

City Administrator Report to Mayor & City Council

March 10, Edition No. 258

WEEKLY UPDATE:

- Clean Up Week: Attached is a copy of the powerpoint from Brian Stineman's presentation on clean up week. Brian will bring back additional information and recommendations for next week's agenda. Please feel free to forward any questions to Brian and copy me. Thanks!
- Old Barn: Attached is a copy of the powerpoint from Shelly Maharry's presentation. We plan to meet next week to review sewer options.
- IMMI: I will be attending the Iowa Municipal Management Institute next Wednesday through Friday and depending on the agenda, I will have someone sit in for me at the meeting.
- TIF: The hotel is looking to close on their USDA loan and wrap those items up using the current lease and TIF agreement. The revised TIF agreement as well as the agreement for the distribution of the IRD proceeds will follow shortly.
- Storm: We continue gather information related to city storm damage and work with our adjuster (minor for the most part). We'll have more detailed info, but for now here is a brief list
 - Signage
 - Public Safety Building - flashing and tower damage
 - Art Center - Soffit damage
 - Library - Roof damage
 - Kent/Stein and Soccer - Bleacher, fence, lighting and roof damage
 - Bruner - Fence damage, dugout collapsed, and some Musco lighting damage (school responsibility)
 - Riverfront: - Several docks damaged (will be removed to assess full damage), Kiosk, Riverview roof
 - WPCP - Roof damage to multiple buildings, siding, flashing, broken window and some damage to our older tanks
 - DPW - fuel system
 - Park System - numerous trees down, damaged and debris

Additional Information:

Parks & Recreation: Please see the attached provided by Director Klimes.

With so many things happening or about to happen in the Parks and Recreation Department this month, I thought you might appreciate a general briefing:

Golf Course - The golf course opened for the first time ever in February this year. There were 291 rounds played (\$1579), 90 Season Passes distributed (\$41,002), 123 driving range tokens sold (\$557), pro shop revenue (\$435), food/beer/

beverages (\$880), gift cards issued (\$839), simulator (\$575). Our Golf Professional has accepted a new job where his family lives. We are actively working to replace the position with 8 applications received to date.

Concessions - Hy-Vee is interested in doing the concession stands for soccer, Kent-Stein, and Aquatic Center again this year. They have the contract in their possession and we are waiting for them to sign it. I have spoken to them about the need for more grilling days at the facilities this year. They seemed receptive to it.

Kent Stein Park - The park is scheduled to open around April 1st. If the fields firm up and the weather stays nice we will open earlier. The restrooms will not be open until mid-April as they are not heated and temps are still getting below freezing some nights. The usage requests including tournaments, practices, and games are very strong this season.

Bruner Field - I spoke to the High School Activities Director this week about the finances for Bruner Field and he said he would be talking to the school Superintendent about it and he will get back to us.

Soccer Complex - The complex is scheduled to open around April 1st. The usage requests are also very strong this year with the first event scheduled for the first Saturday of April. We will be performing our test on field turf in April on field #8. The MSC Soccer Club met with City staff last week showing interest in leading the citizen charge to move Phase 3 to the next step.

Aquatic Center - It appears that the facility came out of the winter with no issues with concrete movement. Our big push with this division is recruiting the summer staff.

Recreation - Adult Volleyball Leagues and Youth Gymnastics are going great this Winter. The Program Brochure is done and to the printers! We should be distributing it to the community in late March. We are actively looking for staff for the Summer. It continues to be a challenge to find indoor usage space for our programs. We are having issues with the schools and our Summer Programs. Our first ever City sponsored community Easter Egg Hunt will be on Saturday, April 8th in Weed Park.

Wellness - We are currently conducting our annual Wellness Screenings with really good interest from our employees so far. The Program Supervisor is in the process of meeting with all City departments about our Wellness Program. She is getting good feed back to date.

Cemetery - The Spring cemetery clean up date of March 15th is fast approaching. It has been posted on our social media sites, a press release was sent out and it is posted in the cemetery. The Cemetery Steps group is asking for an extension to their project of June 30, 2017. I am working on the Annual State Report.

REAP Grant - Phase One Rip-Rap Pearl City Station to Millennium Plaza is complete, Phase Two Rip-Rap Boat Harbor interior wall was completed last week and we

should have a final resolution for completed work within the next month, Phase Three Replacement of Long Dock is in process and should be completed prior to this years boating season which begins around May 1st.

Special Events - We have received many requests for using public property for events. The listing can be found on the City web page. The community for the most part is reacting well to the limited use of the Riverfront due to construction.

Job Fair - The 2017 Job Fair will be on Saturday, March 18th from 10 a.m. to 12 Noon at the Municipal Golf Course. Last year was the first year for this event and we did gain many seasonal staff because of it.

Park Maintenance - The parks are being heavily used earlier this year due to the nice weather. The warm conditions have caused us to have to put down our weed control earlier than ever before. The Staff continues to prepare the equipment for mowing season and the shelters and playgrounds are being prepared for heavy usage in 2017. It appears that we will have minor flooding on the Riverfront in March. The hanging flower baskets have been contracted for from the nursery and the Tennis Shelter was removed due to disrepair. There were two memorial Riverfront resting pods purchased and the markers will be installed this month.

