City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

November 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
- Worked with DMACC intern who has an interest in city government
- Prepared Annual Urban Renewal Report – due December 1
- Prepared annual appropriations resolution for TIF rebate
- Prepared and file TIF debt certifications to county auditor – due December 1
- Chamber Leadership Institute – November 15 (City Hall)
- Attended League of Cities Municipal Leadership Academy – November 29 (Carroll)
- Attended budget workshop – November 30 (Johnston)
- Prepared budget worksheets for staff
- Reviewed draft of FY 17 audit report
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – November 16

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Prepare management discussion and analysis (MD&A) FY 17 audit report
- IPERS compliance review – December 5
- Council annual planning session – December 14
- Prepare budget information for admin/finance departments
- Continue review of temporary office space for City Hall
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – December 21
    - Live Healthy Iowa 10 Week Challenge – January 22 – March 30, 2018

Accomplishments of particular note:

- 288 utility bills and statements were emailed in November 2017

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to 11 calls for service and held four training sessions in November.

The Fire Department hosted the 95th annual Firemen's Dance held November 4th.

Firefighters conducted a complete inspection of all portable firefighting and support equipment in November.

Representatives with Fort Dodge Region V Hazardous Materials Response Team presented annual refresher training for our Department on November 20th. Carroll County contracts with Region V to provide technician-level response to any incident involving hazardous material incidents in Carroll County. This training provided our members with valuable information for the exchange of information between entities during response to incidents involving hazardous materials.

The Department assisted the Chamber of Commerce in replacing bulbs in the downtown street light Christmas decorations. The Department also provided transportation for Santa and Mrs. Claus arriving in town for the Christmas tree lighting event held at the Chamber office November 24th.

Run Report for November:

Alarm Date	Alarm Location	Incident Type
11/04/2017	112 E 5th St	Smoke detector activation – no fire
11/07/2017	741 Granada	False alarm
11/15/2017	714 Simon Ave	Vehicle accident
11/15/2017	506 E 18th St	Food un-attended on stove – smoke only
11/17/2017	116 Peeble Ln	Carbon monoxide report
11/20/2017	3203 N Grant Rd	HVAC smoke detector activation
11/21/2017	502 N Court St	False alarm
11/24/2017	190th & Phoenix Ave	Grass fire
11/27/2017	2014 Kittyhawk Ave	False alarm
11/29/2017	710 E 18th St	Food un-attended on stove – smoke only
11/29/2017	610 E 18th St	False alarm

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On November 1st and 2nd, I attended a media relations course in Minneapolis, MN. The course was sponsored by the Minnesota Chiefs of Police and was focused on creating a positive relationship with the media and how to get the message of the department to the public through partnership with the media.

Sergeant Gary Bellinghausen and Detective Alex Klever attended a crime scene conference and workshop in Council Bluffs on the 7th and 9th. The course provided the offices with knowledge of evidence collection focusing on fingerprint analysis.

Officer Jeff Nichols began employment with the police department as a patrol officer on November 13. He has begun field training and will attend the Iowa Law Enforcement Academy beginning January 2, 2018. Nichols is a Kuemper High School and Buena Vista University graduate.

Officer Justin Ferrin completed K9 handler training school with CPD K9 Eudoris on the 24th. Eudoris was purchased with donations from the public. The K9 fundraising was started by four Carroll High School students which raised enough to purchase Eudoris, train the handler, and equip a vehicle for the K9 team. The K9 team is currently on patrol but will have continued monthly training for the next 12 months.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	November 2017	November 2016	November 2015
Forcible Rape			
Forcible Fondling			
Porno/Obscene Material			
Robbery			
Aggravated Assault		1	
Simple Assault	6	3	4
Domestic Abuse			1
Burglary/B&E	3	5	2
Shoplifting	2	7	1
Theft from Vehicle	2	2	
Theft Vehicle Part			
Theft of Bike			
Theft from Building	4	2	5
Other Larceny		1	
Motor Vehicle Theft	1	2	
Arson			
Counterfeit/Forgery	1	1	
Credit/ATM Fraud	2		
Identify Theft			1
Bad Checks			1
Stolen Property			
Vandalism		1	
Vandalism: Business		1	
Vandalism: Residence	1	8	3
Vandalism: Vehicle	3	11	1
Vandalism: School			
Vandalism: Other			1
Weapon Law Violation			
Drug/Narc Violations	4	5	6
Drug Equipment Viol	1		
Drive Under Influence	3	7	4
OWI 2nd		1	
OWI 3rd			
Liquor Law Violation	1		3
Drunkenness	7	2	2
Disorderly Conduct		2	4
Harassment			1
All Other Offenses	2	5	4
False Information	1		
Trespassing	2		

