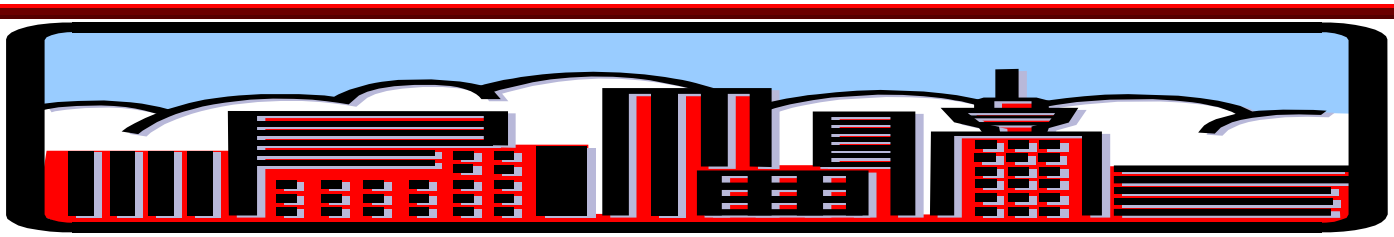


City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

September 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 city financials during COVID-19 pandemic
- Continued preparing financial reports for FY 2019/2020
- Fieldwork for annual audit – September 14 – 18
- Continued 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 – September 17 (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
- Begin review of FY 2019/2020 audit report
- Begin preparing information for FY 21/22 budget preparations
- Attend the Municipal Fire & Police Retirement System (MFPRSI) Meeting – October 1
- Continue to work with FEMA and State for COVID-19 submission
- Annual Council Planning Session – October 29
- Attend IMFOA Conference – October 22 – 23 (Des Moines)
- Continue to promote wellness program with employees
    - Flu Shot Clinic for city employees – October 14
    - Wellness Coalition Meeting – October 15 (Zoom Meeting)

Accomplishments of particular note:

- 490 utility bills were emailed September 2020.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

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

Our training this month included search and rescue operations while blindfolded and in full protective gear. This training took place at the station on an obstacle course with various obstructions for firefighters to navigate. The goal of the session was navigating the obstacle course to locate a 145 lb. mannequin and drag the mannequin back through the course to safety. Our second training session took place at Quandt Auto Salvage and involved extrication operations for vehicle collisions. The personnel at Quandt's did an excellent job of creating an accident scene that depicted a two-vehicle broadside collision. The scenario had one subject trapped and in critical condition in one vehicle and another with non-life-threatening injuries in the other. This situation was as realistic as possible and an excellent training situation for all of our members. I would like to, again, thank the staff at Quandt's for their outstanding cooperation in providing our firefighters with this training opportunity.

Run Report for September:

Alarm Date	Alarm Location	Incident Type
09/02/2020	1200 W 20th St	Grass fire
09/04/2020	130th & Robin Ave	Vehicle collision
09/08/2020	1503 Olive St	Furnace problem
09/18/2020	2809 N Grant Rd	Vehicle fire
09/20/2020	¼ S of 30th on Olympic Ave	Grass fire
09/26/2020	700 Blk of E 18th	Grass fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

All officers completed quarterly fitness testing on the 17th. The test consists of sit and reach, max push up in one-minute, max sit-ups in one-minute, max bench press, max leg press, and a 1.5-mile run. Those passing are given comp time as an incentive to stay in physical shape.

DARE has begun at the Carroll Middle School. The program is for 6th grade students and teaches the consequences of drug and alcohol abuse as well as topics on bullying and cyber security. The program will run the first half of the school year and then will be taught at the Kuemper Middle School for 6th grade.

TASER recertification has begun for officers within the department. The training is being held on multiple dates allowing for small groups of officers to participate without a major disruption to the schedule.

