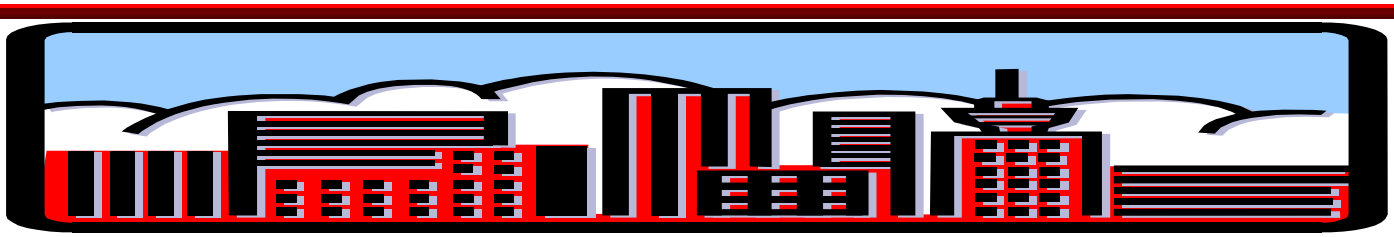


City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

August 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
- Continued preparing financials for FY 2019/2020 reporting
- Attended the Municipal Fire & Police Retirement System (MFPRSI) Meeting – Aug. 20
- Begin preparing submission for FEMA and State of IA COVID-19 Reimbursement
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – July 20 (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
- Continue preparing 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
- Fieldwork for annual audit – September 14 - 18
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – September 17 (Zoom Meeting)

Accomplishments of particular note:

- 481 utility bills were emailed August 2020

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

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

Our training goals this summer continue to focus on truck driver safety and pump operations. All firefighters continued building knowledge and skill in all phases of truck operations. Our most important goal is to operate all trucks safely in traffic while responding to and from emergency incidents. We also strive to provide well-rounded firefighter training and knowledge so all members work together as a team during any type of emergency situation.

Run Report for August:

Alarm Date	Alarm Location	Incident Type
08/06/2020	Rolling Hills Park	Tree on fire
08/09/2020	227 E 18th St	Storage shed fire
08/26/2020	1116 N West St	House fire
08/29/2020	1106 Woodland Dr	False alarm
08/31/2020	1506 N West St	Attic fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

All officers attended a TRACS software update on the 17th. TRACS is a reporting writing and reporting software that is provided free of charges from the Iowa DOT. This software reports required numbers to the FBI for National Incident Based Reporting. The update was used to give officers new information on upgrades and changes to the software.

Officer Walter Pacheco Belen began employment with the police department on August 17th. Officer Pacheco is originally from Puerto Rico and has been living in Des Moines for the previous 4 years. Officer Pacheco began training at the Iowa Law Enforcement Academy (ILEA) on August 31st and will graduate on December 18th.

Captain Kathol was recertified as a Glock armorer on the 25th. This training allows him to perform maintenance and repairs on the department issued handguns.

Officers Steven Pudenz and Matt Kennebeck attended CTK Interview and Interrogation training August 31st through September 2nd. The training is given to new officers to help them complete thorough interviews with suspects and witnesses. This enhanced training is assigned to officers within the first two years of employment.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	August 2020	August 2019	August 2018
Statutory Rape	2		
Forcible Fondling		2	
Aggravated Assault	1		1
Simple Assault	3	3	2
Intimidation	1	1	
Domestic Abuse	2	8	6
Burglary/B&E	3	5	1
Shoplifting		4	3
Theft from Vehicle		3	2
Theft of Bike	1	1	
Theft from Building	3	5	2
Other Larceny		2	1
Motor Vehicle Theft			2
Counterfeit/Forgery			1
Credit/ATM Fraud	3		
Identify Theft			1
Bad Checks		1	1
Vandalism: Business			1
Vandalism: Residence	2	1	
Vandalism: Vehicle	5	1	2
Vandalism: Other	1		
Weapon Law Violation	1		
Drug/Narc Violations	5	3	4
Drug Equipment Viol			
Drive Under Influence	4	2	1
Under 21 BAC .02			1
Drunkenness	2	4	4
Disorderly Conduct	1	3	3
Harassment		1	
All Other Offenses	3		1
Trespassing	2	1	7
Runaway			1
Found Property		1	3
Unattended Death		1	
Mental Case		1	
Animal Bite		4	
Warrant Outside	7	1	6
Restraining Order	1	2	
Car and Bike	1		
10-50 PI Personal Injury		1	
10-50 PI MV Pedestrian		1	1
10-50 PI Car & Bike			

