City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

September 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
- Replaced city hall server – September 29
- Set up cemetery time clock
- Began review of draft of FY 17 audit report
- Prepared and filed FY 16/17 Road Use Tax Report
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – September 21

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Finish city hall server replacement project
- Continue review of draft of FY 17 audit report
- Begin preparing Annual Urban Renewal Report – due December 1
- Continue review of temporary office space for City Hall
- Begin working with DMACC intern who has interest in city government
- Help with Civil Service Commission testing/interviews – October 4 & 17
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – October 26

Accomplishments of particular note:

- 278 utility bills and statements were emailed in September 2017

Safety Topic:

- First Aid/CPR training

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to ten calls for service and held four training sessions in August.

The Fire Department participated in the Carroll Band Day Parade in addition to the Kuemper and Carroll Homecoming Parades. The Department also participated in the Touch a Truck, a promotion as a benefit for the Food Pantry. This event was held September 28th at St. John's Lutheran Church.

The Department conducted a controlled burn of the abandoned house at the Municipal Golf Course on September 23. Weather and wind conditions were very favorable for this event. For the past year, this house provided the opportunity for many valuable training exercises for Fire Department members. The Police Department also utilized this house for several police training sessions. Parks and Recreation Director Jack Wardell will make arrangements for the removal of the home's foundation and backfilling the basement cavity with fill-dirt. Water service piping from the City watermain will also be disconnected and capped at the main.

Run Report for September:

Alarm Date	Alarm Location	Incident Type
09/01/2017	8 West on Highway 30	2 vehicle collision
09/08/2017	610 E 18th St	False alarm
09/08/2017	102 W 6th St	False alarm
09/08/2017	502 S Clark	Carbon monoxide alarm
09/08/2017	210th & Kittyhawk Ave	Vehicle fire
09/12/2017	117 W 13th St	Oven fire
09/12/2017	1318 Highridge Rd	Detector malfunction
09-/13/2017	827 N Carroll	Garage fire
09/21/2017	1010 Woodland Dr. Apt. 207	Cooking fire
09/23/2017	1010 Woodland Dr.	False alarm

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On September 11, Sergeant Gary Bellinghausen began the DARE program at the Carroll Middle School. The program will run the first semester at the CMS then the second semester will be at Kuemper Middle School.

Senior Fun Day was on the 20th at the Carroll Recreation Center. Sergeant Bellinghausen was present to provide information on scams, personal protection, and answer questions that event goers may have had.

The 22nd kicked off the parade season in Carroll with the Kuemper Homecoming parade. Carroll High School homecoming parade was on the 29th and concluding the season was the Band Day parade which was held on the 30th. All events were successful with many road closures and detours during the events.

St John Lutheran Church held a touch a truck event on the 28th. Officer Nathan Christian was at the church for the event allowing people to see and touch a patrol car while answering questions from the public.

All officers' received new portable radios on the 26th and a training on the use took place that day presented by the Carroll County 911 Center. The radios were purchased in part with a large grant from the State 911 fund. This grant covered 75% of the costs of the radio saving the City thousands on the update.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	September 2017	September 2016	September 2015
Forcible Rape			
Forcible Fondling			
Porno/Obscene Material			
Robbery			
Aggravated Assault		1	1
Simple Assault	5	6	3
Domestic Abuse	1	3	1
Burglary/B&E	3	8	
Shoplifting	10	4	1
Theft from Vehicle	2	8	7
Theft Vehicle Part			
Theft of Bike		1	
Theft from Building	3	4	8
Other Larceny	1		
Motor Vehicle Theft	3		1
Arson	1		
Counterfeit/Forgery	4	2	
Credit/ATM Fraud	1		
Identify Theft			
Bad Checks	1		
Stolen Property			
Vandalism		2	
Vandalism: Business		1	
Vandalism: Residence	5	3	3
Vandalism: Vehicle	2	7	4
Vandalism: School			
Vandalism: Other		1	
Weapon Law Violation			
Drug/Narc Violations	2	4	5
Drug Equipment Viol			
Drive Under Influence	7	1	1
OWI 2nd	1		1
OWI 3rd			
Liquor Law Violation	1		2
Drunkenness	3	4	2
Disorderly Conduct	3	2	
Harassment			
All Other Offenses	1	1	2
False Information			
Trespassing	3	1	1

