City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

October 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 with city hall server replacement
- Continued review of temporary office space for City Hall
- Worked with DMACC intern who has an interest in city government
- Civil Service Commission testing/interviews – October 4 & 17
- Attended IMFOA Fall Conference – October 18 – 20 (Des Moines)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – October 26

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Continue review of draft of FY 17 audit report
- Prepare Annual Urban Renewal Report – due December 1
- Prepare annual appropriations resolution for TIF rebate
- Prepare and file TIF debt certifications to county auditor – due December 1
- Chamber Leadership Institute – November 15 (City Hall)
- Continue review of temporary office space for City Hall
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – November 16

Accomplishments of particular note:

- 285 utility bills and statements were emailed in October 2017

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to nine calls for service and held four training sessions in October.

The Fire Department conducted our annual dance ticket sales for the 95th Firefighters Dance. The businesses and residents of the City and surrounding rural area responded very generously, not only with monetary donations but with many kind words of appreciation for our service as well.

Fire Prevention Week was observed during the week of October 8th – 14th. Approximately 250 kindergarten and first-grade students toured the fire station to learn about the work firefighters do and to see equipment used in doing their job. Chief Schreck and firefighter Kevin Reincke instructed students about fire prevention by not playing with matches, lighters or candles. Students also learned the importance having working smoke detectors in their homes along with a fire escape plan.

The Department conducted the annual Fire Prevention Poster Contest in October. The poster program is sponsored by the Iowa Firefighters Association and administered by local fire departments throughout Iowa. Our department received nearly 200 3rd-, 4th- and 5th-grade posters depicting the phrase "Every Second Counts, Plan Two Ways Out". The 1st place poster from each grade have been submitted to the Iowa Firefighters Association for competition at the State level

Run Report for October:

Alarm Date	Alarm Location	Incident Type
10/05/2017	1607 Griffith Rd	Alarm malfunction
10/05/2017	501 E 5th St	Unauthorized trash burning
10/05/2017	1519 N West St	Assist police – vehicle accidents
10/16/2017	14374 Mahogany Ave	Mutual aid given – Lidderdale F.D. (structure fire)
10/17/2017	250th & Noble Ave	Combine fire
10/20/2017	2712 Skyline Dr	Electrical fire in HVAC unit
10/25/2017	160th & Phoenix Ave	Mutual aid given – Lidderdale F.D. (field fire)
10/28/2017	1010 Woodland Dr	Ventilation fan overheated causing smoke
10/28/2017	Hobbs Access N of Glidden	Search for missing person

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

October 6th, Sergeant Gary Bellinghausen attended DARE training in Iowa Falls. The DARE officers from around the State meet once a quarter to discuss changes in training and trends of the program. They also hold an executive board meeting.

The Carroll Civil Service Commission held interviews on the 17th for new hire police officers. The commission interviewed three potential candidates for the position. The candidates then interviewed with a panel of police sergeants.

Sergeant Jeremiah Hoyt attended defensive tactics instructor recertification at the Iowa Law Enforcement Academy on the 18th. Sergeant Hoyt is the in house trainer for officers for all defensive tactics instruction. This includes everything from handcuffing techniques to ground fighting.

Officer Justin Ferrin began five week K9 handler training in Chariton, IA on the 23rd. K9 Eudoris has been trained by Canine Tactical and now the training will focus on the handler and the working relationship between the officer and canine. Once the training is complete the officer will be on patrol with Eudoris who will be the responsibility of the officer 24 hours a day.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	October 2017	October 2016	October 2015
Forcible Rape		1	
Forcible Fondling			
Porno/Obscene Material			
Robbery			
Aggravated Assault		1	
Simple Assault	1	5	5
Domestic Abuse	4	2	2
Burglary/B&E	1	2	3
Shoplifting	3	4	5
Theft from Vehicle	4	3	5
Theft Vehicle Part			
Theft of Bike	1		
Theft from Building	2	4	2
Other Larceny		1	
Motor Vehicle Theft	3	2	1
Arson			
Counterfeit/Forgery	1	1	3
Credit/ATM Fraud	2	1	3
Identify Theft	1		
Bad Checks	4		
Stolen Property		1	1
Vandalism			1
Vandalism: Business	1	3	2
Vandalism: Residence	3	7	5
Vandalism: Vehicle	1	17	2
Vandalism: School	1		
Vandalism: Other		1	
Weapon Law Violation		1	
Drug/Narc Violations	1	10	6
Drug Equipment Viol			1
Drive Under Influence	1	1	7
OWI 2nd			
OWI 3rd			
Liquor Law Violation			
Drunkenness	3	2	
Disorderly Conduct	2	2	1
Harassment			1
All Other Offenses	1	2	10
False Information			
Trespassing	3	1	