Winter Training - The Supervisory Staff has gone through Winter training on Material Safety Handling and the documentation needs at each site, in the process of reviewing the Department Disaster Plans, we have audited our chemical spraying records for compliance, all staff has gone through training on Child State and Federal Labor Laws, and the Seasonal Employee Training Module has been reviewed and updated.

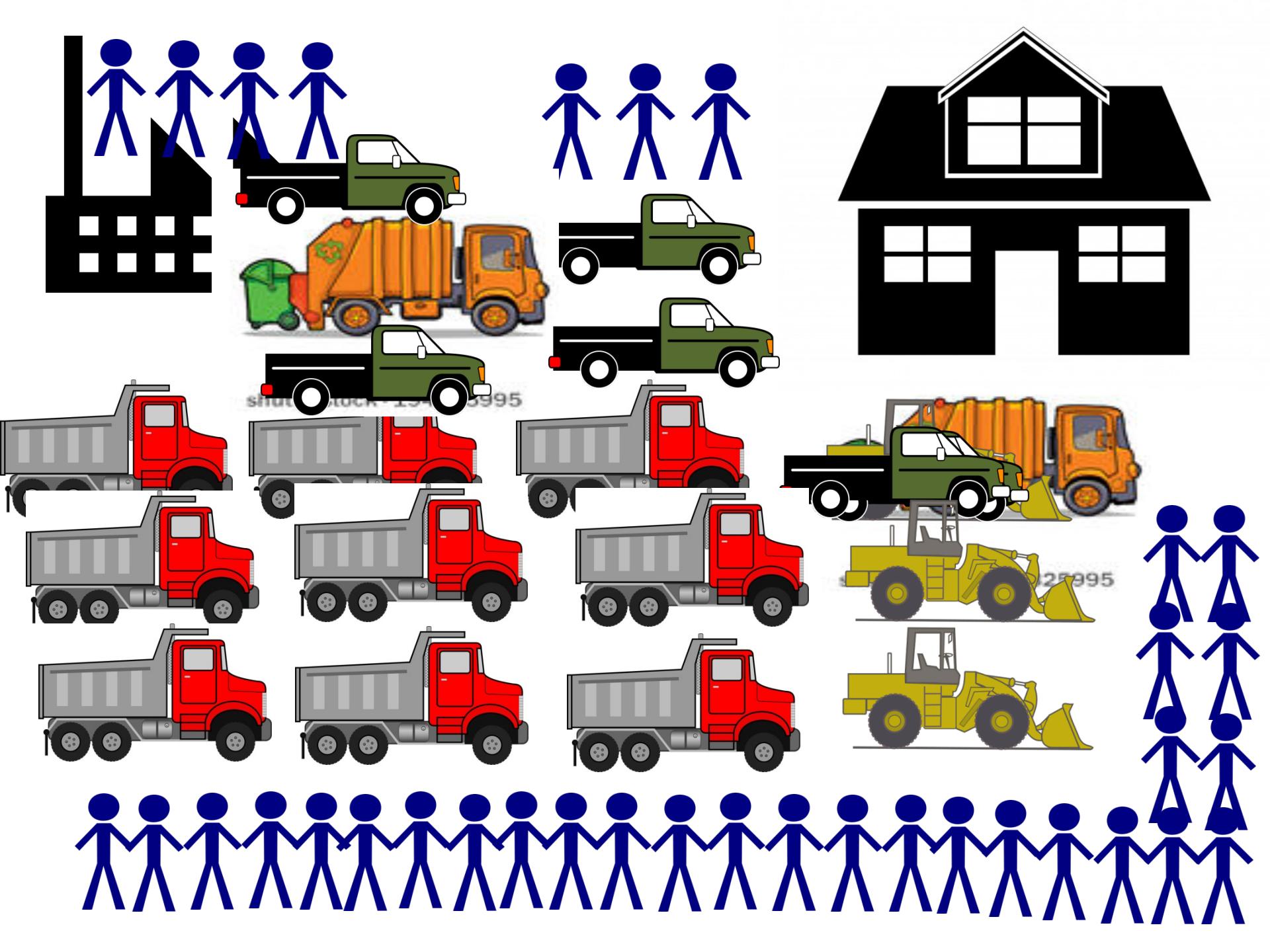
City of Muscatine Spring Clean- Up Week

City Council In-depth Session
March 9, 2017

How it Works

1. Weekly trash collection (1 driver)
2. E-waste truck & trailer (driver + 2 temps)
3. Appliance & yard waste 1-ton truck (driver + 2-3 temps)
4. Tire Truck (driver + 2 temps)
5. Everything else (loader operator + 3 dump truck drivers + 2-3 temps) x 3
6. Concrete & brush piles (2 driver + 2 temps)
7. Transfer station sorting and loading (1 supervisor + 3 temps)

Total: 35 (all streets & all solid waste + temps)