10-50 PD Prop.	7	11	9
10-50 PD: Hit and Run	3	1	1
10-50 PD: Police Vehicle			
10-50 PD Under 1000			
10-50 PD Under 1500	3	4	4
Assist Other Agency		1	2
Op After Revocation	1	1	3
Operate After Suspen	8	8	8
Miscellaneous Public	3	4	4
Total	**78**	**93**	**89**

August 1 – 31, 2020

Citations	
Animal	0
Dark Windows	2
License Violation	35
Other	2
Parking Violation	1
Registration	8
Seatbelt	5
Tobacco	0
Traffic	53
Warning Notices	256
Loud Stereo	0
TOTAL	**362**

Salvage Vehicle Inspections: 17

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - August 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					
		8/21/2020	$90,000.00		200297	$413.00
	Commercial Building Valuation Total:		**$90,000.00**	**Commercial Building Fee Total:**		**$413.00**
	Electrical					
		8/21/2020			200299	$300.43
				Commercial Electrical Fee Total:		**$300.43**
	Mechanical					
		8/21/2020			200300	$28.63
				Commercial Mechanical Fee Total:		**$28.63**
	Plumbing					
		8/21/2020			200296	$79.50
				Commercial Plumbing Fee Total:		**$79.50**
	Right of Way					
		8/12/2020			200280	$0.00
				Commercial Right of Way Fee Total:		**$0.00**
	Sign					
		8/12/2020			200281	$15.00
		8/21/2020			200291	$25.00
		8/21/2020			200298	$15.00
				Commercial Sign Fee Total:		**$55.00**
	Commercial Valuation Total:		**$90,000.00**	**Commercial Fee Total:**		**$876.56**

Residential					
	Building				
		8/4/2020	$18,000.00	200277	$128.25
		8/4/2020	$4,000.00	200278	$47.00
		8/12/2020	$0.00	200279	$35.00
		8/12/2020	$50,000.00	200282	$285.00
		8/12/2020	$0.00	200283	$35.00
		8/12/2020	$2,000.00	200286	$28.25
		8/21/2020	$237,000.00	200293	$858.00
		8/21/2020	$237,000.00	200295	$858.00
		8/28/2020	$60,000.00	200302	$316.00
		8/28/2020	$5,000.00	200303	$47.00
	Residential Building Valuation Total:		**$613,000.00**	**Residential Building Fee Total:**	**$2,637.50**
	Electrical				
		8/4/2020		200274	$35.88
		8/4/2020		200275	$35.88
		8/12/2020		200285	$35.88
		8/28/2020		200301	$35.88
		8/28/2020		200304	$67.48
		8/28/2020		200305	$153.76
		8/28/2020		200306	$59.95
				Residential Electrical Fee Total:	**$424.71**
	Mechanical				
		8/12/2020		200284	$28.63
		8/28/2020		200307	$34.76
		8/28/2020		200308	$34.76
				Residential Mechanical Fee Total:	**$98.15**
	Plumbing				
		NONE			$0.00
				Residential Plumbing Fee Total:	**$0.00**
	Right of Way				
		8/4/2020		200276	$1,106.11
		8/18/2020		200287	$25.00
		8/18/2020		200288	$25.00
		8/18/2020		200289	$25.00
		8/19/2020		200290	$1,675.55
		8/21/2020		200292	$25.00
		8/21/2020		200294	$25.00
				Residential Right of Way Fee Total:	**$2,906.66**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$613,000.00**	**Residential Fee Total:**	**$6,067.02**
	Valuation Grand Total:		**$703,000.00**	**Fee Grand Total:**	**$6,943.58**

