

# January 2022

# City Department Activity Report



Carol Webb,  
City Administrator

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

---

The City Administrator's Monthly Report is intended to provide a brief summary of City activities, with links to additional information where possible. Due to the variety and complexity of City functions, however, the report is not all-encompassing. Please always feel free to contact the City of Muscatine for more information or with questions or concerns. View past and upcoming events on the City's calendar. Any feedback can be provided to the City Administrator's office by sending an email to [feedback@muscataineiowa.gov](mailto:feedback@muscataineiowa.gov).

## TABLE OF CONTENTS

Letter from the City Administrator.....	Page 3
Muscatine City Council .....	Page 5
Department of Administration .....	Page 7
City Administrator's Office	
Human Resources Division	
Communications Division	
Finance & Records Division	
Department of Community Development.....	Page 10
Permitting & Building Projects	
Housing Division	
Department of Public Works.....	Page 12
Roadway Maintenance Division	
Building & Grounds Division	
Transit Division	
Engineering Division	
Vehicle Maintenance Division	
Solid Waste Division	
Collection & Drainage Division	
Water & Resource Recovery Facility	
Department of Public Safety.....	Page 18
Muscatine Fire Department	
Muscatine Police Department	
Department of Parks & Recreation.....	Page 24
Park Administration	
Park Maintenance	
Cemetery Division	
Boat Harbor & Marina Division	
Recreation Division	
Aquatics Division	
Wellness Programs	
Kent Stein Park	
Muscatine Soccer Complex	
Soccer Events	
Muscatine Municipal Golf Course	
Musser Public Library & HNI Conference Center.....	Page 26
Muscatine Art Center .....	Page 28

# From the City Administrator

January was a busy month at the City of Muscatine! Staff continued winter operations while preparing for spring activities.

City Council adopted the goal setting report developed in December 2021 which included goals aligned with the priorities outlined in the City's strategic plan adopted in 2020. Goals identified include updating pet regulations, continuing support for small businesses through forgivable loans and other incentives and programs, progress on development and redevelopment of the Riverfront and Carver Corner, and continued progress on infrastructure projects including the Grandview Road Reconstruction Project and the West Hill Sewer Separation Project.

The full list of goals can be found on the City's website - [www.muscatineiowa.gov](http://www.muscatineiowa.gov).

City Council kicked off budget discussions in late January with an overview of the City Administrator's recommended fiscal year 2022/2023 budget. The recommended budget balances revenue and expenses, funds city activities based on current (not expanded) services, provides resources needed to continue investing in community infrastructure (for example roads), and furthers the City's strategic plan and City Council priorities.



While the recommended budget contains a proposed 1.9% increase in the property tax rate, it doesn't necessarily mean homeowners in Muscatine will pay more tax. Due to the state property tax rollback policy, some residential property owners may see a small decrease in their local property tax bill.

A public hearing on Maximum Property Tax Rate has been set for March 3, 2022. A second hearing on the proposed budget will be held March 17, 2022. A copy of the proposed budget can be found at [www.muscatineiowa.gov/666/City-Budget](http://www.muscatineiowa.gov/666/City-Budget).

On a final note, the City is currently conducting a community survey to provide Muscatine residents with an opportunity to rate the quality of life in Muscatine and the level of satisfaction with community amenities and the local government. The survey results will be compared to national benchmarks and will help guide the City Council in setting goals for future years. If you received a postcard in the mail asking you to complete the survey, please do! Your feedback is important to us.

If you did not receive a postcard, don't worry. You will also have an opportunity to participate - just watch the City's social media accounts or information in traditional media about when and how you will have an opportunity to participate. The survey is scheduled to close on March 11th.

## Highlights of City Activity

- **Department of Administration** - Presented 23 regular agenda items for consideration by City Council during December. Provided presentations to City Council on the Muscatine Police Department ABLE Project and the City of Muscatine current Snow Emergency Policy and possible revisions.
- **Department of Public Works** – Busy month for Building & Grounds that included cleaning, plumbing, electrical, HVAC work, supply ordering and delivery, and other regular repairs, staff have been completing multiple projects including: replaced garbage disposal, fixed broken water lines, replaced thermostat, repaired garage door and installed an electric wall heater at the Fire Department; moved a dog house and kennel for the Police K9; installed a new furnace, repaired radiant heat, replaced bulbs and ballasts in vehicles bays and repaired the garage door in the brine building at the former DOT property buildings; repaired humidifiers at the Art Center.
- **Finance Department** – Completed department budget reviews and reviewed department budget requests for Revised Estimate FY22 and Budget FY 23. Prepared and distributed Budget Overview and Budget Notebooks for City Council meetings.
- **Community Development Department** – A total of 50 permits were issued in December, down from 59 in November, and 69 from December 2020. Monthly construction project valuations were at \$2.5 million in December. Four Small Business Forgivable Loans were awarded.
- **Housing Agency** – Stephanie Dietrich received her Family Self Sufficiency Coordinator certification. Resident activities have restarted at the Clark House, including meal services and a monthly bingo night.
- **Parks and Recreation Department** – Staff has been busy with winter equipment maintenance, building maintenance, playground inspections and repairs, and presenting budgets in the month of January. Staff has also been working on securing bids for the Southend Community Improvement Fund Projects. Snow removal was completed on a timely basis throughout the Parks and Recreation
- **Snow Removal** – Staff has been busy with snow removal responsibilities. Staff also attended job fairs, and is actively recruiting seasonal staff for the upcoming season.
- **Fire Department** – A new fire department vision statement was implemented in January. The new vision statement states "Members of the Muscatine Fire Department, through our commitment to service, innovation, and excellence, will strive to be leaders in the emergency services, and be the model of a successful fire-based ambulance service."
- **Police Department** – Several officers went above and beyond during January. Lt. Jeff Jirak resolved a volatile civil issue that resulted in the aggressive party calling to thank him for his kindness, patience, and positive advice. Officer Nicole Blum participated in the Musser Library "Spark Plugs" program, reading a story and making crafts with the children. Officer Jacob Elliott did finger prints for daycare workers at a Child's Place / A Bridge to Beginnings to assist them with the fingerprint cards they send to the state for background checks. Corporal Matt Horton went above and beyond to connect with an elderly female who was very upset about her suicidal 91-year-old husband. Corporal Horton ended up working a little over his shift to make sure she was calmed down and had all the information.
- **Art Center** - Sean Kenney's Nature Connects, an award winning exhibition of art made with LEGO pieces, and exhibitions from Jon Fasanelli-Cawelti and the Broadmoor School continued.

# Highlights of Muscatine City Council

## December 2 Regular Meeting

- Request to Accept the Annual Comprehensive Financial Report and Audit for the Year Ended June 30, 2021.
- Resolution Setting a Public Hearing on the Decrease of the Utility Franchise Fee Rate.
- Second reading of an Ordinance Amending Title 1, Chapter 5 of the City Code, Precinct and Ward Boundaries
- Third and Final Reading of an Ordinance Vacating Alley Right of Way located between 1248 and 1300 E. 5th Street

## December 9 In-Depth Session

- Discussion Regarding the City's Snow Emergency Policy
- Presentation on the City Police Department ABLE Program

## December 16 Regular Session

- Celebration for elected officials ending their term of service to the City (prior to regular session).
- Swearing in of new elected officials.
- Resolution approving plans, specifications, and form of contract for Southend Playground Improvement Project.
- Resolution awarding contract for Papoose Creek Pump Station Platform Modification Project.

## January 6 Regular Session

- Public Hearing held on revisions to Title 10, Chapter 4-FP Flood Plain District and Chapter 5-FC Flood Channel District of the Code of the City of Muscatine held.
- First reading approved on revisions to Title 10, Chapter 4-FP Flood Plain District and Chapter 5-FC Flood Channel District of the Code of the City of Muscatine.
- Resolution supporting the 2022-2023 City Council Goal Setting Report approved.
- Discussion of appointments of City Council members to various Boards and Commissions.

## January 13 In-Depth Session

- Second reading approved on revisions to Title 10, Chapter 4-FP Flood Plain District and Chapter 5-FC Flood Channel District of the Code of the City of Muscatine.
- Resolution approving moratorium on portions of Title 6, Chapter 9 of the Code of the City of Muscatine related to the keeping of pit bulls.
- Riverfront Amphitheater update presented to City Council along with update on upcoming public process and fundraising campaigns.
- Presentation of results of the Lake Park Boulevard Watershed Study.
- Presentation of proposed updates to the Animal Control Regulations contained in the Code of the City of Muscatine.

## January 20 Regular Session

- Public Hearing on 2022 Amendment to the Muscatine Urban Renewal Plan.
- Resolution setting a Public Hearing on an ordinance revising portions of Title 6, Chapter 8 - Animal Regulations.
- Resolution approving plans, specifications, and form of contract for Papoose Creek Pump Station Platform Modification Project.
- Resolution setting a Public Hearing regarding the HAWK (High-Intensity Activated Crosswalk) Crossing Project.
- Resolution setting a Public Hearing for the Southend Community Improvement Fund Project - Taylor Park Improvements.
- Resolution setting a Public Hearing for the Southend Community Improvement Fund Project - Taylor Park Splashpad Project.

## January 27 Budget Preview Session

- Presentation of the General Fund Overview.

## January 29 Budget Review Session

- Opening session of City Council's review of the proposed FY22-23 Budget.

Note that this list is not all inclusive and only notes major discussion items. Please consult the published Council Agenda at <https://www.muscatineiowa.gov/86/Agendas-Minutes> or view Council meetings at <https://www.youtube.com/user/CityofMuscatine>

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# *Upcoming for the Muscatine City Council*

### **February 3 Regular Meeting**

- A Public Hearing on amendments to Title 6, Chapter 8 of the City Code of the City of Muscatine related to Animal Regulations.
- A Public Hearing on the High-Intensity Activated Crosswalk (HAWK) Project (part of the Southend Community Improvement Fund Project).
- A Public Hearing on the Taylor Park Improvement Project (part of the Southend Community Improvement Fund Project).
- A Public Hearing on the Taylor Park Splashpad Project (part of the Southend Community Improvement Project).
- Resolution approving the Grandview Avenue For-givable Loan Program.

### **February 10 In-Depth Meeting**

- Presentation on prospects for the development of Carver Corner.
- Presentation on potential revisions to the Property Maintenance Code.
- Presentation on potential revisions to the Weed Ordinance.
- Presentation on proposed cargo container ordinance.

