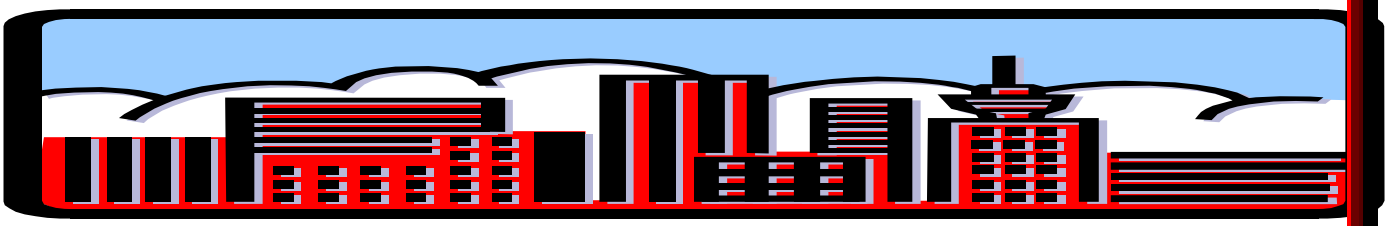

City Manager's Monthly Activity Report

Gerald L. Clausen, City Manager

May 2016

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
- Launched new City website
- Prepared and posted FY 2016 Budget Amendment #2
- Held open enrollment for city health insurance renewal
- Attended International Institute of Municipal Clerks (IIMC) National Conference – Omaha (May 22 – 25)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Attended Wellness Coalition Meeting – May 5

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Continue the process of replacement of the city manager position
- Prepare information for annual property and liability insurance renewal
- Work with Police Department on vicious dog order
- File 2015 Form 1095-C with IRS
- Continue to promote wellness program with employees
    - Attend Carroll County Wellness Coalition Meeting – June 16

Accomplishments of particular note:

- 172 utility bills were emailed to customers in May 2016
- Held fire extinguisher training with Fire Chief Greg Schreck with office staff

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to seven calls for service and held three training sessions in May.

Firefighters received annual refresher training in hazardous material emergency response. Truck pumping operations with water supplied from hydrants were also reviewed with hands-on training.

Fire Lieutenant Jeff Cullen and Firefighters Pat Venteicher, Jamie Wuebker and Brad Ruhnke attended the Carroll County Firefighters Association meeting held in Lanesboro on May 16th. Air ambulance operations and landing zone directives were reviewed.

Chief Schreck conducted a fire safety presentation for the RSVP volunteers at the Methodist Church on May 19th.

The Department participated in the annual Memorial Day Parade held on May 30th.

Run Report for May**:**

Alarm Date	Alarm Location	Incident Type
05/09/2016	1008 N Crawford St	Carbon monoxide alarm
05/13/2016	2205 Forest	Alarm malfunction
05/17/2016	17715 Ivy Ave	Smoke smell – no fire
05/18/2016	301 N Main St	Subject stuck in chimney - extrication
05/26/2016	1108 N Clark	Reported natural gas smell
05/26/2016	Hwy 30 & Bella Vista	Assist police
05/29/2016	Hwy 71 & S.W. Access Rd	Car motorcycle collision

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Justin Ferrin attended narcotics interview and investigation school at Midwest Counterdrug Training Center which is located on Camp Dodge in Johnston, IA. The training took place from May 9th through May 13th.

Officer Jason Kirsch and Chief Brad Burke assisted the Iowa Law Enforcement Academy (ILEA) on May 11th with firearms training for the basic academy.

Chief Burke attended the police chief's conference in Coralville, IA May 18th through May 20th. The training was put on by the United States Attorney General's Office and the Iowa Police Chief's Association.

May 15th was the start of National Police Week. The Police Association put on a coloring contest and awarded a prize donated by Culver's to the winners. The winners were Myli Schaefer, Kara Wolterman, and Olivia Wolterman.

Officers Jake Smith, Tony Amdor, Ethan Kathol, and Ferrin attended Department of Transportation training in Ames, IA on May 25. The training certified the officers in vehicle theft examination (VTE). Carroll officers are trained in VTE to allow them to inspect vehicles and locate fraud and theft.

Officer Kirsch attended rifle instructor school the week of May 23rd. This training was at ILEA and allows Officer Kirsch to provide training to our officers on the use of and certification of patrol rifles.

Captain Mark Heino and Sergeant Gary Bellinghausen have given tours to many students from the school systems. The field trips took place toward the last two weeks of school and an estimated 100 students toured our facility and explored police cars during this time.

