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## City Administrator Report to Mayor & City Council

2019.05.11, Edition No. 343

### WEEKLY UPDATE:

- Muscatine Health Support Grant: Great news. AC Ted Hillard was successful on getting a partial grant for the cost of a Life Pak 15 cardiac monitor for the 6th ambulance we will purchasing. This is the single most expensive item on the ambulance.
- Assessor: Valuation Appeals List from Assessor - attached is a list of property owners that appealed their assessments by \$100,000 or more (7 on list). We hope to continue receiving this update from the County.
- In-Depth: Attached are the Rental Housing, CIP and Hard Surfacing Powerpoint Presentations from last night's agenda.
- MFPSI: Please find attached the MFPSI Board Meeting Agenda for the forthcoming meeting on May 16, 2019.
- 5th & Mulberry: I received word that the proposed buyer for the 5th & Mulberry site has withdrawn their request to purchase the building. They noted that the city was very helpful and appreciated our efforts, but factors outside of their control have made it necessary to withdraw. We will contact the only other bidder to see if they have interest in obtaining the building, if not we will likely bring forth an estimate and plan for demolition of the site.
- CSO: Please find attached the April 2019 progress report for the West Hill Projects.
- Recycling: Regarding the transfer Station and the recycling drop off site. This was a service that Republic provide free (or in the past we we some revenue from). Given the current recycling situation it appears that we will have to abandon this effort and simply have residents utilize the recycle bins. The costs are prohibitive given the other needs that the transfer Station has and that fact that around 70% of the drop off is from County residents (This is Dave's best estimate of traffic at this time without doing. Formal count). Please note (Prepared by Dave Popp):
  - In regards to costs associated with continuing to provide a 24-hour recycling drop off area at the Transfer Station, I have some cost options to consider and feel we need to set up a meeting to discuss these. Republic will no longer lease the recycling side of the Transfer Station after June 30 of this year. Part of this lease was to provide and service the containers at the drop off area.
  - Option #1: Republic continues the drop off area as it is currently. They haul all materials collected off site. 2 co-mingle recycling containers dumped 3 times a week = \$93,600.00. 2 cardboard containers dumped three times a week = \$63,960, or a total of \$157,560.00 a year. There could be additional fees charged if the MRF in Scott County has to charge a tipping fee, this figure would be an unknown at this time. There could also be a rebate for cardboard, this figure would also be an unknown.
  - Option #2: Republic continues to provide the two cardboard and two co-mingle recycling containers for the drop off area and dumps them three

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

times a week on the floor of our facility, \$49,920.00 year. We load and haul cardboard and co-mingle, 2 loads a week? Using our transfer trailer and contract hauler. \$250.00 load? = \$26,000.00 year. Both totaling \$75,920.00 year. We would also need to modify the building to construct storage bins at an estimated cost of \$20,000.00 and purchase a grapple bucket for our loader at \$15,000.00. There would also be the possibility of having to pay a tipping fee at the MRF in Scott County and the possibility of seeing a rebate or revenue from the cardboard. Both are unknown and can fluctuate.

- Option #3: Purchase 2 cardboard and two co-mingle containers for the drop off area \$26,000.00. Retro fit rear load packer that will be available after purchase of new rear load packer in 2020 budget, \$35,000.00. Modify building to construct bins, \$20,000.00. Purchase grapple bucket for loader \$15,000.00. Total one time up front cost = \$96,000.00. there would be an estimated annual cost of \$26,000.00 for contract hauler and our transfer trailer to haul materials and as in the other options the possibility of a tipping fee for the co-mingle at the MRF in Scott County, plus the possibility of seeing a rebate or revenue for the cardboard. Also, staff time to dump and load materials, ¾ time employee?

The Transfer Station does not have the revenue to incur these costs and has capital items that are of a much higher priority. We have contact county staff to see if there is any interest on participating or providing service. Appropriate notice will be prepared prior to any action.