### **February 17 Regular Meeting**

- Public Hearing on amendments to Title 1, Chapter 2, Section 14 of the Code of the City of Muscatine - Standard Penalties.
- Resolution approving contract and bond for the Southend Play-ground Development Project.
- Resolution setting a Public Hearing on the maximum tax levy for the FY 22-23 budget.
- Resolution setting a Public Hearing on proposal to enter into General Obligation Loan Agree-ments and to borrow money thereunder.
- Resolution approving 2022-2023 season pay plan.

### **March 3 Regular Meeting**

- 

### **March 10 In-Depth Meeting**

- Presentation on E-Scooters
- Presentation on updates to Building Code
- Request for Council to approve TIF Project - McKee Building.
- Update on Southend Community Improvement Projects.

### **March 17 Regular Meeting**

- 



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Department of Administration | City Administrator's Office

The City Administrator's office is responsible for the overall management and administrative coordination of the activities of the City of Muscatine. The Office focuses on providing transparent and efficient city services that meet or exceed community expectations.

#### January Highlights

- Presented 26 regular agenda items for consideration by City Council
- Provided presentations to City Council on Riverfront Amphitheater, Lake Park Boulevard Watershed Study, Animal Control Regulations, and General Fund Overview.



- Budget Review Sessions began
- Responded to numerous citizen and City Council requests and concerns.

### Department of Administration | Human Resources Division

#### December Highlights –

- The second week long leadership training took place in mid-January. Nine supervisory employees from various departments were in attendance. A follow up training discussion with the supervisors who attended the first session of the training was also held.
- City supervisory staff, chaired by the HR Manager are updating city safety policies. This is a interdepartmental effort to insure policies are current, compliant, and well communicated to employees. This group has continued to meet monthly.
- The department is currently working to update the employee handbook and job descriptions.



- Applications are currently being taken for Fire Fighter, Transit Driver and Dispatcher, and Treatment Plant Operator.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Department of Administration | Finance Division

<b>Monthly Activity Summary Report For Calendar Year 2021</b>							
Summary of Activities for the Month of:	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022
Accounts Payable Checks and ACH Payments	580	694	546	620	531	506	532
Payroll Checks and Direct Deposits	858	836	775	1097*	711	682	645
Accounts Receivable Invoices Sent	202	262	163	204	186	261	186
Finance Cash Register Transactions	469	448	476	426	413	423	465
Housing Receipt Transactions	187	180	191	184	196	193	198
Purchase Orders Processed	303	280	291	253	268	215	215

\* Payroll checks for April and October included 3 payrolls.

#### **Department highlights for the month of December:**

- Completed budget reviews submitted by departments. Finance Director and City Administrator met with departments to review budget requests (Revised Estimate FY22 and Budget FY23).
- Prepared FY 23 Proposed General Fund Budget Overview and Budget Notebook for City Council Budget meetings.
- Continued submitting information to the State for FEMA grant reporting and responding to requests for additional information.
- Prepared and distributed 1099 statements to vendors. Submitted 1099 files to IRS as required.
- Prepared and distributed W-2 statements to employees. Submitted W-2 file to IRS and State of Iowa as required.
- Prepared and distributed 1095 statements (Health Insurance forms)
- Prepared and submitted all required quarterly reports (Federal, State Sales Tax, IPERS, Unemployment, MFPSI)
- Hershey Refinancing calls with Grandbridge, attorneys, Housing staff, and Finance staff to discuss information needed to complete the refinancing.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

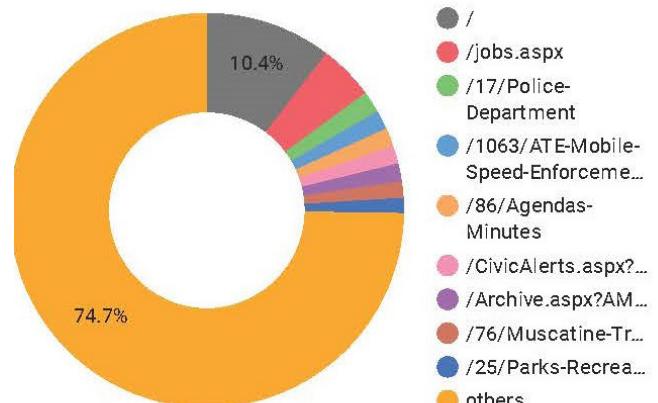
# Department of Administration | Communications Division

The goal of the Communication Division is to provide up-to-date and timely information to the citizens of Muscatine, and to provide a user friendly website for citizens to find and download various information specific to their needs.

### January Highlights

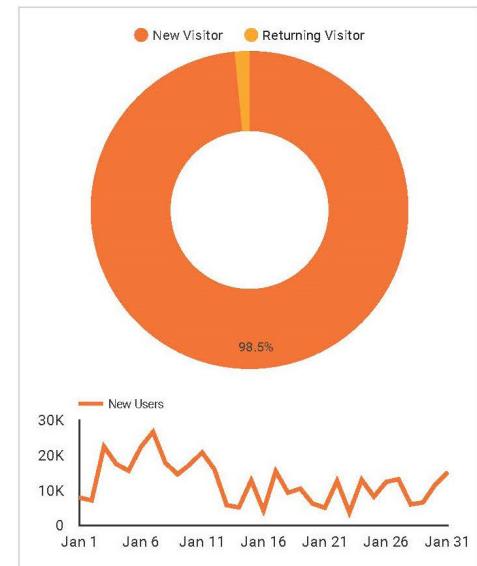
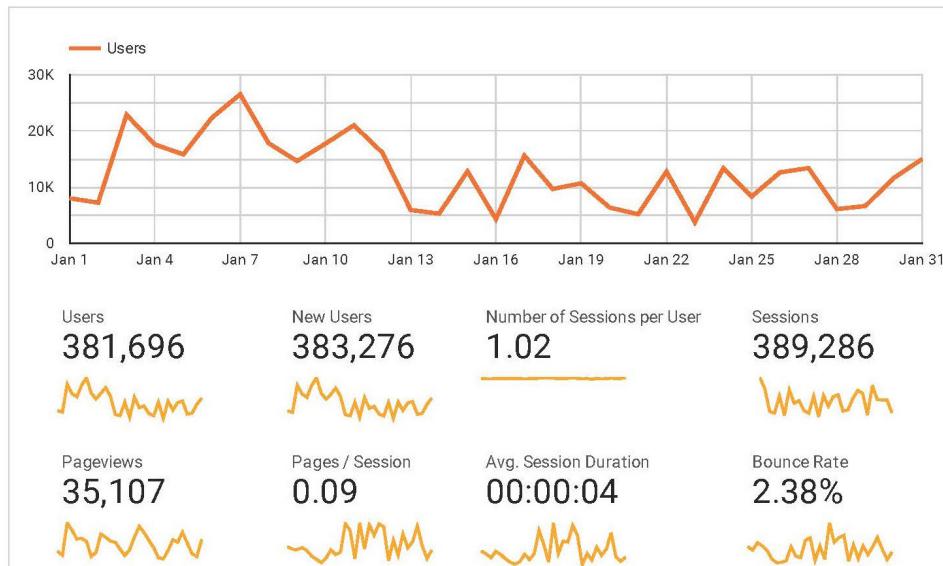
- A total of 21 news releases were produced and distributed to media and Notify Me subscribers.
- Hosted 17 GoToMeeting Virtual meetings for various departments.
- Created 105 social media posts (36 Facebook, 30 Instagram, 32 Twitter, 2 LinkedIn, and 5 YouTube).
- Created “Muscatine In Focus” Facebook page.
- Renamed “Our City Muscatine” YouTube page to “Muscatine In Focus” to preserve content from previous version.

Which page is the most popular?



Page	Pageviews
1. /	3,646
2. /jobs.aspx	1,581
3. /17/Police-Department	622
4. /1063/ATE-Mobile-Spee...	546
5. /86/Agendas-Minutes	524
6. /CivicAlerts.aspx?AID=...	521
7. /Archive.aspx?AMID=3...	512
8. /76/Muscatine-Transfe...	470
9. /25/Parks-Recreation	432
10. /105/City-Council	431

### Your audience at a glance

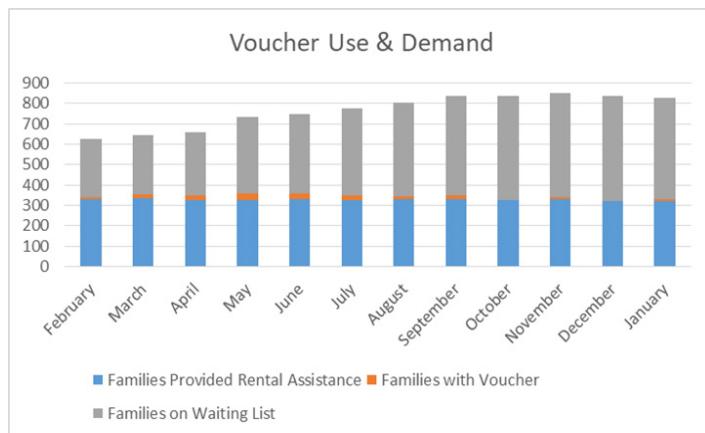


## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

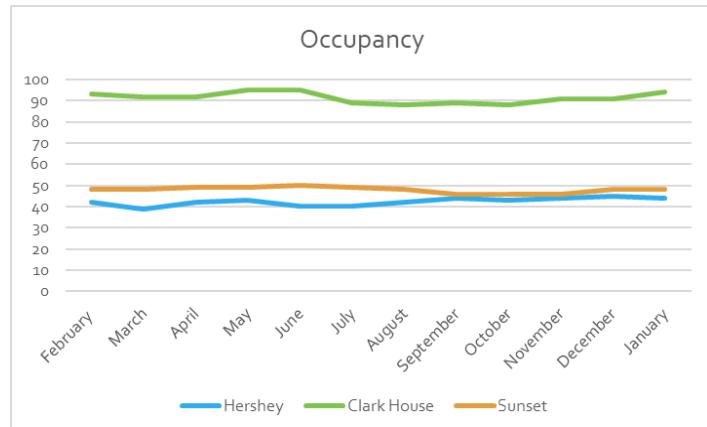
### Department of Community Development

#### Muscatine Municipal Housing Agency Activities

- The first first-time homebuyer class was conducted full.
- Two more clients signed up for the Family Self-Sufficiency Program.
- Housing Choice Voucher (Section 8) staff conducted 2 briefings. 73 individuals were invited. The briefing is the first step to get a Voucher.
- The Clark House property manager is working with clients on improving their housekeeping, improving the quality of life of the tenant and surrounding tenants while reducing demands.



