City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

July 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
- Began fiscal year end June 30, 2018 financial information/transfers
- Attended Iowa Municipal Professionals Academy – July 25 – 27 (Ames)
- Attended Road Use Tax Report Training – July 27 (Ames)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – July 19

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
- Work with Rec Center on Perfect Mind software questions
- Prepare FY 17/18 audit workpapers
- FY 17/18 audit fieldwork
- Work with legal counsel on Library/City Hall petition for injunction relief
- Continue to promote wellness program with employees
    - Kids Health & Safety Fair – August 11
    - Wellness Coalition Meeting – August 16

Accomplishments of particular note:

- 310 utility bills and statements were emailed in July 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 July.

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

Firefighters began a series of training events at an abandoned two-story home located at 713 N. Crawford St. Search and rescue techniques in a smoke-filled environment were carried out by three-person teams. The Department uses a non-toxic smoke generating machine to create the extremely limited visibility situation firefighters face in actual situations. The Department will use this structure for training in August for additional training procedures.

Several members of the Department volunteered their time to provide fire watch for the fireworks display at Merchants Park held July 21st.

Run Report for July:

Alarm Date	Alarm Location	Incident Type
07/04/2018	180th & Noble	Reported field fire – cancelled prior to arrival
07/06/2018	Highway 30 & Market St	Vehicle fire
07/10/2018	621 East 1st	Structure fire
07/11/2018	US Highway 71 & 245th St	Single vehicle accident
07/18/2018	US Highway 71 & 3rd St	Natural gas line leak

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Cayler Consulting completed an Assessment Center for the promotion of an officer to the position of Captain within the department. This position has been vacant since the retirement of Captain Mark Heino in November 2016. This Assessment Center took place on July 9 and was followed by Civil Service Commission interviews on July 12. The Civil Service Commission certified a list of the three candidates who applied which are Sergeant JJ Schreck, Sergeant Gary Bellinghausen, and Officer Ethan Kathol. Further interviews and testing have been completed and a promotion will take place by the end of August.

Sergeant Gary Bellinghausen attended the annual DARE conference from July 15-17. This annual training provides necessary update training for the program to continue to be successful while changing with the needs and demands of the students and schools.

Officer Ethan Kathol attended ALiCE Instructor training (Alert, Lockdown, inform, Counter, Evacuate) training at Camp Dodge in Johnston, IA on the 18 and 19th. Officer Kathol is 1 of 2 instructors which are used to train officers and residents on the reaction to an active threat situation.

All CPD Officers along with Carroll County Sheriff Deputies participated in active shooter training at the Carroll High School on July 24. This training prepared officers to work together and plan a response to an active shooter situation.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	July 2018	July 2017	July 2016
Forcible Rape		1	
Forcible Fondling		1	
Robbery		1	
Aggravated Assault	1		
Domestic Violence			
Simple Assault	6	3	4
Domestic Abuse	6		3
Burglary/B&E		3	10
Shoplifting	3	6	8
Theft from Vehicle	8	5	3
Theft Vehicle Part		1	
Theft of Bike		2	2
Theft from Building	4	4	11
Other Larceny		2	
Motor Vehicle Theft	1	2	
Arson		1	
Counterfeit/Forgery			
Credit/ATM Fraud	1	1	1
Identify Theft			
Bad Checks			1
Stolen Property			
Vandalism			
Vandalism: Business	3	3	
Vandalism: Residence	1	7	3
Vandalism: Vehicle	4	3	3
Vandalism: School			
Vandalism: Other	1	1	
Weapon Law Violation			
Drug/Narc Violations	2	4	2
Drug Equipment Viol			
Drive Under Influence	3	3	2
OWI 2nd	1		
OWI 3rd			1
Liquor Law Violation	1		1
Under 21 BAC.02	1		
Drunkenness	5	3	5
Disorderly Conduct	5	5	1
Harassment	1		
All Other Offenses	5	4	5
False Information			
Trespassing	2	1	2
Runaway	1		
Missing Person			