## **Projects**

The following are the notes from the Project Management Meeting on May 1st:

1. Phase IVB - West Hill Sewer Separation:
  - a. Water services are completed
  - b. Connecting laterals
  - c. Installing 24" sewer
  - d. Schedule delays because of weather
2. Mississippi Drive Corridor Project:
  - a. Remaining punch list work:
    - 1) Street Striping
    - 2) Inventory of plantings needed
  - b. May 16th: Resolution Accepting Completed Work
    - 1) Retainage reserved to finish project
  - c. Coordinate with Bolton-Menk for Award recognition
3. Riverside Master Plan:
  - a. 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. Plans Completed
  - b. Property Acquisition Underway
    - 1) June 6th Council Meeting - Easements approval
  - c. Tentative schedule (based on required easement acquisitions):
    - 1) May 21st: Final Plans to DOT
    - 2) June 4th: Contract Turn In to DOT
    - 3) June 6th: Set Public Hearing
    - 4) June 20th: Public Hearing
    - 5) June 20th: Approve Plans & Specs
    - 6) July/August: Bid Letting per DOT schedule
    - 7) August: Award Contract
    - 8) August: Approve Contract & Bond
    - 9) August/September: Construction start
  - d. Allow for late start date (March 2020)
  - e. No disruption of Grandview Ave traffic in 2019
5. 2nd/Mulberry Roundabout Project:
  - a. Plans Completed
  - b. Property still not acquired (Condemnation vs. Friendly Purchase)
  - c. Will move this to a 2020 Construction Project
  - d. Construction Options:
    - 1) Construct Roundabout and 2nd St. Streetscape in 2020 separately
    - 2) Combine Projects into one and build in 2020
    - 3) Build one project in 2020 and the other in 2021
6. Westside Trail:
  - a. Check Plans submitted to IDOT
  - b. Public Interest Findings submitted
  - c. Have property easements/acquisitions by June 3rd
  - d. Final Plans need to be approved by IDOT
  - e. 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. May 2nd: City/Bolton-Menk meeting
  - b. May 2nd: Presentation to the City Council
  - c. Reconstruct Iowa/Sycamore/Cedar Intersections
  - d. Focus on sidewalk design
  - e. Keep street repairs to a minimum
  - f. Other considerations: See #5

8. Mad Creek Channel Armoring:
  - a. Rip Rap in place
  - b. Will distribute material evenly after high water subsides
9. DOT Lake Park Blvd Site:
  - a. Council tour needed
  - b. 2019 Design
  - c. 2020 Construction
10. Carver Corner Development:
  - a. Initial Goals:
    - 1) Highest and Best Use Development
    - 2) Attract more people to visit/live in Muscatine
    - 3) Make it unique from CBD
  - b. May 2019:
    - 1) Final review of RFP
    - 2) Send RFP to Developers
11. Old Library Site:
  - a. City to consider development options
  - b. Will follow same process as Carver Corner
12. 2018 Full Depth Program:
  - a. Completed May 3rd
13. 2019 Full Depth Program:
  - a. Streets: Fulliam, Houser, Lake Park Blvd., University Dr., Musser
  - b. Schedule:
    - 1) May 9th: Bid Opening
    - 2) July 1st: Work Begins
14. City Hall Security:
  - a. Steel Plate ordered for Council Dais
15. Phase V - West Hill Sewer Separation Design:
  - a. Survey work to be completed by October 2019
  - b. Paving Profile submitted
  - c. Progress Meeting with Stanley scheduled for May 2019
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

2019 Projects:

- a. Mad Creek Channel Armoring
- b. Grandview Ave. Reconstruction Project
- c. Westside Trail

- d. West Hill Sewer Separation Project - IVB
- e. 2019 Full Depth Patch Program and Asphalt Overlay (alleys)
- f. DOT Lake Park Facility Tour and Design
- g. Study of Briar's Ditch design for future improvements
- h. City Hall Security
- i. Carver Corner Development

2020 Projects:

- a. 2nd/Mulberry Roundabout
- b. 2nd Street Streetscape Project Design
- c. West Hill Sewer Separation Phase V Design
- d. Old Library site Development
- e. Riverside Park Development and Master Plan Implementation

**NOTICE OF MEETING OF THE BOARD OF TRUSTEES  
MUNICIPAL FIRE AND POLICE RETIREMENT SYSTEM OF IOWA**  
**THURSDAY, MAY 16, 2019 10:00 am**

