

# **AGENDA**

**COUNCIL MEETING**  
**Tuesday, April 10, 2018**  
**5:30 P.M.**

## **CITY HALL COUNCIL CHAMBERS**

**I. CALL TO ORDER:**

**II. OPEN FORUM: This is a time for any concerned citizen to speak to the Council on an item that is not on the agenda.**

**III. CONSENT ITEMS:**

- A. 3/27/18 regular Council meeting minutes.
- B. Payment of monthly bills

**IV. NEW BUSINESS:**

- A. Public hearing on 2018 amendment to urban renewal plan for Jefferson Urban Renewal Area.
- B. Consider approval of resolution of 2018 amendment to urban renewal plan for Jefferson Urban Renewal Area.
- C. Consider approval of pay estimate number 8 (final) to Pinnacle Construction in amount of \$65,433.88 for CDBG Façade project.
- D. Consider approval to waive building permit fee for Greene County Fairgrounds.
- E. Consider approval of plat of survey for Mike Healy.
- F. Consider approval of Hotel/Motel Tier III funds for Thomas Jefferson Gardens.
- G. Consider approval of contract with Region XII Council of Governments to update the City Comprehensive Plan.

**V. REPORTS:**

- A. Mayor
- B. Engineer
- C. City Clerk
- D. Attorney
- E. City Administrator
- F. Council & Committees

**VI. ADJOURN.**

# AGENDA SUMMARY

DATE 4/10/18

## NEW BUSINESS

### I. NEW BUSINESS:

- A. **Public hearing on 2018 amendment to urban renewal plan for Jefferson Urban Renewal Area.**  
The description of the amendment is attached.
- B. **Consider approval of resolution of 2018 amendment to urban renewal plan for Jefferson Urban Renewal Area.**
- C. **Consider approval of pay estimate number 8 (final) to Pinnacle Construction in amount of \$65,433.88 for CDBG Façade project.** Attached is the final payment for the project. \$25,823.38 is for the final work and #39,433.88 is for the retainage.
- D. **Consider approval to waive building permit fee for Greene County Fairgrounds.**
- E. **Consider approval of plat of survey for Mike Healy.** Attached is the application to add parcel "A" Lot 1 Copeland Addition to a the property owned by Mike Healy to the north.
- F. Consider approval of Hotel/Motel Tier III funds for Thomas Jefferson Gardens.
- G. **Consider approval of contract with Region XII Council of Governments to update the City Comprehensive Plan.** Attached is the scope of services and process Region XII is proposing in order to update the 2005 Comprehensive Plan. The cost of the work would be \$22,000.

COUNCIL MEETING

March 27, 2018

5:30 P.M.

PRESENT: Ahrenholtz, Teeples, Sloan, Gordon

ABSENT: Wetrich

Mayor Berry presided.

No citizens spoke during the Open Forum.

On motion by Teeples, second by Sloan, the Council approved the following consent agenda: March 13, 2018 Council Minutes and White Oak Station #84, Cigarette Tobacco permit.

AYE: Teeples, Ahrenholtz, Gordon, Sloan

NAY: None

**RESOLUTION NO. 14-18**

On motion by Teeples, second by Ahrenholtz, the Council approved Resolution No. 14-18, a resolution to rename Microsoy Drive to East Stanford Street.

AYE: Gordon, Sloan, Teeples, Ahrenholtz

NAY: None

On motion by Ahrenholtz, second by Sloan, the Council approved the purchasing of poles with bases for the Wayfinding signs. The Council agreed to leave private businesses off of Wayfinding signs.

AYE: Teeples, Gordon, Ahrenholtz, Sloan

Nay: None

There being no further business the Council agreed to adjourn.

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Craig J. Berry, Mayor

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Diane M. Kennedy, City Clerk

## **DESCRIPTION OF 2018-1 AMENDMENT:**

The following projects would be added to the urban renewal plan:

1. Provide incentives to persons to make repairs and improvements to buildings in the downtown area, including repairs and improvements to roofs, exterior and interior walls, foundations, front facades, flooring, ceilings, and electrical, plumbing, and HVAC systems. The amount of tax increment revenues that may be used for this purpose shall not exceed \$150,000 for any one building and all of such projects shall not exceed \$600,000 in the aggregate for any one fiscal year.
2. Provide matching funds for façade rehabilitation projects in the downtown area, using tax increment revenues in an amount not to exceed \$300,000 in any one fiscal year.

