



City Manager's Monthly Activity Report Mike Pogge-Weaver, City Manager

May 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
- Attended Healthiest State Initiative Conference – May 2 (Ames)
- Attended Iowa Government Finance Initiative Training – May 4 (Atlantic)
- Worked with Benefit Source Inc. for health insurance renewal – employee meetings
- Continued to work with Rec Center/Aquatic Center with new software
- Prepared and filed FY 16/17 Budget Amendment #2
- Compiled information for annual liability and property insurance renewal
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – May 18

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Continue to work with Rec Center/Aquatic Center new software
- Review property & liability insurance renewal information
- Audit services bid opening – June 6
- Continue to promote wellness program with employees
 - Employer sponsored wellness seminar (blood pressure) – June 8
 - Wellness Coalition Meeting – June 15

Accomplishments of particular note:

- 253 utility bills and statements were emailed in May 2017.

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 May.

Firefighter training focused on truck pumping operations and firefighting hose line extension into structures. Truck pumping operations involve obtaining water from draft, which is required for rural fire-fighting operations. The draft process involves tanker trucks quick-dumping water into portable tanks and returning to a hydrant for re-filling. Pumper trucks then draft water from the portable tanks for fire suppression. Hose line extension training involves hose-clamping charged lines in order to add hose sections for extended reach within buildings. The Department continues to utilize the abandoned house on the golf course for these training sessions.

The Department participated in the American Legion Memorial Day Parade held May 31st.

Run Report for May:

Alarm Date	Alarm Location	Incident Type
05/03/2017	510 E 18 th Apt. B-2	Stove fire
05/11/2017	1211 E 18 th	False alarm
05/16/2017	912 Boylan Ave	Bathroom vent fire
05/24/2017	805 W 15 th	Dishwasher fire
05/30/2017	250 th and Highway 71	Vehicle collision

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Ethan Kathol attended open sight rifle instructor school at the Iowa Law Enforcement Academy (ILEA) from May 1-5. This certifies the officer to train and qualify officers on the use of patrol rifles.

Officer Alex Klever, Sergeants JJ Schreck and Gary Bellinghausen attended sexual assault forensic interview training. This training was held in Carroll and hosted at New Opportunities. The training was open to law enforcement from around the area and gave the officers information on interviewing victims of sexual assault.

Tours of the police department continued throughout the month as classes from local schools rounded out their year.

Officer Nathan Christian was certified as a marijuana identification specialist after attending training from May 22-25 at the Iowa Department of Public Safety Crime Lab in Ankeny. Officer Christian, along with 2 other officers, test marijuana that is seized by the CPD along with other surrounding agencies. All testing is completed in the Carroll Police Department Lab.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: May 1 THRU May 31, 2017

Offenses	Incidents Reported
Simple Assault	6
Domestic Abuse	2
Burglary/B&E	4
Shoplifting	3
Theft from Vehicle	1
Theft Vehicle Part	1
Theft from Building	3
Motor Vehicle Theft	1
Credit/ATM Fraud	2
Vandalism: Residence	4
Vandalism: Vehicle	3
Drug/Narc Violations	2
Drive Under Infl	3
OWI 2 nd	1
OWI 3 rd	1
Liquor Law Violation	1
Drunkenness	7
Disorderly Conduct	2
All Other Offenses	3
Trespassing	1
Found Property	3
Animal Bite	1
Warrant Outside	13
Restraining Order	1
10-50 PI	1
1050PD	10
1050PD: Hit and Run	1
Under 1500	4
Op After Revocation	4
Operate After Suspen	7
Misc. Public	3
Total	99

Citations	
Animal	0
Dark Windows	2
License	20
Other	3
Parking Violation	6
Registration	21
Seatbelt	57
Tobacco	0
Traffic	98
Warning	314
TOTAL	521

