City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

September 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 office document purging
- Reviewed FY 17/18 audit report draft
- Prepared and filed FY 17/18 Road Use Tax Report – due September 30
- Worked with legal/bond counsel on Library/City Hall petition for injunction relief
- Moved City offices and set up at temporary location at 510 N Carroll St, Suite 2
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – September 20
    - Wellness Meeting with Benefit Source – September 26

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Organizing permanent retention files at new city hall office basement
- Discussions with PFM on upcoming debt issuance
- City Hall/PD phone/voicemail issues
- Prepare FY 19/20 budget information for staff
- Prepare FY 17/18 audit MD&A
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – October 18
    - Wellness Meeting with Benefit Source – October 31

Accomplishments of particular note:

- 309 utility bills and statements were emailed in September 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 September.

Firefighters continued training in basic dry hydrant water supply operations. The Department currently maintains two dry hydrants located outside the city limits but within our fire protection district. One hydrant is located at the gravel pit, ¼ of a mile east of Olympic Avenue, on 240th Street. The second one is located near the fish house at Swan Lake. These dry hydrants were installed by Department members approximately 10 years ago as a secondary water supply for rural fires occurring in proximity of their location. A dry hydrant provides water by utilizing a pumper truck drafting or pulling water from the source to the truck pump and discharging or filling tanker trucks for rural fire water supply.

Several members of the Department attended the Carroll County Firefighters Association meeting at the Manning Fire Station September 17th. The Region V Hazardous Materials Unit of the Fort Dodge Fire Department provided required refresher training for attendees.

Run Report for September:

Alarm Date	Alarm Location	Incident Type
09/01/2018	17995 Iris Ave (Maple River)	Tree in power line fire
09/01/2018	1749 Salinger Ave	Alarm malfunction
09/19/2018	526 E 18th St	Alarm malfunction
09/12/2018	E 2nd & N Clark	Vehicle collision
09/24/2018	313 W 11th St	Reported smoke odor – nothing found

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

DARE began this month at the Carroll Middle School. The program will run the first semester of school and then be at Kuemper Middle School the second semester. Sergeant Bellinghausen teaches to the entire 6th grade one day and the 8th grade on a separate day.

The police department participated in the National Guard 5K on the 15th. The event was used as a recruiting tool for the National Guard while also displaying first responders from the area. The Fire Department, Carroll County Sheriff and Carroll County Ambulance also assisted in the event.

Sergeant Bellinghausen and Officer Ferrin participated in the Senior Day event on the 19th at the Carroll Recreation Center. K9 Eudoris was on display and did a small demo for the audience.

Officers Ethan Kathol and Tony Amdor took part in active shooter interdiction training at Camp Dodge on the 24th and 25th. This training certified them as instructors on training officers how to respond to and stop an active shooter event.

Kuemper homecoming and Carroll Chamber of Commerce Band Day parades were on the 28th and 29th.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

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

Cruelty to Animal			
Found Person			
Found Animal			
Found Property		2	4
Mental Case			
Unattended Death			2
Suicide			
Home Accident			
Animal Bite			
Dispose of Animal			
Warrant Outside	3	6	3
Restraining Order	4		
1050F Traffic Accident			
10-50 PI Personal Injury			1
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	10	17	12
10-50 Car & Deer			
1050 PD: Hit and Run	1		1
1050 PD: City Vehicle			
1050 PD: Police Vehicle			
10-50 PD Under 1500	1	7	5
Assist Other Agency			
Moving Violations			1
Op After Revocation	1	4	1
Operate After Suspen	13	7	4
Miscellaneous Public	3	5	1
Total	**86**	**111**	**99**

09/01/2018 thru 09/30/2018

Citations	
Animal	0
Dark Windows	0
License Violation	17
Other	1
Violation (Parking)	4
Registration	9
Seatbelt	16
Tobacco	1
Traffic	50
Warning Notices	229
Loud Stereo	0
TOTAL	**327**

