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City Administrator Report to Mayor & City Council

2019.01.18, Edition No. 336

WEEKLY UPDATE:

- Budget: Reminder that our first budget session is in the council chambers this coming Thursday. With the regular meetings starting at 8am Saturday. Here is the link to the FY 2019/2020 budget page: <http://www.muscatineiowa.gov/519/Proposed-Budget-20192020>.
- Goals: Kevin update the goals and priorities page and provide a link to the current year goals. Here is the link: <https://www.muscatineiowa.gov/DocumentCenter/View/18253/2019-2020-Goals-and-Priorities>.
- Trail Map: See the attached revised trail map prepare by Andrew and includes the following: The Kent-Stein to Deep Lakes Park Trail was the last one to open, in Fall of '17. It is about 4.5 miles in length. Also in '17 the mile loop are the transfer station/dog park etc. was built by public works staff using recycled asphalt millings. Currently under construction (as part of the soccer parking lot expansion project), but stalled due to weather, is about 1,700' of trail along Houser St from the entrance of Kent-Stein Park, to the American Legion. Next summer the Westside Trail (which will be 1.26 miles in length) will be built, from where the trail will leave off at the American Legion property to the County trail network in Discovery Park. Currently, the plan is include 1,195' of trail construction as part of the first year of the Grandivew project next year. This trail link, centered on a crossing of Grandview, will fully connect the waterfront trail to the Kent-Stein/Kent-Stein to Deep Lakes Park/Westside Trails. Also next year will be the final part of the dog park project which, a couple hundred feet of trail made out of recycled asphalt millings connecting to the loop trail that was built in '17. Public works will also be doing this one in house.
- Snow and Ice Control: Attached is the recent article by Kevin with links on snow and ice control. Great item to share.
- Fire: If you hadn't seen it, attached is a nice article on Assistant Fire Chief Michael Hartman's successfully completion of the process that awards the professional designation of "Chief Fire Officer" (CFO) and "Fire Marshal" (FM). Congratulations to Mike!
- ATEs: If you haven't seen it, here is the link to the first ATE Bill of the legislative session: <https://www.legis.iowa.gov/legislation/BillBook?ba=SSB1004&ga=88>.
- Police: Batt Funding - we'd would like to thank again Kent Corporation and the Howe Foundation for their important donations to City of Muscatine and Muscatine County's MSORT Team. This will be an important tool in the special response teams tool bag and help to increase safety. I'd also like to recognize Lt. Kies for his efforts to seek out funding to offset the overall costs for this critical tool for our community.
- Council, Staff and Community tools: Some tools you may be interested in checking out regarding agenda management and community engagement. Granicus (Agendas and digital government): <https://granicus.com>, and bangthetable.com with a focus on community engagement.

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

Additional Information:

Team --- the following are the meeting notes from the Project Management Meeting on Wednesday, January 9th:

1. Phase IVB - West Hill Sewer Separation:
 - a. Need to set pre-construction meeting in February
 - b. Anticipate March 2019 construction start
 - c. Invite David Popp to future meetings
2. Mississippi Drive Corridor Project:
 - a. Set progress meeting date in February
 - b. Get final schedule for punch list projects
 - c. Complete Mad Creek Channel Armoring
 - d. Prepare for Closeout in Spring 2019
 - e. Work with Bolton-Menk for Award recognition
3. Riverside Park Master Plan:
 - a. 2019 - Facilitate Master Plan Development
 1. Beer Garden
 2. Truck Vendors
 3. Entertainment area
 4. Riverview Center/Papoose Pump Station
 5. Tiered amphitheater
 6. Other
4. Grandview Ave. Reconstruction Project:
 - a. January 10th: Project Constructability Review
 - b. Property Acquisitions on-going
 - c. Late Summer/Early Fall Bid Letting
 1. Lock in 2019 prices
 2. Allow for late start date (March 2020)
 3. Contractor locks in large two year project
 4. NO disruption of Grandview traffic in 2019
5. 2nd/Mulberry Roundabout Project:
 - a. Finalization of property acquisition underway
 - b. Tentative Schedule:
 1. January 17th - Set Public Hearing Date
 2. February 7th - Public Hearing
 3. February 7th - Approve Plans & Specs
 4. February 26th - Bid Opening
 5. March 1st - Take ownership of property
 6. March 1st thru March 31st - Raze existing structures
 7. March 7th - Award Contract
 8. March 21st - Approve Contract & Bond
 9. April Construction
 - c. Schedule subject to changes

