

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



**October 2019**

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
- Began drafting financial policies
- Attended Cyber Security Conference – October 8 (Carrollton Inn)
- IMFOA Fall Conference – October 16 – 18 (Des Moines)
- Council Goal Setting Session – October 29
- Prepared information for budget preparations for city departments
- Prepared FY 2019 Annual Financial Report
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Wellness Coalition Meeting – October 17

### Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Prepare information for budget requests for financial department
- Finalize and file FY 2019 Annual Financial Report
- Review draft of FY 18/19 Audit report
- Municipal Fire & Police Retirement System of Iowa (MFPRSI) Board Meeting – Nov 14
- Prepare TIF debt certification to file with county auditor
- Budget workshop – November 19 (Harlan)
- Host Carroll County Leadership Class at City Hall
- Continue to promote wellness program with employees
  - Wellness Coalition Meeting – November 21
  - Healthy Hearing Educational Session for city employees – November 21

### Accomplishments of particular note:

- 349 utility bills and statements were emailed in October 2019.

# Fire Department

## As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to eight calls for service and held three training sessions in October.

October was a busy month for the Department. On October 6<sup>th</sup> the Department hosted a community open house at the Fire Station. The open house was well attended with parents and children getting to see all of the trucks and equipment utilized by the Department. Kids were given the opportunity to ride on a fire truck. Also, several hundred pre-kindergarten students from area schools came to visit and tour the fire station. The kids were given lessons in fire prevention and the importance of having working smoke detectors and a home fire escape plan. They enjoyed meeting and talking with Sparky, the robotic fire safety dog.

The Fire Department conducted the Fire Prevention Poster Contest. Third-, fourth-, and fifth-grade students from Kuemper and Carroll Community Schools submitted posters for judging. The first-place winners from each grade have been submitted to the Iowa Firefighters Association for judging at the state level.

Chief Schreck visited with several area high school sophomores participating in a career pathways program through DMAAC. These students were interested in careers in public safety and want to learn more about what a job as a firefighter involves.

Run Report for October:

Alarm Date	Alarm Location	Incident Type
10/01/2019	7 <sup>th</sup> & Clark St	Vehicle collision
10/02/2019	220 N West St	Cooking fire
10/07/2019	E 12 <sup>th</sup> & N Clark	Good intent call – no fire
10/08/2019	810 E Hwy 30	Minor structure fire
10/12/2019	1106 Woodland Dr	False alarm
10/18/2019	20134 Olympic Ave	Combine fire
10/28/2019	623 McCoy Dr	CO detector malfunction
10/31/2019	1750 E Hwy 30	Sprinkler activation – no fire

# Police Department

## **As reported by Brad Burke, Police Chief**

Routine Activities for the month:

The Police Department assisted with the Carroll High School Homecoming parade on the 4<sup>th</sup>.

From the 7<sup>th</sup> through the 11<sup>th</sup>, officers completed CTAC training which is specialized training on building entry and search. These officers are receiving the specialized training along with members of the Carroll County Sheriff's Department while also receiving specialized equipment. The officers will be used for special responses to emergency situations such as high-risk warrant service, barricaded subjects, and hostage negotiations. The training took place in and around the City of Carroll and was put on by a retired Navy Seal who owns and operates Canine Tactical, the same location that our police K9 was trained.

Officer Matthew Kennebeck graduated from the Iowa Law Enforcement Academy at Hawkeye Tech Community College on the 25<sup>th</sup>. He has begun his 10-week field training and will begin patrol on his own around the new year.

Captain Ethan Kathol participated in Trunk or Treat at Swan Lake on the 27<sup>th</sup>.

Officer Justin Ferrin completed Commercial Motor Vehicle Interdiction training at Midwest Counterdrug Training Center at Camp Dodge from the 28-30<sup>th</sup>. This training was used to better intercept commercial motor vehicles that are used for human and narcotics trafficking.

Officer Steven Pudenz taught a defensive tactics class to Kuemper High School students on the 28<sup>th</sup>. This has become a regular training that we put on for the gym classes at the high school and is a great partnership with the school in our outreach to high school students.