Runaway		1	
Missing Person	2		
Cruelty to Animal			
Found Person			
Found Property	2	5	1
Unattended Death	2		
Suicide			
Mental Case	2		
Animal Bite			
Dispose of Animal		2	
Warrant Outside	6	6	5
Restraining Order		1	2
1050F Traffic Acc			
10-50 PI Personal Injury	2	1	1
10-50 PI MV Pedestrian		1	
10-50 PI Car & Bike			
10-50 PD Prop.	10	13	17
10-50 Car & Deer			
1050 PD: Hit and Run	3	5	3
10-50 PD Under 1500	7	3	
Assist Other Agency	1		
Moving Violations			
Op After Revocation	2	2	
Operate After Suspen	9	6	4
Miscellaneous Public	1		
Total	**95**	**113**	**77**

11/01/2017 thru 11/30/2017

Citations	
Animal	
Tobacco	
Dark Windows	2
License Violation	23
Other	1
Violation (Parking)	6
Registration	20
Seatbelt	45
Traffic	79
Warning Notices	223
Loud Stereo	
TOTAL	**399**

11/01/2017 thru 11/30/2017

Salvage Vehicle Inspections: 6

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - November 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					
		11/02/2017	$5,000,000.00		170334	$8,068.00
		11/21/2017	$524,000.00		170349	$1,493.00
	Commercial Building Valuation Total:		**$5,524,000.00**	**Commercial Building Fee Total:**		**$9,561.00**
	Electrical					
		11/02/2017			170317	$86.18
		11/02/2017			170327	$201.96
		11/16/2017			170346	$80.88
				Commercial Electrical Fee Total:		**$369.02**
	Mechanical					
		11/02/2017			170319	$41.89
				Commercial Mechanical Fee Total:		**$41.89**
	Plumbing					
		11/02/2017			170318	$61.50
		11/10/2017			170336	$75.50
				Commercial Plumbing Fee Total:		**$137.00**
	Right of Way					
		11/14/2017			170340	$7,038.15
		11/14/2017			170341	$2,713.42
				Commercial Right of Way Fee Total:		**$9,751.57**
	Sign					
		NONE				$0.00
				Commercial Sign Fee Total:		**$0.00**
	Commercial Valuation Total:		**$5,524,000.00**	**Commercial Fee Total:**		**$19,860.48**

Residential					
	Building				
		11/16/2017	$28,000.00	170345	$185.00
	Residential Building Valuation Total:		**$28,000.00**	**Residential Building Fee Total:**	**$185.00**
	Electrical				
		11/02/2017		170329	$152.00
		11/17/2017		170347	$37.00
		11/17/2017		170348	$35.88
				Residential Electrical Fee Total:	**$224.88**
	Mechanical				
		11/02/2017		170322	$46.51
		11/02/2017		170326	$46.51
		11/02/2017		170332	$56.01
		11/10/2017		170335	$34.76
		11/10/2017		170339	$53.26
		11/16/2017		170344	$56.01
				Residential Mechanical Fee Total:	**$293.06**
	Plumbing				
		11/02/2017		170323	$87.00
		11/02/2017		170325	$79.00
		11/02/2017		170331	$73.00
		11/16/2017		170343	$76.50
				Residential Plumbing Fee Total:	**$315.50**
	Right of Way				
		11/02/2017		170316	$25.00
		11/02/2017		170320	$25.00
		11/02/2017		170321	$25.00
		11/02/2017		170324	$25.00
		11/02/2017		170330	$25.00
		11/02/2017		170333	$25.00
		11/10/2017		170337	$25.00
		11/10/2017		170338	$25.00
		11/16/2017		170342	$25.00
				Residential Right of Way Fee Total:	**$225.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$28,000.00**	**Residential Fee Total:**	**$1,243.44**
	Valuation Grand Total:		**$5,552,000.00**	**Fee Grand Total:**	**$21,103.92**

