City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

August 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
- Prepared FY 17/18 audit workpapers
- FY 17/18 audit fieldwork completed
- Worked with legal counsel on Library/City Hall petition for injunction relief
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Kids Health & Safety Fair – August 11
    - Wellness Coalition Meeting – August 16

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 and file FY 17/18 Road Use Tax Report – due September 30
- Work with legal/bond counsel on Library/City Hall petition for injunction relief
- Move City offices and get set up at temporary location at 510 N Carroll St, Suite 2
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – September 20
    - Wellness Meeting with Benefit Source – September 26

Accomplishments of particular note:

- 310 utility bills and statements were emailed in August 2018.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to nine calls for service and held three training sessions in August.

Firefighters continued training in basic ventilation and search and rescue techniques. Our Department's Training Committee set up various rescue situations in a smoke-filled environment for members to practice search patterns with zero visibility. Additional training with Tower 8 and hands-on roof ventilation was also conducted at an abandoned two-story home located at 713 N. Crawford St. This house is scheduled for demolition and has proven to be a valuable training structure for the Department over the past several months.

The Fire Department joined with Police, EMS, and Sheriff's Department for the 2018 National Night Out held August 7th. This event was well attended and it was great to see so many people attending as families.

Department members continue our community service duty by providing parking and pedestrian safety service for football games held at the Carroll Stadium on Friday nights. Our Volunteer Department has provided this nine-week service for both high schools for many years.

Run Report for August:

Alarm Date	Alarm Location	Incident Type
08/02/2018	119 E 19th St	Reported smell of smoke – nothing found
08/03/2018	726 N Carroll St	Small trash fire
08/03/2018	Brookdale & S Grant Rd	Ruptured natural gas line
08/03/2018	326 W 8th St Apt 4	False alarms
08/06/2018	190th & Sycamore Ave	Two vehicle collision – extrication required
08/06/2018	21138 Mahogany	Ruptured natural gas line
08/08/2018	Highway 30 & 71	Two vehicle collision – extrication not required
08/14/2018	190th & Noble	Two vehicle collision – Extrication not required
08/25/2018	18462 Noble	Mid-American transformer fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On the 7th, the Carroll Police Department hosted the first National Night Out Event in Graham Park. This was a bigger success then was imagined as hundreds of community members came out to enjoy an evening of games and events as well as conversation with law enforcement. Thanks to Officers Amdor and McCarty for putting this together.

Officer Jon York graduated from the Iowa Law Enforcement Academy on the 15th. He began his 10 week field training program the following day. Officer York will be assigned to the overnight shift once he has completed this training.

Sergeant JJ Schreck attended Women in Command conference at Hawkeye Community College on the 20th and 21st. This training is taught by female law enforcement executives examining the traits and skill sets needed to being a successful female law enforcement leader.

Officer Patrick McCarty attended narcotics training at the Midwest Counterdrug Training Center at Camp Dodge in Johnston on August 21-23. Officer McCarty was taught how to work drug cases and how to work with informants to run a successful case from start to prosecution.

Kuemper School teachers and staff were presented with active shooter training on the 21st. This training was taught by Officer Amdor and Lt. Fransen from the Carroll County Sheriff's Office. ALICE technique was used and gave the staff at Kuemper tools to use in an emergency situation.

Officer Kenny Bensley was certified as a TASER instructor on the 23rd. The class which was at ILEA was put on by Axon which is the manufacturer of TASER. He is now able to instruct and repair the department TASER.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