# Offense Summary

## CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	October 2019	October 2018	October 2017
Forcible Rape	1		
Forcible Fondling	2		
Incest			
Aggravated Assault	1		
Simple Assault	3	6	1
Intimidation			
Domestic Abuse	2	4	4
Burglary/B&E	1	2	1
Shoplifting	6	4	3
Theft from Vehicle	1	5	4
Theft Vehicle Part		3	
Theft of Bike		1	1
Theft from Building	5	5	2
Other Larceny		1	
Motor Vehicle Theft		4	3
Arson			
Counterfeit/Forgery	1	3	1
Credit/ATM Fraud	1	1	2
Identify Theft		1	1
Bad Checks	2	1	4
Vandalism: Business		1	1
Vandalism: Residence			3
Vandalism: Vehicle	4	3	1
Vandalism: School		1	1
Vandalism: Other		1	
Weapon Law Violation	1		
Drug/Narc Violations		2	1
Drug Equipment Viol			
Drive Under Influence	1	1	1
OWI 2 <sup>nd</sup>		2	
Liquor Law Violation	1		
Under 21 BAC .02			
Drunkenness	4	5	3
Disorderly Conduct	1	2	2
Harassment	1	2	
All Other Offenses	3	1	1
False Information	1		
Trespassing	2	2	3
Runaway			1
Missing Person			
Animal Bite		1	1
Unattended Death	1	1	

Found Property		1	4
Warrant Outside	7	10	4
Restraining Order	2		
1050F Traffic Accident			1
10-50 PI Personal Injury		1	1
10-50 PI MV Pedestrian	1		
10-50 PI Car & Bike			
10-50 PD Prop.	9	14	16
10-50 Car & Deer			
1050 PD: Hit and Run		2	2
1050 PD: Police Vehicle			
10-50 PD Under 1500	1	1	1
Assist Other Agency	1	1	1
Moving Violations			
Op After Revocation	5	1	5
Operate After Suspen	2	10	8
Miscellaneous Public	6	1	
<b>Total</b>	<b>80</b>	<b>108</b>	<b>90</b>

**October 1 – 31, 2019**

<b>Citations</b>	
Animal	0
Dark Windows	0
License Violation	12
Other	2
Parking Violation	8
Registration	12
Seatbelt	5
Tobacco	0
Traffic	58
Warning Notices	239
Loud Stereo	0
<b>TOTAL</b>	<b>336</b>

**Salvage Vehicle Inspections: 18**

# Building Department

**As reported by Perry Johnson, Building Official**

## Permits - By Class - By Type - October 2019

Class	Permit Type	Date Issued	Valuation	Permit #	Fee
<b><i>Agricultural</i></b>					
	Building	NONE	\$0.00		\$0.00
<b>Agricultural Building Valuation Total:</b>			<b>\$0.00</b>	<b>Agricultural Building Fee Total:</b>	<b>\$0.00</b>
<b>Agricultural Valuation Total:</b>			<b>\$0.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
<b><i>Commercial</i></b>					
	Building	10/2/2019	\$1,000.00	190291	\$22.00
		10/18/2019	\$360,000.00	190304	\$1,091.00
<b>Commercial Building Valuation Total:</b>			<b>\$361,000.00</b>	<b>Commercial Building Fee Total:</b>	<b>\$1,113.00</b>
	Electrical	NONE			\$0.00
<b>Commercial Electrical Fee Total:</b>					<b>\$0.00</b>
	Mechanical	10/18/2019		190308	\$48.52
<b>Commercial Mechanical Fee Total:</b>					<b>\$48.52</b>
	Plumbing	NONE			\$0.00
<b>Commercial Plumbing Fee Total:</b>					<b>\$0.00</b>
	Right of Way	10/8/2019		190297	\$25.00
		10/16/2019		190302	\$25.00
		10/22/2019		190312	\$25.00
		10/29/2019		190317	\$25.00
<b>Commercial Right of Way Fee Total:</b>					<b>\$100.00</b>
	Sign	10/18/2019		190305	\$15.00
		10/18/2019		190306	\$15.00
		10/18/2019		190307	\$15.00
		10/29/2019		190319	\$15.00
<b>Commercial Sign Fee Total:</b>					<b>\$60.00</b>
<b>Commercial Valuation Total:</b>			<b>\$361,000.00</b>	<b>Commercial Fee Total:</b>	<b>\$1,321.52</b>