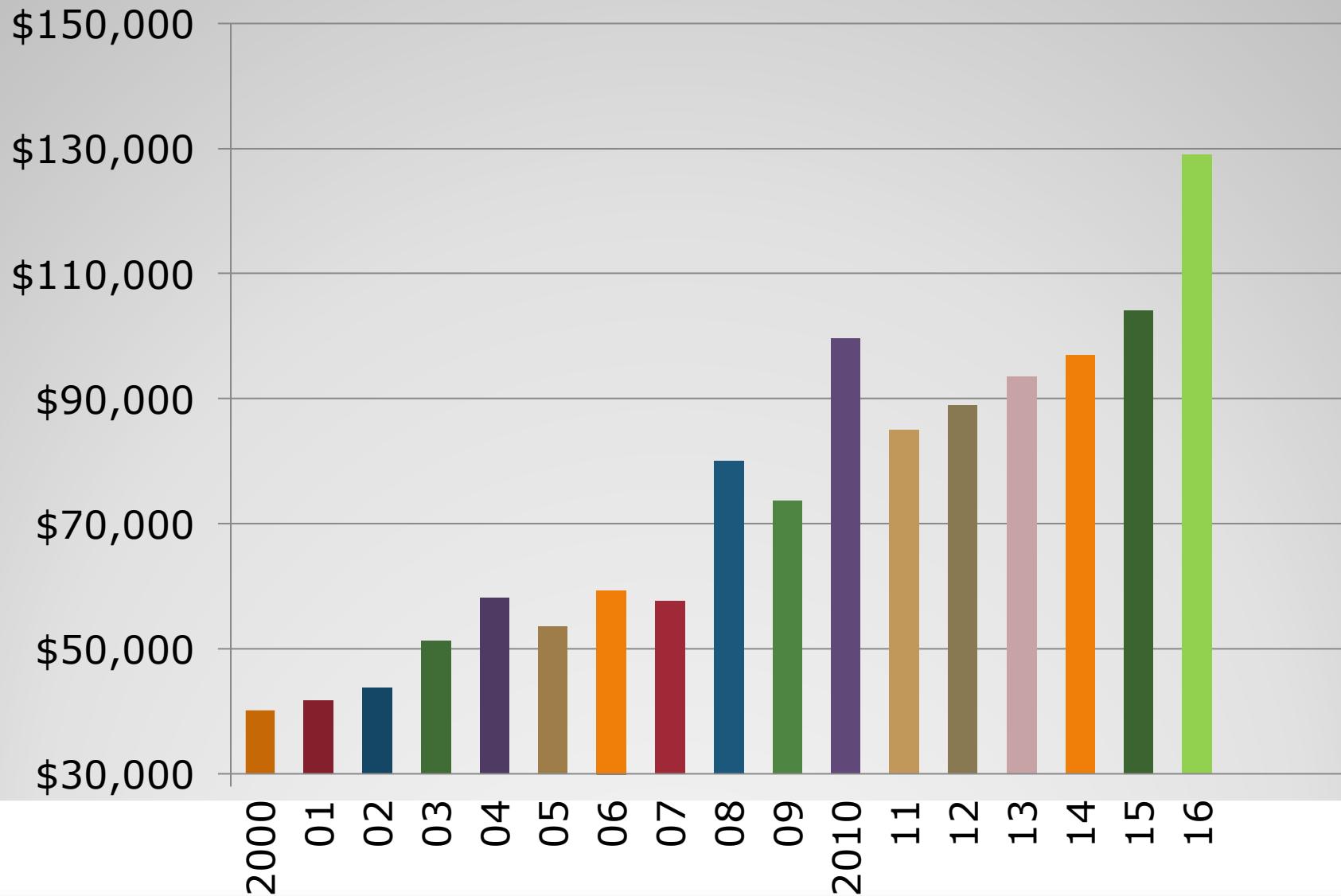
Staff Concerns

- Originally designed for one week
 - Amount set out requires two weeks or more
 - Typically pick up 31 tons/day
 - Clean up is 88 tons/day
- Automated trucks can't be hand loaded
 - Requires Street Department dump trucks (8), loaders(3) and temporary staff (9)
 - Results in complete loss of Streets Dept.
- Unreliable temporary help
- Staff Injuries
 - Back injuries from lifting, cuts from broken glass