Salvage Vehicle
Inspections: 13

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - May 2017

Class	Permit Type	Date Issued	Valuation	Permit #	Fee
<i>Agricultural</i>					
	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
<i>Commercial</i>					
	Building	05/01/2017	\$1,007,900.00	170101	\$2,517.00
		Commercial Building Valuation Total:	\$1,007,900.00	Commercial Building Fee Total:	\$2,517.00
	Electrical	05/16/2017		170108	\$65.11
		05/16/2017		170118	\$86.58
		05/16/2017		170119	\$35.88
				Commercial Electrical Fee Total:	\$187.57
	Mechanical	05/16/2017		170115	\$42.26
				Commercial Mechanical Fee Total:	\$42.26
	Plumbing	05/16/2017		170116	\$37.50
				Commercial Plumbing Fee Total:	\$37.50
	Right of Way	05/01/2017		170099	\$0.00
		05/16/2017		170117	\$25.00
		05/18/2017		170121	\$25.00
		05/31/2017		170133	\$25.00
				Commercial Right of Way Fee Total:	\$75.00
	Sign	05/16/2017		170120	\$5.00
				Commercial Sign Fee Total:	\$5.00
Commercial Valuation Total:			\$1,007,900.00	Commercial Fee Total:	\$2,864.33

Residential

Building

05/01/2017	\$0.00	170094	\$35.00
05/01/2017	\$180,000.00	170095	\$678.50
05/02/2017	\$27,000.00	170105	\$181.00
05/16/2017	\$101,500.00	170114	\$446.00
05/23/2017	\$95,000.00	170122	\$465.00
05/23/2017	\$6,000.00	170125	\$53.25

Residential Building Valuation Total: \$409,500.00 Residential Building Fee Total: \$1,858.75

Electrical

05/01/2017		170093	\$80.98
05/01/2017		170100	\$36.44
05/01/2017		170102	\$35.88
05/01/2017		170103	\$137.25
05/02/2017		170104	\$35.88
05/23/2017		170129	\$95.13

Residential Electrical Fee Total: \$421.56

Mechanical

05/16/2017		170109	\$64.13
05/16/2017		170110	\$58.01
05/23/2017		170128	\$64.88

Residential Mechanical Fee Total: \$187.02

Plumbing

05/01/2017		170092	\$39.00
05/16/2017		170112	\$100.00
05/23/2017		170130	\$73.00
05/23/2017		170131	\$41.00
05/23/2017		170132	\$34.00

Residential Plumbing Fee Total: \$287.00

Right of Way

05/01/2017		170096	\$25.00
05/01/2017		170097	\$385.00
05/01/2017		170098	\$0.00
05/03/2017		170106	\$0.00
05/16/2016		170107	\$25.00
05/16/2017		170111	\$25.00
05/16/2017		170113	\$25.00
05/23/2017		170123	\$25.00
05/23/2017		170124	\$25.00
05/23/2017		170126	\$25.00
05/23/2017		170127	\$25.00
05/31/2017		170134	\$25.00

Residential Right of Way Fee Total: \$610.00

Sign

NONE \$0.00

Residential Sign Fee Total: \$0.00

Residential Valuation

Total: \$409,500.00 Residential Fee Total: \$3,364.33

Valuation Grand Total: \$1,417,400.00 Fee Grand Total: \$6,228.66

Permits - YTD - through May 2017

Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$0.00		\$0.00
	Agricultural Valuation Total:	\$0.00	Agricultural Fee Total:	\$0.00
<i>Commercial</i>				
	Building	\$13,380,220.00		\$23,591.50
	Electrical			\$497.38
	Mechanical			\$143.18
	Plumbing			\$123.50
	Right of Way			\$150.00
	Sign			\$55.00
	Commercial Valuation Total:	\$13,380,220.00	Commercial Fee Total:	\$24,560.56
<i>Residential</i>				
	Building	\$5,070,000.00		\$16,480.95
	Electrical			\$964.39
	Mechanical			\$660.48
	Plumbing			\$1,345.50
	Right of Way			\$1,035.00
	Sign			
	Residential Valuation Total:	\$5,070,000.00	Residential Fee Total:	\$20,486.32
Valuation Grand Total:		\$18,450,220.00	Fee Grand Total:	\$45,046.88