- Completed 126 work orders. The average repair time went from 1.1 days to 1.9 for a number of reasons, including a number of staff being out and ability to get supplies.
- 6 households moved into the 3 properties.



#### Department of Community Development

- Continued to work toward implementation of Smart.Gov
- Another dilapidated house was demolished

- Paid \$139,354 to private landlords and utilities on behalf of assisted clients
- \$4,910 was deposited into escrow accounts for families working toward self-sufficiency
- Received \$18,063 in administrative fees based on the 82% proration of fees earned.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Department of Community Development

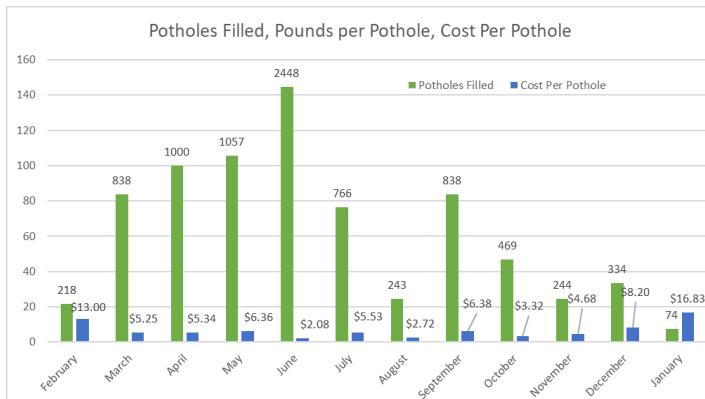


## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Department of Public Works

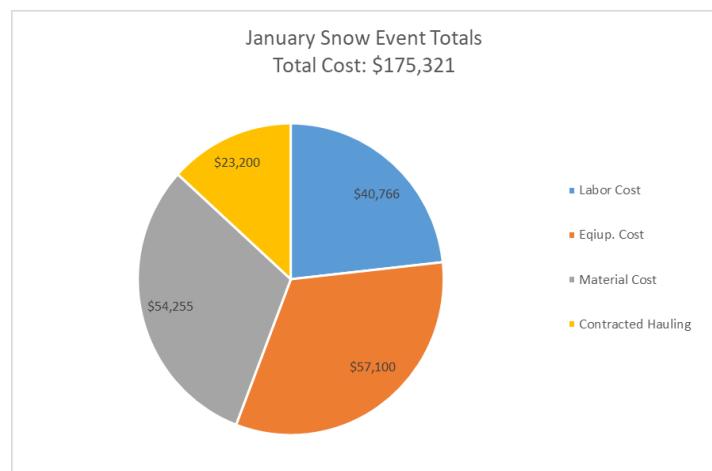
The Public Works Department is composed of eight divisions which include: Administration, Building & Grounds Maintenance, Collection & Drainage, Engineering, Roadway Maintenance, Solid Waste, Transit (Muscabus), and Vehicle Maintenance. For budgeting purposes several of these divisions are broken down into subdivisions. For the purpose of the monthly report there will be several divisions that will be reporting consistently, while others may only be reporting on special events or accomplishments.

**Roadway Maintenance Division Report January 2021:**  
Roadway Maintenance includes activities related to street repairs, snow removal, traffic control, and street cleaning. They are responsible for over 254 lane miles of streets within the city limits.



This measure indicates the number of potholes filled, and the approximate cost to fill each pothole. Beginning January 20, 2021, a "standard" pothole is defined as being the size of large pizza box. Potholes will be divided no smaller than one half of a pizza box.

The chart below shows the amount of time, equipment and material used for snow and ice removal



#### Building and Grounds Activities:

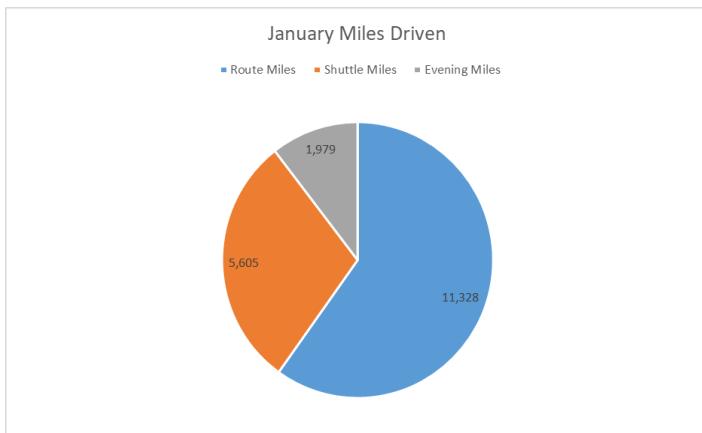
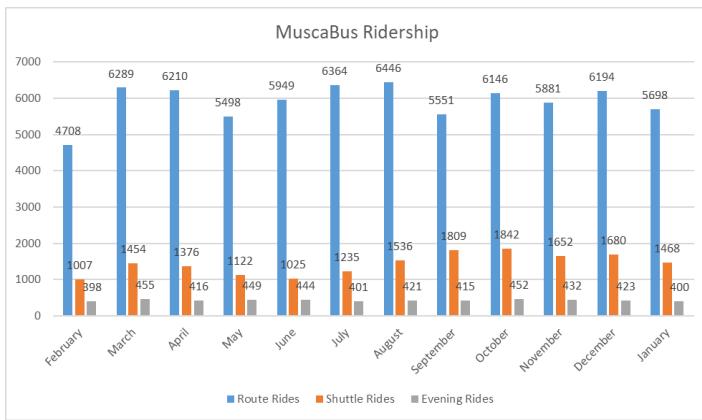
This month in addition to their regular duties including cleaning, plumbing, electrical, HVAC work, supply ordering and delivery, and other regular repairs, staff have been completing multiple projects including: replaced garbage disposal, fixed broken water lines, replaced thermostat, repaired garage door and installed an electric wall heater at the Fire Department; moved a dog house and kennel for the Police K9; installed a new furnace, repaired radiant heat, replaced bulbs and ballasts in vehicles bays and repaired the garage door in the brine building at the former DOT property buildings; repaired humidifiers at the Art Center. In addition, staff performed snow removal at city buildings and bus stops, tested twenty-six back flow preventers in various buildings for multiple departments, and cut keys for other departments. Staff continue to utilize the PubWorks asset management software and are now using it to create preventive maintenance work orders, standard operating procedures, and lock out-tag out procedures. Preventive maintenance work included fire extinguisher, furnace and garage door inspections. Also this month staff worked on getting quotes for budgeting.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Department of Public Works

#### Transit Summary of Operations:

MuscaBus is the city's transit service. It operates four fixed routes, shuttle service, and evening service.



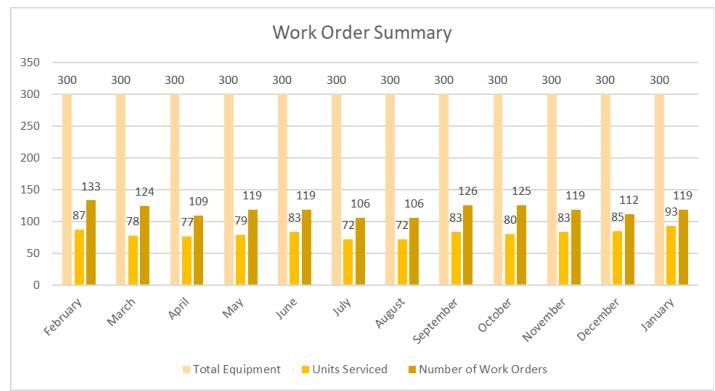
#### Engineering Division Report:

The following table describes current and proposed construction projects and their status.:

Project Name	Project Start	Percent Complete	Project Notes
Concrete Full Depth Patch	March 2022	N/A	Contract Awarded to Heuer Construction
Asphalt Street/Alley Overlay	November 2021	31%	3 alleys, 2 streets completed
Grandview Reconstruction	May 2021	50%	Winter Shutdown
West Hill Sewer Separation Phase 5	April 2021	44%	Paving on 8th Street
Park Avenue 4 to 3 lane	March 2021	98%	Punch List
2nd Street Streetscape	March 2021	97%	Punch List

#### Vehicle Maintenance Division Report:

The Vehicle Maintenance Division services and repairs approximately 300 pieces of equipment and vehicles from all city departments with the exception of the Fire Department, Soccer, and WPCP.

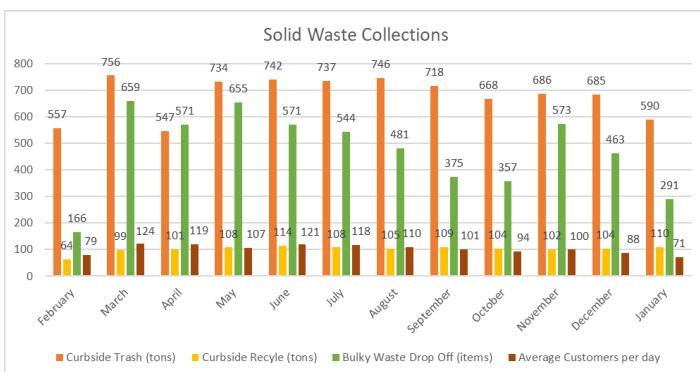
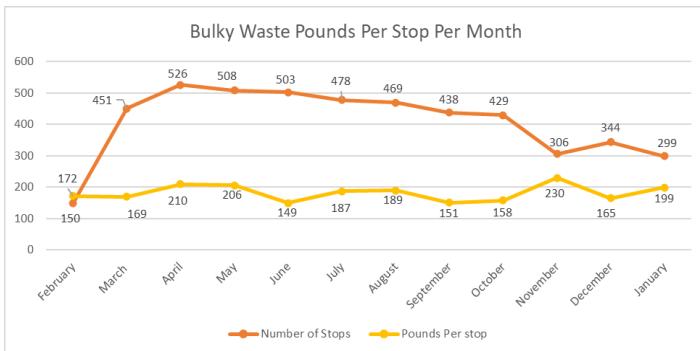


## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Department of Public Works

#### Solid Waste Division Report:

The Solid Waste Division consists of activities related to refuse collection, transfer station, compost site, and landfill, as well as overseeing the contracted recycling collection.

