City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

December 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
- Prepared management discussion and analysis (MD&A) FY 17 audit report
- Attended council annual planning session – December 14
- IPERS compliance review – December 5
- Prepared budget information for admin/finance departments
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – December 21

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Finalize FY 17 audit report
- Compile FY 2019 budget proposal/budget books
- Continue review of temporary office space for City Hall
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – January 18
    - Live Healthy Iowa 10 Week Challenge – January 22 – March 30, 2018

Accomplishments of particular note:

287 utility bills and statements were emailed in December 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 December.

Firefighters conducted a review of various street addresses and hydrant locations serving those addresses. Six separate crews were given a list of seven addresses to find and report back to the Department on the type of building and the nearest water supply for firefighting at that location. Truck operational procedures during cold weather were also reviewed.

Firefighters did a detailed cleanup of all apparatus and the truck bay area of the building.

Run Report for December:

Alarm Date	Alarm Location	Incident Type
12/01/2017	502 N Court St	Grease fire on stovetop
12/15/2017	610 E 18th St	False fire alarm
12/26/2017	603 N Adams St	Good intent call (smoke from emergency generator mistaken for building fire)
12/27/2017	903 W 3rd St	Brush pile
12/31/2017	514 N Court St	Grease fire on stovetop

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Jeff Nichols completed pre academy testing for the Iowa Law Enforcement Academy on December 12th. This required fitness testing allows him entrance in the academy which is set to begin on January 2, 2018.

The new police vehicle, a Ford Police Interceptor Utility, was put on patrol on December 13th. The vehicle is assigned to the K9 unit and is marked to show that. The new vehicle has a new sticker combination which will be implemented in the new vehicles over the next several years.

On December 20th, Carroll Middle School held its DARE graduation. About 160 students completed the course over the first semester. Congratulations to those 6th grade students on their completion of the course as well as the essay winners from each class.

Officer Justin Ferrin and K9 Eudoris completed a two day training session at Canine Tactical. These monthly trainings are a requirement for the certification of Eudoris and will take place for the next year.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	December 2017	December 2016	December 2015
Forcible Rape			2
Forcible Fondling		1	
Porno/Obscene Material			
Robbery			
Aggravated Assault			
Simple Assault	6	1	1
Domestic Abuse	1		4
Burglary/B&E	1	3	
Shoplifting	1	4	6
Theft from Vehicle	2	1	
Theft Vehicle Part			
Theft of Bike	1		
Theft from Building	8	1	6
Other Larceny			
Motor Vehicle Theft	1		1
Arson			
Counterfeit/Forgery	2	3	1
Credit/ATM Fraud	1	3	
Identify Theft			
Bad Checks	1	1	1
Stolen Property			
Vandalism			
Vandalism: Business	1		
Vandalism: Residence	2	1	1
Vandalism: Vehicle		3	1
Vandalism: School			
Vandalism: Other		1	
Weapon Law Violation		1	1
Drug/Narc Violations	5	2	4
Drug Equipment Viol			
Drive Under Influence	1	4	2
OWI 2nd	1		
OWI 3rd			
Liquor Law Violation			1
Drunkenness	1	5	2
Disorderly Conduct		2	1
Harassment	2		1
All Other Offenses	3	2	6
False Information		1	1
Trespassing	1		1
Runaway			

Missing Person			
Cruelty to Animal			
Found Person			
Found Property	1	5	1
Firearms Accident		1	
Unattended Death	1		1
Suicide			
Mental Case			
Animal Bite		2	
Dispose of Animal			
Warrant Outside	4	9	9
Restraining Order		1	
1050F Traffic Accident			
10-50 PI Personal Injury		1	1
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	28	11	27
10-50 Car & Deer	1		
1050 PD: Hit and Run	2	5	
1050 PD: City Vehicle		1	
1050 PD: Police Vehicle		1	
10-50 PD Under 1500	2	4	4
Assist Other Agency	1		
Moving Violations	1		
Op After Revocation	1	1	1
Operate After Suspen	8	8	4
Miscellaneous Public	1	4	4
Total	**93**	**94**	**96**

12/01/2017 thru 12/31/2017

Citations	
Animal	
Tobacco	
Dark Windows	1
License Violation	19
Other	3
Violation (Parking)	5
Registration	12
Seatbelt	14
Traffic	67
Warning Notices	181
Loud Stereo	
TOTAL	**302**

