

## City Administrator Report to Mayor & City Council

2017-09-15, Edition No. 280

### WEEKLY UPDATE:

- MFPRSI: Please find attached the MFPRSI Board Meeting Agenda for the forthcoming meeting on October 5, 2017.
- Roundabouts: The following link supplied by SEH provides a good summary of roundabouts and there various types. <http://www.sehinc.com/news/amazing-world-roundabouts>
- Notify Me: Reminder - Please make sure you are signed up to receive the notices you wish to receive from the city (project updates, newsletter, updates, press releases and much much more). This is a great tool for residents as well! Please subscribe or refer residents to the following site: <http://www.muscatineiowa.gov/list.aspx>.
- Project Updates: Please see attached update from the Team Meeting held September 6th.
- Housing Demand Study: Please see the following link: <http://www.muscatineiowa.gov/CivicAlerts.aspx?AID=526>.
- Traffic: Per Asst. Chief Sargent - I received the data from the Monday - Tuesday deployment of the Chevy Sonic. It was set it up strictly for data collection during that 24-hour period. The Sonic went back out to the 600 block of W. 3rd in enforcement mode for Wednesday - Thursday.
  - Total number of vehicles traffic: 4,719
  - Total number of non personal cars/vehicles: 18 (delivery vehicles, dump trucks, anything bigger than a large pick up truck).
  - Total number of semi or large vehicles: 2 (at 1325 hours and 1012 hours on 9/11)
  - I have been told by officers that there are tandem dump trucks (dump truck pulling a dump trailer) being used in the construction area up there. These could be the 2 noted by the Sonic or they could have been tractor/trailers.
  - Since last Thursday officers have been in the area for multiple extra patrols and regular patrol and no one saw semi traffic while there.
- CAT: Please see the following CAT grant update from City Planner Fangman - Following is my summary of the key points from yesterdays (Wednesday) Enhance Iowa Board meeting.
  - Overall things went very well and the Enhance Iowa Board seems pleased with where we are. Unlike the other five projects that gave updates yesterday, they did not offer any criticisms or pointed suggestions for us and they accepted without questions all the numbers that were reported in our update.
  - Currently the board is sitting on about \$5.2 million in funds, which is more than the 8 currently active applications are asking for.
  - My biggest concern arising from this meeting is if the upper limit for a CAT grant is \$400,000 or \$500,000. At last month's meeting in Washington it was stated that \$500,000 was the upper limit, however at this meeting there

was a board member who twice brought up that they have never gone above \$400,000. There was some push back from a different board member on this point. This was brought up with the two groups that presented directly before us, both of which for whom \$500,000 would be a much larger percentage of the total cost. When I led off our update by informing them that we had revised our ask to \$500,000 no comment was offered.

- We received a number of nice compliments on the planned chamber event at the new library. They see this as a good opportunity to attract small and mid-sized business for donations. Donations from small and mid-sized business was a point of emphases to all the groups updating the board.
- The other point of emphases was a desire to see a direct mail campaign asking for small donations.
- The also had an interest in what the plans for the old library building are. It seemed liking they were hinting at the sale of this building being a potential funding source.
- Another idea that they pitched to each group was the concept of closing any gap with a line of credit.
- Xinhua: Xinhua News Agency is looking to partner with the QC Times and the Journal to share news stories of interest from Muscatine and Iowa back in China and vice versa. As I understand it, Xinhua is similar to the AP in the U.S.
- Council Chambers: Here is Chad Bishop's response as to the coming upgrades to the Council Chambers (please note that I have asked him to proceed with the review):
  - Audio: The short answer, is this phase of the upgrades doesn't address the audio. I believe we are a bit under the budget for the video/streaming, so that can be noted. I actually did just talk with the installers from Conference Technologies, Inc. (formerly ECS). They were the ones who originally set-up and installed the system. Tweaking some of the components actually involves a laptop interface with software that is beyond my scope of ability.
  - Microphone at stand: That is as long of a microphone as they make and that would be functional as a 'gooseneck' microphone. We could possibly turn up the volume a bit, however the level for the broadcast/recording is perfect, just might not be as loud over the PA for taller people that don't stoop down. I would suggest we have the original installers advise. He mentioned that sometimes a channel may go out, hence the reason the mic at Fran's area is not working, possibly.
  - So, I propose we have them come down and inspect and advise us regarding the audio situation. Specifically, about improving the sound in the chamber from the stand, adding back that microphone where Fran sits (I have tried to fix the signal but am stumped) and then whatever other issues you might want improved. They will present a quote of some sort, and council can decide from there. <https://www.conferencetech.com/solutions/video>. If that is alright, I will contact them and arrange a time for them to come down. Any further insight as to the exact audio improvement the council is hoping to address could be helpful (I have never actually been in the chamber during a meeting, so I only know how the broadcasts/recordings sound and they sound fine, so no issues on that side of things.

