City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

August 2017

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 process to replace city hall server
- Audit field work – August 23 - 25
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Participated in Kids Health & Safety Fair – August 12
    - LHI Active Iowa Index Meeting – August 14
    - Wellness Coalition Meeting – August 24
    - Employer sponsored wellness activity – August 31

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Continue with city hall server replacement project – install date September 29
- Began review of draft of FY 17 audit report
- Set up cemetery time clock
- Begin preparing Annual Urban Renewal Report – due December 1
- Prepare FY 16/17 Road Use Tax Report – due September 30
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – September 21
    - Carroll PD K9 5K – September 23

Accomplishments of particular note:

- 260 utility bills and statements were emailed in August 2017

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

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

The Department participated in the Glidden Sesquicentennial Parade held August 5th. Firefighters also sponsored a display and operated the Kids Fire Safety House at the Kids Health and Safety Fair held in conjunction with Carrollfest on August 12th.

Training in August involved Tower 8 operations and fire attack line extension in a smoke-filled environment. The abandoned house on the golf course was utilized for this training. Final training, including live-fire training, will be held at this house in late September.

Run Report for August:

Alarm Date	Alarm Location	Incident Type
08/08/2017	413 E 8th St	Mid-American transformer smoking
08/08/2017	18308 N Hwy 71	Vehicle collision – extrication
08/19/2017	617 N Adams St	False alarm
08/24/2017	112 E 5th St	Vehicle fire
08/29/2017	Hwy 71 & Ely Dr	Two vehicle collision
08/30/2017	1350 Highland Dr	Burned out HVAC motor – smoke only

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Chief Brad Burke sat in on a jail training session from August 1st - 3rd. This training gave insight to the group on how to move forward with creating a plan and working through that plan for upcoming jail improvements. The training was sponsored by the Carroll County Sheriff and held at Swan Lake.

Officer Jason Kirsch attended standardized field sobriety testing instructor school from the 7th through the 10th. He is now certified to instruct in field sobriety testing which is beneficial in training and evaluating officers on this important task during intoxicated driving enforcement.

On the 12th Officer Nathan Christian participated in the Safety Fair during Carrollfest. Many children and adults visited Officer Christian to check out the patrol car and learn safety tips.

Sergeant Bellinghausen presented to the Carroll Community School teachers on the 22nd along with the State Juvenile Court Officer. The presentation focused on efforts to handle trouble students and the process once a criminal complaint is filed on a student.

During the first week of school, the police department completed enhanced patrol around the schools focusing on distracted driving. This effort was a reminder to follow all traffic rules and to focus on driving to keep yourself and the public safe.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: August 1 THRU August 31, 2017

Offenses	Incidents Reported
Forcible Fondling	1
Simple Assault	3
Domestic Abuse	1
Burglary/B&E	4
Shoplifting	5
Theft from Vehicle	2
Theft of Bike	2
Theft from Building	7
Counterfeit/Forgery	2
Vandalism: Residence	3
Vandalism: Vehicle	4
Drug/Narc Violations	3
Drive Under Infl	4
OWI 2nd	1
Drunkenness	5
Disorderly Conduct	1
All Other Offenses	3
Trespassing	3
Found Property	4
Suicide	1
Animal Bite	2
Warrant Outside	10
Restraining Order	2
10-50 PI	1
10-50PD	12
1050PD: Hit and Run	2
Under 1500	7
Assist Other Agency	2
Moving Violations	1
Op After Revocation	2
Operate After Suspen	14
Misc. Public	2
Total	**116**

Citations	
Animal	0
Dark Windows	1
License	24
Other	4
Parking Violation	3
Registration	20
Seatbelt	76
Tobacco	0
Traffic	100
Warning	369
TOTAL	**597**

Salvage Vehicle Inspections: 22

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - August 2017

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					
		08/23/2017	$375,000.00		170218	$1,128.00
		08/28/2017	$200,000.00		170232	$733.00
		08/28/2017	$17,000.00		170237	$122.00
	Commercial Building Valuation Total:		**$592,000.00**	**Commercial Building Fee Total:**		**$1,983.00**
	Electrical					
		NONE				
				Commercial Electrical Fee Total:		**$0.00**
	Mechanical					
		08/23/2017			170221	$84.79
		08/28/2017			170235	$47.01
				Commercial Mechanical Fee Total:		**$131.80**
	Plumbing					
		08/23/2017			170220	$68.00
		08/28/2017			170234	$54.50
				Commercial Plumbing Fee Total:		**$122.50**
	Right of Way					
		08/28/2017			170231	$25.00
		08/28/2017			170233	$25.00
				Commercial Right of Way Fee Total:		**$50.00**
	Sign					
		08/23/2017			170223	$15.00
				Commercial Sign Fee Total:		**$15.00**
	Commercial Valuation Total:		**$592,000.00**	**Commercial Fee Total:**		**$2,302.30**