LOCATION: MFPSI 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
2. LOCAL REAL ESTATE INVESTMENT UPDATE

**DISCUSSION/ACTION ITEMS**

E. FINANCIAL REPORTS

1. STATUS & ANY PROPOSED MODIFICATION OF THE BUDGET

F. BOARD INQUIRIES & ANY MISC. DISCUSSION ITEMS

- 1) Administration Goals
  - a) Transition Plan
    - i) Interview of Dan Cassady

- G. DISCUSSION OF LEGAL MATTERS, IMMINENT/PENDING LITIGATION CASES
- H. CONSIDERATION OF & DETERMINATION ON APPEAL CASE (**UNRUH**)
- I. INVESTMENT PROGRAM UPDATE
  - 1) Private Equity Portfolio Recommendation
- J. INVESTMENT PERFORMANCE REPORT
- K. BOARD EDUCATION: INFRASTRUCTURE
- L. ASSET/LIABILITY STUDY
- M. STRATEGIC PLANNING UPDATE
- N. CUSTODIAL BANK RELATIONSHIP

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: June 27, 2019**



## PROJECT STATUS REPORT

**Project Name:** City of Muscatine - West Hill Sewer Separation **Month:** April 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 (April 2019):**

#### **Phase 4 – Construction:**

- Reviewed shop drawings – storm sewer structures Iowa to Cedar. Drew attention to structures that were 0.5' – 1' different from existing grade.
- Review shop drawings and maintain shop drawing log.
- Attend contractor progress meetings

#### **Phase 5 – Planning:**

- Project reporting and program maintenance
- Prepared planning schedule for change in survey.
- Martin and Whitacre performed field work for part 1 Ravine Survey and delivered survey to SCI.
- Review survey of ravine
- City Meeting 4-30-19. Brian Stineman provided authorization to proceed with obtaining the rest of Phase 5 survey.

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

#### **Phase 4 – Construction:**

- Provide construction services as needed
- Answer questions during construction
- Attend construction progress meetings
- Assist with shop drawings

#### **Phase 5 – Planning:**

- Program Maintenance
  - Prepare meeting notes from 4-30-19 meeting. Prepare scope of work for remaining Phase 5 survey. Coordinate with Martin and Whitacre on obtaining price and establishing sub-contract.
  - Continue to review televising data/report. Write summary memo.
  - Review sanitary services data and info collected by City staff when available.
  - July 2019 EPA annual report
  - Review survey data from ravine survey

### **Key Issues & Information Required / Critical Information:**

- none

## West Hill Phase 5 Planning Schedule

Date Prepared: April 2019

Duration	Original Schedule	Propose Revised Schedule	Task
TBD	2018 - 2019	2019 Ongoing	Planning (To Determine location of next Phase)
6 months	May 2019 - Oct 2019	July 2019 - Dec 2019	Survey (For Concept and All of Design)
5 months	Nov 2019 - March 2020	Jan 2020 - May 2020	Concept Design (25% design and cost estimate)
6 months	April 2020-Sept 2020	Mid May 2020 - Mid Nov 2020	Prelim (65% and 95% Designs)
3 months	Oct 2020 - Dec 2020	Mid Nov 2020 - Mid February 2021	Final ( to 100% Design)
2 months	Jan / Feb 2021	Mid Feb 2021 - April 2021	Bid Phase 5 (Advertise to Award)
	March 2021	May 2021	Construction Start of Phase 5 (Notice to Proceed)

### Notes

1	Assuming the next project will be the Phase 5 area outlined on the Feb 2018 figure (original 2010 Phase 3 plus 8th Street Climer to Lucas)
2	Assuming the next project will be on the order of the same magnitude in size and construction costs as the as designed Phase 3 and Phase 4. (\$6-\$7M)
3	If the next phase is not the area outlined as Phase 5 on the current planning map, planning efforts to determine what phase is next will need to begin earlier.
4	Assumes Phase 5 will be funded by City funds (no SRF loans)