For purposes of this Amendment the downtown area includes the portion of the Urban Renewal Area bounded on the west by Elm Street, on the north by Washington Street, on the east by the Raccoon River Valley Trail, and on the south by Harrison Street, and Block 32 in the Original Town (now City) of Jefferson.

**APPLICATION AND CERTIFICATE FOR PAYMENT**

**TO OWNER:**  
 City of Jefferson Iowa  
 220 N Chestnut Street  
 Jefferson, IA 50129

**PROJECT:**  
 90138, CDBG Jefferson Main Street Façade  
 220 N Chestnut Street  
 Jefferson, IA 50129

**FROM CONTRACTOR:**  
 Pinnacle Construction, Inc.  
 22060 221st Street South  
 Glenwood, IA 51534

**CONTRACT FOR:** CDBG Jefferson Main Street Façade Program

**APPLICATION #:** 8  
**PERIOD TO:** 04/02/18  
**PROJECT NOS:** 90138

**Distribution to:**

<input checked="" type="checkbox"/>	Owner
<input type="checkbox"/>	Const. Mgr
<input checked="" type="checkbox"/>	Architect
<input type="checkbox"/>	Contractor

**CONTRACT DATE:** 05/22/17

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM-----	\$ 741,365.00
2. Net change by Change Orders-----	\$ 76,668.44
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$ 818,033.44
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet)	\$ 818,033.44

**5. RETAINAGE:**

a. \_\_\_\_\_ of Completed Work  
 (Columns D+E on Continuation Sheet) \$ \_\_\_\_\_

b. \_\_\_\_\_ of Stored Material  
 (Column F on Continuation Sheet) \$ \_\_\_\_\_

Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet)-----

6. TOTAL EARNED LESS RETAINAGE----- (Line 4 less Line 5 Total)	\$ 818,033.44
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**7. LESS PREVIOUS CERTIFICATES FOR PAYMENT**

(Line 6 from prior Certificate)-----	\$ 752,599.56
8. CURRENT PAYMENT DUE-----	\$ 65,433.88

**9. BALANCE TO FINISH, INCLUDING RETAINAGE**

(Line 3 less Line 6) \$ 0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

**CONTRACTOR:**

By: AK Ly

Date: 4/2/18

State of: Iowa  
 County of: Mills  
 Subscribed and sworn to before me this 2nd day of April, 2018

Kimberly J Allen  
 Notary Public Iowa  
 Commission No. 771744  
 My Commission Expires 2-24-21

**Notary Public:**

My Commission expires: 2-20-21

**CERTIFICATE FOR PAYMENT**

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ----- \$ 65,433.88  
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

**ARCHITECT:**

By: [Signature]

Date: 4/1/2018

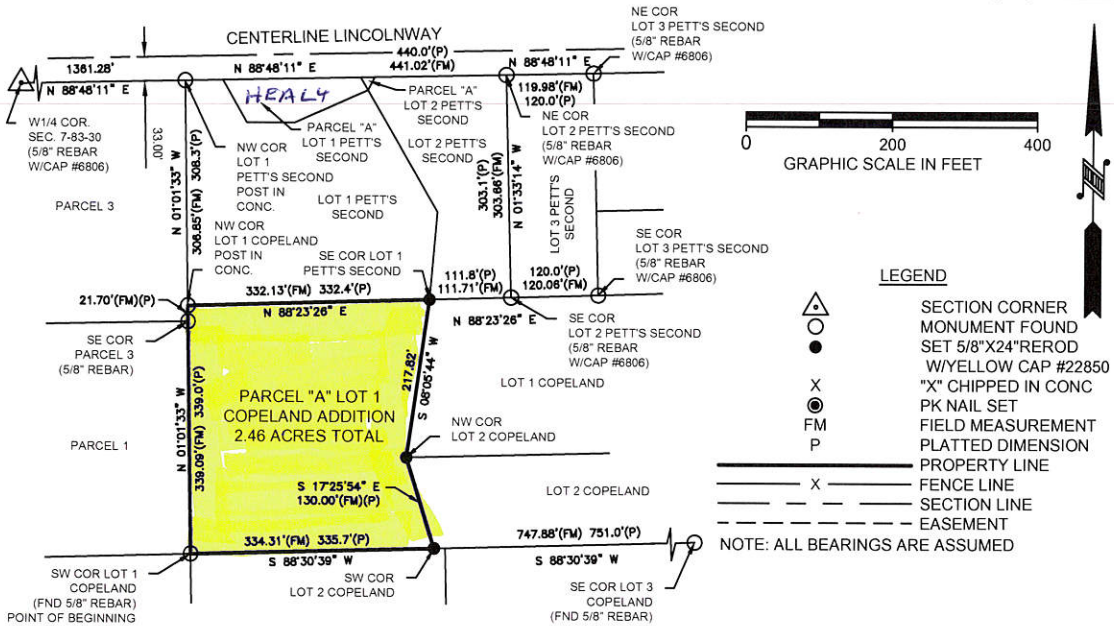
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$69,545.06	
Total approved this Month	\$7,123.38	
<b>TOTALS</b>	\$76,668.44	
<b>NET CHANGES by Change Order</b>	\$76,668.44	

