

## City Administrator Report to Mayor & City Council

May 5, 2016, Edition No. 220

### WEEKLY UPDATE:

- Mower: The City's Arm Mower was mowing on Mississippi Drive and was struck by a truck this past week. The driver was issued a ticket and we have requested that the driver's insurance cover a rental unit in addition to repair or replacement.
- WPCP: Interesting article on food waste diversion provided by Jon Koch: [http://www.tpomag.com/editorial/2016/05/qa\\_grind2energy\\_talks\\_food\\_waste\\_diversion#.VyeosBxcmF0.gmail](http://www.tpomag.com/editorial/2016/05/qa_grind2energy_talks_food_waste_diversion#.VyeosBxcmF0.gmail)
- CNG: Interesting article on CNG refuse trucks provided by Jon Koch:
- [http://americanicityandcounty.com/alternative-fuels-vehicles/fueling-opportunity?NL=AMC-01&Issue=AMC-01\\_20160427\\_AMC-01\\_507&sfvc4enews=42&cl=article\\_3\\_b&utm\\_rid=CPEQW000001079764&utm\\_campaign=7322&utm\\_medium=email&elq2=501bbd6ee06e463986dccc41fab62ddb](http://americanicityandcounty.com/alternative-fuels-vehicles/fueling-opportunity?NL=AMC-01&Issue=AMC-01_20160427_AMC-01_507&sfvc4enews=42&cl=article_3_b&utm_rid=CPEQW000001079764&utm_campaign=7322&utm_medium=email&elq2=501bbd6ee06e463986dccc41fab62ddb)
- DPW: We have had three initial phone interviews for the DPW Director and wait one additional call. We hope to narrow the potential field of candidates for interviews.
- MFPSI: Please find attached the MFPSI Board Meeting Agenda for the meeting on May 19, 2016.
- CSO: Attached please find the April 2016 West Hill Sewer Separation Project Progress Report. Karmen K. Heim, P.E., Senior Environmental Engineer, Stanley Consultants
- Hotel: We hope to bring forth the site plan to review the drop off and its impacts on Mississippi Drive and Chestnut Street in May or early June.
- CP: Our contact at the CP Railroad has been promoted and he has transitioned the Mississippi Drive Project to his replacement. We plan to meet with the CP to finalize the proposed project agreement and discuss the proposed quiet zone.
- WPCP: The WPCP has the opportunity to work with a local high school artist who does large murals. The student is generating some ideas around the theme of water, native prairies and the river. This is for a side wall on the administrative building.
- Second Street: The Traffic Committee met on Thursday, May 5th, to discuss the Second Street Conversion Plan. Randy Howell and Jim Edgmond have prepared a process that includes street striping, changing signs, installing temporary two-way signs, orange cones, using the changeable message board and securing the Police Department's assistance. We have set a date of Tuesday, June 14th, to reopen Second as a two way street. MPW will change the lights at 2nd & Mulberry to flashing red at that time. Public Notification includes door knockers to business & property owners along 2nd, use of the city's website, email notification and working with Emily (social media). Rhill

## ADDITIONAL ITEMS:

### Parks & Recreation

Listed below are program and facility updates for the week of May 2, 2016:

**Riverfront** - The Mississippi Mist Riverfront Fountain was activated this week and will be running until late September. This feature is classified as a pool so we will be checking chemical levels 4 times daily starting at 7am and ending at 7pm. The Mist is open from 8am to 10 pm daily.

**Boat Harbor** - The Gas Dock will be put in place on the river in Mid-May or as soon there after when the river levels are low enough to safely put it in operation. Harbor slip rentals are ahead of schedule with 6 new renters and many commitments from last years renters. River flooding will as always have an impact on these divisions.

**Harbor Rip-Rap Project** - The pre-construction meeting for the Harbor Rip-Rap Project took place last week. A Notice to Proceed will be issued to the contractor this week. The project should take about two weeks to complete and will start once the river levels fall lower than 6 or 7 feet.

**Park Maintenance** - The staff is keeping up with mowing all parks, Art Center, Police Shooting Range and Right of Way mowing areas. The hanging flower baskets for 2nd Street are currently in the greenhouse and are coming along nicely. We will hang them up in Mid-May. The volleyball and tennis courts are starting to see more usage as well as the Skate Park. The Green Belt Trail main washout was fixed. Public Works will fix the surfacing issue soon as the trail has been closed since last May.

**Kent Stein Park** - This coming weekend the park will host a 50 team softball tournament. Teams will be coming from a 200 mile radius. The Muscatine Youth Baseball group will have their season grand opening this Saturday from 8am to 3pm. The Slough/Bruner Field Rip-Rap Project was completed in early April.

**Soccer Complex** - The Midwest Regional Soccer Organization will be hosting a regional soccer event this weekend on Saturday and Sunday. There will be roughly 60 teams from 10 different states. The Soccer Building Roof Painting Project will be completed this Spring.

**Emerald Ash Borer Tree Treatment** - Now that the Ash trees are getting closer to 60% foliage we will begin treating Right of Way and Public Property trees. This process will be slow and time consuming but test results have repeatedly shown that it will save the Ash trees. We will only treat the trees that by our criteria have a useful and successful chance of future survival. We have roughly a 10% Ash tree population in our public property and street tree locations, this is between 250 and 300 trees.

**Recreation Programs** - On Tuesday, May 3rd we started City wide sign up for Spring and Summer Recreation and Aquatic Center Programs. Registrations have been

very good so far. Our annual brochure was created, printed and distributed again this year with no direct cost to our budget.

