City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

January 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
- Reviewed departmental budget requests
- Prepared final budget book for Council distribution
- Council budget work sessions – January 26 & 30
- Prepared/distributed/filed 2016 W-2s and 1095-C to distribute to employees/IRS
- IMWCA (Worker Comp) site visit – January 5
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Meeting with BSI – January 12
    - Wellness Coalition Meeting – January 19

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Prepare council proceedings for FY 18 debt issuance
- Prepare state budget forms to set budget public hearing
- Work with Rec Center and new software
- Collective Bargaining seminar – February 15
- IMWCA Regional meeting – February 16
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – February 16 (planning for LHI 5K)
    - Wellness Meeting with BSI – February 22

Accomplishments of particular note:

- 231 utility bills and statements were emailed in January 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 January.

Firefighters toured and conducted a pre-plan of action at Gehling Welding. Shop owners conducted a walk-through tour with Department members, identifying hazardous areas containing various welding gasses and fuels. All employee and public entry and exit points, in addition to utility shutoff points, were also identified.

Training sessions focused on firefighting tools and equipment. A review of the location of tools stored on trucks and the proper usage of each tool was conducted. Random Department members were called upon to located and demonstrate the operation of various tools identified by the training committee.

Fire Chief Greg Schreck, Lieutenant Jeff Cullen and Firefighter Jeff Helmkamp attended the Carroll County Firefighters Association meeting held in Templeton on January 23rd. Training topic for this meeting was Fire Department response to active shooter incidents.

Run Report for January**:**

Alarm Date	Alarm Location	Incident Type
01/16/2017	19111 Kittyhawk Ave	Structure fire
01/17/2017	219 E 2nd St	Structure fire
01/21/2017	510 E 18th St	False alarm
01/26/2017	306 N Carroll St	Structure fire
01/31/2017	15798 200th St	Mutual aid given to Arcadia FD

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Patrick McCarty began employment as a police officer with the department on January 3rd. He began training at the Iowa Law Enforcement Academy on January 9th which runs through April. Officer McCarty is a Carroll native and comes to us from the Department of Corrections.

Sergeant Gary Bellinghausen began DARE classes for St. Lawrence 6th graders on January 9th. He will work with the class for the remainder of the school year on different topics ranging from bullying to drug and alcohol resistance.

Officer Justin Ferrin attended school at the Midwest Counterdrug Training Center (MCTC) at Camp Dodge in Johnston, IA. MCTC offers free training to law enforcement on topics dealing with drug detection and apprehension. The training took place from January 18-20.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: January 1 THRU January 31, 2017

Offenses	Incidents
	Reported
Forcible Fondling	1
Porno/Obscene Material	1
Simple Assault	4
Domestic Abuse	2
Burglary/B&E	5
Shoplifting	3
Theft from Vehicle	2
Theft from Building	1
Other Larceny	1
Motor Vehicle Theft	1
Counterfeit/Larceny	2
Credit/ATM Fraud	1
Vandalism: Business	4
Vandalism: Residence	2
Vandalism: Vehicle	4
Drug/Narc Violations	3
Drive Under Infl	5
OWI 2nd	1
Liquor Law Violation	1
Drunkenness	5
Disorderly Conduct	3
All Other Offenses	4
False Information	1
Trespassing	1
Warrant Outside	8
10-50 PD	19
1050PD: Hit and Run	1
Under 1500	5
Op After Revocation	1
Operate After Suspen	8
Misc. Public	6
Total	**106**

Citations	
Animal	0
Dark Windows	2
License	20
Other	0
Parking Violation	29
Registration	25
Seatbelt	14
Tobacco	0
Traffic	58
Warning	282
TOTAL	**430**

