City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

June 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 property & liability insurance renewal information
- Audit services bid opening – June 6
- Dealt with payroll and time clock issues
- Began review for city hall server replacement
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Employer sponsored wellness seminar (blood pressure) – June 8
    - Wellness Coalition Meeting – June 15

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Continue with city hall server replacement project
- Prepare FY 16/17 year end transfers
- Begin gathering FY 16/17 annual audit paperwork
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – July 20

Accomplishments of particular note:

- 251 utility bills and statements were emailed in June 2017

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to six calls for service and held three training sessions in June.

Firefighter training focused on Engine 1 pumping operations from City water supplies, in addition to procedures for the safe operation of Tower 8, were reviewed. Positive pressure smoke removal ventilation techniques were also practiced, utilizing the abandoned house at the Municipal Golf Course. This house has been a great training asset for the Department and we plan on using it for the next two months.

Run Report for June:

Alarm Date	Alarm Location	Incident Type
06/16/2017	½ N of 190th on Noble Ave	Mower fire
06/18/2017	25845 S Hwy 71	Two vehicle collision
06/21/2017	220th & Mahogany Ave	Two vehicle collision
06/24/2017	¼ E of Hwy 71 on 150th St	Grass fire in ditch
06/27/2017	150th and Hwy 71	Vehicle fire
06/30/2017	170th & Kittyhawk Ave	Two vehicle collision with fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On June 7th, Officers qualified with their handguns and shotguns as required by the Iowa Law Enforcement Academy (ILEA). This is required once per year but officers with CPD receive numerous training times and are required to qualify multiple times per year.

Culver's held a fundraiser for the Carroll K9 on June 8th. Thanks to everyone who participated. $1,500 was raised bringing us close to our goal of $20,000. Anyone interested in donating can stop at the police department or swing through Commercial Savings Bank.

Sergeants JJ Schreck and Jeremiah Hoyt attended a law update seminar in Denison on June 8. This seminar informed the officers of changes in law which were approved by Legislators last session and take effect July 1. Sergeant Schreck also attended a more intensive legislator update on June 21st in Ames.

Sergeant Gary Bellinghausen attended the DARE conference in LeMars from June 18-20th. This yearly training updates the officer for the upcoming school year. DARE is taught at Kuemper and Carroll Middle School for 6th graders.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: June 1 THRU June 30, 2017

Offenses	Incidents Reported
Forcible Rape	1
Forcible Fondling	1
Aggravated Assault	1
Simple Assault	6
Domestic Abuse	2
Burglary/B&E	9
Shoplifting	1
Theft from Vehicle	8
Theft from Building	8
Motor Vehicle Theft	2
Counterfeit/Forgery	2
Credit/ATM Fraud	1
Bad Checks	1
Stolen Property	1
Vandalism: Business	3
Vandalism: Residence	4
Vandalism: Vehicle	2
Drug/Narc Violations	5
Drive Under Infl	5
Liquor Law Violation	1
Disorderly Conduct	2
Harassment	1
All Other Offenses	3
Trespassing	3
Found Property	2
Unattended Death	1
Animal Bite	1
Warrant Outside	6
1050PD	17
Car & Deer	1
1050PD: Hit and Run	2
Under 1500	2
Assist Other Agency	1
Op After Revocation	1
Operate After Suspen	10
Misc. Public	6
Total	**123**

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

Salvage Vehicle Inspections: 9

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - June 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					
		NONE				$0.00
	Commercial Building Valuation Total:		**$0.00**	**Commercial Building Fee Total:**		**$0.00**
	Electrical					
		06/01/2017			170145	$50.13
		06/01/2017			170151	$324.44
		06/09/2017			170153	$35.88
				Commercial Electrical Fee Total:		**$410.45**
	Mechanical					
		06/01/2017			170147	$597.39
		06/29/2017			170165	$213.74
				Commercial Mechanical Fee Total:		**$811.13**
	Plumbing					
		06/01/2017			170146	$708.00
		06/29/2017			170166	$110.50
				Commercial Plumbing Fee Total:		**$818.50**
	Right of Way					
		06/15/2017			170160	$25.00
		06/29/2017			170167	$25.00
				Commercial Right of Way Fee Total:		**$50.00**
	Sign					
		06/20/2017			170163	$5.00
		06/28/2017			170164	$15.00
		06/29/2017			170168	$15.00
				Commercial Sign Fee Total:		**$35.00**
	Commercial Valuation Total:		**$0.00**	**Commercial Fee Total:**		**$2,125.08**

