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## City Administrator Report to Mayor & City Council

2019.02.08, Edition No. 337

### WEEKLY UPDATE:

- Budget: I'd like to thank everyone for taking the time the past two weeks to review the budget with us. I understand it is time consuming, but as we all know it is an important part of our jobs. A special thank you to the department heads, their staff and Finance Director Lueck and her staff as well.
- Council Meetings: Just a quick reminder that we are meeting in Council Chambers for next **Thursday's In-Depth session at 5pm** to set the public hearing for the Budget.
- Projects: The plans for the mini roundabout to be located at the intersection of Houser and Fulliam are now on the City of Muscatine website. <https://www.muscatineiowa.gov/1294/Houser-Fulliam-Mini-Roundabout>. The plans are located under Public Works/Construction Projects/Houser-Fulliam Roundabout.
- CSO: Please find attached the January 2019 progress report for the West Hill Projects. Karmen K. Heim, P.E., Senior Environmental Engineer, Stanley Consultants
- MFPRSI: Please find attached the MFPRSI Board Meeting Agenda for the forthcoming meeting on February 21, 2019. Terry Slattery, CEBS, Executive Director
- Mississippi Drive: Good news! According to our City Engineer, the attached letter in essence says we are done with the MOA requirements for Mississippi Drive.
- Bi-State: The Bi-State Regional Commission will be hosting a free Alternative Energy Conference on March 5. We hope members of your staff will be able to join us and learn more about current best practices for alternative energy installations. The conference features nationally-recognized speakers who will be addressing topics of interest to municipal administrators and planners, including model ordinances, best practices in zoning, conservation practices at energy installations, and incentives to help repurpose brownfield sites as solar farms. The event is free and includes lunch with advanced registration. You can learn more from the attached flier or by visiting the event registration page. We hope you or someone from your jurisdiction/agency or will be able to attend. We have room for 100 attendees.
- Parks & Rec: (ATTACHMENT) The Parks and Recreation Department of the City of Muscatine is recruiting dependable, hardworking individuals to fill seasonal positions for the spring and summer of 2019. A Job Fair will be held at the Muscatine Municipal Golf Course from 10 a.m.-12 p.n. on Saturday, March 16, 2019. A variety of opportunities are available including Aquatic Center staff, Golf Club House operators, gas dock attendants, recreation program leaders, seasonal maintenance laborers, and groundskeepers. Come out to the Golf Course to talk with current staff, review open positions, and fill out an application. For more information, please contact the Muscatine Parks and Recreation Department at (563) 263-0241.
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**"I remember Muscatine for its sunsets. I have never seen any on either side of the ocean that equaled them" — Mark Twain**

Additional Information:

The following are the notes from our Project Management Meeting held on Wednesday, February 6th.

1. Phase IVB - West Hill Sewer Separation:
  - a. February 14th: Pre-Construction Meeting
  - b. February 21st: Public Meeting
  - c. Work underway:
    - 1) Survey
    - 2) Tree Removal
  - d. Carryover punch list from 4A to 4B (i.e. seeding)
  
2. Mississippi Drive Corridor Project:
  - a. February 14th: Progress Meeting
  - b. April 30th: Target date for closing project
  - c. Mad Creek Channel Armoring:
    - 1) Rip-Rap in place
    - 2) Material still needs to be evenly distributed
  - d. Punch list items still need to be completed
  - e. Work with Bolton-Menk for Award recognition (Pat)
  
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
  - b. Master Plan sent to J. Howe
  
4. Grandview Ave. Reconstruction Project:
  - a. Plans completed
  - b. Property Acquisition on-going
  - c. Bid Letting: July/August
    - 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 Ave. traffic in 2019
  
5. 2nd/Mulberry Roundabout Project
  - a. Plans completed
  - b. February 7th: Council finalizes acquisition process
  - c. 2019 Project
  - d. Construction start in May - June still meets 2019 timetable
  
6. Westside Trail:
  - a. City waiting for final Categorical Exclusion Clearance from DOT
  - b. Plans submitted to DOT

- c. 8' sidewalk width approved for Houser north of Lucas
- d. Tentative Schedule:
  - 1) June 6th: Set Public Hearing
  - 2) June 20th: Public Hearing
  - 3) June 20th: Approve Plans & Specification
  - 4) July 16th: Bid Opening (DOT TPMS report)
  - 5) August 1st: Award Contract
  - 6) August 15th: Approve Contract and Bond
  - 7) Late August: Construction Start
  
- 7. 2nd Street Streetscape Project:
  - a. February 25th: Meet with Bolton-Menk
  - b. Memo to Bolton-Menk (Jim)
    - 1) Use Iowa River Landing as the standard
    - 2) Focus on sidewalk design(s)
    - 3. Reconstruct Iowa/Sycamore/Cedar intersections
  
