

City Administrator Report to Mayor & City Council *2017-10-06, Edition No. 282*

WEEKLY UPDATE:

Goals: Can you please let me know if one of these two dates (11/9/17 or 11/16/17) does not work for the annual council goals setting session?

CA Annual Evaluation: Please let me know if 11/14/17 @ 5:30PM does not to work to hold the City Administrator Annual Evaluation.

- Projects: Attached are the notes from the Team Meeting on October 4, 2017.
- CAT Update: City Planner Fangman provided the following update to the CAT Board on the Pearls of Progress Project.
 - An additional \$27,880.79 has been raised for the Pearls of Progress Project, from 30 donors, since our last report. See the attached spreadsheet for details on donations. This does not include any donations relating to a soon to be announced match program.
 - A group in Muscatine has committed to providing up to half of the remaining dollars needed so that the last \$500,000 into the Pearls of Progress comes from the CAT grant, in a match program with the community. The donor wishes to be the ones to announce this match program with a press releases tomorrow. Once this press release, with all the details of this match program, has been made public I will forward it on.
 - On September 28th, the Greater Muscatine Chamber of Commerce and Industry held its "Business After Hours" event at the building that will become the new Musser Public Library & HNI Community Center. The social event feature food and drink was attended by around 150 people and offered to tours of building and a presentation and fund-raising appeal on the entire Pearls of Progress Project. A total of 13 donations totaling \$3,100 were made on the spot, with more donations expected from those who chose not to make the donation on the spot.
 - On October 9th a direct fundraising appeal, attached as .pdf, will be mailed all 11,360 households in the Muscatine zip code (52761), and another 1,000 will be hand delivered. This appeal is being done as an insert in Muscatine magazine, a publication of the Greater Muscatine Chamber of Commerce and Industry. It should be noted the 52761, zip code takes in the City of Muscatine and surrounding areas, a little more than 30,000 people live in the 52761, zip code, while a hair under 24,000 live within the City of Muscatine.
 - A project website has been set up, <http://www.muscatineiowa.gov/1162/Pearls-of-Progress-Project>, this will allow for fund raising to occur via social media. A committee is currently working on this social media push, and we will soon have more to share on this social media campaign.
 - A fundraiser specifically geared toward the trail component of the project is also being launched this month. The need for more and better trail wayfinding has long be identified as community need. The forthcoming fundraiser will

address this long-standing community need, and raise about \$4,000 towards the Pearls of Progress Project. Wayfinding signs have been designed, see the attached example, and for \$500 donors will be able to place their name or a logo on one of these signs. There will be about 20 of these signs spread across the existing 13 miles of trail in Muscatine. The cost of these signs is about \$100, leaving \$400 per sign which will go towards the Pearls of Progress Project.

- The total cost of the Pearls of Progress Project is now estimated at \$8,089,516, with \$7,349,394.29* (90.9%)* having already been secured. The CAT grant request is \$500,000, leaving \$240,121,71* to be raised locally. *With the to be announced matching program factored in.
- Fall Leaf Pickup Schedule: Please see attached map for the Fall Leaf Pickup schedule.
- Compost Site: The Compost Site will remain open through the Fall season. Hours of the Compost Site are Sunday through Friday from 12:00 noon until 6:00 pm and Saturdays from 9:00 a.m. until 6:00 pm.
- Police & Fire Open House: Please see the attached release regarding the annual open house.
- CSO: Attached please find the September 2017 West Hill projects monthly progress report. Karmen K. Heim, P.E., Senior Environmental Engineer, Stanley Consultants.
- Parking: FYI only - Attached is a photo of Downtown Davenport parking signage. A similar program to the one discussed here recently.
- Mississippi Drive: A meeting for business owners has been scheduled for Thursday, October 12th, 8:30 a.m. at Contrary Brewing for the Business Owners along the Mississippi Drive Construction Project. The contractor is progressing towards Broadway, and an update of their plan, the construction schedule, and the impact it has on businesses is due.

Park & Recreation Update:

Please see below for an update of some of the recent and upcoming activities, projects and events that have or will be taking place in the next month or so:

Soccer Complex - The Midwest Regional League will be in town with roughly 45 teams from 5 different states on the weekend of September 22-24. We have hosted this group twice a year for the past 15 years. Soccer Festival Weekend - During the weekend of September 30 and October 1st the Iowa Soccer Association will be hosting a Festival Soccer weekend at the Muscatine Soccer Complex. There will be between 50 and 60 teams present in our community. The turf conditions at the complex are good going into the Fall season but we are not as good as I would like to be.

