City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

July 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
- Continued review for city hall server replacement
- Prepared FY 16/17 year end transfers
- Began preparing FY 16/17 annual audit paperwork
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – July 20 (planning for Kids Health & Safety Fair)

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 – migrate City Hall emails to the cloud
- Continue gathering FY 16/17 annual audit paperwork
- Audit field work Aug. 29 – Sept 1
- Set up cemetery time clock
- Prepare FY 16/17 Road Use Tax Report
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – August 24
    - Employer sponsored wellness activity – August 31

Accomplishments of particular note:

- 262 utility bills and statements were emailed in July 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 July.

The Carroll Fire Department hosted the Carroll County Firefighters Association Meeting on July 17th. Sara Anderson, with Carroll County Emergency Management, gave a presentation on responding to large-scale community disasters. Lessons learned from recent actual tornado events in Iowa were reviewed, focusing on things that went well and things that could have been done to improve responses to these events.

All trucks and firefighting equipment was inspected, cleaned and serviced as part of a routine maintenance program.

Run Report for July:

Alarm Date	Alarm Location	Incident Type
07/01/2017	17402 Kittyhawk Ave	Grass fire
07/09/2017	18th & Highland Dr	Vehicle fire
07/13/2017	905 E Highway 30	Attic fire
07/27/2017	526 E 18th St Apt. D-4	Structure fire
07/28/2017	19577 Kittyhawk Ave	Grass fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Patrick McCarty completed his field training program on June 30. He was assigned to a patrol shift beginning July 1.

Officer Justin Ferrin attended basic narcotics investigation school in Clarinda on July 21. This course was sponsored by the Iowa Division of Narcotics Enforcement. Officer Ferrin was taught tactics and approaches to correctly complete narcotics investigations.

Officer Nathan Christian completed vehicle theft examination school on July 26. Salvage title vehicles must be inspected by an Iowa DOT certified inspector and this school allows Officer Christian to complete those inspections. The Carroll Police Department does inspections Monday through Friday from 0800-1700. Anyone needed to have a vehicle inspected in order to get it registered is encouraged to call for more information.

Many donations were collected during the month in support of the K9 Unit. Thank you to all who have donated. We have exceeded our goal of $20,000 and will continue to fundraise to help with ongoing costs.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: July 1 THRU July 31, 2017

Offenses	Incidents Reported
Forcible Rape	1
Forcible Fondling	1
Robbery	1
Simple Assault	3
Burglary/B&E	3
Shoplifting	6
Theft from Vehicle	5
Theft Vehicle Part	1
Theft of Bike	2
Theft from Building	4
Other Larceny	2
Motor Vehicle Theft	2
Arson	1
Credit/ATM Fraud	1
Vandalism: Business	3
Vandalism: Residence	7
Vandalism: Vehicle	3
Vandalism: Other	1
Drug/Narc Violations	4
Drive Under Infl	3
Drunkenness	3
Disorderly Conduct	5
All Other Offenses	4
Trespassing	1
Found Property	10
Unattended Death	1
Dispose of Animal	1
Warrant Outside	8
Car and Bike	1
10-50PD	11
1050PD: Hit and Run	2
Under 1500	6
Op After Revocation	2
Operate After Suspen	12
Misc. Public	4
Total	**125**

Citations	
Animal	0
Dark Windows	0
License	20
Other	1
Parking Violation	14
Registration	17
Seatbelt	39
Tobacco	0
Traffic	73
Warning	298
TOTAL	**462**

Salvage Vehicle Inspections: 15

Building Department

As reported by Perry Johnson, Building Official

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					
		07/07/2017	$35,400.00		170177	$221.00
		07/07/2017	$750,000.00		170181	$2,013.00
		07/26/2017	$200,000.00		170201	$691.00
		07/28/2017	$117,000.00		170203	$486.00
	Commercial Building Valuation Total:		**$1,102,400.00**	**Commercial Building Fee Total:**		**$3,411.00**
	Electrical					
		NONE				
				Commercial Electrical Fee Total:		**$0.00**
	Mechanical					
		07/07/2017			170180	$28.13
				Commercial Mechanical Fee Total:		**$28.13**
	Plumbing					
		NONE				
				Commercial Plumbing Fee Total:		**$0.00**
	Right of Way					
		NONE				
				Commercial Right of Way Fee Total:		**$0.00**
	Sign					
		07/28/2017			170207	$45.00
				Commercial Sign Fee Total:		**$45.00**
	Commercial Valuation Total:		**$1,102,400.00**	**Commercial Fee Total:**		**$3,484.13**