Runaway	1		
Missing Person			
Cruelty to Animal			
Found Person		1	
Found Property	4	2	2
Unattended Death		1	
Suicide			
Mental Case			
Animal Bite	1	1	1
Dispose of Animal			
Warrant Outside	4	6	5
Restraining Order			
1050F Traffic Acc	1		
10-50 PI Personal Injury	1		
10-50 PI MV Pedestrian		1	
10-50 PI Car & Bike		1	1
10-50 PD Prop.	16	13	17
10-50 Car & Deer			
1050 PD: Hit and Run	2	2	3
10-50 PD Under 1500	1	4	3
Assist Other Agency	1	1	1
Moving Violations			
Op After Revocation	5	1	1
Operate After Suspen	8	4	5
Miscellaneous Public		2	5
Total	**90**	**116**	**110**

October 1 – 31, 2017

Citations	
Animal	
Tobacco	
Dark Windows	1
License Violation	14
Other	3
Registration	15
Seatbelt	27
Traffic	75
Violation (Parking)	2
Warning Notices	206
Loud Stereo	
TOTAL	**343**

October 1 - 31, 2017

Salvage Vehicle Inspections: 14

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - October 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			$0.00
	Commercial Building Valuation Total:		**$0.00**	**Commercial Building Fee Total:**		**$0.00**
	Electrical					
		10/04/2017			170282	$34.90
		10/13/2017			170290	$35.88
		10/13/2017			170292	$35.88
		10/24/2017			170309	$47.08
		10/24/2017			170310	$60.40
		10/31/2017			170314	$145.74
		10/31/2017			170315	$212.16
				Commercial Electrical Fee Total:		**$572.04**
	Mechanical					
		NONE				$0.00
				Commercial Mechanical Fee Total:		**$0.00**
	Plumbing					
		10/04/2017			170284	$34.00
				Commercial Plumbing Fee Total:		**$34.00**
	Right of Way					
		10/04/2017			170280	$25.00
		10/18/2017			170295	$0.00
		10/18/2017			170302	$0.00
		10/24/2017			170308	$25.00
				Commercial Right of Way Fee Total:		**$50.00**
	Sign					
		10/12/2017			170285	$30.00
		10/18/2017			170299	$15.00
		10/24/2017			170306	$15.00
				Commercial Sign Fee Total:		**$60.00**
	Commercial Valuation Total:		**$0.00**	**Commercial Fee Total:**		**$716.04**

Residential					
	Building				
		10/04/2017	$22,000.00	170283	$159.50
		10/13/2017	$370,000.00	170286	$1,158.00
		10/13/2017	$34,486.00	170291	$217.00
		10/18/2017	$350,000.00	170298	$1,108.00
		10/18/2017	$9,000.00	170300	$72.00
		10/18/2017	$36,848.00	170301	$226.00
		10/24/2017	$222,000.00	170304	$795.50
		10/31/2017	$50,000.00	170313	$284.50
	Residential Building Valuation Total:		**$1,094,334.00**	**Residential Building Fee Total:**	**$4,020.50**
	Electrical				
		10/04/2017		170281	$100.00
		10/13/2017		170288	$126.00
		10/13/2017		170289	$100.00
		10/13/2017		170293	$35.88
		10/24/2017		170307	$113.00
		10/31/2017		170311	$72.07
		10/31/2017		170312	$35.88
				Residential Electrical Fee Total:	**$582.83**
	Mechanical				
		NONE			$0.00
				Residential Mechanical Fee Total:	**$0.00**
	Plumbing				
		NONE			$0.00
				Residential Plumbing Fee Total:	**$0.00**
	Right of Way				
		10/04/2017		170278	$2,144.99
		10/04/2017		170279	$25.00
		10/13/2017		170287	$25.00
		10/13/2017		170294	$25.00
		10/18/2017		170296	$25.00
		10/18/2017		170297	$25.00
		10/24/2017		170305	$25.00
				Residential Right of Way Fee Total:	**$2,294.99**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$1,094,334.00**	**Residential Fee Total:**	**$6,898.32**
	Valuation Grand Total:		**$1,094,334.00**	**Fee Grand Total:**	**$7,614.36**