Salvage Vehicle Inspections: 14

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - January 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					
		01/26/2017	$37,500.00		170006	$230.50
		Commercial Building Valuation Total:	**$37,500.00**		**Commercial Building Fee Total:**	**$230.50**
	Electrical					
		01/26/2017			170003	$40.00
		01/26/2017			170004	$33.20
					Commercial Electrical Fee Total:	**$73.20**
	Mechanical					
		None				$0.00
					Commercial Mechanical Fee Total:	**$0.00**
	Plumbing					
		None				$0.00
					Commercial Plumbing Fee Total:	**$0.00**
	Right of Way					
		None				$0.00
					Commercial Right of Way Fee Total:	**$0.00**
	Sign					
		1/27/2017			170008	$15.00
					Commercial Sign Fee Total:	**$15.00**
		Commercial Valuation Total:	**$37,500.00**		**Commercial Fee Total:**	**$318.70**

Residential

Building				
	None	$0.00		$0.00
	Residential Building Valuation Total:	**$0.00**	**Residential Building Fee Total:**	**$0.00**
Electrical				
	01/26/2017		170002	$35.88
	01/26/2017		170005	$35.88
			Residential Electrical Fee Total:	**$71.76**
Mechanical				
	None			$0.00
			Residential Mechanical Fee Total:	**$0.00**
Plumbing				
	None			$0.00
			Residential Plumbing Fee Total:	**$0.00**
Right of Way				
	01/03/2017		170001	$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:**	**$96.76**

Valuation Grand Total:	**$37,500.00**	**Fee Grand Total:**	**$415.46**

Permits - YTD - through January 2017

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$37,500.00		$230.50
	Electrical			$73.20
	Mechanical			
	Plumbing			
	Right of Way			
	Sign			$15.00
	Commercial Valuation Total:	**$37,500.00**	**Commercial Fee Total:**	**$318.70**
Residential				
	Building			
	Electrical			$71.76
	Mechanical			
	Plumbing			
	Right of Way			$25.00
	Sign			
	Residential Valuation Total:	**$0.00**	**Residential Fee Total:**	**$96.76**

Valuation Grand Total:	**$37,500.00**	**Fee Grand Total:**	**$415.46**

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.
- Trimmed trees.
- Sanded and plowed for two ice events.
- Plowed and sanded for three snow events.
- Sanded airport parking lot after one ice event.
- Sanded Cemetery after two ice events.
- Maintained signs and signals.
- Swept streets, as weather permitted.
- Bladed gravel roads and hauled rock in wet areas.
- Hauled brine from DOT to refill City storage tanks.
- Pothole patched.
- Division Safety Meeting: Iowa One Call Excavation Safety Workshop, January 31, 2017.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 30.912 million gallons
  Daily Average: 0.997 million gallons
  Daily Maximum: 1.473 million gallons
- Completed 20 Iowa One Call locate requests.
- Meter Department
  - 87 service orders.
  - 20 delinquents.
  - 7 rereads.
  - 0 stuck meters.
- Division Safety Meeting: Iowa One Call Excavation Safety Workshop, January 31, 2017.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 39.151 million gallons
  Daily Average: 1.263 million gallons
  Daily Maximum: 3.098 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Slips, Trips and Falls", January 25, 2017.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Assisted the Water Division with a watermain break on January 6th.
- Removed Christmas lights from CBD and put in storage on January 9th.
- Worked on Medium Duty Truck specifications to put new snowplow truck out for bid.

Division: Water; Terry Kluver, Water Superintendent

- Installed twenty-five (25) new actuator valves on filters at Water Treatment Plant.
- Repaired watermain leak in the 200 block of W. 18th Street.
- Submitted ten (10) sets of bacteria samples from Well and Transmission Main project.
- Worked with contractor on flushing new 16" raw water transmission main with compressed air.

Division: Sean Kleespies, Wastewater Superintendent

- Inspected old sanitary sewer on line on 5th Street adjacent to N. West Street.
- Sanitary sewer camera inspections in the northwest area of the City.
- Routine maintenance of the boiler, raw sewage pumps and blowers.
- Two sanitary sewer call-outs.
- Snow removal after the snow storm.
- Finished programming of new dissolved oxygen system.
- Finished Biosolids report to the Iowa DNR and EPA.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Trim trees.
- Maintain signs and signals.
- Maintain snow equipment.
- Plow and sand, as needed.
- Pothole patch.
- Blade gravel roads.
- Sweep streets, as weather permits.
- Bid snow plow truck.