12/01/2017 thru 12/31/2017

Salvage Vehicle Inspections: 8

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - December 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					
		12/06/2017	$5,000.00		170351	$47.00
		12/21/2017	$103,035.00		170360	$451.00
		12/29/2017	$250,000.00		170361	$816.00
	Commercial Building Valuation Total:		**$358,035.00**	**Commercial Building Fee Total:**		**$1,314.00**
	Electrical					
		12/06/2017			170356	$50.15
				Commercial Electrical Fee Total:		**$50.15**
	Mechanical					
		NONE				$0.00
				Commercial Mechanical Fee Total:		**$0.00**
	Plumbing					
		12/29/2017			170363	$36.50
				Commercial Plumbing Fee Total:		**$36.50**
	Right of Way					
		12/29/2017			170364	$25.00
				Commercial Right of Way Fee Total:		**$25.00**
	Sign					
		12/06/2017			170352	$15.00
		12/06/2017			170353	$15.00
		12/06/2017			170355	$15.00
				Commercial Sign Fee Total:		**$45.00**
	Commercial Valuation Total:		**$358,035.00**	**Commercial Fee Total:**		**$1,470.65**

Residential						
	Building					
		12/06/2017	$0.00		170354	$35.00
	Residential Building Valuation Total:		**$0.00**	**Residential Building Fee Total:**		**$35.00**
	Electrical					
		12/06/2017			170350	$63.64
		12/18/2017			170358	$35.88
		12/19/2017			170359	$35.88
		12/29/2017			170362	$33.20
		12/29/2017			170365	$35.88
				Residential Electrical Fee Total:		**$204.48**
	Mechanical					
		NONE				$0.00
				Residential Mechanical Fee Total:		**$0.00**
	Plumbing					
		NONE				$0.00
				Residential Plumbing Fee Total:		**$0.00**
	Right of Way					
		12/18/2018			170357	$25.00
				Residential Right of Way Fee Total:		**$25.00**
	Sign					
		NONE				$0.00
				Residential Sign Fee Total:		**$0.00**
	Residential Valuation Total:		**$0.00**	**Residential Fee Total:**		**$264.48**
	Valuation Grand Total:		**$358,035.00**	**Fee Grand Total:**		**$1,735.13**

Permits - YTD - through December 2017

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$21,138,655.00		$40,806.33
	Electrical			$2,875.47
	Mechanical			$1,232.77
	Plumbing			$1,309.50
	Right of Way			$10,076.57
	Sign			$350.00
	Commercial Valuation Total:	**$21,138,655.00**	**Commercial Fee Total:**	**$56,650.64**
Residential				
	Building	$8,629,104.64		$29,835.08
	Electrical			$3,612.09
	Mechanical			$1,293.97
	Plumbing			$2,396.50
	Right of Way			$7,139.99
	Sign			
	Residential Valuation Total:	**$8,629,104.64**	**Residential Fee Total:**	**$44,277.63**
	Valuation Grand Total:	**$29,767,759.64**	**Fee Grand Total:**	**$100,928.27**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated five graves for Cemetery.
- Placed five cubic yards of concrete for storm drain repair and ROW permit.
- Plowed and sanded for five snow events.
- Maintained signs and signals.
- Trimmed trees.
- Pothole patched.
- Swept streets.
- Division Safety Meeting: Bloodborne Pathogens, December 7th.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 32.770 million gallons
  Daily Average: 1.057 million gallons
  Daily Maximum: 1.238 million gallons
- Completed 57 Iowa One Call locate requests.
- Meter Department
  - 39 service orders.
  - 26 delinquents.
  - 0 rereads.
  - 2 stuck meters.
- Division Safety Meeting: Bloodborne Pathogens, December 7th.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 36.041 million gallons
  Daily Average: 1.163 million gallons
  Daily Maximum: 1.274 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Spills, Trips and Falls", December 20th.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Annual Boom Truck and Hoist inspections were completed on December 11th.
- Assisted the Water Division with installation of two fire hydrants.
- Prepared F.Y. 18 – 19 Budget requests.

Division: Water; Terry Kluver, Water Superintendent

- Installed replacement fire hydrant and valve at Adams Street and 1st Street.
- Prepared F.Y. 18-19 Budget requests.
- Installed replacement fire hydrant and valve at Clark Street and 5th Street.
- Compiled costs related to the Water Transmission Main project.