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 76.75 cu. yds. of concrete for street repair and ROW Permits.
- Repaired CBD lights.
- Mowed ditches
- Swept streets.
- Graded alleys.
- Patched potholes.
- Division Safety Meeting: "Look Before You Leap", August 25, 2020.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 50.119 million gallons
  Daily Average: 1.617 million gallons
  Daily Maximum: 1.913 million gallons
- Completed 153 Iowa One Call locate requests.
- Meter Department
  - 33 service orders.
  - 13 delinquents.
  - 7 reread.
  - 0 stuck meters.
- Division Safety Meeting: N/A

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 27.426 million gallons
  Daily Average: 0.885 million gallons
  Daily Maximum: 1.081 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "IWCA Informer", August 13, 2020; August 17, 2020.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Removed bushes for Parks Department.
- Removed two shelters from Golf Course on August 19, 2020.
- Removed tree debris from streets following storm on August 10, 2020.
- Assisted Water Division with watermain breaks on August 9 and August 20, 2020.
- Received salt for winter ice control.

Division: Water; Terry Kluver, Water Superintendent

- Submitted twenty-six (26) samples of the thirty (30) permit-required Lead and Copper samples from home service lines due June 1, 2020 through September 30, 2020.
- Worked with contractor on Water Supply Well Replacement project.
- Worked with contractor on fire hydrant relocation and lowering two (2) watermains for the Street Resurfacing project.
- Contractor installed new rooftop heating and air conditioning unit at High Service Pump Station.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Replaced two bulbs and two ballasts on the UV disinfection system.
- Mid Iowa Solid Waste Equipment Company repaired the Aries CCTV system.
- Cleaned out the drying bed.
- Completed the lab proficiency testing.
- Replaced the fan belt on makeup air unit #6.
- Dewatered the sludge lagoon.
- Carroll Control Systems, Inc. installed a new burner for 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.
- Spray mosquitoes, as needed.

Division: Water; Terry Kluver, Water Superintendent

- Obtain Unregulated Contaminant Monitoring Rule (UCMR4) samples from SEP, Raw and Distribution System.
- Work with contractor on Water Distribution Main Replacement project.
- Work with contractor on Water Supply Well Replacement project.
- Obtain remaining permit-required samples for Lead and Copper.
- Seed excavation sites from this past summer's watermain breaks.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Vinchattle Enterprises, Inc. will repair the UV Communication.
- Begin preparing heaters for Winter.
- E & F Custom Pumping, Inc. will begin hauling sludge from lagoon.
- Review purchase of a new CCTV system.
- Replace the sand in the drying bed.

CAPITAL PROJECT STATUS SUMMARY – 09-15-2020

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 $259,076.38		05-01-16 Fall, 2019	Space Needs/ Prelim. Design Design
Downtown Streetscape Phase 10	On-going	FY19	FY19	$1,300,000	2019	Confluence Badding Const.	$103,475.00 $1,039,036.28	10-22-18 09-14-20	$96,622.93		04-19 09-30-21	
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 $974,439.17	09-23-19 07-20-20	$155,467.50 $513,906.68		 62 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 $596,900.00	 100%	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 $160,331.58		 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	$59,392.86 $154,163.55		 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 park routes – clean bathrooms and dump garbage
- Water plants and trees
- Repaired sidewalk panel at 24 hour entrance to Recreation Center
- Sprayed voluntary trees
- Installed a new toilet in Rolling Hills due to vandalism
- Re-seeded slow pitch fields
- Re-seeded Merchants Park
- Re-seeded new trail
- Clean up storm damage
- Mowed as needed
- Trimmed
- Push mow Central Business District
- Weed flower beds

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 13 times
- Mowed fairways 13 times
- Mowed collars 13 times
- Mowed greens 31 times
- Cut cups 9 times
- Verticut greens 2 times
- Serviced mowers as needed
- Sprayed greens, tees, and surrounds as needed
- Watered greens, tees, and fairways as needed
- Mowed rough as needed
- Repaired split rail fences where needed
- Trimmed trees
- Watered new trees

Cemetery: Jake Bruggeman, Cemetery Sexton

- Performed the duties of seven funerals with one being a cremation, two were Saturday services.
- Dug seven graves.
- Sold a total of 10 grave spaces.
- Turned in all paperwork and monies received to City Hall.
- Helped several people with locating grave spaces.
- Mowed as the weather allowed.
- Push mowed Babyland areas.
- String trimmed throughout the grounds.
- Emptied garbage cans as needed.
- Greased, sharpened blades, cleaned and repaired a mower tire.
- Changed oil in the golf cart.
- Watered new grass seedings.
- Edged around outside of cemetery and trimmed the ditches along Grant Road.
- Seeded new graves.
- Leveled graves that had sunken.
- Assisted the parks dept. with removal of rock and plant material from islands around city hall.
- Marked 20 new ash trees for removal and showed tree company trees for removal.
- Spot sprayed weeds.