<b>Residential</b>					
Building					
	10/3/2019	\$30,000.00		190295	\$194.50
	10/10/2019	\$5,200.00		190298	\$53.25
	10/10/2019	\$2,000.00		190299	\$28.25
	10/10/2019	\$180,000.00		190301	\$641.00
	10/16/2019	\$50,000.00		190303	\$284.50
	10/18/2019	\$20,000.00		190310	\$140.75
	10/29/2019	\$150,000.00		190318	\$566.00
<b>Residential Building Valuation Total:</b>		<b>\$437,200.00</b>	<b>Residential Building Fee Total:</b>		<b>\$1,908.25</b>
Electrical					
	10/10/2019			190300	\$126.00
	10/22/2019			190313	\$35.88
	10/29/2019			190316	\$74.00
	10/31/2019			190320	\$58.33
	10/31/2019			190321	\$49.76
	10/31/2019			190322	\$35.88
			<b>Residential Electrical Fee Total:</b>		<b>\$379.85</b>
Mechanical					
	NONE				\$0.00
			<b>Residential Mechanical Fee Total:</b>		<b>\$0.00</b>
Plumbing					
	10/18/2019			190309	\$128.00
			<b>Residential Plumbing Fee Total:</b>		<b>\$128.00</b>
Right of Way					
	10/2/2019			190290	\$25.00
	10/2/2019			190292	\$25.00
	10/2/2019			190293	\$25.00
	10/2/2019			190294	\$25.00
	10/3/2019			190296	\$25.00
	10/22/2019			190311	\$25.00
	10/22/2019			190315	\$25.00
			<b>Residential Right of Way Fee Total:</b>		<b>\$175.00</b>
Sign					
	NONE				\$0.00
			<b>Residential Sign Fee Total:</b>		<b>\$0.00</b>
<b>Residential Valuation Total:</b>		<b>\$437,200.00</b>	<b>Residential Fee Total:</b>		<b>\$2,591.10</b>
<b>Valuation Grand Total:</b>		<b>\$798,200.00</b>	<b>Fee Grand Total:</b>		<b>\$3,912.62</b>



## Permits - YTD - through October 2019

	Class	Permit Type	Valuation	Fee
<i><b>Agricultural</b></i>				
		Building	\$0.00	\$0.00
		<b>Agricultural Valuation Total:</b>	<b>\$0.00</b>	<b>Agricultural Fee Total: \$0.00</b>
<i><b>Commercial</b></i>				
		Building	\$25,829,900.00	\$42,790.74
		Electrical		\$1,296.26
		Mechanical		\$1,114.03
		Plumbing		\$790.00
		Right of Way		\$470.00
		Sign		\$440.00
		<b>Commercial Valuation Total:</b>	<b>\$25,829,900.00</b>	<b>Commercial Fee Total: \$46,901.03</b>
<i><b>Residential</b></i>				
		Building	\$3,183,620.00	\$12,785.13
		Electrical		\$2,174.73
		Mechanical		\$648.54
		Plumbing		\$866.00
		Right of Way		\$700.00
		Sign		\$0.00
		<b>Residential Valuation Total:</b>	<b>\$3,183,620.00</b>	<b>Residential Fee Total: \$17,174.40</b>
<b>Valuation Grand Total:</b>			<b>\$29,013,520.00</b>	<b>Fee Grand Total: \$64,075.43</b>

# Public Works

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

Routine Activities for the month:

**Division:** Streets; Dale Pottebaum, Street Superintendent

- Excavated three graves for Cemetery.
- Maintained signs and signals.
- Maintained gravel roads.
- Swept streets.
- Graded alleys.
- Patched potholes.
- Placed 35.5 cubic yards of concrete for roads and ROW permits.
- Hauled street sweepings to Landfill.
- Division Safety Meeting: "Excavations #2", October 16, 2019.
- Hearing Tests; October 9-10, 2019.

**Division:** Water; Terry Kluver, Water Superintendent

- Water production:
  - Monthly Total: 31.260 million gallons
  - Daily Average: 1.008 million gallons
  - Daily Maximum: 1.131 million gallons
- Completed 184 Iowa One Call locate requests.
- Meter Department
  - 45 service orders.
  - 17 delinquents.
  - 2 reread.
  - 0 stuck meters.
  - 1 leaky meter.
  - 2 high water bills.
- Division Safety Meeting: Hearing Tests; October 9 - 10, 2019.