Residential					
	Building				
		06/01/2017	$29,625.00	170135	$190.00
		06/01/2017	$197,622.00	170137	$711.50
		06/01/2017	$198,700.00	170139	$713.50
		06/01/2017	$50,000.00	170140	$287.63
		06/01/2017	$15,000.00	170141	$109.50
		06/09/2017	$0.00	170152	$50.00
		06/15/2017	$450,000.00	170159	$1,356.00
		06/20/2017	$3,000.00	170161	$22.00
		06/29/2017	$15,000.00	170170	$109.50
	Residential Building Valuation Total:		**$958,947.00**	**Residential Building Fee Total:**	**$3,549.63**
	Electrical				
		06/01/2017		170142	$44.13
		06/01/2017		170143	$50.13
		06/01/2017		170144	$74.00
		06/09/2017		170148	$111.25
		06/09/2017		170154	$35.88
		06/15/2017		170156	$35.88
		06/15/2017		170157	$69.63
		06/29/2017		170172	$35.88
				Residential Electrical Fee Total:	**$456.78**
	Mechanical				
		06/29/2017		170171	$90.39
				Residential Mechanical Fee Total:	**$90.39**
	Plumbing				
		06/09/2017		170150	$54.50
		06/15/2017		170155	$48.00
		06/29/2017		170173	$34.00
				Residential Plumbing Fee Total:	**$136.50**
	Right of Way				
		06/01/2017		170136	$25.00
		06/01/2017		170139	$25.00
		06/09/2017		170149	$25.00
		06/15/2017		170158	$25.00
		06/20/2017		170162	$25.00
		06/29/2017		170169	$25.00
		06/29/2017		170174	$25.00
				Residential Right of Way Fee Total:	**$175.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$958,947.00**	**Residential Fee Total:**	**$4,408.30**
	Valuation Grand Total:		**$958,947.00**	**Fee Grand Total:**	**$6,533.38**

Permits - YTD - through June 2017

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$13,380,220.00		$23,591.50
	Electrical			$907.83
	Mechanical			$954.31
	Plumbing			$942.00
	Right of Way			$200.00
	Sign			$90.00
	Commercial Valuation Total:	**$13,380,220.00**	**Commercial Fee Total:**	**$26,685.64**
Residential				
	Building	$6,028,947.00		$20,030.58
	Electrical			$1,421.17
	Mechanical			$750.87
	Plumbing			$1,482.00
	Right of Way			$1,210.00
	Sign			
	Residential Valuation Total:	**$6,028,947.00**	**Residential Fee Total:**	**$24,894.62**
	Valuation Grand Total:	**$19,409,167.00**	**Fee Grand Total:**	**$51,580.26**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated four graves for Cemetery
- Placed 67 cubic yards of concrete for street repairs and ROW permits.
- Assisted the Wastewater Division with two sanitary sewer repairs on June 6th.
- Cleaned road ditch on Railroad Street on June 7th with assistance from Carroll County.
- Assisted the Water Division with a watermain repair on W. 3rd Street on June 19th.
- Painted traffic markings.
- Swept streets.
- Maintained signs and signals.
- Patched potholes.
- Bladed gravel roads.
- Division Safety Meeting: Blood Pressure Awareness on June 8th, 2017.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 47.281 million gallons
  Daily Average: 1.576 million gallons
  Daily Maximum: 2.025 million gallons
- Completed 159 Iowa One Call locate requests.
- Meter Department
  - 61 service orders.
  - 19 delinquents.
  - 1 reread.
  - 0 stuck meters.
- Division Safety Meeting: "Safety Trainer on Work Zone Safety", June 29, 2017.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 47.705 million gallons
  Daily Average: 1.590 million gallons
  Daily Maximum: 2.166 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Heat Stress", June 26, 2017.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Replaced broken sections of curb in CBD.

