



Gregg Mandsager  
City Administrator  
City Hall, 215 Sycamore St.  
Muscatine, IA 52761-3840  
(563) 264-1550 Voice/TT

## **City Administrator Report to Mayor & City Council**

**2018.10.05, Edition No. 325**

### **WEEKLY UPDATE:**

- **City Council Goals:** Let's plan on November 8th for the City Council goal setting session. We typically meting in the Lower Level conference Room at 5:30pm.
- **Open House:** Community members are invited to the 2018 Public Safety Open House that will be held from 12-3 p.m. this Sunday (Oct. 7) at the Public Safety Building, 312 E. 5th Street. Participants of the program will gain first-hand knowledge and experience in the various services that the Muscatine Fire Department, Muscatine Police Department, and Muscatine County Joint Communications (MUSCOM) provides. Please see the attached press release.
- **MFPSI:** At its October 4, 2018, meeting, the Board of Trustees adopted a city contribution rate of 24.41% of earnable compensation for fiscal year 2020. See the attached memo for more details. Terry Slattery, MFPSI Executive Director
- **Parks & recreation:** Attached please see the documents P&R has provided and will be using to help communicate the details of how to obtain a Dog Park Permit and some facts about the Dog Park.
- **Bi-State:** Attached please find the August 2018 edition of the Public Officials Directory (POD). This document is also available on our (Bi-States) website, [www.bistateonline.org](http://www.bistateonline.org) in a module on the left-hand side of the home page or under Documents, Administration. Using the document: Use the bookmarks panel on the left-hand side of the document to quickly navigate to any page in the POD. Click on the plus (+) sign to the left of an entry to view the sub-entries below. We continually search for ways to improve our services to local governments and the region. If you have suggestions for making this directory more useful, please share them with us. Also, please contact me with any changes occurring after this publication. Sarah Grabowski, Bi-State Regional Commission
- **Housing:** From Housing Manager Royal Goodwin - The HUD Field Office Director, Steve Eggleston, met with me to request the City consider becoming an EnVision Center. A request made of only 2 PHAs in the state. EnVision Centers are Secretary Carson's demonstration service delivery model utilizing four pillars of service to assist low-income families become self-sufficient. The four pillars are Economic Empowerment, Educational Advancement, Health and Wellness, and Character and Leadership. While Housing works closely with a number of service agencies and participates in a number of related initiatives, I am currently evaluating if this is feasible and adds value to the PHA and community because there is no funding associated with the designation. Some bad news. We have our worst bed bug infestation to date at the Clark House and are working with the vendor to get it addressed. Last week we had 7 units heat treated and 9 units chemically treated. Unfortunately the infestation is also in the common areas on some floors and required the removal of furniture in these spaces. This appears to be the result of tenants with infested units continuing to move about the property

**"I remember Muscatine for its sunsets. I have never seen any on either side of the ocean that equaled them" — Mark Twain**

to perform daily living activities, such as doing laundry, checking mail, etc. Our heat treatment equipment has been ordered and is expected to arrive this week, but will only be sufficient to treat 2 units at a time. Staff is currently looking for an external party to provide resident "training" on how to prevent, recognize and address bed bug infestations. We provide information, but feel it may be more impactful coming from an outside entity.

#### Additional Information

The following are the notes from the Project Management Meeting on Wednesday, October 3rd (RHill):

1. Phase IVA - West Hill Sewer Separation:
  - a. Updated Sewer Schedule:
    - i. Sanitary installation on Locust from 7th to 8th to be completed
    - ii. Ravine Maintenance ongoing
  - b. Updated Earthwork and Rocking Schedule
    - i. Finished earth work on Spruce
    - ii. Excavating for sidewalk installation
  - c. Updated Paving and Sidewalk schedule
    - i. Removed box outs at intersections
    - ii. Paved four blocks of W. 7th (Iowa to Spruce)
    - iii. Set and poured 3 intersections
    - iv. Started pouring sidewalks
  - d. November 9th - Complete tarring, backfill and seeding
  - e. Contract Completion Date: November 30th
2. Mississippi Drive Corridor Project:
  - a. Completed work thru October 3rd:
    - i. KE completed taring on Mississippi Dr.
    - ii. KE worked on punch list
    - iii. KE poured sidewalk at Danny's
    - iv. KE poured sidewalk at Oak where light pole was
    - v. KE caulked and tarred 2nd St.
    - vi. Bryer striped road
  - b. Upcoming work schedule:
    - i. KE to begin earthwork east of rail road tracks
    - ii. KE will finish tile east of rail road tracks
    - iii. KE will rock surface east of rail road tracks
    - iv. KE will finish punch list
    - v. KE will pour back sidewalk patch under sky walk
  - c. October 5th (close of business):
    - i. Will open Mississippi Drive to 2nd
    - ii. Will open 2nd to Oak St.
3. Riverside Park Master Plan:
  - a. Reviewing options for Beer Garden and Truck Vendors
    - i. Potential fundraising opportunity for non-profits
  - b. Recommended restroom locations: Riverview Center/Papoose Pump Station

