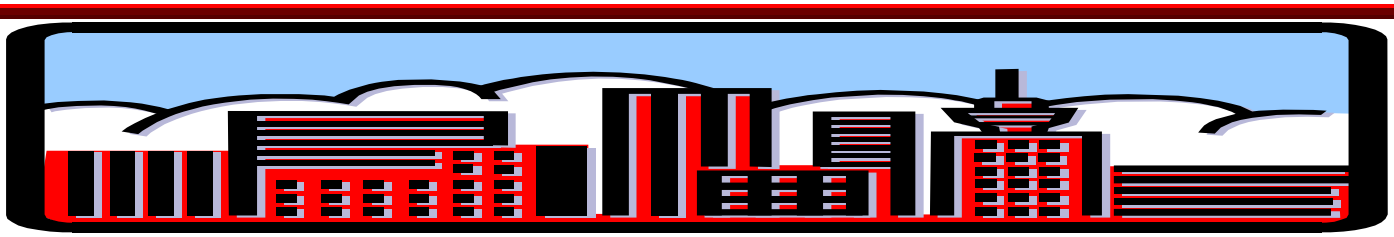


City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

July 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 to learn about COVID 19 and new laws/regulations
- Continued to review of city financials during COVID-19 pandemic
- Began preparing financials for FY 2019/2020 reporting
- Attended Iowa Municipal Professional Academy – July 29 – 31 (virtual training)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – July 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
- Continue to learn about COVID 19 and new laws/regulations
- Prepare year end reporting for fiscal year 2019/2020
    - Auditor workpapers
    - Annual Financial Report
    - Road Use Tax Report
    - Urban Renewal Report
    - GASB 77 Letters to affected taxing entities
- Municipal Fire & Police Retirement System (MFPRSI) Meeting – August 20
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – August 20 (Zoom Meeting)

Accomplishments of particular note:

- 475 utility bills were emailed July 2020

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to two calls for service and held two training sessions in July.

Department members focused on basic truck and equipment operations again in July. During these training sessions, firefighters focused on driver safety and pump operations with water supplied from hydrants and drafting. Firefighters also practiced hose line deployment and repacking of the various hose types carried on our trucks.

Run Report for July:

Alarm Date	Alarm Location	Incident Type
07/03/2020	12th & Adams St	Vehicle collision
07/10/2020	1010 Woodland Dr	False alarm

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On July 7, the police department had our group photo taken. Department photos are taken often and as of recent, have been taken annually. We have been able to locate group photos from as far back as 1949 which are currently displayed inside the police department.

On July 28 and 30, Officers Alex Klever, Justin Ferrin, Jeff Nichols, Steven Pudenz, Patrick McCarty, and Captain Ethan Kathol attended an active shooter webinar put on by Iowa Communities Assurance Pool (ICAP). ICAP has been creating webinars to enhance the skills of law enforcement over the past year and have enhanced these trainings since COVID has shut down most in person training for officers.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	July 2020	July 2019	July 2018
Forcible Rape		1	
Forcible Fondling		1	
Aggravated Assault		1	1
Simple Assault	1	4	6
Domestic Abuse	3	1	6
Burglary/B&E		2	
Shoplifting	4	7	3
Theft from Vehicle	1	2	8
Theft of Bike		1	
Theft from Building	3	7	4
Theft Vehicle Part	1		
Other Larceny		2	
Motor Vehicle Theft	1	1	1
Counterfeit/Forgery	1	1	
Credit/ATM Fraud	5	1	1
Identify Theft			
Wire Fraud		1	
Vandalism: Business			3
Vandalism: Residence	3	2	1
Vandalism: Vehicle	2	3	4
Vandalism: Other	1	1	1
Vandalism: School			
Weapon Law Violation			
Drug/Narc Violations	4	4	2
Drug Equipment Viol	1		
Drive Under Influence	5	1	3
OWI 2nd		2	1
OWI 3rd			
Liquor Law Violation		1	1
Under 21 BAC .02			1
Drunkenness	3	4	5
Disorderly Conduct		2	5
Harassment	1		1
All Other Offenses	5	8	5
False Information	1		
Missing Person	1	1	
Trespassing	2	2	2
Runaway			1
Found Property	1	1	5
Found Animal	1		
Unattended Death			
Animal Bite		2	1