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

- Painted Southside shelter houses
- Re-seeded and planted trees at Library and Police Station
- Removed plants on 7th and Carroll Street and seeded grass
- Mulched Chamber of Commerce property
- Repaired broken areas on Skate Park concrete surface

Golf: Scott Haakenson, Golf Superintendent

- Got course ready for 3 tournaments
- Picked up storm damage
- Aerified dry spots on the greens
- Built new step for chemical building

Cemetery: Jake Bruggeman, Cemetery Sexton

- Cleaned up trees, limbs, and sticks for a week following the August 10th derecho.

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
- Air filters around city buildings
- Bellavista storm siren
- Winterizing Aquatic Center
- Washing AC coils out at city buildings
- Water fountain at Rec Center
- Disinfecting all areas

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Re-seed other areas
- Mow
- Start spraying
- Paint areas in need
- Get soccer fields ready
- Daily park routes
- Weed flower beds

Golf: Scott Haakenson, Golf Superintendent

- Aerify and topdress greens
- Pray for rain

Cemetery: Jake Bruggeman, Cemetery Sexton

- Continue mowing and trimming as needed.
- Take care of funeral services.
- Seed grass in ruts, bare spots and new graves.
- Trim trees.
- Spray the grounds for the fall.
- Apply fall fertilizer to the grounds.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Aquatic Center winterizing

Safety Topic:

- Covid-19 awareness
- Tree cutting
- Hearing protection
- Eye protection

Department/Division Carroll Public Library

Month August Year 2020

Person preparing report Rachel Van Erdewyk

Routine activities for the month/statistics:

Program Attendance:		**Monthly Statistics:**	
Tech Help Fridays (canceled)	0	Total Print Circulation	7,318
Children's Library Programs (canceled)	0	BRIDGES Circulation	1,239
Children's Programs Outreach (canceled)	0	Public Computer Use	87
Diane's Read Aloud—Facebook Live	5,941	Wi-Fi Use	201
Crafty Library Ladies (canceled)	0	Website Visits	3,198
Summer Storytime	151	Daily Times Herald Archives Views	10,867
Summer Storytime Movie	77	Consumer Reports	142
Curbside Pickup	80	Gale Databases	30
Summer Reading Shows 2020	3,805	Global Road Warrior	0
Science Tellers	17	Learning Express	10
New! Meeting & Study Room Use	6	Freegal	1,052
		Transparent Language	2
		Chilton Auto Manual	0
		eMagazine Circulation	78
		Lynda.com	0
		RBDigital eAudiobooks	19
		Brainfuse	7
Total Program Attendance	**10,077**		
Monthly Door Count	**2,347**	**Total Resources Utilized**	**24,250**