Runaway			
Missing Person			
Cruelty to Animal			
Found Property	2	4	5
Unattended Death		2	
Suicide			
Mental Case			
Animal Bite			2
Dispose of Animal			
Warrant Outside	6	3	2
Restraining Order			2
10-50 PI Personal Injury		1	1
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	17	12	10
10-50 Car & Deer			
1050 PD: Hit and Run		1	1
10-50 PD Under 1500	7	5	1
Assist Other Agency			
Moving Violations		1	
Op After Revocation	4	1	1
Operate After Suspen	7	4	5
Miscellaneous Public	5	1	1
Total	**111**	**99**	**74**

September 1 - 30, 2017

Citations	
Animal	
Tobacco	
Dark Windows	1
License Violation	20
Other	4
Registration	21
Seatbelt	38
Traffic	69
Violation (Parking)	4
Warning Notices	243
Loud Stereo	
TOTAL	**400**

September 1 - 30, 2017

Salvage Vehicle Inspections: 8

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - September 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					
		09/06/2017	$90,000.00		170242	$409.70
		09/15/2017	$42,000.00		170250	$248.50
		09/15/2017	$50,000.00		170254	$287.63
	Commercial Building Valuation Total:		**$182,000.00**	**Commercial Building Fee Total:**		**$945.83**
	Electrical					
		09/06/2017			170239	$800.03
		09/06/2017			170241	$39.32
		09/18/2017			170260	$97.08
		09/18/2017			170262	$40.00
				Commercial Electrical Fee Total:		**$976.43**
	Mechanical					
		09/15/2017			170255	$34.76
		09/21/2017			170267	$41.88
				Commercial Mechanical Fee Total:		**$76.64**
	Plumbing					
		09/21/2017			170268	$37.50
				Commercial Plumbing Fee Total:		**$37.50**
	Right of Way					
		NONE				$0.00
				Commercial Right of Way Fee Total:		**$0.00**
	Sign					
		09/06/2017			170238	$15.00
		09/06/2017			170243	$15.00
		09/11/2017			170246	$15.00
		09/11/2017			170247	$15.00
		09/18/2017			170259	$5.00
		09/21/2017			170272	$30.00
				Commercial Sign Fee Total:		**$95.00**
	Commercial Valuation Total:		**$182,000.00**	**Commercial Fee Total:**		**$2,131.40**

Residential					
	Building				
		09/06/2017	$17,000.00	170240	$122.00
		09/15/2017	$35,000.00	170253	$217.00
		09/21/2017	$45,000.00	170263	$262.00
		09/21/2017	$227,000.00	170265	$800.50
		09/28/2017	$0.00	170275	$0.00
	Residential Building Valuation Total:		**$324,000.00**	**Residential Building Fee Total:**	**$1,401.50**
	Electrical				
		09/06/2017		170245	$44.84
		09/18/2017		170261	$49.76
				Residential Electrical Fee Total:	**$94.60**
	Mechanical				
		09/15/2017		170251	$44.26
		09/28/2017		170276	$35.75
				Residential Mechanical Fee Total:	**$80.01**
	Plumbing				
		09/15/2017		170252	$51.50
		09/28/2017		170277	$76.00
				Residential Plumbing Fee Total:	**$127.50**
	Right of Way				
		09/06/2017		170244	$25.00
		09/11/2017		170248	$25.00
		09/11/2017		170249	$25.00
		09/15/2017		170256	$640.00
		09/15/2017		170257	$25.00
		09/15/2017		170258	$25.00
		09/21/2017		170264	$25.00
		09/21/2017		170266	$1,335.00
		09/21/2017		170269	$25.00
		09/21/2017		170270	$25.00
		09/21/2017		170271	$25.00
		09/22/2017		170273	$25.00
		09/22/2017		170274	$25.00
				Residential Right of Way Fee Total:	**$2,250.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$324,000.00**	**Residential Fee Total:**	**$3,953.61**
	Valuation Grand Total:		**$506,000.00**	**Fee Grand Total:**	**$6,085.01**