Dispose of Animal			
Warrant Outside	1	13	5
Restraining Order		1	1
10-50 PI Personal Injury			
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	12	10	16
10-50 PD: Hit and Run		1	2
10-50 PD: Police Vehicle			
10-50 PD Under 1000	1		
10-50 PD Under 1500		3	
Assist Other Agency			
Op After Revocation	4	1	
Operate After Suspen	13	7	8
Miscellaneous Public	5		2
Total	**87**	**103**	**106**

July 1 – 31, 2020

Citations	
Animal	2
Dark Windows	1
License Violation	32
Other	0
Parking Violation	1
Registration	6
Seatbelt	3
Tobacco	0
Traffic	42
Warning Notices	263
Loud Stereo	0
TOTAL	**350**

Salvage Vehicle Inspections: 8

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - July 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					
		7/6/2020	$400,000.00		200244	$1,233.00
		7/10/2020	$200,000.00		200250	$733.00
		7/10/2020	$0.00		200251	$0.00
	Commercial Building Valuation Total:		**$600,000.00**	**Commercial Building Fee Total:**		**$1,966.00**
	Electrical					
		7/6/2020			200240	$33.25
		7/6/2020			200241	$40.38
				Commercial Electrical Fee Total:		**$73.63**
	Mechanical					
		7/1/2020			200238	$60.28
		7/10/2020			200254	$34.76
		7/15/2020			200259	$330.59
				Commercial Mechanical Fee Total:		**$425.63**
	Plumbing					
		7/1/2020			200237	$92.50
		7/15/2020			200258	$229.50
				Commercial Plumbing Fee Total:		**$322.00**
	Right of Way					
		7/10/2020			200253	$25.00
		7/20/2020			200264	$25.00
		7/27/2020			200270	$25.00
				Commercial Right of Way Fee Total:		**$75.00**
	Sign					
		7/1/2020			200235	$15.00
		7/1/2020			200236	$15.00
		7/6/2020			200239	$15.00
		7/6/2020			200242	$15.00
		7/10/2020			200248	$30.00
				Commercial Sign Fee Total:		**$90.00**
	Commercial Valuation Total:		**$600,000.00**	**Commercial Fee Total:**		**$2,952.26**

Residential					
	Building				
		7/10/2020	$17,400.00	200249	$128.25
		7/15/2020	$12,532.00	200256	$97.00
		7/15/2020	$30,000.00	200260	$194.50
		7/22/2020	$15,000.00	200266	$109.50
		7/27/2020	$15,000.00	200269	$110.00
		7/27/2020	$15,000.00	200271	$110.00
	Residential Building Valuation Total:		**$104,932.00**	**Residential Building Fee Total:**	**$749.25**
	Electrical				
		7/15/2020		200257	$35.88
		7/15/2020		200261	$45.96
		7/16/2020		200262	$43.16
		7/15/2020		200263	$48.78
		7/27/2020		200268	$50.48
				Residential Electrical Fee Total:	**$224.26**
	Mechanical				
		NONE			$0.00
				Residential Mechanical Fee Total:	**$0.00**
	Plumbing				
		NONE			$0.00
				Residential Plumbing Fee Total:	**$0.00**
	Right of Way				
		7/6/2020		200243	$25.00
		7/7/2020		200245	$1,130.00
		7/7/2020		200246	$25.00
		7/7/2020		200247	$25.00
		7/10/2020		200252	$25.00
		7/14/2020		200255	$25.00
		7/22/2020		200265	$25.00
		7/24/2020		200267	$25.00
		7/27/2020		200272	$25.00
				Residential Right of Way Fee Total:	**$1,330.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$104,932.00**	**Residential Fee Total:**	**$2,303.51**
	Valuation Grand Total:		**$704,932.00**	**Fee Grand Total:**	**$5,255.77**

