City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

April 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 Iowa Municipal Finance Officers Spring Conference – April 20-21 (DSM)
- Worked with Benefit Source Inc for health insurance renewal
- Compiled information for annual liability and property insurance renewal
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Live Healthy Iowa 5K – April 8
    - Wellness Coalition Meeting – April 27

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 and new software
- Work with Benefit Source Inc for health insurance renewal
- Attend Healthiest State Initiative Conference – May 2 (Ames)
- Attend Iowa Government Finance Initiative Training – May 4 (Atlantic)
- Begin garbage hauler contract negotiations
- Prepare and file FY 16/17 Budget Amendment #2
- Audit services bid opening – May 16
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – May 18

Accomplishments of particular note:

- 246 utility bills and statements were emailed in April 2017

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to four calls for service and held three training sessions in April.

Firefighters conducted annual pressure testing of nearly 2,000' of 5" large-diameter hose. Large diameter hose is a water supply line utilized in providing water from fire hydrants to pumper trucks. The hose must reach and hold a pressure of 200 psi for five minutes without failure.

Training sessions for Department members focused on search and rescue operations utilizing the abandoned house on the municipal golf course. The Department will continue to use the house for training until mid-July when a training fire is planned to demolish the structure.

Run Report for April:

Alarm Date	Alarm Location	Incident Type
04/05/2017	23284 190th St	Building fire
04/07/2017	19258 Hawthorn Ave	Brush/grass fire
04/07/2017	1211 E 18th St	Grass fire
04/27/2017	117 E 6th St	Grease fire on stove

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On April 5 & 6, Officers Jake Smith, Tony Amdor, and Nathan Christian participated in Advanced Roadside Impaired Driving Enforcement (ARIDE) training at the Carroll Fire Station. This training is put on by the Governor's Traffic Safety Bureau at no cost to the department. The training teaches the skills necessary for officers to bridge the gap between alcohol impairment and drug impairment through advanced techniques in field sobriety testing. This course is a step that the police department has taken over the last few years to help identify drug impaired drivers and make the roadways safer.

Officer Christian taught a bike safety course at Graham Park on the 11th.

Officer Smith attended the Iowa Peace Officers Association conference on the 17th and 18th. The conference focused on domestic terror and criminal subversive groups such as motorcycle gangs and sovereign citizens. The training took place at Camp Dodge in Johnston, IA.

Officer Patrick McCarty graduated from the Iowa Law Enforcement Academy basic class on April 21st. He began field training which is 10 weeks which he must complete before being on patrol.

On the 24th, Kuemper 6th grade students graduated from DARE. The DARE program ran for the entire second semester of school and 77 students graduated the program.

The start of end of school year tours began on the 28th. Fairview Elementary brought in around 120 pre-school kids for a tour and quick presentation. Many more classes will be in during the next month.

Four students from Ms Boes's English 10 class at Carroll High came to the police department to propose a fundraiser to start a K9 program. The police department has not had a police K9 since 2007 and the students felt that the City could benefit from this team. The students have sent out fundraiser letters and met with the radio and newspaper to gain attention while also utilizing marketing sources within the school. There is no set goal but to start a program the police department needs to raise roughly $20,000. If interested in donating to this cause, you can send check or money to the Carroll Police Department or deposit directly into the K9 account at Commercial Savings Bank.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: April 1 THRU April 30, 2017

Offenses	Incidents Reported
Forcible Fondling	2
Robbery	1
Simple Assault	2
Domestic Abuse	2
Burglary/B&E	1
Shoplifting	6
Theft from Vehicle	5
Theft of Bike	1
Theft from Building	4
Credit/ATM Fraud	1
Vandalism: Vehicle	1
Drug/Narc Violations	3
Drive Under Infl	7
Liquor Law Violation	1
Drunkenness	2
All Other Offenses	1
Missing Person	1
Found Property	8
Unattended Death	1
Warrant Outside	7
10-50 PD	15
1050PD: Hit and Run	1
1050PD: City Vehicle	1
Under 1500	3
Operate After Suspen	8
Misc. Public	4
Total	**89**

Citations	
Animal	0
Dark Windows	1
License	16
Other	1
Parking Violation	20
Registration	15
Seatbelt	24
Tobacco	0
Traffic	83
Warning	213
TOTAL	**373**