Permits - YTD - through October 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			$2,456.30
	Mechanical			$1,190.88
	Plumbing			$1,136.00
	Right of Way			$300.00
	Sign			$305.00
	Commercial Valuation Total:	**$15,256,620.00**	**Commercial Fee Total:**	**$35,319.51**
Residential				
	Building	$8,601,104.64		$29,615.08
	Electrical			$3,182.73
	Mechanical			$1,000.91
	Plumbing			$2,081.00
	Right of Way			$6,889.99
	Sign			
	Residential Valuation Total:	**$8,601,104.64**	**Residential Fee Total:**	**$42,769.71**
	Valuation Grand Total:	**$23,857,724.64**	**Fee Grand Total:**	**$78,089.22**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated six graves for Cemetery
- Placed 90.0 cubic yards of concrete for street repairs and ROW permits.
- Swept streets and CBD at 5:00 AM on Thursdays.
- Bladed alleys and gravel roads, as needed.
- Maintained signs and signals.
- Division Safety Meeting: Annual Hearing Tests on October 16th, 2017.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 33.332 million gallons
  Daily Average: 1.075 million gallons
  Daily Maximum: 1.404 million gallons
- Completed 180 Iowa One Call locate requests.
- Meter Department
  - 61 service orders.
  - 33 delinquents.
  - 0 rereads.
  - 3 stuck meters.
  - 1 high water bill.
- Division Safety Meeting: "CPR and AED Training", October 3, 2017.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 45.805 million gallons
  Daily Average: 1.429 million gallons
  Daily Maximum: 2.649 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Winter Safety" on October 18th, 2017.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Assisted the Wastewater Division with a sanitary sewer repair at 10th Street and Quint Avenue on October 4th.
- Assisted the Wastewater Division with a sanitary sewer repair at 7th Street and Adams Street on October 17th.
- Assisted the Water Division with a watermain valve installation on October 26th.
- Prepared snow removal and ice control equipment.
- Bob Bauer, Phil Bock and Tyler Schultes attended an Excavation Safety Workshop in Storm Lake on October 23rd.

Division: Water; Terry Kluver, Water Superintendent

- Contractor completed pressure test and connection of 16" Transmission Main to existing system.
- Installed 12" watermain valve at High Service Pump Station.
- Submitted two (2) bacteria samples from Well and Transmission Main project.
- Placed Well #17 on line after contractor completed connection to new Transmission Main.

Division: Sean Kleespies, Wastewater Superintendent

- Repaired fine screen flush water valve.
- Repaired sanitary sewer at 10th Street and Quint Avenue.
- Repaired sanitary sewer at 7th Street and Adams Street.
- Continued collection system copper testing.
- Replaced Jet/Vac sewer hose.
- Inspected building heaters for winter.
- Replaced window in the main garage.
- Returned 1.506 million gallons of wastewater from Equalization basin to Plant.
- Installed battery back-up at Highway 71 and Kittyhawk Avenue lift stations.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Put up Christmas decorations downtown on November 1st.
- Put up snow fence.
- Dirt work on 3rd Street from sidewalk replacement.
- Maintain signs and signals.
- Sweep streets.
- Street repairs and ROW permits.

