City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager MSP-W

FROM: Randall M. Krauel, Director of Public Works RMK

DATE: January 4, 2017

SUBJECT: Council Work Session
January 9, 2017
City Signs at Entryways to City

I. Planning Session Report, 08-29-15
New Priority Projects, Programs, Policies and Initiatives
- City signs at entryways to City

II. Planning Session Report, 2016
On-Going Commitments/Obligations
- City signs at entryways to City

III. Capital improvement Plan F.Y. 18-22
Corridor Entry Features

IV. F.Y. 16-17 Budget
Capital Projects - Streets
Corridor Entry Features $40,000

V. Other Considerations

A. Westgate Mall Association sign request, 11-28-16

B. Wayfinding signing

RMK:ds

City of Carroll, Iowa
Planning Session Report
August 29, 2015

Mayor:
Adam P. Schweers

City Council:
Mike D. Kots
Tom Tait
Clay Haley
Carolyn M. Siemann
Eric P. Jensen
Jerry Fleshner

Facilitated by:
Jeff Schott
Institute of Public Affairs
University of Iowa

APPROVED 09-14-15

New Priority Projects, Programs, Policies and Initiatives

The participants reviewed potential projects, programs, policies and initiatives for consideration and selected the following as new priorities for the upcoming 24 month period:

- Investigate enhancing the Community Endowment Fund to offset project expenses and/or operational expenses.
    - Promote the "collective impact" theory of city planning (i.e., organizations from different sectors adopting common agendas to combat community issues such as limited resources, poverty, crime, etc.).
- Investigate possibility of providing staff to develop new ideas and promote community events, theater and other community programs.
- Investigate Graham Park parking concept.
- Cemetery maintenance building.
- City signs at entryways to City.
- Review City sidewalk policy; investigate developing a sidewalk repair program.
- Evaluate compensation of Mayor and City Council.

A complete list of all programs and initiatives considered by the Mayor and City Council members is attached as **Exhibit A**.

Organizational Effectiveness

The Mayor and City Council reviewed a variety of ideas relating to improving organizational effectiveness to accomplish the selected goals and priorities. After review and discussion, the Mayor and City Council selected the following steps to improve organizational effectiveness:

- Council needs to receive timely reports and communications from boards/commissions regarding any significant discussions/issues/decisions with which they are dealing. Boards/commissions should provide periodic updates/presentations at Council meetings on such significant discussions/issues/decisions.
- Minimize handouts at meetings; if materials/information is not available by Thursday, the item should not be placed on the Council meeting agenda (unless it is an emergency, extremely time-sensitive matter).
- Review all City policies. Many policies pre-date the 21st century and may not accurately reflect current trends.
- Continue to host a chamber morning coffee as a group once a year.
- Open and honest work sessions - off cycle from regular Council meetings

City of Carroll, Iowa
Planning Session Report
2016

Mayor:
Dr. Eric Jensen

City Council:
Mike Kots
Misty Boes
Clay Haley
Carolyn Siemann
Jerry Fleshner
Brandon Vonnahme

City Staff:
Mike Pogge-Weaver, City Manager
Laura Schafer, City Clerk/Finance Director
Randy Krauel, Public Works Director
Greg Schreck, Building Official/Fire Chief
Jack Wardell, Parks & Rec Director
Brandie Ledford, Library Director
Brad Burke, Police Chief

Facilitated by:
Jeff Schott
Institute of Public Affairs
University of Iowa

On-Going Commitments/Obligations

The following were identified as on-going commitments/obligations for the upcoming 24 month period:

- Develop Library/City Hall concept/implementation/financing plan
- Council adoption of Financial Policies
- Waste Water Treatment Plant improvements – comply with disinfection and nutrient reduction requirements
- Continue street improvements
- Continue Corridor of Commerce streetscapes on planned basis
    - Phases VIII and IX
- Develop plan/strategy for Rec Center for long-term viability
    - Programming, membership, financing, operational and physical improvements
- Grant Rd/Hwy 30 improvements
- Street maintenance building – develop financing plan
- Learn more about and provide information about the Community Endowment Fund
- Review Graham Park Athletic district/ISU plan when developed
    - Investigate Graham Park parking concept.
- Trails expansion
- City signs at entryways to city.
- Develop sidewalk repair program.