Permits - YTD - through July 2020

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$16,982,906.00		$33,188.29
	Electrical			$2,165.65
	Mechanical			$925.12
	Plumbing			$1,041.00
	Right of Way			$626.50
	Sign			$110.00
	Commercial Valuation Total:	**$16,982,906.00**	**Commercial Fee Total:**	**$38,056.56**
Residential				
	Building	$1,958,432.00		$9,018.75
	Electrical			$1,756.82
	Mechanical			$395.20
	Plumbing			$674.00
	Right of Way			$5,020.35
	Sign			$0.00
	Residential Valuation Total:	**$1,958,432.00**	**Residential Fee Total:**	**$16,865.12**
	Valuation Grand Total:	**$18,941,338.00**	**Fee Grand Total:**	**$54,921.68**

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.
- Placed 76.50 cu. yds. of concrete.
- Repaired CBD lights.
- Maintained traffic signals
- Painted traffic control markings.
- Mowed ditches
- Swept streets.
- Graded alleys.
- Patched potholes.
- Division Safety Meeting: "Backs", July 27, 2020.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 53.777 million gallons
  Daily Average: 1.735 million gallons
  Daily Maximum: 2.057 million gallons
- Completed 176 Iowa One Call locate requests.
- Meter Department
  - 59 service orders.
  - 11 delinquents.
  - 7 reread.
  - 1 stuck meters.
- Division Safety Meeting: N/A

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 29.955 million gallons
  Daily Average: 0.966 million gallons
  Daily Maximum: 1.141 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "IWCA Informer", June 15, 2020; June 22, 2020.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Receiving salt for Summer fill.

Division: Water; Terry Kluver, Water Superintendent

- Placed Water Tower back online after water samples results were received.
- Submitted thirteen (13) samples of the thirty (30) permit-required Lead and Copper samples from home service lines due June 1, 2020 through September 30, 2020.
- Submitted permit-required samples for Total Triohalomethanes (TTHM) and Haloacetic Acids (HAA5) at two locations.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Repaired air leak on VLR #2.
- Received proposals for a new CCTV system.
- Street Division replaced concrete at the entrance to the Prelim. Building.
- Complete the Lab Proficiency Testing.
- Carroll Controls worked on the Digester Boiler.

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.
- Paint traffic control markings.
- Spray mosquitoes, as needed.

Division: Water; Terry Kluver, Water Superintendent

- Work with contractor on 2020 Water Distribution System Main Replacement project.
- Obtain remaining permit-required samples for Lead and Copper.
- Work with Contractor on 2020 Water Supply Well Replacement project.
- Operate Water Division with reduced staff due to Isolation of Essential Service Personnel.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Replace a ballast and UV lamps.
- Replace burner for the Digester Boiler.
- Dewater sludge lagoon.
- Propose purchase of CCTV system.

CAPITAL PROJECT STATUS SUMMARY – 08-13-2020

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
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 $257,499.58		05-01-16 Fall, 2019	Space Needs/ Prelim. Design Design
Downtown Streetscape Phase 10	On-going	FY19	FY19	$1,300,000	2019	Confluence	$103,475.00	10-22-18	$96,622.93		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 Ten Point Const. Co., Inc.	$210,650.00 $969,625.17	0-23-19 07-20-20	$139,042.50 $148,953.47		 60 Working Days	
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
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	$139,870.00 $567,055.00	 95%	07-01-19 07-04-20	Design Substantial
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	$120,166.49		 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	$55,521.61		 210 Days	
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

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Tom Weber, Parks Superintendent

- Daily garbage routes
- Clean and disinfect bathrooms daily
- Shelter house rentals
- Mow as needed
- Trim trees
- Water trees and flowers
- Checked all park playgrounds for safety concerns and repairs
- Weedeat as needed
- Get slow pitch fields ready weekly

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 13 times
- Mowed fairways 13 times
- Mowed collars 15 times
- Mowed greens 31 times
- Verticut greens 3 times
- Cut cups 11 times
- Mowed rough as needed
- Sprayed greens and tees as needed
- Irrigated daily
- Serviced mowers as needed

Cemetery: Jake Bruggeman, Cemetery Sexton

- Performed the duties of nine funerals. Seven were full burials and two cremation burials. Two of which were on Saturdays. Two funerals also on the July 3rd observed holiday.
- Dug nine graves.
- Sold two grave spaces.
- Assisted several people looking for graves.
- Mowed as the weather allowed.
- Turned in all paperwork and money received for funerals and sold spaces.
- Removed weeds from flower beds.
- Emptied garbage cans as needed.
- Sprayed weeds throughout cemetery.
- String trimmed around stones.
- Edged around all sections/blocks in cemetery and outside the cemetery along the roads.
- Seeded several graves and around new stones.
- Watered new graves and new seedings around stones.
- Removed two dead trees.