Residential					
	Building				
		08/07/2017	$20,000.00	170212	$140.75
		08/16/2017	$0.00	170215	$35.00
		08/16/2017	$37,423.64	170216	$230.50
		08/23/2017	$45,000.00	170222	$262.00
		08/23/2017	$306,000.00	170224	$998.00
		08/24/2017	$8,400.00	170226	$65.00
		08/28/2017	$2,000.00	170230	$28.25
	Residential Building Valuation Total:		**$418,823.64**	**Residential Building Fee Total:**	**$1,759.50**
	Electrical				
		08/09/2017		170214	$36.60
				Residential Electrical Fee Total:	**$36.60**
	Mechanical				
		08/07/2017		170209	$60.76
				Residential Mechanical Fee Total:	**$60.76**
	Plumbing				
		08/07/2017		170208	$108.00
		08/24/2017		170227	$86.00
				Residential Plumbing Fee Total:	**$194.00**
	Right of Way				
		08/07/2017		170210	$25.00
		08/07/2017		170211	$25.00
		08/09/2017		170213	$25.00
		08/23/2017		170217	$25.00
		08/23/2017		170219	$25.00
		08/23/2017		170225	$25.00
		08/24/2017		170228	$25.00
		08/28/2017		170229	$25.00
		08/28/2017		170236	$25.00
				Residential Right of Way Fee Total:	**$225.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$418,823.64**	**Residential Fee Total:**	**$2,275.86**
	Valuation Grand Total:		**$1,010,823.64**	**Fee Grand Total:**	**$4,578.16**

Permits - YTD - through August 2017

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$15,074,620.00		$28,985.50
	Electrical			$907.83
	Mechanical			$1,114.24
	Plumbing			$1,064.50
	Right of Way			$250.00
	Sign			$150.00
	Commercial Valuation Total:	**$15,074,620.00**	**Commercial Fee Total:**	**$32,472.07**
Residential				
	Building	$7,182,770.64		$24,193.08
	Electrical			$2,505.30
	Mechanical			$920.90
	Plumbing			$1,953.50
	Right of Way			$2,345.00
	Sign			
	Residential Valuation Total:	**$7,182,770.64**	**Residential Fee Total:**	**$31,917.78**
Valuation Grand Total:		**$22,257,390.64**	**Fee Grand Total:**	**$64,389.85**

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
- Placed 200 cubic yards of concrete for street repairs and ROW permits.
- Maintained signs and signals.
- Swept streets and CBD at 5:00 AM on Thursdays.
- Maintained alleys.
- Graded gravel roads.
- Hauled street sweepings to landfill.
- Division Safety Meeting: "Sharing the Road" on August 28, 2017.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 40.249 million gallons
  Daily Average: 1.298 million gallons
  Daily Maximum: 1.993 million gallons
- Completed 176 Iowa One Call locate requests.
- Meter Department
  - 86 service orders.
  - 10 delinquents.
  - 6 rereads.
  - 1 stuck meter.
- Division Safety Meeting: "Type II Safety Vests", August 25, 2017.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 41.859 million gallons
  Daily Average: 1.350 million gallons
  Daily Maximum: 2.048 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Slips, Trips and falls", August 29, 2017.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Assisted the Water Division with new fire hydrant installation at Walnut Street and Second Street on July 10th.
- Assisted the Water Division with three watermain breaks on 6th Street during the week of July 14th.
- Assisted the Water Division with a valve installation on 6th Street on July 28th.
- Assisted cemetery with cutting down and removal of two trees.

Division: Water; Terry Kluver, Water Superintendent

- Repaired watermain break in the 500 block of N. West Street.
- Repaired watermain break on W. 6th Street on August 14th, 17th and 18th.
- Worked with contractor on watermain valve installation at three (3) intersections on Third Street Resurfacing project.