6. Westside Trail:
 - a. DOT review of Environmental Phase I archaeological impact is problematic
 1. Bi-State Policy Committee approved the route Changes December 2018
 2. DOT has not given Environmental Clearance yet
 - b. DOT/City still discussing sidewalk width on Houser north of Lucas
 - c. Martin-Whitacre nearing design completion
 - d. Tentative Schedule:
 1. June 6th - Set Public Hearing
 2. June 20th - Public Hearing
 3. June 20th - Approve Plans & Specs
 4. July 16th - Bid Opening (DOT TPMS report)
 5. August 1st - Award Contract
 6. August 15th - Approve Contract & Bond
 7. Late August - Construction start
7. 2nd Street Streetscape Project:
 - a. January 21st - Meeting with Bolton-Menk re: Scope of Project
 - b. 2019 Design
 - c. 2020 Construction
8. Kent-Stein to Deep Lakes Trail:
 - a. Prepare documentation for final audit
 - b. January 2019 - Trip to DOT for audit
9. DOT Lake Park Blvd Site:
 - a. Meeting with Department Heads January 15th and 16th:
 1. Parks and Recreation
 2. Public Works
 3. Police
 4. WPCP
 5. Fire
 - b. Provide site analysis report
 1. Determine immediate uses vs. long term uses
 - c. 2019 Design
 - d. 2020 Construction
10. Carver Corner Development:
 - a. Initial Goals:
 1. Highest and Best Use Development
 2. Attract more people to live in Muscatine
 3. Make it unique from CBD
 - b. Process:
 1. Seek additional opinions for best use
 - i. Met with representatives from HNI & Muscatine Foods
 - ii. Met with two developers
 - iii. Two additional local business owners scheduled
 2. Discuss the need for a financial consultant
 3. Finalize a "best use" list
 4. Discuss with City Council