- Routine mower maintenance: Sharpened blades, fixed leaking tire, re-welded broken exhaust, greased, and cleaned mower decks.
- Filled ruts along roads in cemetery.

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

- Get little league fields and bathrooms ready for the season
- Repair irrigation at slow pitch complex
- Lay out soccer fields for soccer camp
- Power wash and refill supplies in bathrooms at soccer complex

Golf: Scott Haakenson, Golf Superintendent

- Spread grub control plus fertilizer on tees and fairways
- Prepared course for 5 tournaments
- Fixed irrigation line break
- Placed memorial bench on 13 white tee

Cemetery: Jake Bruggeman, Cemetery Sexton

- Met with the city council and city hall staff about a new ordinance referring to graveside decorations.
- Sanded and repainted boards for war memorial. Created new boards for seating in baby land.

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
- Replaced slide pump at Aquatic Center
- Replaced chemical lines at Rec and Aquatic
- Air filters around city buildings
- Power service at middle school crossing lights
- Bus barn storm siren

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Water plants as needed
- Over-seed areas
- Re-seed by Library and the Police Station
- Mow
- Garbage routes
- Paint
- Soccer fields

Golf: Scott Haakenson, Golf Superintendent

- Aerify tees and seed
- Seed weak areas in fairways

Cemetery: Jake Bruggeman, Cemetery Sexton

- Continue mowing and trimming.
- Trim low hanging limbs.
- Prepare for funerals as needed.
- Keep after weeds as they show up.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Aquatic Center Closing

Safety Topic:

- Covid-19 awareness
- Tree cutting
- Hearing protection

CITY OF CARROLL
MONTHLY ACTIVITY REPORT

Department/Division Carroll Public Library

Month July 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	7,467
Crafty Library Ladies (canceled)	0
Summer Storytime	73
Curbside Pickup	141
Total Program Attendance	**7,681**
Monthly Door Count	**2,313**

Monthly Statistics:

Total Print Circulation	9,330
BRIDGES Circulation	1,349
Consumer Reports	0
Public Computer Use	78
Wi-Fi Use	80
Website Visits	3,376
Gale Databases	4
Global Road Warrior	0
Learning Express	44
Freegal	816
Transparent Language	1
Chilton Auto Manual	3
eMagazine Circulation	75
Daily Times Herald Archives Views	11,317
Lynda.com	53
RBDigital eAudiobooks	20
Brainfuse	4
Total Resources Utilized	**26,553**