09/01/2018 thru 09/30/2018

Salvage Vehicle Inspections: 8

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - September 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					
		09/21/2018	$868,000.00		180308	$2,361.00
		09/21/2018	$330,000.00		180311	$1,016.00
		09/21/2018	$300,000.00		180312	$983.00
		09/28/2018	$350,000.00		180313	$1,108.00
	Commercial Building Valuation Total:		**$1,848,000.00**	**Commercial Building Fee Total:**		**$5,468.00**
	Electrical					
		09/21/2018			180309	$27.63
				Commercial Electrical Fee Total:		**$27.63**
	Mechanical					
		NONE				$0.00
				Commercial Mechanical Fee Total:		**$0.00**
	Plumbing					
		NONE				$0.00
				Commercial Plumbing Fee Total:		**$0.00**
	Right of Way					
		09/17/2018			180305	$45.00
		09/21/2018			180307	$25.00
				Commercial Right of Way Fee Total:		**$70.00**
	Sign					
		09/17/2018			180298	$5.00
				Commercial Sign Fee Total:		**$5.00**
	Commercial Valuation Total:		**$1,848,000.00**	**Commercial Fee Total:**		**$5,570.63**

Residential					
	Building				
		09/17/2018	$7,440.00	180297	$66.00
		09/17/2018	$80,000.00	180300	$378.40
		09/28/2018	$30,000.00	180314	$194.50
		09/28/2018	$43,000.00	180315	$253.00
		09/28/2018	$1,000.00	180316	$22.00
	Residential Building Valuation Total:		**$161,440.00**	**Residential Building Fee Total:**	**$913.90**
	Electrical				
		09/17/2018		180299	$50.13
		09/21/2018		180310	$62.00
				Residential Electrical Fee Total:	**$112.13**
	Mechanical				
		NONE			$0.00
				Residential Mechanical Fee Total:	**$0.00**
	Plumbing				
		NONE			$0.00
				Residential Plumbing Fee Total:	**$0.00**
	Right of Way				
		09/17/2018		180296	$25.00
		09/17/2018		180301	$25.00
		09/17/2018		180302	$25.00
		09/17/2018		180304	$25.00
		09/21/2018		180306	$25.00
		09/28/2018		180317	$25.00
				Residential Right of Way Fee Total:	**$150.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$161,440.00**	**Residential Fee Total:**	**$1,176.03**
	Valuation Grand Total:		**$2,009,440.00**	**Fee Grand Total:**	**$6,746.66**

Permits - YTD - through September 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	$2,954,600.00		$9,770.50
	Electrical			$1,576.93
	Mechanical			$188.35
	Plumbing			$841.50
	Right of Way			$715.50
	Sign			$255.00
	Commercial Valuation Total:	**$2,954,600.00**	**Commercial Fee Total:**	**$13,347.78**
Residential				
	Building	$6,343,741.37		$21,270.67
	Electrical			$2,820.60
	Mechanical			$1,086.19
	Plumbing			$1,535.00
	Right of Way			$2,545.00
	Sign			
	Residential Valuation Total:	**$6,343,741.37**	**Residential Fee Total:**	**$29,257.46**
	Valuation Grand Total:	**$9,412,141.37**	**Fee Grand Total:**	**$42,605.24**

Public Works

As reported by Randy Krauel, Public Works Director/City Engineer

Routine Activities for the month:

Division: Streets: Tom Weber, Street Superintendent

- Excavated five graves for Cemetery.
- Placed 67 cubic yards of concrete for street repairs and ROW permits.
- Maintained signs and signals.
- Painted traffic markings after Streetscape sections were completed.
- Swept streets.
- Cleaned storm drains.
- Bladed gravel roads.
- Division Safety Meeting: Digging Safely; September 11, 2018.

Division: Water: Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 33.691 million gallons
  Daily Average: 1.123 million gallons
  Daily Maximum: 1.487 million gallons
- Completed 166 Iowa One Call locate requests.
- Meter Department
  - 125 service orders.
  - 4 delinquents.
  - 3 rereads.
  - 1 stuck meters.
- Division Safety Meeting: Inspected high-visibility garments and replaced worn or dirty ones so as to preclude their function as high-visibility clothing.

Division: Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 74.975 million gallons
  Daily Average: 2.499 million gallons
  Daily Maximum: 5.455 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Slips, Trips, and Falls", September 19, 2018.