The final weather siren testing was completed for the year on the 28th. We check the sirens April through September on Mondays at noon. The testing is to ensure that they are properly functioning and prepared for severe weather. This year, the sirens were set off on one occasion for weather during the derecho in August.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	September 2020	September 2019	September 2018
Forcible Rape		1	
Forcible Fondling		1	
Incest			2
Aggravated Assault	1		1
Statutory Rape		1	
Robbery		1	
Simple Assault	4	3	1
Intimidation		1	
Domestic Abuse	1	4	3
Burglary/B&E	1	3	2
Shoplifting		6	4
Theft from Vehicle			2
Theft Vehicle Part			1
Theft from Building	1	3	4
Other Larceny	1		1
Motor Vehicle Theft			2
Counterfeit/Forgery		2	1
Credit/ATM Fraud	1		
Identify Theft			
Bad Checks		1	1
Vandalism: Business	1		
Vandalism: Residence	1	2	1
Vandalism: Vehicle	3	6	1
Vandalism: School			2
Vandalism: Other		1	
Weapon Law Violation	1		
Drug/Narc Violations	6	1	2
Drug Equipment Viol	2		
Drive Under Influence	4	2	4
OW 2nd	2		1
Liquor Law Violation	2		
Under 21 BAC .02			
Drunkenness	2	4	4
Disorderly Conduct		2	
Harassment	1		
All Other Offenses	5	3	3
Trespassing		2	4
Runaway			
Found Property		2	
Missing Person	1	1	
Suicide	1		
Firearms Accident	1		

Warrant Outside	3	5	3
Restraining Order			4
Car and Bike			
10-50 PD Prop.	9	15	10
10-50 PD: Hit and Run	1	2	1
10-50 PD: City Vehicle		1	
10-50 PD Under 1000			
10-50 PD Under 1500	1	2	1
Assist Other Agency		1	
Moving Violations		1	
Op After Revocation	1	2	1
Operate After Suspen	8	8	13
Miscellaneous Public	2	1	3
Total	**68**	**91**	**86**

September 1 – 30, 2020

Citations	
Animal	0
Dark Windows	2
License Violation	22
Other	7
Parking Violation	5
Registration	11
Seatbelt	5
Tobacco	0
Traffic	45
Warning Notices	228
Loud Stereo	0
TOTAL	**325**

Salvage Vehicle Inspections: 12

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - September 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					
		9/2/2020	$242,000.00		200309	$796.00
		9/18/2020	$450,000.00		200327	$1,316.00
	Commercial Building Valuation Total:		**$692,000.00**	**Commercial Building Fee Total:**		**$2,112.00**
	Electrical					
		9/10/2020			200311	$63.54
		9/21/2020			200335	$146.89
		9/23/2020			200340	$91.28
				Commercial Electrical Fee Total:		**$301.71**
	Mechanical					
		NONE				$0.00
				Commercial Mechanical Fee Total:		**$0.00**
	Plumbing					
		9/18/2020			200326	$40.50
				Commercial Plumbing Fee Total:		**$40.50**
	Right of Way					
		9/23/2020			200338	$25.00
				Commercial Right of Way Fee Total:		**$25.00**
	Sign					
		9/18/2020			200323	$5.00
		9/18/2020			200330	$15.00
				Commercial Sign Fee Total:		**$20.00**
	Commercial Valuation Total:		**$692,000.00**	**Commercial Fee Total:**		**$2,499.21**

Residential					
	Building				
		9/10/2020	$1,000.00	200312	$22.00
		9/18/2020	$100,000.00	200316	$443.50
		9/18/2020	$3,600.00	200318	$40.75
		9/18/2020	$25,000.00	200319	$172.00
		9/18/2020	$6,500.00	200320	$59.50
		9/18/2020	$35,000.00	200325	$222.00
	Residential Building Valuation Total:		**$171,100.00**	**Residential Building Fee Total:**	**$959.75**
	Electrical				
		9/18/2020		200317	$44.13
		9/18/2020		200321	$51.22
		9/18/2020		200322	$37.28
		9/21/2020		200332	$44.50
		9/23/2020		200339	$35.88
				Residential Electrical Fee Total:	**$213.01**
	Mechanical				
		9/10/2020		200310	$34.12
		9/10/2020		200313	$32.88
		9/10/2020		200647	$40.75
				Residential Mechanical Fee Total:	**$107.75**
	Plumbing				
		9/21/2020		200337	$54.50
				Residential Plumbing Fee Total:	**$54.50**
	Right of Way				
		9/18/2020		200315	$25.00
		9/18/2020		200324	$25.00
		9/18/2020		200328	$25.00
		9/18/2020		200329	$25.00
		9/21/2020		200331	$26.00
		9/21/2020		200333	$25.00
		9/21/2020		200334	$25.00
		9/21/2020		200336	$25.00
				Residential Right of Way Fee Total:	**$201.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$171,100.00**	**Residential Fee Total:**	**$1,536.01**
	Valuation Grand Total:		**$863,100.00**	**Fee Grand Total:**	**$4,035.22**