Division: Water; Terry Kluver, Water Superintendent

- Continue working with contractor on bacteria sampling on Transmission Main project.
- Complete and file end-of-year documents.
- Complete budget items for F.Y. 2016 – 2017.
- Well contractor to perform efficiency test on five (5) wells.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Brad Vinchattle will work on programming for the Industrial Park Road lift station.
- Continue sanitary sewer camera inspection.

CAPITAL PROJECT STATUS SUMMARY – 02-14-17

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. 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 $540,438.62	 95% 60%	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

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. 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
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 $97,286.55	100%	08-15-13	TSIP Application Design
Downtown Streetscape Phase 8	2016 On-going	FY 15	FY15	$998,500	2017	Confluence	$89,040.00	11-10-14	$94,984.46		05-15	Design Completion
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	$194,025.90 $1,165,968.45	 95%	2016 75 Days	Design Construction 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							
Third Street Improvements	2016 On-going	FY 17	FY17	$1,036,000	2018	JEO Consulting Group, Inc.	$71,193.00 $80,078.00	09-26-16	$73,193.00			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	$325,810.61 $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

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
- Trim shrubs downtown
- Move snow and ice from sidewalks
- Trim trees
- Equipment maintenance

Golf: Scott Haakenson, Golf Superintendent

- Sanded and painted white tee markers
- Sanded and painted yellow tee markers
- Sanded and painted red tee markers
- Cleaned and sharpened 7 Toro fairway mowers and bedknives
- Cleaned and sharpened 3 Jacobsen tee mowers and bedknives

Cemetery: John Snyder, Cemetery Sexton

- Tended to three funerals all three were full burials, on burial was on Saturday
- Prepared billing records for funeral homes
- Moved snow when needed at Rec Center parking lot and cemetery streets
- Picked up multiple loads of branches which fell due to the ice buildup and wind
- Picked up garbage blown around cemetery along with emptying all trash cans when needed
- Did dirt work when black dirt was accessible
- Did all cemetery office work and recorded all burials

Leisure Services: Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Hanlin
- Update digital sign at Rec Center

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

- Move snow off ice rink
- Spray ice rink 9 times

Golf: Scott Haakenson, Golf Superintendent

- Attended Iowa GCSA Turf Conference

Cemetery: John Snyder, Cemetery Sexton

- Started to visualize landscape ideas for new shop
- Clean up branches caused by ice and wind

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Majority of January spent between data entry, training and troubleshooting Perfect Mind and new software. The other portion was spent lifeguarding and teaching lifeguarding classes and trainings.
- January 10, "go live" date with new software Perfect Mind at the Recreation Center. For a month or so, we will allow old and new cards to be used by members as we transition to help members.
- January 25, began offering online registration for youth soccer league – which usually serves over 850 kids. During week one, 274 households utilized the system for $9,520 of youth soccer registrations were done online. We offered a full week of "discount $10 off registration" to encourage families to register the first week vs a single discount day we had done in the past.
- Continued Perfect Mind training. Worked all hours of every day assisting with the first week of transition to the new software, covering 97 hours in 7 days to help staff troubleshoot and get used to the software.
- Taught Lifeguard class, 30 hours, from January 13-16 with testing Jan 19. Will hire 4 of the 7 in class. Other individuals plan to work at other town's pools nearby.
- Covered 21 lunch hour scheduled lifeguard hours, plus another 18 hours lifeguarding shifts for sick guards who couldn't find subs last minute.
- Interviewed for Aquatics/Fitness specialists positions.
- Weekly meetings with director and other supervisors, and with REC staff.
- Attended 5 hour Chamber Leadership program on January 18 at St Anthony Hospital.

