly fitness assessment. This testing incentivizes physical fitness within the department. The testing is mandatory to participate but there is no requirement to pass the testing. A majority of the officers pass the testing which is set by the ILEA basic training academy.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	June 2018	June 2017	June 2016
Forcible Rape		1	
Forcible Fondling		1	1
Porno/Obscene Material			
Robbery			
Aggravated Assault	2	1	1
Domestic Violence			
Simple Assault	4	6	1
Domestic Abuse	2	2	
Burglary/B&E	5	9	5
Shoplifting	2	1	10
Theft from Vehicle	3	8	
Theft Vehicle Part			
Theft of Bike			1
Theft from Building	1	8	5
Other Larceny	2		1
Motor Vehicle Theft	3	2	1
Arson			
Counterfeit/Forgery	2	2	1
Credit/ATM Fraud	1	1	
Identify Theft			
Bad Checks		1	
Stolen Property		1	
Vandalism			
Vandalism: Business		3	2
Vandalism: Residence	3	4	
Vandalism: Vehicle	5	2	3
Vandalism: School			
Vandalism: Other	1		1
Weapon Law Violation			
Drug/Narc Violations	6	5	4
Drug Equipment Viol	2		
Drive Under Influence		5	5
OWI 2nd			
OWI 3rd			
Liquor Law Violation		1	1
Drunkenness	3		2
Disorderly Conduct	6	2	4
Harassment		1	
All Other Offenses	3	3	2
False Information			
Trespassing	8	3	1
Runaway			
Missing Person			1

Cruelty to Animal			
Found Person			
Found Animal			
Found Property	6	2	3
Firearms Accident			
Unattended Death	1	1	
Suicide			
Mental Case			
Animal Bite		1	2
Dispose of Animal			1
Warrant Outside	2	6	4
Restraining Order			
1050F Traffic Accident			
10-50 PI Personal Injury	2		3
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	7	17	10
10-50 Car & Deer		1	
1050 PD: Hit and Run	1	2	5
1050 PD: City Vehicle			
1050 PD: Police Vehicle			
10-50 PD Under 1500	2	2	2
Assist Other Agency		1	2
Moving Violations			
Op After Revocation	3	1	
Operate After Suspen	5	10	5
Miscellaneous Public	3	6	
Total	**96**	**123**	**90**

06/01/2018 thru 06/30/2018

Citations	
Animal	0
Dark Windows	1
License Violation	15
Other	3
Violation (Parking)	9
Registration	3
Seatbelt	17
Tobacco	1
Traffic	55
Warning Notices	128
Loud Stereo	0
TOTAL	**232**

06/01/2018 thru 06/30/2018

Salvage Vehicle Inspections: 8

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - June 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					
		06/01/2018	$200,000.00		180144	$691.00
		06/20/2018	$0.00		180182	$35.00
	Commercial Building Valuation Total:		**$200,000.00**	**Commercial Building Fee Total:**		**$726.00**
	Electrical					
		06/12/2018			180163	$60.96
		06/20/2018			180180	$57.28
		06/28/2018			180188	$31.52
				Commercial Electrical Fee Total:		**$149.76**
	Mechanical					
		06/14/2018			180174	$31.50
				Commercial Mechanical Fee Total:		**$31.50**
	Plumbing					
		06/07/2018			180153	$58.50
		06/14/2018			180175	$83.00
				Commercial Plumbing Fee Total:		**$141.50**
	Right of Way					
		06/28/2018			180187	$25.00
				Commercial Right of Way Fee Total:		**$25.00**
	Sign					
		06/01/2018			180145	$15.00
		06/14/2018			180176	$10.00
		06/14/2018			180177	$15.00
		06/28/2018			180191	$30.00
		06/28/2018			180193	$15.00
				Commercial Sign Fee Total:		**$85.00**
	Commercial Valuation Total:		**$200,000.00**	**Commercial Fee Total:**		**$1,158.76**