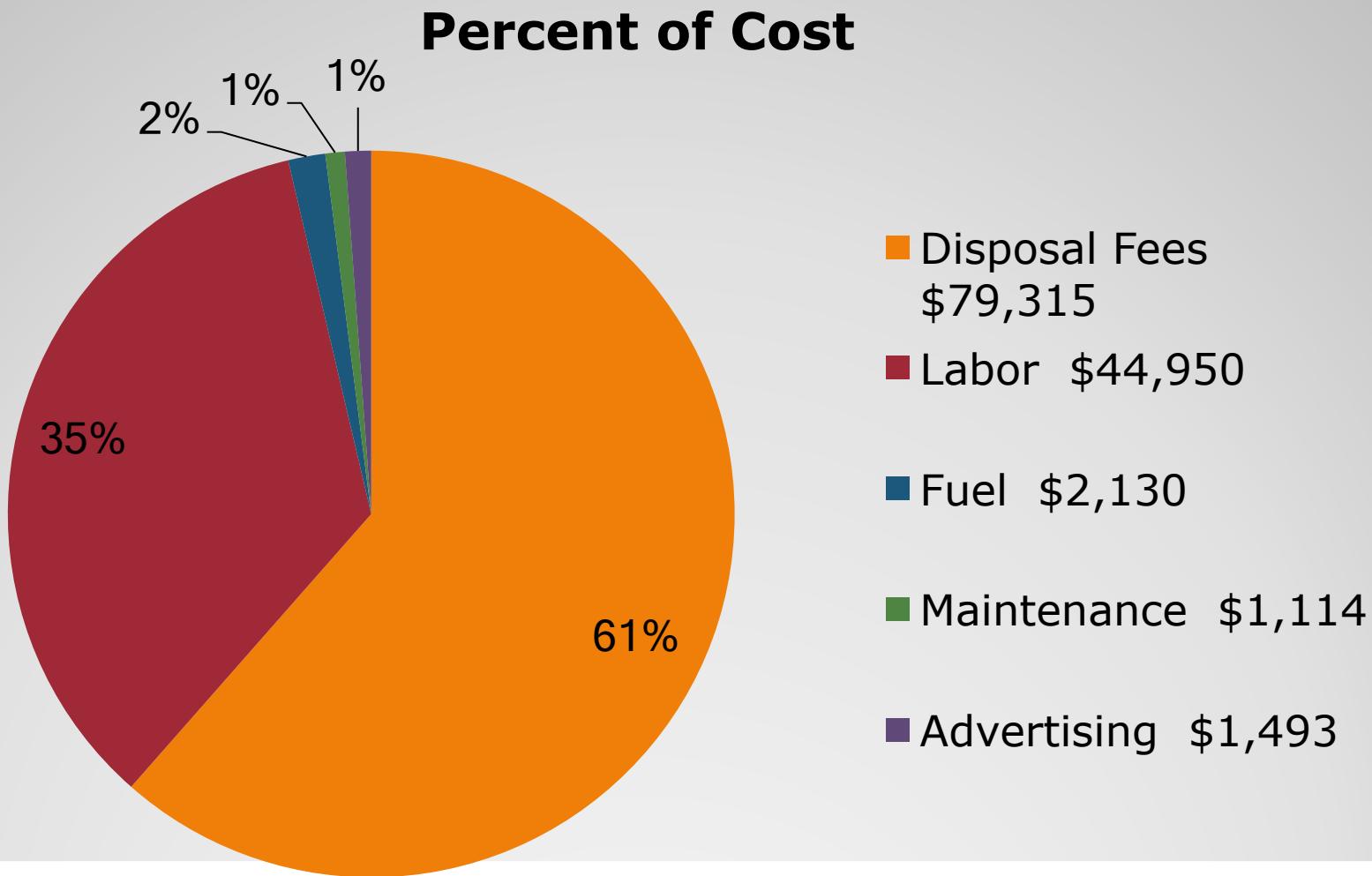
Staff Concerns

- Abuse of benefit
 - Non-resident dumping at friends or relatives
 - Property owners storing all year for clean-up week
 - Rental property owners cleaning out entire homes and leaving for pickup
 - Commercial businesses bringing in tires and spreading around neighborhoods
 - We are unable to enforce limits on properties