Cruelty to Animal			
Found Person			1
Found Animal			
Found Property	5	10	2
Firearms Accident			
Unattended Death		1	
Suicide			2
Home Accident			1
Animal Bite	1		
Dispose of Animal		1	
Warrant Outside	5	8	5
Restraining Order	1		1
1050F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian			1
10-50 PI Car & Bike		1	
10-50 PD Prop.	16	11	10
10-50 Car & Deer			
1050 PD: Hit and Run	2	2	3
1050 PD: City Vehicle			
1050 PD: Police Vehicle			
10-50 PD Under 1500		6	3
Assist Other Agency			1
Moving Violations			
Op After Revocation		2	6
Operate After Suspen	8	12	8
Miscellaneous Public	2	4	6
Total	**106**	**125**	**118**

07/01/2018 thru 07/31/2018

Citations	
Animal	0
Dark Windows	0
License Violation	14
Other	1
Violation (Parking)	1
Registration	7
Seatbelt	24
Tobacco	2
Traffic	37
Warning Notices	204
Loud Stereo	0
TOTAL	**290**

07/01/2018 thru 07/31/2018

Salvage Vehicle Inspections: 7

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - July 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					
		07/20/2018	$50,000.00		180214	$284.50
	Commercial Building Valuation Total:		**$50,000.00**	**Commercial Building Fee Total:**		**$284.50**
	Electrical					
		07/13/2018			180201	$68.53
		07/13/2018			180203	$51.63
		07/13/2018			180204	$51.63
				Commercial Electrical Fee Total:		**$171.79**
	Mechanical					
		NONE			0	$0.00
				Commercial Mechanical Fee Total:		**$0.00**
	Plumbing					
		NONE				$0.00
				Commercial Plumbing Fee Total:		**$0.00**
	Right of Way					
		07/25/2018			180225	$25.00
				Commercial Right of Way Fee Total:		**$25.00**
	Sign					
		07/31/2018			180228	$10.00
				Commercial Sign Fee Total:		**$10.00**
	Commercial Valuation Total:		**$50,000.00**	**Commercial Fee Total:**		**$491.29**

Residential					
	Building				
		07/05/2018	$45,000.00	180194	$262.00
		07/20/2018	$20,000.00	180215	$140.75
		07/20/2018	$8,000.00	180216	$65.75
	Residential Building Valuation Total:		**$73,000.00**	**Residential Building Fee Total:**	**$468.50**
	Electrical				
		07/13/2018		180206	$40.00
		07/17/2018		180213	$98.25
		07/20/2018		180223	$47.08
		07/20/2018		180224	$60.63
		07/31/2018		180227	$35.88
				Residential Electrical Fee Total:	**$281.84**
	Mechanical				
		07/05/2018		180195	$53.26
		07/05/2018		180198	$65.38
		07/17/2018		180211	$64.14
				Residential Mechanical Fee Total:	**$182.78**
	Plumbing				
		07/05/2018		180196	$72.00
		07/05/2018		180199	$72.00
		07/17/2018		180210	$72.00
		07/20/2018		180220	$103.50
				Residential Plumbing Fee Total:	**$319.50**
	Right of Way				
		07/05/2018		180197	$25.00
		07/05/2018		180200	$25.00
		07/13/2018		180202	$25.00
		07/13/2018		180205	$25.00
		07/13/2018		180207	$25.00
		07/13/2018		180208	$25.00
		07/13/2018		180209	$25.00
		07/17/2018		180212	$25.00
		07/20/2018		180217	$25.00
		07/20/2018		180218	$25.00
		07/20/2018		180219	$25.00
		07/20/2018		180221	$25.00
		07/20/2018		180222	$25.00
		07/31/2018		180226	$25.00
				Residential Right of Way Fee Total:	**$350.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$73,000.00**	**Residential Fee Total:**	**$1,602.62**
	Valuation Grand Total:		**$123,000.00**	**Fee Grand Total:**	**$2,093.91**