Salvage Vehicle Inspections: 18

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - April 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					
		04/14/2017	$270,000.00		170073	$906.00
		04/20/2017	$6,914,820.00		170087	$10,667.00
		04/20/2017	$4,600,000.00		170088	$7,514.00
		Commercial Building Valuation Total:	**$11,784,820.00**		**Commercial Building Fee Total:**	**$19,087.00**
	Electrical					
		04/14/2017			170077	$35.88
					Commercial Electrical Fee Total:	**$35.88**
	Mechanical					
		NONE				$0.00
					Commercial Mechanical Fee Total:	**$0.00**
	Plumbing					
		NONE				$0.00
					Commercial Plumbing Fee Total:	**$0.00**
	Right of Way					
		04/14/2017			170074	$25.00
					Commercial Right of Way Fee Total:	**$25.00**
	Sign					
		04/14/2017			170086	$5.00
					Commercial Sign Fee Total:	**$5.00**
		Commercial Valuation Total:	**$11,784,820.00**		**Commercial Fee Total:**	**$19,152.88**

Residential

Building				
	04/14/2017	$360,000.00	170075	$1,131.00
	04/20/2017	$32,500.00	170089	$208.00
	04/20/2017	$65,000.00	170090	$331.45
	Residential Building Valuation Total:	**$457,500.00**	**Residential Building Fee Total:**	**$1,670.45**
Electrical				
	04/14/2017		170083	$75.21
	04/14/2017		170084	$35.88
	04/14/2017		170085	$35.88
			Residential Electrical Fee Total:	**$146.97**
Mechanical				
	04/14/2017		170081	$57.50
			Residential Mechanical Fee Total:	**$57.50**
Plumbing				
	04/14/2017		170082	$131.50
			Residential Plumbing Fee Total:	**$131.50**
Right of Way				
	04/14/2017		170076	$25.00
	04/14/2017		170078	$25.00
	04/14/2017		170079	$25.00
	04/14/2017		170080	$25.00
	04/20/2017		170091	$25.00
			Residential Right of Way Fee Total:	**$125.00**
Sign				
	NONE			$0.00
			Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:	**$457,500.00**	**Residential Fee Total:**	**$2,131.42**
	Valuation Grand Total:	**$12,242,320.00**	**Fee Grand Total:**	**$21,284.30**

Permits - YTD - through April 2017

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$12,372,320.00		$21,074.50
	Electrical			$309.81
	Mechanical			$100.92
	Plumbing			$86.00
	Right of Way			$75.00
	Sign			$50.00
	Commercial Valuation Total:	**$12,372,320.00**	**Commercial Fee Total:**	**$21,696.23**
Residential				
	Building	$4,660,500.00		$14,622.20
	Electrical			$542.83
	Mechanical			$473.46
	Plumbing			$1,058.50
	Right of Way			$425.00
	Sign			
	Residential Valuation Total:	**$4,660,500.00**	**Residential Fee Total:**	**$17,121.99**

Valuation Grand Total:	**$17,032,820.00**	**Fee Grand Total:**	**$38,818.22**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated two graves for Cemetery
- Swept streets, as weather permitted.
- Patched potholes.
- Maintained signs and signals.
- Assisted the Wastewater Division with a sewer repair on April 6th.
- Assisted the Water Division with two water digs on April 27th.
- Graded gravel roads weekly.
- Placed 98 cubic yards of concrete at Merchant's Park.
- Placed 4.5 cubic yards of concrete at the Municipal Golf Course.
- Placed 15 cubic yards of concrete at 11th Street & Court Street, replacing seven pedestrian curb ramps.
- Placed 7.5 cubic yards of concrete at the Wastewater Treatment Plant driveway.
- Placed 4 cubic yards of concrete for ROW permits.
- Bladed road shoulders for proper drainage.
- Division Safety Meeting: Keeping Your Workplace Clean and Neat on April 21st, 2017.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 32.058 million gallons
  Daily Average: 1.069 million gallons
  Daily Maximum: 1.326 million gallons
- Completed 156 Iowa One Call locate requests.
- Meter Department
  - 136 service orders.
  - 6 delinquents.
  - 3 rereads.
  - 1 stuck meter.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 58.010 million gallons
  Daily Average: 1.934 million gallons
  Daily Maximum: 2.779 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Confined Space Entry", April 19, 2017.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- All employees attended the North American Snow Conference in Des Moines on April 24-25, 2017.
- Cleaned sand from sidewalks on US 30 in CBD.

Division: Water; Terry Kluver, Water Superintendent

- Worked with contractor on chlorination of Transmission Main.
- Submitted 22 bacteria samples and received absent bacteria results.
- Completed installation of 44 new actuator valves on filters at Water Treatment Plant.
- Tested two (2) backflow devices at Water Treatment Plant and four (4) on hydrant meters.