Residential					
	Building				
		07/07/2017	$600,000.00	170178	$1,696.00
		07/26/2017	$100,000.00	170202	$441.00
		07/28/2017	$20,000.00	170204	$140.75
		07/28/2017	$10,000.00	170205	$78.25
		07/28/2017	$5,000.00	170206	$47.00
	Residential Building Valuation Total:		**$735,000.00**	**Residential Building Fee Total:**	**$2,403.00**
	Electrical				
		07/07/2017		170175	$50.13
		07/17/2017		170182	$230.00
		07/17/2017		170183	$139.00
		07/17/2017		170184	$178.00
		07/17/2017		170185	$178.00
		07/17/2017		170186	$33.20
		07/17/2017		170187	$162.40
		07/17/2017		170194	$35.88
		07/17/2017		170195	$40.92
				Residential Electrical Fee Total:	**$1,047.53**
	Mechanical				
		07/17/2017		170190	$56.01
		07/17/2017		170193	$53.26
				Residential Mechanical Fee Total:	**$109.27**
	Plumbing				
		07/17/2017		170188	$80.00
		07/17/2017		170191	$83.50
		07/24/2017		170199	$114.00
				Residential Plumbing Fee Total:	**$277.50**
	Right of Way				
		07/07/2017		170176	$25.00
		07/07/2017		170179	$25.00
		07/17/2017		170189	$25.00
		07/17/2017		170192	$25.00
		07/24/2017		170196	$25.00
		07/24/2017		170197	$25.00
		07/26/2017		170198	$735.00
		07/24/2017		170200	$25.00
				Residential Right of Way Fee Total:	**$910.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$735,000.00**	**Residential Fee Total:**	**$4,747.30**
	Valuation Grand Total:		**$1,837,400.00**	**Fee Grand Total:**	**$8,231.43**

Permits - YTD - through July 2017

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$14,482,620.00		$27,002.50
	Electrical			$907.83
	Mechanical			$982.44
	Plumbing			$942.00
	Right of Way			$200.00
	Sign			$135.00
	Commercial Valuation Total:	**$14,482,620.00**	**Commercial Fee Total:**	**$30,169.77**
Residential				
	Building	$6,763,947.00		$22,433.58
	Electrical			$2,468.70
	Mechanical			$860.14
	Plumbing			$1,759.50
	Right of Way			$2,120.00
	Sign			
	Residential Valuation Total:	**$6,763,947.00**	**Residential Fee Total:**	**$29,641.92**
Valuation Grand Total:		**$21,246,567.00**	**Fee Grand Total:**	**$59,811.69**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated seven graves for Cemetery
- Placed 114.25 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.
- Bladed all alleys.
- Bladed gravel roads weekly.
- Swept streets.
- Maintained signs and signals.
- Division Safety Meeting: Jobsite Checklist on July 3rd, 2017.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 49.274 million gallons
  Daily Average: 1.589 million gallons
  Daily Maximum: 1.996 million gallons
- Completed 158 Iowa One Call locate requests.
- Meter Department
  - 50 service orders.
  - 20 delinquents.
  - 0 rereads.
  - 4 stuck meters.
  - 2 high water bills.
- Division Safety Meeting: "Slips, Trips and Falls Prevention", July 31, 2017.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 36.039 million gallons
  Daily Average: 1.163 million gallons
  Daily Maximum: 1.590 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Electric Safety", July 19th, 2017.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Assisted the Cemetery with the removal of two trees.
- Delivered barricades to downtown for Ridiculous Days.

Division: Water; Terry Kluver, Water Superintendent

- Completed permit-required samples from thirty (30) Lead and Copper sites in the distribution system.
- Work with contractors on Downtown Streetscape Phase 8 project.
- Installed seven (7) new raw water meters in wells.
- Installed three (3) new 16" water meters at Water Treatment Plant.

Division: Sean Kleespies, Wastewater Superintendent

- Repaired air line to VLR #3.
- Finished radio antenna for the leachate lift station.
- Influent flow meter calibrated by GPM.
- Repaired digester methane boiler and methane flame stack.
- Repaired gas valve on methane boiler.
- Cleaned Final Clarifier #2.
- Completed cleaning of the sanitary sewer system.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Street repairs – ROW permits.
- Maintain signs and signals.
- Blade gravel roads.
- Sweep streets.