# 2020-2024 CIP UPDATE

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City Council

May 9, 2019

# What is a Capital Improvement Plan?

- A legislative and management tool to facilitate the scheduling, planning and execution of a series of public improvements over a five-year period
- Projects are prioritized based upon need, desire, and importance to the community and the City's ability to finance as well as implement and administer the projects
- A five-year CIP is required by Iowa law

# Definition of Capital Improvements

- Minimum cost of \$25,000
- Construction, reconstruction, improvement or rehabilitation of public facilities and public works; and site or other improvements such as streets and alleys, sewers, airports, drainage facilities and park and recreation facilities, etc.
- Purchase of fixed or wheeled equipment
- Demolition activity
- Publicly financed assistance for housing rehabilitation
- Street, sewer, and property improvements

# Planning Process

- Projects were submitted by the various City departments
- The Planning & Zoning Commission has reviewed the document, provided recommendations, and have recommended adoption
- Council modifications will be made where necessary
- Public hearing
- Adoption by resolution

# Project Prioritization

- Existing Asset/Service vs. New Asset/Service
- Future Costs
- Comprehensive Plan
- Scope of the Project's Benefits
- Mandates
- Leveraged Funding Sources
- Public Health, Safety, and General Welfare
- Quality of Life

# Prioritization Score Sheet

	<b>DRAFT</b> City of Muscatine, Iowa Capital Improvement Plan Fiscal Years 2020 through 2024
<b>Lake Park Blvd. Bridge Deck Replacement</b>	
Department: Public Works Project Location: Lake Park Blvd. at Mad Creek	
<b>Existing Assets/Services vs. New Assets/Services</b>	
<i>How does the proposed project relate to existing City assets/services?</i>	
<input checked="" type="checkbox"/> Necessary to maintain an existing City asset or service in working order or at the current levels.....12 Points	
<b>Future Costs</b>	
<i>What impact would completion of this project have on future operating budgets taking into account operational and maintenance costs or savings that can be directly Attributed to the project?</i>	
<input checked="" type="checkbox"/> No or minimal impact to the operating budget.....6 Points	
<b>Comprehensive Plan</b>	
<i>Is the project contained within the Comprehensive Plan or does assist in implementing one or more goals of the Comprehensive Plan?</i>	
<input checked="" type="checkbox"/> Assists in implementing one goal of the comp. plan.....4 Points	
<b>Scope of the Project's Benefits</b>	
<i>How many people can this project be demonstrated to directly benefit?</i>	
<input checked="" type="checkbox"/> All of Muscatine.....12 Points	
<b>Mandates</b>	
<i>Is completion of this project required to fulfill a State or Federal mandate/regulations?</i>	
<input checked="" type="checkbox"/> No.....0 Points	
<b>Leveraged Funding Source(s)</b>	
<i>How well does this project leverage outside funding sources such as federal and state funds, grants, private contributions, etc.?</i>	
<input checked="" type="checkbox"/> No outside funding.....0 Points	
<b>Public Safety, Health, and General Welfare</b>	
<i>How does the project impact public safety, health, and general welfare?</i>	
<input checked="" type="checkbox"/> Is necessary to maintain current levels of public safety, health, and general welfare .....	
12 Points	
<b>Quality of Life</b>	
<i>How does the project impact quality of life in Muscatine?</i>	
<input checked="" type="checkbox"/> No demonstrable effect on quality of life.....0 Points	
<b>Economic Development</b>	
<i>How does the project impact economic development in Muscatine?</i>	
<input checked="" type="checkbox"/> Does not directly preserve or create jobs, but does contribute to a positive economic development climate.....4 Points	
<b>Total.....</b>	<b>50 Points</b>
60	