Division: Sean Kleespies, Wastewater Superintendent

- Routine maintenance on all air conditioning units.
- Started doing extra lab training to help with plant operations.
- Continued clearing of sanitary sewer system.
- Began collection system copper testing for upcoming NPDES requirements on copper removal.
- Replaced exhaust fan in the blower building.
- Cleaned Final Clarifier #2.
- Jet/vac and video inspected storm sewers for the Street Division.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Street repairs and ROW permits.
- Maintain signs and signals.
- Seed High Ridge Road.
- Asphalt low street gutters.
- Sweep streets.

Division: Water; Terry Kluver, Water Superintendent

- Send Lead and Copper results to 30 consumers who are participating in the water monitoring program.
- Terry Kluver to attend the Fall Water Conference in Okoboji on September 12 – 13, 2017.
- Chemically treat Well #15 and Well #17.
- Mow three (3) well sites.
- Seed excavation sites from past summer work.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Lab will be performing proficiency testing for the EPA.
- Jet/Vac the sanitary sewer system.
- Repair sanitary sewer at 16th Street and Quint Avenue.
- Repair sanitary sewer on Quint Avenue between 13th Street and 14th Street.

CAPITAL PROJECT STATUS SUMMARY – 09-12-17

PROJECT				ANTICIPATED		CONTRACT DATA						
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									
Rec Center Locker Rooms	2015 On-going	FY 17										
Streambed Stabilization		FY 17	FY16	$385,000	2018							
Third Street Storm Sewer Improvements - 2016		FY 17	FY16	$1,400,000	2017	JEO Consulting Group, Inc. King Construction Rognes Corp.	$152,425.00 $11,000.00 $1,368,237.55 $850,833.90	11-09-15 08-08-16 06-13-16 06-13-16	$154,807.50 $1,386,083.18 $799,864.62	 95% 95%	03-31-16	Design Const. Staking (Hourly) Group A - West Group B – East
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	2016 On-going	FY 16	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	2016 On-going	FY 16	FY14	$4,308,500	2019	FEH Design	$22,500.00	01-25-16	$2,250.00		05-01-16	Space Needs/ Prelim. Design
US 30 – Grant Road Intersection	2016 On-going	FY 14	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 $185,235.22	100%	08-15-13	TSIP Application Design
Downtown Streetscape Phase 8	2016 On-going	FY 15	FY15	$998,500	2017	Confluence Confluence Badding Construction Company	$101,940.00 $25,196.000 $1,294,844.41	11-10-14 06-12-17 06-12-17	$117,913.16 $194,133.59		05-15-17 11-15-17 11-15-17	Design Completion Const. Services
High Ridge Road Resurfacing - 2016	2015 On-going	FY 16	FY16	$1,150,00 0	2017	JEO Consulting Group, Inc. OMG Midwest, Inc.	$99,356.00 $94,260.00 1,149,123.40	09-14-15 04-11-16	$199,715.40 $1,170,008.61	 95%	2016 75 Days	Design Construction Services
Corridor Entry Features	2016 On-going	FY 17	FY17	$440,000	2018	Confluence	$19,550.00	01-23-17	$16,423.02			

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Third Street Improvements	2016 On-going	FY 17	FY17	$1,036,000	2018	JEO Consulting Group, Inc. Tri-State Paving	$71,193.00 $80,078.00 $777,872.17	09-26-16 Late Start Date 08-14-17	$73,193.00 $5,649.09		40 Working Days	Design Construction Services
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 $743,099.63	 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			08-31-16	CCSWMC Contract
Water System Hydraulic Model						JEO Consulting Group, Inc.	$49,600.00	08-14-17			12-29-17	

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Clean all parks restrooms and shelters everyday
- Mow all park areas
- Trim all parks
- Water flowers, shrubs and trees
- New playground mulch added to playgrounds
- Prep work for reseeding High Ridge Road
- Cut and spray weeds
- Soccer and flag football fields ready

Golf: Scott Haakenson, Golf Superintendent

- Mowed fairways 14 times
- Mowed tees 13 times
- Mowed collars 14 times
- Mowed greens 32 times
- Rolled greens one time
- Verticut greens one time
- Mowed rough as needed
- Serviced equipment as needed
- Sprayed greens and tees as needed
- Cut cups 14 times
- String trimmed as needed