Aquatic Center - The Maintenance Staff has been very busy this week preparing for the Aquatic Center start up next week. We will put water in the pool next week with school pool parties starting the week of May 23rd. We have hired most of the needed life guards, slide attendants and cashiers but some opening still remain. We will employ between 50 and 60 seasonal staff this pool season.

Special Events Programming - We continue to receive a heavy volume of Special Event requests. Annually, we will coordinate nearly 100 events and will collaborate with 150 groups and organizations.

Golf Course - The Golf Professional has been spending time with the Elementary Schools introducing our Summer Jr. Program and hopefully creating a networking relationship with the school staff and students. Golf play year to date is close to where we were last year at this time. The course is in amazing condition! Leagues will begin this week and we continue to get requests for special event group outings.

Greenwood Cemetery - The big push right now for the cemetery is to keep the grounds in great condition in preparation for Memorial Day weekend. We have had very strong pre-need lot sales this Spring.

Wellness Programs - The employee wellness screenings are taking place this week. This is a big program as the screening helps us identify our wellness needs going forward. The active lifestyle incentive (THRIVE) program is getting more participation from our employees each week.

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

Rich Klimes

Director of Parks and Recreation

**NOTICE OF MEETING OF THE BOARD OF TRUSTEES  
MUNICIPAL FIRE AND POLICE RETIREMENT SYSTEM OF IOWA**  
**THURSDAY, MAY 19, 2016 10:00 am**

LOCATION: MFPSI OFFICES 7155 LAKE DRIVE SUITE 201, WEST DES MOINES, IA, 50266  
OFFICE PHONE: (888) 254-9200

***PRELIMINARY AGENDA [See Notes 1, 2, 3, 4 below]***

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**MANAGERS**

A. SERVICE FIRMS REVIEW: INVESTMENT MANAGERS

**CONSENT ITEMS**

MINUTES B. MINUTES AND SCHEDULES

1. REVIEW & APPROVAL OF MINUTES OF PREVIOUS MEETING(S)
2. SCHEDULES – CALENDARS – CONTRACT SUMMARY

ACTIVITY C. BENEFIT ACTIVITY REPORTS

1. COMMUNICATION PROGRAM ACTIVITY
2. DROP PROGRAM ACTIVITY UPDATE
3. SUSPENSION & WITHHOLDING REPORT

PROJECTS D. DEVELOPMENT PROGRAM REPORTS

1. LEGISLATIVE REPORT
2. LOCAL REAL ESTATE INVESTMENT UPDATE

**DISCUSSION/ACTION ITEMS**

E. FINANCIAL REPORTS

1. STATUS & ANY PROPOSED MODIFICATION OF THE BUDGET

F. BOARD INQUIRIES & ANY MISC. DISCUSSION ITEMS

- 1) Administration Goals

- G. DISCUSSION OF LEGAL MATTERS, IMMINENT/PENDING LITIGATION CASES (Tribune Company)**
- H. CONSIDERATION OF & DETERMINATION ON APPEAL CASE (HERRERA)**
- I. INVESTMENT PROGRAM UPDATE**
  - 1) Real Estate Recommendation
- J. INVESTMENT PERFORMANCE REPORT**
- K. SYSTEM FUNDING POLICY**
- L. STRATEGIC PLANNING UPDATE**

NOTES: 1) Subject to additions & modifications as topics develop. At the discretion of the Chairperson of the Board, the scheduling of individual subjects during the meeting may be adjusted to facilitate the efficient utilization of time. 2) You are hereby notified that the above named public body will hold a meeting at the dates, time and place specified. A vote may be considered to go into closed session pursuant to Iowa Code 21.5(c)(f). 3) Consent Agenda: Subjects that require only consent or approval by the Board of Trustees, including informational topics. Subjects upon which information is provided for the Board but which will not be reviewed at the Board meeting except at the request of an individual Board member or the administration. 4) The Board of Trustees will work through the agenda until completion. Breaks will occur periodically as deemed necessary by the Board chairperson.

NEXT BOARD MEETING: July 7, 2016



## PROJECT STATUS REPORT

**Project Name:** City of Muscatine - West Hill Sewer Separation **Month:** April 2016

**Prepared By:** Stanley Consultants **Project Number:** SCI: 17660.30.02, 17660.40.00

"PHASE" refers to Design Package/Construction Contract

### **Progress for Last Month (April 2016):**

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

##### **Phase 3A/3B – Construction:**

- Project coordination as needed
- Attended Phase 3B weekly progress meetings
- Review of City quantity handouts
- Revision to Storm Sewer Design between Pine and Spruce on 5<sup>th</sup> St, as requested by contractor and City in Phase 3B.

#### **PHASE 4 Planning:**

- Project planning meeting April 6, preparation and follow up.
- Project planning tasks – review construction costs.

### **Work Items for Coming Month (May 2016):**

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

- Address any Phase 3A or 3B construction coordination topics
- Attend future contractor/city coordination meetings
- Assist if requested with Phase 3A contractor closeout

#### **PHASE 4 – Planning:**

- Address requests from April 6<sup>th</sup> meeting
- Planning Schedule for Phase 4
  - Authorize Phase 4 for Survey – **December 2015 – January 2016**
  - Survey to be Completed – **June 2016**
  - Concept Design and Estimate – **June** through December 2016
  - Final Design - 2017
  - Bid and Construction - 2018

### **Key Issues & Information Required**

- Martin and Whitacre is available to begin Phase 4 survey. If the City can authorize the beginning of design survey, then we can take advantage of the current availability of Martin and Whitacre.
- Survey duration expected to take 4- 6 months max. Design survey completion date will shift accordingly until the survey work can be authorized. Survey has not been authorized to date.

### **Critical Information**

- None