A summary of case investigations and a summary of citations and warnings issued for the month follows on page 5.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: May 1 THRU May 31, 2016

Offenses	Incidents
	Reported
Forcible Rape	1
Forcible Fondling	2
Aggravated Assault	2
Simple Assault	1
Burglary/B&E	2
Shoplifting	4
Theft from Vehicle	1
Theft of Bike	1
Theft from Building	8
Motor Vehicle Theft	1
Counterfeit/Forgery	1
Vandalism: Business	2
Vandalism: Residence	6
Vandalism: Vehicle	3
Weapon Law Violation	2
Drug/Narc Violations	2
Drive Under Infl	6
Liquor Law Violation	1
Drunkenness	2
Disorderly Conduct	4
All Other Offenses	4
Trespassing	1
Found Property	2
Mental Case	1
Animal Bite	2
Warrant Outside	8
Restraining Order	3
10-50 PI	1
10-50 PD	16
10-50PD Hit and Run	1
Under 1500	5
Operate After Revocation	1
Operate After Suspen	11
Misc. Public	3
Total	**111**

Citations	
Animal	0
Dark Windows	5
License	19
Other	1
Parking Violation	17
Registration	11
Seatbelt	10
Tobacco	0
Traffic	68
Warning	208
TOTAL	**339**

Salvage Vehicle Inspections: 24

Building Department

As reported by Perry Johnson, Building Official

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

05/11/2016	$100,000.00	160120	$441.00
05/16/2016	$1,095,000.00	160137	$2,678.00
05/17/2016	$1,083,146.00	160138	$2,562.00
Commercial Building Valuation Total:	**$2,278,146.00**	**Commercial Building Fee Total:**	**$5,681.00**

Electrical

05/02/2016		160099	$47.08
05/10/2016		160116	$73.32
05/11/2016		160123	$50.48
		Commercial Electrical Fee Total:	**$170.88**

Mechanical

05/17/2016		160139	$39.01
05/17/2016		160144	$89.54
05/24/2016		160153	$35.26
		Commercial Mechanical Fee Total:	**$163.81**

Plumbing

05/17/2016		160140	$55.00
05/17/2016		160141	$0.00
05/17/2016		160142	$158.50
		Commercial Plumbing Fee Total:	**$213.50**

Right of Way

05/16/2016		160136	$25.00
		Commercial ROW Fee Total:	**$25.00**

Sign

NONE			$0.00
		Commercial Sign Fee Total:	**$0.00**

Commercial Valuation Total:	**$2,278,146.00**	**Commercial Fee Total:**	**$6,254.19**

Residential

Building

05/04/2016	$200,000.00	160103	$731.00
05/10/2016	$350,000.00	160111	$1,106.00
05/10/2016	$250,000.00	160113	$856.00
05/10/2016	$42,000.00	160114	$253.00
05/10/2016	$320,000.00	160115	$1,031.00
05/10/2016	$499,000.00	160117	$1,481.00
05/11/2016	$80,000.00	160121	$378.04
05/16/2016	$350,000.00	160128	$1,106.00
05/17/2016	$22,000.00	160145	$160.00
05/24/2016	$150,000.00	160154	$110.00
Residential Building Valuation Total:	**$2,263,000.00**	**Residential Building Fee Total:**	**$7,212.04**

Electrical

05/02/2016		160097	$35.88
05/11/2016		160122	$100.00
05/11/2016		160124	$152.00
05/11/2016		160125	$152.00
05/11/2016		160126	$139.00