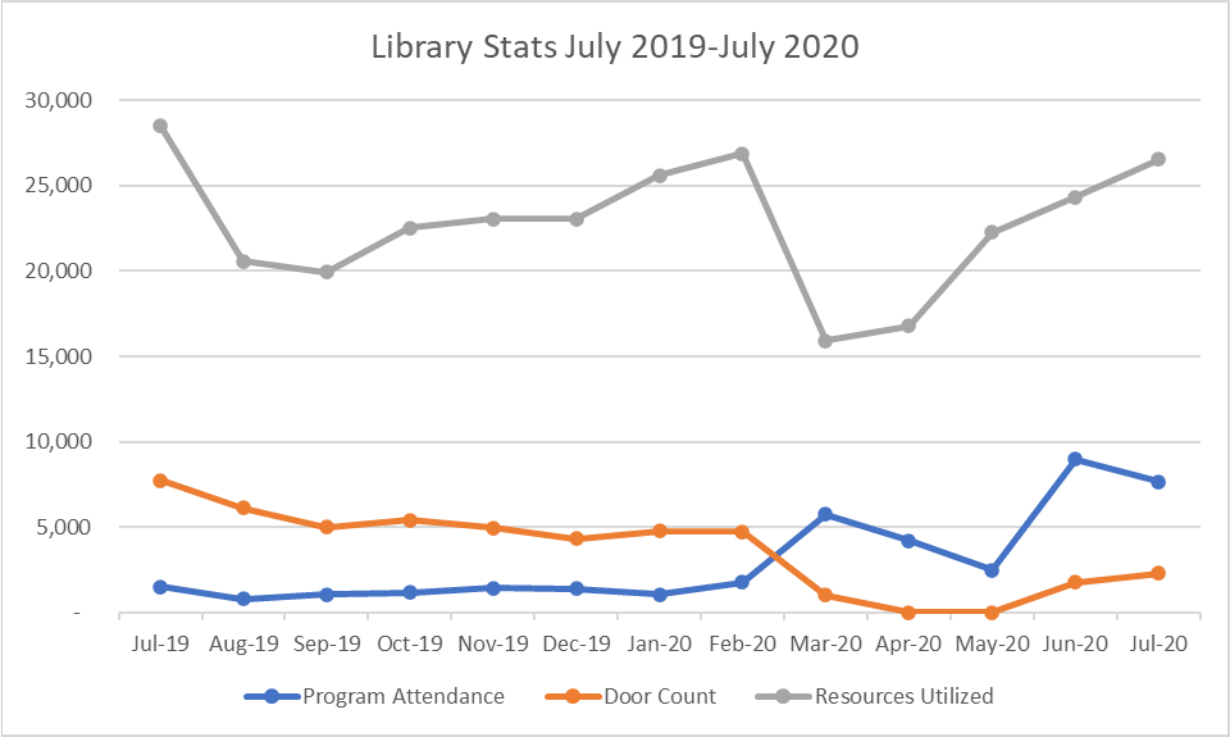
Special activities/accomplishments:

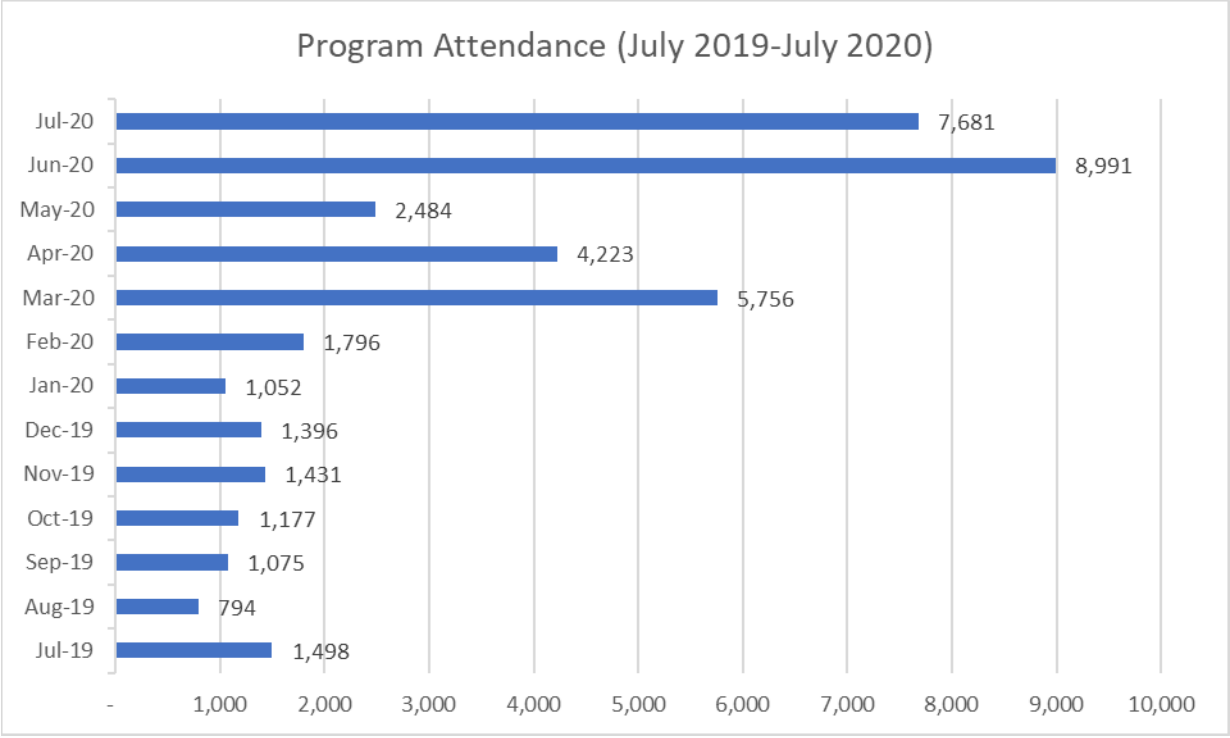
1) **Children's Programs:** Miss Diane has continued her daily Facebook live video of reading stories to children. July continued our online Summer Reading Program Shows and final numbers for viewings will be available in the August report. Miss Diane also started at the end of July inviting the daycares for a special storytime in the library on Tuesdays and Thursdays when the library is closed to the public.