Division: Water; Terry Kluver, Water Superintendent

- Submitted eight (8) samples of the thirty (30) permit-required Lead and Copper samples from home service lines due June 1, 2017 through September 30, 2017.
- Completed bacteria samples on watermain for Northridge Fourth Subdivision Phase Three.
- Placed Well #12 on line after installation of new column pipe and rebuilt pump bowl assembly.

Division: Sean Kleespies, Wastewater Superintendent

- Repaired sanitary sewer on 8th Street between Vine Street and High Ridge Road.
- Repaired sanitary sewer on 7th Street between Clark Street and East Street.
- Repaired the level indicator for the fine screen.
- Repaired sanitary sewer on Windwood Drive.
- Repaired rear axle of the Jet/Vac truck.
- Mowed the WWTP grounds.
- Continued cleaning of the sanitary sewer system.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Paint traffic markings.
- Street repairs.
- Sweep streets.
- Clean another road ditch on Railroad Street.
- Maintain signs and signals.
- Blade gravel roads, as needed.

Division: Water; Terry Kluver, Water Superintendent

- Obtain permit-required samples for Total Trihalomethanes (TTHM) and Haloacetic Acids (HHA5) at two locations.
- Obtain remaining permit-required samples for Lead and Copper.
- Install new check valve on six-inch discharge line at Well #11.
- Mow five (5) well sites.

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 the sanitary sewer system.

CAPITAL PROJECT STATUS SUMMARY – 07-18-17

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.	$122,730.00 +	11-10-14	$132,856.50		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	$1,132,455.61	06-16-15	$1,180,803.75	95%	11-13-15	
Street Maintenance Building	2016 On-going	FY 16	FY14	$4,308,500	2019	FEH Design	$22,500.00	01-25-16	$2,250.00		05-01-16	Space Needs/ Prelim. Design
US 30 – Grant Road Intersection	2016 On-going	FY 14	FY14	$1,466,150	2017	Snyder & Associates, Inc.	$4,900.00	07-22-13	$4,900.00	100%	08-15-13	TSIP Application
						Snyder & Associates, Inc.	$199,600.00	04-14-14	$175,951.15			Design
Downtown Streetscape Phase 8	2016 On-going	FY 15	FY15	$998,500	2017	Confluence	$101,940.00	11-10-14	$102,038.53		05-15-17	Design Completion
						Confluence	$25,196.000	06-12-17			11-15-17	Const. Services
						Badding Construction Company	$1,294,844.41	06-12-17			11-15-17	
High Ridge Road Resurfacing - 2016	2015 On-going	FY 16	FY16	$1,150,00 0	2017	JEO Consulting Group, Inc.	$99,356.00 $94,260.00	09-14-15	$199,385.40		2016	Design Construction Services
						OMG Midwest, Inc.	1,149,123.40	04-11-16	$1,170,008.61	95%	75 Days	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Corridor Entry Features	2016 On-going	FY 17	FY17	$440,000	2018	Confluence	$19,550.00	01-23-17	$9,996.45			
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 restrooms and shelters everyday
- Clean grandstands at Merchants Pak
- Water flowers three days a week
- Mow park areas that need it
- Trim shrubs in beds downtown
- Trim sidewalks and curbs
- Maintain ballfields
- Trim trees downtown

Golf: Scott Haakenson, Golf Superintendent

- Mowed fairways 13 times
- Mowed tees 13 times
- Mowed collars 13 times
- Mowed greens 18 times
- Rolled greens nine times
- Mowed rough as needed
- Cut cups 12 times
- Sprayed greens and tees as needed
- Irrigated as needed
- Serviced mowers as needed
- Verticut greens two times
- Watered new trees as needed
- Trimmed when needed

Cemetery: John Snyder, Cemetery Sexton

- Tended to nine interments, five were cremation burials, three full burials and one baby burial
- Mowed cemetery four times
- Removed one maple tree in Block 1
- Picked up sticks and emptied garbage cans daily
- Sold graves when needed
- Backfilled any sunken graves
- Continued organizing new shop and office
- Watered trees, shrubs and flower gardens when needed
- Did all paperwork and collected all monies due for private cremation burials and grave sales.
- Serviced equipment as needed
- Trimmed weeds around all monuments two times
- Finished planting flower gardens
- Did all standard monthly paperwork for cemetery records, funeral home billing and all burial records updated