Permits - YTD - through November 2017

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$20,780,620.00		$39,492.33
	Electrical			$2,825.32
	Mechanical			$1,232.77
	Plumbing			$1,273.00
	Right of Way			$10,051.57
	Sign			$305.00
	Commercial Valuation Total:	**$20,780,620.00**	**Commercial Fee Total:**	**$55,179.99**
Residential				
	Building	$8,629,104.64		$29,800.08
	Electrical			$3,407.61
	Mechanical			$1,293.97
	Plumbing			$2,396.50
	Right of Way			$7,114.99
	Sign			
	Residential Valuation Total:	**$8,629,104.64**	**Residential Fee Total:**	**$44,013.15**
	Valuation Grand Total:	**$29,409,724.64**	**Fee Grand Total:**	**$99,193.14**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated nine graves for Cemetery
- Swept streets and CBD at 5:00 AM on Thursdays.
- Maintained signs and signals.
- Crack seal new concrete pours.
- Hauled 45 loads of clay to former golf course house site on November 17th.
- Put up Christmas lights in CBD on November 1st.
- Finished sidewalks at UPRR on Main Street.
- Tom attended continuing education class for Ornamental and Turf Grass on November 8th at the ISU Extension office.
- Removed a tree a High Service Pump Station on November 16th.
- Worked on bi-annual bridge inspection report, repairing reported items.
- Division Safety Meeting: Union Pacific Winter Weather Planning; November 21st.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 32.364 million gallons
  Daily Average: 1.079 million gallons
  Daily Maximum: 1.306 million gallons
- Completed 127 Iowa One Call locate requests.
- Meter Department
  - 50 service orders.
  - 14 delinquents.
  - 3 rereads.
  - 4 stuck meters.
- Division Safety Meeting: Jared Hays and Garold Sorensen attended an Excavation Training Workshop in Storm Lake on October 23, 2017. They presented the workshop principles and the importance of using proper methods for safe and effective excavations to Water Plant personnel on November 7, 2017.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 40.093 million gallons
  Daily Average: 1.393 million gallons
  Daily Maximum: 1.357 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "November IMWCA Informer" November 28th, 2017.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Assisted the Wastewater Division with a water leak on November 13th.
- Assisted the Water Division with a water leak at Main Street and Hillcrest Drive on November 9th and 10th.
- Assisted the Water Division with a watermain repair on West 3rd Street on November 15th.
- Assisted the Water Division with a fire hydrant replacement on Crawford Street and 3rd Street on November 16th.
- Assisted the Water Division with a fire hydrant replacement on West Street and 3rd Street on November 29th.

Division: Water; Terry Kluver, Water Superintendent

- Installed replacement fire hydrant and valve at Crawford Street and 3rd Street.
- Repaired watermain break on Main Street and Hillcrest Drive on November 9th and 10th.
- Installed replacement fire hydrant and valve at N. West Street and 3rd Street.
- Completed winter checklist on 490 fire hydrants.
- Repaired 8-inch storm sewer at HSPS.

Division: Sean Kleespies, Wastewater Superintendent

- Repaired vacuum tube on the jet/vac.
- Repaired the electrical wiring to the hydraulics on the jet/vac.
- Assisted Street Division with hanging Christmas decorations.
- Carroll Controls completed the annual boiler inspection.
- Replaced bad alarm float at the 12th Street Lift Station.
- E & F Custom Pumping cleaned out the sludge lagoon.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Maintain signs and signals.
- Plow and sand, as needed.
- Crack seal.
- Haul sweeping debris to Landfill.

Division: Water; Terry Kluver, Water Superintendent

- Install new fire hydrant and valve at Clark Street and 5th Street.
- Prepare F.Y. 18 – 19 Budget requests.
- Update utilities maps with completed projects.
- Abandon and plug four (4) test wells on W. 3rd Street.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Begin CCTV inspections of the sanitary sewer.
- Working on Wastewater training manuals for testing.

CAPITAL PROJECT STATUS SUMMARY – 12-12-17

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 $198,731.90	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	$142,656.91 $1,043,470.88		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	$129,623.95 $750,868.47		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	$23,175.00		12-29-17	
Downtown Streetscape Phase 9	2016 On-going	FY18	FY18	$985,500	2018	Confluence	$85,500.00	10-23-17	$5,699.80		05-18	

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Clean up all park areas
- Dump trash cans
- Trim trees
- Winter decorations put in downtown pots
- Mulch leaves
- Trim shrubs downtown
- Water sod at Thomas and softball fields
- Equipment maintenance
- Haul mulch to 4th Street track area
- Put some equipment away for season
- Turn all electricity off to the parks

Golf: Scott Haakenson, Golf Superintendent

- Mulched leaves as needed
- Serviced mowers as needed
- Brought in all tee markers
- Brought in all trash cans and power washed
- Brought in all ball washers and cleaned
- Brought in fountain from #7 pond and cleaned
- Winterized bathrooms and blew out water lines to them