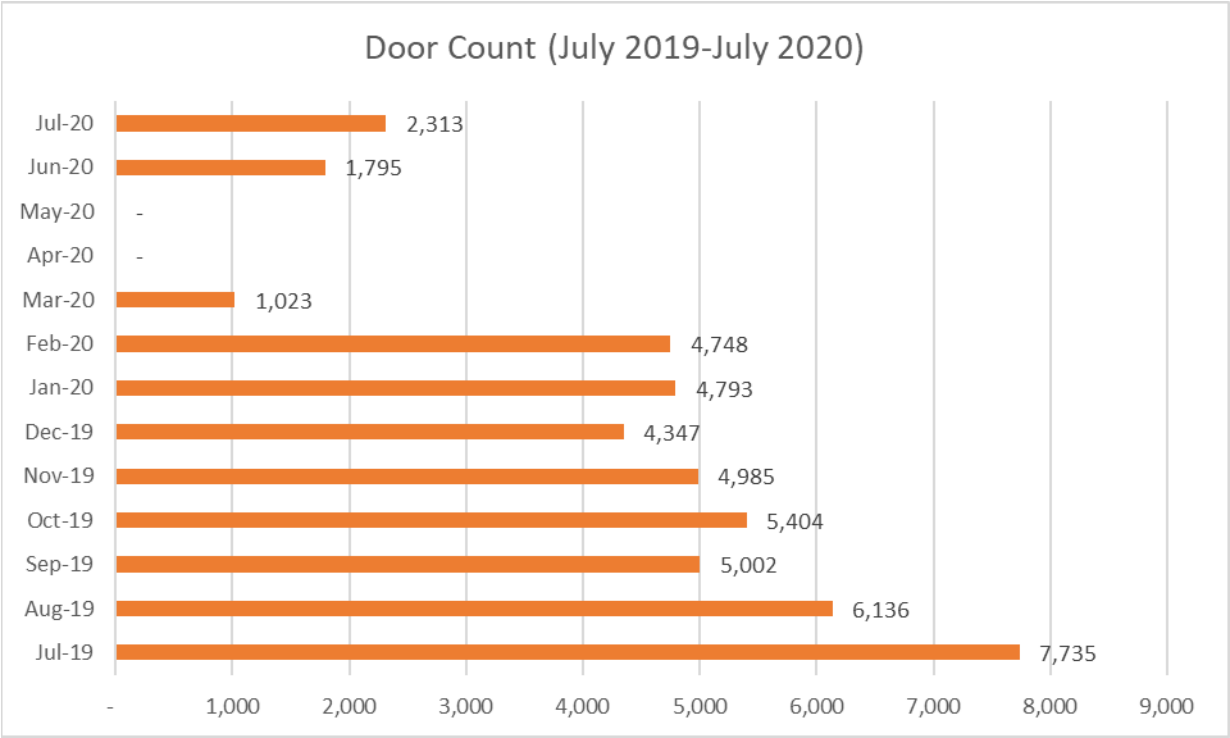
2) **Chat with Librarians via Text:** The library has implemented a new feature called Gabbie, which allows two-way texting between the library staff and patrons. Text the library at 712-221-8461 to easily renew your books, check the status of your account, or ask a reference question!