Residential					
	Building				
		06/01/2018	$450,000.00	180141	$1,358.00
		06/01/2018	$8,000.00	180143	$72.00
		06/07/2018	$52,520.37	180156	$293.89
		06/12/2018	$265,000.00	180157	$853.50
		06/14/2018	$1,000.00	180165	$22.00
		06/20/2018	$334,560.00	180178	$1,070.50
		06/20/2018	$3,400.00	180179	$40.75
		06/20/2018	$3,000.00	180181	$34.50
		06/28/2018	$10,000.00	180189	$78.25
	Residential Building Valuation Total:		**$1,127,480.37**	**Residential Building Fee Total:**	**$3,823.39**
	Electrical				
		06/07/2018		180147	$87.00
		06/07/2018		180148	$87.00
		06/07/2018		180149	$100.00
		06/12/2018		180164	$35.88
		06/14/2018		180166	$62.00
		06/14/2018		180167	$35.88
		06/14/2018		180168	$111.25
		06/14/2018		180169	$139.00
		06/14/2018		180170	$88.25
		06/14/2018		180171	$124.25
		06/14/2018		180172	$111.25
		06/14/2018		180173	$152.00
		06/20/2018		180183	$125.13
				Residential Electrical Fee Total:	**$1,258.89**
	Mechanical				
		06/07/2018		180151	$67.89
		06/07/2018		180155	$34.76
		06/12/2018		180160	$58.01
		06/12/2018		180161	$58.01
		06/20/2018		180184	$62.76
				Residential Mechanical Fee Total:	**$281.43**
	Plumbing				
		06/07/2018		180152	$117.50
		06/12/2018		180159	$68.50
		06/12/2018		180162	$87.00
		06/20/2018		180185	$89.50
				Residential Plumbing Fee Total:	**$362.50**
	Right of Way				
		06/01/2018		180142	$25.00
		06/07/2018		180146	$25.00
		06/07/2018		180150	$25.00
		06/07/2018		180154	$25.00
		06/12/2018		180158	$25.00
		06/20/2018		180186	$25.00
		06/28/2018		180190	$25.00
		06/28/2018		180192	$25.00
				Residential Right of Way Fee Total:	**$200.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$1,127,480.37**	**Residential Fee Total:**	**$5,926.21**
	Valuation Grand Total:		**$1,327,480.37**	**Fee Grand Total:**	**$7,084.97**

Permits - YTD - through June 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	$1,056,600.00		$4,018.00
	Electrical			$1,377.51
	Mechanical			$188.35
	Plumbing			$841.50
	Right of Way			$620.50
	Sign			$240.00
	Commercial Valuation Total:	**$1,056,600.00**	**Commercial Fee Total:**	**$7,285.86**
Residential				
	Building	$6,109,301.37		$19,888.27
	Electrical			$2,426.63
	Mechanical			$903.41
	Plumbing			$1,065.50
	Right of Way			$2,195.00
	Sign			
	Residential Valuation Total:	**$6,109,301.37**	**Residential Fee Total:**	**$26,478.81**
	Valuation Grand Total:	**$7,279,701.37**	**Fee Grand Total:**	**$33,764.67**

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 129 cubic yards of concrete for street repairs and ROW permits.
- Swept streets.
- Maintained signs and signals.
- Painted traffic control markings.
- Jet/Vac and CCTV several storm sewers.
- Bladed gravel roads.
- Bladed alleys.
- Maintained Central Business District lights.
- Division Safety Meeting: "High Visibility Clothing Rules", June 28, 2018.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 80.004 million gallons
  Daily Average: 2.667 million gallons
  Daily Maximum: 6.336 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Slips, Trips and Falls", June 6, 2018.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Assisted Wastewater Division with a sanitary sewer repair on Main Street on June 19.
- Assisted Water Division with a water leak repair on June 27.
- Placed sidewalk at Cemetery Building.

Division: Sean Kleespies, Wastewater Superintendent

- Repaired sanitary sewer on Main Street at Pike Avenue.
- Emergency response due to contractor on US 30 – Grant Road project damaging sanitary sewer.
- Plant personnel working extra hours due to heavy rains.
- Assisted Street Division with storm sewers.
- Used the CCTV to inspect storm sewers for the Street Division.
- Routine maintenance on sanitary sewer system by Jet/Vac.
- Repaired the photo sensor on the fine screen.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Paint traffic control markings.
- Maintain signs and signals.
- Blade gravel roads and alleys.
- Street repairs and ROW permits.
- Spray mosquitoes, as needed.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Start Jet/Vac sanitary sewers.

CAPITAL PROJECT STATUS SUMMARY – 07-13-18

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 $282,998.73 $563,130.44	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 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	$87,789.05		05-18	
Street Resurfacing 2018	2017 On-going	FY18	FY18	$700,000	2018	Confluence Badding Constr. Co.	$85,500.00 $1,707,342.05	10-23-17 05-29-18	$87,789.05 $98,235.91		05-18 11-16-18	
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 park areas
- Clean all restrooms and shelters
- Mow all park areas and open spaces
- Trim all park areas and along sidewalks and curbs
- Trim shrubs and trees downtown
- Water flowers
- Spray thistles
- Spray around trees and along fences

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 13 times
- Mowed fairways 13 times
- Mowed collars 13 times
- Mowed greens 27 times
- Mowed rough as needed
- Sprayed greens, tees, and surrounds as needed
- Cut cups 11 times
- Rolled greens 2 times
- Weed ate as needed
- Cleaned bathrooms as needed
- Empty trash and fill ball washers everyday