**NOTICE OF MEETING OF THE BOARD OF TRUSTEES  
MUNICIPAL FIRE AND POLICE RETIREMENT SYSTEM OF IOWA  
THURSDAY, OCTOBER 5, 2017 10:00 am**

LOCATION: MFPRSI 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

**DISCUSSION/ACTION ITEMS**

- E. FINANCIAL REPORTS  
1. STATUS & ANY PROPOSED MODIFICATION OF THE BUDGET
- F. BOARD INQUIRIES & ANY MISC. DISCUSSION ITEMS  
1) Administration Goals  
2) Duane Pitcher – NCPERS Public Pension Funding Forum Summary
- G. DISCUSSION OF LEGAL MATTERS, IMMINENT/PENDING LITIGATION CASES (Tribune Company & Volkswagen)

- H. CONSIDERATION OF & DETERMINATION ON APPEAL CASE (SULLIVAN & HAMILTON)
- I. INVESTMENT PROGRAM UPDATE
  - 1) Fixed Income Portfolio Discussion
  - 2) Private Equity Portfolio Discussion
- J. INVESTMENT PERFORMANCE REPORT
- K. AUDIT REPORT & ACTUARIAL REPORT FOR FY17
- L. 2017 INTERIM REPORT TO LEGISLATURE

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: November 17, 2017**



Hill, Randy &lt;rhill@muscatineia.gov&gt;

## NEXT PROJECT MEETING: Wednesday, September 20, 2017 --- 7:30 a.m. Minter FO

Hill, Randy <rhill@muscatineia.gov>  
Draft

Mon, Sep 11, 2017 at 8:57 AM

Gentlemen --- the following are my notes from our Team Meeting on Wednesday, September 6, 2017:

### 1. West Hill Sewer Separation

- a. W. 4th & Locust intersection opened
- b. HELLC installing storm sewer around 4th St. Park
- c. Paving Broadway and widening road
- d. Paving coordination between Hagerty and Heuer for sidewalks
- e. HELLC will finish sewer work around 4th St. Park before going to E. 5th
- f. Project 57.05% completed per pay application
- g. Contract Completion Date: November 17, 2017

### 2. Mulberry Ave. Reconstruction Project

- a. Subcontractor, All American repairing cracks in walks and street
- b. Will oversee during the Fall "window" that begins in August
- c. Work with WPCP (Koch) for retention basin low-growth plantings
- d. Closeout: October 5, 2017 Council Meeting

### 3. Mississippi Drive Corridor Project

- a. Sanitary sewer installed up to Linn
- b. Opened Iowa intersection to old and new hotel for access
- c. Sub vault installed at Chestnut
- d. Paved south lane from Iowa to Pine
- e. Brick pavers are being installed at crosswalks and medians
- f. All electrical conduit underground from Chestnut to Pine
- g. Started earthwork from Pine to Linn
- h. Paving Chestnut intersection in October
- i. Met with Business Owners fronting or adjacent to project area six times
  - Met with business owners on September 7th to review revised schedule
  - Future meetings will be dictated by schedule changes and/or emergencies
- j. Schedule of work (September 7th to September 13th)
  - Install storm sewer on Pine St. and Pine St. to Linn
  - Set up Linn St. to Broadway Barricades and signage --- traffic control
  - Removal of Pavement from Linn to Broadway
  - Water main testing on Chestnut St. and Linn
  - Finish pavement from Chestnut to Pine
  - Finish pavers in median from Sycamore to Chestnut
- j. General Schedule:
  - Complete work on Chestnut in October
  - Complete work to Broadway by Thanksgiving
  - Winter: Underground from Sycamore to Mulberry
- k. Project 24.63% completed per pay application

### 4. Musser-Wiggins Trail

- a. Asphalt trail in Deep Lakes Park poured
- b. Asphalt trail on Stewart Road
- c. Will start asphalt pour on Dick Drake way and move quickly towards KS Park
- d. DeLong will finish shoulder work after asphalt poured
- e. All-American (sub) will install concrete between Dick Crake Way and 31st on September 6th
- f. 80 day Completion period
- g. Public Works to complete trail around Transfer Station in September
- h. Project 52% completed per pay applications

### 5. Library Relocation Project

- a. OPN completed with contract documents

- b. OPN will break out construction costs from amenities
- c. City will move forward with bid contract for construction
  - (i) September 21, 2017 — Public Hearing and Resolution Approving Plans etc.
  - (ii) October 2017 — Bid Opening
  - (iii) November 2, 2017 — Resolution Awarding Contract
  - (iv) November 16, 2017 — Resolution Approving Contract etc.
  - (v) December 2017 — Construction Start
- d. Funding opportunities pursued
- e. 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. Recommendations submitted to City Administrator:
  - (i) Present final Study to City Council for their endorsement
  - (ii) Retain SEH to prepare a Development Plan
  - (iii) Meet with other City Departments

**7. Landfill Cell Construction**

- a. Construction underway
- b. Building has been moved
- c. 50 day completion period

**8. Cleveland Ave. Reconstruction**

- a. Construction Underway
- b. Stage I completed (4 stages planned)
- c. Project 13.03% completed per pay application

**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. This project is now the responsibility of the Parks and Recreation Dept.

**11. Grandview Ave. Reconstruction Project**

- a. Waiting for Bolton-Menk's Design Proposal
- 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 no longer part of CAT Grant

**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, September 20th. If you have any questions please contact me. rh**