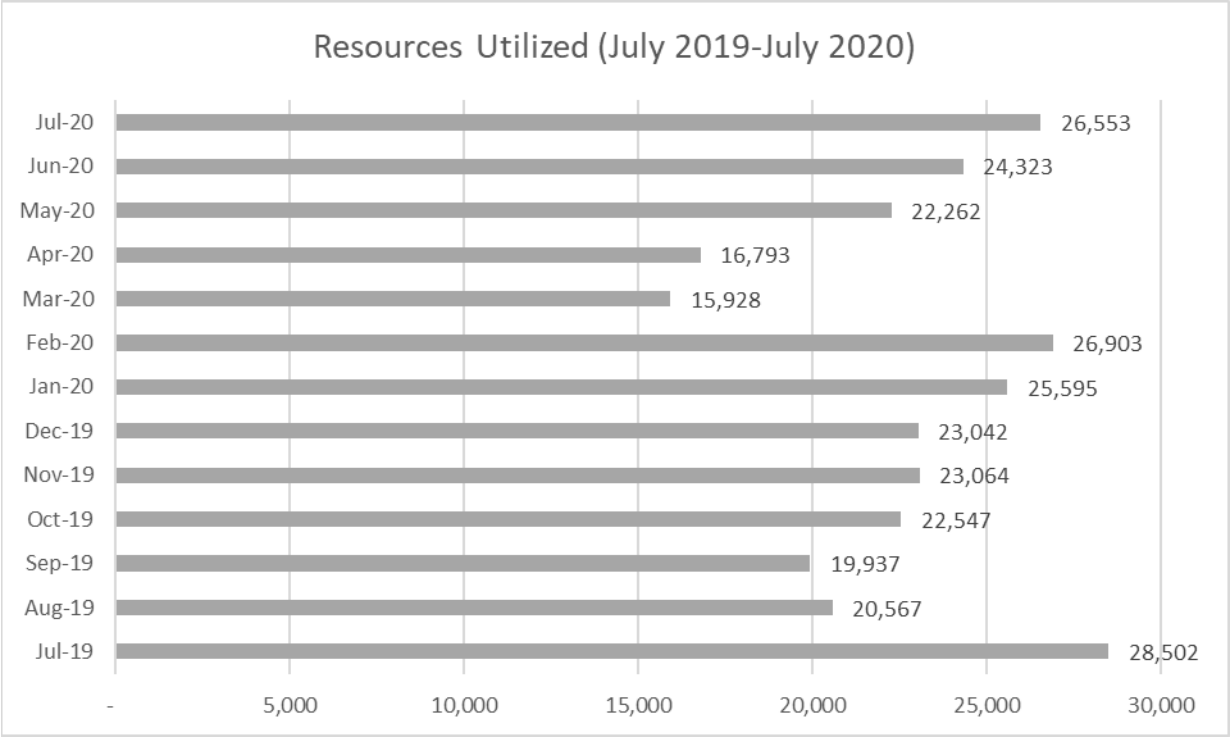
3) **Brainfuse—Online Library Resource:** The school year is right around the corner! Patrons have free access to a variety of tools through Brainfuse such as virtual study rooms, a writing lab to submit papers and other documents for review, live help with the FAFSA, and live online tutoring. Check Brainfuse out here to get started: http://main.carrollpubliclibrary.Iowa.h.brainfuse.com

Library Statistics from July 2019-July 2020






Door Count (July 2019-July 2020)
Jul-20
Jun-20
May-20
Apr-20
Mar-20
Feb-20
Jan-20
Dec-19
Nov-19
Oct-19
Sep-19
Aug-19
Jul-19
2,313
1,795
-
-
1,023
4,748
4,793
4,347
4,985
5,404
5,002
6,136
7,735
-
1,000
2,000
3,000
4,000
5,000
6,000
7,000
8,000
9,000


Resources Utilized (July 2019-July 2020)
Jul-20
Jun-20
May-20
Apr-20
Mar-20
Feb-20
Jan-20
Dec-19
Nov-19
Oct-19
Sep-19
Aug-19
Jul-19
26,553
24,323
22,262
16,793
15,928
26,903
25,595
23,042
23,064
22,547
19,937
20,567
28,502
-
5,000
10,000
15,000
20,000
25,000
30,000