**Division:** Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  - Monthly Total: 72.184 million gallons
  - Daily Average: 2.329 million gallons
  - Daily Maximum: 3.756 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: Hearing Tests; October 9-10, 2019.

Special Activities/Accomplishments of particular note:

**Division:** Streets; Dale Pottebaum, Street Superintendent

- Assisted with the City Hall move.
- Prepared for snow removal.
- Prepared and started crack sealing.
- Assisted Water Division with water leak repairs.
- Assisted Water Division with replacing fire hydrant.
- Set up and removed barricades for Band Day.

**Division:** Water; Terry Kluver, Water Superintendent

- Continue operating water tower on bypass for Water Storage Tower Rehabilitation.
- Completed installation and bacteria samples on 16" watermain to tower for Water Distribution Main Replacement – 2019 project.
- Repaired 10" watermain break on W. 6<sup>th</sup> Street on October 30<sup>th</sup>.

**Division:** Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Training on the new Jet/Vac combo truck.
- CCTV and mandreled the new condominium sanitary sewer.
- Footings poured for the UV Disinfection Building.
- Vinchattle Enterprises is working on the Blower Room computer upgrade.
- Replaced scraper on Clarifier #2.

Activities planned for next month and other comments:

**Division:** Streets; Dale Pottebaum, Street Superintendent

- Street repairs and ROW permits.
- Maintain signs and signals.
- Haul street sweepings.
- Prepare trucks for Winter snow removal and ice control.
- Crack fill roads.
- Cutting trees in ROW.

**Division:** Water; Terry Kluver, Water Superintendent

- Complete Winter checklist on 490 fire hydrants.
- Chemically treat Well #17.
- Replace fire hydrant and valve at N. West Street and 1<sup>st</sup> Street.
- Fill tower and take bacteria samples after Water Storage Tower Rehabilitation.

**Division:** Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Vinchattle Enterprises will finish up Blower Room Computer upgrade.
- Paul Kersey will take the Grade 3 Wastewater exam.
- Continue progress on the UV Disinfection facilities project.
- E & F Custom Pumping scheduled to clean out the sludge lagoon.
- Assist Street Division with putting up the Christmas lights.

**CAPITAL PROJECT STATUS SUMMARY – 11-13-19**

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Sidewalk Transition Plan	2018	FY18		\$57,414	2018	FEH Design	\$5,680.00		\$5,680.00		09-14-18	
						Badding Constr. Co.	\$65,765.00		\$43,402.76		10-14-18	
Streambed Stabilization		FY17	FY14	\$385,000	2018	JEO Consulting Group, Inc.	\$39,850.00	02-25-19	\$39,425.00		08-01-19	
						Healy Excavating	\$320,116.00	10-28-19			05-31-20	
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00+	09-24-12	\$143,848.36		11-15-13	Plus Hourly Construction Service
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37	95%	11-15-13	
Street Maintenance Building	2017 On-going	FY16	FY14	\$4,977,500	2019	FEH	\$22,500.00	01-25-16	\$22,500.00		05-01-16	Space Needs/ Prelim. Design Design
						FEH DESIGN	\$349,050.00	12-10-18	\$93,989.75		Fall, 2019	
US 30 – Grant Road Intersection	2017 On-going	FY12	FY12	\$2,604,530	2018	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00		08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$421,525.00	04-14-14	\$450,112.02			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$1,430,565.45	97%	118 Working Days	
Well and Transmission Main	2014	FY16	FY16			JEO Consulting Group, Inc.	\$383,312.50	07-28-14	\$335,899.36			
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$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 Replacement		FY16	FY16	\$500,000	2019	JEO Consulting Group, Inc.	\$19,800.00	02-11-19	\$18,333.75		2019	
						King Construction	\$321,746.00	06-24-19	\$300,631.40	55%	09-30-19	
Leachate Forcemain & Gravity Sewer						King Construction	\$661,257.50 Total \$370,434.53 City	07-18-16	CCSWMC \$325,605.01		08-31-16	CCSWMC Contract
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	\$1,000,000	2020	Veenstra & Kimm, Inc.	\$73,500		\$74,596.25			
						Woodruff Const., LLC	\$967,530.00	03-25-19	\$190,776.75	3%	03-01-20	
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$82,117.50		07-01-19	Design
						Utility Service Co., Inc.	\$543,700.00	06-04-19	\$178,030.00		120, 150 days	
Downtown Streetscape Phase 10	On-going	FY19	FY19	\$1,300,000	2019	Confluence	\$97,915.00	10-22-18	\$87,917.15		04-19	
Downtown Streetscape Phase 11	On-going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19	\$14,040.00		03-20	
Street Resurfacing 2019	On-going	FY19	FY19	\$700,000	2019	JEO Consulting Group, Inc.	\$88,100.00 + Hourly	10-08-18	\$86,610.00		2019	Design Const. Service
						Ten Point Construction Co., Inc.	\$928,994.54		\$998,735.27	95%		
Street Resurfacing 2020	On-going	FY20	FY20	\$1,575,000	2020	JEO Consulting Group	\$210,650.00	0-23-19				