- 8. Kent-Stein to Deep Lakes Trail:
  - a. February 21st: Final DOT audit
  
- 9. DOT Lake Park Blvd Site:
  - a. Provide final site analysis report to City Administrator
  - b. Options vs. retention basin (Brian & Pat)
  - c. Set Council Tour (Gregg)
  - d. 2019 Design
  - e. 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) Met with 3 developers and 4 significant stakeholders (Hill/Boka)
    - 2) Review of notes from meetings
    - 3) Determine next direction
      - i. Need for a financial consultant
      - ii. Finalize a "best use" list
      - iii. Discuss with City Council
      - iv. Develop RFP
  
- 11. Old Library Site:
  - a. City to consider development options
  - b. Will follow same process as Carver Corner
  
- 12. 2018 Full Depth Program
  - a. Houser, Logan, Park Ave. West, 2nd Ave. under construction

13. 2019 Full Depth Program
  - a. Fulliam, Houser, Lake Park, University Dr.
14. City Hall Security:
  - a. Oak Doors in Budget
  - b. Review of Council Chambers panel material with PD
15. Phase V - West Hill Sewer Separation Design:
  - a. February 19th: Meeting with Stanley
  - b. Collection & Drainage to review manhole status
16. 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
17. Fulliam/Houser Roundabout:
  - a. Shive Hatter design
  - b. City/State funded
  - c. Tentative Schedule:
    - 1) March 7th: Set Public Hearing
    - 2) March 21st: Public Hearing
    - 3) March 21st: Approve Plans & Specs
    - 4) April: Bid Opening
    - 5) May 2nd: Award Contract
    - 6) May 16th: Approve Contract and Bond
    - 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. 2018/2019 Full Depth Patch Program and Asphalt Overlay (alleys)
- j. 2nd Street Streetscape Project design
- k. DOT Lake Park Facility Needs Assessment and Design
- l. West Hill Sewer Separation Phase V Design coordination
- m. Study of Briar's ditch design for future improvements
- n. Carver Corner Development
- o. Old Library site Development
- p. City Hall Security
- q. DOT's Doc Express Implementation



## PROJECT STATUS REPORT

**Project Name:** City of Muscatine - West Hill Sewer Separation **Month:** January 2019

**Prepared By:** Stanley Consultants **Project Number:** SCI: 17660: 30.02, 42.00; 43.00  
 "PHASE" refers to Design Package/Construction Contract

### **Progress for Last Month (January 2019):**

#### **Phase 4 – Construction:**

- Contractor coordination with CAD surface model and machine control approach

#### **Phase 5 – Planning:**

- Project reporting and program maintenance
- Phase 5 monthly update meeting – Jan 29
- Review LWBS televising tapes, review Martin and Whitacre property research.

#### **Phase 3 – Construction:** Deposition review draft document

### **Work Items for Coming Month (February 2019):**

#### **Phase 4 – Construction:** Provide construction services as needed

- Review material provided by KMA on RCP pipe testing.
- Attend 4B precon
- Review shop drawings
- Coordinate with contractor on machine control data needs.

#### **Phase 5 – Planning:**

- Program Maintenance
  - Continue periodic discussion on Phase 5 to keep on track. Meeting Feb 19.
  - Continue to review televising data/report. Write summary memo.
  - Work on scope for LWBS Ravine Survey for Phase 5 (Anticipate survey to occur in March)
  - Send City list for LWBS manhole collection data needs.

#### **Phase 3 – Construction Closeout:** Assist as needed.

#### **Phase 5 – Planning Schedule**

<b>Duration</b>	<b>Date</b>	<b>Task</b>
1 year	2018 - 2019	Planning (To Determine location of next Phase)
1-2 months	March-April 2019	Ravine Survey
6 months	May 2019 - Oct 2019	Survey (For Concept and All of Design)
5 months	Nov 2019 - March 2020	Concept Design (25% design and cost estimate)
6 months	April 2020 - Sept 2020	Preliminary (65% and 95% Designs)
3 months	Oct 2020 - Dec 2020	Final (to 100% Design)
2 months	Jan / Feb 2021	Bid Phase 5 (Advertise to Award)
2 – 3 years	March 2021 – 2022/2023	Construction Start of Phase 5 (Notice to Proceed)

**Key Issues & Information Required / Critical Information:** None.

**NOTICE OF MEETING OF THE BOARD OF TRUSTEES  
MUNICIPAL FIRE AND POLICE RETIREMENT SYSTEM OF IOWA  
THURSDAY, FEBRUARY 21, 2019 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
- PROJECTS D. DEVELOPMENT PROGRAM REPORTS  
1. LEGISLATIVE REPORT