New Priority Projects, Programs, Policies and Initiatives

The participants reviewed potential projects, programs, policies and initiatives for consideration and selected the following as new priorities for the upcoming 24 month period (listed in priority order):

1 (Tie) Start Rec Center improvement projects
1 (Tie) Implement Housing Study

3 Rental Housing Inspection

A complete list of all programs and initiatives considered by the Mayor and City Council members is attached as **Exhibit A.**

Capital Improvement Plan
City of Carroll, Iowa

FY 18 *thru* FY 22

Department	Streets
Contact	Public Works Director
Type	Construction-New
Useful Life	40 years
Category	Street Construction

Project #	STR-17-005
Project Name	Corridor Entry Features

Total Project Cost: $440,000

Description

Construction of city signs at entryways to the City.

Justification

"City signs at entryways to City" is a an On-Going Commitment/Obligation of the Planning Session Report 2016, approved 11-14-16.

Prior	Expenditures	FY 18	FY 19	FY 20	FY 21	FY 22	Total
40,000	Construction	400,000					400,000
Total	Total	400,000					400,000

Prior	Funding Sources	FY 18	FY 19	FY 20	FY 21	FY 22	Total
40,000	G.O. Bond (Council Vote)	400,000					400,000
Total	Total	400,000					400,000

Budget Impact/Other

C I T Y O F C A R R L
ADMINISTRATION RECOMMENDED BUDGET
AS OF: JANUARY 31ST, 2016

304-C.P. STREETS
DEBT SERVICE / CAPITAL
STREET CONSTRUCTION

	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 CURRENT BUDGET	2015-2016 Y-T-D ACTUAL	2015-2016 CURRENT YR REESTIMATE	2016-2017 CITY ADMIN. RECOMMENDED
EXPENDITURES						
CAPITAL OUTLAY						
304-6-7521-37501 STREET MAINTENANCE BLDG	0	0	250,000	0	25,000	250,000
304-6-7521-37950 CORRIDOR ENTRY FEATURES	0	0	0	0	0	40,000
TOTAL CAPITAL OUTLAY	0	0	250,000	0	25,000	290,000
TOTAL EXPENDITURES	0	0	250,000	0	25,000	290,000
REVENUES OVER/(UNDER) EXPENDITURES	0	0	(250,000)	0	(25,000)	(290,000)

C I T Y O F C A R l L
ADMINISTRATION RECOMMENDEL ,DGET
AS OF: JANUARY 31ST, 2016

001-GENERAL FUND
OTHER ACTIVITIES
STREETS

	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 CURRENT BUDGET	2015-2016 Y-T-D ACTUAL	2015-2016 CURRENT YR REESTIMATE	2016-2017 CITY ADMIN. RECOMMENDED
EXPENDITURES						
TRANSFERS						
001-6-9121-59107 TRANSF. TO C.P. STREETS	175,000	0	250,000	0	250,000	140,000
TOTAL TRANSFERS	175,000	0	250,000	0	250,000	140,000
TOTAL EXPENDITURES	175,000	0	250,000	0	250,000	140,000
REVENUES OVER/(UNDER) EXPENDITURES	(175,000)	0	(250,000)	0	(250,000)	(140,000)