	05/16/2016	160127	$35.88
	05/16/2016	160135	$35.88
	05/24/2016	160159	$83.00
	05/24/2016	160160	$83.00
		Residential Electrical Fee Total:	**$816.64**
Mechanical			
	05/02/2016	160096	$58.01
	05/04/2016	160101	$60.76
	05/04/2016	160107	$51.26
	05/04/2016	160109	$51.26
	05/16/2016	160131	$53.26
	05/17/2016	160143	$62.76
	05/20/2016	160147	$53.26
	05/20/2016	160152	$53.26
	05/24/2016	160155	$75.02
	05/24/2016	160157	$75.02
		Residential Mechanical Fee Total:	**$593.87**
Plumbing			
	05/02/2016	160095	$80.00
	05/04/2016	160102	$108.00
	05/04/2016	160106	$66.00
	05/04/2016	160110	$66.00
	05/16/2016	160130	$82.50
	05/16/2016	160133	$33.00
	05/17/2016	160146	$65.50
	05/20/2016	160148	$79.00
	05/20/2016	160151	$86.00
	05/24/2016	160156	$128.50
	05/24/2016	160158	$114.00
		Residential Plumbing Fee Total:	**$908.50**
Right of Way			
	05/02/2016	160094	$25.00
	05/02/2016	160098	$25.00
	05/04/2016	160100	$25.00
	05/04/2016	160104	$25.00
	05/04/2016	160105	$25.00
	05/04/2016	160108	$25.00
	05/10/2016	160112	$25.00
	05/10/2016	160118	$25.00
	05/10/2016	160119	$25.00
	05/16/2016	160129	$25.00
	05/16/2016	160132	$25.00
	05/16/2016	160134	$25.00
	05/20/2016	160149	$25.00
	05/20/2016	160150	$25.00
	05/24/2016	160161	$25.00
		Residential Right of Way Fee Total:	**$375.00**
Sign			
	NONE		$0.00
		Residential Sign Fee Total:	**$0.00**
Residential Valuation Total:	**$2,263,000.00**	**Residential Fee Total:**	**$9,906.05**
Valuation Grand Total:	**$4,541,146.00**	**Fee Grand Total:**	**$16,160.24**

Permits - YTD – through May 2016

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$2,399,310.00		$6,317.50
	Electrical			$681.53
	Mechanical			$216.46
	Plumbing			$213.50
	Right of Way			$50.00
	Sign			$80.00
	Commercial Valuation Total:	**$2,399,310.00**	**Commercial Fee Total:**	**$7,558.99**
Residential				
	Building	$5,119,617.00		$17,126.04
	Electrical			$1,653.26
	Mechanical			$704.51
	Plumbing			$1,205.00
	Right of Way			$1,031.25
	Sign			$0.00
	Residential Valuation Total:	**$5,119,617.00**	**Residential Fee Total:**	**$21,720.06**

Valuation Grand Total:	**$7,518,927.00**	**Fee Grand Total:**	**$29,279.05**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated three graves for Cemetery.
- Maintained signs and signals.
- Graded gravel roads.
- Placed 85 cubic yards of concrete for street repairs and ROW permits.
- Patched potholes.
- Graded and hauled asphalt millings to all alleys.
- Started painting traffic control markings.
- Installed several new street name signs.
- Blue Cross Insurance Meeting on May 26.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 33.528 million gallons
  Daily Average: 1.082 million gallons
  Daily Maximum: 0.789 million gallons
- Completed 164 Iowa One Call locate requests.
- Meter Department
  - 125 service orders.
  - 13 delinquents.
  - 2 rereads.
  - 1 stuck meter.
- Division Safety Meeting: On May 18-19, 2016, Terry Kluver and Devin Pudenz attended a Hands-On Workshop in Ankeny. On May 20, 2016, attendees presented the workshop principles and importance of using proper methods for safe and efficient fire hydrant maintenance and watermain tapping to Water Plant personnel.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 94.812 million gallons
  Daily Average: 3.058 million gallons
  Daily Maximum: 2.091 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Electrical Safety" on May 24, 2016.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Started the process of the signal removal study.
- Kevin Hoffman, Kurt Mosman and Tyler Schultes attended street sweeper school in Des Moines on May 17.
- Seeded both well sites and other areas affected by Water Well and Transmission Main project.

Division: Water; Terry Kluver, Water Superintendent

- Placed Filter 1 on line with Filter 2, after completing Filter Rehabilitation project.
- Submitted permit-required samples for Nitrate, Arsenic and Sodium.
- Terry Kluver and Devin Pudenz attended a Hands-on Water Distribution Workshop in Ankeny May 18-19 that covered fire hydrant maintenance, watermain tapping, main installation/repair and fittings.
- Submitted five (5) sets of bacteria samples from Transmission Main project.

Division: Sean Kleespies, Wastewater Superintendent

- Installed raw sewage pump 1.
- Jet/vac'd complete watershed 10 and started cleaning watershed 11.
- Cleaned final clarifiers 1 and 2.
- Cleaned grease from raw sewage wet well.
- Grounds maintenance (mowing, weed eating, weed spraying, etc.)
- Preventive maintenance on primary sludge pumps.
- Routine maintenance on digester mixers.
- Cleaned unheated storage building.
- Travis Boell, Paul Kersey and Matt Riedell completed wastewater continuing education courses.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Street repairs and ROW permits.
- Maintain signs and signals.
- Paint traffic control markings.
- Clean ditch west of Water Treatment Plant.
- Install new street name signs.
- Grade alleys and gravel roads.