**DISCUSSION/ACTION ITEMS**

- E. FINANCIAL REPORTS  
1. STATUS & ANY PROPOSED MODIFICATION OF THE BUDGET  
2. MEDICAL BOARD CONTRACT UPDATE
- F. BOARD INQUIRIES & ANY MISC. DISCUSSION ITEMS  
1) Administration Goals  
2) Marty Pottebaum – NAPO Conference Summary  
3) ISPA Letter – Marty Pottebaum Reappointment

- G. DISCUSSION OF LEGAL MATTERS, IMMINENT/PENDING LITIGATION CASES
- H. CONSIDERATION OF & DETERMINATION ON APPEAL CASE (MILLER)
- I. INVESTMENT PROGRAM UPDATE
- J. INVESTMENT PERFORMANCE REPORT
- K. GASB 68 REPORT DRAFT

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: April 4, 2019**

**Office of Location & Environment**

800 Lincoln Way, Ames, IA 50010

Phone: 515-239-1035 | Email: [jacob.woodcock@iowadot.us](mailto:jacob.woodcock@iowadot.us)

January 15, 2019

**RECEIVED**

**JAN 18 2019**

by SHPO

Ref No: STP-U-5330(614)--70-70

City of Muscatine

Muscatine County

Local Systems

R & C: 20080170073

Tallgrass Archaeology L.L.C Report TA17-659--3

Mr. Daniel Higginbottom  
State Historical Society of Iowa  
600 East Locust  
Des Moines, IA 50319-0290

Dear Daniel:

**RE: *Archaeological Monitoring for the Mississippi Drive Corridor Reconstruction Project, City of Muscatine, Muscatine County, Iowa* for Memorandum of Agreement (MOA) Stipulations**

Beginning in 2008 your office, our office, FHWA and the city of Muscatine have been consulting on this project and a MOA was signed into effect in 2015. In March of 2018, the intersections of Carver Corner (Hershey Ave. at Green St.) and 2nd Street and Mulberry have been removed as part of this federal action reducing the project limits of this project. The Carver Corner (Hershey Ave. at Green St.) and 2nd Street and Mulberry Intersections will be pursued by the city of Muscatine as a separate project (See attached figures).

Attached is the *Archaeological Monitoring for the Mississippi Drive Corridor Reconstruction Project, City of Muscatine, Muscatine County, Iowa* by Tallgrass Archaeology L.L.C. (TA). This report presents the results of the archaeological monitoring to meet the requirements of the MOA for the section of Mississippi Drive from just west of Elm Street to east of Oak Street on 2<sup>nd</sup> Avenue. The attached TA report summarizes the monitoring completed to ensure that previously identified sites 13MC323, 13MC324 and 13MC349 were not adversely effected by the reconstruction project. Our office agrees with the summary and recommendations made in the TA report.

***13MC323 and 13MC349***

No evidence of 13MC323 and 13MC349 were encountered within the project area, with the previously identified area of 13MC323 largely avoided and the reported location of 13MC349 was found to have been completely disturbed by previous extensive and deep utility line and manhole excavations. The TA report notes that any archaeological evidence of 13MC349 is no longer extant and 13MC323 remains for future investigation to determine if significant archaeological deposits are present or not.

***13MC324***

The only evidence of 13MC324 encountered were two brick conveyor boxes with metal augers on the interior that were known from the 1899-1912 Sanborn maps as having been associated with the oat meal/cereal business. The primary identified potential significance of site 13MC324 had been the presence of a native soil that could potentially contain cultural evidence of the early occupation of Muscatine. This buried soil was not encountered during the current construction project except in wall profile exposures cut by previous utility trenches. No artifacts or features were observed in those profile exposures. Therefore, there remains some



potential for intact portions of this 1830s surface to still be within the south lane of E. Mississippi Drive within those areas of site 13MC324 that were not excavated during the current construction project.

**Papoose Creek Sewer**

The proposed construction around the Papoose Creek Sewer did not occur until 2018 and it was originally planned that TA would be monitoring excavation activities within 50 feet of that historic sewer line. However, the construction plans were modified so that there was no below-roadbed excavation within 50 feet of that historic sewer line; therefore, no further monitoring was required. As a result, there was a delay in the archaeological monitoring final report because of the anticipated need for additional monitoring that was subsequently not needed.

**13MC360**

A variety of underground utility lines were encountered in the project corridor, most notable of these was a substantial limestone block wall that was built at the railroad crossing of Iowa Avenue and E. Mississippi Drive. It was recorded as 13MC360 and remains in place.

**13MC297**

Site 13MC297, which was not included within the current Mississippi Drive reconstruction area and will be monitored per the stipulations at such time that the E. Mississippi Drive segment is constructed.