**INDEX LEGEND**

COUNTY: GREENE  
 DESIGNATION: PARCEL "A" OF LOT 1  
 LOCATION: COPELAND ADDITION, CITY OF JEFFERSON  
 SITE ADDRESS: N/A  
 OWNER: MARILYN C. COPELAND  
 SURVEY REQUESTED BY: MIKE HEALY  
 SURVEYOR: ROBERT B. BILLS

PREPARED BY AND RETURN TO: ROBERT B. BILLS CENTRAL IOWA SURVEYING, LLC P.O. BOX 67 JEFFERSON, IOWA 50129 (515)370-2399



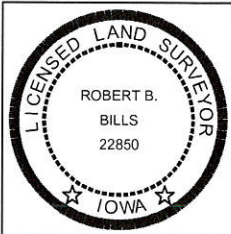
**FIELD NOTES:**

A TRACT OF LAND LOCATED IN LOT 1 OF COPELAND ADDITION TO THE CITY OF JEFFERSON, GREENE COUNTY, IOWA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 1 OF COPELAND ADDITION; A DISTANCE OF 339.09 FEET TO THE NORTHWEST CORNER OF SAID LOT 1 OF COPELAND ADDITION ALSO BEING THE SOUTHWEST CORNER OF LOT 1 OF PETT'S SECOND ADDITION IN SAID CITY OF JEFFERSON; THENCE N88°23'26"E ON THE NORTH LINE OF SAID LOT 1 OF COPELAND ADDITION ALSO BEING THE SOUTH LINE OF SAID LOT 1 OF PETT'S SECOND ADDITION, A DISTANCE OF 332.13 FEET TO THE SOUTHEAST CORNER OF SAID LOT 1 OF PETT'S SECOND ADDITION; THENCE S08°05'44"W, A DISTANCE OF 217.82 FEET TO THE NORTHWEST CORNER OF LOT 2 OF SAID COPELAND ADDITION; THENCE S17°25'54"E ON THE WEST LINE OF SAID LOT 2 OF COPELAND ADDITION, A DISTANCE OF 130.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT 2 OF COPELAND ADDITION; THENCE S88°30'39"W ON THE SOUTH LINE OF SAID LOT 1 OF COPELAND ADDITION, A DISTANCE OF 334.31 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL SHALL HEREAFTER BE KNOWN AS PARCEL "A" OF LOT 1 OF COPELAND ADDITION TO THE CITY OF JEFFERSON, GREENE COUNTY, IOWA.

THE ABOVE DESCRIBED PARCEL CONTAINS 2.46 ACRES AND IS SUBJECT TO ANY AND ALL EASEMENTS APPARENT OR OF RECORD.



I hereby certify that this land surveying document and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Robert B. Bills

License number #22850  
 My license renewal date is Dec, 31, 2018  
 Pages or sheets covered by this seal: 1

Region XII Council of Governments has a long-standing history of working with City and County government. Having been established in west central Iowa for over 40 years, Region XII staff is familiar with developing plans that are responsive to input from the general public as well as appointed and elected officials.

To begin the process, Region XII proposes that the City establish a steering committee that will be involved with the planning process from beginning to end. Members of the steering committee should include the City Planning and Zoning Commission, Jefferson Housing Committee and may also include representatives of the City Council, City staff, business representatives, community organizations, and other individuals the City deems appropriate. The size of the steering committee is dependent on the size of the community and wishes of the Council and Planning & Zoning Commission. As participants, these members will be able to explain current City policy to the project team and help guide discussion on proposed policies and implementation measures. We would also like relevant City staff members to be available to consult with the Comprehensive Plan team in regard to specific issues. Members of the staff can provide key input that will enable the project team to create a plan which is workable in the local context. We may also call upon City personnel for data development in cases in which the data needed is not available from other sources and in which accurate data is vital. Once the data is developed, we would like pertinent City staff and elected officials to review and provide input on reports and drafts throughout the planning process.