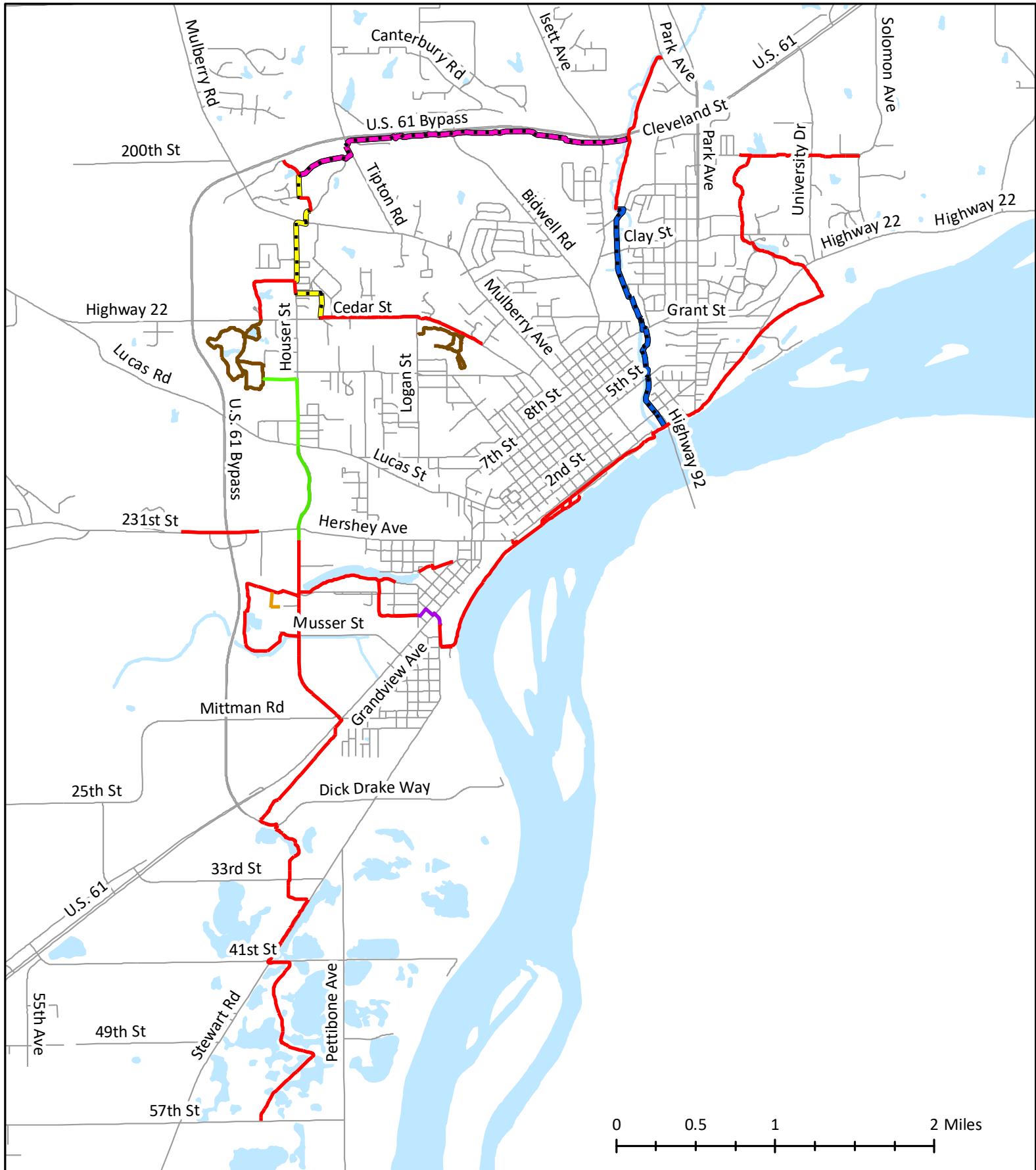
5. Develop RFP

11. Old Library Site:
 - a. City to consider development options
 - b. Interest from Developers
12. 2018 Full Depth Program:
 - a. Houser, Logan, Park Ave. West & 2nd Ave. under construction
13. City Hall Security:
 - a. 2019/2020 Budget - Oak Doors
 - b. Other protection funds in place
14. Phase V - West Hill Sewer Separation Design:
 - a. January 24th meeting with Stanley
15. Park Ave. Three Lane Configuration Project:
 - a. Costs to be divided between City/DOT/MPW
 - b. Tentative Schedule:
 1. Winter ('19/'20) Bid Letting
 2. 2020 Construction
16. Fulliam/Houser Roundabout:
 - a. Shive Hattery design
 - b. 100% State Funded
 - c. Overrun costs covered by City
 - d. Tentative Schedule:
 1. March 7th - Set Public Hearing
 2. March 21st - Public Hearing
 3. March 21st - Approve Plans & Specs
 4. April - Construction
 5. May 2nd - Award Contract
 6. May 16th - Approve Contract
 7. June - Construction

2019 Projects:

- a. Mad Creek Channel Armoring and Floodgate Paving
- b. Transfer Station site paving improvements
- c. Riverside Park Development and Master Plan Implementation
- d. Grandview Ave. Reconstruction Project
- e. Westside Trail
- f. West Hill Sewer Separation Phase IVB
- g. Mini Roundabout at Fulliam/Houser
- h. Roundabout at 2nd/Mulberry
- i. 2018/19 Full Depth Patch Program and/or Asphalt Overlay
- j. City Hall HVAC Envelope
- k. 2nd Street Streetscape Project Design
- l. DOT Lake Park Facility Needs Assessment and Design
- m. West Hill Sewer Separation Phase V Design Coordination

- n. Study of Briar's Ditch Design for Future Improvements
- o. Carver Corner Development
- p. Old Library site Development
- q. City Hall Security
- r. DOT's Doc Express Implementation



Legend

- Westside Trail
- Non-City Trails
- Mad Creek Trail
- Grandview Connector Trail
- Existing Trails
- Other Proposed Connecting Trails
- Dog Park Connector Trail
- Bypass Trail



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FOR IMMEDIATE RELEASE
JANUARY 16, 2019

WHEN THE SNOW COMES TO MUSCATINE ...

Snow and ice control high priority item for Department of Public Works

MUSCATINE, Iowa – When winter weather events (snow and/or ice) come to Muscatine, the City of Muscatine endeavors to maintain adequate traction for vehicles properly equipped for winter driving conditions and safe routes of travel for pedestrians. Snow and ice control is considered an emergency operation by the City of Muscatine; an operation that must be initiated quickly and continued on a round-the-clock basis until completed.

The Department of Public Works (DPW) Snow and Ice Control Policy defines and outlines the objectives and procedures to be followed. Each winter storm has unique characteristics with climatological factors such as storm intensity and duration, wind, temperature, and snow/ice accumulation used to determine the City response to the event. The DPW plows streets in the order of (1) snow routes including hospital access streets, school access routes, and transit emergency bus routes, (2) central business district route, (3) residential streets, and (4) alleys. For more details, feel free to [review the policy](#).

Snow Emergency Parking Plan

An emergency snow removal operation (Snow Emergency) can be declared by the DPW Director or the Roadway Maintenance Supervisor at the time ice or snow accumulations impede or hinder the safe movement of vehicular traffic or otherwise interfere with the safe movement of emergency vehicles or public transportation.