CITY OF CARROLL
BUDGET WORKSHEET
Fiscal Year 2016-2017
Public Works

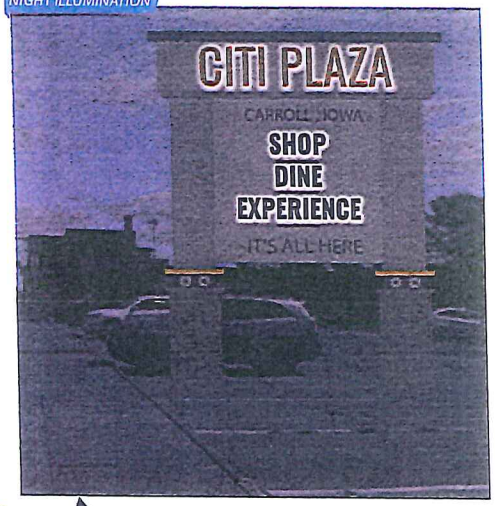
General Fund

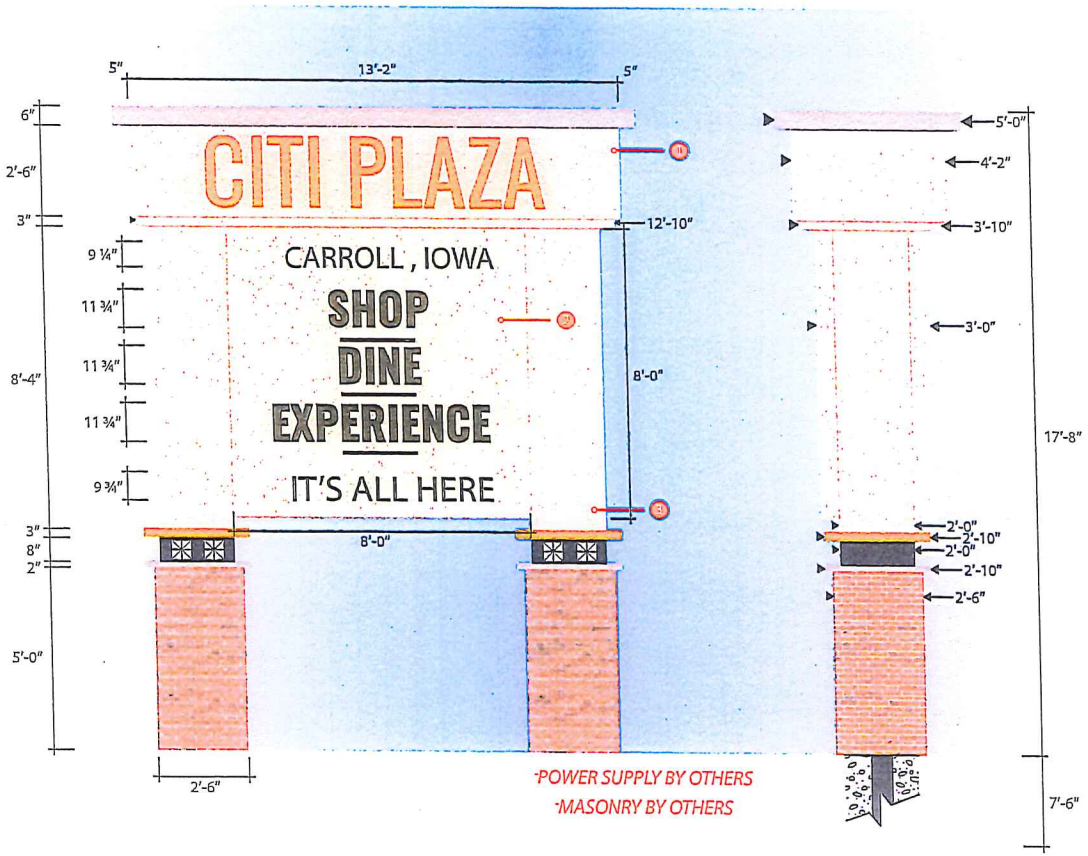
Expenditure			F.Y. 15-16 Budget	F.Y. 15-16 Re-estimate	F.Y. 16-17 Request
Transfers - Streets					
001-6-9121-59107	**Transf. to C.P. Streets**				
F.Y. 15-16 Budget:	Street Maintenance Garage		$250,000		
F.Y. 15-16 Re-estimate:	Street Maintenance Garage			$250,000	
F.Y. 16-17 Request:	Street Maintenance Garage	*$100,000*			
	Corridor Entry Features	*$40,000*			*$140,000*
Total Expenditure			**$250,000**	**$250,000**	***$140,000***