Division: Water; Terry Kluver, Water Superintendent

- Work with contractor on watermain installation and lowering on the High Ridge Road HMA Resurfacing – 2016 project.
- Obtain permit-required samples for Total Trihalomethanes (TTHM) and Haloacetic Acids (HHA5) at two locations.
- Complete 2016 Consumer Confidence Report and distribute, by mail and electronically, to consumers.
- Continue working with contractor on bacteria sampling on Transmission Main.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Jet/vac watershed 11 and televising of the sanitary sewer system.
- Travis Boell and Paul Kersey will be testing for their Wastewater Operator Grade 1 license.
- Complete repairs on raw sewage pump 1.
- Replace broken sewer line on 8th Street.

CAPITAL PROJECT STATUS SUMMARY – 06-16-16

PROJECT				ANTICIPATED		CONTRACT DATA						
Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Cemetery Maintenance Garage	2015 New	FY17										
Trails	2015 On-going	FY17	FY16									
Merchants Park	2015 On-going		FY16									
Rec Center Locker Rooms	2015 On-going	FY17										
Streambed Stabilization		FY17	FY16	$385,000	2018							
Third Street Storm Sewer Improvements - 2016		FY17	FY16	$1,400,000	2017	JEO Consulting Group, Inc. King Construction Rognes Corp.	$152,425.00 $1,368,237.55 $850,833.90	11-09-15 06-13-16 06-13-16	140,500.50		03-31-16	Design Group A Group B
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc. Godbersen-Smith Construction Co.	$60,800.00 + $555,808.75	09-24-12	$43,848.36 $563,827.37	95%	11-15-13 11-15-13	Plus Hourly Construction Services
Street Resurfacing 2015	2015 On-going	FY16	FY16			JEO Consulting Group, Inc. Ten Point Constr. Co., Inc.	$122,730.00 + $1,132,455.61	11-10-14 06-16-15	$132,856.50 $1,180,803.75	95%	04-15 11-13-15	Plus Hourly Construction Services Design Completion

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Street Maintenance Building	2015 On-going	FY17	FY16	$3,050,000	2018	FEH Design	$22,500.00	01-25-16			05-01-16	Space Needs/ Prelim. Design
US 30 – Grant Road Intersection	2015 On-going	FY17	FY14	$1,466,150	2017	Snyder & Associates, Inc. Snyder & Associates, Inc.	$4,900.00 $199,600.00	07-22-13 04-14-14	$4,900.00 $80,106.55	100%	08-15-13	TSIP Application Design
Downtown Streetscape Phase 8	2015 On-going	FY17	FY15	$998,500	2017	Confluence	$89,040.00	11-10-14	$49,937.03		05-15	Design Completion
High Ridge Road Resurfacing - 2016	2015 On-going	FY17	FY16	$1,150,000	2017	JEO Consulting Group, Inc.	$99,356.00 $94,260.00	09-14-15	$101,058.50		2016	Design Construction Services
Court Street Resurfacing	2015 On-going	FY17		$150,000	2017							
Corridor Entry Features	2015 New	FY17		$440,000	2018							
Third Street Improvements	2015 On-going	FY17		$1,250,000	2018							

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	2014	FY16	FY16			JEO Consulting Group, Inc.	$324,000.00	07-28-14	$321,229.43		11-20-15	
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	$790,134.07	03-23-14	$743,099.63	99%	11-30-15	
Water Supply Wells – Group B	2014	FY16	FY16			Sargent Drilling	$1,227,543.02	03-23-14	$908,399.79	72%	11-30-15	
Van Meter Addition U.S. 71 Watermain			FY16			King Construction	$35,456.50	10-13-14	$33,683.68	95%	11-14-14	
Water Treatment Plant Filter Rehabilitation - 2016						JEO Consulting Group, Inc.	$20,315.00	08-24-15	$19,834.25		04-01-16	
						Grundman-Hicks, L.L.C.	$530,200.00	11-23-15	$352,599.25		04-01-16	
Watermain Replacement		FY17	FY16	$500,000	2018							