4. 2017/2018 Sidewalk Program:
  - a. Completed
5. Grandview Ave. Reconstruction Project:
  - a. Next Staff/Consultant meeting is October 23rd
  - b. Property acquisition/easement process underway
  - c. Project Schedule:
    - i. October 5th: Bolton-Menk deadline for check plan review
    - ii. October 9th: Check Plan turn in to DOT
    - iii. November 8th: Muscatine City Council Work Session
    - iv. November 15th: Bolton-Menk deadline for final plan review
    - v. November 20th: Final Plan turn in to DOT
    - vi. November 29th: Bolton-Menk deadline for contract review
    - vii. December 4th: Contract Plan turn in to DOT
    - viii. December 6th: Resolution Setting Public Hearing
    - ix. December 20th: Public Hearing and Resolution Approving Plans/Specs
    - x. February 19th: Bid Opening
    - xi. March 7th: Resolution Awarding Contract
    - xii. March 21st: Resolution Approving Contract & Bond
    - xiii. 2019: Construction from By-Pass to Oregon
    - ivx. 2020: Construction from Oregon to Pearl
  - d. Bi-State: Additional STP funding \$1.5 million requested
6. 2nd/Mulberry Roundabout Project:
  - a. Design completed
  - b. Property acquisition negotiations in progress
  - c. Council action/Bidding/Construction immediately following acquisition
7. Westside Trail:
  - a. Environmental Phase I Cultural Resources review progressing
  - b. October 4th: Council Approval Request for Design (Martin-Whitaker)
  - c. Developer has given assurances for a trail route behind Crossroads
  - d. Soccer Complex Parking Lot/Trail work underway
8. 2nd Street Improvement Project/Design:
  - a. October 17th: Final Staff review of Scope of Services
  - b. November 1st: Council Approval Request for Design (Bolton-Menk)
  - c. 2019 Design
  - d. 2020 Construction
9. Kent-Stein to Deep Lakes Trail:
  - a. October 8th: Final Construction work to begin
  - b. October 9th: Staff will prepare for final audit
10. DOT Lake Park Blvd site:
  - a. October/November: Council to consider DOT appraisal
  - b. City needs access to facility for in-house site analysis
  - c. In-house detention basin cost estimate prepared

11. Old Library Site:
  - a. City to consider development options
12. 2018 Full Depth Patch Program:
  - a. October 5th: Stewart Road (Dick Drake Way to Sampson) to be completed
  - b. Houser (Musser to Hershey) underway
13. City Hall Security:
  - a. Quotes needed for doors (update - received and reviewing door locations and potential funding sources).
14. Carver Corner Development:
  - a. Initial Goals:
    - i. Highest and Best Use Development
    - ii. Attract more people to live in Muscatine
    - iii. Make it unique from CBD
  - b. Process:
    - i. Seek additional opinions for best use
    - ii. Discuss the need for a financial consultant
    - iii. Finalize a "best use" list
    - iv. Discuss with City Council
    - v. Develop RFP
15. Phase V - West Hill Sewer Separation Design:
  - a. October 18: Next meeting with Stanley
  - b. Need Property Research (Stanley/Martin-Whitacre) asap
  - c. Need Televising (Stanley/City) asap
  - d. Need surveying
  - e. Maintenance accessibility part of design
16. 2019 Projects:
  - a. Grandview Ave.
  - b. Westside Trail
  - c. Phase IVB West Hill Sewer Separation
  - d. Park Ave. three lane configuration
  - e. Roundabout at Fulliam/Houser
  - f. Riverside Park Development
  - g. DOT Lake Park Blvd Facility design
  - h. 2nd Street Improvement Project design
  - i. City Hall HVAC Envelope
  - j. Roundabout at 2nd/Mulberry
  - k. Carver Corner Development Process
  - l. Phase V West Hill Sewer Separation Design
  - m. 2019 Sidewalk Program
  - n. Old Library site development
  - o. 2019 Full Depth Patch Program
  - p. Extension of Briar's Ditch design