Cemetery: John Snyder, Cemetery Sexton

- Removed one large ash tree in block 3 that was in bad shape
- Continued working on the boulder fence mortar joints that are deteriorating as time and temperature allows
- Took care of 11 interments, 10 of these were full burials
- Worked with numerous families on finding grave locations
- Sold graves whenever needed
- Mulched leaves and finished cleaning out flower gardens
- Cleaned up mowers and put them in storage
- Cleaned up all summer equipment, winterized and put away for the winter
- Removed mower deck and mounted snow blower on John Deere
- Got snowplow out of storage and prepared it for winter use
- Picked up sticks and branches and garbage daily
- Removed old broken up concrete pad next to old Chapel Building
- Talked to Jack about planting some trees for later transplant use in area by new shop
- Removed pile of rocks from next to the bathroom bldg. near old shop building
- Laid off all part time seasonal help
- Did all paperwork and records pertaining to the cemetery operation and maintenance

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Interviewed 5 potential CRO to fill 2-5:30 MWF shift, 3 starting to train
- Teach Water Aerobics MWF – 12 classes in November
- Began attending noon fitness class, subbed 1 class, prepare to teach in future when Sarah on maternity leave
- Covered several CRO front desk shifts
- Lifeguarded 2 shifts
- Perfect Mind Software – continued bimonthly meetings with contact, work with Laura/Pam on matching EFT and past due accounts, ongoing issues keeping up with fixes and cases
- Meeting with DMACC on student memberships and future partnerships.
- Senior Day food shopping, Senior Day is 1st Wednesday of the month and the REC is free and we provide light breakfast snacks and coffee in the morning
- Walk to Wellness continues - free admission to walk in the gym on Wednesdays – people just need to sign the "Walk to Wellness" sheet at the front desk
- Continued work on App Audio updates and members using it, along with internet issues which are improving

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Taught 30+ hours of fitness classes
- Finished off an 8-week Monday Night POUND class of 10 participants in the fitness room
- Finished off a 4-week Saturday Morning POUND class with 21 participants in the gym
- Fitness Calendar
- Lifeguard Schedules
- Lifeguard on Friday's 11-1:30pm
- Assist in shelter house reservations
- Selling of passes & punch cards
- Water testing

Recreation Center: Mike Mertes, Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Hanlin
- Update digital sign at Rec Center

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 (Mainly enclosed shelters this time of year)
- Room/Theater reservations
- Send out November bills
- Work on PAMP memberships
- File October PAMP (New, Changes, & Deleted)
- Fitness punch cards and class attendance
- Enter monthly vending payments (Also showed Sarah how to enter these while I am gone)
- 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

- Ice rink installed at Rolling Hills
- Fix irrigation pipe on softball field

Golf: Scott Haakenson, Golf Superintendent

- Sprayed herbicide on whole golf course
- Fertilized tees, greens, fairways, and some roughs
- Blew out irrigation
- Helped set up ice rink

Cemetery: John Snyder, Cemetery Sexton

- Removal of large ash tree by Annenberg Mausoleum in Block 3 by myself

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Special Event Todd Oliver, comedian and ventriloquist, performed November 11. He did 3 assemblies at Carroll public schools to promote "practice and encouragement". We had 164 in attendance, with 63 of those being day of sales. Revenues were $2535; expenses of $1796.96 plus 1 full-time staff and 2 part-time staff to work the event.
- Received grant in partnership with CAST to assist in payment of starting blocks, finalized order information and install quote requests. CAST has fundraised to cover cost of new starting blocks

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Hired 3 new lifegaurds
- Lifeguard orientation
- SOLD OUT a Christmas 4-week POUND class in 1 day!
- Got confirmation on a new fitness class coming to the Rec Center in January 2018 taught by Jo Grundemeier
- Training Steve Blackburn to take over Fit Mix AM classes

Recreation Center: Mike Mertes, Program Specialist

- Parent / Child Turkey Shoot (11/12/17 65 parent / child shooting pairs)
- Jingle Bell Run Planning (12/1/17)
- Breakfast With Santa Planning (12/2/17)
- 1st – 6th Basketball Programming
- Spring / Summer program planning