If you feel that the conditions of the MOA have been met regarding construction monitoring for sites 13MC323, 13MC324, 13MC349 and the Papoose Sewer, please sign the concurrence line below, add your comments and return this letter. If you have any questions, please contact me at 515-239-1035 or [jacob.woodcock@iowadot.us](mailto:jacob.woodcock@iowadot.us).

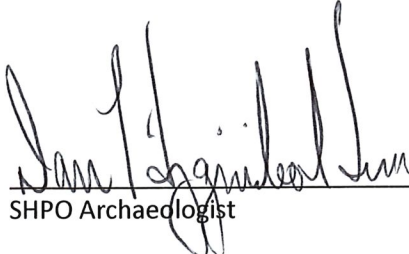
Sincerely,



Jacob Woodcock  
Office of Location and Environment

JWW  
Enclosure

cc: Mike LaPietra – FHWA  
DeeAnn Newell – NEPA/OLE – DOT  
Christy Van Buskirk – District 5 Local Systems Engineer  
Jim Edgmond – City of Muscatine

Concur:  Date: 2/1/2019  
SHPO Archaeologist

Comments:



# 2019 Bi-State Alternative Energy Conference

*Is your community ready for renewable energy? It does more than power homes and businesses. In recent years, alternative energy has become a robust economic engine that generates jobs and tax revenue. Learn more about practices that will position your community to maximize benefits and avoid permitting headaches.*

**Tuesday, March 5, 2019, 9:00 a.m.-3:30 p.m.**

**Gerber Center at Augustana College  
3435 9½ Avenue, Rock Island, Illinois**

**Free event**

## Topics include:

- Model ordinances for alternative energy
- Brownfields as solar sites
- Conservation practices for energy installations
- Community solar initiatives
- Energy efficiency rebates for public buildings

## Featuring speakers from:

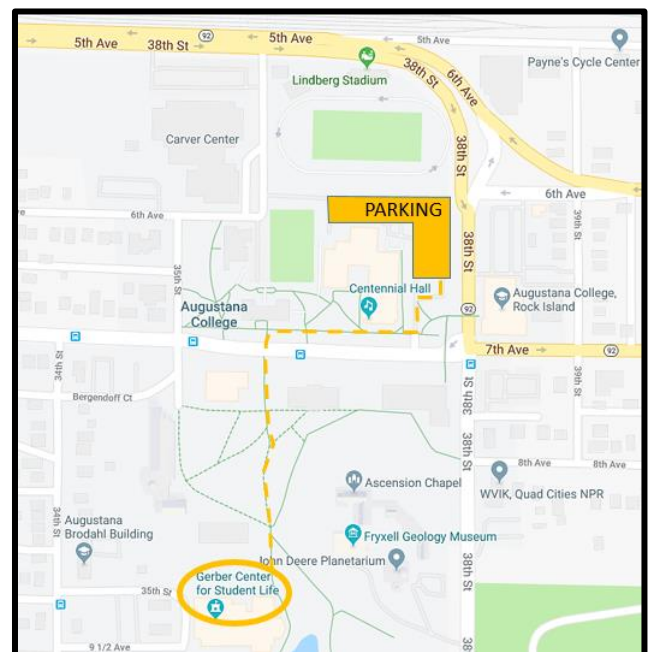
- Great Plains Institute
- Midwest Renewable Energy Association
- Environmental Law & Policy Center
- Argonne National Laboratory
- Fresh Energy
- Ameren, ComEd, and MidAmerican Energy

**Free lunch with advanced registration.** Sign up at <https://www.eventbrite.com/e/2019-bi-state-alternative-energy-conference-tickets-54606359090>.

*This event is made possible through support from the Quad Cities Community Foundation Mark W. Schwiebert Fund for Environmental Studies and presented by Bi-State Regional Commission.*



*Parking is in Centennial Hall lot  
3703 7<sup>th</sup> Avenue*





CITY OF MUSCATINE  
215 SYCAMORE STREET  
MUSCATINE, IA 52761  
PH. (563) 264-1550 • FAX (563) 264-0750

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ParksPRESS RELEASE  
MUSCATINE PARKS & RECREATION  
215 Sycamore, Muscatine, Iowa 52761  
563.263.0241

**FOR IMMEDIATE RELEASE**

**February 06, 2019**

## **PARKS AND RECREATION JOB FAIR SET FOR MARCH 16**

*Seasonal positions are available throughout the spring and summer for 2019*

**MUSCATINE, Iowa** – The Parks and Recreation Department of the City of Muscatine is recruiting dependable, hardworking individuals to fill seasonal positions for the spring and summer of 2019. A Job Fair will be held at the Muscatine Municipal Golf Course from 10 a.m.- 12 p.n. on Saturday, March 16, 2019.

A variety of opportunities are available including Aquatic Center staff, Golf Club House operators, gas dock attendants, recreation program leaders, seasonal maintenance laborers, and groundskeepers.

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