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Clean all restrooms and shelters everyday
- Pick up parks and downtown area
- Mow all park areas four times
- Mow all ballfields eight times
- Equipment maintenance
- Put pre-emergent down in parks and ball fields
- Pre-emergent in 104 perennial beds
- T-ball field built
- Bag clippings
- Paint soccer lines
- Plant trees in nursery
- Maintain baseball and softball fields
- Plant flowers in pots and in beds
- Trim all park areas
- Cut down four dead trees

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 12 times
- Mowed fairways 12 times
- Mowed collars 12 times
- Mowed greens 17 times
- Rolled greens four times
- Mowed rough
- Cut cups 11 times
- 12 hours of putting rope up and taking down in wet areas
- Adjusted mowers as needed
- Serviced mowers as needed
- Sprayed greens three times
- Sprayed tees one time

Cemetery: John Snyder, Cemetery Sexton

- Did six interments and three were full burials and three were cremations, three of these were done on Saturdays
- Mowed cemetery four times with the north four fields and Veterans Circle being mowed five times
- Trimmed around everything above ground three times
- Cleaned and prepared Veterans Circle for Memorial Day events
- Added mulch to flower gardens where and when needed
- Finished planting all annuals
- Raised ceiling on numerous trees, removing lower branches for mower and equipment clearance

- Emptied trash cans and picked up sticks and garbage daily
- Did all grave sales, grave locating and quit claim paperwork when needed
- Edged all curbs, sidewalks and roads in cemetery, on Clark Street, 1st Street and Grant Road two times
- Completed all time sheets, burial records, equipment maintenance, records, etc. as needed
- Backfilled and seeded all graves and damaged turf where and when needed
- Discussed adding a grave ownership and burial directory to new building with Jack Wardell
- Worked with Deb Goetzinger on cemetery burial inventory census when needed
- Helped monument companies locate installation areas for new monuments and death date updating
- Pruned all shrubs in cemetery when done flowering

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

	Member Usage	Daily Admission	Total Usage	Daily Ave
May	6639	761	7400	246.66

Leisure Services: Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Hanlin

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

- Put windscreen up and stadium
- Put five batting cages up

Golf: Scott Haakenson, Golf Superintendent

- Put fountain in 7 pond
- Put soap dispensers in bathrooms

Cemetery: John Snyder, Cemetery Sexton

- Prepared cemetery for Memorial Day Weekend

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Mom-Son Super Hero night offered May 6 with over 50 boys and their moms registered. Kids enjoyed dressing up (and so did some moms) in costume and light meal, crafts and activities. Crafts included mask making, cape decorating, photo ops, and photo frame creation. Activities ranged from "hulk smash" of dixie cups, to crawling through the bat cave, "wrapping" moms up in toilet paper, running and jumping events, and throwing with aim areas. We hope to continue this event! Attempts were made to get volunteers, but the program was led primarily by Pam and McKenzie.
- Youth Tri-athlon was held opening day of the Aquatic Center May 28. We had 73 kids enrolled and it was beautiful weather. Adjustments from last year for safety including pre-testing kids on the swim and those in need were allowed to wear life jackets or use kickboards/noodles to assist in being safe and independent. We also only sent 6 kids swimming at a time to spread kids out and be better viewed by lifeguards in and out of the water. Many volunteers assisted to make this event a success, as well as all recreation staff! Many meetings and planning days led up to the event.
- CCT and the REC cooperate to offer a play annually, this year it is Peter Pan. On May 9-10 45 kids tried out for spots in Peter Pan and 35 made the cast. They perform in mid-June.
- Parent Tot Time comes to an "end" as the Library prepares for summer programs. Most families have memberships and are still using the facility, just not at specific times. It has been a great way to get families with small children back in the REC.
- We finished a spring round of swim lessons in May, serving a smaller number of children. Next year, we may want to offer spring lessons in March as April seems to be too busy for staff and families with soccer and spring sports. McKenzie had to teach lessons due to low staffing with 1 other WSI for 15 children.
- Finished another lifeguard course at beginning of May. The majority of this class will be working at other facilities, as none were planning to work at Carroll. Another class was offered in late May as an "impromptu" class due to busy Carroll kids schedules, and 4 of the 6 in the class hope to work at the outdoor or REC pools.
- Offered WSI class, with 10 enrolled, 2 being Carroll Staff.
- McKenzie offered the first ever LGI "Lifeguard Instructor" course in Carroll. It is an 18 hour program to certify people to TEACH lifeguard classes. One of Carroll's current staff was in the class, in hopes to help teach classes so McKenzie doesn't have to teach all courses.
- Interviewed 2 more CRO staff, started 1 new staff in May.
- Attended CarrollFest meeting, we will be hosting the Dash to Splash again, but new this year 3:3 Basketball tournament at Graham Park.
- Several meetings with managers and staff of the aquatic center for training/preparation.
- Continued meetings and preparations for weight room equipment orders and completion of project in stages of purchasing and movement of items in room.
- Continued work of new software research and preparation of needs for future update of recreation and financial software.