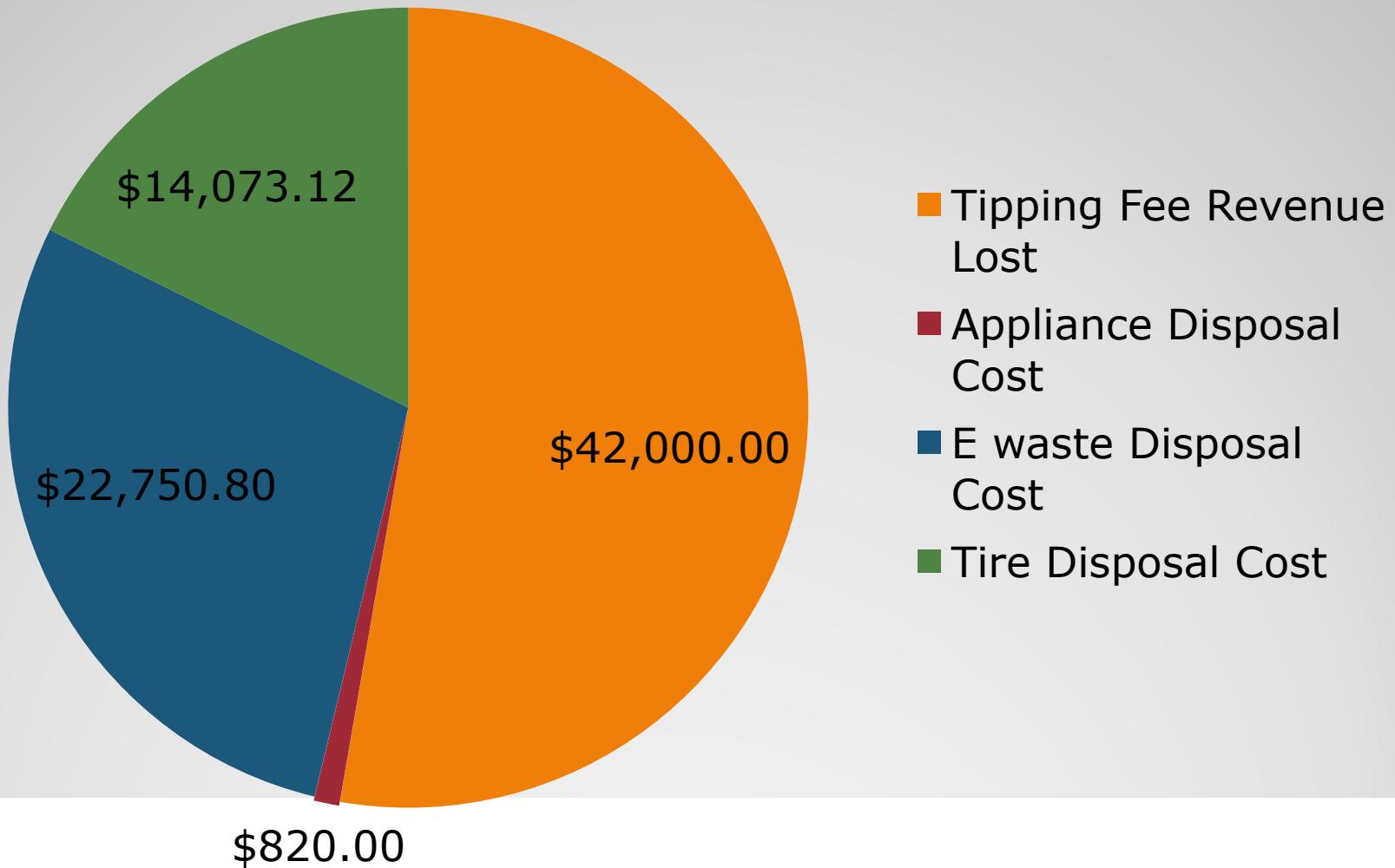
Cost per Year Since 2000



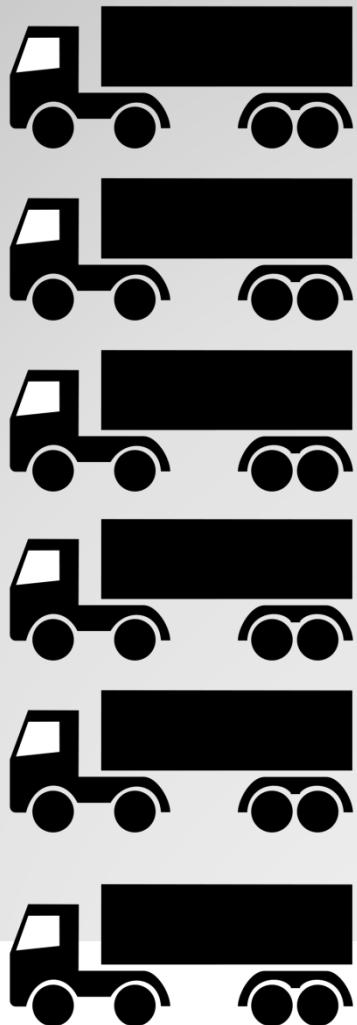
Cost Breakdown 2016 Clean-up



Disposal Fees



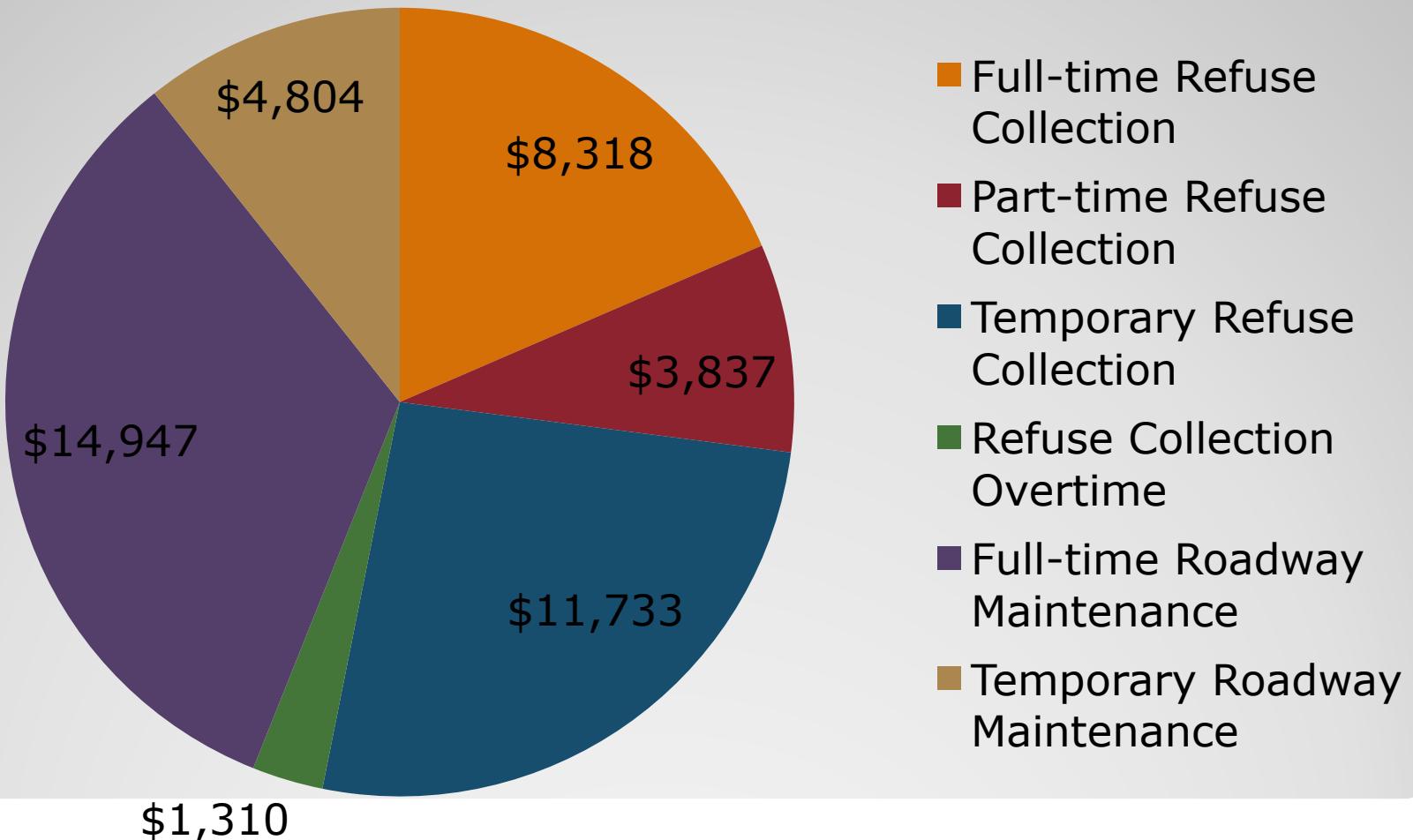
Tire Loads



E-waste Loads



Breakdown of Labor



Current Services

- Muscatine & Fruitland Residents receive curbside pickup of trash, recycling, and yard waste weekly
- Residents can recycle the following e-waste at the Transfer Station for **No Cost**:
 - Computer scanners, digital cameras, VCR's, DVD players, stereos and radios

Current Services, continued

- Residents can recycle the following e-waste at the Transfer Station for \$5 each:
 - Computer monitors up to 18-inches, CPUs, laptop/notebook computers, printers
- Residents can recycle the following e-waste at the Transfer Station for \$10 each:
 - Large printers, copiers, televisions up to 18-inch
- Residents can recycle the following e-waste at the Transfer Station for \$15 each:
 - Televisions (console or over 18-inch, computer monitors over 18-inch

Current Services, continued

- The Transfer Station takes the following items at NO COST provided the person bringing them fills out a form in the office:
 - Household hazardous waste including: cleaners, paint & paint products, garden & pool chemicals, varnishes, automotive products, batteries and light bulbs, medical sharps, as long as they are placed in a hard container with a lid

Current Services, continued

- Household appliances can be brought to the Transfer Station or picked up by appointment at curbside for \$10 each
- Tires can be brought to the Transfer Station for the following fees per each:
 - Car tire \$2.00
 - Light Truck Tire \$2.50
 - Heavy Truck Tire \$5.00
 - Tractor Tire \$15.00

Current Services, continued

- In addition: Muscatine & Fruitland Residents are allowed 3 free curbside pickups per year, excluding tires and appliances
- Residents can always bring waste to the Transfer Station for \$60/ton or about \$7-10 for a pickup load.

Rock Island

- No free week
- Rock Island County Waste Management Agency, in conjunction with Weikert Iron & Metal Recycling, offer disposal of appliances and residential tires without rims at no charge by appointment only.
 - Four appliances per household per year
 - Ten tires per household per year

Moline

- No free week
- One special pickup of large or bulky waste per household, per year, for no fee by appointment only.