# Parks and Recreation

## As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

### **Parks:** Tom Weber, Parks Superintendent

- Mowed and mulched leaves
- Bagged leaves in the Central Business District and Main Street islands
- Picked up fall soccer goals and put in storage
- Blew out irrigation systems
- Plug aeriated all parks
- Winterized parks and concession buildings
- Started mowing low maintenance areas

### **Golf:** Scott Haakenson, Golf Superintendent

- Mowed greens 9 times
- Mowed tees 4 times
- Mowed fairways 4 times
- Mowed collars 4 times
- Mowed rough as needed
- Mulched leaves as needed
- Cut cups 4 times

### **Cemetery:** Jake Bruggeman, Cemetery Sexton

- Sold a total of 14 grave spaces:
  - 10-3-19 Lou and Marianne Walsh Block 9 Lot 34 Spaces 1 and 2
  - 10-7-19 Ron and Joann Richardson Block 5 Lot 54 Spaces 3 and 4
  - 10-21-19 Chris Molinsky Mt. Olivet Block A Lot 27 Spaces 2,3,4
  - 10-22-19 Richard Schieffer III Mt. Olivet Lot 152 Space 6
  - 10-22-19 Tom and Bonnie Snyder Block 5 Lot 26 Spaces 3 and 4
  - 10-30-19 Kyle and Piper Atkinson Mt. Olivet Lot 42 Spaces 1,2,3, and 4
- All money from sold plots was collected and turned into city hall.
- Performed the duties of 9 funerals. Four of which were cremations and five traditional full burials. Three of which were on Saturdays.
- Emptied trash cans when needed.
- Trimmed around headstones as needed.
- Mowed and began to mulch leaves that had fallen towards the end of the month.
- Picked up sticks several days from very strong winds we had.
- Filled graves and leveled ruts left from the dump truck while digging a couple graves.
- Trimmed trees as time allowed.
- Fixed a power steering leak on the dodge pickup.
- Fixed the heater switch on the John Deere cab mower before the cold weather arrives.
- Greased, cleaned and installed mulch kits on the mowers during inclement weather.
- Cleaned the shop and office out.
- Cleaned and organized the old brick shop in preparation for winter.
- Installed a new toilet seat in the old bathroom in the cemetery.

**Recreation Center/Aquatic Center:** Joel Cortum, Recreation Center Director

- We began our end of fall sports season activities such as collecting team bags and equipment and moving to storage. We collected feedback from end-of-session surveys and held meetings to discuss the feedback.
- Opened registration for the Turkey Shoot.
- Recreation Center staffing, maintenance, and programming. Weekly staff meetings and monthly lifeguard meetings. Communicating regularly with members.

**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

- Applied all fall fertilizer
- Sprayed all parks with fall chemical
- Planted several new trees in parks and golf course

**Golf:** Scott Haakenson, Golf Superintendent

- Sprayed herbicide on entire course
- Shut down and winterized bathrooms
- Brought in ballwashers and cleaned them up
- Worked on budget for 20-21 fiscal year
- Concrete on south of clubhouse was completed



**Cemetery:** Jake Bruggeman, Cemetery Sexton

- Sprayed the lawn throughout the cemetery for fall weed kill.
- Applied fall fertilizer throughout the grounds.