Permits - YTD - through July 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	$1,106,600.00		$4,302.50
	Electrical			$1,549.30
	Mechanical			$188.35
	Plumbing			$841.50
	Right of Way			$645.50
	Sign			$250.00
	Commercial Valuation Total:	**$1,106,600.00**	**Commercial Fee Total:**	**$7,777.15**
Residential				
	Building	$6,182,301.37		$20,356.77
	Electrical			$2,708.47
	Mechanical			$1,086.19
	Plumbing			$1,385.00
	Right of Way			$2,545.00
	Sign			
	Residential Valuation Total:	**$6,182,301.37**	**Residential Fee Total:**	**$28,081.43**
	Valuation Grand Total:	**$7,402,701.37**	**Fee Grand Total:**	**$35,858.58**

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 118 cubic yards of concrete for street repairs and ROW permits.
- Maintained signs and signals.
- Bladed gravel roads.
- Swept streets.
- Mowed roadsides.
- Painted traffic control markings.
- Division Safety Meeting: OSHA topics; July 17, 2018.

Division: Water: Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 39.836 million gallons
  Daily Average: 1.285 million gallons
  Daily Maximum: 1.745 million gallons
- Completed 232 Iowa One Call locate requests.
- Meter Department
  - 159 service orders.
  - 8 delinquents.
  - 4 rereads.
  - 2 stuck meters.
- Safety Solutions conducted a safety refresher training program covering Hazard Communication, Slips Trips and Falls, Violence in the Workplace, Ladder Safety, Lock Out/Tag Out and Electrical Safety; July 17, 2018.

Division: Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 60.181 million gallons
  Daily Average: 1.941 million gallons
  Daily Maximum: 3.674 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: Annual safety; July 17, 2018.

Special Activities/Accomplishments of particular note:

Division: Streets: Tom Weber, Street Superintendent

- Sprayed mosquitoes three times.
- Ground off high spots on several streets.
- Fixed broken tile at 7th Street & Grant Road.

Division: Water: Terry Kluver, Water Superintendent

- Obtained permit-required samples for Total Trialomethanes (TTHM) and Haloacetic Acids (HHA5) at two locations.
- Work with contractors on Downtown Streetscape Phase 9 project.
- Repaired watermain break at S. Whitney Street and 1st Street.
- Worked with property owners on repairing five (5) service line leaks found during Leak Detection Survey.

Division: Sean Kleespies: Wastewater Superintendent

- CCTV storm sewers and sanitary sewer.
- Repaired water leak on the fine screen.
- Travis Boell repaired the A/C unit in the blower building;
- Assisted the Street Division with storm sewers.
- No sanitary sewer backups for the month.
- Routine maintenance on sanitary sewer system by Jet/Vac.
- Final clarifier #1 offline for routine maintenance and cleaning.

Activities planned for next month and other comments:

Division: Streets: Tom Weber, Street Superintendent

- Street repairs.
- Paint traffic control markings.
- Spray mosquitoes, as needed.
- Maintain signs and signals.
- Sweet streets.
- Clean road ditches with IDOT.

Division: Water: Terry Kluver, Water Superintendent

- Install new 8" watermain valve at 11th Street and Main Street.
- Move the water service line at 210 E. 5th for Downtown Streetscape Phase 9 project.
- Chemically treat Well #14.

Division: Sean Kleespies: Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Start Jet/Vac sanitary sewers.
- Repair sanitary sewer on Perch Street.
- Continue CEUs for operator certifications.

CAPITAL PROJECT STATUS SUMMARY – 08-10-18

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 $311,380.87 $693,297.17	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
Downtown Streetscape Phase 9	2017 On-going	FY18	FY18	$1,340,500	2018	Confluence Badding Constr. Co.	$109,101.00 $1,707,342.05	10-23-17 05-29-18	$90,460.70 $296,176.74	 18%	05-18 11-16-18	
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		$742.74			
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
- Mow all park areas and open spaces
- Equipment maintenance
- Trim all parks and open spaces
- Water flowers
- Ballfield maintenance
- Trim trees
- Spray weeds
- Mow rough areas with trail mower
- Order seed for fall seeding
- Water perennial beds downtown