Cemetery: John Snyder, Cemetery Sexton

- Patched wash outs in four different areas in Mount Olivet with cold patch blacktop
- Continued edging streets, sidewalks, etc. where needed
- Watered all flower gardens and young trees when and where needed
- Backfilled graves that have settled
- Did all paperwork for grave sales, burial records, funeral home accounts receivables, time sheets, and monies received for private cremation burials
- Met with numerous families wanting information on available graves, locations of occupied graves and general information involving cemetery rules and regulations
- Trimmed around monuments, fences, walls, and buildings when needed
- Removed one small dead ash tree in Mount Olivet end of cemetery
- Worked with Laura on new timeclock installation and operation
- Tended to seven interments, six full burials and one a cremation burial, two done on Saturdays
- Picked up sticks and emptied all trash cans daily
- Cleaned all garbage out of drainage ditch on Grant Road one time
- Mowed what was mowable in drainage ditch south end of cemetery along Grant Road and cut the rest with a weed eater

- Repaired the areas around driveway into shop, the dirt around culvert was washed away from the runoff coming from Grant Road when it rains
- Met with the historical society on the 17th so they could see the old stone building which was once used as a chapel and a shop. They are talking about a restoration project on this building
- Cleaned up Block 8 after wind blew half of a large maple tree over, which in turn destroyed a flowering crab tree that I removed right away. Also repaired a flower garden damaged in same incident. We also picked up 3 pickup loads of small branches that were blown out of the trees during the wind storm. Continued trimming deadwood and low branches out of trees in Mount Olivet south west area
- Started repairing turf that was damaged by the mower while cutting in between monuments while mowing
- Serviced and maintained all equipment as needed
- Worked on getting grass to grow on numerous graves that have been difficult to get started, tilled and reseeded

Recreation Center: McKenzie Kiger, Recreation Center Superintendent, Sarah Johnson, Aquatics & Fitness Specialist, Mike Mertes, Program Specialist and Pam Hanlin, Secretary

- Office routines (PH) – daily money reports, shelter house reservations, theater reservations and billing, August bills/invoices, PAMP membership EFT troubleshooting, filing
- Aquatics (SH) – lifeguard/concessions end of season schedules, manager outdoor pool, GL's to city hall, in-services for lifeguards, scheduled lifeguard fall classes
- Fitness (SH) – scheduling and calendar, teaching AM and noon fitness classes
- Leisure (MM) – monitor productions slideshow/advertising updates, updating website/software and social media
- Leisure Leagues (MM) – Fall numbers: Adult CoEd Softball (10 teams), Flag Football Program (213 youth), Fall Soccer Program (196 youth), 3-4 volleyball (62 youth), 5-6th volleyball (59 youth), Dash to the Splash Run with Carrollfest (56 participants)

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

- Groom ballfields
- Aerify and overseed some park areas and ballfields

Golf: Scott Haakenson, Golf Superintendent

- Fertilized trees
- Trimmed trees

Cemetery: John Snyder, Cemetery Sexton

- Talked with Jack about getting started on designing a preliminary draft for how we want to layout the Southern end of cemetery, where the FFA is planting a crop at this time. Possibly include a columbarium in the same area
- Dealt with an unusual problem of having a badger digging a new den in a fresh grave. With the help of John Danner (county conservation dept.) and Dan Pauley (DNR) we were able to eliminate the problem

Recreation Center: McKenzie Kiger, Recreation Center Superintendent, Sarah Johnson, Aquatics & Fitness Specialist, Mike Mertes, Program Specialist and Pam Hanlin, Secretary

- Adding fitness classes: POUND (Sarah recently certified as an instructor), Kids ZUMBA fitness for October
- Flag football worked with local high schoolers and coaches to offer a "Flag Football Skills Day" with children registered for leagues and their coaches
- Perfect Mind – focused on PAMP memberships, staff watched webinar of new release for update in software, program double checks, fixed issues with cloning classes in software, email blasts
- 40th Anniversary – staff met as team including City Hall staff to plan and prepare a special event day to celebrate the 40th anniversary of the Carroll Recreation Center. Events will include: speakers on health, lunch with mayor, chamber coffee, free movie for kids in theater, tot time swim, free admission and fitness classes for the day, and the FRESH trailer will be around
- IPRA Conference Host - final planning and preparation to host the Iowa Parks & Recreation Association state conference at the Carrollton, as well as providing socials and a tour of Carroll facilities.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Sinks and drains at Rec Center and City Hall
- Downtown lights
- Working on specs, bids, quotes
- Locker locks at Rec Center
- Budget items
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Storm sirens
- Golf house removal of overhead wires
- Next year's budget items
- Office remodel at Rec Center
- Aquatic Center closing
- Street lights to LED
- Golf Course items
- A/C repair at city buildings
- Tennis court lights
- Rec Center pump quotes
- Office power at Rec Center
- Ready for dog swim at Aquatic Center
- Aquatic Center operations