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated eight graves for Cemetery
- Placed 32 cubic yards of concrete for street repairs and ROW permits.
- Repaired brick pavers on U.S. Hwy. 30 at Carroll Street on May 2nd.
- Buried field tile behind Street Maintenance Garage to help drain property.
- Assisted the Wastewater Division with a new lid on a sanitary sewer structure at 116 Simon Avenue on May 8th.
- Crack-sealed High Ridge Road.
- Patched potholes.
- Assisted Water Division with watermain repair at 13th Street and Adams Street on May 11th.
- Assisted Wastewater Division with a sanitary sewer repair on Windwood Drive.
- Assisted Carroll County cleaning ditch on 3rd Street on May 26th.
- Graded shoulders on Railroad Street for proper drainage on May 31st.
- Repaired washout locations at new well sites on May 31st.
- Maintained signs and signals.
- Swept streets.
- Started traffic marking painting on streets.
- Division Safety Meeting: Improving Safety Performance on May 25th, 2017.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 38.813 million gallons
 - Daily Average: 1.123 million gallons
 - Daily Maximum: 1.458 million gallons
- Completed 198 Iowa One Call locate requests.
- Meter Department
 - 148 service orders.
 - 20 delinquents.
 - 3 rereads.
 - 3 stuck meters.
- Division Safety Meeting: “Seven Tips for Electrical Safety”, May 25, 2017.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 75.791 million gallons
 - Daily Average: 2.445 million gallons
 - Daily Maximum: 3.576 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.

- Daily plant sampling and operations.
- Division Safety Meeting: “Seven Tips for Electrical Safety”, May 24, 2017.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Placed larvicide tablets in wet areas for mosquito control.
- Picked up tree branches from wind storm on May 17th.

Division: Water; Terry Kluver, Water Superintendent

- Excavated and shut off corporation stop at 640 Troy Drive.
- Mowed three (3) well sites.
- Submitted permit-required sample for Nitrate.

Division: Sean Kleespies, Wastewater Superintendent

- Routine maintenance on plant equipment.
- Jet/vac and camera inspection of the sanitary sewer.
- Worked on communication for the Industrial Park Road lift station.
- Repaired a 4’ section of sanitary sewer on Windwood Drive.
- Had a rain event that required water to be diverted to the stormwater detention.
- Replaced electrical wiring to Blower #4.
- Hydro excavated storm sewer for Street Division at 6th Street and Maple Street.
- Repaired manhole east of New Hope Village.
- Vactor jet/vac demo by Trans-Iowa.
- Camel jet/vac demo by Elliot Equipment.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Paint traffic markings.
- Assist Wastewater Division with sanitary sewer repairs.
- Street repairs.
- Maintain signs and signals.
- ROW Permits.

Division: Water; Terry Kluver, Water Superintendent

- Obtain bacteria samples on watermain for Northridge Fourth Subdivision Phase Three.
- Begin obtaining permit-required samples for thirty (30) Lead and Copper sites in the distribution system.
- Complete 2017 Consumer Confidence Report and distribute, by mail and electronically, to consumers.

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.
- Repair sanitary sewer on 8th Street between Vine Street and High Ridge Road.
- Jet/Vac the City sanitary sewer.
- Finish communication system for Industrial Park Road lift station.

CAPITAL PROJECT STATUS SUMMARY – 06-13-17

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	FY 17										
Trails	2015 On-going	FY 17	FY16									
Merchants Park	2015 On-going		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.	\$152,425.00 \$11,000.00	11-09-15 08-08-16	\$154,807.50		03-31-16	Design Const. Staking (Hourly)
						King Construction	\$1,368,237.55	06-13-16	\$1,386,083.18	95%		Group A - West
						Rognes Corp.	\$850,833.90	06-13-16	\$799,864.62	95%		Group B – East
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00 +	09-24-12	\$43,848.36		11-15-13	Plus Hourly Construction Services
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37	95%	11-15-13	