Cemetery: John Snyder, Cemetery Sexton

- Took care of 13 interments eight of which were cremation burials, five full burials. Five of these were private cremation or baby burials so we collected all monies due to the city for opening and closing costs at the time of service. One full burial and three cremation burials were done on Saturdays.
- Performed one disinterment in baby land.
- Met with numerous families for grave sales and with help locating existing grave locations.
- Mowed whenever the weather allowed us to.
- Trimmed around monuments, trees, buildings, etc. as weather allowed.
- Finished planting flowers where needed.
- Planted, mulched, and staked 10 new trees on south end of cemetery for use at a later date.
- Prepared billing invoices for city hall to bill local funeral homes for monthly burials.
- Serviced equipment as and when needed.
- Backfilled graves that have settled due to the excessive rain that we have endured.
- Did all record keeping and office work for the cemetery.

- Refilled dirt bunker 2 times after using all of the dry black dirt for backfilling sunken graves.
- Emptied all garbage cans daily.
- Removed, repaired and replaced one section of wrought iron fence.
- Cleaned up fallen tree branches after wind knocked them down on two different occasions.

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

- Maintain all ballfields – groom, water, chalk
- Topdress infields with new diamond material
- New playground mulch at Rolling Hills
- Edge all infields and warning tracks

Golf: Scott Haakenson, Golf Superintendent

- Cleaned ceiling panels in front 9 bathroom
- Strung rope to keep people out of wet areas after 5" of rain
- Front 9 closed 1 day back 9 closed 2 days because of rain.

Cemetery: John Snyder, Cemetery Sexton

- Cleaned up all junk around the old stone bathrooms.

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
- Storm sirens testing
- Next year's budget items
- Night cleaning shift
- Aquatic Center
- Little League lights
- Street lights to LED
- Golf Course garage doors
- A/C repair at city buildings
- Lift station at Aquatic Center
- Baseball score board clock

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

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

Golf: Scott Haakenson, Golf Superintendent

- Get course ready for men's club tourney and for the men's city tourney

Cemetery: John Snyder, Cemetery Sexton

- Trim trees of dead wood, hopefully have the time to remove one or two of the weaker Ash Trees in Block 11. Continue with the regular mowing and trimming schedule.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- LED lighting

Safety Topic:

- Pool Safety

Director's Report
June 2018

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	38
Children's Library Programs	257
Children's Program Outreach	56
Summer Storytimes	127
Diane's Read Aloud	115
Omaha Zoo	788
Will Stuck	271
Chad Elliott	317
Dan Wardell—Read a Good Book	27
Crafty Library Ladies	49
Poetry Group	10
iRelax Teen Program	14
Teen Advisory Group	3
Yu-Gi-Oh Club	31
100 Years of Carroll County Extensions	7
Author Lorretta Ellsworth	6

Total Print Circulation:	17,293
BRIDGES Circulation:	857
Consumer Reports:	394
Public Computer Use:	598
Wi-Fi Use:	277
Website Visits	3,533
Gale Databases:	8
Global Road Warrior Page Views:	29
Learning Express Resources:	0
Freegal Music Downloads:	238
Transparent Language:	9
Chilton Auto Manual	4
ABC Mouse Sessions:	396
Zinio Digital Magazine Circulation:	14
Daily Times Herald Page Views:	5,078

Total Program Attendance	**2,116**
Monthly Door Count	**9,949**

Total Resources Utilized	**28,728**

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, Summer Storytimes, and outreach events. We had a great turnout of 588 participants for our first three summer reading shows, Omaha Zoo, Will Stuck and Chad Elliott. The kids really enjoyed seeing a variety of different animals, interacting with Will and singing with Chad. The library also hosted Dan Wardell to film a segment for his IPTV Kids Clubhouse television program. A select number of kids had a terrific time participating in the activities with Dan.

2) **Adult & Teen Programs**: Adult and Teen programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Library Ladies, Teen Advisory Group (TAG), and the Poetry Group. Kelsey Hall, the teen librarian, hosted a program for teens to make relaxing crafts, such as sensory bottles, stress balls, and slime. Also in the beginning of June the library started to host a Yu-Gi-Oh duel club. Taylor Harrington, an avid Yu-Gi-Oh gamer, approached the library about being a location to host duels and bring other Yu-Gi-Oh gamers together to duel. This club meets every Saturday until the end of summer. For adult programming, the Carroll County Extension and 4-H came and spoke about celebrating 100 years of providing local access to education and research for Carroll County. The library also hosted Loretta Ellsworth, an Iowa author, to discuss her books and her most recent novel, *Stars Over Clear Lake* with patrons.

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.
   - Macaroni Soup—Summer Reading Performer: Tuesday, July 17
   - 20th Century Pop Concert: Thursday, August 2