Golf: Scott Haakenson, Golf Superintendent

- Mowed greens 31 times
- Verticut greens 2 times
- Rolled greens 3 times
- Brushed greens 1 time
- Mowed tees 13 times
- Mowed fairways 13 times
- Mowed rough as needed
- Sprayed greens and tees as needed
- Cut cups 13 times
- Watered greens tees and fairways as needed
- Serviced mowers as needed

Cemetery: John Snyder, Cemetery Sexton

- Took care of nine interments, five of which were cremation burials and two were private family burials, the other three were handled by a funeral home. Three burials were done on Saturdays
- Sold graves when needed, took care of all burial records, ownership records, complaints and compliments listened to and taken care of if nee ded
- Trimmed numerous trees of low branches and dead wood
- Did dirt work when and where needed
- Ran weed eaters for a minimum of 1½ hours, five days a week.
- Picked up garbage from trash cans located around cemetery on a daily ritual
- Mowed every day of the work week for an average of 75 hours per week, this does not include any hand mowing which was done once a week
- Cleaned the shop 4 times
- Watered flower gardens and all the new trees 4 times
- Located grave locations for numerous people
- Repaired edges of roads in numerous spots with cold patch blacktop

- Edged curbs and sidewalks when we had time
- Pulled weeds in all flower gardens two times
- Serviced equipment as needed
- Pruned all shrubs two times
- Sprayed weeds in Veterans Circle and around stone bathrooms one time

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

- New playground mulch at Youth Sports Park

Golf: Scott Haakenson, Golf Superintendent

- Installed two new irrigation heads in practice area

Cemetery: John Snyder, Cemetery Sexton

- Continued repairing loose stones on perimeter stone wall

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
- Street lights to LED
- Golf Course garage doors
- A/C repair at city buildings
- Lift station at Aquatic Center
- Golf Course Club House siding
- 24 hour quotes at Rec Center
- New HVAC controls at Rec
- Pool/spa inspections

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Mow and trim all park areas
- Equipment maintenance

Golf: Scott Haakenson, Golf Superintendent

- Start aerifying tees and reseeding

Cemetery: John Snyder, Cemetery Sexton

- Trim trees
- Regular mowing schedule
- Fall grass seeding

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- City building remodels

Safety Topic:

- Sun and sunscreen
- Covered numerous topics at safety meeting

Director's Report
July 2018

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	37	Total Print Circulation:	14,568
Children's Library Programs	207	BRIDGES Circulation:	967
Children's Program Outreach	26	Consumer Reports:	221
Summer Storytimes	355	Public Computer Use:	605
Diane's Read Aloud	174	Wi-Fi Use:	254
Drum Safari	386	Website Visits	3,325
Macaroni Soup	310	Gale Databases:	30
Youth Summer Science Activity	30	Global Road Warrior Page Views:	3
Adopt a Book Night	47	Learning Express Resources:	155
Crafty Library Ladies	52	Freegal Music Downloads:	362
Poetry Group	10	Transparent Language:	8
Teen Programs	5	Chilton Auto Manual	1
Yu-Gi-Oh Club	17	ABC Mouse Sessions:	302
		Zinio Digital Magazine Circulation:	30
		Daily Times Herald Page Views:	4,695
		Lynda.com	**11**
Total Program Attendance	**1,656**		
Monthly Door Count	**9,104**	**Total Resources Utilized**	**25,537**

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 finished up our Summer Reading Shows with Drum Safari, where they brought a variety of percussion instruments for the kids to play along, and Macaroni Soup, where they sang, used their imagination, and had a snowball fight. We had a total attendance of 2,072 for all of our Summer Reading Shows this year! Our Summer Storytimes included having the Carroll Summer Fun Camp come to the library for special storytimes with Miss Diane. Ashley Collins with the Science Booster Club of Western Iowa came on a Saturday this month to do a family science activity with 30

participants. The library also had our first Adopt a Book Night program hosted with Availa Bank and New Opportunities. We put together this program to get families and kids familiarized with programs and services the library offers. We had a variety of activities, food, and games for the families to participate in and donated books for the kids to take home.

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), Yu-Gi-Oh Duel Club, and the Poetry Group.

3) **Upcoming Events**:
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 or on Facebook.