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 Resurfacing 2015	2016 On-going	FY 16	FY16			JEO Consulting Group, Inc.	\$122,730.00 +	11-10-14	\$132,856.50		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61	06-16-15	\$1,180,803.75	95%	11-13-15	
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.	\$4,900.00	07-22-13	\$4,900.00	100%	08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$199,600.00	04-14-14	\$165,533.15			Design
Downtown Streetscape Phase 8	2016 On-going	FY 15	FY15	\$998,500	2017	Confluence	\$101,940.00	11-10-14	\$102,038.53		05-15-17	Design Completion
						Confluence	\$25,196.000	06-12-17			11-15-17	Const. Services
						Badding Construction Company	\$1,294,844.41	06-12-17			11-15-17	
High Ridge Road Resurfacing - 2016	2015 On-going	FY 16	FY16	\$1,150,000	2017	JEO Consulting Group, Inc.	\$99,356.00 \$94,260.00	09-14-15	\$199,385.40		2016	Design Construction Services
						OMG Midwest, Inc.	1,149,123.40	04-11-16	\$1,170,008.61	95%	75 Days	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Corridor Entry Features	2016 On-going	FY 17	FY17	\$440,000	2018	Confluence	\$19,550.00	01-23-17	\$5,988.90			
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		40 Working Days	Design Construction Services
Well and Transmission Main	2014	FY 16	FY16			JEO Consulting Group, Inc.	\$324,000.00	07-28-14	\$325,810.61			
Transmission Main – Group A	2014	FY 16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$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

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
- Mow all park areas
- Trim trees
- Maintain perennials beds downtown
- Maintain all ballfields
- Weed control in all park areas

Golf: Scott Haakenson, Golf Superintendent

- Mowed fairways 11 times
- Mowed tees 12 times
- Mowed collars 12 times
- Mowed greens 15 times
- Rolled greens seven times
- Mowed rough as needed
- Trimmed as needed
- Cut cups 11 times
- Sprayed greens and tees as needed
- Watered as needed
- Serviced mowers as needed

Cemetery: John Snyder, Cemetery Sexton

- Tended to 14 funerals, three were cremation burials, 11 were full burials with one being held on Saturday
- Prepared cemetery grounds for Memorial Day
- Picked up a ton of branches and sticks blown down by strong winds
- Picked up garbage daily
- Mowed cemetery five times
- Trimmed cemetery three times
- Used prisoners from Rockwell City for weed eating and picking up sticks and garbage for three days. Transported prisoners to and from Rockwell City
- Edged curbs on Grant Road, 1st Street and all cemetery streets
- Trimmed trees when and where needed
- Started moving and setting up in new Cemetery Maintenance Building
- Worked with the public on grave sales, locations and private cremation burials
- Applied mulch in perennial gardens
- Edged sidewalks on 1st Street, Clark Street and Veterans Circle two times
- Did all office paperwork which includes time sheets, burial records, grave sales, billing records for funeral homes and fees collected for private cremation burials
- Stocked new black dirt bunker - twice
- Serviced two mowers

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

- May Aquatic Center pass sales: \$29,290 (139 family passes, 37 single, 30 caregiver add-ons)
- Youth Tri : 67 kids registered
- Fitness classes
- Learning Perfect Mind
- Selling of Pool Passes
- Getting the Aquatic Center ready to roll
- Monthly State water testing
- Guard Scheduling
- Youth Triathlon
- Hiring of Lifeguards
- Reservations
- Wellness Coalition
- Fitness calendars
- 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

- Plant and maintain flowers

Golf: Scott Haakenson, Golf Superintendent

- Put fountain in #7 pond
- Cut down dead pine behind #4 green
- Finished retaining wall project next to clubhouse

Cemetery: John Snyder, Cemetery Sexton

- Prepared cemetery for Memorial Day

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

- Attended Workforce Development Job Fair May 9
- Attended Iowa Parks and Recreation Association state Pool Manager Workshop with Sarah in Marshalltown. Topics included social media, professionalism of guards, new lifeguard skills, icebreakers, training for special considerations around the pool.
- Interviewed potential new water fitness staff for summer/fall
- Hired 3 summer part-time staff to operate new “Summer Kids Camp” program serving kids too old for daycare but not ready for being alone all summer. Began planning events, activities and room preparation for the summer. Each week different theme (castles, Olympics, nature, camping, etc.)
- Offered two dates at the Aquatic Center to sell passes and assist families in a quick purchase vs. coming to the Recreation Center
- Offered 2 extra lifeguard classes in May in attempt to get more lifeguards. Was able to certify more than 10 more lifeguards for our facilities.
- Opening the Carroll Aquatic Center on Saturday, May 27
- Teaching 9 am MWF Flex & Stretch water fitness class/updated routines focus on balance and strength
- Youth Tri meetings, planning and assistance for successful event May 27 – Sarah took the lead on this event, but all staff assisted in various ways
- Summer Swim team began May 30, this year offering morning or night practice options
- Spring Soccer Games
- Baseball / Softball Program planning
- T-ball Program planning
- Summer Activity planning
- Soccer Concession Stand