**Recreation Center/Aquatic Center:** Joel Cortum, Recreation Center Director

- Installed new flooring outside Rec Center pool.
- Installed additional handicap lift for Rec Center pool.
- Held our second annual Halloween Bash.
- Top 64 basketball on Sundays.
- Began our fall swim lessons.
- Attended the health fair at American Home Shield.
- Hosted two high school girls swim meets.

**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
- Golf Course awning power
- City construction sites
- Finishing budget items
- Winterizing Aquatic Center
- Aquatic Center paint and heater
- Warranty roof leaks at Rec Center
- Golf course hood motor
- Learning new control systems at City Hall
- Rec locker rooms soda blasted

Activities planned for next month and other comments:

**Parks:** Tom Weber, Parks Superintendent

- Finish mowing low maintenance areas
- Put up skate rink
- Mulch leaves
- Winterize flower beds
- Put on snow blowers
- Haul dirt pile out of Northeast park

**Golf:** Scott Haakenson, Golf Superintendent

- Fertilize greens, tees, and fairways
- Blow out irrigation system and winterize pump house
- Bring in tee markers, trash cans and flag poles
- Continue mulching leaves

**Cemetery:** Jake Bruggeman, Cemetery Sexton

- Finishing mulching leaves
- Trim trees
- Get equipment ready for the winter snow season

**Recreation Center/Aquatic Center:** Joel Cortum, Recreation Center Director

- Turkey Shoot
- Swim lessons
- CAST Swim Meets
- Veteran's Appreciation Day

**Building Maintenance:** Andy Snyder, Building Maintenance Specialist

- Heating systems ready

**Safety Topic:**

- Working off ladders





## Director's Report October 2019

### As reported by Rachel Van Erdewyk, Library Director

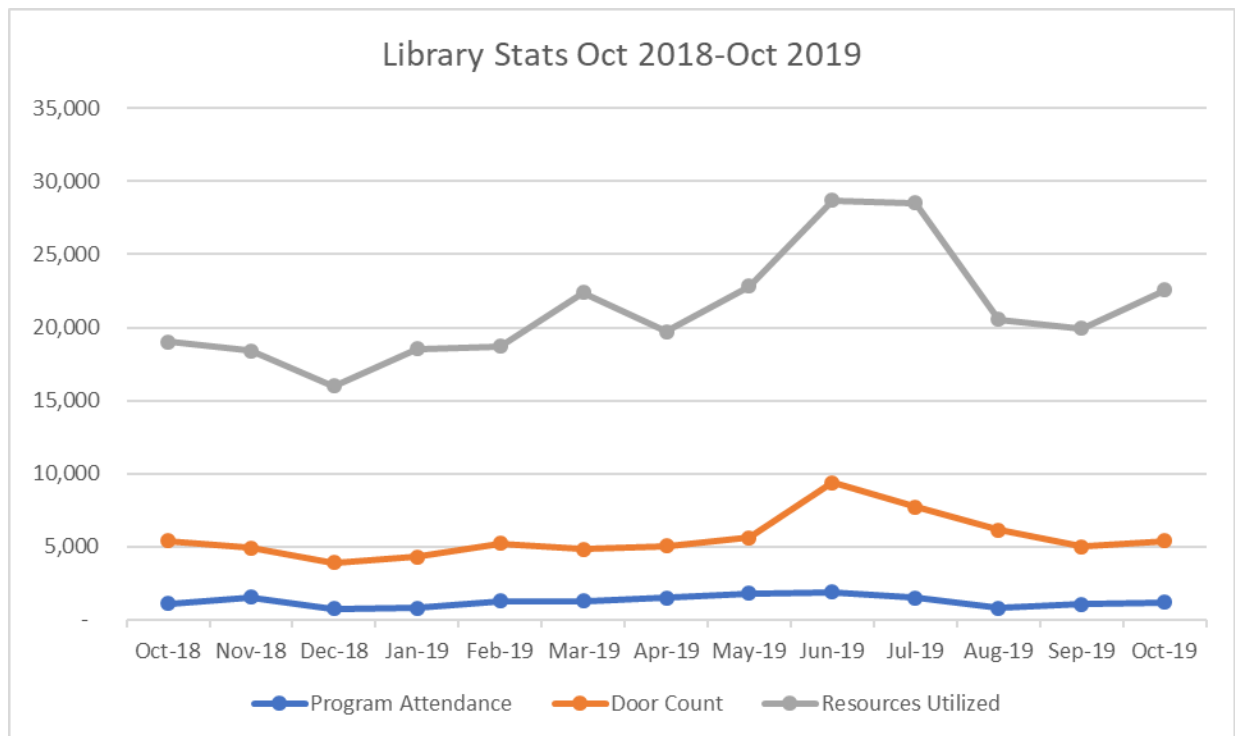
Tech Help Fridays	20	Total Print Circulation:	9,460
Children's Library Programs	336	BRIDGES Circulation:	856
Children's Programs Outreach	600	Consumer Reports:	282
Diane's Read Aloud	96	Public Computer Use:	560
Understanding Spirits with Chris Nielson	8	Wi-Fi Use:	215
Book Clubs	12	Website Visits	3,497
Crafty Library Ladies	96	Gale Databases:	55
Poetry Group	7	Global Road Warrior:	10
Test Proctor	2	Learning Express Resources:	281
		Freegal Music Downloads:	490
		Transparent Language:	2
		Chilton Auto Manual	0
		Zinio Digital Magazine Circulation:	80
		Daily Times Herald Page Views:	6,724
		Lynda.com	1
		RBDigital	34
<b>Total Program Attendance</b>	<b>1,177</b>		
<b>Monthly Door Count</b>	<b>5,404</b>	<b>Total Resources Utilized</b>	<b>22,547</b>