01-25-16, 01-04-16

OPTION A

NIGHT ILLUMINATION





·POWER SUPPLY BY OTHERS
·MASONRY BY OTHERS

ENGINEERING:

PIPE: 8" STD STEEL PIPES
DEPTH: 7'-6" WITH 36" DRILL
CONCRETE: 1.873 YRDS x2 = 3.746 YRDS
LENGTH: 25'-2" x2

JOB DESCRIPTION:

FABRICATE AND INSTALL (1) D/F ILLUMINATED ID SIGN WITH HALO LIT CHANNEL LETTERS.

1 TOP ID
TOPPER: .080 OVER ANGLE IRON PAINTED SATIN SHADOW GRAY
CABINET: .080 OVER ANGLE IRON
PAINT: SATIN BEIGE
REVEAL: .080 OVER ANGLE IRON
HALO LIT "CITI PLAZA"
FACE: .080 ALUMINUM
RETURNS: 3" PAINTED
BACKS: CLEAR LEXAN
PAINT: SATIN ORANGE
ILLUMINATION: WHITE LEDs

2 ID CABINET
CABINET: .080 OVER ANGLE IRON PAINTED SATIN LIGHT BEIGE
HALO LIT "EAT - DINE - EXPERIENCE"
FACE: .080 ALUMINUM
RETURNS: 3" PAINTED
BACKS: CLEAR LEXAN
PAINT: SATIN DURANODIC BRONZE
ILLUMINATION: WHITE LEDs
NON LIT LETTERS & STRIPES
FACE: ROUTED.080 ALUMINUM PAINTED SATIN BLACK

3 POLE COVERS
FRAME: .080 OVER ANGLE IRON PAINTED SATIN BEIGE AND SATIN BLACK
TOPPERS: .080 OVER ANGLE IRON PAINTED SATIN ORANGE AND SATIN SHADOW GRAY
DECORATIVE SHAPES: ROUTED 3/4" PVC PAINTED SATIN WHITE

DESIGN #: PM-567 VER.#: 4
DATE: 11-22-16 DRAWN BY: AM
SALES: PAT McALLISTER
JOB: CITI PLAZA
LOCATION: 515 NORTH ADAMS ST
CARROLL, IA 51401
DESIGN APPROVED BY:

DATE:

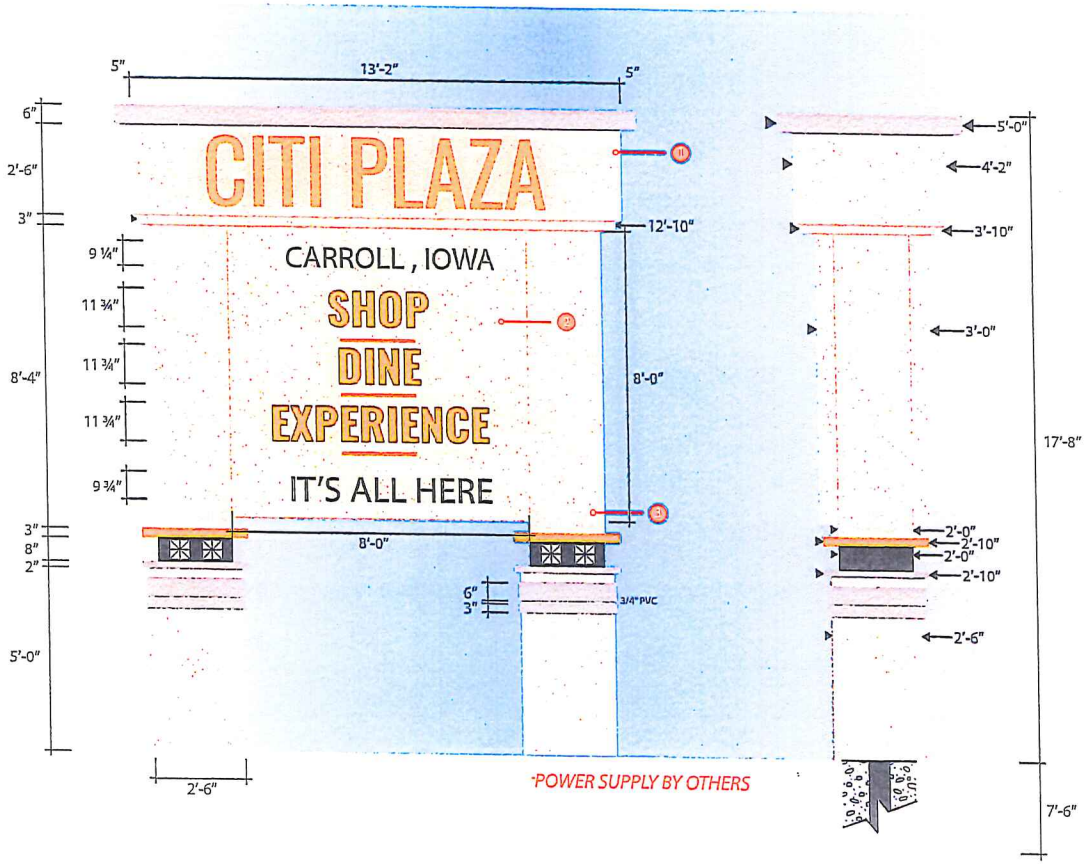
4620 J STREET SW CEDAR RAPIDS IA 52404 / 1-800-332-8403 / WWW.NESPERSIGN.COM

NESPER
SIGN ADVERTISING, INC.

© THIS ORIGINAL COPYRIGHT DRAWING IS CREATED FOR YOUR PERSONAL USE IN CONNECTION WITH PLANNED DISPLAY BY NESPER SIGN ADVERTISING, INC. IT IS NOT TO BE SHOWN TO ANYONE OUTSIDE YOUR FIRM. NOR IS IT TO BE REPRODUCED, COPIED, OR EXHIBITED IN ANY FASHION. COLORS REPRESENTED ON THIS PRINT MAY NOT MATCH THE PMS CHIP, VINYL COLOR OR PAINT COLORS EXACTLY. IT IS TO BE VIEWED AS A REPRESENTATION ONLY. OWNER TO CARRY LIABILITY INSURANCE AND OTHER NECESSARY INSURANCE ON THE ABOVE WORK UPON ACCEPTANCE. THE ACCEPTING PARTY ACKNOWLEDGES RESPONSIBILITY TO THE TERMS AND CONDITIONS OF THIS AGREEMENT.

OPTION B

NIGHT ILLUMINATION



*POWER SUPPLY BY OTHERS

ENGINEERING:

PIPE: 8" STD STEEL PIPES
DEPTH: 7'-6" WITH 36" DRILL
CONCRETE: 1.873 YRDS x2 = 3.746 YRDS
LENGTH: 25'-2" x2

JOB DESCRIPTION:

FABRICATE AND INSTALL (1) D/F ILLUMINATED ID SIGN WITH ROUTED FACES.