Permits - YTD - through September 2020

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$17,674,906.00		$35,300.29
	Electrical			$2,467.35
	Mechanical			$925.12
	Plumbing			$1,081.50
	Right of Way			$651.50
	Sign			$130.00
	Commercial Valuation Total:	**$17,674,906.00**	**Commercial Fee Total:**	**$40,555.76**
Residential				
	Building	$2,129,532.00		$9,978.50
	Electrical			$1,969.83
	Mechanical			$502.95
	Plumbing			$728.50
	Right of Way			$5,221.35
	Sign			$0.00
	Residential Valuation Total:	**$2,129,532.00**	**Residential Fee Total:**	**$18,401.13**
	Valuation Grand Total:	**$19,804,438.00**	**Fee Grand Total:**	**$58,956.89**

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 32.25 cu. yds. of concrete for street repair and ROW Permits.
- Repaired CBD lights.
- Maintained Traffic Signals.
- Swept streets.
- Graded alleys.
- Patched potholes.
- Division Safety Meeting: "Portable Abrasive Wheels", September 9, 2020.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 42.546 million gallons
  Daily Average: 1.418 million gallons
  Daily Maximum: 1.721 million gallons
- Completed 177 Iowa One Call locate requests.
- Meter Department
  - 49 service orders.
  - 7 delinquents.
  - 2 reread.
  - 4 stuck meters.
- Division Safety Meeting: Reviewed Safety Data Sheets for Hazardous Communication Plan, September 10, 2020.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 26.639 million gallons
  Daily Average: 0.888 million gallons
  Daily Maximum: 1.209 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "IMCA Informer, September 9, 2020; September 23, 2020.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Received ice control salt.
- Prepared equipment for winter.

Division: Water; Terry Kluver, Water Superintendent

- Seeded three (3) excavation sites from past summer's watermain breaks.
- Submitted remaining permit-required samples for Lead and Copper.
- Worked with contractor on Water Supply Well Replacement project.
- Submitted Unregulated Contaminant Monitoring Rule (UCMR4) samples from SEP, Raw, and Distribution System.
- Worked with contractor on Water Distribution Main Replacement project.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- E & F Custom Pumping cleaned out the Sludge Lagoon.
- Removed Raw Sewage Pump #2 assembly due to a bad impellor.
- Picked up the repaired CCTV from Mid Iowa Equipment.
- Cleaned out the drying bed.
- Travis Boell moved the 2" water line in the garage to facilitate backflow preventer repairs.

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

- Start flushing 500 fire hydrants.
- Work with contractor on Water Supply Well Replacement project.
- Work with contractor on Water Distribution Main Replacement project.
- Send Lead and Copper results to 30 consumers who are participating in the water monitoring program.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- Sanitary sewer maintenance.
- Routine plant maintenance.
- Stream testing for Total N and Total P.
- Cooper Compliance testing.
- NPDES Permit application.

CAPITAL PROJECT STATUS SUMMARY 10-14-2020

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 Badding Construction	$22,500.00 $349,050.00 $4,489,300.00	01-25-16 12-10-18 09-28-20	$22,500.00 $271,137.86		05-01-16 Fall, 2019 11-15-21	Space Needs/ Prelim. Design Design
Downtown Streetscape Phase 10	On-going	FY19	FY19	$1,300,000	2019	Confluence Badding Construction	$103,475.00 $1,039,036.28	10-22-18 09-14-20	$105,037.91		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	$172,577.50 $986,495.33		 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
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	$122,849.49 $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	$65,056.61 $154,163.55		210 Days	
Leachate Forced-main & 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