In addition to the steering committee, we would also ensure that other stakeholders are heard throughout the planning process by offering several opportunities for participation. Interested parties such as the Iowa Department of Natural Resources, the Iowa Department of Transportation, Greene County Development Corporation, Midwest Partnership, and Greene County officials to name a few. We propose to discuss one or two plan elements per meeting, at which time the aforementioned stakeholders will either be invited or their input gather prior to their relevant meeting. The plan elements are discussed in the following pages.

In preparing the Comprehensive Plan, the document will consist of several plan elements. These elements will serve as the outline of the plan document as well as topics for individual planning sessions. These elements are taken directly from the 2010 Iowa Smart Planning Act, and some or all of them may apply to the Comprehensive Plan in Jefferson. The decision on which elements are included in a final plan will be determined through the planning process.

**A. Public Participation Element**

Information relating to public participation during the creation of the comprehensive plan or land development regulations, including documentation of the public participation process, a compilation of objectives, policies, and goals identified in the public comment received, and identification of the groups or individuals comprising any work groups or committees that were created to assist the planning and zoning commission or other appropriate decision-making body of the municipality.

**B. Issues and Opportunities Element**

Information relating to the primary characteristics of the municipality and a description of how each of those characteristics impacts future development of the municipality. Such information may include historical information about the municipality, the municipality's geography, natural

resources, natural hazards, population, demographics, types of employers and industry, labor force, political and community institutions, housing, transportation, educational resources, and cultural and recreational resources. The comprehensive plan or land development regulations may also identify characteristics and community aesthetics that are important to future development of the municipality.

### **C. Land Use Element**

Objectives, information, and programs that identify current land uses within the municipality and that guide the future development and redevelopment of property, consistent with the municipality's characteristics identified under the Issues and Opportunities Element. The comprehensive plan or land development regulations may include information on the amount, type, intensity, and density of existing land use, trends in the market price of land used for specific purposes, and plans for future land use throughout the municipality. The comprehensive plan or land development regulations may identify and include information on property that has the possibility for redevelopment, a map of existing and potential land use and land use conflicts, information and maps relating to the current and future provision of utilities within the municipality, information and maps that identify the current and future boundaries for areas reserved for soil conservation, water supply conservation, flood control, and surface water drainage and removal. Information provided under this paragraph may also include an analysis of the current and potential impacts on local watersheds and air quality.

### **D. Housing Element**

Objectives, policies, and programs to further the vitality and character of established residential neighborhoods and new residential neighborhoods and plans to ensure an adequate housing supply that meets both the existing and forecasted housing demand. The comprehensive plan or land development regulations may include an inventory and analysis of the local housing stock and may include specific information such as age, condition, type, market value, occupancy, and historical characteristics of all the housing within the municipality. The comprehensive plan or land development regulations may identify specific policies and programs that promote the development of new housing and maintenance or rehabilitation of existing housing and that provide a range of housing choices that meet the needs of the residents of the municipality.

#### **D1. Housing Needs Assessment**

Housing is challenging issues facing cities across the region, Iowa and the Midwest. This portion of the planning process would focus more extensively on housing than typically addressed in a comprehensive planning process. COG staff would develop a survey that would solicit input from the public about housing needs and issues throughout the City. This survey would be publicized through the media, city utility billings, community newsletters, etc. This citizen input will assist in assessing the overall wants and needs of housing for existing residents.

A second survey will be developed to solicit input from members of the workforce that commute into Jefferson. This survey will provide information as to why workers choose to live outside of Jefferson. Survey results will help identify whether it is the selection of available housing, housing type, housing costs, or some other factors that cause workers to commute. This survey would be distributed by major employers in the City and surrounding area.



Additional housing focus group meetings will solicit input from 5 separate focus groups: major employers, real estate and developers, landlords, senior citizens and the general public. These focus groups will identify housing needs, housing costs, vacancy rates, housing availability and challenges to create new housing developments, financial issues and infrastructure needs.

## **D2. Housing Needs Assessment**

Rental housing is a key component of the overall housing stock in any a community. This detailed analysis would focus on identifying rental housing condition, vacancy rates and rental rates. A housing stock windshield survey would be completed to identify housing stock conditions for both owner occupied and rental housing.