Recreation Center: Pam Hanlin, Secretary

- Helped sell tickets for Todd Oliver
- Worked with Laura on EFT payments
- Worked with PerfectMind on not being able to be able corporate monthly memberships.
- Started to sell tickets to Breakfast with Santa
- Started collecting toys for the Giving Tree Jingle Bell run/walk
- Registration started for Kid's night out
- Typed up instructions on how to do money while I am gone

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
- Next year's budget items
- Street lights to LED
- Golf Course winterizing
- Heating system at city buildings
- New Auto scrubber
- Open afterhours plan at Rec Center
- Downtown Xmas lights

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Ice rink flooded (if cold enough)
- Mulch put down around shrubs at Depot
- Budget
- Prepare equipment for snow removal

Golf: Scott Haakenson, Golf Superintendent

- Work on 18-19 budget
- Cut down and clean up dead trees
- Start working on mower cutting units

Cemetery: John Snyder, Cemetery Sexton

- Snow removal when needed
- Standard winter schedule

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Lifeguard class scheduled starting Dec 3
- Assist with Breakfast with Santa and Jingle Bell Run
- Working to get Tonic Sol Fa for a concert in the theater 2018, and a couple other events to bring in to our theater when not in use

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Lifeguard In-Service, Wednesday Dec 13 @ 2pm
- Revising lifeguard handbook
- Looking into how to grow our fitness classes

Recreation Center: Mike Mertes, Program Specialist

- Jingle Bell Run (12/1/17)
- Breakfast with Santa (12/2/17)
- Kids Night Out (12/8/17)

Recreation Center: Pam Hanlin, Secretary

- Would like to work on getting fitness punch cards working in the system before 2018-need to add senior classes \
- Started entering ongoing reservations into PerfectMind

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- ’17-’18 Budget

Safety Topic:

- Cold weather
- CRO staff meeting – discussed child behavior issues, facility current issues, pool assistance sliding backboard in

Director's Report
November 2017

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	43
Children's Library Programs	401
Children's Program Outreach	452
Pet Readers	6
Diane's Read Aloud	75
Author Book Signing	20
Crafty Library Ladies	61
Poetry Group	20
Book Clubs	6
Reclaim Your Holidays	14
Teen Advisory Group	8
Test Proctoring	2
Total Program Attendance	**1,027**
Monthly Door Count	**5,882**

Total Print Circulation:	7,821
BRIDGES Circulation:	685
Consumer Reports:	539
Public Computer Use:	694
Wi-Fi Use:	241
Website Visits	3,812
Gale Databases:	0
Global Road Warrior Page Views:	486
Learning Express Resources:	509
Freegal Music Downloads:	311
GVRL eBook Downloads:	8
Chilton Auto Manual	1
ABC Mouse Sessions:	37
Zinio Digital Magazine Circulation:	43
Daily Times Herald Page Views:	3,975
Total Resources Utilized	**19,162**

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, Pet Readers, and outreach with book visits. Additional children's programs included preschool children visiting the library for a field trip where they toured the library, learned about how to take care of books and then check out books. Fairview and Kuemper preschools do not have access to their school libraries and the teachers greatly appreciate the public library offering this service. Dr. Whoot and Diane also attended Title 1 Family Night where teachers instruct parents on how to help their child become stronger readers and encourage public library use. Diane signed families up for library cards and the younger kids for the 1,000 Books Before Kindergarten program.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Library Ladies, Book Club, Teen Advisory Group, and the Poetry Group. We hosted an event for local authors Glen Braddy and Dick Tighe to sign and sell their books. This event was well received with many remembering Dick Tighe being a teacher or coach of theirs. We also hosted a Reclaim Your Holidays program in partnership with Anjanette Treadway from ISU Extension Office and Carroll Area Nursing Service. Participants learned of ways to de-stress during the holidays and created some DIY crafts to give away as gifts.

3) **Friends of the Library Book Sale**: The second week of November the Friends of the Library hosted their Annual Book Sale held on November 10-11. The Friends had another successful sale by finding new homes for many books, audiobooks, and DVDs. Volunteers were hard at work setting up tables, moving and organizing books, working the cashier table, and tearing down tables at the end.

4) **Upcoming Events**:
View upcoming events on the library's Google calendar at www.carroll-library.org by clicking on the Calendar of Events link on the home page.

Annual Planning Session

Carroll City Council Annual Planning Session
2016-2017 Priority Items Work Plan Update as of November 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
  - 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, November 27, 2017 delayed to 2017 Planning Session
    - US 30 East Entrance Sign Consideration: April 10, 2017, April 24, 2017, May 8, 2017, November 27, 2017 delayed to 2017 Planning Session
- 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