- Water plants
- Water new seeding
- Weed beds
- Mow parks
- Push mow Central Business District
- Mowed tall grass areas
- Blade parking lots
- Daily routes
- Picked up garbage in Central Business District and parks

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 10 times
- Mowed fairways 10 times
- Mowed collars 10 times
- Mowed greens 18 times
- Verticut greens once
- Brushed greens 4 times
- Rolled greens 5 times
- Mowed rough daily
- Cut cups 6 times
- Sprayed tees and greens as needed
- Irrigated tees, fairways, and greens as needed
- Serviced mowers as needed
- Watered new trees

Cemetery: Jake Bruggeman, Cemetery Sexton

- Took care of the duties of five burials. One being an infant in Babyland on a Saturday and one cremation burial. Three traditional full burials.
- Dug all 5 graves.
- Sold a total of 20 grave spaces. One being in Babyland, two flat marker only spaces, and the remaining 17 upright stone spaces.
- Assisted multiple parties with finding grave spaces for loved ones.
- Turned in all monies from sold grave spaces and interments to city hall.
- Seeded new graves and around new stones that were installed.
- Watered new seedings.
- Added dirt underneath trees where it had eroded, and reseeded those areas.
- Picked up sticks from numerous days of wind.
- Emptied garbage cans.
- Picked up trash.
- Mowed.
- Push mowed.
- String trimmed.
- Trimmed bushes.
- Cleaned dump truck and changed oil.
- Cleaned, greased, and sharpened blades on mowers.
- Backfilled sunken graves.
- Trimmed low hanging branches off trees.
- Refilled dirt bunker with black dirt.
- Edged along curbs in cemetery and outskirts.
- Received a new Kubota mower on 9/24.

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

- Marked out soccer and installed goals
- Seeded several areas affected by drought
- Aerafied parks and other grass areas

Golf: Scott Haakenson, Golf Superintendent

- Deep tine aerified greens and tees
- Top-dressed greens
- Trimmed overgrown bushes by 4 red tee
- Planted tree on # 4

Cemetery: Jake Bruggeman, Cemetery Sexton

- Per request from the Historical Preservation Commission:
  - Painted the door and trim around the roof of the old bathroom.
  - Met with Brett Knight about welding and fixing a few sections of the fence on top of the 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
- Next year's budget items
- Night cleaning 24/7 operations.
- A/C and heating repairs at city buildings
- Winterizing Aquatic Center
- Water fountain at Rec Center
- Disinfecting all areas
- Generator tested and replaced part at city buildings
- Fixed winter hose bibs at city buildings
- Rec front building lights

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Spray city properties
- Winterize bathrooms
- Fall fertilizer
- Blow out irrigation
- Mulch leaves
- Re-paint soccer lines

Golf: Scott Haakenson, Golf Superintendent

- Spray herbicide on entire course
- Mulch leaves
- Spread fall fertilizer on tees and fairways

Cemetery: Jake Bruggeman, Cemetery Sexton

- Continue mowing and trimming.
- Trim trees.
- Take care of funerals.
- Fall spray the entire cemetery grounds.
- Fall fertilize entire cemetery grounds.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Check and winterize city buildings

Safety Topic:

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

Department/Division Carroll Public Library

Month September 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	6,709
Children's Library Programs	0	BRIDGES Circulation	1,154
Children's Programs Outreach (canceled)	0	Public Computer Use	131
Children's Virtual Programs	5,575	Wi-Fi Use	229
Crafty Library Ladies (canceled)	0	Website Visits	3,183
Curbside Pickup	31	Daily Times Herald Archives Views	15,387
Study Room Use	14	Consumer Reports	246
Meeting Room Use	1	Gale Databases	8
Adult Program - Visiting the Beyond	270	Global Road Warrior	120
		Learning Express	65
		Freegal	1,109
		Transparent Language	2
		Chilton Auto Manual	8
		eMagazine Circulation	70
		Lynda.com	0
		RBDigital Audiobooks	15
		Brainfuse	104
Total Program Attendance	**5,891**	**Total Resources Utilized**	**28,540**
Monthly Door Count	**2,212**		