Permits - YTD - through September 2017

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$15,256,620.00		$29,931.33
	Electrical			$1,884.26
	Mechanical			$1,190.88
	Plumbing			$1,102.00
	Right of Way			$250.00
	Sign			$245.00
	Commercial Valuation Total:	**$15,256,620.00**	**Commercial Fee Total:**	**$34,603.47**
Residential				
	Building	$7,506,770.64		$25,594.58
	Electrical			$2,599.90
	Mechanical			$1,000.91
	Plumbing			$2,081.00
	Right of Way			$4,595.00
	Sign			
	Residential Valuation Total:	**$7,506,770.64**	**Residential Fee Total:**	**$35,871.39**
	Valuation Grand Total:	**$22,763,390.64**	**Fee Grand Total:**	**$70,474.86**

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
- Placed 62.25 cubic yards of concrete for street repairs and ROW permits.
- Maintained signs and signals.
- Assisted the Wastewater Division with a sewer repair on September 19th.
- Hauled street sweepings to the landfill.
- Swept streets and CBD at 5:00 AM on Thursdays.
- Installed a culvert and cleaned road ditch on Railroad Street.
- Division Safety Meeting: CPR Training on September 28th, 2017.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 40.620 million gallons
  Daily Average: 1.354 million gallons
  Daily Maximum: 1.896 million gallons
- Completed 162 Iowa One Call locate requests.
- Meter Department
  - 57 service orders.
  - 24 delinquents.
  - 0 rereads.
  - 1 stuck meter.
- Division Safety Meeting: "Mitigating Hazards of Hydrogen Sulfide", September 26th, 2017.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 38.117 million gallons
  Daily Average: 1.271 million gallons
  Daily Maximum: 1.438 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "CPR on September 28th, 2017.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Delivered and picked up picnic tables for annual flight breakfast on September 10th.
- Delivered barricades for Band Day parade.
- Seeded High Ridge Road lawns affected by the construction project.

Division: Water; Terry Kluver, Water Superintendent

- Installed 10" watermain valve on W. 6th Street.
- Installed 6" service saddle to 327 N. Carroll for Trail Projec.t
- Installed new fire hydrant at Court Street and 8th Street.
- Entered Water Division vehicle in Band Day parade.

Division: Sean Kleespies, Wastewater Superintendent

- Fall spraying of the WWTP grounds.
- Repaired sanitary sewer on 16th Street and Quint Avenue.
- Continue cleaning of sanitary sewer system.
- Continue collection system copper testing.
- Jet/Vac repairs.
- Jet/vac storm sewer on 4th Street and Main Street.
- Passed DMRQA Study 37.
- Replaced pressure regulator on the methane burner outside.
- Put leachate lift station on line.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Maintain signs and signals.
- Street repairs and ROW permits.
- Sweep streets.
- Blade alleys and gravel roads, as needed.
- Prepare snow removal and ice control equipment.

Division: Water; Terry Kluver, Water Superintendent

- Conduct four (4) class tours at the Water Treatment Plant for Carroll Middle School 7th Grade.
- Remove large tree at High Service Pump Station.
- Move the water service line at 626 W. 10th Street away from sanitary sewer.
- Install new fire hydrant at Crawford Street and 3rd Street.
- Install new fire hydrant at N. West Street and 3rd Street.
- Mow three (3) well sites.
- Seed excavation sites from past summer work.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Perform proficiency testing for the EPA.
- Jet/Vac the sanitary sewer system.
- Repair sanitary sewer at 10th Street and Quint Avenue.
- Get equipment ready for Winter.

CAPITAL PROJECT STATUS SUMMARY – 10-12-17

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							
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc. Godbersen-Smith Construction Co.	$60,800.00 + $555,808.75	09-24-12	$143,848.36 $563,827.37	 95%	11-15-13 11-15-13	Plus Hourly Construction Services
Street 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 $187,610.90	100%	08-15-13	TSIP Application Design