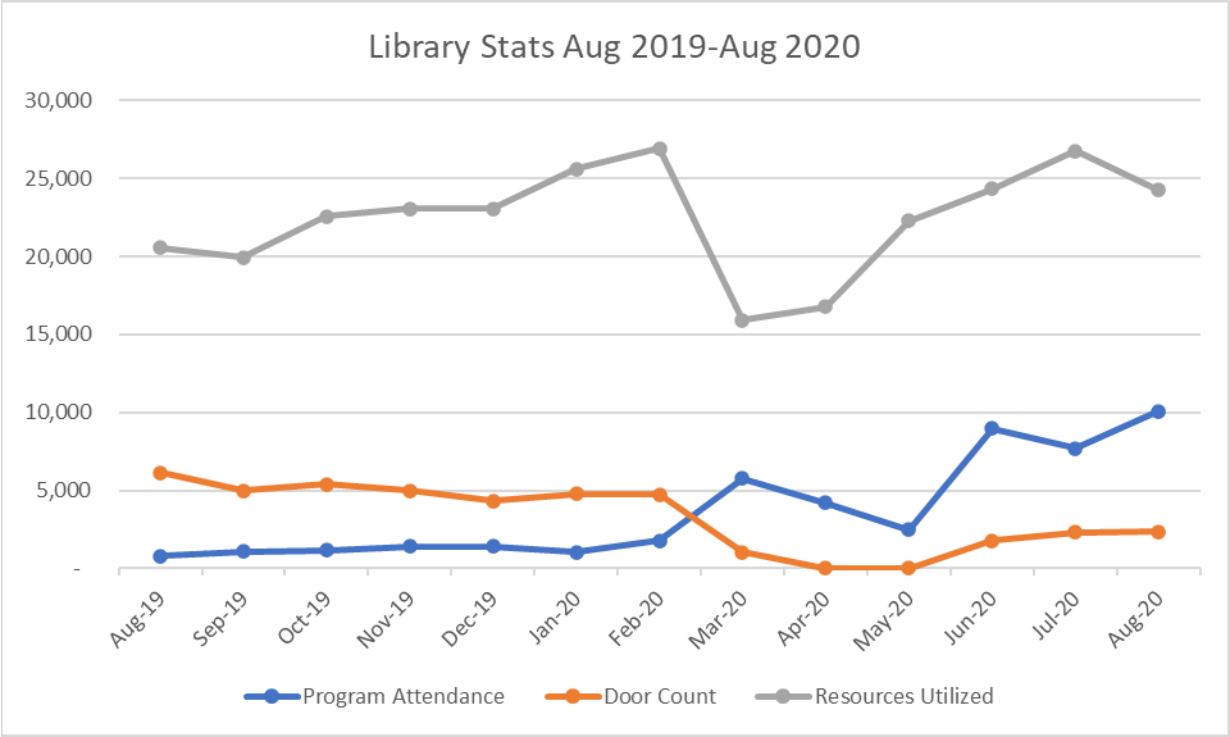
Special activities/accomplishments:

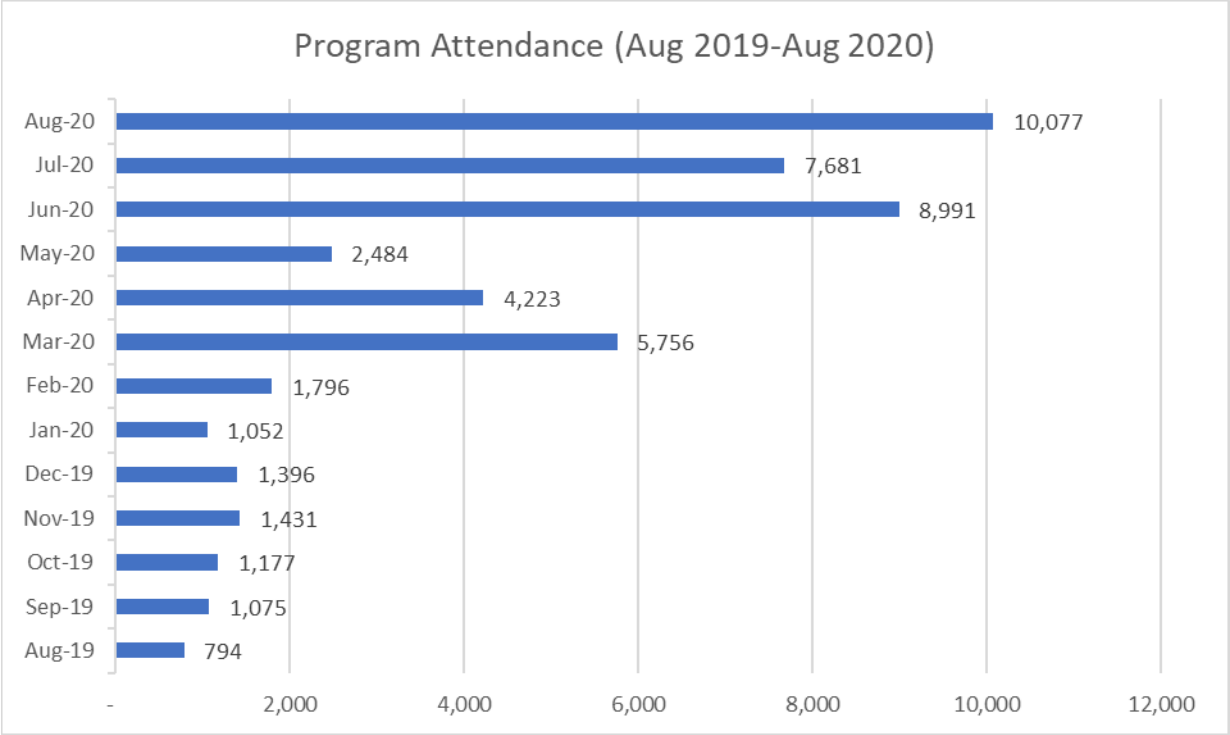
1) **Children's Programs:** Miss Diane has continued her daily Facebook live video of reading stories to children. August wrapped up our online Summer Reading Program Shows. The library hosted a variety of virtual shows from science, magic, bubbles, and learning to juggle. Overall, the library had 24 virtual shows available from June to August for summer reading. Miss Diane continued her special storytimes in the library for the daycares when the library was closed to the public. The library invited the daycare over for a special movie viewing as well.