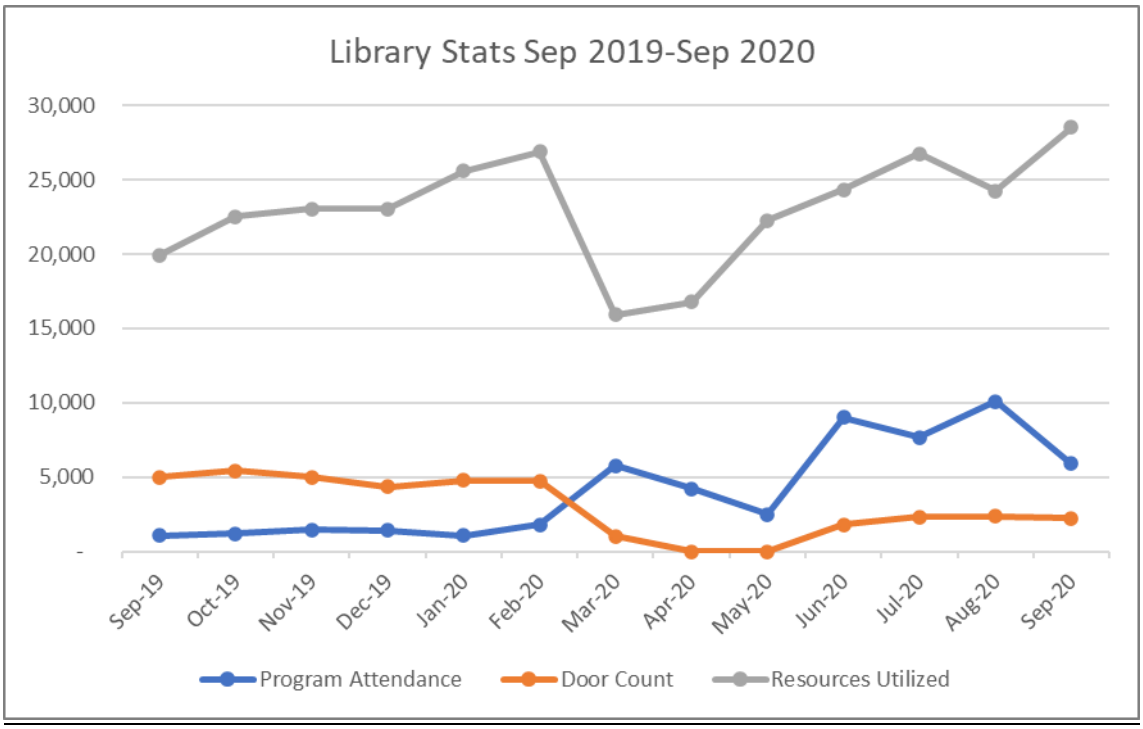
Special activities/accomplishments:

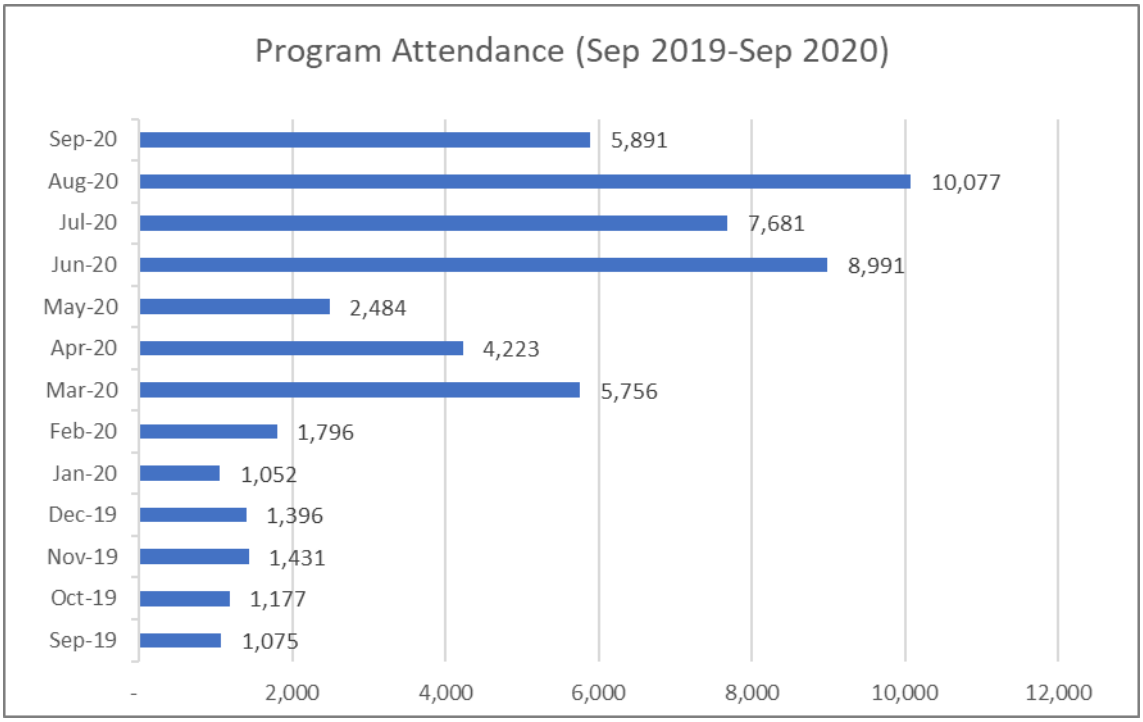
1) **Children's Programs:** Miss Diane has continued her daily Facebook live video of reading stories to children. In September, Miss Diane started a Virtual Program called Rookies At Home – Storytime, which allows patrons to come pickup a Grab and Go craft that has been very popular.

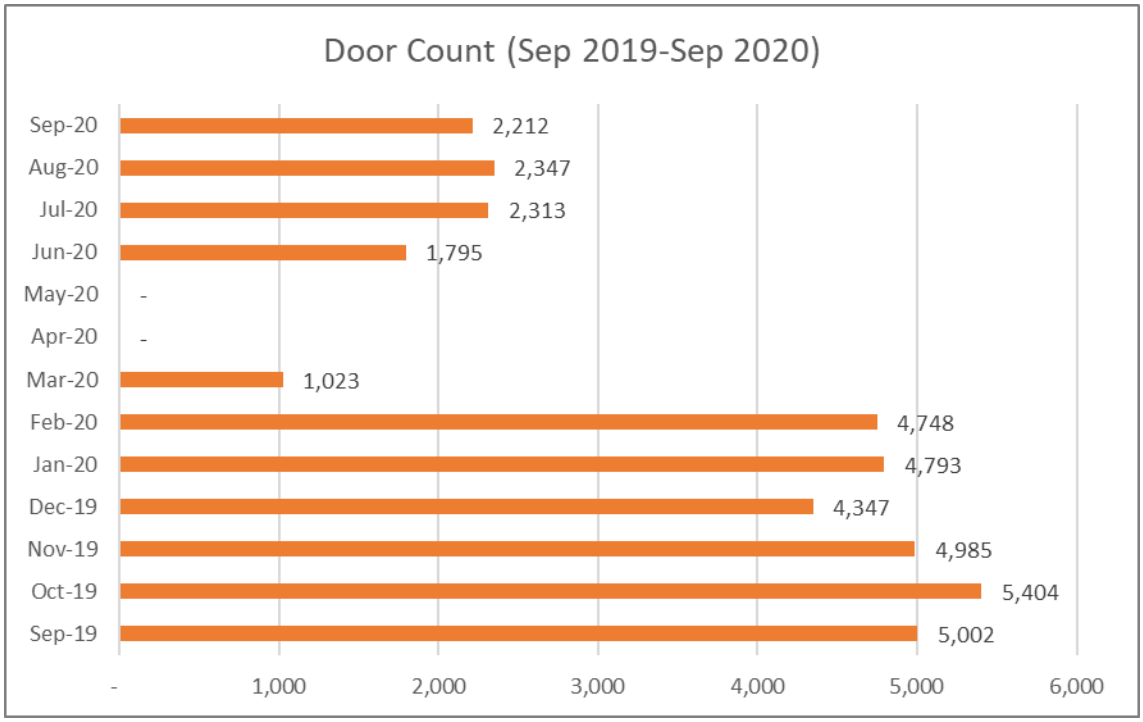
2) **Adult Programs:** The library hosted Curt Strutz for his program Visiting the Beyond via Facebook Live. Curt took patrons on historical and photographed tour through haunted buildings. The audience selected which locations to 'visit' on the night of the presentation. Curt took the audience, firsthand, through many locations, while showing all original photography, telling of his experiences and diving deep into the history (and unsettling past) of the buildings. The library had the video on Facebook for a week for patrons to view and had an attendance of 270.