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Strip off infield turf and reseed
- Seed High Ridge Road (200 lb. seed)
- Mower bids out
- Start putting things away for winter

Golf: Scott Haakenson, Golf Superintendent

- Aerify greens
- Topdress greens
- Order fall fertilizer and herbicide

Cemetery: John Snyder, Cemetery Sexton

- Trim trees, weed eat, mow, etc., do regular fall schedule
- Work with Scott on reseeding grass around new shop
- Normal work schedule

Recreation Center: McKenzie Kiger, Recreation Center Superintendent, Sarah Johnson, Aquatics & Fitness Specialist, Mike Mertes, Program Specialist and Pam Hanlin, Secretary

- Focus on fitness punch cards to access via electronic tracking vs excel sheets
- Rental procedure and process improvement through Perfect Mind
- Hosting IPRA State Workshop conference September 11-12-13 estimating 80 delegates

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- LED street lighting

Safety Topic:

- Lifeguard class and in-services on EAP
- City CPR classes scheduled for September
- Drain cleaners

Director's Report
August 2017

As reported by Rachel Van Erdewyk, Library Director

Program Attendance:

Tech Help Friday	43
Children's Library Programs	634
Children's Program Outreach	22
Pet Readers	32
Reading with Mark and Ivan	13
Diane's Read Aloud	97
Crafty Library Ladies	73
Poetry Group	13
STEM Camp—Middle Schoolers	11
STEM Camp—Adults	16
Barn Quilt Program	5
Solar Eclipse Viewing Party	105
Total Program Attendance	**1,064**
Monthly Door Count	**9,400**

Monthly Statistics:

Total Print Circulation:	11,894
BRIDGES Circulation:	795
Consumer Reports:	319
Public Computer Use:	957
Wi-Fi Use:	283
Website Visits	4,421
Gale Databases:	18
Global Road Warrior Page Views:	44
Learning Express Resources:	78
Freegal Music Downloads:	609
GVRL eBook Downloads:	0
Chilton Auto Manual	3
ABC Mouse Sessions:	87
Zinio Digital Magazine Circulation:	43
Daily Times Herald Page Views:	4,150
Total Resources Utilized	**23,701**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Storytime programming this month included Rookie Readers, Summer Storytimes with local daycares and the Summer Fun Camp, Diane's Read-Aloud, and Ivan the reading dog. Summer reading came to end on August 26 with a total of 1,611 people registered. Rookie Readers had 390 kids registered, Champions with 588 registered, All Stars with 193 registered and Hall of Fame with 440 registered.

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. We also hosted a two day STEM camp for middle schoolers and adults. Both of these groups got to experiment and learn with a variety of different items and materials including Makey Makeys, Ozobots, Snapcircuits, Strawbees, and a 3Doodler. We also hosted Suzi Parron for our barn quilt program where patrons got to learn about barn quilts and paint their own. Our last big event for August was the Solar Eclipse Viewing Party, which had a great turn out with many people coming and going for the event. We also had Laura Comito assisting kids create solar eclipse imprint artwork with nature objects during the solar eclipse.

3) **Upcoming Events**:
   - Makerspace Demo: September 27
   - Band Day Parade: September 30
   - Storywalk at Swan Lake: October 7

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.

Annual Planning Session

Carroll City Council Annual Planning Session
2016-2017 Priority Items Work Plan Update as of August 31, 2017