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

- Aquatics – Lifeguard/concession schedules, cash balance reports to city hall,
- Fitness Calendars and class review, continued teaching early AM/Noon (SH)
- Perfect Mind – learning (SH), calls for troubleshoot, daily money & reports (PH), leagues (MM), weekly meetings up upcoming updates (MK)
- Monitor Production Slideshow update (Mike)
- Updating website & social media
- Storage Room Organizing and Inventory (Mike)
- Shelter House open & enclosed reservations (PH)
- Recertified lifeguards on staff (MK)
- Continued to take registration forms for remaining summer programs:
  - Youth Tennis
  - Summer Swim Lessons
  - Golf Fundamentals

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

- Repair broken fixtures
- Clean up after vandals

Golf: Scott Haakenson, Golf Superintendent

- Trimmed trees
- Cut down two dead trees

Cemetery: John Snyder, Cemetery Sexton

- Removed maple tree in Block 1

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

- Office update, staff going through files and prepping for office reorganization making office more accessible to customers and work-friendly/ergonomic for staff
- Baseball / Softball Games (234 Baseball Participants / 156 Softball Participants)
- T-ball Games (120 participants)
- Day Ball Volleyball Program (29 participants)
- Golf Fundamentals Program (13 participants)
- Coed Softball Registration (10 teams)
- Registration started for Fall Sports (June 26th)
    - Flag Football-Opt. Kdg.-6th grade
    - Volleyball-3rd- 6th grade
    - Soccer- 4 years old-2nd grade
- Had 230 participants register for Fall Sports using the online registration (June 26-July 12, 2017)
- Offered another LG class early June certifying 7 people, 2 will work at Carroll.
- Both pools running at full staff, and we added hours opening REC at 11 M-F vs noon (due to moving 1 of the 3 swim team practices to night) and opening daily at the outdoor pool at noon vs 1 with various programs (last year started "tot time", this year we added Member Monday and W/F Adult time).
- Worked with daycare to have morning 3 year old time
- Interviewed new water fitness instructor, trained 1 staff teaching 8 am and noon
- New seasonal Yoga Instructor – Kimber Spaulding

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Sinks and drains at Rec Center and City Hall
- Downtown lights
- Working on specs, bids, quotes
- Locker locks at Rec Center
- Budget items
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Storm sirens testing
- Golf house removal
- Next year's budget items
- Night cleaning shift openings
- Office remodel at Rec Center
- Aquatic Center
- Little League lights
- Pump Aquatic Center

- Street lights to LED
- Pool lights at Rec
- Golf Course items
- A/C repair at city buildings

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Keep plants downtown and in parks watered

Golf: Scott Haakenson, Golf Superintendent

- Put down grub control
- Routine maintenance

Cemetery: John Snyder, Cemetery Sexton

- Routine schedule

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

- Summer leagues ending: Youth Baseball / Softball / Tball Games
- July Programs: Coed Softball Games, Golf Fundamentals Program, Challenger British Soccer Camp, Swim Lessons (outdoor)
- Fall Sports Registration / Planning
- Dash 2 The Splash Planning
- Office renovation complete - Continue to go through files
- Youth Theater/CCT performances of Fiddler on the Roof-July 20, 21, 22, 23
- App Audio goes live for weight/cardio room to listen via smart phones
- Lifeguard in-services
- LGI class being offered in Carroll – SH taking, MK teaching as LGIT, 5 individuals through the state are in the class
- Fall Back into Fitness
- WSI Class offering

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- LED lighting

Safety Topic:

- Pool safety

Director's Report
June 2017

As reported by Rachel Van Erdewyk, Library Director

Program Attendance:

Tech Help Friday	45
Children's Library Programs	826
Children's Program Outreach	118
Rope Warrior Summer Reading Event	449
Magician Summer Reading Event	479
Bubble Wonders Summer Reading Event	582
Crafty Library Ladies	54
Poetry Group	12
STEM Camp: 3rd-5th Grade	37
Total Program Attendance	**2,602**
Monthly Door Count	**12,079**

Monthly Statistics:

Total Print Circulation:	18,281
BRIDGES Circulation:	730
Consumer Reports:	293
Public Computer Use:	807
Wi-Fi Use:	278
Website Visits	4,547
EbscoHost Downloads:	83
Global Road Warrior Page Views:	1
Learning Express Resources:	8
Freegal Music Downloads:	411
GVRL eBook Downloads:	4
ABC Mouse Sessions:	162
Zinio Digital Magazine Circulation:	44
Daily Times Herald Page Views:	3,866
Total Resources Utilized	**29,515**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Storytime programming this month included Rookie Readers, Diane's Read-Aloud, and Ivan the reading dog. Our summer reading programs began this month with the Rope Warrior, a magician, and Bubble Wonders. All summer reading events drew a large crowd. Dr. Whoot ran in two mascot races at a Merchants Park game hosted by the Carroll Young Professionals (CYP) and DMACC. Diane and Dr. Whoot were also at Relay for Life reading stories to groups of kids.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Library Ladies, and the Poetry Group. Donna and I had our first STEM camp of the summer with 3rd through 5th graders. On the first day the kids designed marble roller coasters and on the second day designed and tested parachutes and paper helicopters.

3) **Upcoming Events**:
   - Dan Wardell, IPTV Reading Road Trip: July 25
   - Makerspace Demo with Aidex: July 27
   - STEM Camp for 9th through 12th graders: August 1 and 2
   - STEM Camp for 6th through 8th graders: August 8 and 9
   - STEM Camp for adults: August 15 and 16

Pick up a Summer Reading Program booklet and magnet to see what other events are planned for this summer. View upcoming events on the library's Google calendar at www.carroll-library.org by clicking on the Calendar of Events link on the home page.

Annual Planning Session

Carroll City Council Annual Planning Session
2016-2017 Priority Items Work Plan Update as of June 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
  - Bid Letting – April 11, 2017 – Completed
  - Award of Contract – April 24, 2017 – Completed
  - Construction – Late July
  - Completion Date – September 30, 2017
- Review Graham Park Athletic District/ISU Plan when developed
  - Plan reviewed with Committee at the February 10, 2017 meeting
  - Final Plan has been reviewed by City Council
  - $75,000 in the FY 18 budget for further planning
- Continue Corridor of Commerce streetscapes on planning bases
  - Streetscape Phase 8 Project Development Schedule (Tentative)
    - Plan Hearing: May 22, 2017
    - Bid Letting: June 6, 2017
    - Bid Award: June 12, 2017
    - Construction Substantial Completion: November 15, 2017
- FY 2018 Budget
  - Conducted Council Work Sessions on January 26 and 30, 2017
  - Public Hearing and FY 2018 Budget approved: March 13, 2017
- City Entryway Signs
  - City Council Workshop: January 9, 2017
  - Monument signage and Trail Improvement Capital Loan Note Public Hearing and Resolutions: February 2017
  - Downtown Business Sign Selection: April 10, 2017, April 24, 2017
  - US 30 East Entrance Sign Consideration: April 10, 2017

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

Upcoming Actions (Tentative Dates)

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

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

- Waste Water Treatment Plant Improvements
    - DO/Disinfection: Self-Assessment Matrix and Work Record Request: January 1, 2017
    - Copper: Compliance Strategy: May 1, 2017
    - DO/Disinfection: Facility Plan: October 1, 2017
    - DO/Disinfection: Progress Report: April 1, 2018
    - Copper: Progress Report: May 1, 2018
    - DO/Disinfection: Plans and Specifications: September 1, 2018
    - Nutrient Reduction: Feasibility Report: November 1, 2018
    - DO/Disinfection: Construction Contract: November 1, 2018
    - Copper: Progress Report: May 1, 2019
    - DO/Disinfection: Progress Report: July 1, 2019
    - DO/Disinfection: Complete Contraction: March 1, 2020
    - DO/Disinfection: Compliance: April 1, 2020
    - Copper: Progress Report: May 1, 2020
    - Copper: Progress Report: May 1, 2021
    - Copper: Compliance: October 1, 2021
- Street Maintenance Building – Develop Financing Plan
- Council Adoption of Financial Policies
- Learn more about and provide information on the Community Endowment Fund