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Project Name	Action Plan	CIP	Budget	Project Name	Action Plan	CIP	Budget	Project Name
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	$123,150.59 $536,387.24		05-15-17 11-15-17 11-15-17	Design Completion Const. Services
Corridor Entry Features	2016 On-going	FY 17	FY17	$440,000	2018	Confluence	$19,550.00	01-23-17	$18,861.96			
Third Street HMA Resurfacing	2016 On-going	FY 17	FY17	$1,036,000	2018	JEO Consulting Group, Inc. Tri-State Paving	$71,193.00 $80,078.00 $777,872.17	09-26-16 Late Start Date 08-14-17	$97,326.20 $285,559.84		40 Working Days	Design Construction Services
Well and Transmission Main Transmission Main – Group A	2014 2014	FY 16 FY 16	FY16 FY16			JEO Consulting Group, Inc. Drake Construction, L.C.	$324,000.00 $790,134.07	07-28-14 03-23-14	$327,680.61 $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
Water System Hydraulic Model						JEO Consulting Group, Inc.	$49,600.00	08-14-17	$4,190.00		12-29-17	

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Mow all park areas four times
- Clean all restrooms and shelters
- Mark out soccer and flag football fields
- Paint lines on fields twice
- Take batting cages down (five cages)
- Aerify and seed park areas
- Trim shrubs downtown
- Infield prep work for sodding
- Water flowers
- Spray cemetery for broadleaf weeds
- Start to shut down ballfields for season

Golf: Scott Haakenson, Golf Superintendent

- Mowed fairways 12 times
- Mowed tees 11 times
- Mowed collars 12 times
- Mowed greens 25 times
- Rolled greens one time
- Verticut greens one time
- Mowed rough as needed
- Sprayed greens and tees as needed
- Cut cups 10 times
- Trimmed trees
- Irrigated as needed

Cemetery: John Snyder, Cemetery Sexton

- There were 4 burials this month 2 of which were full burials, and 2 cremation burials, one was done on a Saturday
- Mowed cemetery 4 times.
- Trimmed around monuments, fences, and buildings, approximately 4 man hours per day
- Trimmed trees of deadwood and hazard branches when and where needed.
- Watered flower gardens on an average of twice a week.
- Took care of all cemetery records for burials, grave sales, funeral home monthly billing sheets and collected all money due to the City of Carroll for all private cremation burials, grave sales, and full burials from out of town funeral homes.
- Edged sidewalks and curbs on 1st street and also Clark Street. Edged curbs and entry ways on Grant Road.
- Picked up sticks and garbage daily
- Installed mulching packages on mowers for fall leaf mulching.

- Worked with Tom Weber on installing concrete drain channel from north east end of block 5 out to Grant Road going under stone wall.
- Started to replace all glass in boulder equipment building chapel restoration project.
- Moved ground warmers and miscellaneous equipment into old office and shop building.
- Met with 2 families to go over costs and details of disinterring a child and reentering them in another area.
- Took a CPR course at the fire department building, put on by the City of Carroll.
- Serviced equipment when needed
- Worked most of the month shorthanded due to the health and eventual death of Ron Keats wife.

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

- Office - Daily money and reports for Rec Center, Shelter House/Room/Theater reservations, September bills, PAMP memberships/call customers overdue accounts, File August PAMP (New, Changes, & Deleted), added new programs into online software
- Fitness Punch cards will soon be moved to "scan in" vs. current paper sign in. Process will decrease staff time in the future imputing use on excel sheet to our updated software system. Until then, Pam is working to update all currently sold fitness punch card attendance documentation. Goal to implement by end of 2017
- Aquatics – McKenzie & Sarah lifeguard Tuesday & Friday noon shifts due to no lifeguards available. McKenzie continues to teach the MWF 9 am Flex & Stretch water aerobics. Sarah taught 20 hour lifeguard course, adding 3 new lifeguards to staff. Sarah researching future "small water craft" class to teach.
- Fitness – Sarah taught 30+ hours of fitness classes 5:30 am Fit Mix & noon Fit in 30.
- Leagues – Flag Football (K-6th grade) 213 youth, Fall Soccer (4 yr. - 2nd grade) 196 youth, Volleyball (3rd-6th grade) 121 youth. Mike spent hours supervising fall programs, and website/monitor productions.

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

- Lay 8500 square feet sod infield and city hall
- Seed High Ridge Road right of way
- Trim and mulch Main Street planting beds

Golf: Scott Haakenson, Golf Superintendent

- Deep tined greens for first time ever
- Topdressed greens

Cemetery: John Snyder, Cemetery Sexton

- Continued to work with the Historical society on restoring the old boulder equipment building back to its original (or close to) condition.