Division: Water; Terry Kluver, Water Superintendent

- Place Well #9 on line after connection to new Transmission Main.
- Install new fire hydrant and valve at Crawford Street and 3rd Street.
- Remove large tree at High Service Pump Station.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Prepare camera trailer for sanitary sewer inspection.
- Boiler inspection.

CAPITAL PROJECT STATUS SUMMARY – 11-14-17

PROJECT				ANTICIPATED		CONTRACT DATA						
Project 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 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
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	$137,468.34 $932,099.50		05-15-17 11-15-17 11-15-17	Design Completion Const. 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	$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	$116,064.95 $750,115.49		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 $751,752.95	 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	CCSWMC $325,605.01		08-31-16	CCSWMC Contract
Water System Hydraulic Model						JEO Consulting Group, Inc.	$49,600.00	08-14-17	$15,200.00		12-29-17	
Downtown Streetscape Phase 9	2016 On-going	FY18	FY18	$985,500	2018	Confluence	$85,500.00	10-23-17			05-18	

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
- Clean all park areas
- Locate for new tree plantings
- Shut water off and close up restrooms
- Clean out flower pots
- Pull flowers in beds and clean up
- Maintain plantings on Main Street islands
- Mulch leaves in some park areas
- Aerify parks and ballfields and fertilize
- Trim trees
- Add infield material to ballfields
- Water sod

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 7 times
- Mowed fairways 7 times
- Mowed collars 7 times
- Mowed greens 11 times
- Rolled greens 1 time
- Cut cups 7 times
- Mowed rough as needed
- Mulched leaves as needed
- Serviced equipment as needed

Cemetery: John Snyder, Cemetery Sexton

- Tended to 7 interments, 6 of which were full burials and 1 cremation burial, all were done on week days during standard working hours.
- Started leaf mulching throughout entire cemetery
- Mowed entire cemetery 3 times
- Continued trimming around all monuments, trees, and all other obstacles needing trimmed around.
- Took care of all grave sales
- Dealt with all requests for grave locations, ownership records, cost of grave spaces, etc.
- Handled all office work pertaining to the cemetery and its operations
- Started to winterize everything needing it
- Pulled all annuals, and cut down all perennials needing it. In all the flower gardens.
- Added compost and tilled the 3 flower gardens in block 8
- Started to level out area by dirt piles with clay, hopefully will get rid of swampy mess

- Picked up a bunch of branches that were blown down due to the large amount of high wind days we had this month
- Picked up garbage every day
- Worked on getting finger print timeclock working correctly with Laura
- Finished repairing windows in old cemetery chapel, also finished cleaning the building out

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Fitness – Sarah taught 40+ hours of fitness, including adding "Pound" fitness class on Mondays and Saturdays, McKenzie continues to teach MWF 9 am water aerobics, monthly fitness schedule out with new classes
- Aquatics – Winter Public Pool schedule flyers, lifeguard schedules, McKenzie/Sarah lifeguard noon shift on Fridays
- Office - Daily money and reports for Rec Center, Shelter House/Room/Theater reservations, October bills, PAMP memberships/call customer overdue accounts and Perfect Mind meetings, fitness punch card updates
- Marketing- updates to TV Monitor Production Slideshow, fixed broken piece on digital outdoor display, updated flyers and website with programs, using Facebook Events, monthly school flyers and sending email flyers to families
- Leagues – Ending fall sport leagues: Flag Football, Fall Soccer, and Volleyball.
- Senior Day host wrap up meetings from work with Elderbridge to host "Senior Day" at the Recreation Center in September. They would like the event in the REC in the future.
- Monthly "senior day" restart in October. 1st Wednesday of the month is free to seniors for admission and classes, and we provide treats and coffee in the morning
- Walk to Wellness will be all day at the REC, free admission to walk in the gym on Wednesdays – people just need to sign the "Walk to Wellness" sheet at the front desk

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Taught 40+ hours of fitness classes
- Lifeguarding on Friday's
- Fitness Schedule
- Lifeguard Schedule
- Pool Schedule to the Public
- Research fitness trends