Special Activities/Accomplishments of particular note:

Division: Streets: Tom Weber, Street Superintendent

- Assisted Water Division with installation of a new fire hydrant; September 6, 2018.
- Cleaned up a fallen tree behind 520 S. Clark Street.
- Sprayed for mosquitoes; September 13 and September 26, 2018.
- Assisted, as needed, with Library move to temporary location; September 14-21, 2018.
- Assisted Water Division with a watermain repair at 15th Street and N. West Street; September 20, 2018.

Division: Water: Terry Kluver, Water Superintendent

- Installed replacement fire hydrant and valve at Adams Street and 9th Street.
- Repaired watermain break at N. West Street and 15th Street.
- Installed replacement fire hydrant and valve at Main Street and 13th Street.

Division: Sean Kleespies: Wastewater Superintendent

- Repaired sanitary sewer on 10th Street between Quint Avenue and Salinger Avenue.
- Routine maintenance on VLR surface aeration.
- Routine maintenance on all rooftop ventilation units.
- Routine maintenance on all VLR valves.
- No sanitary sewer backups for the month.
- Routine maintenance on sanitary sewer system by jet/vac.

Activities planned for next month and other comments:

Division: Streets: Tom Weber, Street Superintendent

- Street repairs; ROW permits.
- Put on snow plow hitches.
- Maintain signs and signals.
- Blade alleys and gravel roads, as needed.
- Sweep leaves.

Division: Water: Terry Kluver, Water Superintendent

- Conduct class tour at the Water Treatment Plant for DMACC.
- Install replacement fire hydrant and valve at Bluff Street and Carroll Street.
- Department of Natural Resources to conduct a sanitary survey.
- Install replacement fire hydrant and valve at N. West Street and 1st Street.

Division: Sean Kleespies: Wastewater Superintendent

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

CAPITAL PROJECT STATUS SUMMARY – 10-12-18

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 $65,765.00		$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 $351,402.82 $979,551.05	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	$96,718.35 $701,579.90	 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		$2,703.44			
Wastewater Treatment Plant Sludge Handling			FY19	$330,0000		Veenstra & Kimm, Inc.	$18,800		$10,624.25			
Street Resurfacing 2019	On-going	FY 19	FY 19	$700,000	2019	JEO Consulting Group, Inc.	$88,100.00 + Hourly	10-08-18			2019	Design Const. Service

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Golf: Scott Haakenson, Golf Superintendent

- Mowed Greens 19 times
- Mowed Tees 9 times
- Mowed Fairways 9 times
- Mowed Collars 9 times
- Rolled Greens 4 times
- Mowed Rough as needed
- Serviced mowers as needed
- Picked up sticks as needed
- Sprayed greens and tees as needed
- Cut cups 7 times

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

- Lifeguard In-Service 9-16 @ 5:oo pm
- Water Test
- Lifeguard and CRO scheduling
- Fitness Class Schedules

Recreation Center: Joel Cortum, Program Specialist

- Fall Sport Supervision
- Parent / Coach communication
- Scheduling
- Weather Cancellations, make-up dates
- Team conflicts

Special Activities/Accomplishments of particular note:

Golf: Scott Haakenson, Golf Superintendent

- Aerified par 3 tees
- Deep tine aerified greens
- Replaced bad breaker in pumphouse
- Received new fairway mower

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

- IPRA 9/11
- Iowa West Swim Conference Meeting
- Lifeguard Class
- Fitter and Faster Clinic
- Elderidge Event
- New Fitness Class- Vinyasa Yoga(set up/ meetings)
- Fall swim Lessons(Set up)

Recreation Center: Joel Cortum, Program Specialist

- First meeting for Carroll County Leadership Institute
- IPRA 9/11
- Elderidge Event

Activities planned for next month and other comments:

Golf: Scott Haakenson, Golf Superintendent

- Spray herbicide on whole course
- Fertilize Tees and fairways
- Routine mowing
- Start mulching leaves

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

- Halloween Bash
- Vinyasa Yoga
- Fall swim lessons
- Meetings: Romp and Read
- jingle Bell Run
- Breakfast with Santa
- Mobile Museum
- Red Cross and IPRA Aquatics Group
- Classes taken: Serve Safe

Recreation Center: Joel Cortum, Program Specialist

- Fall Sports Tailgate (Oct. 6)
- Halloween Bash
- Meetings: Jingle Bell Run
- Breakfast with Santa and Mobile Museum