## Muscatine Dog Park

### Frequently Asked Questions

#### What is the Muscatine Dog Park?

The Muscatine Dog Park is the first off-leash dog park in Muscatine, Iowa. This facility consists of several acres of fenced area for dogs to run, socialize and exercise off-leash. Three sections are available: one for large dogs, one for small dogs, and one for shy/timid/quiet dogs.

#### Where is the park located?

The address for the Muscatine Dog Park is 600 South Houser Street, Muscatine, Iowa. The entrance is located just south of Kent Stein Park on the west side of Houser Street.

#### What are the Muscatine Dog Park hours?

The Muscatine Dog Park is open daily from dawn until dusk unless closed for maintenance.

#### How old do I have to be to use the park?

All handlers must be 16 years of age and have a leash in hand at all times. Children under the age of 16 must be supervised by an adult.

#### Do I need a pass or permit to use the Muscatine Dog Park?

A one-year permit or daily pass must be purchased for each dog and must be displayed at all times while using the park. For City of Muscatine residents, a City Pet License is also required. Visit the Muscatine Parks and Recreation Department office located at 215 Sycamore Street or go to [https://apm.activecommunities.com/muscatine/Activity\\_Search/2463](https://apm.activecommunities.com/muscatine/Activity_Search/2463) to get your one-year permit or daily pass.

#### Are there rules for the Muscatine Dog Park?

Official rules and regulations for the Muscatine Dog Park are posted at the park entrance and can be found online at [www.muscatineiowa.gov/1225/Dog-Park](http://www.muscatineiowa.gov/1225/Dog-Park). Paper copies are available at the Muscatine Parks and Recreation Department office.

#### Are there any prohibited items or activities at the park?

Muscatine City Park rules apply to the Muscatine Dog Park. Because of the nature of the off-leash dog park, some additional prohibitions apply. The following items are prohibited: bicycles, skates, rollerblades, strollers, baby carriages, dog treats, rawhides, alcohol and any type of food. The following activities are prohibited: smoking and use of any tobacco products or their like, sports activities, dog training classes and business uses.

## Are any dogs prohibited at the Muscatine Dog Park?

Dogs under five months of age and female dogs in heat are not allowed in the park. According to Muscatine City Code Section 6-9-2, any dog which has the appearance and characteristics of being predominantly of the breeds of Staffordshire terrier, American pit bull terrier, or American Staffordshire terrier are prohibited at the Muscatine Dog Park.

## Is the Muscatine Dog Park supervised?

The park is self-supervised. Owners are responsible for their dog's behavior and must be with their dog at all times. Dogs cannot be left alone in the park. Handlers must stop their dog from digging and immediately remove dogs with aggressive behavior or uncontrollable barking. Owners must properly dispose of waste in the provided receptacles. Staff will monitor the Muscatine Dog Park on a regular basis.

## Who do I contact with questions or about park situations?

For questions and additional information about dog park rules or Dog Park Permits, contact the Muscatine Parks and Recreation Department office at (563) 263-0241. Please contact the Muscatine Police Department at (563) 263-9922 for non-emergency situations and 911 for emergency situations.

## A Guide to Getting Your Muscatine Dog Park Permit

There are two easy ways to get your Muscatine Dog Park Permit! All dogs must have either a Dog Park Permit tag or a daily pass to use the Muscatine Dog Park.

You may purchase an annual permit or a daily pass:

One-year permit tags cost \$15 per dog.

Daily passes are available for \$5 per dog.