Leisure Services: Mike Mertes, Recreation Program Specialist

- 1st – 6th Basketball
- Spring Soccer Registration opened
- Kids Night Out
- Adult Coed Volleyball
- Business Sponsorship letters sent out
- Lifeguarded – 15 hours
    - 1/10 – 2.5 hours
    - 1/12 – 2.5 hours
    - 1/17 – 2.5 hours
    - 1/19 – 2.5 hours
    - 1/24 – 2.5 hours
    - 1/26 – 2.5 hours

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Sinks and drains at Rec Center and City Hall
- Downtown lights
- Working on specs, bids, quotes
- Worked on locker locks at Rec Center
- Budget items
- Pool remodel plans at Rec Center
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Storm sirens
- Baseball stadium project
- Golf house removal
- Next year's budget items
- Pool lights at Rec Center
- Pool lights bid at Rec Center
- Roof repairs at Rec Center
- Craft room floors refinished at Rec Center
- Replacement of HVAC at Historical Building
- Night cleaning training
- WIFI plan at Rec Center

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Equipment maintenance
- Ice rink maintenance

Golf: Scott Haakenson, Golf Superintendent

- Sharpen fairway and greens mowers

Cemetery: John Snyder, Cemetery Sexton

- Spring cleanup begins
- Move shop
- Design flower gardens

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Lifeguard Instructor Course
- Carroll Host CAST (Carroll Area Swim Team) "Fitter Faster Stronger" tour with an Olympic athlete leading 2 mornings of swim clinics
- Take required Lifeguard Instructor and Instructor Trainer 1 day training in Urbandale to remain certified to teach lifeguard courses

Leisure Services: Mike Mertes, Recreation Program Specialist

- Adult Coed Volleyball
- Spring Soccer registration
- Lifeguard estimated 25 hours
- Business Sponsor entries
- Software updating

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Fire Alarm Install

Safety Topic:

- Snow and ice

Director's Report
December 2016

As reported by Brandie Ledford, Library Director

Program Attendance:

Senior Spotlight – Medicare Fraud	4
Brandie's Farewell	30
Tech Help Friday	31
Children's Library Programs	251
Children's Program Outreach	547
Adult Test Proctoring	2
Crafty Library Ladies	58
Poetry Group	33
Noon Book Club	5
Evening Book Club	5
Total Program Attendance	**966**
Monthly Door Count	**5,528**

Monthly Statistics:

Total Print Circulation:	7,719
BRIDGES Circulation:	609
Consumer Reports Page Views:	516
Public Computer Use:	646
Wi-Fi Use:	238
Website Visits	3,950
EbscoHost Downloads:	78
Global Road Warrior Page Views:	6
Learning Express Resources:	9
Freegal Music Downloads:	657
GVRL eBook Downloads:	0
ABC Mouse Sessions:	42
Zinio Digital Magazine Circulation:	71
Daily Times Herald Page Views:	2,913
Total Resources Utilized	**17,454**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Story time programming this month included Rookie Readers and Diane's Read-Aloud. Outreach continued to area daycares, Head Start, and to the Romp & Read program at the Rec Center. The Reading Tree book donation program wrapped up this month with deliveries to Head Start, Partners for Families, HOPES and WIC. 152 tags were taken off the tree by library patrons and books were purchased for those 152 children. Some cash donations were used to purchase books for tickets that were not taken at the end of the donation period. This month, Diane also attended the Kuemper preschool parent literacy day for both the morning and afternoon sessions to talk to new preschool families about services offered for children at the public library.

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. A Senior Spotlight program was offered this month by the local Medicare rep to talk to seniors about Medicare fraud. Staff worked on completing details for the STEM after school club which will begin in February and is open to 3rd through 5th grade students that homeschool or attend Kuemper or Carroll schools.

3) **Director Farewell**: The Friends of the library held a going away coffee for Director Ledford. Her last day was December 16, 2016. The job was posted online with the State Library and with local media with a closing date of December 9th. Eleven applications were received and interviews were held the week of December 26th. No candidate has been hired at this time.