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

Cruelty to Animal			
Found Person			1
Found Animal			
Found Property	3	4	4
Mental Case			1
Unattended Death			1
Suicide		1	2
Home Accident			1
Animal Bite		2	1
Dispose of Animal			
Warrant Outside	6	10	6
Restraining Order		2	1
1050F Traffic Accident			
10-50 PI Personal Injury		1	
10-50 PI MV Pedestrian	1		1
10-50 PI Car & Bike			
10-50 PD Prop.	9	12	12
10-50 Car & Deer			
1050 PD: Hit and Run	1	2	2
1050 PD: City Vehicle			1
1050 PD: Police Vehicle			1
10-50 PD Under 1500	4	7	4
Assist Other Agency	2	2	
Moving Violations		1	
Op After Revocation	3	2	2
Operate After Suspen	8	14	7
Miscellaneous Public	4	2	6
Total	**89**	**116**	**128**

08/01/2018 thru 08/31/2018

Citations	
Animal	0
Dark Windows	0
License Violation	14
Other	4
Violation (Parking)	0
Registration	8
Seatbelt	37
Tobacco	0
Traffic	43
Warning Notices	197
Loud Stereo	0
TOTAL	**303**

08/01/2018 thru 08/31/2018

Salvage Vehicle Inspections: 12

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					
		8/20/2018	$250,000.00		180271	$0.00
	Agricultural Building Valuation Total:		**$250,000.00**	**Agricultural Building Fee Total:**		**$0.00**
	Agricultural Valuation Total:		**$250,000.00**	**Agricultural Fee Total:**		**$0.00**
Commercial						
	Building					
		08/03/2018	$150,000.00		180233	$608.00
		08/03/2018	$50,000.00		180235	$288.00
		08/09/2018	$0.00		180237	$35.00
		08/16/2016	$650,000.00		180253	$1,816.00
	Commercial Building Valuation Total:		**$850,000.00**	**Commercial Building Fee Total:**		**$2,747.00**
	Electrical					
		08/03/2018			180232	$293.22
		08/22/2018			180257	$64.58
		08/16/2018			180263	$35.88
		08/16/2018			180257	$64.58
		08/22/2018			180273	$47.08
		08/27/2018			180292	$96.03
				Commercial Electrical Fee Total:		**$601.37**
	Mechanical					
		08/16/2018			180255	$44.26
				Commercial Mechanical Fee Total:		**$44.26**
	Plumbing					
		08/16/2018			180254	$48.00
				Commercial Plumbing Fee Total:		**$48.00**
	Right of Way					
		None				$0.00
				Commercial Right of Way Fee Total:		**$0.00**
	Sign					
		08/03/2018			180231	$45.00
		08/17/2018			180270	$15.00
				Commercial Sign Fee Total:		**$60.00**
	Commercial Valuation Total:		**$850,000.00**	**Commercial Fee Total:**		**$3,500.63**

Residential					
	Building				
		08/09/2018	$88,000.00	180236	$100.00
		08/09/2018	$235,600.00	180238	$864.00
		08/09/2018	$50,000.00	180251	$284.50
		08/09/2018	$50,000.00	180252	$287.63
	Residential Building Valuation Total:		**$423,600.00**	**Residential Building Fee Total:**	**$1,536.13**
	Electrical				
		08/03/2018		180234	$50.13
		08/16/2018		180256	$50.13
		08/17/2018		180264	$57.28
		08/17/2018		180265	$47.08
		08/17/2018		180266	$33.20
		08/17/2018		180267	$35.88
		08/17/2018		180268	$126.00
		08/17/2018		180269	$103.00
		08/22/2018		180274	$35.88
		08/27/2018		180293	$45.06
				Residential Electrical Fee Total:	**$583.64**
	Mechanical				
		08/09/2018		180240	$65.51
		08/09/2018		180245	$53.26
		08/16/2018		180258	$60.76
				Residential Mechanical Fee Total:	**$179.53**
	Plumbing				
		08/09/2018		180241	$66.00
		08/09/2018		180242	$30.50
		08/09/2018		180243	$30.50
		08/09/2018		180244	$68.50
		08/16/2018		180259	$61.00
		08/16/2018		180261	$30.50
		08/16/2018		180262	$34.00
		08/27/2018		180294	$27.00
				Residential Plumbing Fee Total:	**$348.00**
	Right of Way				
		08/03/2018		180229	$25.00
		08/03/2018		180230	$25.00
		08/09/2018		180239	$25.00
		08/09/2018		180246	$25.00
		08/09/2018		180247	$25.00
		08/09/2018		180248	$25.00
		08/09/2018		180249	$25.00
		08/09/2018		180250	$25.00
		08/16/2018		180260	$25.00
		08/21/2018		180272	$25.00
		08/27/2018		180291	$25.00
				Residential Right of Way Fee Total:	**$275.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$423,600.00**	**Residential Fee Total:**	**$2,922.30**
	Valuation Grand Total:		**$1,523,600.00**	**Fee Grand Total:**	**$6,422.93**