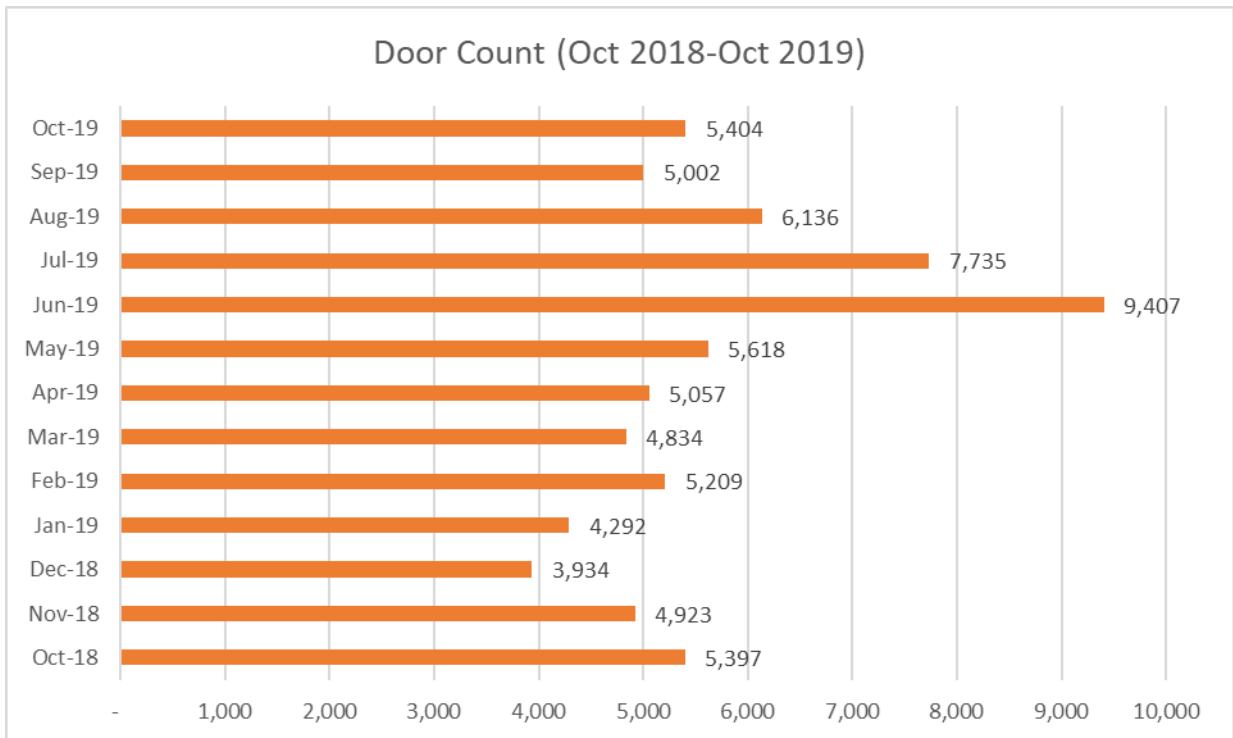
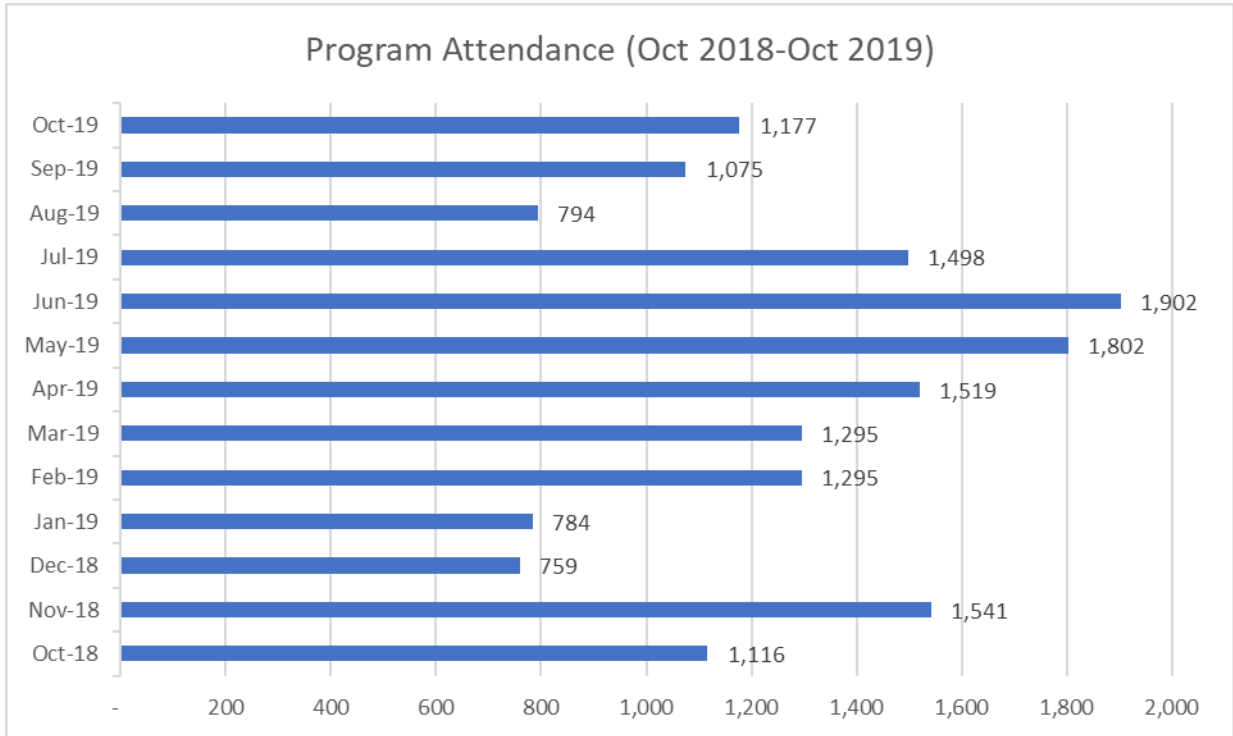
### Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Pet Readers, and outreach events with book visits to the Breda daycare.

- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, Book Clubs and the Poetry Group. To celebrate Halloween, the library invited Chris Nielson to come talk about his experiences researching and investigating paranormal phenomena. This event was attended by 8 participants.
  
- 3) View upcoming events on the library’s Google calendar at [www.carroll-library.org](http://www.carroll-library.org) by clicking on the Calendar of Events link on the home page or on Facebook.

## Library Statistics from October 2018 - October 2019





Resources Utilized (Oct 2018-Oct 2019)