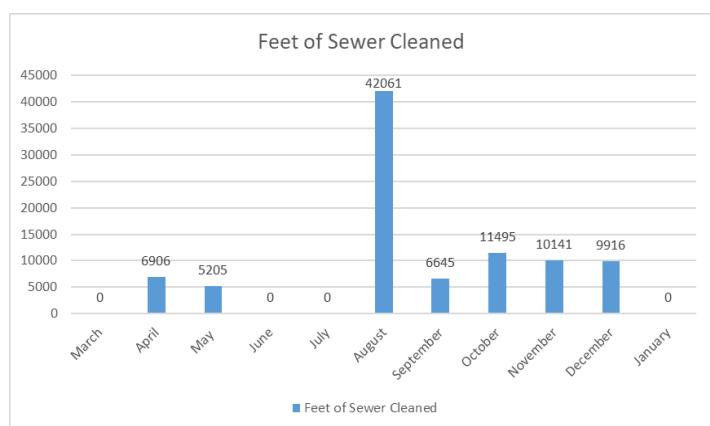
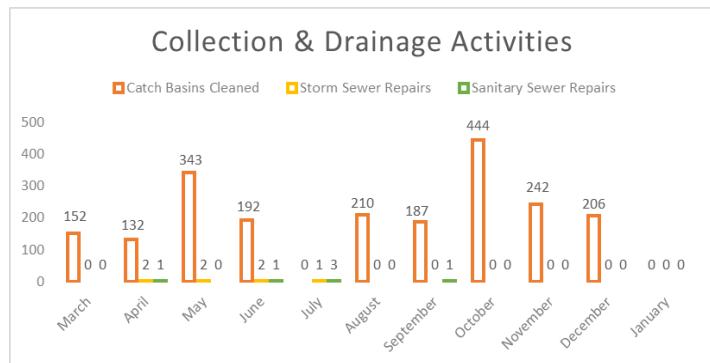


This chart shows the amount of solid waste collected curbside (in tons) as well as the amount of material dropped off at the Transfer Station (per item). Dropped off items include: electronics, appliances, tires, household hazardous waste. Also included is the average number of customers per day at the Transfer Station.

#### Collection & Drainage Division Report:

The Collection & Drainage Division is responsible for inspecting and maintaining the city's sanitary, storm, and combined sewer systems. This includes 993 storm water manholes, 2,407 sanitary sewer manholes, 151 combined sewer manholes, 2,840 storm-water catch basins, 112 miles of sanitary sewer and 68 miles of storm sewer pipe.

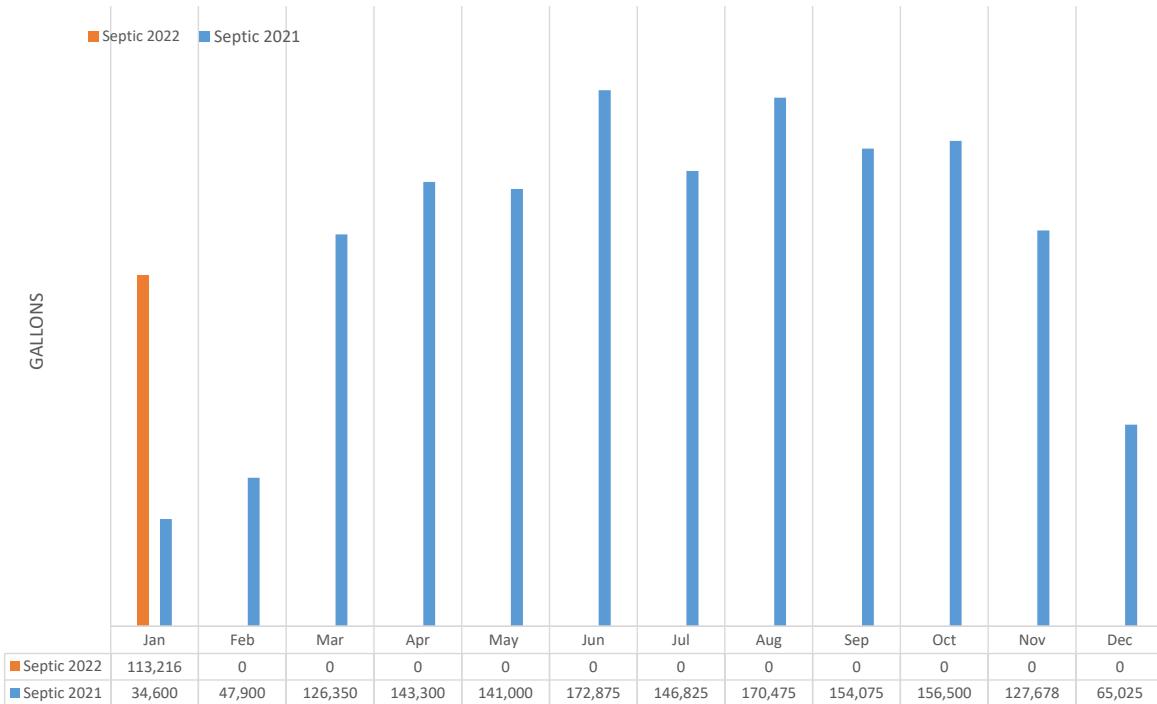
For the month of January the Collection & Drainage Division was severely understaffed due to illness related to Covid-19. "Normal" activities were limited to inspection of our off-road sewer lines. 43,923 feet of sewer lines were walked to look for holes or leaks. All manholes were opened and were visually inspected.



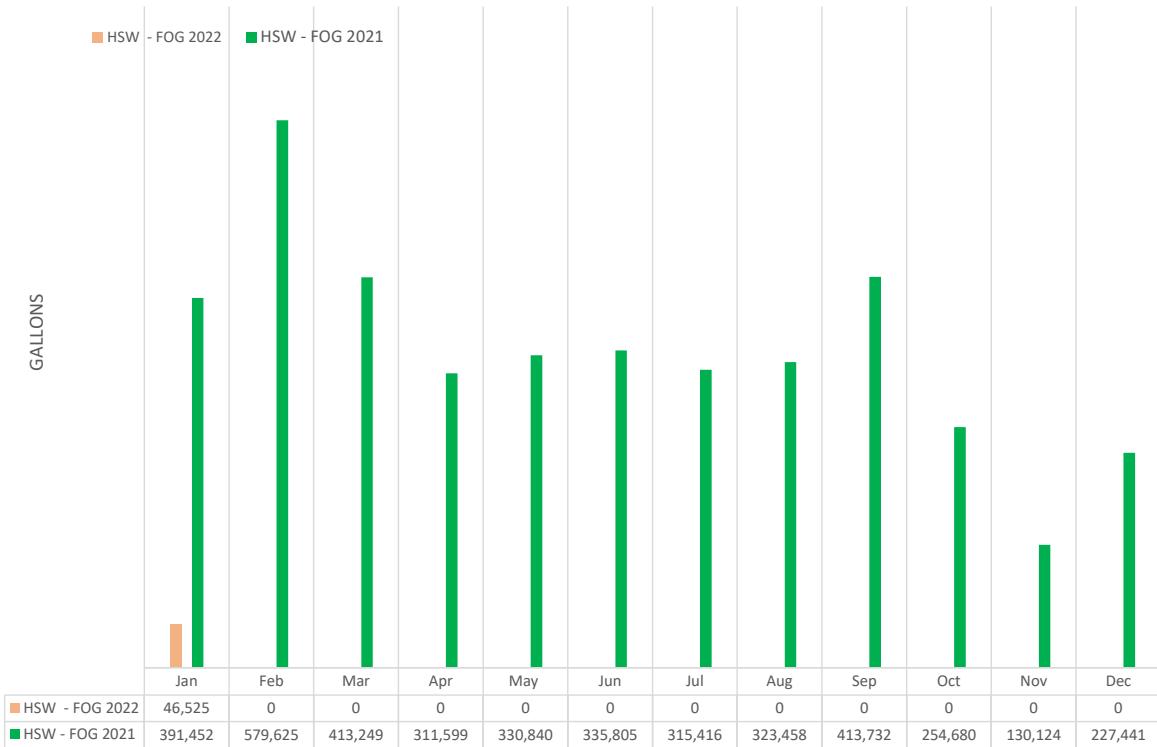
## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Water Resource & Recovery Facility