## **E. Public Infrastructure and Utilities Element**

Objectives, policies, and programs to guide future development of sanitary sewer service, storm water management, water supply, solid waste disposal, wastewater treatment technologies, recycling facilities, and telecommunications facilities. The comprehensive plan or land development regulations may include estimates regarding future demand for such utility services.

## **F. Transportation Element**

Objectives, policies, and programs to guide the future development of a safe, convenient, efficient, and economical transportation system. Plans for such a transportation system may be coordinated with state and regional transportation plans and take into consideration the need for diverse modes of transportation, accessibility, improved air quality, and interconnectivity of the various modes of transportation.

## **G. Economic Development Element**

Objectives, policies, and programs to promote the stabilization, retention, or expansion of economic development and employment opportunities. The comprehensive plan or land development regulations may include an analysis of current industries and economic activity and identify economic growth goals for the municipality. The comprehensive plan or land development regulations may also identify locations for future brownfield or grayfield development.

## **H. Agricultural and Natural Resources Element**

Objectives, policies, and programs addressing preservation and protection of agricultural and natural resources.

## **I. Community Facilities Element**

Objectives, policies, and programs to assist future development of educational facilities, cemeteries, health care facilities, child care facilities, law enforcement and fire protection facilities, libraries, and other governmental facilities that are necessary or desirable to meet the projected needs of the municipality.

## **J. Community Character Element**

Objectives, policies, and programs to identify characteristics and qualities that make the municipality unique and that are important to the municipality's heritage and quality of life.

#### **K. Hazards Element**

Objectives, policies, and programs that identify the natural and other hazards that have the greatest likelihood of impacting the municipality or that pose a risk of catastrophic damage as such hazards relate to land use and development decisions, as well as the steps necessary to mitigate risk after considering the local hazard mitigation plan approved by the Federal Emergency Management Agency.

#### **L. Intergovernmental Collaboration Element**

Objectives, policies, and programs for joint planning and joint decision-making with other municipalities or governmental entities, including school districts and drainage districts, for siting and constructing public facilities and sharing public services. The comprehensive plan or land development regulations may identify existing or potential conflicts between the municipality and other local governments related to future development of the municipality and may include recommendations for resolving such conflicts. The comprehensive plan or land development regulations may also identify opportunities to collaborate and partner with neighboring jurisdictions and other entities in the region for projects of mutual interest.

#### **M. Implementation Element**

A compilation of programs and specific actions necessary to implement any provision of the comprehensive plan, including changes to any applicable land development regulations, official maps, or subdivision ordinances.

Region XII will utilize its mapping software to provide visual aid throughout the document. We currently use ArcGIS 10.3 geographic information systems software. The GIS software would be utilized to depict existing and future land use patterns as well as for other mapping purposes during the data gathering phase, i.e., topography, soil types, locations of infrastructure. Region XII has a data sharing agreement in place with Greene County that enables Region XII to utilize the county's GIS Parcel data for GIS and mapping applications.

Overall, we believe that the development of the Jefferson Comprehensive Plan will require approximately 15-18 months. The length of this schedule is such that it will allow for adequate time to collect data and solicit the requisite public input. Region XII would propose an approximate project start date of May 2018.

Below is an approximate meeting schedule that Region XII has proposed for the planning process. The number of meetings is only a rough estimate based on other plans we have prepared. In all likelihood this schedule will change.

##### *Contract Approval with City Council (1 meeting)*

This meeting will consist of Region XII meeting with the City Council to secure the project contract and discuss the expectations of the project.

##### *Project Kick-off Meeting (1 public input meeting)*

The project kick-off meeting will introduce the public and steering committee to the planning process. Region XII staff will explain the responsibilities of those involved with the process as well as the project timeline. In addition to the introductions, Region XII will facilitate a Strengths, Weaknesses, Opportunities, and Threats exercise to begin the planning process.

*Development and Review of Community Assessment Report with Planning Steering Committee (5-8 meetings)*

These meetings will solicit input from the public, stakeholders, partners, and the steering committee. This information will serve as the driving force in developing future goals and policies.

*Housing Focus Groups (5 meetings)*

Housing focus group meetings will solicit input from 5 separate focus groups: major employers, real estate and developers, landlords, senior citizens and the general public. These focus groups will identify housing needs, housing costs, vacancy rates, housing availability and challenges to create new housing developments, financial issues and infrastructure needs.