- Additional pickups for \$40 each
- Residents may take waste to the county landfill for \$25 per pick-up truck load

Iowa City

- No free week
- Special pickup of large or bulky waste for \$12.50 for first item and \$6.00 for each additional item, by appointment only.
- Tire pickup for a \$3.75 per tire off-rim
- \$20 per appliance pickup

Coralville

- Spring and fall free week
- Does not include:
 - Appliances
 - Construction materials
 - Electronics
 - Hazardous waste

Ottumwa

- No free week
- One item of bulky waste may be placed curbside, per household, per week with notification to Solid Waste Department
- Appliances require \$5.00 sticker for pickup

Burlington

- One free week
- The quantity of material collected from one residence is limited to a reasonable amount. Crews will fill the garbage truck hopper up to four times. This equates to a pile no more than 14' L x 5' W
- Does not include:
 - Items too heavy for 2 people to lift, electronics with screens, appliances, tires, batteries & pressurized tanks, recyclables, yard waste, tree limbs, auto parts, landscape timbers, railroad ties, pallets, bricks, stones, rubble, concrete, asphalt, shingles, dry wall, liquids and Household Hazardous Waste, construction and demolition material, lumber, pallets, siding

Options

- Cancel free week
- Allow residents to use 3 free pickups at one time if they choose
- Allows us to pick up by appointment
- Free up Street Division so no reduction of service
- Save city roughly \$130,000

Options

- Keep free week but not curbside, residents take to Transfer Station for free
- Free up Street Division so no reduction of service
- Save temporary Street Division labor \$5,000
- Reduce temporary Solid Waste labor \$6,000 - \$12,000
- Convenient drive-thru service for tires & E-waste

Options

- Combination of curbside and resident drop off to Transfer Station
- Residents can set out usual material except E-waste and Tires
- Free up part of Street Division so only partial reduction of service
- Convenient drive-thru service for tires & E-waste
- No cost reduction but would reduce pick-up time by 1.5 days

Discussion

Friends of the Old Barn Vision for the Future

Muscatine City Council

Thursday, March 9, 2017

Shelly L. Maharry MPA, CGW

Volunteer and 5th Generation Muscatine County Resident

Thank you, Muscatine!