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 testing
- Baseball stadium project
- Golf house removal
- Next year’s budget items
- Replacement of electrical service at Historical Building
- Night cleaning shift openings
- Water lines at Rec Center

- Street light bulb testing
- Aquatic Center opening
- Little League lights
- Pump seals at Aquatic Center
- Street lights to LED on highway stop lights

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Mow all park areas
- Maintain perennial beds
- Maintain all ballfields

Golf: Scott Haakenson, Golf Superintendent

- Routine mowing
- Cut down more dead pine trees

Cemetery: John Snyder, Cemetery Sexton

- Clean up after Memorial Day
- Stay with regular maintenance schedule

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

- Summer programs begin: Summer Kids Camp, Volleyball, Tball/Baseball/Softball leagues, REC summer swim team meets, swim lessons
- Researching fitness training
- Hoping to hire more trainers
- Summer / Fall Program planning
- Fall Sports Registration
- Inventory Spring Soccer

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Pool lights

Safety Topic:

- Lockout Tagout
- Remember your Safety ABC's "Always Be Careful"





Director's Report April 2017

PUBLIC LIBRARY
INFORM • INSPIRE • IMAGINE

As reported by Brandie Ledford, Library Director

Program Attendance:

MOB – STEM Programming	21
Everybody on the Same Page Program	43
Tech Help Friday	39
Children's Library Programs	834
Children's Program Outreach	483
Crafty Library Ladies	59
Poetry Group	17
Noon Book Club	7
Evening Book Club	6
Ukrainian Eggs Program	8

Total Program Attendance 1,517
Monthly Door Count N/A

Monthly Statistics:

Total Print Circulation:	7,678
BRIDGES Circulation:	686
Consumer Reports:	575
Public Computer Use:	658
Wi-Fi Use:	217
Website Visits	3,423
EbscoHost Downloads:	127
Global Road Warrior Page Views:	313
Learning Express Resources:	3
Freegal Music Downloads:	494
GVRL eBook Downloads:	0
ABC Mouse Sessions:	50
Zinio Digital Magazine Circulation:	54
Daily Times Herald Page Views:	3,312
Total Resources Utilized	17,590

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Story time programming this month included Rookie Readers, Diane's Read-Aloud, Ivan the Reading Dog, and outreach to area daycares. Diane started summer reading commercials at the Optional Kindergarten at Kuemper this month and has more classes scheduled in the month of May. The Everybody on the Same Page program wrapped up this month with 500 kids attending the *Finding Winnie* story time in March and April. Staff are currently getting ready for summer reading promotions and registration is scheduled to take place the first week in June. The Earth Day program was a big hit with 368 attending this come and go event at the library. Ivan the Reading Dog and Dr. Whoot made special appearances. There were also signups for 1,000 Books Before Kindergarten, photo ops, coloring stations and animals displayed by Samantha Dunn from Blank Park Zoo including a snake, alligator, pigmy hedgehog, and a naked neck chicken.

- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Ladies, Noon Book Club, Evening Book Club and the poetry group. Another adult program was held for the Everybody on the Same Page program this month to wrap up the program. CPL welcomed back Pippa White for another theatrical performance about World War I called *Saints, Soldiers and Spies* with 43 attending.

- 3) **Service Updates:** Staff updated procedures for requesting interlibrary loan materials with the State Library's recent release of the new SILO ILL system. In addition, the library SonicWall router was replaced because the firewall's CPU was maxed out causing issues with simultaneous connections including trouble downloading or streaming content on personal devices. This update has fixed these connection issues for patrons.

- 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.