Division: Sean Kleespies, Wastewater Superintendent

- CCTV inspection of sanitary sewer.
- Replaced heaters in lift stations.
- Plowed snow at the WWTP.
- Cleaned out wet well for the City of Lidderdale.
- Hydro-excavated utility locations for the fire hydrant replacements.
- Exercised storm water pumps.
- Finished platform for Primary Clarifier #2.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Plow and sand, as needed.
- Install a new floor on concrete trailer.
- Trim trees.
- Maintain signs and signals.
- Install street name signs.
- Take down Christmas lights in CBD

Division: Water; Terry Kluver, Water Superintendent

- Review meeting with JEO Consulting Group, Inc. for Water Distribution Modeling for pressure and chlorine levels.
- Obtain permit-required samples for Combined Radium and Gross Alpha.
- Complete and file end-of-year documents.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Continue CCTV inspections of the sanitary sewer.
- Work on Wastewater training manuals for grade testing.
- Excavation safety training.

CAPITAL PROJECT STATUS SUMMARY – 01-09-18

PROJECT				ANTICIPATED		CONTRACT DATA						
Project 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							
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc. Godbersen-Smith Construction Co.	$60,800.00 + $555,808.75	09-24-12	$143,848.36 $563,827.37	 95%	11-15-13 11-15-13	Plus Hourly Construction Services
Street Maintenance Building	2016 On-going	FY 16	FY14	$4,308,500	2019	FEH Design	$22,500.00	01-25-16	$22,500.00		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 $198,680.30	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	$146,321.91 $1,231,457.11	 95%	05-15-17 11-15-17 11-15-17	Design Const. Services

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	$18,861.96			
Third Street HMA Resurfacing	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	$130,504.95 $750,868.47	95%	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 $751,752.95	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	CCSWMC $325,605.01		08-31-16	CCSWMC Contract
Water System Hydraulic Model						JEO Consulting Group, Inc.	$49,600.00	08-14-17	$23,175.00		12-29-17	
Downtown Streetscape Phase 9	2016 On-going	FY18	FY18	$985,500	2018	Confluence	$85,500.00	10-23-17	$21,377.30		05-18	

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Clean park areas
- Ice rink boards and lining installed
- Mulch leaves
- Nets put away
- Clean up leaves in perennial beds downtown
- Trim shrubs and trees on 4th Street
- Mulch plantings on 4th Street
- Trim and mulch shrubs and trees at Depot Plaza
- Snow equipment ready

Golf: Scott Haakenson, Golf Superintendent

- Cleaned up mowers
- Took heads off of reel mowers
- Brought in flagpoles

Cemetery: John Snyder, Cemetery Sexton

- Tended to seven burials, six of which were full burials and one was a cremation, two burials were held on Saturday and one was on a holiday.
- Did all cemetery office work, including burial records, grave sales, billing copies for funeral homes to city hall for final approval and delivery.
- Collected all monies due from out of town funeral homes, private cremation services, and all grave sales.
- Trimmed back numerous shrubs, trimmed lower branches and deadwood out of trees where needed.
- Worked with Carroll Hydraulics on snow plow repairs.
- Changed scraper and shoes on John Deere snow blower.
- Scrubbed and waxed office, break room, and restroom.
- Did some dirt work at the beginning of the month
- Plowed snow at Rec Center two times, cemetery three times, when and where needed for funeral access. Clark Street north and south side two times, the trail on Pleasant Ridge and across Raccoon River Bridge when needed and the sidewalk on 1st Street on north side of cemetery.
- Final figures for 2017 are: Interments 104, consisting of 83 full burials and 21 cremations.

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Continued teaching water aerobics Flex and Stretch 3x a week
- Learning to teach noon Fit in 30 class, subbing as needed, to teach when aquatic/fitness specialist on maternity leave
- Began weekly calls with city clerk for Perfect Mind troubleshooting and understanding, process improvement for future
- Budget work and planning next fiscal budget

- Working with Perfect Mind software to gather information for reporting statistics
- Continued work with administrative assistant on learning duties in prep for her maternity leave, PAMP/billing/overdue or declined EFT/troubleshooting
- Checking options for offering regular CPR/First Aid courses to the public
- Updated Babysitting Trainer Certification to add babysitting classes to programming to Rec Center
- Hired 3 new CRO staff and began training to see if any are right fit, covered several CRO shifts while without afternoon staff
- Working with other cities to create Lifeguard reviews
- Working with other cities to offer a Lifeguard Instructor course in the spring