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
January 2017

Routine activities for the month/statistics:

Program Attendance:

Boy Scouts Tour	8
Tech Help Friday	48
Children's Library Programs	199
Children's Program Outreach	314
Adult Test Proctoring	1
Crafty Library Ladies	48
Poetry Group	16
Noon Book Club	5
Evening Book Club	4
Total Program Attendance	**643**
Monthly Door Count	**4,871**

Monthly Statistics:

Total Print Circulation:	8,179
BRIDGES Circulation:	653
Consumer Reports Page Views:	233
Public Computer Use:	726
Wi-Fi Use:	239
Website Visits	4,352
EbscoHost Downloads:	103
Global Road Warrior Page Views:	983
Learning Express Resources:	0
Freegal Music Downloads:	468
GVRL eBook Downloads:	0
ABC Mouse Sessions:	35
Zinio Digital Magazine Circulation:	98
Daily Times Herald Page Views:	2,042
Total Resources Utilized	**18,111**

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. Due to weather, the children's program counts were lower than usual. The local boy scout troop was given a tour of the library with a special presentation by library staff. Diane is planning a partnership again this year with DMAAC for Earth Day. This year's event will be Saturday, April 15th from 9:30 to 11:00 a.m. Dr. Whoot will be there as well as DMAAC volunteers to read stories, take pictures, color owl coloring sheets with kids, and sign up families for 1,000 Books Before Kindergarten. A special program will be provided by Blank Park Zoo with DMAAC covering the cost of the program fee.

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. Staff are working with other county libraries to plan this year's Everybody on the Same Page program. This year's theme is World War I with the adult book selection the same title chosen for All Iowa Reads, Bottomland by Iowa native Michelle Hoover. The children's selection is Finding Winnie by Lindsay Mattick. Programs will be offered again this year at all county libraries and will take place in the months of March and April 2017.

3) **Director Search**: Applications were solicited a second time in January for a new library director with a closing date in early February. Interviews will take place soon after the posting closes.

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.

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

January Actions

- Develop Library/City Hall concept/implementation/financing plan
  - Staff continues to work with stakeholders
- Continue street improvements
  - Third Street HMA Resurfacing submitted to DOT for 03-21-17 Letting
- Grant Rd/Hwy 30 improvements
  - Staff continues to meet and work with consultants to prepare plans for 2017 construction.
- Trails Expansion
  - Staff continues to meet and work with consultants to prepare plans for 2017 construction.
  - Finalizing plans for Segment A Trail and Third Street Trail
- Review Graham Park Athletic District/ISU Plan when developed
  - Plan reviewed with Committee at the February 10 meeting
  - FY 2018 budget includes $75,000 for future design work
- Continue Corridor of Commerce streetscapes on planning bases
  - Staff continues to meet and work with consultant to prepare plans for Phase VIII for 2017 construction
- FY 2018 Budget
  - Conducted Council Work Sessions on January 26 and 30, 2017
- City Entryway Signs
  - Held City Council Workshop on January 9, 2017
- Competitive Bidding Laws for Iowa
  - Held City Council Workshop on January 23, 2017

Upcoming Actions (Tentative Dates)

- Develop Library/City Hall concept/implementation/financing plan
    - February 13, 2017 – Rescheduled meeting with OPN
- Debt Issuance and Debt Management meeting with PFM
    - February 27, 2017 – Hold City Council Workshop
- FY 2018 Budget
    - March 13 – Public Hearing
- Develop Sidewalk repair program
    - March/April – Hold City Council Workshop
- Start Rec Center Improvement Projects
- Develop plan/strategy for Rec Center for long-term viability
- Trails Expansion
    - March 27, 2017 – Hold City Council Workshop
- Implement Housing Study
- Rental Housing Inspection Program
    - April 2017 – Hold City Council Workshop
- Water Distribution/Street Conditions
    - July 2017 – Hold City Council Workshop

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

- Waste Water Treatment Plant Improvements
- Street Maintenance Building – Develop Financing Plan
- Council Adoption of Financial Policies
- Learn more about and provide information on the Community Endowment Fund