Director's Report May 2017

As reported by Rachel Van Erdewyk, Library Director

Program Attendance:

Tech Help Friday	42
Children's Library Programs	276
Summer Reading Commercials	953
Crafty Library Ladies	65
Noon Book Club	6
Evening Book Club	8
James Stordahl	36

Total Program Attendance **1,386**
Monthly Door Count **7,002**

Monthly Statistics:

Total Print Circulation:	8,718
BRIDGES Circulation:	669
Consumer Reports:	329
Public Computer Use:	614
Wi-Fi Use:	238
Website Visits	4,208
EbscoHost Downloads:	209
Global Road Warrior Page Views:	54
Learning Express Resources:	3
Freegal Music Downloads:	528
GVRL eBook Downloads:	0
ABC Mouse Sessions:	61
Zinio Digital Magazine Circulation:	39
Daily Times Herald Page Views:	2,719
Total Resources Utilized	18,389

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Storytime programming this month included Rookie Readers, Diane's Read-Aloud, and outreach commercials. Diane continued her Summer Reading commercials at Breda daycare, Carroll Fairview School, Carroll Middle School, Kuemper schools, and the Ar-We-Va community schools. Summer Reading registration began on May 30. After the first day of registration, 523 people were registered and after the first week, 954 people were registered.

- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Library Ladies, Noon Book Club, and the Evening Book Club. Poetry Club will begin meeting again in June. The Book Clubs will meet again this fall. James Stordahl came on Thursday, May 25, 2017. Through his journey, Jim learned the importance of journaling for good mental health. The result is four books about living and coping with Bipolar Disorder: *Bipolar Dad*, *Scatterbrain*, *Bits and Pieces*, and *Straggler*. This program was well received with 36 people attending.
- 3) **Library/City Hall Project Update:** City Council on May 22, 2017, unanimously agreed to set a referendum date of August 1, 2017.
- 4) **Upcoming Events:** A few summer reading events include:
- Jonathan May, Magician: June 20
 - Geoff Akins Hannah, Bubble Wonders: June 27
 - Laughing Matters, Jay & Leslie: July 11
 - Dan Wardell, IPTV Reading Road Trip: July 25
 - Makerspace Demo with Aidex: July 27
 - STEM Camp for 9th through 12th graders: August 1 and 2
 - STEM Camp for 6th through 8th graders: August 8 and 9
 - STEM Camp for adults: August 15 and 16

Pick up a Summer Reading Program booklet and magnet to see what other events are planned for this summer. 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 May 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
- 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
 - Contract working days: 40
- Grant Rd/Hwy 30 Improvements
 - Project Development Schedule (Tentative)
 - ROW Offers to Property Owners: June 2, 2017
 - Check Plans and Bid Documents: June 30, 2017
 - 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
 - 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 (Tentative)
 - Plan Hearing: May 22, 2017
 - Bid Letting: June 6, 2017
 - Bid Award: June 12, 2017
 - 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
 - Monument signage and Trail Improvement Capital Loan Note Public Hearing and Resolutions: February 2017
 - Downtown Business Sign Selection: April 10, 2017, April 24, 2017
 - US 30 East Entrance Sign Consideration: April 10, 2017

- Competitive Bidding Laws for Iowa
 - City Council Workshop: January 23, 2017
 - No further scheduled action

Upcoming Actions (Tentative Dates)

- Develop Library/City Hall concept/implementation/financing plan
 - Rescheduled meeting with OPN: February 13, 2017
 - Meeting with OPN: April 10, 2017
- Debt Issuance and Debt Management meeting with PFM
 - City Council Workshop: February 27, 2017
- Develop Sidewalk repair program
 - City Council Workshop: May 8, 2017
- Start Rec Center Improvement Projects
 - City Council Workshop: March 27, 2017
- Develop plan/strategy for Rec Center for long-term viability
 - City Council Workshop: March 27, 2017
- Trails Expansion
 - City Council Workshop
- Implement Housing Study
- Rental Housing Inspection Program
 - City Council Workshop
- Water Distribution/Street Conditions
 - City Council Workshop: July 2017

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
 - Copper: Compliance Strategy: May 1, 2017
 - 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