Flag Football - The program has been run by our department for the past 20 years and has seen up and down participation over the years. On Thursday, September 21st Channel 6 news from the QC will be in Kent Stein Park doing a feature report on our program. This is being done as a signature program on the recent testing data that has come out on the risks for youth under the age of 12 participating in youth tackle football.

Hover Craft Rally - The Hover Craft Boat Show Rally will take place on the Muscatine Riverfront on the weekend of September 22-24. There will be roughly 50 boats accessing the river and showing their incredible operations.

Greenwood Cemetery Walk Through History - The Cemetery Walk will take place on Sunday, September 24th at 1 pm at Greenwood Cemetery. The event draws annually about 150 or so people interested in hearing this years stories about past citizens from our community.

Farmers Market - The Farmers Market takes place on Saturday mornings in the parking lot on 3rd and Cedar Street. There are many vendors that have many stories to share. The market will run through the end of October.

Day of Caring - The Fall Day of Caring will take place on Wednesday, September 20th. There will be several projects this year that will directly benefit our community through parks and recreation. The projects are as follows: Zoo Garden Clean up, Baseball diamond work, Shelter painting, Disc Golf Course cleanup, Levee tree and brush removal, Tree plantings, Landscape bed maintenance, Prairie grass restoration, and Cemetery step ground work.

History and Industry Center Special Event - On Thursday, September 21st the History and Industry Center has requested the use of public property to stage roughly 30 Model "T" cars that will be visiting our community.

Fireball Run - On Tuesday, September 26th the Convention and Visitors Bureau has requested the use of public property to stage a leg of the regional Fireball Run car event. This event is a great promotional piece for our community as there will be filming crews here for the event.

Golf Course - On Sunday, September 24th the Muskie Booster Club will hold a golf outing at Muni. On Tuesday, September 26th their will be a high school and middle school cross country meet taking place at the golf course involving about 60 runners. We continue to hear very positive comments about the conditions of the course and the friendliness of our staff.

MGSA Fall Softball Tournament - On Saturday, September 30th the Muscatine Girls Softball Association will be hosting a Fall Softball Tournament at Kent Stein Park.

Barktober Fest - The Dog Park group will be hosting Barktober Fest in Weed Park on Saturday, October 14th. The event will involve many dog related activities for the community to participate in and will be a fund raiser for the Dog Park Project.

Boat Harbor - In late September early October we will have completed the renovation of the harbor to include repairs from storm damages to the Transient Docks and House Boat Docks. Dredging should be completed in the same time period. The harbor will be in awesome condition heading into next Spring.

Please let me know if you have any comments, questions, or concerns.

Have a great day!

Richard Klimes
Director of Parks and Recreation

From: Hill, Randy rhill@muscatineiowa.gov
Subject: NEXT PROJECT MEETING: Wednesday, October 18, 2017 --- 7:30 a.m. Miniter FO
Date: October 5, 2017 at 4:23 PM
To: Gregg Mandsager gmandsager@muscatineiowa.gov



Gentlemen --- the following are my notes from our Team Meeting on Wednesday, October 4, 2017:

1. West Hill Sewer Separation

- a. 4th St. Park Roadway to be opened the week of October 9th
- b. Paving continues on sidewalks/radii
- c. HELLC installing sewer on E. 5th St.
- d. 200 block of E. 5th to be paved the week of October 9th
- g. Contract: Substantial Completion Date: November 24, 2017

2. Mulberry Ave. Reconstruction Project

- a. Subcontractor, All American completed concrete repairs
- b. Will oversee during the Fall "window" that begins in August
- c. Work with WPCP (Koch) for retention basin low-growth plantings
- d. Closeout: November 2, 2017 Council Meeting

3. Mississippi Drive Corridor Project

- a. Water Main switch over from Iowa to the billboard
- b. 6" fire line installed to Button Factory
- c. Stormwater completed at Linn intersection
- d. Pavers installed in median from Chestnut to Pine
- e. Paved north and south sides from Pine to Linn
- f. Down spout and trench drain pipe to Button Factory
- g. Over excavation from Pine to Linn
- h. Paving Chestnut intersection in October
- i. Paved Pine St. intersection and Iowa intersection to railroad
- j. Asphalt installed for trail and Iowa intersection up to railroad
- k. Met with Business Owners fronting or adjacent to project area six times
 - Met with business owners on September 7th to review revised schedule
 - Future meeting date: October 12th
- l. Schedule of work (October 5th to October 11th)
 - Install water main from billboard to Broadway
 - Install storm sewer from Linn to billboard
 - Pave parking area and driveway from Pine to Linn
 - Pave sidewalks at Pine St. intersection
 - Install 18 inch borders in median
- m. General Schedule:
 - Complete work on Chestnut in October
 - Complete work to Broadway by Thanksgiving
 - Winter: Underground from Sycamore to Mulberry