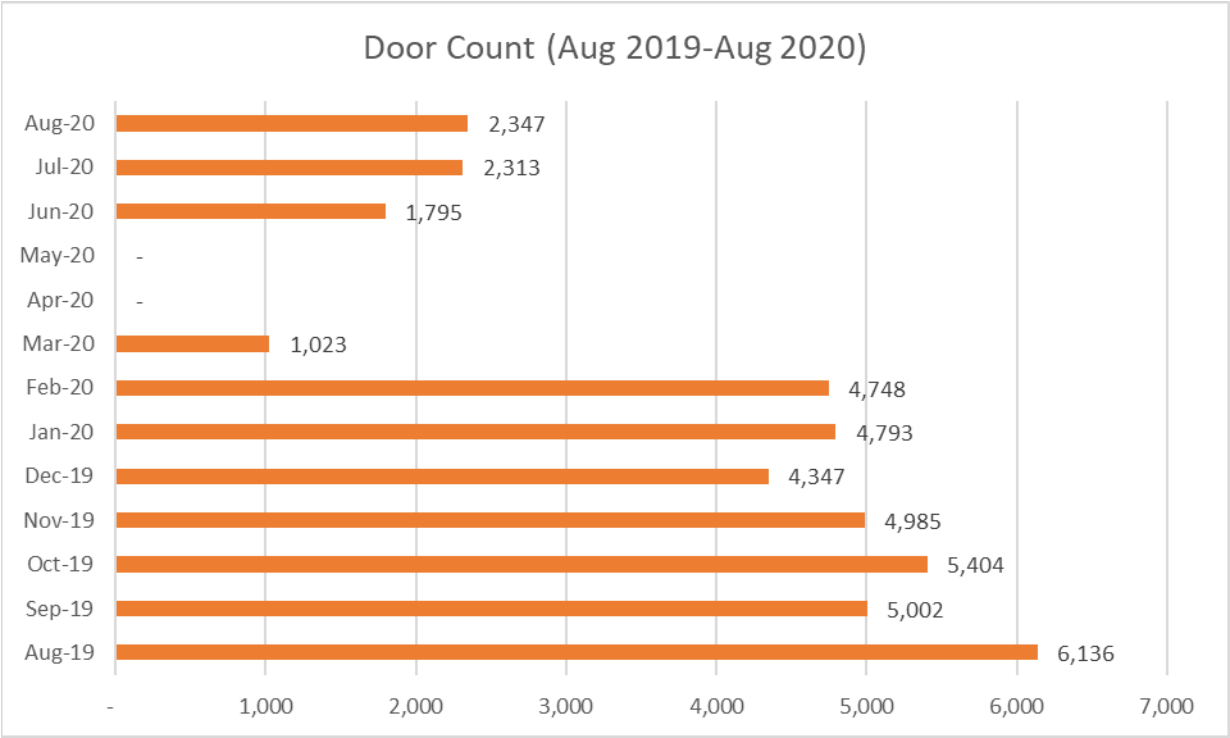
2) **Brainfuse—Online Library Resource:** With the school year under way, students have free access to a variety of tools through Brainfuse such as virtual study rooms, a writing lab to submit papers and other documents for review, live help with the FAFSA, and live online tutoring. Check Brainfuse out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