#### MUSCATINE WRRF HAULED SEPTAGE WASTE 2022

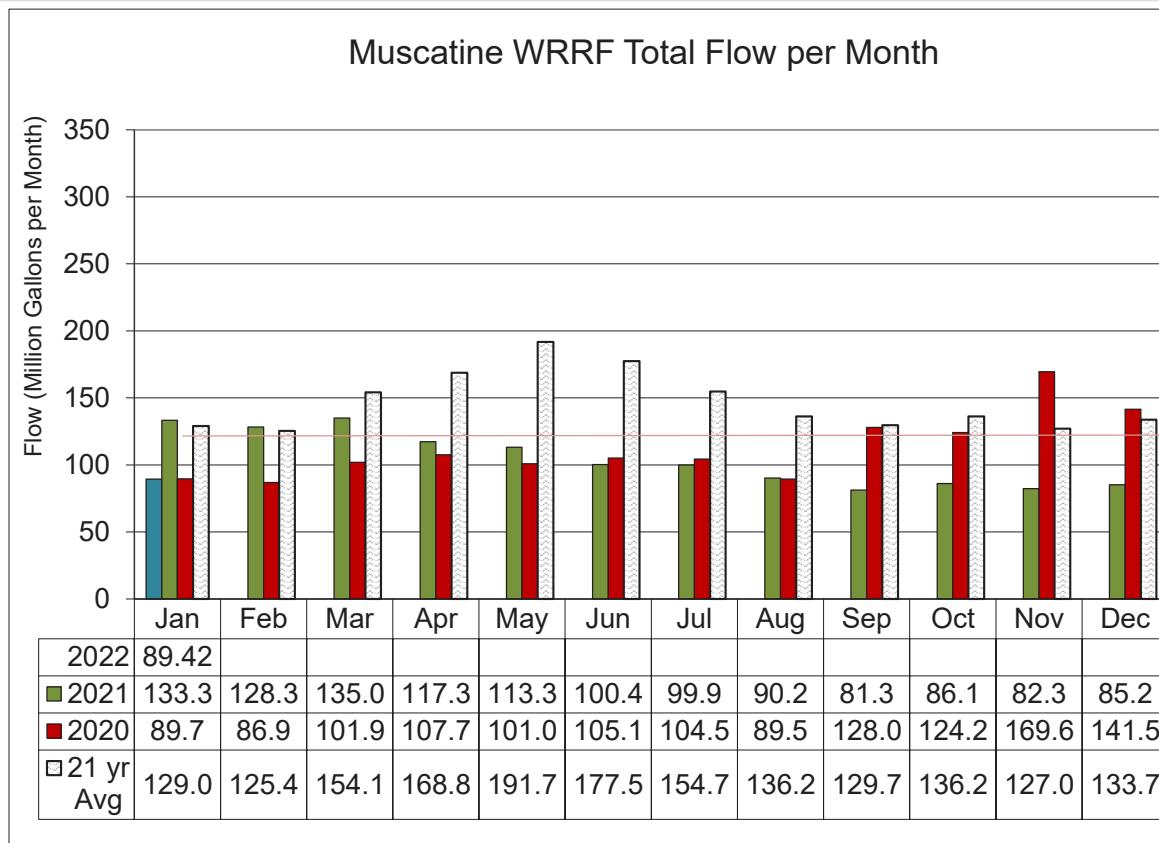
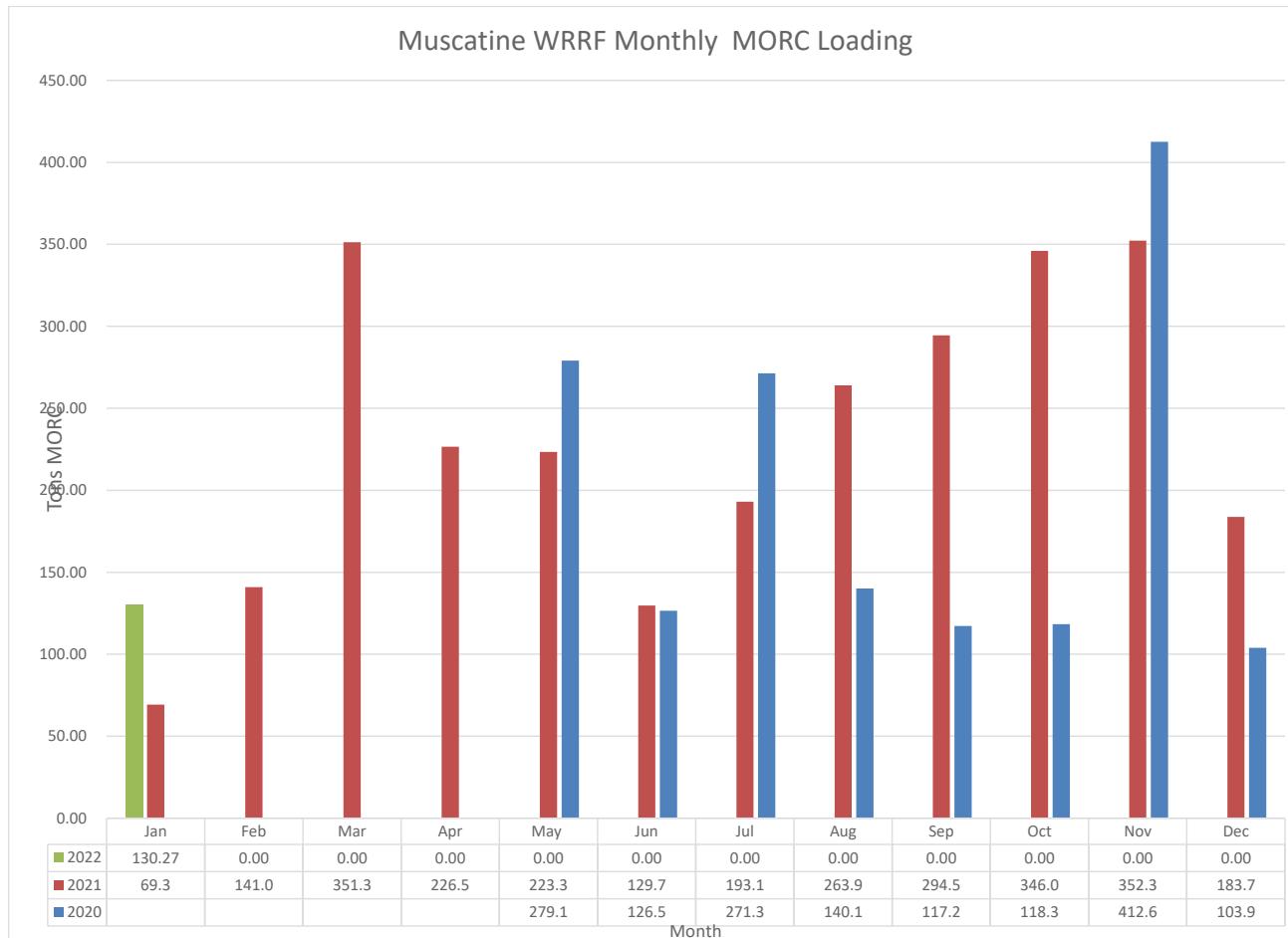


#### MUSCATINE WRRF HAULED FOG - HIGH STRENGTH WASTE 2022



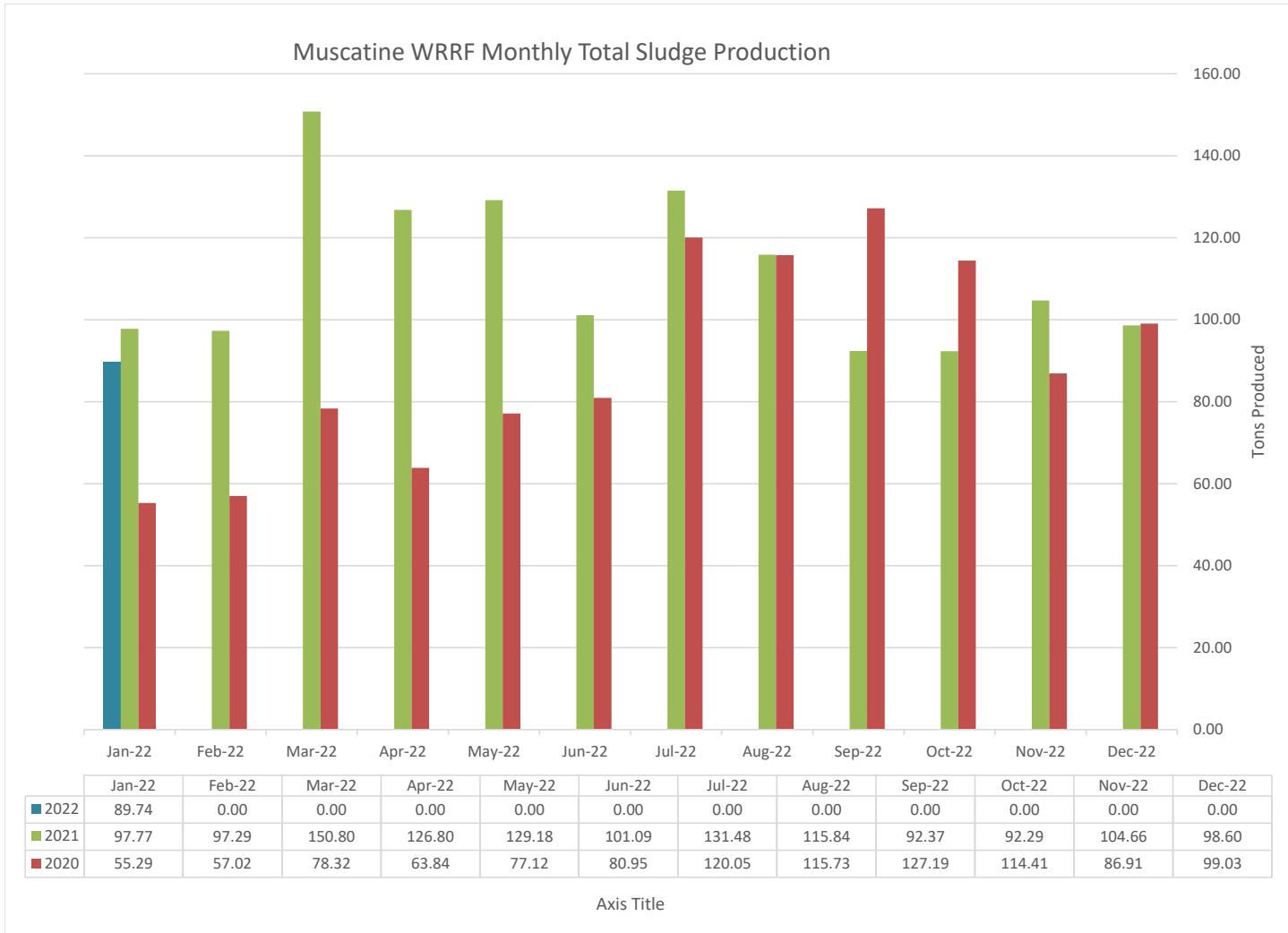
## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Water Resource & Recovery Facility



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Water Resource & Recovery Facility



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Fire Department



#### Fire Department Monthly Report By: Chief Jerry Ewers

#### January Highlights

A new fire department vision statement was implemented in January. The new vision statement states "Members of the Muscatine Fire Department, through our commitment to service, innovation, and excellence, will strive to be leaders in the emergency services, and be the model of a successful fire-based ambulance service."

The 2021 Fire Department annual report is now available and can be found on the city's website. A huge thanks go out to Firefighter Chelf for his work on the annual report.

#### Staff Updates

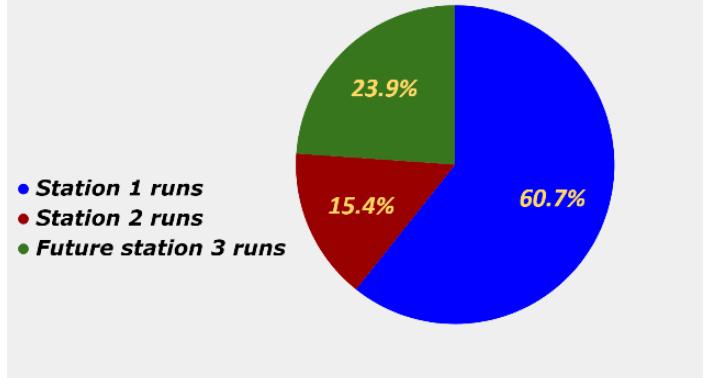
Firefighter Sean Paustian was presented an Exemplary Service Award in front of his peers. He was nominated for this award by his Fire Lieutenant and Fire Captain.

Firefighter Brandon Rheingans was sworn in on January 7 by Mayor Brad Bark.