4. Musser-Wiggins Trail

- a. All asphalt and concrete work completed
- b. Fencing needs to be installed
- c. Seeding is on-going
- d. Gates being installed at RR crossing on Dick Drake Way
- e. Painting of ped crosswalks and stop bars needed
- f. 80 day Completion period
- g. Public Works to complete trail around Transfer Station
- h. Closeout: October 19th Council Meeting
- i. Tentative Ribbon Cutting Ceremony: October 20th

5. Library Relocation Project

- a. City will move forward with bid contract for construction
 - (i) September 21, 2017 --- Public Hearing and Resolution Approving Plans etc.
 - (ii) October 5th - Pre Bid Meeting
 - (iii) October 19, 2017 --- Bid Opening
 - (iv) November 2, 2017 --- Resolution Awarding Contract
 - (v) November 16, 2017 --- Resolution Approving Contract etc.
 - (vi) December 2017 --- Construction Start
- b. Funding opportunities pursued
- c. Project is part of CAT Grant application

6. Riverside Park Master Plan

- a. Received Final Report from SEH
- b. Riverside Park Master Plan reviewed by Project Team
- c. Met with SEH on Tuesday, October 3rd
- d. City will take Master Plan to City Council in November '17

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- e. SEH will be asked to submit a Development Plan in January '18

7. Landfill Cell Construction

- a. Construction underway
- b. Liner to be installed October 5th - October 13th
- c. 50 day completion period

8. Cleveland Ave. Reconstruction

- a. Construction Underway
- b. Stage 3 underway (4 stages planned)
- c. November 2017 Completion

9. 2017 Sidewalk Program

- a. Spring 2018 Project
- b. Need to set up an inspection program

10. West Hill Sewer Separation Street Tree Restoration Project

- a. Door Hangers have been distributed
- b. Alliant Branching Out Grant is being prepared
- c. This project is now the responsibility of the Parks and Recreation Dept.

11. Grandview Ave. Reconstruction Project

- a. Bolton-Menk's Design Proposal reviewed
- b. Will meet with City Administrator and Team Tuesday October 10th
- b. Needed soon to meet a 2019 construction schedule

12. 2nd/Mulberry Roundabout Design

- a. Awaiting final EA clearance (Expected in December '17)
- b. Possible Bid Letting/Change Order - January 2018

13. West Side Trail

- a. RFP for design received August 31st
- b. Additional \$70K-80K TAP funds may be available
- c. Trail project is part of CAT Grant
- d. Trail Review Committee needs to meet to select proposal

14. Future Projects

- a. Facilitate the discussion on the future plan for Carver Corner
- b. Grandview Ave. related projects outside EA footprint
- c. Set a timetable to review the draft Phase IV Sewer Separation Project (November/December)

16. Continuity Planning & Succession Planning

- a. Update - how is it working?
- b. What's next?