# Overview of All Proposed Projects



**DRAFT** City of Muscatine, Iowa  
Capital Improvement Plan  
Fiscal Years 2020 through 2024

Project	Fiscal Year	Project Cost	Funding Source	Points	Page
Runway 12/30 & Taxiway Maintenance	'22	\$200,000	State/Local Funds	38	
2nd Avenue Stormwater Infiltration Project	'20	\$75,000	Grants	36	
Weed Park Lagoon Trail	'20	\$100,000	TBD	34	
South End Air Release Valves—Phases 3 & 4	'21	\$100,000	Collection & Drainage Operating Fund	34	
South End Air Release Valves—Phases 3 & 4	'20	\$100,000	Collection & Drainage Operating Fund	34	
Transfer Station Entrance Road Overlay	'21	\$30,000	TBD	34	
Upgrade Fuel Facility	'20	\$200,000	State/Local Funds	34	
Fire Engine Replacement	'21	\$620,000	TBD	32	
Fuller Park Erosion Control	'23	\$300,000	TBD	32	
Weed Park Lagoon Bank Stabilization	'20	\$345,000	TBD	32	
Harbor Dredge Dewatering Area Relocation	'21	\$680,000	Water Pollution Control Fund & Collection and Drainage Op-	30	
Harbor Dredge Dewatering Area Relocation	'20	\$10,000	Water Pollution Control Fund & Collection and Drainage Op-	30	
Public Works Backup Generator	'20	\$50,000	TBD	30	
Greenwood Cemetery Erosion Control	'23	\$1,000,000	TBD	30	

Table 1: All Projects by Year Ranked by Prioritization Points

- Lists all proposed projects
- Ranks them based on prioritization points
- Each year of multi-year projects are listed separately

# Detailed Project Information

**DRAFT City of Muscatine, Iowa Capital Improvement Plan**  
Fiscal Years 2020 through 2024

**Lake Park Blvd. Bridge Deck Replacement**  
Department: Public Works Project Location: Lake Park Blvd. at Mad Creek

**Project Description:**  
Replacement of the deck on the Lake Park Boulevard Bridge.

Estimated Cost:	\$90,000	Project Type:	Repair
Funding Schedule:	FY '21—\$90,000	Current Status:	Requested new project; nothing completed to date
Funding Source:	Road Use Tax Funds	Estimated Completion Time:	2 Months
Impact on Annual Operating Expenditures	None	Fulfills a Mandate or Comprehensive Plan Goal?	Yes; fulfills a Comprehensive Plan goal(s)

**Purpose and Need for Project:**  
The bridge deck on the Lake Park Blvd bridge needs replaced. The remaining structure is in good shape.



Photo: Existing deck on Lake Park Blvd. Bridge

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**DRAFT City of Muscatine, Iowa Capital Improvement Plan**  
Fiscal Years 2020 through 2024

**Lake Park Blvd. Bridge Deck Replacement**  
Department: Public Works Project Location: Lake Park Blvd. at Mad Creek

**Estimated Project Costs:**

Item	Estimated Total Cost	Costs Already Incurred	Proposed Funding by Year(s)
Planning and Engineering		FY '19—\$10,000	
Land Acquisition			
Construction	\$90,000		FY '21—\$90,000
Equipment/ Furnishings			
Other			
Total	\$90,000		FY'20—75,000

**Item**      **Estimated Annual Impact on Operating Budget**

Total	None
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**Additional Information:**



Project Location

0 200 400 800 Feet

North

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# Summary by Department



**DRAFT City of Muscatine, Iowa  
Capital Improvement Plan**  
Fiscal Years 2020 through 2024

**Fiscal Year 2020 through 2024**

Funding Source	FY '20	FY '21	FY '22	FY '23	FY '24	Total
General Fund						
To Be Determined						
Water Pollution Control Plant Reserve Fund						
Water Pollution Control Plant Operating Fund						
Transfer of Jurisdiction Proceeds						
Collection and Drainage Operation Fund						
General Obligation Bonds						
Grants						
Road Use Tax Funds						
One Cent Local Option Sales Tax						
TIF						
Sewer Rates						
Revolving Loan Funds						
State Funds						
Federal STP Funds						
Federal TAP Funds						
Pearls of Progress Project						
<b>Total</b>			•			

Table 2: Cost of Proposed Projects by Funding Source (FY '20 through FY '24)

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- Provides a year-by-year summary of proposed projects broken down by funding source