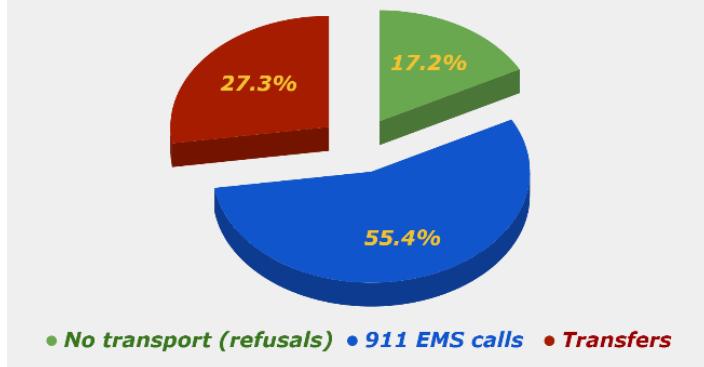
Fire Mechanic Jason Verschoore is performing an Acting Lieutenant position for two months at Station 2.

#### Demand for Services / Response Activity

##### *Calls per Coverage Area - January 2022*



##### *EMS Call Types - January 2022*



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Fire Department

	Avg. Per Day	Monthly Totals	YTD Totals
<b>Fire Responses</b>	<b>2.35</b>	<b>73</b>	<b>73</b>
<b>911 EMS Responses</b>	<b>9.45</b>	<b>293</b>	<b>293</b>
<b>Out of Town Transfers</b>	<b>3.03</b>	<b>94</b>	<b>94</b>
<b>Local Transfers</b>	<b>.55</b>	<b>17</b>	<b>17</b>
<b>Total Responses</b>	<b>15.39</b>	<b>477</b>	<b>477</b>
	Avg. Per Day	Monthly Totals	YTD Totals
Urban Response Time		91.0%	91.0%
Goal - 90% within 9 min or less			
Rural Response Time		95.6%	95.6%
Goal - 90% within 15 min or less			

#### Staff Training

Type	Monthly Totals	YTD Totals
Recruit / Probationary	8.1	8.1
Fire Suppression	275.05	275.05
EMS / Medical Related	197.7	197.7
Technical / Rescue	63	63
Driver / Operator	7.3	7.3
Professional Development / Leadership	15	15
Paramedic Program	256	256
<b>Totals</b>	<b>822.15</b>	<b>822.15</b>

#### Vehicle & Equipment Maintenance

	Monthly Totals	YTD Totals
Fire Vehicle Miles Driven	2,047	2,047
Ambulance Miles Driven	10,343	10,343
<b>Total Miles Driven</b>	<b>12,390</b>	<b>12,390</b>
Work Orders Completed (PPE, Vehicles, Equip)	69	69
Gallons of Diesel Fuel Dispensed	344.60	344.60
Gallons of Gasoline Dispensed	1,523.60	1,523.60
<b>Total Gallons of Fuel Dispensed</b>	<b>1,868.20</b>	<b>1,868.20</b>

#### Prevention, Education and Outreach

	Month	YTD		Month	YTD
Fire Inspections	6	6	Plan Reviews / Site Visits	4	4
Re-Inspections	8	8	Fire Investigations	6	6
Permits Issued (All types)	194	194	Educational Events	2	2

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Police Department

#### January Highlights

- The PD hosted our monthly Coffee with a Cop.
- Lt. Jeff Jirak resolved a volatile civil issue, resulting in the aggressive party calling and leaving him a voicemail thanking him for his kindness, patience and positive advice.
- Officer Nicole Blum sought out and voluntarily participated in the Musser Library "Spark Plugs" Program. Officer Blum assisted in reading to the children during "story time" as well as made "crafts" with them. (photos available at the Library's Website)
- Officer Jacob Elliott did finger prints for the day-care workers at a Child's Place / A Bridge to Beginnings. Officer Elliott paid for his own ink pad and card holder to assist them with the finger-print cards they send to the state for background checks.
- Corporal Matt Horton went above and beyond to connect with an elderly female who was very upset about her 91 year old husband who is suicidal. Corporal Horton connected with her to show he cared and he wasn't just brushing her off was really amazing. Corporal Horton ended up working a little over his shift to make sure she was calmed down and had all the information.
- There was a Code Blue put together for the Summit family after suffering the death of their daughter on Christmas day.



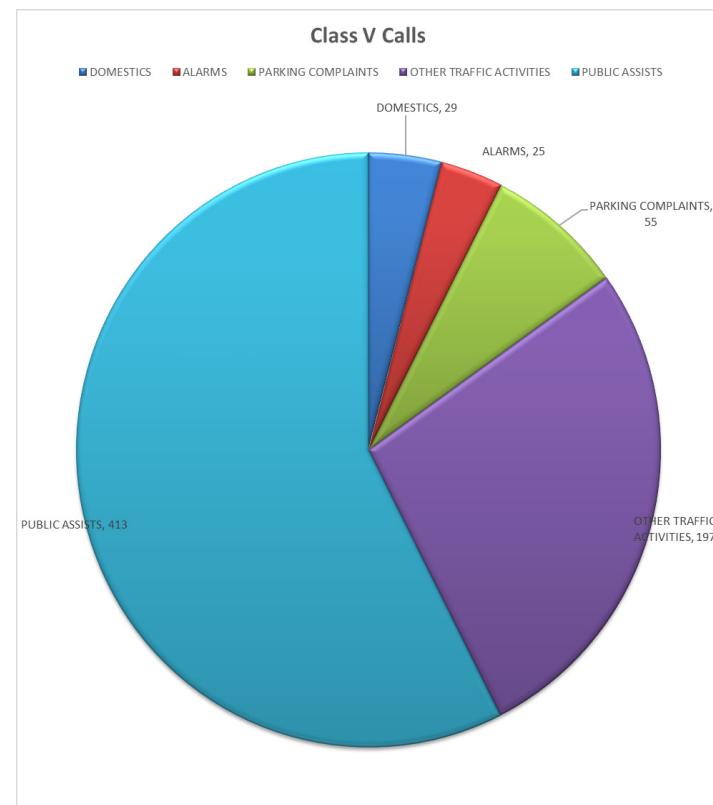
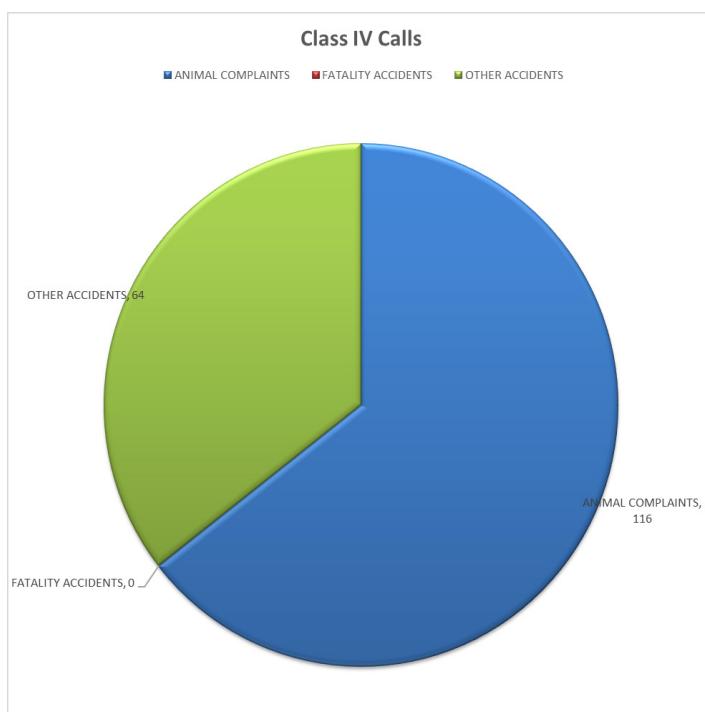
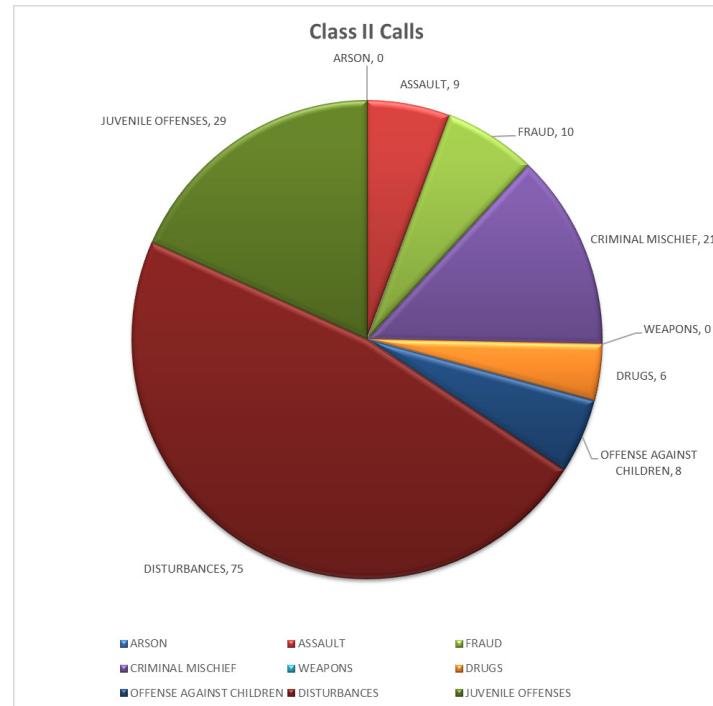
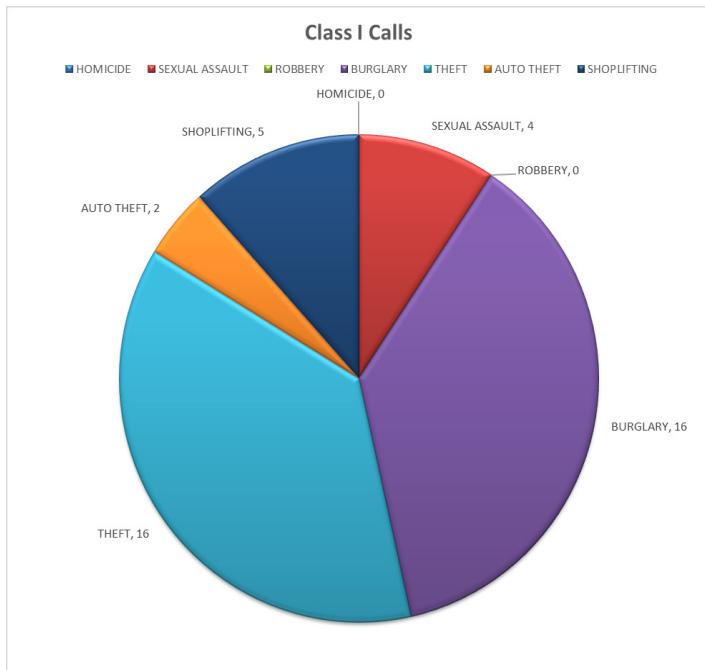
#### Staff Updates

- We have two police recruits in the Iowa Law Enforcement Academy (ILEA) through April.

# REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

## Muscatine Police Department

### MUSCATINE POLICE DEPARTMENT END OF YEAR STATISTICS



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Police Department

#### MUSCATINE POLICE DEPARTMENT CALLS FOR SERVICE

CALL TYPE	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE	
HOMICIDE	2022	0												0	
	2021	0												0	
SEXUAL ASSAULT	2022	4												4	
	2021	3												3	
ROBBERY	2022	0												0	
	2021	0												0	
BURGLARY	2022	16												16	
	2021	14												14	
THEFT	2022	16												16	
	2021	23												23	
AUTO THEFT	2022	2												2	
	2021	6												6	
SHOPLIFTING	2022	5												5	
	2021	8												8	
														Class I Total	43

ARSON	2022	0												0	
	2021	0												0	
ASSAULT	2022	9												9	
	2021	7												7	
FRAUD	2022	10												10	
	2021	12												12	
CRIMINAL MISCHIEF	2022	21												21	
	2021	11												11	
WEAPONS	2022	0												0	
	2021	7												7	
NARCOTICS/DRUGS	2022	6												6	
	2021	7												7	
OFFENSES AGAINST CHILDREN	2022	8												8	
	2021	4												4	
DISTURBANCES	2022	75												75	
	2021	89												89	
JUVENILE OFFENSES	2022	29												29	
RUNAWAYS	2021	21												21	
														Class II Totals	158

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Police Department

ANIMAL COMPLAINTS	2022	116											116
	2021	56											56
FATALITY ACCIDENT	2022	0											0
	2021	0											0
OTHER ACCIDENTS	2022	64											64
	2021	67											67
													Class IV Totals 180

DOMESTICS	2022	29											29
	2021	34											34
ALARMS	2022	25											25
	2021	17											17
PARKING COMPLAINTS	2022	55											55
	2021	237											237
OTHER TRAFFIC RELATED ACTIVITIES	2022	197											197
	2021	232											232
PUBLIC ASSISTS	2022	413											413
	2021	491											491
													Class V Totals 719

OPERATING WHILE INTOXICATED	2022	4											4
	2021	4											4
TRAFFIC CITATIONS ISSUED	2022	98											98
	2021	166											166
ADULT ARRESTS	2022	93											93
	2021	100											100
JUVENILE ARRESTS	2022	13											13
	2021	5											5
TOTAL ARREST	2022	106	0	0	0	0	0	0	0	0	0	0	106
	2021	105	0	0	0	0	0	0	0	0	0	0	105

ADMINISTRATIVE	2022	373											373
	2021	232											232

*TOTAL REQUEST FOR POLICE	2022	1473	0	0	0	0	0	0	0	0	0	0	1473
	2021	1578	0	0	0	0	0	0	0	0	0	0	1578

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Parks and Recreation Department

### Park Administration Division

The main office is open to the public with regular office hours Monday-Friday 8 am to 12 pm and 1 pm to 5 pm. There continue to be many requests to hold special events on public property. The complete special event listing can be found at our website. Parks and Recreation Department staff attended the Louisa-Muscatine Job Fair on January 26. The annual Parks and Recreation Job Fair is scheduled for Saturday, March 12 from 10:00 am – 12:00 pm at the Muscatine Municipal Golf Course. Please enjoy the many services provided through the Parks and Recreation Department. Please contact us to let us know about your experiences as we love to hear from you.

Subject	Result
Pearl City Station Reservations	17 Reservations Taken in 2022
Riverview Center Reservations	19 Reservations Taken in 2022
Shelter Reservations	3 Reservations Taken in 2022
Dog Park Passes	33 Dog Park Passes Sold for 2022

### Park Maintenance Division

Staff has been busy with winter equipment maintenance, building maintenance, playground inspections and repairs, and presenting budgets in the month of January. Staff has also been working on securing bids for the Southend Community Improvement Fund Projects. Snow removal was completed on a timely basis throughout the Parks and Recreation snow removal responsibilities. Staff also attended job fairs, and is actively recruiting seasonal staff for the upcoming season.

### Cemetery Division

Greenwood Cemetery remains open to the public for walkers, bicyclists and the community's cemetery needs. The Cemetery Steps were closed in January due to the winter weather, and will re-open for public use when weather permits.

Subject	Result
Burials	4 Burials Took Place
Burial Spaces	0 Burial Spaces Sold

### Boat Harbor/Marina Divisions

The Boat Harbor and Marina Operations had a successful year of operations in 2021 with the help of low river levels throughout the season. Staff is preparing the operations for the 2022 season, and is looking into incorporating a marketing service to help market both the Boat Harbor and Marina operations.

### Recreation Division

Youth and adult recreation programs and special events continue to be offered while adhering to COVID-19 safety protocols. Current programs taking place include Gymnastics, Adult Volleyball Leagues, Soccer Skills Clinic, Boys Basketball Clinic and the Walking Club. The 2022 Snow Pile Treasure Hunt was held on Saturday, January 29 with 50 people in attendance.

Subject	Result
Youth Program Participation	393 Participation Occurrences in January
Adult Program Participation	1,421 Participation Occurrences in January

### Aquatics Division

Staff recruitment efforts for the 2022 season have begun. To date, five American Red Cross Lifeguarding courses have been scheduled in Muscatine for this year.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Parks and Recreation Department

### Wellness Division

The City employee wellness programs continue to be offered through the virtual Wellness Center. The Fitness Reimbursement program and weekly Wellness Wednesday newsletters continue throughout the year. A COVID-19 Vaccination and Booster Clinic was held on January 11 with 22 vaccines administered. Biometric screenings are in the process of being scheduled.

Subject	Result
Participation	31 Participation Occurrences in January

### Kent Stein Division

Kent Stein Park remains closed. Staff continues to make improvements to the Parks and its facilities for the upcoming season. Some of those tasks have been working on gates to the fields and maintenance gates to the fields. Staff continue to remove dead trees in the park. We have been working diligently preparing the budget for the upcoming budget season and making revisions to the current budget. We sent out our Recreational Products Bid for the 2022 season. We are currently reviewing the bids and awarding the bids to the appropriate vendors.

### Soccer Complex Division

Soccer Complex- the Complex remains closed. We started to fill areas next to our new sidewalks and will continue as the weather allows us. We continue to work on budgets for the park for next fiscal year. We sent out our Recreational Products Bid for the 2022 season. We are currently reviewing the bids and awarding the bids to the appropriate vendors. We hired a new Athletic Facilities Specialist, please welcome Cody Hull to our team at City of Muscatine Parks and Recreation.

### Soccer Events Division

The 26th Annual College Search Kickoff is scheduled to take place July 21st-24th, 2022. Registration is currently underway for teams and college coaches.

Subject	Result
College Coaches	13 College Coaches Registered
Soccer Teams	2 Teams Registered

### Golf Divisions

The Muscatine Municipal Golf Course looks forward to 2022 being another great year. Season passes will be available for sale in the next couple weeks and we look forward to the weather making the turn towards Spring. We are currently working on hiring staff for the 2022 season as well as finalizing plans for all the outings and special events to be held at the golf course.

Subject	Result
Outings	12 Outings Scheduled for 2022
Leagues	5 Leagues Scheduled for 2022
Season Passes	0 Season Passes Sold for 2022
Rounds	0 Rounds Played

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Musser Public Library & HNI Community Center

<b>Circulation Statistics</b>			
<b>PRINTED MATERIALS</b>	<b>2022</b>	<b>TOTAL TO DATE</b>	<b>2021</b>
ADULT BOOK	3,561	22,462	3,106
YOUNG ADULT BOOKS	237	1,609	164
JUVENILE BOOKS	4,465	30,997	3,330
MAGAZINES	188	1,246	180
OTHER	26	209	19
<b>RECORDED MATERIALS</b>			
MP3 BOOKS	0	1	0
DIGI-BOOKS/PLAYAWAY	9	99	18
RECORDED BOOKS	279	1,576	245
CD's	269	1,937	243
ADULT KITS AND JKITS	6	18	0
<b>A-V MEDIA</b>			
EQUIPMENT	13	92	3
MICROFILM	0	4	0
VIDEOGAMES	130	683	77
DVDS	2,981	16,412	2,852
BLU-RAY	76	511	111
<b>ONLINE</b>			
INTERNET COMPUTER USAGE	541	3,545	454
WIFI USAGE	4,258	29,746	12,854
DATABASE USAGE	10,293	75,459	13,674
E AUDIO	467	3,129	445
E BOOKS	738	4,746	973
E MAGAZINES	343	1,727	1,026
E MUSIC/STREAMING	1,695	10,609	1,345
<b>TOTAL CIRCULATION</b>	30,575		41,139
<b>PREVIOUS CIRCULATION</b>	176,242		192,449
<b>TOTAL CIRC. TO DATE</b>	206,817		233,588

<b>Circulation Statistics</b>			
<b>INTER-LOANS</b>	<b>2022</b>	<b>TOTAL TO DATE</b>	<b>2021</b>
RS BORROWED	1,903	8,759	1,765
RS SENT	1,335	6,270	1,741
SILO BORROWED	0	36	7
SILO SENT	25	16	25
OCLC BORROWED	45	222	13
OCLC SENT	20	99	20
<b>TOTAL</b>	3,328		3,571
<b>PROGRAMMING</b>			
CHILDRENS PROGRAMS	18	187 In-person 5-virtual	26 virtual
CHILDREN PRG ATTEND.	385	6,146 (IP) 989 one minute 5,887 raw views	518 one minute, 4,464 raw views
TEEN PROGRAMS	0	1	0
TEEN PRG ATTENDANCE	0	12	0
ADULT PROGRAMS	0	11	0
ADULT PRG ATTENDANCE	0	227	0
TECHNOLOGY CLASSES	0	5	1
CLASS ATTENDANCE	0	5	1
<b>BUILDING USAGE (WALK-IN)</b>	8,382	61,430	6,556
MEETING ROOMS USAGE	559	4,039	104
<b>REFERENCE</b>			
REFERENCE QUESTIONS	326	2,004	63
TECHNICAL QUESTIONS	141	1,245	38
DIRECTIONAL QUESTIONS	197	1,474	8
<b>TOTAL</b>	664		109