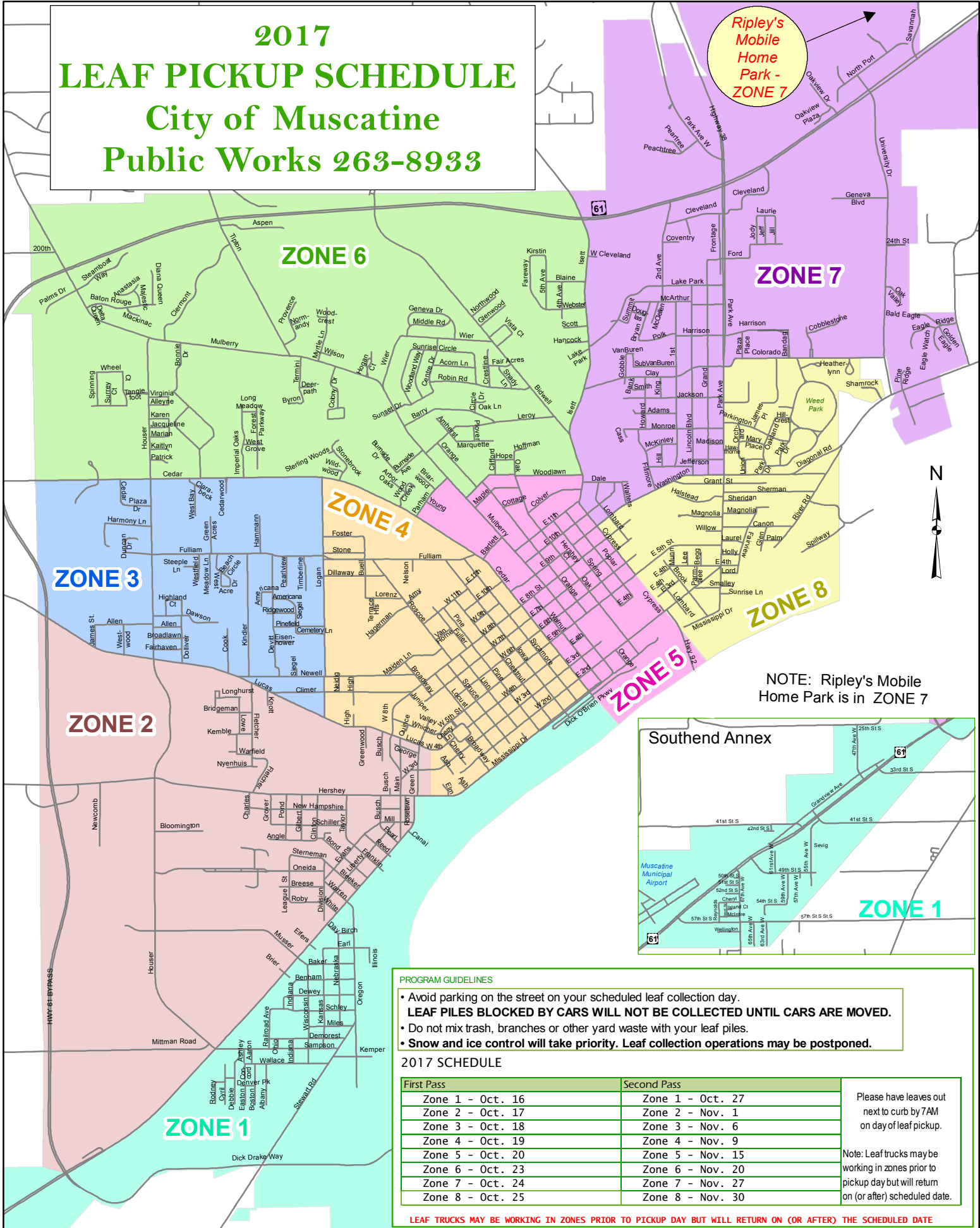
Reminder: Next Meeting Is Wednesday, October 18th. If you have any questions please contact me. rh

2017 LEAF PICKUP SCHEDULE

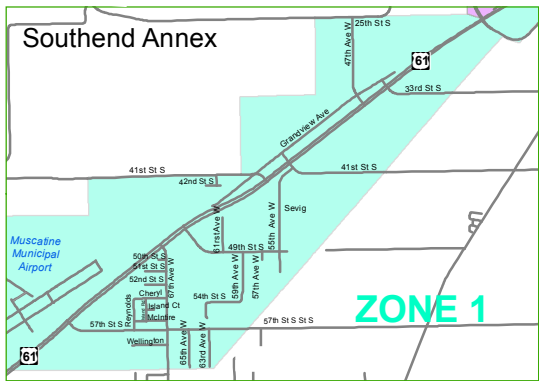
City of Muscatine

Public Works 263-8933

Ripley's Mobile Home Park - ZONE 7



NOTE: Ripley's Mobile Home Park is in ZONE 7



- PROGRAM GUIDELINES**
- Avoid parking on the street on your scheduled leaf collection day.
 - **LEAF PILES BLOCKED BY CARS WILL NOT BE COLLECTED UNTIL CARS ARE MOVED.**
 - Do not mix trash, branches or other yard waste with your leaf piles.
 - **Snow and ice control will take priority. Leaf collection operations may be postponed.**

2017 SCHEDULE

First Pass	Second Pass	
Zone 1 - Oct. 16	Zone 1 - Oct. 27	Please have leaves out next to curb by 7AM on day of leaf pickup. Note: Leaf trucks may be working in zones prior to pickup day but will return on (or after) scheduled date.
Zone 2 - Oct. 17	Zone 2 - Nov. 1	
Zone 3 - Oct. 18	Zone 3 - Nov. 6	
Zone 4 - Oct. 19	Zone 4 - Nov. 9	
Zone 5 - Oct. 20	Zone 5 - Nov. 15	
Zone 6 - Oct. 23	Zone 6 - Nov. 20	
Zone 7 - Oct. 24	Zone 7 - Nov. 27	
Zone 8 - Oct. 25	Zone 8 - Nov. 30	