# Summary by Fiscal Year



## DRAFT City of Muscatine, Iowa Capital Improvement Plan

Fiscal Years 2020 through 2024

### Fiscal Year 2024

Project	Department	Project Cost	Funding Source	Points	Page
West Hill Sewer Separation Project (Phase 6A)	PW—Sewer Separation	\$3,000,000	One Cent Local Option Sales Tax, Sewer Rates, & Revolving Loan Funds	74	
Progress Park Force Main Redundant Line	PW—Collection & Drainage	\$1,500,000	TBD	58	
Full Depth Patch Street Reconstruction	PW—Streets & Sidewalks Project	\$250,000	Road Use Tax	56	
Pavement Management Plan	PW—Streets & Sidewalks	\$1,000,000	One Cent Local Option Sales Tax and Road User Tax Fund	54	
Rear Load Collection Truck	PW—Transfer Station	\$180,000	TBD	48	
Mad Creek Storm Water Management	PW—Stormwater	\$900,000	Watershed Development Grant and 319 Grant	44	
MuscaBus Replacements	PW—Transit	\$223,000	Federal/City Funds	40	
Construct SRE Building	CD (Airport)	\$620,000	Federal/Local Funds	30	
Heinz Sewer Reconstruction Project	PW—Collection & Drainage	\$725,000	Collection and Drainage	26	

Table 15: Projects Proposed for Fiscal Year 2024 Ranked by Prioritization Points



## DRAFT City of Muscatine, Iowa Capital Improvement Plan

Fiscal Years 2020 through 2024

### Fiscal Year 2024

Department	ICity Funding	Outside Funding
Community Development (Airport)		1
Public Works-Transit		
Public Works-Collection & Drainage		
Public Works-Transfer Station		
Public Works-Buildings & Grounds		
Public Works-Street & Sidewalk Projects		
Public Works—Trails & Recreation Projects		
Public Works—Sewer Separation		
PW—Stormwater		
<b>Total</b>		

Table 16: Cost of Projects Proposed for Fiscal Year 2024 by Department

Funding Source	Amount
General Fund	
To Be Determined	
Collection & Drainage Operation Fund	
Road Use Tax Funds	
General Obligation Bonds	
One Cent Local Option Sales Tax	
Sewer Rates	
Grants	
Revolving Loan Funds	
Federal STP Funds	
<b>Total</b>	

Table 17: Cost of Projects Proposed for Fiscal Year 2024 by Funding Source

# QUESTIONS?



Planning & Zoning  
Commission  
Recommendation on  
Potential Change to  
Parking Lot Surfacing  
Standards

# Request for Planning & Zoning Commission Recommendation

- At the November 15<sup>th</sup> City Council meeting Councilman Saucedo made a request to initiate a change in City Code to exempt Light Industrial (M-1), General Industrial (M-2), and General Commercial (C-1) zoned parcels from the present requirement for the hard surfacing of parking lots used for the storage, maintenance, and/or repair of any semi-truck trailer or other heavy industrial equipment.
- The Council referred requested that the Planning and Zoning Commission make a recommendation on this proposed City Code Change.

# Planning & Zoning Commission Meetings on Issue

- The Planning and Zoning Commission extensively discussed this issue at the following 4 meetings.
  - December 11<sup>th</sup>
  - February 12<sup>th</sup>
  - March 12<sup>th</sup>
  - April 9<sup>th</sup>

# Planning & Zoning Commission Discussion

- Over the course of 4 meetings the Commission had a wide ranging discussion which specifically included discussion on:
  - The rational for the current parking lot surfacing standards
    - An examination of the parking lot surfacing standards of over 30 other nearby Iowa and Illinois cities and counties.
    - The impact of the current regulations on the community as a whole and on businesses operating a large number of trucks.
    - How effectively the current standards have been enforced.
    - The appropriateness of the use of slag as a parking lot surfacing material.

# Planning & Zoning Commission Discussion

- At the February meeting the Commission directed staff to prepare code language, in line with best practices, that would permit the storage of vehicles, trailers, and other equipment in non-hard surfaced areas in the M-2 zoning districts, so that they might give it consideration.
- Further direction that such an allowance for non-hard surfaced storage areas be done in a manner that minimizes adverse impacts on nearby properties and on the community as a whole.