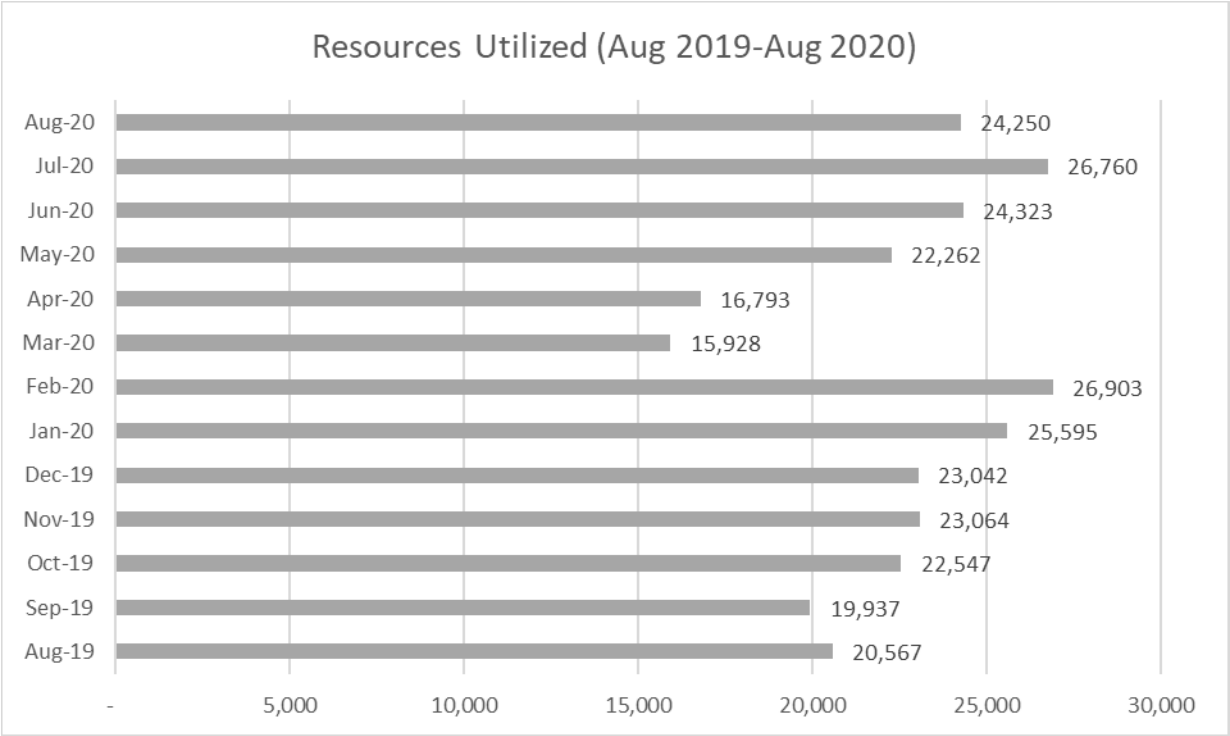
3) **Meeting and Study Rooms**: The library now has the meeting room and study rooms open for use! Contact the library to reserve a room--call 792-3432, email info@carroll-library.org, or text 712-221-8461 for more information.

Library Statistics from August 2019-August 2020






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


Resources Utilized (Aug 2019-Aug 2020)
Aug-20
Jul-20
Jun-20
May-20
Apr-20
Mar-20
Feb-20
Jan-20
Dec-19
Nov-19
Oct-19
Sep-19
Aug-19
24,250
26,760
24,323
22,262
16,793
15,928
26,903
25,595
23,042
23,064
22,547
19,937
20,567
-
5,000
10,000
15,000
20,000
25,000
30,000