1 TOP ID
TOPPER: .080 OVER ANGLE IRON PAINTED SATIN SHADOW GRAY
CABINET: .080 OVER ANGLE IRON
PAINT: SATIN BEIGE
REVEAL: .080 OVER ANGLE IRON
HALO LIT "CITI PLAZA"
FACE: .080 ALUMINUM
RETURNS: 3" PAINTED
BACKS: CLEAR LEXAN
PAINT: SATIN ORANGE
ILLUMINATION: WHITE LEDs

2 ID CABINET
CABINET: .080 OVER ANGLE IRON PAINTED SATIN LIGHT BEIGE
FACE: ROUTED .080 BACKED WITH ACRYLIC
GRAPHICS: TRANS VINYL
PAINT: SATIN DURANODIC BRONZE
ILLUMINATION: WHITE LEDs
NON LIT LETTERS & STRIPES
FACE: ROUTED.080 ALUMINUM PAINTED SATIN ORANGE

3 POLE COVERS
FRAME: .080 OVER ANGLE IRON PAINTED SATIN BEIGE AND SATIN BLACK
TOPPERS: .080 OVER ANGLE IRON PAINTED SATIN ORANGE AND SATIN SHADOW GRAY
DECORATIVE SHAPES: ROUTED 3/4" PVC PAINTED SATIN WHITE
DECORATIVE STRIPES: 3/4" PVC PAINTED SHADOW GRAY

DESIGN #: PM-567 VER.#: 4
DATE: 11-22-16 DRAWN BY: AM
SALES: PAT McALLISTER
JOB: CITI PLAZA
LOCATION: 515 NORTH ADAMS ST
CARROLL, IA 51401
DESIGN APPROVED BY:

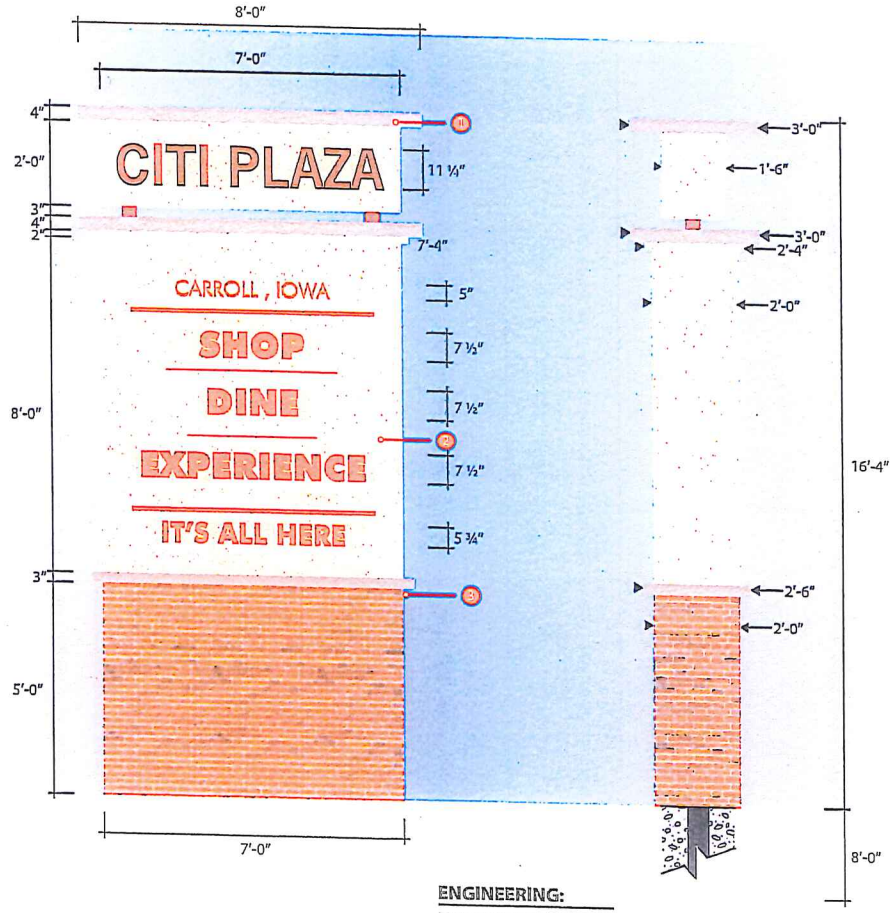
DATE:

4620 J STREET SW CEDAR RAPIDS IA 52404 / 1-800-332-8403 / WWW.NESPERSIGN.COM

NESPER
SIGN ADVERTISING, INC.