# Draft Code Language that Was Discussed

- The draft code language discussed by the Commission would permit the storage of trailers, vehicles, and other equipment on areas surfaced with crushed stone, chip seal, oil or other such surfacing material, subject to all of the following conditions being met:
  - Only be allowed in areas zone General Industrial (M-2).
  - Not be allowed in a front yard or within 100 feet of a parcel containing a residence.
  - Be required to be screened from a public street by being located behind a building or a landscaped buffer yard.
  - The installation of such a storage area would require prior review and approval by the City.

# Draft Code Language that Was Discussed

- That such storage areas would need to be maintained free of weeds and standing water.
- The use of slag would not be permitted.
- A prohibition on using non-hard surfaced outdoor vehicles storages areas for customer parking, employee parking, loading or unloading of vehicles, or vehicle maintenance.

# Commission Recommendation

- At the April 9<sup>th</sup> meeting the Planning and Zoning voted 4 to 2 to recommend that the City Council not change the current parking lot surfacing standards.

# Rational for Recommendation

- Hard surfacing all parking lots and driveways is desirable for environmental quality and community aesthetic reasons.
- Concerns over the fairness that only giving an exemptions in certain circumstances in industrial areas when similar cases could be made other areas  
For example, the storage of R.V's in backyard of a home, long residential driveways, etc.

# Rational of Commission Members Dissenting for the Recommendation

- Improvements to air quality since the adoption of the hard surfacing standard removes a big part the rational for its existence
- That the idea of only allowing non-hard surfaced parking lots in areas more than 100' from any street or home should be adequate to mitigate their negative effects.

- Questions, comments, or further direction to staff?

# Rental Housing Code Update

# Intent of Rental Housing Code Update

- ▶ Centralize all provisions in City Code relating to rental housing into one single chapter.
- ▶ Make regulatory language easier to understand.
- ▶ Streamline rental licensing, registration, and inspection process
- ▶ Update standards

## Next Steps in Process

- ▶ Staff is near completion of an initial draft for public and City Council review and comment later this month
- ▶ Prior to completion of this initial review draft there are three rental housing related issues that staff wishes what City Council's position on, so that the initial review draft can reflect any Council consensus on these issue.

## Self Inspections

- ▶ Should the required annual self inspection by the property owner still be required?
- ▶ This requirement was added a few years ago.
- ▶ Staff recommendation is for the removal of this requirement as it has not lead to hope for increase in compliance with housing quality standards, and such staff time being used to enforce this regulation could have a bigger impact on the quality of the rental housing stock in Muscatine, if used otherwise.

# Annual Registration

- ▶ Staff is recommending removal of the requirement for annual registration be removed.
- ▶ The requirement for a triannual license, which requires the passing on an inspection would remain.
- ▶ Staff feels that registration, without inspection by City Staff of a rental unit, does create much benefit.
- ▶ In lieu of the requirement for annual registration, staff proposes the strengthening of the requirement that contact information for the owner and managers of rental property be kept up to date with the City at all times.

# Screens

- ▶ Option A:

All openable windows should have a tight fitting screen capable of keeping insects out.

or
- ▶ Option B:

Only windows needed meet ventilation requirements (one per room that lacks sufficient mechanical ventilation) should be required to have a tight fitting screen capable of keeping insects out.

Office of  
**Muscatine County Assessor**

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May 1, 2019

To: City of Muscatine  
Muscatine Community School – Jean Garner  
Iowa State University Extension and Outreach  
Muscatine County Supervisors  
Eastern Iowa Community College – Board Secretary

From: Clerk, Muscatine County Board of Review

Subject: Notification of appeal of assessment

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Per Section 441.37A (1) d. d. In all cases where a change in assessed valuation of one hundred thousand dollars or more is petitioned for, the local board of review shall mail a copy of the written notice of appeal and petition to all affected taxing districts as shown on the last available tax list.

The following property owners have filed with the 2019 Session, Muscatine County Board of Review:

Bridgestone Bandag LLC  
Colorado Park Associates L P  
Davenport Farm & Fleet Inc  
Forest Glen Muscatine Cooperative  
Hy-Vee Inc  
LHV Muscatine LLC  
Menard Inc

Please contact this office if you have questions or comments regarding this notification.