Current and Ongoing Items

- Develop Library/City Hall concept/implementation/financing plan
  - Council Work Session with OPN held February 13, 2017
  - Council Work Session with PFM held February 27, 2017
  - Council Work Session held with OPN on April 10, 2017
  - Council took action on May 22, 2017 on the following: 1) approving elevations and floor plans; reviewed possible cost reductions with OPN; 2) approved an overall budget for the Library/City Hall project of $6,800,000; 3) received a letter from William Noth of Ahlers & Cooney, P.C. Attorney at Law regarding the use of Local Option Sales Tax on the Library/City Hall project; 4) approved a Property Gift Agreement between the Commercial Saving Bank and the City of Carroll; and 5) called for a special city election for August 1, 2017 on the question of permitting the issuance of $3,800,000 in debt for the Library/City Hall project.
  - On August 1, 2017 citizens approved a referendum allowing for the issuance of $3,800,000 in debt for the Library/City Hall project
- Continue Street Improvements
  - Third Street HMA Resurfacing
    - Bid Letting March 21, 2017 - Complete
    - Award of Contract: April 24, 2017 - Complete
    - Contract late start date: August 24, 2017 - Complete
    - Contract working days: 40
- Grant Rd/Hwy 30 Improvements
  - Project Development Schedule (Tentative)
    - ROW Offers to Property Owners: June 2, 2017 – Complete
    - Check Plans and Bid Documents: June 30, 2017 - Complete
    - Final Plans and Bid Documents: August 18, 2017
    - ROW Acquisition: October 31, 2017
    - Bid Letting: December 11, 2017
    - Bid Award: December 28, 2017
- Trails Expansion
  - Bid Letting – April 11, 2017 – Completed
  - Award of Contract – April 24, 2017 – Completed
  - Construction – Late July – Under construction as of August 21, 2017
  - Completion Date – September 30, 2017
- Review Graham Park Athletic District/ISU Plan when developed
  - Plan reviewed with Committee at the February 10, 2017 meeting
  - Final Plan has been reviewed by City Council
  - $75,000 in the FY 18 budget for further planning

- Continue Corridor of Commerce streetscapes on planning bases
    - Streetscape Phase 8 Project Development Schedule
        - Plan Hearing: May 22, 2017 - Complete
        - Bid Letting: June 6, 2017 - Complete
        - Bid Award: June 12, 2017 - Complete
        - Construction Substantial Completion: November 15, 2017
- FY 2018 Budget
    - Conducted Council Work Sessions on January 26 and 30, 2017
    - Public Hearing and FY 2018 Budget approved: March 13, 2017
- City Entryway Signs
    - City Council Workshop: January 9, 2017 - Complete
    - Monument signage and Trail Improvement Capital Loan Note Public Hearing and Resolutions: February 27, 2017 - Complete
    - Downtown Business Sign Selection: April 10, 2017
    - US 30 East Entrance Sign Consideration: April 10, 2017, April 24, 2017, May 8, 2017
- Competitive Bidding Laws for Iowa
    - City Council Workshop: January 23, 2017 - Complete
    - No further scheduled action
- Implement Housing Study
    - Held City Council workshop on June 26, 2017
    - City Staff continues to work with partners to explore options to expand housing opportunities in Carroll
    - No further scheduled action at this time but future action is likely
- Rental Housing Inspection Program
    - Held City Council workshop on June 26, 2017
    - No further scheduled action at this time

<u>Upcoming Actions (Tentative Dates)</u>

- Develop Library/City Hall concept/implementation/financing plan
    - Additional work is underway after approval of the August 1, 2017 referendum to move the project forward. It is likely an architectural services agreement with OPN will be presented to the City Council in September.
- Develop Sidewalk repair program
    - City Council Workshop: May 8, 2017 - Complete
- Trails Expansion
    - Applied for REAP Grant 2018 - $125,000.00 – Continue trail north on the east side of the golf course and continue to E 30th Street
- Water Distribution/Street Conditions
    - City Council Workshop – Street Conditions – September 11, 2017 – Complete
    - Street Conditions – No further action scheduled at this time

Other items on the Horizon (Ongoing/no set timeline at this time)

- Waste Water Treatment Plant Improvements
    - DO/Disinfection: Self-Assessment Matrix and Work Record Request: January 1, 2017 - Complete
    - Copper: Compliance Strategy: May 1, 2017 - Complete
    - DO/Disinfection: Facility Plan: October 1, 2017
    - DO/Disinfection: Progress Report: April 1, 2018
    - Copper: Progress Report: May 1, 2018
    - DO/Disinfection: Plans and Specifications: September 1, 2018
    - Nutrient Reduction: Feasibility Report: November 1, 2018
    - DO/Disinfection: Construction Contract: November 1, 2018
    - Copper: Progress Report: May 1, 2019
    - DO/Disinfection: Progress Report: July 1, 2019
    - DO/Disinfection: Complete Contraction: March 1, 2020
    - DO/Disinfection: Compliance: April 1, 2020
    - Copper: Progress Report: May 1, 2020
    - Copper: Progress Report: May 1, 2021
    - Copper: Compliance: October 1, 2021
- Street Maintenance Building – Develop Financing Plan
- Council Adoption of Financial Policies
- Learn more about and provide information on the Community Endowment Fund