Recreation Center: Mike Mertes, Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Hanlin

Recreation Center: Pam Hanlin, Secretary

- Daily money and reports for Rec Center (CRO Desk & Rec office)
- Did CRO's money a couple days due to Mary being gone
- Shelter House reservations (Open and enclosed shelters)
- Room/Theater reservations
- Send out October bills
- Work on PAMP memberships
- File September PAMP (New, Changes, & Deleted)

- Fitness punch cards and class attendance
- Called customers with overdue accounts
- Enter monthly vending payments
- Dealt with questions from the control desk, during work day and after hours

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

- New swing set at Thomas Park
- Landscape around play equipment at Thomas Park

Golf: Scott Haakenson, Golf Superintendent

- Started spraying broadleaf herbicide
- Winterized bathrooms
- Went through CPR training

Cemetery: John Snyder, Cemetery Sexton

- Started working on cracks in the war monuments, the stone podium and the stage itself. There is heavy deteriation of mortar between the stones which is allowing water to get between them and eventually freezing. This causes the stones to be pushed apart and eventually separating from the others.I have been experimenting with different options on repairing the damage. There is some serious damage to the structure on the pillars to the main entrance off Grant Road, am trying to work on that as time and weather allows

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Approximately $700 spent on indoor pickleball supplies to assist members the ability to play drop-in with their own set up and take down
- McKenzie & Pam met with New Opportunities to visit ideas to streamline our "low income" discounted membership and application process
- Sarah & McKenzie attended Iowa Parks & Recreation Aquatics meeting in Ames, learning more about Model Aquatic Health Code and some current court cases
- New fitness classes added in November: Kids Zumba Halloween Party, Kids Zumba, Pound (fitness with drum/ripsticks) – 2 classes filled in just days!, HIIT (high intensity interval training) for Fundamental Fitness added T & TH nights, and continues to research new fitness trends
- McKenzie taught 2.5 weeks of 6 am water aerobics class due to staff vacation
- Sarah taught 20 hour lifeguard class, hiring 4 new guards from the class
- Parent Child Swim lessons taught by McKenzie for 9 families 2 weeks in October
- Fecal contamination of diarrhea created 2 closure days of the Recreation Center pool as we must follow CDC recommendations – to bring chlorine levels almost 5-6x higher than we keep the pool and keep it at that level for over 24 hours (testing overnight), then drop levels back to normal before reopening. This event caused us to have to also cancel our Pumpkin Plunge special event and 1 day of swimming lessons.

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Kid's Zumba Halloween Dance Part Oct 23
- POUND starts Saturday's beginning Oct 28
- Taught 20+ hours of Lifeguard Class
- Hired 4 new guards this month
- HIIT started on Tuesday/Thursday nights

Recreation Center: Mike Mertes, Program Specialist

- Flag Football Program
- 3rd & 4th /5th & 6th Volleyball Program
- Supervise Flag Football Games
- Fall Soccer
- Pickleball setup

Recreation Center: Pam Hanlin, Secretary

- Celebrated 40th Rec Center Anniversary
- Helped with Todd Green Event
- Worked with Laura on EFT payments
    - Also needed to work w/ PerfectMind regarding an individual PAMP issue
    - Found other issues with the PAMP accounts when working w/Laura
- Still working with PerfectMind on past due accounts

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
- Golf house removal of basement
- Next year's budget items
- Street lights to LED
- Golf Course closing
- Heating startups at city buildings
- Auto scrubber quotes
- Winterizing generators
- Golf course house basement dirt work

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Plant trees
- Mulch leaves
- Put summer season equipment away
- Service equipment
- Winter decorations downtown
- Blow out irrigation systems

Golf: Scott Haakenson, Golf Superintendent

- Finish spraying broadleaf herbicide
- Spread fall fertilizer on greens, tees, and fairways
- Bring in tee markers, wastebaskets, ball washers
- Blow out irrigation