Division: Water; Terry Kluver, Water Superintendent

- Install new fire hydrant at Main Street and 13th Street.
- Install farm hydrant for Downtown Streetscape Phase 8 project.
- Install new fire hydrant and valve at Walnut Street and 2nd Street.

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.
- Repair exhaust fan for blower building.
- Replace digester pressure regulator for the methane stack.
- Repair sanitary sewer at 16th Street and Quint Avenue.

CAPITAL PROJECT STATUS SUMMARY – 08-15-17

PROJECT				ANTICIPATED		CONTRACT DATA						
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							
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
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

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 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 $185,235.22	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	$108,537.87		05-15-17 11-15-17 11-15-17	Design Completion Const. Services
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	$199,715.40 $1,170,008.61	 95%	2016 75 Days	Design Construction Services
Corridor Entry Features	2016 On-going	FY 17	FY17	$440,000	2018	Confluence	$19,550.00	01-23-17	$12,399.45			

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
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 $5,649.09		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 parks restrooms and shelters
- Empty all trash cans (7 days a week)
- Water flower pots (12 times)
- Water new trees 5 years and less
- Spray weeds
- Rough mow long grass areas
- Clean up weeds in all playground areas
- Mow and trim parking along High Ridge Road
- Maintain all ballfields
- Clean up landscaping at Depot property
- Mow all park areas (3 times)
- Trim parks

Golf: Scott Haakenson, Golf Superintendent

- Mowed fairways 10 times
- Mowed tees 10 times
- Mowed collars 11 times
- Mowed greens 26 times
- Rolled greens four times
- Verticut greens three times
- Mowed rough when needed
- Serviced mowers as needed
- Watered new trees as needed
- Sprayed greens and tees as needed
- Cut cups 14 times
- String trimmed as needed

Cemetery: John Snyder, Cemetery Sexton

- Mowed cemetery three times
- Edged all curbs inside and outside of cemetery and all sidewalks in Veterans Circle, Clark Street, and 1st Street
- Took care of all office work including timesheets, burial records, grave sales, and funeral home billing info
- Collected all monies due for services rendered to out of town funeral homes and private cremation burials
- Sprayed all exterior fences and boulder walls for weeds
- Removed one large maple tree after a large limb fell on to 1st Street, cleaned up dead wood and low hanging branches in one oak tree in area where funeral was scheduled. Removed one medium sized oak tree in Mount Olivet baby land area that was ¾ of the way dead. Removed dead wood out of one large cedar tree from storm damage.
- Equipment maintenance as and when needed.

- Tended to13 interments with three of them being cremation burials, and 10 being full burials. Three of the full burials were on Saturdays.
- Cold patched 2 areas of blacktop on south end of cemetery where it was washed out due to runoff and traffic
- Built racks on side of black dirt bunker to hold covers for open graves, and aluminum grave template
- Pulled weeds in flower gardens when and where needed
- Watered all flower gardens and newly planted trees where and when needed
- Removed old steel rack attached to old shop building and disposed of in scrap iron pile by fuel depot

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

- Aquatics (SH): lifeguard and concession schedules, manage outdoor pool, GLs to City Hall, lifeguard in services and trainings
- Fitness(SH): scheduling and calendar, class reviews, continued teaching early AM & Noon, water fitness subbing (MK)
- Perfect Mind Software: daily money & reports for Rec Center (PH) & Aquatic Center (SH), Shelter House reservations and signs (PH), registrations for fall leagues of Flag Football, Volleyball, Fall Soccer/swim lessons/snow-mer party, PAMP membership review (PH/MK)
- Monitor Production Slideshow update (MM) – 2 new larger TV's installed in hallway and weight/cardio room that "auto stream" vs monthly SD card updates, future TVs will receive the same software soon
- Website updates and league updates, use of social media for events and deadlines (MM)

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

- Water nursery trees
- Repair irrigation
- Water all planting beds downtown

Golf: Scott Haakenson, Golf Superintendent

- Trimmed trees
- Cut down one dead pine tree
- Spread grub control and fertilizer on fairways

Cemetery: John Snyder, Cemetery Sexton

- Ash tree removal in Mount Olivet side hill area
- Regular cemetery maintenance schedule
- Planting layout for new replacement trees