Division: Sean Kleespies, Wastewater Superintendent

- Routine maintenance on plant equipment.
- Jet/vac and camera inspection of the sanitary sewer.
- Sanitary sewer repair on 15th Street and Crawford Street.
- Alarm computer has been completed by Brad Vinchattle.
- No call-outs for sanitary sewer back-up.
- Camera trailer cable reel repaired.
- New down-rigger installation on the cable reel.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Repair brick pavers at US 30 & Court Street.
- Assist the Water Division with a water main repair on May 3rd.
- Remove trees from 18th Street ditch.
- Crack seal Highridge Road.
- Regrade behind the Street Maintenance Garage and install drain tile.
- Sweep streets.
- Maintain signs and signals.

Division: Water; Terry Kluver, Water Superintendent

- Work with contractor on pressure testing and connection of new 16" Transmission Main to our existing system.
- Mow three (3) well sites.
- Compile analytical results for the 2017 Consumer Confidence Report.
- Prepare documents and specifications for bidding of Water Treatment Chemicals for the 2017-2018 Fiscal Year.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Lab will be performing proficiency testing for the EPA.
- Jet/vac demo by Trans Iowa Equipment.
- Continue sanitary sewer camera inspection.
- Demo of a new root cutter by Mid Iowa Equipment.
- Jet/vac demo by Elliot Equipment.

CAPITAL PROJECT STATUS SUMMARY – 05-10-17

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 $799,864.62	 95% 95%	03-31-16	Design Const. Staking (Hourly) Group A - West Group B – East
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc. Godbersen-Smith Construction Co.	$60,800.00 + $555,808.75	09-24-12	$43,848.36 $563,827.37	 95%	11-15-13 11-15-13	Plus Hourly Construction Services

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 $148,460.15	100%	08-15-13	TSIP Application Design
Downtown Streetscape Phase 8	2016 On-going	FY 15	FY15	$998,500	2017	Confluence	$101,940.00	11-10-14	$96,994.20		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	$197,680.40 $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	Confluence	$19,550.00	01-23-17	$562.55			
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 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 all park areas
- Plumbing back together in all restrooms
- Trim trees
- Spread pre-emergent in all parks and ballfields
- Spread pre-emergent in all perennial beds downtown
- Mow park areas
- Get softball and baseball fields ready
- Paint soccer fields
- Equipment repair and maintenance

Golf: Scott Haakenson, Golf Superintendent

- Serviced mowers that needed it
- Mowed rough when needed
- Mowed greens eight times
- Rolled greens four times
- Mowed tees eight times
- Mowed fairways eight times
- Mowed collars eight times
- Picked up debris on course
- Cut cups seven times

Cemetery: John Snyder, Cemetery Sexton

- Started moving into new shop
- Started all three part time help
- Mowed entire cemetery three times
- Weed trimmed blocks 3 both north and south, block 4 both east and west, Mt. Olivet, babyland and the German Catholic block along Grant Road fence
- Edged all sidewalks and curbs on 1st Street, Grant Road and Clark Street along with Vets Circle
- Worked with Jack on getting prison help for pre-memorial day weed eating
- Sold graves when needed
- Tended to four burials, two of which were full burials and two cremation burials, both private
- Collected all grave openings on private cremations money due to the City
- Picked up sticks and garbage daily
- Retired all ground warmers for the summer

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

- McKenzie continues to teach the 9 am water fitness class. Sarah continues to teach early morning and noon fitness classes at the Recreation Center.
- Fitness Calendar for May (Sarah)
- Lifeguard schedules for May (Sarah)
- Lifeguard classes and reviews, McKenzie leads as an IT/instructor and Sarah has been attending to learn and become certified.
- Staff met on Youth Triathlon. Sarah worked on shirt designs, medal design, and is overseeing volunteers. All staff will work together for this event May 27.
- Sarah has been reviewing fitness class attendance and revenues as we plan strategies for our group fitness programming
- All staff continues to learn and work through the new software Perfect Mind. Pam and McKenzie worked on corporate memberships and payments, Mike has been working with Pam on questions and league organization, and Sarah has been learning the software in the office and working the CRO desk.
- Monitor Production Slideshow update (Mike)
- Mike updated website & social media with help of Pam Hanlin
- Staff had St Anthony come in for ergonomics reviews and training

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

- Put benches in dugout - Merchants Park
- Paper dispenses in restrooms – Merchants Park

Golf: Scott Haakenson, Golf Superintendent

- Spread fertilizer and pre-emergent on tees and fairways
- Filled irrigation system
- Cut down and cleaned up seven dead pine trees
- Had all irrigation heads and valve boxes GPS'd for a new map
- Opened bathrooms on course