Creating our legacy

We didn't realize the treasure we had until it was gone.



Photo courtesy of Ms. Anne Wieskamp Collier

Vision for the future goals

- ▶ Celebrate Muscatine County's agricultural heritage and preserve our historic "Poor Farm" icon
- ▶ Work collaboratively with multidisciplinary teams to do great work in Muscatine County
- ▶ Create New and Unique Attractions and Tourism Opportunities
- ▶ Support Muscatine County small businesses
- ▶ Strengthen Friends of the Old Barn to support the long-term maintenance and operations of the Old Barn
- ▶ Create a legacy for our children and grandchildren to enjoy



Concerts, the Symphony & other performances

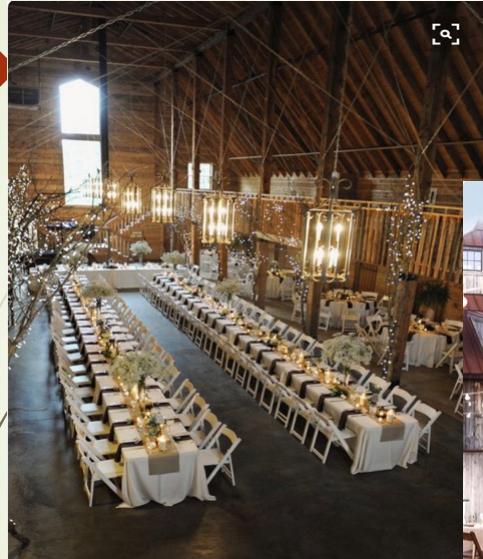




A place for celebration



Weddings
Anniversary Parties
Class Reunions
Corporate Events
Fundraisers



Seating inside
Seating outside
Many opportunities to support small businesses



NATIONAL
FARMERS
MARKET
WEEK

The graphic features the words "NATIONAL", "FARMERS", "MARKET", and "WEEK" in a stylized, colorful font. Each letter is filled with a different illustration: "N" is a blue horse, "A" is a red tractor, "F" is a yellow sun, "R" is a green plant, "M" is a blue and white checkered pattern, "A" is a red and white checkered pattern, "R" is a green and yellow checkered pattern, "E" is a blue and white checkered pattern, "K" is a red and white checkered pattern, "T" is a brown mushroom, and "W" is a green plant.



The Good Makers' Market

Jessica Meyer & Dawn Schmidt (photos shared with permission)



Photos shared with permission

Barn at Bunker Hill –
Wedding Rental costs \$4,000

The collage features several promotional images:

- SUWANEE Wine Fest 2016**: Logo with a stylized grape cluster and three women smiling with glasses of wine.
- NOV. 5TH 2016**: Date in a purple circle.
- Wine TASTING**: A circular wooden sign with a red arrow pointing right, set in a grassy field.
- The Great CRAFT BEER TASTE OFF**: Large text on a yellow background.
- TYSON'S BIERGARTEN**: Logo and text for the American Craft Beer Tasting Festival.
- AUG. 27TH & 28TH FROM 1PM-6PM**: Festival dates.
- American Craft Beer Tasting Festival**: Text and details about the festival.
- 50+ LOCAL CRAFT BEERS**, **MEET THE BREWERS**, **SPECIALTY UNIQUE CRAFTS**, **COOLING WATER MISTERS**, **MOON BOUNCE FOR KIDS**, **FOOTBALL FANS**, **SOUVENIRS**, **GOODIES**, **LIVE MUSIC**, **DOG FRIENDLY**, **STEIN HOPPEN COMPETITION**, **PRIZES & TREATS!**
- American Craft Beer Tasting Festival**: A large glass of beer with the Tysons Biergarten logo.

A Place for Community – Farm to Table Dinner Events

The collage features three photographs:

- Left Image**: A long table set for a meal outdoors, with hay bales and wooden benches.
- Middle Image**: A long table set for a meal outdoors, with people dining and a town street in the background.
- Right Image**: A long table set for a meal indoors, with a red and white checkered tablecloth and string lights.



Working together for Muscatine County

- ▶ Held discussions with Greater Muscatine Chamber of Commerce and Industry and Convention & Visitors Bureau Staff to brainstorm usage ideas for the Old Barn
- ▶ Meeting with City of Muscatine – 2/24
 - ▶ Gregg Mandsager, David Gobin, Andrew Fangman, Michael Stensland and Jody Hansen
- ▶ City will assemble a team to help Friends of the Old Barn understand code requirements to ensure insurability and public safety.
- ▶ CAT Grant – Community Attraction and Tourism Grant Funding from the State of Iowa. These grants are most successful when the public shows support for the project.

Working together for Muscatine County

- ▶ Learned from City Staff about plans to expand the Muscatine Bike Trail System, possibly connecting the Agricultural Learning Center with the Old Barn & Discovery Park area



Photo courtesy of Mrs. Janet Clark



Muscatine Young Professionals Network

- *support
- *volunteers
- *strategic planning

Working together for Muscatine County

- ▶ Friends of the Old Barn operates under a nonprofit financial model – net income will be reinvested into preserving the barn and general upkeep, investing in programming/services at the barn and maintaining the grounds of the barn to compliment the beauty of Discovery Park.