*Existing Housing Stock Assessment – Summary of Findings (1 meeting)*

This Steering Committee meeting will summarize the results of the housing windshield survey, housing survey and focus group meetings. This assessment will provide the steering committee a summary of the number and type of existing housing units, housing condition by type, and housing issues.

*Housing Findings (1 meeting)*

The planning team will identify housing needs for the community. Findings may include the need for housing rehabilitation, future housing needs by type and by cost.

*Local Incentive Policy and Action Plan (1 meeting)*

The planning team with input and guidance from the steering committee and local elected officials will develop a list of local incentive policies that could be implemented to encourage new housing development and housing rehabilitation. The implementation plan will identify partners and funding sources that may facilitate housing development actions. The implementation schedule will match housing actions with potential funding sources including: IEDA CDBG, IFA HOME, USDA, TIF, tax abatement and others.

*Development of Goals with Planning Steering Committee (1 meeting)*

With the input from the community assessment report in mind, Region XII will work with the Planning Steering Committee to develop short and long term goals.

*Draft Comprehensive Plan Review with Planning Steering Commission (1 meeting)*

Once the future goals are discussed, Region XII will present a draft of the plan for review by the Planning Steering Committee and relevant City staff. Region XII will make any changes desired by the Planning Steering Committee and City staff prior to the release of the draft to the public.

*Public Input Meeting on Comprehensive Plan (1 meeting)*

Region XII will present a draft of the Comprehensive Plan to the general public. This will be an opportunity for those who were involved in the planning sessions, as well those interested to review the document.

*Public Hearing with P&Z on Comprehensive Plan (1 meeting)*

Prior to the public hearing officially adopting the plan, a public hearing will be held by the Jefferson Planning and Zoning Commission to hear comments on the final draft of the plan. Region XII will assist in facilitating the hearing.

*Public Hearing with City Council on Comprehensive Plan (1 meeting)*

This is the final opportunity for comments to be heard from the public. This hearing will officially adopt the comprehensive plan. Region XII will assist in facilitating the hearing.

*General Review of Zoning Ordinances (2 meetings)*

Region XII will review the City's existing zoning ordinances with City staff and discuss issues with the existing zoning document. Region XII will then provide general zoning ordinance changes and improvements.

## REFERENCES

Melinda Hinnners, City Clerk  
City of Scranton  
1006 Main Street  
P.O. Box 428  
Scranton, IA 51462  
(712) 652-3888  
[scrantn@netins.net](mailto:scrantn@netins.net)

Dawn Meyer, City Administrator  
City of Manning  
717 3<sup>rd</sup> Street  
Manning, IA 51455  
(712) 263-3143  
[dawn@mmctsu.com](mailto:dawn@mmctsu.com)

Sven Peterson, City Administrator  
City of Perry  
1102 Willis Avenue  
Perry, IA 50220  
(515) 465-2481  
[sven.peterson@perryia.org](mailto:sven.peterson@perryia.org)

Wade Weiss, Greene County Engineer  
Greene County Courthouse  
114 North Chestnut Street  
Jefferson, IA 50129  
(515) 386-5650  
[wweiss@co.greene.ia.us](mailto:wweiss@co.greene.ia.us)

## **PROPOSED FEE**

Region XII proposes the following lump sum fees. Each would provide 20 copies of the plan and housing needs assessment and an electronic (pdf) version.

- Comprehensive Plan, general review of the Jefferson Zoning Ordinance, and Housing Needs Assessment (outlined under optional Housing D1 and D2 tasks). Lump sum fee of **\$22,000**.

# Jefferson Public Library

Meeting of the Board of Trustees  
April 9, 2018 6:30 PM  
Library Basement Meeting Room

## AGENDA

- I. Call to Order
- II. Open Forum: this is a time for any concerned citizen to speak to the trustees about an item that is not on the agenda.
- III. Approval of Minutes of Previous Meeting
- IV. Approval of Expenditures
- V. Director's Report
  - A. Monthly Circulation & Usage Report
  - B. Year-to-Date Monthly Financial Reports
  - C. Project updates – photo kiosk
- VI. Old Business
  - A. State Library building consultant
  - B. FY18 & FY19 budgets
  - C. Grant applications
  - D. Trustee terms
  - E. Personnel
  - F. Director's performance evaluation
- VII. New Business
  - A. Public comment: for the purpose of hearing from members of the public regarding the Children's Internet Protection Act policy
  - B. Policy review: Facilities & Equipment
- VIII. Next Meeting – May 7 at 6:30 p.m.
- IX. Adjournment