© THIS ORIGINAL COPYRIGHT DRAWING IS CREATED FOR YOUR PERSONAL USE IN CONNECTION WITH PLANNED DISPLAY BY NESPER SIGN ADVERTISING, INC. IT IS NOT TO BE SHOWN TO ANYONE OUTSIDE YOUR FIRM. NOR IS IT TO BE REPRODUCED, COPIED, OR EXHIBITED IN ANY FASHION. COLORS REPRESENTED ON THIS PRINT MAY NOT MATCH THE PMS CHIP, VINYL COLOR OR PAINT COLORS EXACTLY. IT IS TO BE VIEWED AS A REPRESENTATION ONLY. OWNER TO CARRY LIABILITY INSURANCE AND OTHER NECESSARY INSURANCE ON THE ABOVE WORK UPON ACCEPTANCE. THE ACCEPTING PARTY ACKNOWLEDGES RESPONSIBILITY TO THE TERMS AND CONDITIONS OF THIS AGREEMENT.

OPTION C



ENGINEERING:

PIPE: 8" STD STEEL PIPE
DEPTH: 8'-0" WITH 36" DRILL
CONCRETE: 1.997 YRDS
LENGTH: 24'-4"

JOB DESCRIPTION:

FABRICATE AND INSTALL (1) D/F NON LIT MONUMENT SIGN.

1 *TOP ID*
CABINET: .080 OVER ANGLE IRON
PAINT: SATIN LIGHT BEIGE
SUPPORTS: (2) 4" STD STEEL PIPES PAINTED SATIN BURGUNDY
LETTERS: ROUTED 1/4" ALUMINUM PAINTED SATIN BURGUNDY
TOPPERS: .080 OVER ANGLE IRON PAINTED SATIN SHADOW GRAY AND BEIGE

2 *MIDDLE CABINET*
CABINET: .080 OVER ANGLE IRON
DIVIDERS: OPAQUE VINYL
PAINT: SATIN LIGHT BEIGE
LETTERS: ROUTED 1/4" ALUMINUM PAINTED SATIN BURGUNDY
NON LIT STRIPES
FACE: ROUTED.080 ALUMINUM PAINTED SATIN ORANGE

3 *POLE COVER*
TOPPER: .080 OVER ANGLE IRON PAINTED SATIN SHADOW GRAY

-MASONRY BY OTHERS

OPAQUE VINYL:
BEIGE (7725-49)
BURGUNDY (7725-58)