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The City does its best to alert the public when a Snow Emergency is declared through the City website, City social media sites, local media channels, and Notify Me, the City's free text notification system. Notice to the public is provided at least four hours before the beginning of the declaration. The Snow Emergency duration is a minimum of 48 hours. Sign up for [Notify Me](#) now to receive notifications.

For snow removal crews to properly and safely clear routes for travel, a snow parking plan is implemented on a voluntary basis until a Snow Emergency is implemented at which time the parking plan becomes mandatory. Vehicles parked on city streets in violation of the Snow Emergency Parking Plan, when in effect, are subject to \$35 fines and/or towing. For more details, review the [Snow Emergency Parking Plan](#).

To find out if a Snow Emergency has been declared you may call 563-272-2506.

Sidewalk Snow Removal

It is the responsibility of abutting property owners to remove snow and ice from sidewalks within 24 hours after a weather event has ended. If a property owner fails to remove the accumulations within a reasonable time, the City, after attempting to notify the adjoining property owner, may remove the snow and assess the cost to the property owner. Residents are reminded that it is unlawful for any person(s) to remove snow and ice from private property by dumping them upon any public highway, street, avenue, alley, or sidewalk. Learn more about [sidewalk snow removal](#).

The benefits of clearing sidewalks and driveways include reducing the potential for pedestrian falls while traversing the property, and clearing a safe path for public safety personnel if they are needed at the property. Cleared sidewalks help ambulance crews get to patients and to move patients from houses to the ambulance safely.

Refuse/Recycle Bin Placement



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Snowplow drivers would greatly appreciate residents placing refuse and recycling bins in driveways and not in the streets during and immediately following any snow event. This will allow drivers to focus on clearing streets and will prevent damage to bins. Containers that are left in the street are subject to either being hit with a snowplow or forcing the snowplow driver to leave their plow to remove the container from their path.

Fire Hydrants

The Muscatine Fire Department asks that property owners who have a fire hydrant on their property to take a few extra minutes while clearing their sidewalks and driveways to clear at least one foot around fire hydrants all the way to the ground and out to the street. Fire Department officials remind residents that seconds do count as emergency crews respond to structure fires and medical emergencies.

Thank You

The City of Muscatine extends their thanks to residents for their cooperation and in helping City staff do their jobs and to serve the public. If, by chance, City crews miss your street or if you need to file a complaint about a snow covered or icy sidewalk, etc., create a muscataineiowa.gov account and use the [Let Us Know](#) feature to submit problems or comments.



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FOR IMMEDIATE RELEASE
JANUARY 17, 2019

HARTMAN RECEIVES CFO AND FM DESIGNATIONS

Muscatine assistant fire chief one of less than 100 in world to have double designation

MUSCATINE, Iowa – Muscatine Assistant Fire Chief Michael Hartman has successfully completed the process that awards the professional designation of “Chief Fire Officer” (CFO) and “Fire Marshal” (FM). Hartman’s accomplishment is a rare accomplishment with less than 100 in the world holding the double designation.

The Commission of Professional Credentialing (CPC) met on December 11, 2018, to confer the designations. Hartman becomes one of only 142 FMs and 1,339 CFOs worldwide.

Hartman began his career with the Muscatine Fire Department in 1994, but began his EMS career by volunteering for Eldora EMS in Eldora, Iowa. He earned his Paramedic certification in 1995, bachelor’s degree in 1999, master’s degree in 2007, and Executive Fire Officer designation in 2012. He became one of five Muscatine Fire Department members to be recognized with the Career Individual Provider of the year award from the Iowa EMS Association in 2012.

Hartman became Assistant Fire Chief for the Muscatine Fire Department in November 2009 and has served as a Field Program Instruction for the Iowa Fire Service Training Bureau since 2003. He joins Fire Chief Jerry Ewers as a CFO. Ewers received his designation in 2010.



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The Designation program is a voluntary program designed to recognize individuals who demonstrate their excellence in seven measured components including experience, education, professional development, professional contributions, association membership, community involvement, and technical experience. In addition, all applicant are required to identify a future professional development plan.

The CFO and FM designation programs use a comprehensive peer review model to evaluate candidates seeking the credential. The CPC awards the designation only after an individual successfully meets all of the organization's stringent criteria.

Achieving this designation signifies Hartman's commitment to his career in the fire and emergency services.

This professional designation is valid for three years. Maintaining the designation requires recipients to show continues growth in the areas of professional development, professional contributions, active association membership, and community involvement as well as adhere to a strict code of professional conduct.

The CPC, an entity of the Center for Public Safety Excellence, Inc., (CPSE) administers the Designation Program. The CPC consists of individuals from academia, federal, and local government, and the fire and emergency medical services profession.

To learn more about CPC, visit www.cpse.org.