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 (Sep 2019-Sep 2020)
Sep-20
Aug-20
Jul-20
Jun-20
May-20
Apr-20
Mar-20
Feb-20
Jan-20
Dec-19
Nov-19
Oct-19
Sep-19
2,212
2,347
2,313
1,795
-
-
1,023
4,748
4,793
4,347
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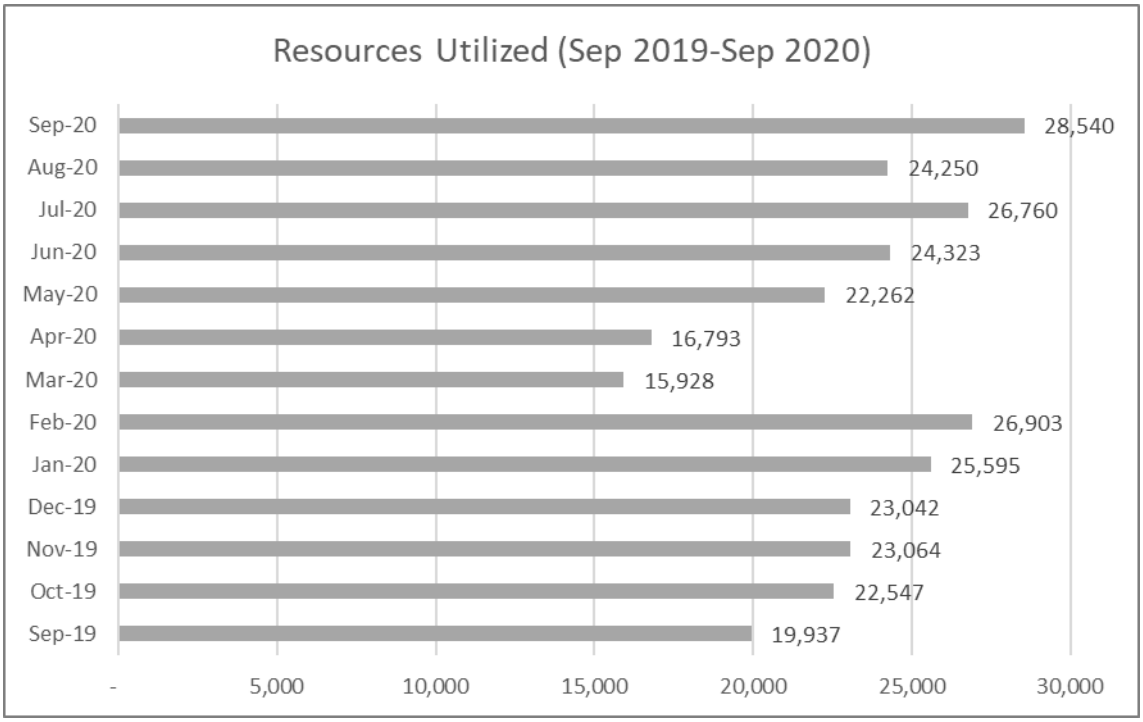
3,000
4,000
5,000
6,000


Resources Utilized (Sep 2019-Sep 2020)
Sep-20
Aug-20
Jul-20
Jun-20
May-20
Apr-20
Mar-20
Feb-20
Jan-20
Dec-19
Nov-19
Oct-19
Sep-19
28,540
24,250
26,760
24,323
22,262
16,793
15,928
26,903
25,595
23,042
23,064
22,547
19,937
-
5,000
10,000
15,000
20,000
25,000
30,000