Director's Report
August 2018

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	36
Children's Library Programs	308
Children's Program Outreach	115
Summer Storytimes	192
Diane's Read Aloud	120
Crafty Library Ladies	56
Poetry Group	11
20th Century Pop Program	46
Teen Programs	7
Yu-Gi-Oh Club	16

Total Print Circulation:	10,202
BRIDGES Circulation:	914
Consumer Reports:	lost data
Public Computer Use:	668
Wi-Fi Use:	43
Website Visits	3,341
Gale Databases:	13
Global Road Warrior Page Views:	1
Learning Express Resources:	112
Freegal Music Downloads:	392
Transparent Language:	42
Chilton Auto Manual	0
ABC Mouse Sessions:	241
Zinio Digital Magazine Circulation:	29
Daily Times Herald Page Views:	4,476
Lynda.com	0

Total Program Attendance	**907**
Monthly Door Count	**7,400**

Total Resources Utilized	**20,474**

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 some lower attendance numbers this month due to Diane being on vacation.

2) **Summer Reading Program:** Summer Reading finished up this month on August 11 with a total of 1,423 registered and 549 completing the program. We changed up the All Stars, grades 5-8, and the Hall of Fame, high school and adults, program this year by having prize baskets to put their name in after every 500 pages they read. 2,500 pages was the ultimate goal to receive their yard sign. We encouraged participants to continuing reading after reaching 2,500 pages by allowing them to still put their name in for the prize baskets. Winners of the Summer Reading prizes included: Harrison Krieger, Olivia Lechtenberg, Moyer Olberding, Caitlin Yetmar, Aeri Kral, Christian West, Natalie Wernimont, Catherine Conner, Elias Messer, Esme Wood, Sharon Kasperbauer, and Autumn Strasser.

3) **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. The library hosted Tim Tracy, music historian and children's librarian Miss Diane's husband. He took library patrons time traveling to learn the stories of songs and artists of 20th century pop songs. These songs brought back a lot of nostalgia for patrons and gave them background to their favorite songs growing up. Patrons even joined in and helped sing a song Tim wrote for the library, Libraries Rock! This program was well attended by 46 patrons.

4) 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.

Director's Report
September 2018

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	6
Children's Library Programs	102
Children's Program Outreach	215
Diane's Read Aloud	63
Crafty Library Ladies	22
Poetry Group	7
Clair Snyder Wildlife Woodcarvings	19
Birding with Matt Wetrich	30
Total Program Attendance	**464**
Monthly Door Count	**2,553**

Total Print Circulation:	4,051
BRIDGES Circulation:	868
Consumer Reports:	97
Public Computer Use:	263
Wi-Fi Use:	171
Website Visits	2,399
Gale Databases:	25
Global Road Warrior Page Views:	2,288
Learning Express Resources:	41
Freegal Music Downloads:	428
Transparent Language:	52
Chilton Auto Manual	1
ABC Mouse Sessions:	18
Zinio Digital Magazine Circulation:	4
Daily Times Herald Page Views:	4,227
Lynda.com	3
Total Resources Utilized	**14,936**

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, and outreach events with book visits starting back up this month to various daycares in the area.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Library Ladies, and the Poetry Group. The Teen Advisory Group decided not to meet this month due to school starting back up and will not meet again until the library renovations are complete due to the lack of space in the temporary location. Clair Snyder brought in woodcarvings of his including local fish, ducks, birds of prey and shore birds. In conjunction with the viewing of the woodcarvings, the library had Matt Wetrich, Carroll County Conservation Naturalist, come talk about what makes birds so fascinating to watch and how to identify them. Both of these events were well attended with a total of 49 participants.

3) **Library Closed:** The library took a week and a half to move to the temporary location. Due to the library move and Labor Day, the library was only 10 days in the month of September when we would normally have been open 24 days. The library can be found behind Pizza Ranch and in between Serendipity Acting Studio and Fastenal at 425 US Hwy 30 #340, Carroll, IA 51401. Look for the outside book return. Come see us and check out the new space!

4) 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.
    - Our Neighbors, the Amish: Tuesday, October 23 from 6-8pm