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Musser Public Library & HNI Community Center

Circulation Statistics				
EXAMS PROCTORED	0	0	0	0
NOTARY PUBLIC USAGE	9	72	12	12
GENEALOGY RESEARCHERS	4	31	7	7
GENEALOGY INTERLOANS	0	0	0	0
RESEARCH/OBIT REQUESTS	5	39	7	7
PHOTO PRINTS ORDERED	3	24	5	5

Patron Statistics			
	ADDED	TOTAL	2021
Adult Residents	24	14,834	15,286
Computer Use Only	3	358	336
Juv Residents	15	2,476	2,483
IL (Contract)	0	672	687
Open Access	3	1,029	1,022
New Borrower	9	356	289
Other	1	168	165
<b>TOTAL</b>	<b>55</b>	<b>19,893</b>	<b>20,268</b>

<b>Home Delivery Statistics</b>			
(already included in circulation statistics)			
	<b>2022</b>	<b>TOTAL</b>	<b>2021</b>
Materials Circulated	152	872	171
Visits	46	271	36
Clients	40		41
Volunteers	1		1

Database Usage			
	2022		2021
Ancestry Library Edition	317		103
Chilton	0		9
ContentDM Images	1,057		1,414
Gale	0		7
Gale Forms	14		4
Heritage Quest	25		126
Learning Express	0		0
Newspaper Archive	2,144		4,339
Newspaper.com Musc. Journal	1,710		1,646
New York Times	1,364		1,426
Niche Academy	30		41
Novelist	71		133
RefUSA	5		2
Sanborn Maps	95		363
Transparent Language	53		39
Value Line	3,408		4,020
<b>TOTAL</b>	<b>10,293</b>		<b>13,674</b>
	<b>LIKES</b>		
<b>FACEBOOK</b>	<b>5,770</b>		
	<b>VISITS</b>	<b>UNIQUE VISITORS</b>	
<b>WEBSITE</b>	<b>12,052</b>	<b>11,580</b>	
	<b>FOLLOWS</b>		
<b>TWITTER</b>	<b>942</b>		

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Muscatine Art Center

### From the Muscatine Art Center

For a complete list of exhibitions, classes, programs, and projects at the Muscatine Art Center, request a copy of the quarterly newsletter or subscribe to the monthly e-newsletter by contacting [art@muscatineiowa.gov](mailto:art@muscatineiowa.gov).

### EXHIBITIONS

You're invited on an inspirational and moving journey at **Sean Kenney's Nature Connects®** Made with LEGO® bricks.



In this award-winning exhibition of art made with LEGO pieces, the whole family can marvel at gravity-defying and astoundingly precise structures!



**November 16, 2021 - February 20, 2022**

[muscatacenter.org](http://muscatacenter.org)

Grant supported by

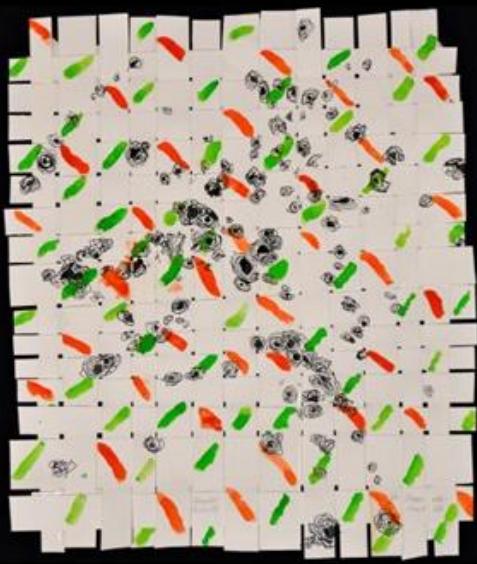


Muscatine, Iowa  
Free Admission  
563-263-8282



**Jon Fasanelli-Cawelti**

October 23, 2021 -  
February 20, 2022



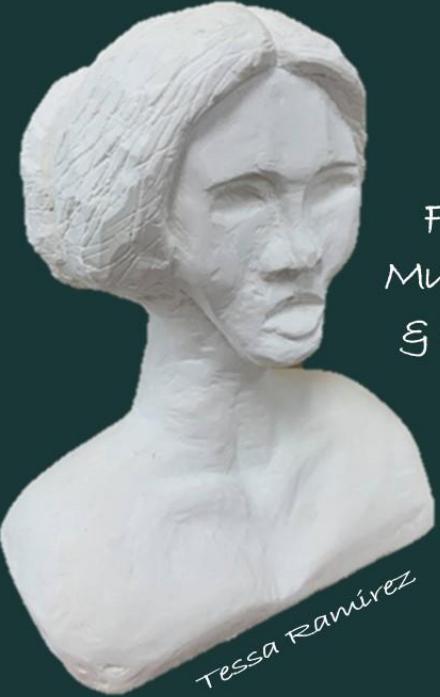
**Broadmoor School**  
*Gift of Richard G. and Sandra D. Toye*  
Through February 20, 2022



## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Art Center

# Student Art Exhibition



Featuring the work of  
Muscatine Middle School  
& High School Students



Alexis Kirk

## Stanley Gallery

**March 10 - May 15, 2020**



#### UPCOMING CLASSES and ACTIVITIES

##### *For Kids*

## mini masters

Introduce your children (ages 2 to 7) to the world of art with free art classes. Each class consists of a story and two art projects! Classes meet **Wednesdays from 9:30 - 10:15 a.m. and Thursdays from 3:30 - 4:15 p.m.** At this time pre-registration is required. Classes will also be pre-recorded and can be viewed on the Muscatine Art Center Mini Masters Facebook page. Classes are FREE of charge! Call 563-263-8282 to register. The theme for February is "Mix It Up!", and the theme for March is "Mini Masters".

##### *For Families*

### Kids Saturday Workshop

#### Happy Birthday, Grant Wood! Saturday, February 19, 1:30 - 2:30 p.m.

Grant Wood was an American painter best known for his paintings of the rural Midwest, including his home state of Iowa. **Join Miss Julie Saturday, February 19** to celebrate Wood's birthday by sketching chickens with charcoal on cardboard boxes, just like Grant Wood! Don't worry about using your imagination—we'll have LIVE chickens to draw! Wear your overalls to honor Grant Wood, the "Artist in Overalls"!

#### Happy Birthday, Juan Gris! Saturday, March 12, 1:30 - 2:30 p.m.

Juan Gris was a Spanish painter who spent most of his time in France, and was closely connected to the Cubism art movement in the early 1900s. Gris was heavily influenced by Picasso, but by 1912 he had developed his own Cubist style. **Join Miss Julie Saturday, March 12** to celebrate Gris' birthday by creating a painting in his style.

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

---

### Muscatine Art Center

#### **Spring Break Take & Makes**

##### Available March 11

Stop by the Muscatine Art Center during open hours and grab a “Spring Break Take & Make” bag. Each bag contains a few different craft projects that you can complete at home with just a few additional supplies. These bags are free to pick up while supplies last.

#### *For Adults*

##### **“History on Tap” Trivia Night at Contrary Brewing, March 7, 6:00 - 8:00 p.m.**

Join us for a night of trivia at Contrary Brewing on Monday, March 7, from 6:00 to 8:00 p.m. Tickets on sale now. Details on the following page.

##### **Art Array - 2022 Reception, March 17, 5:00 - 6:30 p.m.**

The Muscatine County Arts Council is bringing back Art Array - a juried exhibition with your neighbors, friends, family members, and artists living within 50 miles of Muscatine displaying their 2-dimensional works of art. This year's judges are Jennifer Saintfort, Director of the Augustana Teaching Museum of Art, and Dawn Wohlford-Metallo, Visual Arts Director for Quad City Arts. During the reception, view the entries for this year's juried exhibition, meet some of the artists and judges, and find out who will receive 1st, 2nd, and 3rd place awards. Details will be publicized on social media, on [muscatineartcenter.org](http://muscatineartcenter.org), and through the Muscatine County Arts Council. Free Admission!

#### **Thursday Night Makerspace**

Join our Program Coordinator Katy on select Thursday nights to create fun projects to decorate your home or to give as gifts. Painted signs, keychains, fabric bowls, stepping stones, and more - there's always something new to try! Fees are \$15 or \$13.50 for Friends members and all supplies are included. Advanced registration required. Class fee must be paid upon registration to secure your spot.

##### Thursday, February 17, 5:15 - 6:45 p.m. - Alcohol Ink Pendant

##### Thursday, March 10, 5:15 - 6:45 p.m. - Acrylic Pour Painting

#### **Red Barn Studio**

Local artist Vada Baker gives step-by-step instructions on how to complete your project. Create a project just like Vada or add your own personal flair. Learn new techniques and have all your questions answered in this fun studio class you won't want to miss! Fees are \$15 or \$13.50 for Friends members, and all supplies are included. Advanced registration required. Class fee must be paid upon registration to secure your spot. Now offered on Sundays.

##### Sunday, March 13, 1:30 - 2:45 p.m. - Fish Negative Watercolor

## REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

### Muscatine Art Center



# HISTORY ON TAP TRIVIA NIGHT @ CONTRARY BREWING

**Monday, March 7, 6 – 8 PM**

Doors open at 5:30 p.m. • 1<sup>st</sup> place prize • door prizes

Join us for a fun night of trivia at Contrary Brewing on Monday, March 7. Gather a team or join a table and see how much you know! Ticket sales support Friends of the Muscatine Art Center and educational programs at the Muscatine Art Center. Tickets can be purchased in advance for \$10 each at the Muscatine Art Center prior to the event or for \$15 at Contrary Brewing starting at 5:30 p.m.

**fr|ends**  
of the muscatine art center

MUSCATINE  
**ART**  
CENTER  
1314 Mulberry Avenue, Muscatine, Iowa

**Tickets in advance  
\$10 available @  
Muscatine Art Center  
or  
\$15 @ the door**

**Teams of 6-8  
Single players  
welcome**

**Price includes light  
snacks and a 5 oz pour  
of a Contrary Brew**

**Beer, wine, and food  
available for  
purchase through  
Contrary Brewing  
Please no outside food**

Muscatine Art Center  
1314 Mulberry Avenue  
Muscatine, IA  
[muscatineartcenter.org](http://muscatineartcenter.org)

Contrary Brewing Co.  
411 W. Mississippi Drive,  
Muscatine, IA  
[contrarybrewing.com](http://contrarybrewing.com)

REPORT OF MONTHLY ACTIVITY BY DEPARTMENTS

# Scenes From January 2022