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

- IPRA Fall Conference – Carroll is host city! Staff cooperatively working on securing speakers, and preparing social events at Greasewood Flats and Santa Maria. Conference is held at the Carrollton September 11-13. Various cities are partnering with us to plan (Denison, Manning, Perry, Jefferson, Atlantic, and IPRA)
- City Pools inspected by Iowa Department of Health
- Aquatics and Fitness Specialist SH took the LGI Lifeguard Instructor course, a 20 hour+ certification and is now certified to teach lifeguard classes and reviews. MK taught the course as a certified LGIT (Instructor Trainer) of 5 students.
- SH recently became certified in "Pound" fitness to offer at the REC in the fall.
- Summer REC Swim Team season complete, finished with end of season pool party
- Completed Summer baseball/softball games and T-ball, as well as Adult Coed Softball
- Worked with Perfect Mind software on issues with in house vs. billing direct for the EFT payments
- Office Remodel: continue going through files as we move old files out of the office to storage cabinets, or shred as able

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
- New electrical service at Maple Park
- Cemetery time card machine

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- New playground mulch
- Seed areas torn up by construction
- Clean up after baseball/softball season
- Prepare for soccer/flag football season

Golf: Scott Haakenson, Golf Superintendent

- Aerify tees and reseed if necessary
- Reseed bad spots in fairways if needed
- Cut down more dead pine trees

Cemetery: John Snyder, Cemetery Sexton

- Learn operation of new timeclock system
- Talk to City Management on scheduling layout and design for preparing South end of cemetery for future grave sales and burials, so we can adjust budget accordingly. This will consist of all grass, tree, and shrub planting. Also pin layout for new plots.

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

- Continue to organize files and get office set up to run more efficient
- Host Iowa Parks & Recreation Fall Conference
- Prep and advertise Recreation Center 40th anniversary activities
- Outdoor pool closure on Sunday, August 20, with ARL Dog Swim August 27
- Flag Football and Fall Soccer, Fall Volleyball coaches meetings and games schedule
- "Snow-Mer" pool party with Mermaids and Snow White from Little Princess Parties.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- LED street lighting

Safety Topic:

- Lifeguard In-service on CPR and back boarding
- Hand tools

Director's Report
July 2017

As reported by Rachel Van Erdewyk, Library Director

Program Attendance:

Tech Help Friday	45
Children's Library Programs	893
Children's Program Outreach	38
Laughing Matters SRP Event	510
Dan Wardell SRP Event	482
Makerspace Demo	22
Crafty Library Ladies	52
Poetry Group	10
Referendum Open House	47
Total Program Attendance	**2,099**
Monthly Door Count	**10,664**

Monthly Statistics:

Total Print Circulation:	14,781
BRIDGES Circulation:	760
Consumer Reports:	352
Public Computer Use:	772
Wi-Fi Use:	285
Website Visits	4,463
EbscoHost Downloads:	103
Global Road Warrior Page Views:	1
Learning Express Resources:	18
Freegal Music Downloads:	364
GVRL eBook Downloads:	17
Chilton Auto Manual	6
ABC Mouse Sessions:	160
Zinio Digital Magazine Circulation:	48
Daily Times Herald Page Views:	4,408
Total Resources Utilized	**26,538**

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. Diane also started a new program this month called Pet Readers where kids went to the Animal of Rescue of Carroll to read to shelter cats and dogs. Our summer reading programs ended this month with Jay and Leslie, Laughing Matters, and Dan Wardell with IPTV. The last day to register for the Summer Reading Program was July 21 and we had a total of 1,596 kids and adults register this year.

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. Rob from Aidex, a makerspace product company, came to discuss different products that could potentially be in a makerspace. Due to some of the equipment being damaged, we were unable to demo any of the products and have rescheduled a different time for Aidex to come and demonstrate. Mike Pogge-Weaver and I also hosted three referendum open houses for people to come and ask questions about the library/city hall project. We had 47 people come to discuss and ask questions regarding the project.

3) **Upcoming Events**:
   - Makerspace Demo: September 27
   - Band Day Parade: September 30
   - Storywalk at Swan Lake: October 7

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 July 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
- 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
    - 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 – Under construction as of August 21, 2017
  - 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
        - Plan Hearing: May 22, 2017 - Complete
        - Bid Letting: June 6, 2017 - Complete
        - Bid Award: June 12, 2017 - Complete
        - 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 - Complete
    - Monument signage and Trail Improvement Capital Loan Note Public Hearing and Resolutions: February 27, 2017 - Complete
    - Downtown Business Sign Selection: April 10, 2017
    - US 30 East Entrance Sign Consideration: April 10, 2017, April 24, 2017, May 8, 2017
- 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

<u>Upcoming Actions (Tentative Dates)</u>

- 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
- Water Distribution/Street Conditions
    - City Council Workshop – Street Conditions – September 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 - 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