Cemetery: John Snyder, Cemetery Sexton

- Finish winterizing equipment
- Finish getting old cemetery office building ready for winter storage of mowers and ground warmers
- Finish mulching leaves
- Wash, wax, winterize, and put mowers away
- Remove mower deck and mount snow blower to John Deere mower

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Fitness studio equipment inventory and updates, bios for fitness instructors and flyer
- Creating a "Frozen Winter Mermaid Pool Party
  Looking into Kids Pound Fitness class
- Breakfast with Santa & Jingle Bell Run planning
- Turkey Shootout – Parent and Child Basketball Event
- Todd Oliver ventriloquist event November 11

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Look into more weights for the fitness room
- Bio's on all fitness instructors highlighting their knowledge, background, and classes
- Frozen Mermaid Party end of Nov beginning of Dec??
- Parent/Child POUND class?? Or just Kid's POUND Class

Recreation Center: Mike Mertes, Program Specialist

- Parent / Child Turkey Shoot (November 12)
- Basketball Registration (1st – 6th)
- Jingle Bell Run planning
- Breakfast with Santa planning
- Spring / Summer Activity planning

Recreation Center: Pam Hanlin, Secretary

- Would like to work on getting fitness punch cards working in the system before 2018
- Work on how room sheets can be printed out through Perfect Mind

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- LED street lighting

Safety Topic:

- McKenzie taught remaining 3 CPR classes to full-time City Employees for infant/child/adult with AED training
- McKenzie attended Human Trafficking training at DMACC and shared with staff potential impacts and knowledge to look for at the Rec Center
- Lock out tag out

Director's Report
October 2017

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	44
Children's Library Programs	219
Children's Program Outreach	473
Spooky Stories	49
Storywalk	51
Diane's Read Aloud	99
Crafty Library Ladies	76
Poetry Group	16
Book Clubs	11
Teen Advisory Group	8
Tween and Teen STEM Activities	4
Test Proctoring	3
Total Program Attendance	**1,053**
Monthly Door Count	**6,200**

Total Print Circulation:	8,447
BRIDGES Circulation:	763
Consumer Reports:	216
Public Computer Use:	774
Wi-Fi Use:	259
Website Visits	4,429
Gale Databases:	80
Global Road Warrior Page Views:	1
Learning Express Resources:	37
Freegal Music Downloads:	504
GVRL eBook Downloads:	14
Chilton Auto Manual	17
ABC Mouse Sessions:	168
Zinio Digital Magazine Circulation:	44
Daily Times Herald Page Views:	4,185
Total Resources Utilized	**19,938**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, and outreach with book visits. Additional children's programs included a Storywalk where children read a story as they walk and Spooky Stories with Mike Anderson. Due to poor weather conditions, the Storywalk was moved from the Swan Lake Park to inside the library. Dr. Whoot attended the Storywalk and greeted 51 participants. To get in the spirit of Halloween, we had Mike Anderson come and tell some of his spooky stories to a group of 49 participants.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Library Ladies, Book Club, and the Poetry Group. Kelsey Hall, the teen librarian, started a teen advisory group this month by inviting teens to come discuss what teen programs they would like to see the library host and what volunteer opportunities they would like to participate in. We had a variety of STEM activities out for kids during the few days they didn't have school as well.

3) **Upcoming Events**:
   - Author Book Signing with Dick Tighe and Glen Braddy: November 28
   - IPTV Kids Pajama Party: December 1

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 October 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
  - In October 2017 The Library/City Hall Steering Committee met and made recommendations for temporary lease spaces for Carroll City Hall and Carroll Public Library
- 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 - Compete
    - ROW Acquisition: October 31, 2017
    - Bid Letting: January 17, 2018
    - Bid Award: February 12, 2018
- 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 – November 1, 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
    - Streetscape Phase 9 Project Development Schedule
        - Begin Design Development – November, 2017
        - Complete Design Development – January, 2018
        - Complete Construction Documents – March, 2018
        - Bid Letting – April, 2018
        - Start Construction – May, 2018
- 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

Upcoming Actions (Tentative Dates)

- 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 – Did not receive grant funding
- 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