Cemetery: John Snyder, Cemetery Sexton

- Started moving into new shop

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

- McKenzie graduated from the Chamber's Leadership program.
- Sarah took 2-day CPO (certified pool operator) course for certification, McKenzie received CEUs at the class hosted at the REC through ACCO.
- Sarah received her lifeguard certification and has begun working some lifeguarding noon and night shifts, as well as covering as needed for ill lifeguards or shifts that can't be filled and started communications with lifeguards.
- Mike oversees Spring Soccer Games (Monday, Tuesday, Thursday, Friday) as well as working the soccer concession stand as needed. Soccer ends May 12
- Mike spent much of April organizing Baseball / Softball Program planning, along with our T-Ball program

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 update
- Baseball stadium project press box
- Golf house removal
- Next year's budget items
- Pool lights at Rec Center

- Replacement of HVAC at Historical Building
- Replacement of electrical service at Historical Building
- Night cleaning shift openings
- WIFI install at Rec Center
- Weight room sound system
- Water lines at Rec Center
- Street light bulb testing
- Golf course opening repairs and hood cleaning

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Ballfields ready for play
- Plant nursery trees
- Fence put in at stadium
- Finish construction at Merchants Park

Golf: Scott Haakenson, Golf Superintendent

- Get ready for the start of golf leagues
- Normal mowing schedule

Cemetery: John Snyder, Cemetery Sexton

- Memorial Day preparations
- Finish moving into shop

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

- Open the Aquatic Center, scheduled opening Saturday, May 27
- Hire & train lifeguards – we are currently short 10-20 lifeguards at this time
- Lifeguard Management class – all management will take this online certification
- Pool Manager Training in Marshalltown with Iowa Parks & Recreation – Sarah & McKenzie
- Baseball / Softball starts (Equipment pickup May 6 & rules meeting May 9 & 11)
- T-ball starts (Meeting May 11)
- Summer / Fall Program planning for Mike
- Baseball / Softball Complex Field Numbering for Mike

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Aquatic Center

Safety Topic:

- Ergonomics at the office - Staff had St Anthony come in for ergonomics reviews and training
- Proper lifting (Sarah)
- Lifeguard recertification courses (offered 3)
- Ladders

Director's Report
March 2017

As reported by Brandie Ledford, Library Director

Program Attendance:

MOB – STEM Programming	77
Everybody on the Same Page Programs	57
Tech Help Friday	50
Children's Library Programs	785
Children's Program Outreach	334
Crafty Library Ladies	73
Poetry Group	18
Noon Book Club	6
Evening Book Club	7
Total Program Attendance	**1,407**
Monthly Door Count	**6,352**

Monthly Statistics:

Total Print Circulation:	8,867
BRIDGES Circulation:	709
Consumer Reports:	427
Public Computer Use:	708
Wi-Fi Use:	258
Website Visits	3,603
EbscoHost Downloads:	252
Global Road Warrior Page Views:	1418
Learning Express Resources:	5
Freegal Music Downloads:	371
GVRL eBook Downloads:	0
ABC Mouse Sessions:	42
Zinio Digital Magazine Circulation:	37
Daily Times Herald Page Views:	3,295
Total Resources Utilized	**19,992**

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 had special story times for the Everybody on the Same Page program inviting the Fairview and Holy Spirit incoming preschool classes to enjoy the book *Finding Winnie* by Lindsay Mattick, the true story of Winnie the Pooh and part of the county-wide Everybody on the Same Page program.
The Makers or Breakers (MOB) After School STEM Club met 4 times in the month of March with 77 children in grades 3 through 5 attending from 4:00 to 5:30 p.m. This month they learned about electrical currents using snap circuits, finished their maker journals, learned to sew by machine and by hand, and explored felting. Watch the library Facebook page for MOB updates and other maker events in the 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. Several adult programs were held for the Everybody on the Same Page program this month including a presentation by Michael Vogt who's talk *Camp Dodge: Home Away from Home, 1917-1918*, included a 45 minute presentation on the facets of Military Life at Camp Dodge during WWI. Also held this month was a dual arts program. The Flanders Fields poetry reading and poppy flower painting class was held on March 18th. The Poetry Group sponsored the reading and Laura Comito of ArtWorks Studio conducted the painting class for a small fee to cover materials.

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 April 30, 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
  - Currently Segment A & B are out to bid. City Council action on bids will be in April
- 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: Feasibilty 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 Contruction: 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