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 seven graves for Cemetery.
- Placed 130 cubic yards of concrete for street repairs and ROW permits.
- Maintained signs and signals.
- Swept streets.
- Bladed all alleys.
- Pothole patched.
- Division Safety Meeting: What Can You do to Prevent Accidents; August 23, 2018.

Division: Water: Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 37.941 million gallons
  Daily Average: 1.224 million gallons
  Daily Maximum: 1.891 million gallons
- Completed 245 Iowa One Call locate requests.
- Meter Department
  - 222 service orders.
  - 3 delinquents.
  - 2 rereads.
  - 0 stuck meters.
- Division Safety Meeting: Training on 150-pound chlorine tank repair using an emergency repair kit, August 29, 2018.

Division: Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 65.133 million gallons
  Daily Average: 2.101 million gallons
  Daily Maximum: 6.068 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: Confined Space, August 14, 2018.

Special Activities/Accomplishments of particular note:

Division: Streets: Tom Weber, Street Superintendent

- Cleaned several road ditches with help from DOT.
- Called in mud jacking crew for void under street at 1026 Skyline Drive.

Division: Water: Terry Kluver, Water Superintendent

- Seeded excavation sites from last Summer's work.
- Installed new 8-inch watermain valve at 11th Street and Main Street.
- Installed four (4) fire hydrant extensions.
- Completed six (6) flow tests on fire hydrants for Public Protection Classification (PPC) survey.

Division: Sean Kleespies: Wastewater Superintendent

- CCTV storm sewers and sanitary sewer.
- Replaced belts on VLR surface aeration.
- Repaired Influent sampler line.
- Repaired hydraulic solenoids on the Jet/Vac.
- No sanitary sewer backup for the month.
- Routine maintenance on sanitary sewer system by Jet/Vac.
- Continued education for Paul Kersey and Travis Boell.
- Passed the proficiency test for lab certification.

Activities planned for next month and other comments:

Division: Streets: Tom Weber, Street Superintendent

- Maintain signs and signals.
- Sweep streets.
- Street repairs.
- Assist, as needed, with City Hall move.
- Pothole patch.
- Replace fire hydrant for Water Division.

Division: Water: Terry Kluver, Water Superintendent

- Install replacement fire hydrant and valve at Adams Street and 9th Street and Main Street and 13th Street.
- Mow five (5) well sites.
- Jared Hays and Terry Kluver to attend the Fall Water Conference in Okoboji, September 11-12, 2018.

Division: Sean Kleespies: Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Start Jet/Vac sanitary sewers.
- Repair sanitary sewer between Quint Avenue and Salinger on 10th Street.
- Prepare the Wastewater Treatment Plant for Winter.