### Online

1. Visit our registration website at [https://apm.activecommunities.com/muscatine/Activity\\_Search/2463](https://apm.activecommunities.com/muscatine/Activity_Search/2463)
2. Register your new account or log in to your existing account
3. Search “Dog Park Permit” in the Activities Search Bar
4. Select “Add to Cart”
5. Select your name in the Participant drop-down menu
6. Answer the question asking whether or not you have a City Pet License. The Muscatine Parks and Recreation Department office will verify your City Pet License before mailing your Dog Park Permit tag if you live within the Muscatine city limits
7. Pay your dog park permit fee with a debit or credit card
8. Your receipt will be emailed to you. Use the electronic or paper receipt for your daily pass and as proof of your one-year permit
9. If you purchase a one-year permit, the Muscatine Parks and Recreation Department office will mail your tag to the address associated with your account
10. Please keep in mind that each dog must have a daily pass or Dog Park Permit tag. The pass or tag must be displayed at all times while using the Muscatine Dog Park

### In-Person

1. Be prepared to provide proof of your City Pet License if you reside within the Muscatine city limits
2. Provide Muscatine Parks and Recreation staff with your registration information such as your address and phone number
3. Pay your dog park permit fee with cash, check, or a debit or credit card
4. Collect your dog tag and receipt
5. If you purchase a daily pass, display your receipt as proof of each daily pass you buy
6. Please keep in mind that each dog must have a daily pass or Dog Park Permit tag. The pass or tag must be displayed at all times while using the Muscatine Dog Park

For more information, please contact the Muscatine Parks and Recreation Department at (563) 263-0241. Visit <http://www.muscatineiowa.gov/1225/Dog-Park> for a full list of rules and regulations.

Please note: All City of Muscatine residents must first purchase a City Pet License through the Finance Department located on the first floor of City Hall, 215 Sycamore Street. Proof of rabies vaccination is also required to use the park.

**Memorandum****Date:** October 5, 2018**To:** City Officials**From:** Terry Slattery**Re:** FY 2020 Contribution Rate

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**Contribution Rate Effective July 1, 2019**

At the Board of Trustees' meeting on October 4, 2018, the retirement system's actuary, SilverStone Group, presented and discussed the contents of the annual actuarial valuation report of the retirement system. The Board of Trustees adopted the report following review with the actuary.

Pursuant to Chapter 411.5(10)(b), the actuary determined the normal rate of contributions for the fiscal year beginning July 1, 2019. The rate of contribution for the cities as adopted by the Board of Trustees is set at **24.41%** of earnable compensation.

Please direct any questions you may have to MFPSI.





CITY OF MUSCATINE  
215 Sycamore Street  
Muscatine, IA 52761  
Ph. (563) 264-1550 • Fax (563) 264-0750

## CITY OF MUSCATINE PRESS RELEASE

For more information contact:

Kevin Jenison  
Communication Manager  
E-Mail: [kjenison@muscataineiowa.gov](mailto:kjenison@muscataineiowa.gov)  
Phone: (563) 264-1550 • Fax: (563) 264-0750

FOR IMMEDIATE RELEASE  
OCTOBER 5, 2018

### **PUBLIC SAFETY OPEN HOUSE SET FOR SUNDAY, OCT. 7**

*Hands-on learning opportunities, demonstrations planned by 3 departments*

**MUSCATINE, Iowa** – Community members are invited to the 2018 Public Safety Open House that will be held from 12-3 p.m. this Sunday (Oct. 7) at the Public Safety Building, 312 E. 5th Street. Participants of the program will gain first-hand knowledge and experience in the various services that the Muscatine Fire Department, Muscatine Police Department, and Muscatine County Joint Communications (MUSCOM) provides.

October is fire prevention month and this year's theme set forth by the National Fire Protection Association (NFPA) is "Look. Listen. Learn. Fire can happen anywhere".

The Muscatine Fire Department will offer tours of the Fire Station, a look at Fire and Emergency apparatus, and an opportunity to meet members of the Fire Department. Among the presentations will be a smoke house to teach children how to safely exit a house in a smoke filled atmosphere, the new aerial ladder fire apparatus, a sprinkler trailer that demonstrates how effectively sprinklers limit the spread of and can extinguish fire, a live fire burn cell demonstration, fire extinguisher user training, and a hands only CPR skill station and demonstration, as well as many other displays and activities.

The Muscatine Police Department will have a Special Response Team (SRT) weapons display along with a look inside the MRAP (armored personnel carrier), a DNA/fingerprint station for



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children, a static patrol vehicle display, an evidence technician (ET) equipment display and demonstration, a meet and greet with K9 officer Demos, and Monsanto's seat belt simulator.

Question related to the Open House can be answered by calling the Central Fire Station at (563) 263-9233.