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Taught 18+ hours of fitness classes
- Lifeguarded Friday lunches with McKenzie
- Compiled Lifeguard Schedules
- Compiled Fitness Schedules
- Send out daily reminders for guards to work their shifts
- Attended Carroll County Leadership Institute Class

Recreation Center: Mike Mertes, Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Hanlin
- Update digital sign at Rec Center
- Assist in Office day to day operations

Recreation Center: Pam Hanlin, Secretary

- Daily money and reports for Rec Center (CRO Desk & Rec office)
- Did CRO's money a couple days due to Mary being gone
- Shelter House reservations (Mainly enclosed shelters this time of year)
- Room/Theater reservations
- Send out December bills
- Work on PAMP memberships
- File November PAMP (New, Changes, & Deleted)
- Fitness punch cards and class attendance
- Enter monthly vending payments (Also showed Sarah how to enter these while I am gone)
- Dealt with questions from the control desk, during work day and after hours

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

- Ice rink boards and lining installed
- Flood ice rink
- Move snow from ice rink
- Spray surface of ice rink – open December 27th

Golf: Scott Haakenson, Golf Superintendent

- Sprayed greens for snow mold protection
- Hand watered greens because of dry conditions
- Worked on budget

Cemetery: John Snyder, Cemetery Sexton

- Discussed future expansion of cemetery with Mr. Pogge-Weaver into the 9 acres of land owned by the city directly south of existing cemetery, with possible addition of a columbarium.

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Assisted with "Kids Night Out" and the 200+ kids at the REC playing laser tag, swimming, games and gym time
- Assisted with Breakfast with Santa taking registrations/welcome and clean-up
- CAST hosted 1 youth swim meet the Saturday after Christmas
- Carroll High hosted 3 swim meets in December

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Confirmed start of a new class
- Confirmed mermaid party for February
- Looking ahead for summer mermaid party
- Set lifeguard training dates for February
- WSI class in January
- Covered CRO shifts

Recreation Center: Mike Mertes, Program Specialist

- Jingle Bell Run
- Breakfast with Santa
- Kids Night Out
- 1st – 6th Basketball Programming
- Spring / Summer program planning
- Soccer Registration Setup
- Baseball / Softball / T-ball Registration Setup
- Flag Football / Fall Soccer / Volleyball Registration Setup

Activity:	**Jingle Bell Run**
Description:	Partner program with New Opportunities to collect toys for their Giving Tree Program. Event had been run during the daytime hours but was moved this year to an evening event. Partnered with the Carroll County EMS and Carroll County Conservation Board on holding the event out at Swan Lake State Park. Participants enjoyed a run/walk through the Festival of Lights and post run refreshments.
# of participants:	106
Assisting with the Event:	Pam Hanlin, Sarah Haberl and Mike Mertes
Activity:	**Breakfast With Santa**
Description:	2nd Annual Breakfast with Santa held out at the Swan Lake Education Center. Children and parents received a treat bag along with breakfast and the opportunity to have their picture taken with Santa. Kiwanis helped with making the pancakes for the event.
# of participants:	155
Assisting with the Event:	Pam Hanlin, Sarah Haberl, Mary Reicks, McKenzie Kiger and Mike Mertes
Activity:	**Kids Night Out**
Description:	Kids Night Out at the Rec Center allowed for boys and girls in grades 3rd – 6th to have the Rec Center all to themselves for a night. The building closed to the public at 7:00 pm that Friday night and kids were able to stay at the Rec Center till 9:30 pm. Laser Tag provided by Zap! Laser Tag was a great addition to the event this year. Kids also had the opportunity to play board games, swim and play in the gym.
# of participants:	204
Assisting with the Event:	Pam Hanlin, Sarah Haberl, Matt Reicks, McKenzie Kiger, Jack Wardell, Mike Mertes and Lifeguards: Jacob Heitshusen, Tyler Lux, Jazmyn Muniz

Recreation Center: Pam Hanlin, Secretary

- Worked with Laura on EFT payments
- Worked with PerfectMind on not being able to be able corporate monthly memberships.
- Typed up instructions on how to do money while I am gone

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
- Heating system at city buildings
- Downtown Xmas lights
- Softener repair at Rec Center
- Doorbell at PD
- Pool chemical pump repairs at Rec Center
- Quotes for Web Server for Rec and City Hall
- City Hall generator issues

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Clean and put away seasonal equipment
- Move snow and ice from sidewalks and trails

Golf: Scott Haakenson, Golf Superintendent

- Go to Iowa Turfgrass Conference

Cemetery: John Snyder, Cemetery Sexton

- Order bare root trees for planting nursery style on south end of cemetery for future use on cemetery grounds. With the removal of numerous ash trees already and many more to follow, we stay on top of replacement with a variety of replacement trees available as needed.