CAPITAL PROJECT STATUS SUMMARY – 09-12-18

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 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
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
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 $412,500.00 $1,449,835.78	07-22-13 04-14-14 04-02-18	$4,900.00 $328,660.77 $858,483.51	100%	08-15-13 118 Working Days	TSIP Application Design & Construction
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	$143,765.45 $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
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 $514,219.21	 18%	05-18 11-16-18	
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
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	$1,000,000	2020	Veenstra & Kimm, Inc.	$73,500		$1,993.64			
Wastewater Treatment Plant Sludge Handling			FY19	$330,0000		Veenstra & Kimm, Inc.	$18,800		$5,572.46			

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 – branches, sticks and trash
- Mow all park areas and ballfields
- Trim curbs and sidewalks and parks
- Mow and paint lines for fall soccer and football
- Clean and rake volleyball courts
- Clean all shelters
- Mulch playgrounds, little league and Graham Park
- Trim trees
- Pull and spray weeds in downtown perennial beds
- Water flowers
- Aerify and reseed Merchants Park
- Groom all parking lots
- Groom all ballfields
- Cut down two Crab Trees on 4th Street
- Equipment maintenance
- Put equipment away after baseball and softball
- Reseed along new bike trail

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 13 times
- Mowed fairways 13 times
- Mowed collars 13 times
- Mowed greens 29 times
- Rolled greens 1 time
- Mowed rough as needed
- Cut cups 13 times
- Sprayed greens and tees as needed
- Weed ate as needed
- Picked up sticks after storm
- Watered tees, greens, fairways as needed
- Serviced equipment as needed

Cemetery: John Snyder, Cemetery Sexton

- Took care of 5 funerals, with 2 of them being held on Saturdays.
- Mowed entire cemetery 4 times
- Trimmed around trees, monuments, buildings, etc.
- Did all burial records, grave sales, and all other cemetery related paperwork
- Removed 1 large Ash Tree due to a lightning strike
- Filled in numerous sunken graves as well as some low areas
- Serviced equipment when needed
- Picked up garbage on a daily basis

- Collected money due to the City of Carroll from all out of town funeral homes
- Pulled weeds in all flower gardens
- Watered trees and flower gardens when needed
- Pruned all shrubs two times, trimmed trees where needed
- Sprayed for weeds in Veterans Circle podium area

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Pool Water Testing
- Scheduling
- LG Meeting 8-12 @ 6pm
- Radio Ad

Recreation Center: Joel Cortum, Program Specialist

- Referee Meeting
- Coaches Meeting
- Storage organization
- T-shift order for fall sports
- Radio Ad

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 swing set in Graham Park
- Reseed parks and right-of-ways where needed

Golf: Scott Haakenson, Golf Superintendent

- Had 8" cup tournament

Cemetery: John Snyder, Cemetery Sexton

- Showed Jack how bad some of the boulder wall is deteriorating in case of liability from injury
- Worked with R.T. Shreck on electrical installment and new flag pole for Veterans Circle

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- High School Swim Team Started
- Aquatic Center Closed
- Swim Aide Class
- Private Pool Parties
- DMACC Boat Floats
- Duck Races
- CPR Class
- Doggie Dip
- Tonic Sol Fa

Recreation Center: Joel Cortum, Program Specialist

- 7 on 7 Flag Football
- 2 new sets of bags boards for future events
- Tonic Sol Fa

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
- Golf Course Club House siding
- 24 hour at Rec Center
- New HVAC controls at Rec
- Load in and out for band at Rec
- Aquatic Center outside lighting to LED
- Doggy Dip at Aquatic Center
- Cemetery door lock
- Start winterizing Aquatic Center

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Aerify areas and seed
- Plant plants downtown and Main Street
- Spray broadleaf weeds
- Mark out for new trees from nursery

Golf: Scott Haakenson, Golf Superintendent

- Aerify greens and topdress
- Aerify tees and reseed

Cemetery: John Snyder, Cemetery Sexton

- Start mulching leaves and preparing equipment for winter

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Fit or Faster Clinic
- Lifeguard Class
- Girls on the Run
- IWSC Overview
- Elderidge Fitness Event
- IPRA 9-11-18

Recreation Center: Joel Cortum, Program Specialist

- Fall Soccer
- Volleyball
- Flag Football
- Adult Bags League
- IPRA 9-11-18

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- City building move

Safety Topic:

- Proper lifting and moving heavy objects Heavy objects
- MSDS Sheet Review