Leisure Services: Mike Mertes, Recreation Program Specialist

- Spring Soccer Games
- Baseball / Softball Program planning
- T-ball Program planning
- Summer Activity planning
- Soccer Concession Stand
- Youth Tri

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
- Worked on locker locks at Rec Center
- Budget items
- Pool remodel plans at Rec Center
- Theater rentals
- Repairs of heating systems
- Downtown light pole lights
- Floor drains at Rec Center
- Heating systems
- Finishing budget items
- LED lights rebates throughout the City
- Weight room remodel expansion project
- Tested and fixed storm sirens
- Installing features pump for Aquatic Center
- Testing and cleaning A/C units throughout the City
- Aquatic Center opening
- Repaired slide at Aquatic Center
- New weight flooring
- Baseball lighting
- Installed chain hoist in weight room

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Maintain parks and ballfields

Golf: Scott Haakenson, Golf Superintendent

- Continue course maintenance

Cemetery: John Snyder, Cemetery Sexton

- Pick up all grave decorations
- Remove one dead pine tree
- Regular schedule

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Staff in-services
- CPR Classes and Bloodborne Pathogens for City Employees
- June Lifeguard Class

Leisure Services: Mike Mertes, Recreation Program Specialist

- Baseball / Softball starts
- T-ball starts
- Summer / Fall Program planning
- Day Ball Volleyball
- Fall Sports Registration
- Rec storage room

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Aquatic Center

Safety Topic:

- Equipment maintenance safety procedures
- Weather
- Fall hazards

Director's Report
May 2016

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Program Attendance:

Stress Relief Coloring	15
Artist Trading Cards with Kelsey	5
Tech Help Friday	43
Children's Library Programs	382
Children's Program Outreach	1,021
Adult Literacy Tutoring	5
Crafty Library Ladies	83
Poetry Group	22
Evening Book Club	7
Read 'em & Eat Book Club	3
Total Program Attendance	**1,586**
Monthly Door Count	**5,000**

Monthly Statistics:

Total Print Circulation:	8,635
BRIDGES Circulation:	617
Consumer Reports Page Views:	245
Public Computer Use:	995
Wi-Fi Use:	235
EbscoHost Downloads:	122
Tumblebooks Downloads:	11
Global Road Warrior Page Views:	100
Learning Express Resources:	296
Freegal Music Downloads:	175
GVRL eBook Downloads:	0
ABC Mouse Sessions:	125
Zinio Digital Magazine Circulation:	30
Daily Times Herald Page Views:	1,107
Total Resources Utilized	**12,693**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Diane continued Rookie Storytime, Ivan the Reading Dog, and the read aloud program in the library this month. She also continued outreach storytime to area daycares and presented the summer "commercials" to local classrooms for the summer reading program. Teachers brought their students to the library from Kuemper and Carroll schools and Diane took the program to classrooms in Templeton, Breda, and the Ar-We-Va school district. Diane and Brandie attended Kuemper's preschool literacy night with a library booth to register kids for library cards and sign up for 1,000 Books Before Kindergarten. Summer reading registration began on May 31st at the library and approximately 1,063 children and adults have been registered to date. Staff completed preparations for the 2016 On Your Mark, Get Set Read summer program with decorations and props in the library. Trophies Plus in Templeton has donated a cup trophy for the summer reading challenge with the library logo on it.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Ladies, Stress Relief Coloring, Artist Trading Cards, book clubs and the poetry group. These programs will continue through the summer.

3) **Library/City Hall Project:** Representatives from the trustees and the Foundation met with the city council this month to determine the method of selecting an architect for the library/city hall project. Brandie Ledford represented library staff, Marilyn Setzler represented the library foundation and Tom Louis was selected to represent the library trustees. Six consultants were asked to submit proposals which were due back by May 13th. Scoring took place in the month of May and the committee met on June 6th to calculate scores. OPN Architects was selected based on the results of scoring and will be referred to the city council for approval at the first council meeting in June.

4) **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.