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

- Hosted Iowa Parks & Recreation Association Fall Workshop: Carroll Recreation Department hosted at the Carrollton the conference with 80 delegates staying at the Carrollton. Sessions staff attended ranged from "Generations in the Workplace", "Inclusion in Recreation", "Active Shooter", "Lifeguard Challenges", as well as we all heard the entertaining Keynote of Carroll's own Scott Siepker and the impact of Parks & Recreation in our lives.
- Band Day Parade float in celebration of 40th anniversary with fitness theme
- Inventory of all fall sports equipment by Mike in storage units
- POUND program is 1st to ever be offered in Carroll! It's a fitness class with drumsticks and music and Sarah is certified to teach. We advertised via email, flyer, Facebook, and radio and the 10 spots sold out in less than 3 days.
- Watched Perfect Mind Webinar for BETA release 10.4.5 & 10.4.6

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
- Golf house removal of basement

- Street lights to LED
- Golf Course items
- Heating startups at city buildings
- Rec Center pump replacement
- Aquatic Center winterizing
- Pool lights replacement at Rec Center

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Finish broadleaf spraying
- Swing set installed at Thomas Park
- Mulch leaves in parks
- Start planting trees

Golf: Scott Haakenson, Golf Superintendent

- Spray herbicide
- Spread fall fertilizer

Cemetery: John Snyder, Cemetery Sexton

- Winterize equipment and move snow plow and snow blower to new shop for winter use.
- Continue tree work

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

- Carroll Recreation Center's 40th anniversary party!
- Sunday group Red Cross swim lessons
- Tuesday & Thursday evening Parent & Child swim lessons
- Pumpkin Plunge event
- Zumba Kids Halloween Dance Party
- Work on how room rental sheets can be printed out threw Perfect Mind

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- LED street lighting

Safety Topic:

- Electrical
- McKenzie taught 1st 2 of 5 CPR classes to full-time City Employees for infant/child/adult with AED training

Director's Report
September 2017

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	45
Children's Library Programs	277
Children's Program Outreach	316
Diane's Read Aloud	75
Crafty Library Ladies	60
Poetry Group	4
Books Clubs	13
CHS Outreach	106
Makerspace Demo	66
Total Program Attendance	**962**
Monthly Door Count	**6,300**

Total Print Circulation:	8,061
BRIDGES Circulation:	737
Consumer Reports:	304
Public Computer Use:	805
Wi-Fi Use:	252
Website Visits	4,984
Gale Databases:	148
Global Road Warrior Page Views:	39
Learning Express Resources:	54
Freegal Music Downloads:	524
GVRL eBook Downloads:	32
Chilton Auto Manual	9
ABC Mouse Sessions:	80
Zinio Digital Magazine Circulation:	30
Daily Times Herald Page Views:	4,596
Total Resources Utilized	**20,655**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Storytime programming this month included Rookie Readers, Diane's Read-Aloud, and Water Tales in conjunction with the Rec Center to introduce kids to swimming and swim lessons. Diane also did a lot of outreach this month with book visits to daycares in the community and performed various storytimes at Head Start. On September 30, the library and Dr. Whoot participated in the Band Day parade. Many kids recognized Dr. Whoot by yelling his name and waving at him during the parade.

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. We hosted a Makerspace Demonstration to allow people to see what types of makerspace technologies are available and to evaluate what equipment people would want to see in the new makerspace. The Carroll Young Professionals also hosted a lunch and learn in conjunction with the Makerspace. A total of 66 people attended the demonstration and many kids enjoyed seeing the innovative technology. I (Rachel) spent a day at Carroll High School teaching freshman students in Mrs. Klocke's English classes how to utilize the various databases through the Carroll Public Library website. Many new library card accounts were created to give to the students and many of the kids were surprised by the online services we offered.

3) **Upcoming Events**:
   - Library Friends Book Sale: November 10 & 11
   - Reclaim Your Holidays with ISU Extension: November 16

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 September 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
  - 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 11, 2017 – Complete
    - Street Conditions – No further action scheduled at this time

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

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