LEAF TRUCKS MAY BE WORKING IN ZONES PRIOR TO PICKUP DAY BUT WILL RETURN ON (OR AFTER) THE SCHEDULED DATE



Kevin Jenison, Communications Manager | Email: kjenison@muscatineiowa.gov
City of Muscatine | 215 Sycamore St. | Muscatine, IA 52761 | Phone: 563-264-1550

FOR IMMEDIATE RELEASE

October 5, 2017

PUBLIC SAFETY OPEN HOUSE SCHEDULED FOR OCTOBER 8

Fire, Police Department plan tours, demonstrations during event on Sunday

MUSCATINE, Iowa - The Muscatine Fire Department, Muscatine Police Department, and the Muscatine County Sheriff's Office will host the 2017 Public Safety Open House from 12-3 p.m. on Sunday, Oct. 8. The Public Safety building is located at 312 East 5th Street.

Community members interested in learning more about the Muscatine Fire Department are urged to visit the Central Fire Station to gain first-hand knowledge and experience in the various services that the Muscatine Fire Department provides.

Participants will be able to tour the Fire Station, look at fire and emergency apparatus, and meet members of the Fire Department. There will be a smoke house that teaches how to safely exit a house in a smoke filled atmosphere, rope rescue demonstration, a sprinkler trailer which shows how effectively sprinklers limit spread and extinguish fire, vehicle extrication demonstration, fire investigation K9 demonstration, fire extinguisher user training, hands on CPR station, as well as many other things.

The Muscatine Police Department will have several displays, both inside and outside of the Public Safety Building. A static display with the squad cars and the MRAP (Mine Resistant

For more information, contact: Kevin Jenison, Communications Manager, City of Muscatine, (563) 264-1550, kjenison@muscatineiowa.gov



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Ambush Protection) vehicle in the parking lot. There will also be a K-9 meet and greet with demonstrations.

The Police Department will have static displays with SRT (Special Response Team) weapons and equipment along with evidence technician equipment, a child fingerprint and DNA station, and Taser demonstrations. There will officers at each location to explain and/or demonstrate the equipment.

Questions related to the Open House can be answered by calling the Central Fire Station (563) 263-9233 or the Muscatine Police Department at (563) 263-9922.

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For more information, contact: Kevin Jenison, Communications Manager, City of Muscatine, (563) 264-1550, kjenison@muscatineiowa.gov



PROJECT STATUS REPORT

Project Name: City of Muscatine -
West Hill Sewer Separation **Month:** September 2017

Prepared By: Stanley Consultants **Project Number:** SCI: 17660: 30.02, 42.00

"PHASE" refers to Design Package/Construction Contract

Progress for Last Month (September 2017):

PHASE 3 (Phase 3A, 3B, 3C):

Phase 3A/3B/3C – Construction:

- Attended periodic phase 3C construction progress meetings

Phase 4 Final Design:

- Working on design tasks – drawing production.
- Held conference call with DNR project manager – Sept 20

MPW Coordination:

- Submitted a fee to MPW to perform their engineering of water main improvements for West Hill PH4
- Awaiting MPW decision(s) on water main involvement and engineering effort by SCI.

Work Items for Coming Month (October 2017):

PHASE 3 (3A, 3B, 3C) - Construction:

- Attend Phase 3C coordination meetings.
- Assist as requested with construction topics.

PHASE 4 – Final Design:

- Continue design tasks and seek city input as needed.
- Submit preliminary design to City this month
- Submit preliminary design to DNR this month
- Coordinate with utilities
- Meet with City to discuss preliminary design.
- Schedule for Phase 4
 - 60% design submittal – Mid October
 - Pre-final – 90% design submittal – before Christmas
 - Final – Signed and Sealed ready to advertise – Mid February
 - Construction of Phase 4A begins – May 2018

Key Issues & Information Required:

- Continued City updates on construction topics including Hagerty dispute.
- City and MPW to determine structure of MPW inclusion in Phase 4 contract.

Critical Information:

- None.



2 HOUR PARKING
ENTIRE BLOCK
7AM TO 5PM
MONDAY THRU FRIDAY
NO REPAIRING
on this BLOCK FACE

A BLOCK FACE includes parking spaces on both sides of street.

Vehicle must move off BLOCK FACE and not return for a minimum of 4 HOURS after time INITIALLY PARKED.


SNOW ORDINANCE
NO PARKING ON
STREETS WHEN
SNOW EMERGENCY
IS IN EFFECT