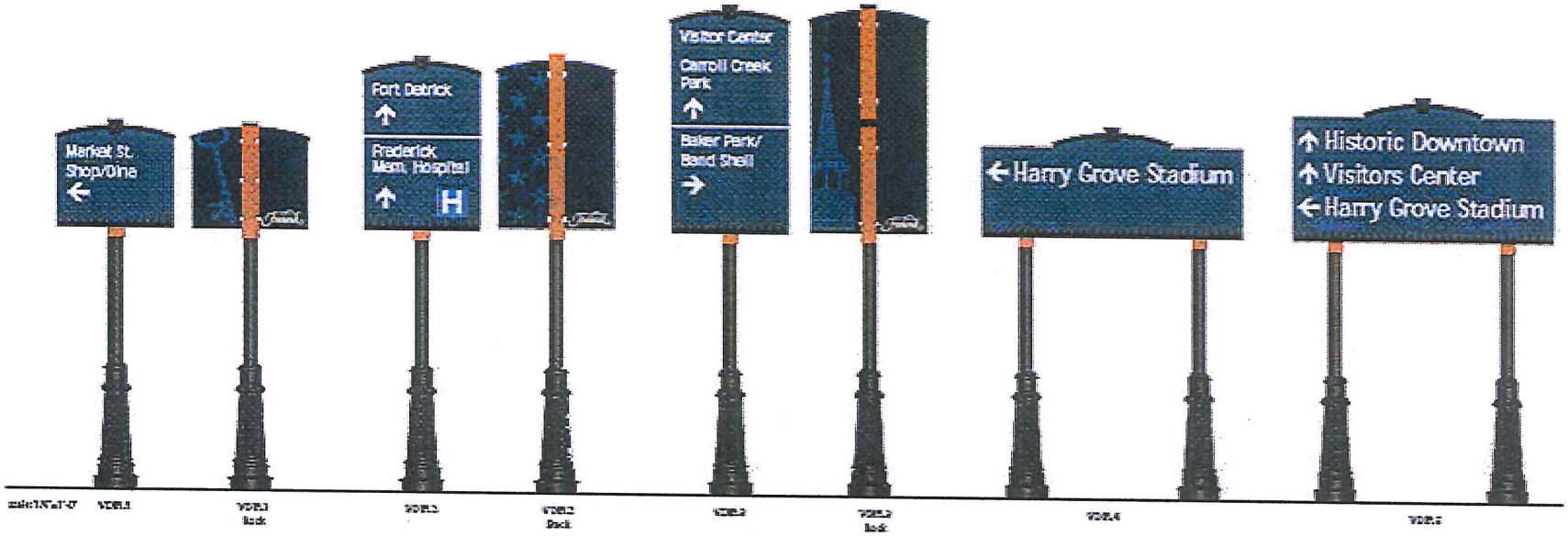
DESIGN #: PM-567 *VER.#:* 4
DATE: 11-22-16 *DRAWN BY:* AM
SALES: PAT McALLISTER
JOB: CITI PLAZA
LOCATION: 515 NORTH ADAMS ST
CARROLL, IA 51401
DESIGN APPROVED BY:

DATE:

NESPER
SIGN ADVERTISING, INC.
4620 J STREET SW CEDAR RAPIDS IA 52404 / 1-800-332-8403 / WWW.NESPERSIGN.COM

© THIS ORIGINAL COPYRIGHT DRAWING IS CREATED FOR YOUR PERSONAL USE IN CONNECTION WITH PLANNED DISPLAY BY NESPER SIGN ADVERTISING, INC. IT IS NOT TO BE SHOWN TO ANYONE OUTSIDE YOUR FIRM. NOR IS IT TO BE REPRODUCED, COPIED, OR EXHIBITED IN ANY FASHION. COLORS REPRESENTED ON THIS PRINT MAY NOT MATCH THE PMS CHIP, VINYL COLOR OR PAINT COLORS EXACTLY. IT IS TO BE VIEWED AS A REPRESENTATION ONLY. OWNER TO CARRY LIABILITY INSURANCE AND OTHER NECESSARY INSURANCE ON THE ABOVE WORK UPON ACCEPTANCE. THE ACCEPTING PARTY ACKNOWLEDGES RESPONSIBILITY TO THE TERMS AND CONDITIONS OF THIS AGREEMENT.

Welcome to
Frederick
Maryland
Founded 1745
Welcome to
Frederick
Maryland
Founded 1745
Historic Downtown
Frederick
Historic Downtown
Frederick
Theater District
National Museum of Civil War Med.
Mount Olivet Cemetery
Francis Scott Key Memorial


Market St. Shop/Dine
Fort Detrick
Frederick Mem. Hospital
H
Visitor Center
Carroll Creek Park
Baker Park/ Band Shell
Harry Grove Stadium
Historic Downtown
Visitors Center
Harry Grove Stadium