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Lifeguard Instructor/Trainer review course offered by Carroll, teaching it
- Water Safety Instructor class offered by Carroll, teaching it
- Babysitting clinic planning to offer on no-school day

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Attend 24 hours of WSI class
- Take online portion of WSI class approx. 6-10 hours
- Teach early morning water aerobics, until I can find a new teacher
- Learning water aerobics routines
- Advertisements for instructors

Recreation Center: Mike Mertes, Program Specialist

- 1st – 6th Basketball Programs
- Soccer Registration
- Adult Coed Volleyball

Recreation Center: Pam Hanlin, Secretary

- Maternity leave

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- ’17-’18 Budget

Safety Topic:

- Wind chill

Director's Report
December 2017

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	39
Children's Library Programs	135
Children's Program Outreach	600
Pet Readers	9
Diane's Read Aloud	69
IPTV Pajama Party	155
Crafty Library Ladies	53
Poetry Group	5
Book Clubs	11
Winter STEM Festival	40
Teen Advisory Group	3
Test Proctoring	4
2017 Reading Tree Project	100
Total Program Attendance	**1,223**
Monthly Door Count	**5,322**

Total Print Circulation:	6,372
BRIDGES Circulation:	660
Consumer Reports:	368
Public Computer Use:	583
Wi-Fi Use:	228
Website Visits	2,899
Gale Databases:	26
Global Road Warrior Page Views:	2
Learning Express Resources:	301
Freegal Music Downloads:	287
GVRL eBook Downloads:	0
Chilton Auto Manual	0
ABC Mouse Sessions:	90
Zinio Digital Magazine Circulation:	25
Daily Times Herald Page Views:	4,370
Total Resources Utilized	**16,211**

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 with book visits. IPTV launched a new PBS KIDS channel on December 1, 2017. To promote this event, IPTV selected 4 libraries in Iowa to host a pajama party and Carroll Public Library was grateful to be selected as one of them. 155 kids and parents participated in a variety of activities including taking pictures in a photo booth, coloring, watching a live stream of movies, having milk and cookies, and visiting with Clifford the Big Red Dog and Dr. Whoot. Miss Diane also participated in Kuemper's Preschool Christmas-Parent Literacy Day by reading aloud Christmas Books at one of the literacy stations. The library also had another successful year with the Reading Tree Project by giving 100 pre-school aged kids wrapped books for the holiday season.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Library Ladies, Book Club, Teen Advisory Group (TAG), and the Poetry Group. TAG this month had an Ugly Sweater decorating program. Teens brought their own sweaters and the library provided the ugly to create them. There were also prizes for the ugliest, uglier, and ugly sweaters. The library was also invited by the NW IA STEM region to host a session at the one day Winter STEM Festival at DMACC. The library brought Ozobots, drawing color codes to tell a little robot what to do, to challenge kids to complete a winter scavenger hunt. The kids had fun naming their Ozobots and racing them.

3) **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.

Annual Planning Session

Carroll City Council Annual Planning Session
2016-2017 Priority Items Work Plan Update as of December 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
  - In October 2017 The Library/City Hall Steering Committee met and made recommendations for temporary lease spaces for Carroll City Hall and Carroll Public Library
- 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 - Compete
    - ROW Acquisition: October 31, 2017
    - Bid Letting: January 17, 2018
    - Bid Award: February 12, 2018
- 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 – November 1, 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
    - Streetscape Phase 9 Project Development Schedule
        - Begin Design Development – November, 2017
        - Complete Design Development – January, 2018
        - Complete Construction Documents – March, 2018
        - Bid Letting – April, 2018
        - Start Construction – May, 2018
- 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, November 27, 2017 delayed to 2017 Planning Session
    - US 30 East Entrance Sign Consideration: April 10, 2017, April 24, 2017, May 8, 2017, November 27, 2017 delayed to 2017 Planning Session
- 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

Upcoming Actions (Tentative Dates)

- 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 – Did not receive grant funding
- 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