Working together for Muscatine County

We have respectfully asked the Muscatine County Board of Supervisors to consider the following:

- ▶ Donate/Transfer ownership of the Old Barn, Cottage and a Metal Outbuilding to Friends of the Old Barn, a 501©3 Not-for-profit organization.
- ▶ The transfer will reassure residents of Muscatine County their barn will be saved from demolition, now and in the future.
- ▶ Removes liability and upkeep concerns for the structures from the Muscatine County Board of Supervisors to the Friends of the Old Barn.

Working together for Muscatine County

- ▶ Friends of the Old Barn wishes to establish a new lease agreement for use of the land around the site with Muscatine County with considerations for the expanded usage of the Barn and adjacent structures.
- ▶ Transferring ownership to the nonprofit will allow Friends of the Old Barn to apply for Historic Property Rehabilitation Tax Credits – 25% State and 20% Federal for the cost of improvements to the Barn and Cottage.
 - ▶ Fire Escapes, Fire Suppression Systems, Lighting, Structural Supports, and other large-scale maintenance costs.

Why include the Cottage?



Future Vision for the Cottage



The cottage could provide a catering/prep kitchen for events at the Old Barn.

A small scale café serving picnic food items could serve guests of the barn & Discovery Park Pond areas.

A partnership opportunity with an organization serving individuals with special needs.

Why include the cottage?



Donors to Friends of the Old Barn provided funds for a handicap accessible ramp, bathroom renovation, roof, electrical updates, new carpet and other improvements in 2013/2014.



Event Preparation Space



Kitchen at the History & Industry Center



Why include the Metal Outbuilding?



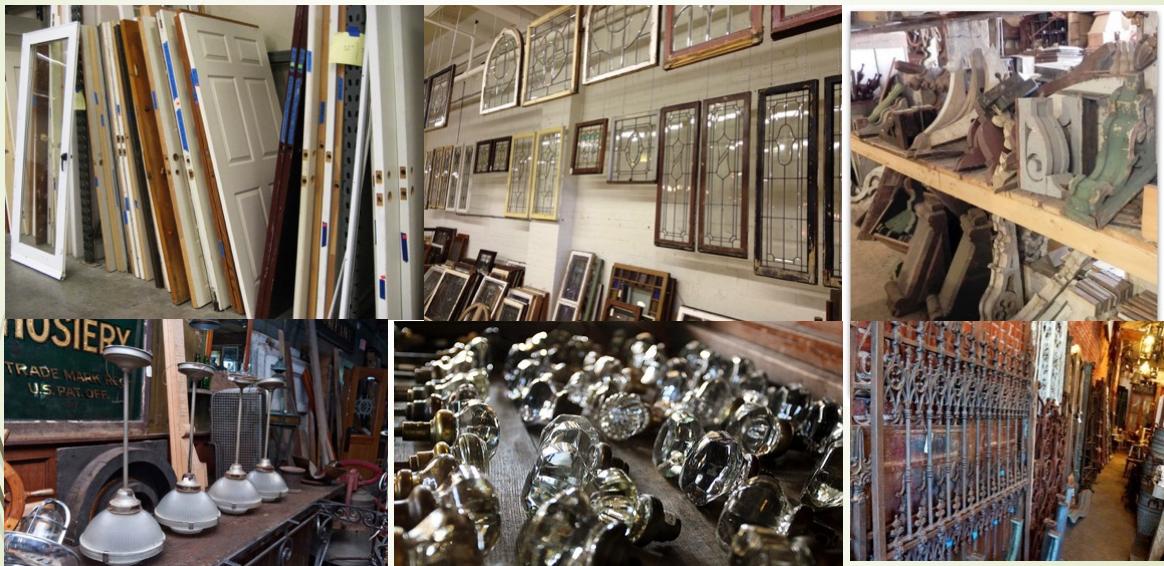
Friends of Muscatine Historic Preservation could operate an architectural salvage barn from the site.

Muscatine County residents would have a place to donate historic doors, windows, light fixtures for resale.

Preserve historic artifacts and keeps them out of our landfills.



Proceeds from sales at the salvage barn will support historic preservation activities in Muscatine County



Historic Fruit Cellar & Community Garden



Much work is still ahead...

- ▶ Friends of the Old Barn has been given 30 days to develop a plan for restoring electrical and sewer/water service. We will work collaboratively with the City of Muscatine, Muscatine County, Muscatine County Conservation to reestablish service.

Site is near
Muscatine Power
& Water

Demonstration
site for Clean
Energy Science
Education



Our next steps

Shelly Maharry
Email: shellymaharry@yahoo.com
Phone: 563-506-3898



- ▶ Continue to volunteer and offer guidance to support this important effort
- ▶ Serve as primary point of contact and spokesperson on behalf of Friends of the Old Barn
- ▶ Support the Friends of the Old Barn Board of Directors – add strategic board positions to support fundraising, event planning, code compliance/safety, public relations, marketing



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

March 3, 2017

Gregg Mandsager
City Administrator
City of Muscatine
215 Sycamore Street
Muscatine IA 52761

Dear Mr. Mandsager:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2016 qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award for the Certificate of Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the CAFR. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Todd Buikema, Acting Director-Technical Services Center
Government Finance Officers Association



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

03/03/2017

NEWS RELEASE

For Information contact:
Todd Buikema (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of Muscatine** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.